

**Agashi Virar Arnala Education Society's  
Padmashree Bhausaheb Vartak College, Virar-E**

**Minutes of IQAC meeting**

The 1<sup>st</sup> IQAC Meeting was held on 20<sup>th</sup> September, 2022 at 4:00 p.m. via zoom.

The following members were present for the meeting:

- a. **Chairperson:** - Dr. Mrs. Sarika Chandrashekhar Rawat
- b. **Management Member:** - Shri. Vikas Narsinh Vartak (President & Trustee)
- c. **Local Society/ Trust Member:** - Shri. Krishnakumar Galvankar (Secretary & Trustee)
- d. **Employer Member:** - Shri. Narayan Mhatre (Secretary)
- e. **IQAC Co-ordinator** - Mrs. Sheetal Sanjay Koradkar
- f. **Teacher Members:** -  
Mrs. Stevina Silvester D'cunha  
Mrs. Dhruwali Dhiraj Vartak  
Mr. Nikhil Kashinath Naik  
Ms. Farheen Khalid Khan  
Mrs. Sejal Arjun Vishwakarma  
Mr. Abraham Wilson Jaman
- g. **Senior Administrative Officer:** -Mrs. Prachiti Sagar Mhatre
- h. **Student Member:** -Mr. Bohra Yogesh
- i. **Alumni Member:** -Mr. Manas Manojkumar Tiwari

**AGENDA**

1. Welcoming the Members
2. Introduction of IQAC
3. Approval of Academic Calendar 2022-23
4. Certified Courses
5. Teacher's Faculty Exchange Programme
6. Alumni Update
7. Proposed Awards for outstanding Students
8. Seven Criteria of submission of report to NAAC
9. Any other subject with the permission of president of the meeting
10. Vote of Thanks

The Chairperson of the committee Mrs. Sarika Rawat greeted and welcomed all the members of the committee for the 1<sup>st</sup> IQAC meeting. The IQAC Co-ordinator Mrs. Sheetal Koradkar took over and also extended a warm welcome to the team and presented the Agenda of the meeting in front of the committee. She also gave an insight about what IQAC actually is, its role, functions and importance and how it is essential for NAAC.

**The following points were further discussed:**

1. Mrs. Stevina D'cunha presented the academic calendar for the year 2022-23 which was approved by all the members of the committee.
2. Ms. Farheen Khan presented the proposal for Certified Add-on Courses for the students which include Personality Development and Spoken English to enhance their talent and skill building their confidence.
3. Mr. Nikhil Naik further took over and explained the objectives and benefits of conducting Teacher Faculty Exchange Programme with proposed colleges St. Joseph College, VIVA College and Vartak College.
4. Mrs. Dhruwali Vartak gave the Alumni update and highlighted about the activities the alumni have proposed to conduct.
5. Moving further, to encourage students to give their best and to imbibe the competitive spirit in them, Dr. Sarika Rawat proposed Awards/Rewards for Outstanding students in T.Y.B.Com, Sports, Co-Curriculum activities, NSS Championship Trophy, DLLE Championship Trophy and also Toppers in Accountancy.
6. President Shri Vikas Vartak Sir spoke on fundamentals of NAAC. He emphasized on education of students being a priority in NAAC.
7. Sir also made the committee realize that for overall development of our students it is essential that not only their concepts should be clear but also they should have Practical

Knowledge about the same. Sir also emphasized on the point that we should strive to make our students employable in the market for which he suggested that college should conduct practical sessions for students on Store Management, Tally, Accounting etc. He also emphasized that understanding the subject deeply is also very important for today's generation.

8. President Sir also appreciated the idea put forward by Principal Dr. Sarika Rawat related to Rewards and Awards to the Outstanding Students.
9. Seven Criteria of SSR to be submitted for NAAC and its working was discussed. It was decided to distribute the working of the 7 criteria among the core committee teachers and also to assign them with additional help of other teachers. It was also agreed upon to review the working of the committee at the end of every month.
10. Alumni Member Mr. Manas Tiwari also thanked college for his overall personality development through extra - curricular activities which is helping now him in his career. He also suggested that along with Education, College should also concentrate on curriculum activities like Debate, Quiz, and Elocution for the students.
11. Student Member Mr. Yogesh Bohra appreciated the way the teachers teach and how attention is given to the overall development of the students and the transparent process of grievance redressal.

The meeting concluded with Vote of thanks presented by IQAC co-ordinator Mrs. Sheetal Koradkar.