

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

Minutes of IOA meeting

The 2nd IQAC Meeting was held on 27th July, 2023 at 5:00 p.m. via zoom.

The following members were present for the meeting:

Chairperson: - Dr. (Mrs.) Sheetal Koradkar

IQAC Coordinator - Dr. (Mrs.) Sheetal Koradkar

Management Member: - Shri. Vikas Narsinh Vartak (President & Trustee)

Local Society/ Trust Member: - Shri. Krishnakumar Galvankar (Secretary & Trustee)

Employer Member: - Shri. Narayan Mhatre (Secretary)

Industrialist Member: -Shri. Prajwal Raut

Stakeholder Member: -Shri. Vidyanand Jha

Teacher Members: -

Mrs. Stevina Sylvester D'cunha

Mrs. Dhruwali Dhiraj Vartak

Mr. Nikhil Kashinath Naik

Ms. Farheen Khalid Khan

Mr. Abraham Wilson Jaman

Mr. Harshad Javalekar

Mrs. Anisha Khan

Senior Administrative Officer: - Mrs.Prachiti Sagar Mhatre

Student Member: -Ms. Anjali Tiwari

Alumni Member: -Mr. Abhay Mishra

The Acting Principal of the college Dr. Mrs. Sheetal Koradkar greeted and welcomed all the members of the committee for the 2nd IQAC meeting.

AGENDA

1. Welcoming the Members
2. Reading of last meeting minutes and approval from the committee.
3. Approval of Academic Calendar 2023 -24
4. MoU for Faculty Exchange Programme
5. Alumni Update
6. Review of outstanding Awards and Rewards
7. Planning for NAAC
8. Discussion about remedial coaching
9. Proposal for YCMOU Courses
10. Any other subject with the permission of chairperson of the meeting
11. Vote of Thanks

The following points were further discussed:

1. Mr. Nikhil Naik read the minutes of last meeting held on 20th September, 2022 and the same was approved by all.
2. Mrs. Stevina D'cunha presented the agenda of the current meeting
3. Dr. (Mrs.) Sheetal Koradkar presented the Academic Calendar 2023-2024 representing all activities and seminars that has to be conducted during the year also planning for the next academic year.
4. Mr Nikhil Naik Sir Proposed the Certified courses which includes
 - i) Soft skill Development Programme by Jaynish Sir from Thakur College
 - ii) Income Tax Return and Pancard making by Dilip Jain Sir from S.N college
 - iii) Stock Market still in talk with industrial Experts.

5. Mr. Abraham Jaman presented Faculty and Student Exchange Programme in which he discussed the objectives of the programme and the proposed colleges are St. Joseph and Vartak College.
 - a) Faculty Exchange Programme includes Exchange of Faculties in Teaching, Learning process, Guidance lecture, Cultural and Academics activities.
 - b) Students Exchange Programmes includes Exchange of Intercollegiate events for Activities and projects.
6. Mrs. Dhruwali Vartak further gave brief information that to improve the results bridge course and timely evaluations are being planned for the students.
7. Mrs Anisha Khan presented details on Alumni Association, Its registration work, the student members of the Association and their duration.
8. Mr. Harshad Javalekar presented the details of the Awards and Rewards presented for Intercollegiate activities and Competitions such as Students of the year, Topper in Accounts , Best Performer in Co-Curriculum activities, Best Library User, Best Sports Students, NSS Championship Trophy, DLLE Championship Trophy.
9. Miss. Farheen Khan presented details of working of NAAC and filling of IIQA by end of August.
10. Mrs Dhruwali Vartak presented working of Remedial Coaching which includes group of learners and beginners from S.Y.B.com and T.Y.B.com class.
11. Alumni Member Mr. Abhay Mishra and Student Member Ms. Anjali Tiwari provided suggestion to include more streams in the college.
12. Atlast Dr. (Mrs.) Sheetal Koradkar shared about introduction of Distance Education into our College via YCMOU for M.com session. Also, she stated that we are in touch with YCMOU for Certified Courses such as:
 - i) Certificate in Video Production
 - ii) Certificate in Foreign Language (French, German and English)
13. Due to change in authority, Ms. Farheen Khan was appointed as the new IQAC coordinator.
14. Mrs. Stevina D'cunha extended the Vote of Thanks.

On a positive note, having well planned action plan for development of the students and college the meeting concluded.