



Agashi Virar Arnala Education Society's

PADMASHREE BHAUSAHEB VARTAK COLLEGE

Opp. Jivadani Panch Payari, Chandansar Rd, Virar, Maharashtra 401305

(Affiliated to University of Mumbai)

Minutes of IQAC meeting

The 1st IQAC Meeting was held on 20th 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 1st 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.



Sheetal Koradkar

I/C PRINCIPAL
 Agashi Virar Arnala Education Society's
 Padmeshree Bhausaheb Vartak College of Commerce
 Virar (E)



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Minutes of IQAC 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.



S. Koradkar
I/C PRINCIPAL
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Virar (E)