

ACHIEVERS COLLEGE OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE)

MINUTES OF IQAC MEETING

Minutes of the FIRST Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's -Cabin on **15.08.2018** at 10.30 a.m.

Present:

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sophia D'Souza	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Ranjeet Thakur	Teachers Representative
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non Teaching Representative

1. Welcome Address by the Principal :

Principal offered a warm welcome to all the members. She enumerated that as per the decision of College Development Committee we are here to form the Internal Quality Assurance Cell of the College to function as per NAAC Guidelines. All the members happily agreed to be a part of IQAC Committee and promised to support the mission.

2. Aims and Objects of IQAC:

Ms. Sophia D'souza explained the constitution of the committee and read out-NAAC guidelines and the framework in which our committee is supposed to work. All the members unanimously requested her to become Coordinator of the IQAC Committee. Further Mrs. Madhuri Murbade was requested to assist her to record minutes of the meetings and offer secretarial support for the effective functioning of the committee.

3. Planning of Academic Activities:

The Principal of the institution, in the meeting placed on record the Academic Calendar of the College for the year 2018-19. After the discussion, the members suggested to prepare separate list of workshops and Conferences to be organized before during this academic year. After discussion, it was approved and adopted.

4. Budget for Research Activities:

Ms. Sana Khan requested in the meeting that we shall have separate budget for the Research Activities. Chairman Dr. Mahesh Bhiwandikar agreed to allocate the sum of Rs. 1,50,000/- for the Research Promotion Activities. Principal Madam was requested to utilize the budget appropriately. Further Ms. Sana Khan was requested to coordinate the Research Activities and make plans to organize National/ International Conferences / Workshops in coordination with Principal and Chairman sir.

5. Weekly Staff Meetings:

The Principal put forth the proposal to hold weekly meetings of all the teaching and non-teaching staff to discuss activities held in the week, as well as to plan the activities for the

upcoming week. All the members welcomed the idea. Further Chairman Dr. Bhiwandikar expressed his willingness to attend such staff meetings once in a month.

6. Introduction of new Programs:

The Principal brought to the notice of the members that the institution shall apply for new programs to the University of Mumbai for further growth and development of the College. Accordingly it was decided to apply for B.Sc. (IT), BA.MMC and M.Com (Advance Accountancy) from the next academic year -

7. Library Matters:

Ms. Madhuri Murbade requested the committee to look in to the up gradation of Library. It was thus decided to provide additional space for Reading Room and more number of books and Journals to the Library and expand the budgetary provisions

8. Infrastructure Matters :

The Principal in the meeting requested for furnishing of the fourth floor. She further expressed her concern for the upcoming international conference planned to held in December, 2018. Chairman sir promised to furnish the Class rooms in the next year and immediately start the work of Seminar Hall and get it completed before upcoming conference.

9. College Website :

Mr. Ranjit Thakur the teachers representative drawn the attention to the College Website, which is not up to the mark. After the discussion, it was decided to appoint the expert in this field to reconstruct the College Website. The Principal and Chairman sir were requested to look in to the matter.

10. Vote of Thanks:

There being no other business, the meeting was concluded with a Vote of Thanks to the Chair.

Place: KALYAN

CHAIPERSON

ACHIEVERS COLLEGE OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE)

MINUTES OF IQAC MEETING

Minutes of the SECOND Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Cabin on **23.04.2019** at 2.30 p.m.

Present:

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sophia D'Souza	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Ranjeet Thakur	Teachers Representative
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non Teaching Representative

1. Welcome Address by the Principal :

The Principal offered a warm welcome to all the members. She further congratulated all the members for help and support extended by each one in successful conduct of various activities during this academic year. All the members happily accepted the greetings and jointly promised to work in coordination in future too.

2. Minutes of Previous Meeting :

Minutes of previous meeting held on 15.08.2018 were read. After discussions of various decisions taken and its implementations, it was approved and adopted.

3. IQAC Report :

IQAC Coordinator Ms. Sophia D'souza presented before the meeting the report of the activities conducted by IQAC, for the academic year 2018-19. She highlighted the success of International Conference conducted on "Social Welfare Schemes in India". She further enumerated the problems faced and challenges during the conduct. All the members congratulated IQAC coordinator along with the team of teaching and support staff headed by the Principal for the overall success.

4. Budgetary Provision for Research Activities:

Miss Sana Khan in the meeting, requested for more budgetary provisions in connection with research activities, for the next academic year. Ms. Sophia D'souza placed before the meeting the list of activities to be conducted in the next academic year.

National Level Workshop for students

Establishment of Incubation Centre

Organisation of International Conference

Minor Research Projects for the Teaching Staff.

Dr. Bhiwandikar also agreed to discuss the same in the meeting of CDC for requisite approval.

5. Maintain College Diary :

Mr. Dinesh Somani in the meeting, proposed that College Diary be maintained for updating day today records of events and activities held in College. After discussion Ms. Siddhi Chavan was allotted with the responsibility to maintain the -College Dairy in the format to be finalized by Principal and other members.

6. Introduction of Add on Certificate Courses:

Dr. Bhiwandikar proposed an idea of introducing Add-on Certificate courses to impart skill based training to the students in addition to the programs offered. Principal was requested to deploy the staff and chart out the schedule to start such courses from the-next academic year.

7. Feedback System:

Principal proposed an idea of introducing Online Feedback system to be taken from all the stake holders for Curriculum, Teachers Quality, Feedback on Administrative and support Facilities provided by the College. After the discussion it was decided to assign the work to the website developer and Ms. Sairabao Shaikh was assigned the duty to do the needful in this regard.

8. Vote of Thanks:

There being no other business, the meeting was concluded with Vote of Thanks to the Chair.

Place: KALYAN

CHAIPERSON

ACHIEVERS COLLEGE OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE)

MINUTES OF IQAC MEETING

Minutes of the THIRD Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Cabin on **18. 06. 2019** at 5.30 p..m.

Present:

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sophia D'Souza	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Ranjeet Thakur	Teachers Representative
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non Teaching Representative

1. Welcome Address by the Principal :

The Principal offered a warm welcome to all the members. She further stated that this is the first meeting of the Academic year 2019-20. The year would-be full of opportunities, she assured that all the members jointly promised to work in coordination for the overall growth and development of the College.

2. Minutes of Previous Meeting :

Minutes of previous meeting held on 23.04.2019 were read. After discussions of various decisions taken and its implementations, it was approved and adopted

3. Academic Calendar :

Miss. Sophia D'souza in the meeting presented the Academic calendar for the year 2019-20. She informed the members that it is drawn in coordination with the University calendar. After discussions and minor corrections, it was approved and adopted.

4. NAAC Accreditation :

Dr. Bhiwandikar explained in the meeting that the College has completed six years and now we would go for NAAC Accreditation. Principal placed the suggestions and the same were approved in the meeting. She proposed to form a committee of seven members who would act as the Criterion In charge and work under the guidance of IQAC Coordinator.

5. Infrastructure Matters :

The IQAC Coordinator in the meeting asked for furnishing of remaining class rooms on fourth floor. She further requested to allocate one room for Business Incubation Center. After discussion it was decided to allocate Room No. 401 for the same and Dr. Bhiwandikar as a management representative agreed to furnish the remaining class rooms by the end of July, 2019.

6. Introduction of new Skill based Certificate Courses:

The Principal informed the members that the College would like to introduce following new skill based Certificate Courses for the students:-

Certificate Course in Basic Photography

Certificate Course in Cake Baking

Certificate course in Communication Skills (English)

The approval was granted and the principal was requested to get syllabus of respective courses framed from the staff members and to make necessary arrangements for the same and start the courses in the current academic year. Further it was requested to strengthen the Certificate course in Tally Accounting for which we already had approval from University of Mumbai.

7. Organisation of more Students centric activities:

Shri. Dinesh Somani requested to organize more and more students centric activities like Study Tours, Industrial Visits, Placement camps for attracting students to our College. Principal was instructed to draw an action plan in this regard and implement it with full zeal and enthusiasm.

8. Approval status of new programs:

The Principal informed the members that University of Mumbai has given positive recommendations to start the new programs of B.Sc.(IT), BAMMC and M.Com (Advance Accountancy) from the current academic year. The matter ~~is now pending~~ with the ~~H~~ Honorable Minister of Higher Education for his kind approval. She further informed about the allotment of the class rooms and recruitments of Teaching Staff to be made in connection with the new courses . After the discussions it was approved.

9. ICT Class Rooms:

The IQAC coordinator requested in the meeting to provide ICT facilities in some class rooms for improved teaching techniques. After the discussions Chairman promised to provide ICT facilities i.e. LCD Projector, Internet Facilities in five class rooms, and two laptops for exclusive use of teachers. He further agreed to provide e-zone and wi-fi facilities in library reading room.

10. Library Matters :

The Principal placed before the meeting the proposal received from the librarian for purchase of **SOUL Software** for **partial automation** of the library. In connection to the expansion of the library storage capacity, She asked Ms. Siddhi Chavan to coordinate with the Librarian and approach the Management regarding the purchase of appropriate storage racks, -computers and other requirements for automation of the library.

11. Appointment of the Staff:

The Principal placed before the meeting the requirement of teaching and non teaching staff for the Academic year including the new programs to be introduced. After the discussion it was approved. The-Principal was -authorized to get the approval from the University for the Work Load , ~~the~~ Draft advertisement and Publish an advertisement for the requirements of the staff in the leading news papers.

12. Proposals for Conferences and Workshops :

IQAC coordinator , Ms Sophia D' Souza proposed one International Conference inviting research papers from faculties of various reputable colleges across Mumbai and one State Level competition for the students on presentation of New Business Ideas. All the members appreciated the idea and granted approval for the same.

13. Minor Research Projects :

Dr. Bhiwandikar , the Management Representative suggested that the teaching staff take up some Minor Research Projects . He also proposed to sanction the Research Promotion Fund of Rs. 1,00,000/- for the same. Principal and the staff welcomed the idea appreciating the initiative taken by the Management .

14. Online Feedback Forms :

Principal informed the memebtrs that online feedback system is devised and now all the feedback forms are available on College Website. All the members are requested to motivate the respective stakeholders to visit College website and submit the feedbacks.

15. Vote of Thanks:

There being no other business, the meeting was concluded with Vote of Thanks to the Chair.

Place: KALYAN

CHAIPERSON

ACHIEVERS COLLEGE OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE)

MINUTES OF IQAC MEETING

Minutes of the FOURTH Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Chamber on **26.02.2020** at 5.30 p.m..

Present:

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sophia D'Souza	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Ranjeet Thakur	Teachers Representative
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non Teaching Representative

1. Welcome Address by the Principal :

The Principal offered a warm welcome to all the members. She further stated that this is the last meeting of the Academic year 2019-20. She exclaimed that this year was full of opportunities and challenges.

2. Minutes of Previous Meeting :

Minutes of previous meeting held on 18.06.2019 were read. After discussions of various decisions taken and implementations thereon, it was approved and adopted.

3. IQAC Report :

IQAC Coordinator Ms. Sophia D'Souza placed before the meeting the report of activities conducted during the academic year and highlighted the success of the following Mega Events:

International Conference on Smart Technology in Global era.

National level Seminar for Business Plan Presentation.

All the members appreciated the team efforts of the Staff under the able guidance of the Principal.

4. NAAC Accreditation :

The Principal in the meeting , reminded the members of the committee about the NAAC and work scheduled Criteria wise . She further informed that the College signed MOU with Birla College for mentoring us in connection with -NAAC Accreditation under the UGC Scheme of "Paramarsh". Dr. Bhiwandikar suggested that the team to speed up with the NAAC process and submit the SSR by July, 2020.

5. Infrastructure Matters :

The IQAC Coordinator , Ms. Sophia D'Souza in the meeting, suggested that the college building adjacent Sewer be covered with a Slab . She also made a remark about the college building compound that needs to be erected. Dr. Bhiwandikar suggested that she place the matter in CDC Meeting for appropriate decision thereon.

6. New programs:

Shri. Dinesh Somani suggested to the Principal and IQAC Coordinator that the college needs to apply for some more new UG/PG programs to be started from academic year 2021-22. After discussion IQAC was requested to carryout survey for the need and demand of the student's community and submit the same to the Principal.

7. Vote of Thanks:

There being no other business, the meeting was concluded with a Vote of Thanks to the Chair.

Place: KALYAN

CHAIRPERSON