



THE MOGAVEERA VYAVASTHAPAKA MANDALI
MVM Educational Campus

"Creating Quality...Delivering Excellence"

M V Mandali's Colleges of Commerce & Science

NAAC ACCREDITED

(Affiliated to University of Mumbai)

(Permanently Unaided Linguistic Minority Institution)

MVM Educational Campus Road, Off Veera Desai Road, Andheri (West), Mumbai - 400 058

: 2676 2446 / 5387 | ✉: degree@mvmeducation.com | www.mvmeducation.com

10th June 2020

Agenda for First Meeting of Internal Quality Assurance Cell

The First meeting of **Internal Quality Assurance Cell** for the academic year 2020-21 will be held on **Tuesday, 15th June 2020 at 11.00 am** on Microsoft Teams – Online Platform

The agenda of the Meeting would be:

1. To read and approve the minutes of the previous IQAC meeting held on 6th March, 2020
2. To approve formation of IQAC for Academic Year 2020-21.
3. To set Quality enhancement goals to achieve by IQAC and prepare plan of action for the same.
4. Any other matter with the permission of the chair.


PRINCIPAL



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Minutes of First IQAC meeting held on 15th June, 2020

The IQAC Meeting of M V Mandali's College of Commerce & Science was held online on 15th June, 2020 at 11:00 a.m on Microsoft Teams. The following members were present:

	Member's Name	
1.	Chairperson -Head of the Institution	
	Principal Dr. Gopal Kalkoti	
2.	One/Two Senior administrative officers	
	Mr. Jeetu Rohira	.
	Mr. Sachin Yekhe	
3.	Three to Eight Teachers	
	1. Mr. Divyesh Nagrecha	Member(Teacher)
	2. Ms. Anita Chaudhary	Member(Teacher)
	3. Ms. Nirma Mistry	Member(Teacher)
	4. Ms. Manisha Shinde	Member(Teacher)
	5. Ms. Navsin Mistry	Member(Teacher)
	6. Ms. Shweta Pawar	Member(Teacher)
	7. Ms. Venu Swadia	Member(Teacher)
4	One member from Management	
	1. Mr. Ved Prakash	Member (Management)
5	One/Two nominees from local society, students and Alumni	
	1. Dr. Vaidya(representative local society)	Member(Local Society)
	2. Mr. Melroy Fernandes	Member(Student)
	3. Mr. Amar Kanchan	Member(Student)
	4. Mr. Naresh Sharma	Member(Alumni)
6	One/Two nominee from employer/Industrialist/stakeholders	
	1. Mr. Sandesh D' Souza	Member(Industrialist)
7	One senior teacher as the coordinator/ Director of IQAC	
	1. Ms. Seema Rawat	Coordinator IQAC

Principal Dr. Gopal Kalkoti chaired the meeting. The following agenda was discussed in the meeting.

Agenda No. 1: To read and approve the minutes of previous IQAC meeting held on 06th March, 2020

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on 6th March, 2020 and the same was confirmed by the Principal Dr. Gopal Kalkoti.

Agenda No. 2: To approve formation of IQAC for Academic Year 2020-21

Ms. Seema Rawat put forward the constitution of IQAC(Internal Quality Assurance Cell) for Academic Year 2020-21. Same is approved by Chairman of IQAC- Dr. Gopal Kalkoti. (**Annexure I**)

Agenda No. 3: To set Quality enhancement goals to achieve by IQAC and prepare plan of action for the same.

Ms. Seema Rawat informed that all IQAC plan of action is prepared by taking inputs and suggestions from all IQAC members. IQAC plan of Action for Academic Year 2020-21 is put forward to all members for discussion. On the basis of suggestions given by few members in meeting changes are made in IQAC plan of Action and it is finalized and approved by Chairman of IQAC- Dr. Gopal Kalkoti. (**Annexure II**)

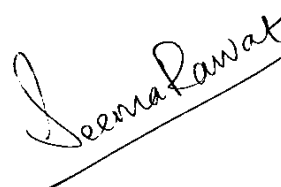
Agenda No. 5: Any other matter with permission of the chair.

Dr. Kalkoti informed that due to Covid -19 Pandemic situation it will not be possible to have offline admission. Hence college need to make all arrangements for online marksheet distribution and online admission process.

Dr. Kalkoti also informed members that there is no circular for reopening of college from University of Mumbai. Till college gets any notification for new academic year opening, we should plan few activities for students. IQAC members were instructed to discuss and plan for activities online which can be helpful in engaging students in more productive way.



PRINCIPAL



Coordinator-IQAC,
Ms. Seema Rawat

Annexure I



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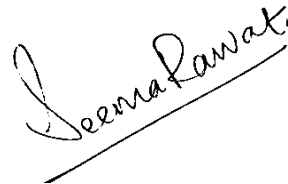
RECONSTITUTION OF IQAC FOR AY 2020-21

The Internal Quality Assurance Cell (IQAC) of M V Mandal's Colleges of Commerce & Science is reconstituted on 10th June 2020 as per new guidelines of NAAC for Academic Year 2020-21 and the same is approved. The Members of Internal Quality Assurance Cell are as follows:

- 1. Principal – Chairperson:**
 - (i) Dr. Gopal K Kalkoti.
- 2. One/Two Senior administrative officers**
 - (i) Mr. Jeetu Rohira
 - (ii) Mr. Sachin Yekhe
- 3. Three to Eight Teachers**
 - (i) Mr Divyesh Nagercha
 - (ii) Ms. Anita Chaudhary
 - (iii) Ms. Nirma Mistry
 - (iv) Ms. Navsin Mistry
 - (v) Ms. Shweta Pawar
 - (vi) Ms. Manisha Shinde
 - (vii) Ms. Venu Swadia
- 4. One member from Management**
 - (i) Mr. Ved Prakash
- 5. One/Two nominees from local society, students and Alumni**
 - (i) Dr. Dr Deepak Vaidya (representative local society)
 - (ii) Mr. Melroy Fernandes (Student)
 - (iii) Mr. Amar Kanchan (Student)
 - (iv) Mr. Naresh Sharma (Alumni)
- 6. One/Two nominee from employer/Industrialist/stakeholders**
 - (i) Mr Sandesh D'souza
- 7. One senior teacher as the coordinator/ Director of IQAC**
 - (i) Ms. Seema Rawat


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure II

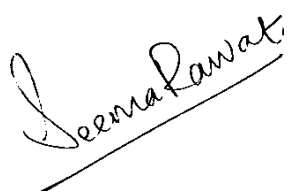
INTERNAL QUALITY ASSURANCE CELL PLAN OF ACTION FOR AY 2020-21

Internal Quality Assurance Cell conducted meeting on Saturday 12th June 2020 to discuss and prepare IQAC Plan of Action for AY 2020-21. Based on suggestions given by members following Plan of Action is prepared for approval.

Sr. No.	Plan of Action
1	Organise webinar for faculty
2	Organise webinar for students
3	Organise International Conference
4	Community Engagement Activities
5	Promote talent through Inter Collegiate and Intra Collegiate competitions
6	Foundation Day Celebration
7	Encourage faculty to participate in seminar, conference
8	Celebration of Teachers Day
9	Implementation of New ERP system
10	Online feedback and students satisfaction Survey
11	Implement Learning Management System
12	ICAI examination
13	Improve Results of TY students


PRINCIPAL




Coordinator-IQAC,
Ms. Seema Rawat



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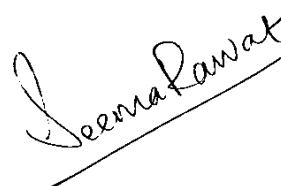
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Action Taken Report of First IQAC meeting held on 15th June, 2020

Sr. No.	Suggestion	Descriptive	Action Taken
	Online Admission Process	Dr. Kalkoti suggested that college need to make all arrangements for online marksheet distribution and online admission process	Online admission process in initiated by introducing new ERP system – Acadmin. Students were encouraged and guided to take online admission and avoid coming to campus due to Pandemic situation
	Online activities and sessions for students and faculty.	Dr. Kalkoti suggested to plan for activities online which can be helpful in engaging students in more productive way	<p>Career oriented programs were organized with various corporate associations. It was one month programme, starting from 8th July 2020 to 30th July 2020, where speakers from different expert areas were invited to conduct online sessions for students and provide them suitable raining in different aspects of their career guidance.</p> <p>IQAC also organized webinars for faculty members.</p> <ul style="list-style-type: none"> • Webinar on “Strengthening College Education “on 9th May 2020: • Webinar on “Minding Our Minds” 20th May 2020. • Webinar on “One Day Online International Multidisciplinary Conference on the topic “Issues & Challenges In Higher Education - Global Perspectives.” on 27th June 2020. • National Level Webinar on Advanced Excel on 14th and 15th July, 2020


PRINCIPAL





Coordinator-IQAC,
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26th October, 2020

Agenda for Second Meeting of Internal Quality Assurance Cell

The Second meeting of **Internal Quality Assurance Cell** for the academic year 2020-21 will be held on **Friday, 30th October, 2020** at **11.00 am** on Microsoft Teams – Online Platform

The agenda of the Meeting would be:

5. To read and approve the minutes of the previous IQAC meeting held on 15th June 2020.
6. To brief about activities conducted in July, August and September 2020.
7. To update on initiative taken by IQAC for growth and development of students and faculty during Covid Pademic
8. To invite suggestions for Quality enhancement in following areas:
 - a) Add on courses for students
 - b) Internship and placement
 - c) Scholarship and freeship for students
9. Any other matter with the permission of the chair.


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Minutes of Second IQAC meeting held on 30th October, 2020

The IQAC Meeting of M V Mandal's College of Commerce & Science was held online on **30th October, 2020 at 11:00 a.m on Microsoft Teams**. The following members were present:

	Member's Name	
1.	Chairperson -Head of the Institution	
	Principal Dr. Gopal Kalkoti	
2.	One/Two Senior administrative officers	
	Mr. Jeetu Rohira	.
	Mr. Sachin Yekhe	
3.	Three to Eight Teachers	
	4. Mr. Divyesh Nagrecha	Member(Teacher)
	5. Ms. Anita Chaudhary	Member(Teacher)
	6. Ms. Nirma Mistry	Member(Teacher)
	4. Ms. Manisha Shinde	Member(Teacher)
	8. Ms. Navsin Mistry	Member(Teacher)
	9. Ms. Shweta Pawar	Member(Teacher)
	10. Ms. Venu Swadia	Member(Teacher)
4	One member from Management	
	2. Mr. Ved Prakash	Member (Management)
5	One/Two nominees from local society, students and Alumni	
	5. Dr. Vaidya(representative local society)	Member(Local Society)
	6. Mr. Melroy Fernandes	Member(Student)
	7. Mr. Amar Kanchan	Member(Student)
	8. Mr. Naresh Sharma	Member(Alumni)
6	One/Two nominee from employer/Industrialist/stakeholders	
	2. Mr. Sandesh D' Souza	Member(Industrialist)
7	One senior teacher as the coordinator/ Director of IQAC	
	2. Ms. Seema Rawat	Coordinator IQAC

Principal Dr. Gopal Kalkoti chaired the meeting. The following agenda was discussed in the meeting.

Agenda No. 1: To read and approve the minutes of previous IQAC meeting held on 15th June, 2020

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on 15th June, 2020 and the same was confirmed by the Principal Dr. Gopal Kalkoti.

Agenda No. 2: To brief about activities conducted in July, August and September 2020.

Ms. Seema Rawat read the activities conducted in the month of July, August and September, 2020. The major activities that were conducted are as follows:

a. Online Quiz Competition:

From 7th to 9th July, 2020 Rotaract Club of M V Mandali's Colleges of Commerce and Science conducted online quiz competition for Rotaractors, named 'Rememberize'.

b. Webinar:

The Rotaract Club of M V Mandali's Colleges of Commerce & Science had organized a Webinar Titled "Work Smarter not Harder, Manage your Time Well" which was held on 16th July 2020, 11:00 a.m. on Microsoft Teams – an online platform.

c. NSS Awareness Campaign:

NSS unit of M V Mandali's Colleges of Commerce and Science has taken initiative to create awareness on Covid-19 Pandemic. Students Volunteers prepared posters and joined hands for a campaign named stay home, stay safe.

d. Career oriented programs:

Career oriented programs were organized with various corporate associations. **Annexure I** for the same has been attached herewith.

e. 10th Foundation Day Celebrations:

A decade completion of Degree College was celebrated as 10th Foundation day on 30th August 2020.

Agenda No. 3: To update on initiative taken by IOAC for growth and development of students and faculty during Covid Pademic

a. Employability Training Program for students

Ms. Nirma Mistry informed that placement and career guidance cell of MVM College has introduced employability training programme in association with Technoserve Pvt. Ltd. This is 25 days training program exclusively for TY students, where they were given training for employability and placement opportunity after completing training.

b. Webinars And Online Seminars For Faculty Members

Principal Dr. Gopal Kalkoti guided faculty members and inspired them continuously to remain engaged and productive while working remotely during the COVID-19 pandemic. Many interactive sessions were conducted with faculty members with objective of encouraging employees to engage in professional development topics through free resources learning online sessions. During lockdown our faculty members enthusiastically participated in various seminars, conferences and faculty development programmes to enhance their knowledge, skills and especially learning various online tools and platforms for teaching learning. Webinar conducted by college are as follows:

- Webinar on “Strengthening College Education “on 9th May 2020:
- Webinar on “Minding Our Minds” 20th May 2020.
- Webinar on “One Day Online International Multidisciplinary Conference on the topic “Issues & Challenges In Higher Education - Global Perspectives.” on 27th June 2020.
- National Level Webinar on Advanced Excel on 14th and 15th July, 2020

Agenda No. 4: To invite suggestions for Quality enhancement in following areas:

The following are the suggestions that were invited on these specific arears for quality enhancement:

1. Providing digital study material to students:

Ms. Seema Rawat suggested that as it is the time of pandemic students are in need of Digital study material and same must be provided to them. The Digital Study materials must be made available from faculties end and maximum use of N- List must be taken so that the reading habit of the students is maintained.

2. Providing add on courses for students:

Ms. Nirma Mistry suggested that as the market is heading towards technological advancement. The students can be encouraged to enroll in add on courses which will help them to get acquaint with latest development in that field.

3. Internship and placement:

Ms. Nirma Mistry suggested that maximum students of third year must be encouraged to join employability training programme by Technoserve. Technoserve trainings have proved to be benefitting the students previously so this year also maximum students should enroll for this programme.

4. Scholarship and freeship for students:

Ms. Seema Rawat suggested that there are various initiative which the government had undertaken for providing scholarship to the students. The suitable ones must be identified and informed to the needy students.

5. Cocurricular events for students:

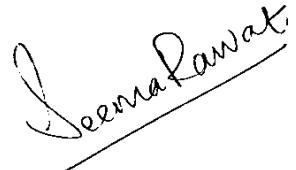
Dr. Gopal Kalkoti Sirsugg that even though the teaching and learning is happening online the students holistic development should be taken into consideration and so whenever possible participative events where the students can showcase their talent and enjoy must be organized. They should be encouraged to participate in intercollegiate events organized by other colleges too.

Agenda No. 5: Any other matter with permission of the chair.

There was no other matter to discuss. After this the meeting concluded by the permission of chair.


PRINCIPAL




Coordinator-IQAC,
Ms. Seema Rawat

Annexure I:

July 8th 2020 to July10th 2020

Date	Time	Stream	Topic	Trainer	Associate Partner
8/7/2020	03 PM TO 05 PM	B.Sc.IT	Dats Exploration Using Python	Mr.Govind and Mr.Hameed	NIIT
9/7/2020	11 AM TO 01 PM	B.Com./BAF/BMS/BSc.IT	Data Analytics using excel and power BI	Mr Rushikesh	NIIT
10/7/2020	03 PM TO 05 PM	B.Com./BAF/BMS	Accounting with Tally ERP	Ms.Dharti	NIIT

July 21st 2020 to July25th 2020

Date	Time	Stream	Topic	Trainer	Associate Partner
21/07/2020	11 am to 12 noon	Bsc. IT	Data Science	Manisha Das	Technoria PVt. Ltd.
23/07/2020	11 am to 12 noon	ALL	SAP ERP	Dr. Shweta Choudhary	Technoria PVt. Ltd.
25/07/2020	11 am to 12 noon	ALL	Digital Marketing	Jayashri Pathrabe	Technoria PVt. Ltd.

July 27th 2020 to July31st 2020

Date	Time	Stream	Topic	Trainer	Associate Partner
27/07/2020	11 am to 12 noon	BAF/B.Sc.IT	Mindfullness	Yet to Confirm	Rotaract Club
28/07/2020	11 am to 12 noon	B.Com/BMS	Social Skills	Yet to Confirm	Rotaract Club
30/07/2020	11 am to 1.00 pm	TY BSc.IT	Project Guidance	Mr. Sagar Lone	IT Club-Enigma
31/07/2020	11 am to 1.00 pm	TY BSc.IT	Project Guidance	Mr. Sagar Lone	IT Club-Enigma

July13th 2020 to July 18th 2020

Date	Time	Stream	Topic	Trainer	Associate Partner
13/07/2020	11 am to 1 pm	ALL	Group Discussion and Personal Interview Basics	Ms. Rehana M Changi	Triumphant Institute of Management Education Pvt. Ltd. (T.I.M.E.)

14/07/2020	11 am to 1 pm	ALL	National Webinar on Advance Excel	Ms. Ratna Vora	National Skill Development and Vocational Training Institution of India
15/07/2020	11 am to 1 pm	ALL	National Webinar on Advance Excel	Ratna Vora	National Skill Development and Vocational Training Institution of India
16/07/2020	11 am to 1 pm	ALL	Work Smarter not Harder. Manage your Time Well	Ms. Bindu Gupta	Rotaract Club of MVM
17/07/2020	11 am to 1 pm	ALL	Opportunities after the Pandemic	Ms. Rehana M Changi	Triumphant Institute of Management Education Pvt. Ltd. (T.I.M.E.)
18/7/2020	11 am to 1 pm	SYBCOM/BMS/BAF	Indian Contract Act, 1872	Dr.(CA) Pradeep D. Kamthekar	



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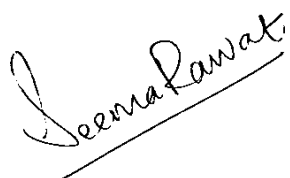
Action Taken Report of Second IQAC meeting held on 30th October, 2020

Sr. No.	Suggestion	Descriptive	Action Taken
	Providing digital study material to students	Ms. Seema Rawat suggested that as it is the time of pandemic students are in need of Digital study material and same must be provided to them. The Digital Study materials must be made available from faculties end and maximum use of N- List must be taken so that the reading habit of the students is maintained.	IQAC in coordination with various publisher provided E-books facility to students. Digital study material were also uploaded on Microsoft teams by respective subject teachers. PPT were shared with students.
	Providing add on courses for students:	Ms. Nirma Mistry suggested that as the market is heading towards technological advancement. The students can be encouraged to enroll in add on courses which will help them to get acquaint with latest development in that field.	Orientation session was conducted on corporate banking and digital marketing courses in association with VocSkill Edu.Pvt.Ltd on 19 th April 2021. 7 students enrolled for the digital marketing course. Second session will be conducted on 17 th May 2021.
	Internship and placement:	Ms. Nirma Mistry suggested that maximum students of third year must be encouraged to join employability training programme by Technoserve. Technoserve trainings have proved to be benefitting the students previously so this year also maximum students should enroll for this programme.	50 students enrolled for 2 batches of students successfully completed the training programme.

	Scholarship and freeship for students:	Ms. Seema Rawat suggested that there are various initiative which the government had undertaken for providing scholarship to the students. The suitable ones must be identified and informed to the needy students.	Orientation Programme and Guidance session was conducted for interested students on MahaDBT scholarship scheme of Maharashtra government. Admin staff Mr. Sachin provided guidance to students on MahaDBT scheme, form filling and application procedure, documents requirement etc. Eligible students were also benefited with the scholarship provided by few trusts. Students were informed about Management scholarship of 30% to minority students.
	Cocurricular events for students:	Dr. Gopal Kalkoti suggested that even though the teaching and learning is happening online the students holistic development should be taken into consideration and so whenever possible participative events where the students can showcase their talent and enjoy must be organized. They should be encouraged to participate in intercollegiate events organized by other colleges too.	Cultural Association of MVM College organized event "Shaam-E-MVM" on 30 th December 2020 in college campus. Students enthusiastically participated in various events and showcase their talent. Event was made live on college youtube channel for other students and parents. Students also participated in various intercollegiate competitions of other college and won prizes


PRINCIPAL




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Date: 1st May 2021

Agenda for Third Meeting of Internal Quality Assurance Cell

The Third meeting of **Internal Quality Assurance Cell** for the academic year 2020-21 will be held on **Thursday, 13th May, 2021** at **5.30 pm** on Microsoft Teams – Online Platform.

The agenda of the Meeting would be:

10. To read and approve the minutes of the previous IQAC meeting held on 30th October, 2020.
11. To read action taken report based on suggestions given by IQAC members in IQAC meeting held on 30th October, 2020.
12. To put forward the Annual Report of AY 2020-21.
13. To discuss on AQAR submission for AY 2018-19 and A Y 2019-20.
14. To discuss plan of action for result declaration for AY 2020-21 and admission for 2021-22.
15. To invite suggestions for Quality enhancement in following areas:
 - d) Feedback from stakeholders for AY 2020-21
 - e) Online Result Declaration and Admission
 - f) Alumni Registration
 - g) Internship and placement
16. Any other matter with the permission of the chair.


PRINCIPAL





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Ms. Seema Rawat



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Minutes of Third IQAC meeting held on 13th May , 2021

The IQAC Meeting of M V Mandali's College of Commerce & Science was held online on **13th May, 2021 at 5:30 p.m. using Microsoft Teams**. The following members were present:

- 1 Dr. Gopal Kalkoti (Principal & Chairperson)
- 2 Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
- 3 Mr. Jeetu Rohira (Head, Admin & HR)
- 4 Mr. Sachin Yekhe (Administrative officer)
- 5 Mr. Divyesh Nagrecha (Coordinator- B.Sc.IT)
- 6 Ms. Anita Chaudhary (Coordinator-BMS)
- 7 Ms. Nirma Mistry (Faculty member)
- 8 Ms. Navsin Mistry (Faculty member)
- 9 Ms. Shweta Pawar (Faculty member)
- 10 Ms. Manisha Shinde (Faculty member)
- 11 Ms. Venu Swadia (Faculty member)
- 12 Mr. Ved Prakash (Management representative)
- 13 Dr. Vaidya(representative from local society)
- 14 Mr. Melroy Fernandes (Student)
- 15 Mr. Amar Kanchan (Student)
- 16 Mr. Naresh Sharma (President, Alumni Association)
- 17 Mr. Sandesh D' Souza (Industrialist)

Principal Dr. Gopal Kalkoti chaired the meeting. The following agenda was discussed in the meeting.

Agenda No. 1: To read and approve the minutes of previous IQAC meeting held on 30th October, 2020

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on 30th October, 2020 and the same was confirmed by the Principal Dr. Gopal Kalkoti and proposed for confirmation to the members, Ms. Navsin Mistry affirmed and it was second by Ms. Manisha Shinde.

Agenda No. 2: To read action taken report based on suggestions given by IQAC members in IQAC meeting held on 30th October, 2020.

Ms. Seema Rawat read the action taken report based on suggestions given by IQAC members in IQAC meeting held on 30th October, 2020. There was no objection raised and the same was confirmed by Principal Dr. Gopal Kalkoti.

Agenda No. 3: To put forward the Annual Report of AY 2020-21.

Ms. Seema Rawat has put forward the Annual Report of Academic Year 2020-21. The Annual report provided highlights on all major activities carried out by all clubs and committees for student's knowledge enhancement and all-round development.

Agenda No. 4: To discuss on AOAR submission for AY 2018-19 and A Y 2019-20:

Ms. Seema Rawat informed that the maximum work of AQAR for AY 2018-19 and AY 2019-20 . Same is Put forward to committee for approval. Committee members approved the both AQAR. Principal Dr. Gopal Kalkoti added that AQAR must be approved by CDC members and after approval it must be submitted without any delay and the same must be uploaded on the website.

Agenda No. 5: To discuss plan of action for result declaration for AY 2020-21 and admission for 2021-22.

Principal Dr. Gopal Kalkoti informed that the results are already declared for the students on website by 10th May, 2021 and the marksheets, looking at the pandemic will be provided to the students online after which they can proceed to taking admission. Both FY's to SY's and SY's to TY's admission will start online by 13th May, 2021 whereas SYJC's to FY's will start once the results are declared. Mr. Divyesh Nagrecha put forward the schedule for result declaration and admission schedule. (Annexure I)

Agenda No. 6: To invite suggestions for Quality enhancement in following areas:

a) Feedback from stakeholders for AY 2020-21

Ms. Seema Rawat suggested that since its semester end, feedback need to be collected from students, faculty and other stakeholders. Principal, instructed IQAC members to complete the task before semester end.

b) Online Result Declaration and Admission

Ms. Seema Rawat suggested that result declaration and admission process should be done completely online this time due to pandemic. We need to encourage students to complete admission process online. We need to provide training to faculty members for the same on our new admission portal Aadmin and also provide step by step information to students for online admission process.

c) Alumni Registration

Principal Sir informed that it is important for meeting the alumni members and completing the procedure for Alumni Association Registration. Mr. Naresh Sharma, an office bearer of Alumni association informed that the association needs to be registered at the university to which Principal Dr. Gopal Kalkoti informed, Mr. Sachin Yekhe to assist the students in getting the registration done.

Mr. Naresh Sharma informed that once the association is in place, they are planning for various activities to be conducted under it to which he showed his interest in organizing Yoga sessions for faculties, students and parent together.

d) Internship and placement

Principal Dr. Gopal Kalkoti informed that pandemic has made internship and placements a little difficult but we need to gear up for providing internship and placement to students.

Agenda No. 7: Any other matter with permission of the chair.

The other matters discussed were:

Dr. Gopal Kalkoti Sir praised all teaching and non - teaching staff for their support in all the activities which has helped the institution to function well even in time of adversity.

Principal Dr. Gopal Kalkoti informed the following areas are where the staff needs to work in the coming year for quality enhancement.

- ✓ Online activities, seminars, workshop and events which are conducted this year must be conducted in the coming academic year.
- ✓ Provide as much as possible reading material to the students for there reading habits must be encouraged.
- ✓ Suggested that if possible online sports must be conducted.
- ✓ More career guidance and placement activities need to be conducted.
- ✓ Online activities like freshers and farewell must be conducted, if possible.
- ✓ FDP's as per the requirement of the staff needs to be conducted.

Mr. Sandesh D'Souza praised and encouraged the spirit of the college for conducting activities and events enough after the pandemic posing its challenges and have also asked the college to work keeping the concept of Dynamic Optimism in mind.

After this the meeting concluded by the permission of chair.



PRINCIPAL



Coordinator-IQAC,
Ms. Seema Rawat



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**ACTION TAKEN REPORT OF THIRD IQAC MEETING HELD
ON THURSDAY, 13th May , 2021**

Based on suggestions provided by IQAC members in meeting held on 13th May 2021, following actions were taken.

<u>SR. NO.</u>	<u>SUGGESTIONS</u>	<u>ACTION TAKEN</u>
1	Ms. Seema Rawat suggested that since its semester end, feedback need to be collected from students, faculty and other stakeholders. Principal, instructed IQAC members to complete the task before semester end.	Feedback from students on faculty for Academic year 2020-21 is collected. Same is analyzed and displayed on the website.
2	Ms. Seema Rawat suggested that result declaration and admission process should be done completely online this time due to pandemic. We need to encourage students to complete admission process online. We need to provide training to faculty members for the same on our new admission portal Aadmin and also provide step by step information to students for online admission process.	Training session for faculty members for online admission process is organized. Notice related to admission process and procedure is shared with students through what are app groups, uploaded on website. Video tutorial is also prepared and shared with students to provide them training for online admission. Numbers of Admin staff, coordinators and IT staff is shared with students to clear their doubts and queries during admission process.
3	Principal Sir informed that it is important for meeting the alumni members and completing the procedure for Alumni Association Registration. Mr. Naresh Sharma, an office bearer of Alumni association informed that the association	Mr. Sachin has visited the Mumbai university and Trust registration office and collected all information related to registration of Alumni Association. Registration form is collected from the office but due to pandemic portal of registration is not open. Once Registration portal

	needs to be registered at the university to which Principal Dr. Gopal Kalkoti informed, Mr. Sachin Yekhe to assist the students in getting the registration done.	is open after lockdown all formalities will be done.
4	Principal Dr. Gopal Kalkoti informed that pandemic has made internship and placements a little difficult but we need to gear up for providing internship and placement to students.	During the AY 2021-22 two batches comprising of 60 students is provided employability training for 25 days training programme. But due to pandemic job opportunities and openings are less in market. But in collaboration with Technoserve Placement Cell is trying to place students gradually in days to come. For AY 2021-22 also we will be continue to have tie up the by Technoserve Ltd. for internship and placement of students.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure I
BMS/BAF/BCOM/BSc IT- ATKT (SEMESTER I & III)
RESULT DECLARATION SCHEDULE- 2020-21

Mark list Submission	23/04/2021 (5:00 PM)
Finalization of consolidated result by Admin	27/04/2021
Finalization of consolidated result by Coordinator	28/04/2021
Consolidated Result Declaration	29/04/2021
Report Card Printing	30/04/2021
Report Card Distribution by Admin(Online/Email)	1/05/2021

BMS/BAF/BCOM/BSc IT- REGULAR (SEMESTER II & IV)
RESULT DECLARATION SCHEDULE 2020-21

Mark list Submission	04/05/2021 (10 AM)
Finalization of consolidated result by Admin	05/05/2021
Finalization of consolidated result by Coordinator	06/05/2021
Consolidated Result Declaration	07/05/2021
Report Card Printing	08/05/2021
Report Card Distribution by Admin (Online/Email)	10/05/2021

SCHEDULE FOR ADMISSION FOR AY 2021-22

Admission FY to SY	11/05/2021- 13/05/2021	9 am onwards- Online Mode
Admission SY to TY	11/05/2021- 13/05/2021	9 am onwards- Online Mode