

**JMF's Vande Mataram Degree College of Arts, Commerce &
Science (CS & IT),Kopar, Dombivli (w)**

Affiliated to University of Mumbai
NAAC Accredited with Grade B

IQAC (Internal Quality Assurance Cell)

Minutes of the meeting

Date : 14.6.2019

IQAC Coordinator Mrs. Vanita Lokhande welcomed all the cell members. The meeting initiated with a motivational note by Principal, Dr. Rajkumar Kolhe.

The introductory & guidance session was followed by the note. The aim of IQAC was then discussed as per the guidelines of the NAAC i.e. getting towards quality enhancements and achieving quality culture.

Hon'ble Principal congratulated everyone on the successful completion of NAAC Cycle 1. College accredited with B grade by NAAC.

All the members were asked to put forth their problems & suggestions which are limiting the growth of our institutional development or for the improvement in the existing system.

The following points were discussed in meeting: -

1. The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by all the members.
2. To review and discuss admission policy of the college for various courses.
3. All the IQAC members suggested the need for a fixed academic calendar and Structured Academic committees for the smooth functioning of all the institutional activities.
4. It was suggested to arrange department wise workshop and seminars for students and staff.
5. Only theory sessions are not fulfill the requirements of students so it was suggested to all departments to organize study visits, excursion.
6. Informed to all the staff members to make records of all the activities with Notice, photo, program/activity attended by number of students & Report.
7. Alumni Meet to be arranged.
8. It was announced by coordinator that result analysis will be compulsory for all the classes.
9. It was suggested by exam committee to increase committee members to handle exam related work.
10. Preparation AQAR report



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11. IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the second week of January 2020.

The meeting ended with a formal vote of thanks.

Action Taken Report on the decisions of the IQAC meeting held on 14.6.2019

To implement the decisions of the above-mentioned meeting of the IQAC, the following actions were taken

Sr. No.	Decision	Action Taken
1	Preparation of Academic Calendar	The academic calendar committee of the college has prepared academic calendar for the A.Y. 2019-2020. The IQAC coordinator discussed over the content and action plan of the year 2019-20 and with some suggestion given by members of IQAC the academic calendar of the year was finalized.
2	Procedure of Students admission	The earlier admission policy was discussed and reviewed for information to all the member. Fees installment & group insurance policy for students also shared with all members. Course wise convener were formed for students help and for proper admission procedure.
2	To design the various departmental activities	Various activities like workshop, seminars were conducted by all the departments related to their stream.
3	Study visit and excursion.	To get practical knowledge of subjects, various field visits, excursions and study tours need to be organized. Students were taken to different places for practical learning, hands-on training on basic science, visited historical sites etc.
4	To make records of all the activities	College conducts so many curricular, co-curricular, cultural and sports activities so the documentation of all these activities maintained by all department.
5	To conduct some activities under Alumni Association	Under the Alumni association college organized alumni students meet.
6	Result Analysis for Final Year.	Result Analysis of the previous examinations was done by respective departments for the final year examination (Semester I,III,V)
7	Increase the membership of Examination Committee from 4 to 7 members.	It was decided to expand the examination committee with Asst. Prof. Manjula Dhawle Asst. Coordinator. The other members are Asst. Prof. Alpesh khobragade, Asst. Prof. Rajkumari Bande, Asst. Prof. Pooja Rawlani.
8	Exam paper set in Library	Submit one copy of each question paper to the Library for students' future reference.

9.	Preparation of departmental ppt	All the departments prepared ppts to show their departmental activities which covers study tour, excursion, class test record, attendance, seminars, projects, teaching methodologies, social & cultural activities.
10	AQAR	As per NAAC Accredited Institution need to submit the AQAR online from this academic year .



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Minutes of the meeting of IQAC Cell

Date : 14.1.2020

Time : 12:00 Noon

A meeting of the IQAC was held on 14th Jan 2020 in which 18 Members were present. The Meeting began by Principal sir expressing his gratitude towards all the members of IQAC for the support and coordination in the past. Sir also urged all the members to focus on strengthening in areas such as Collaborations, Alumni, ICT for Teaching-Learning and Extension activities.

The following points were discussed in meeting: -

- The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by all the members.
- Exam committee announced that Cluster College group formed by university.
- All teachers should take remedial measures to improve the performance of student after a result analysis of their concerned subjects. They may prepare model questions and answers and share the same with students or give assignments/test or conduct revision classes.
- To collect department wise information and data for preparation of AQAR report for the academic year 2019-2020
- To review annual reports and documentation of various supporting activities of college
- To review and discussed about the publication of college magazine
- It was announced by coordinator that result analysis will be compulsory for all the classes.
- Exam committee suggested that updates are required in result software.
- Feedback from various stakeholders is expected.
- All the staff members Self-Appraisal Schedule was discussed.
- IQAC coordinator suggested that conduction of workshop and seminar is expected.
- Infrastructure and technology up gradation.
- Academic and Administrative Audit
- The meeting ended with a formal vote of thanks.




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Action Taken Report on the decisions of the IQAC meeting

To implement the decisions of the above-mentioned meeting of the IQAC, the following actions were taken

Sr. No.	Decision	Action Taken
1	Orientation to staff and students about Examination Reforms, Semester and Grading System and Unfair Means	As per suggestion of Cluster college rules, paper setter, moderators were appointed for the smooth conduction of exams of Semester II & IV.
2	Preparation of the Annual Quality Assurance Report(AQAR) for NAAC in the prescribed format	The committee agreed about collection of information and data for preparation of AQAR report for the academic year 2019-2020.
3	To review annual reports of all the activities	IQAC coordinator notify about various college level supporting activities and committees reports
4	To Publish College Magazine	The college annual magazine "Preranotsav" reviewed and informed to the IQAC members about magazine details.
5	Result Analysis of all classes	Result Analysis of the previous examinations was done by respective departments for the final year examination (Semester II,IV,VI)
6	Updating in result software	Result software updated as per the requirement.
7	Feedback Analysis (collection, analysis)	Feedback collected from various stake holders like as student, alumni, parents and employees. It was analyzed and proper action taken by management.
8	Self-Appraisal	As like every year in the month of April Self-Appraisal was scheduled.
9	Infrastructure and technology up gradation	As per the requirement
10	Conduction of Seminar and workshop	Various seminar and workshop arranged by all department. (Stress management,
11	Academic & Administrative Audit - AAA	Academic and Administrative Audit was conducted by inviting local college Principal.



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