

**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

The Regular & Virtual Meeting of IQAC was held in our institute on Date 30.06.2020 at 12:00 pm, the President & Principal Dr. Rajkumar Kolhe sir being in the chair with IQAC Coordinator. Taking into consideration the rise of Covid-19 Pandemic, the college authorities sought various ways to turn the pandemic named obstacle into an opportunity. The meeting was conducted through online platform of zoom. The following highlights were discussed in meeting: -

1. Preparation of academic calendar
2. Online admission process
3. Financial issues raised by students during admission process
4. Safety measures during pandemic
5. Webinars
6. Result analysis
7. Mode of exam
8. Online lectures
9. Staff enhancement programs

Meeting ended with vote of thanks by IQAC coordinator.



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Kopar Old Dombivli (W) - 421 202



Action Taken Report

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. 2020-2021. The IQAC coordinator discussed over the content and action plan of the year 2020-21 and with some suggestion given by members of IQAC the academic calendar of the year was finalized.
2	Online admission process	Due to pandemic situation students were not able to visit college & take admissions. Therefore online Google form was made by college for admission process. Online transaction facility through various modes were used for the completion of admission process.
3.	Financial issues raised by students during admission process	College allowed students to pay admission fees through installments. As during pandemic most students decided to opt out of the course because of financial constraints, college had a tie up with finance peer Company which helped students to pay fees.
4.	Safety measures during pandemic	In case of students visiting the college for practical and other assignments, various safety measures such as availability of hand hygiene facilities, immunization checks, social distancing and so on shall be practiced. Proper schedules will be developed to ensure daily cleaning and disinfection of college campus
5	Webinars	It was decided that in the upcoming days, college would conduct various knowledge imbining webinars which could be attended by the students



		as well as staff members from the comfort of their home
6	Result Analysis	Result Analysis of the semester I, III, V examination was done by respective departments. It was categorized in three section caste wise, gender wise & subject wise passing percentage of students.
7	Mode of Examination	Online mode of examination was opted as per university guidelines students would be ask to fill their examination Google form which included multiple choice questions.
8	Online lectures	Online teaching mode was a little different for the teaching faculty and therefore they were given guidelines & explanatory sessions for the same. For online lectures platform Google Meet & Zoom meeting was opted by all teaching staff.
9	Staff enhancement programs	For the emotional, physical & mental wellbeing of all the staff members, Principal organize regular session via zoom meeting in which he discussed the issues & motivated each attendant to face the pandemic.

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Minutes of Meeting

Date : 1 JANUARY 2021

Venue: Online Mode opted via Zoom Meetings. Time: 12:00 Noon


IQAC meeting was started with welcome of Principal as well as IQAC members. The highlights to be discussed in meeting were listed by IQAC coordinator. The main objective of meeting was to deal with changes the time has challenged us . traditionally the activities of the entire year included physical presence and working while this virtual solution brought a number of opportunities for each one of us. Thus this meeting focused on converting the challenges into opportunities.

The following highlights were discussed in meeting: -

1. Online cultural activities
2. Alumni meet
3. Online feedback
4. Faculty concern programs
5. ISO certification
6. Internship
7. Development of infrastructure facility
8. Preparation & submission of AQAR for A.Y 2018-19 & A.Y.2019-20
9. Result Analysis
10. Startup Learn & Earn

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	Online cultural & academic activities	Various cultural activities were carried out through online mode. Marathi Diwas, Hindi Diwas Science Day, Commerce Association Day & Annual day
2	Alumni meet	Alumni Meet conducted through zoom meeting on 14 th April 2021.
3	Online feedback	Online feedback was collected through Google forms and analyzed by Feedback committee. The major concern of technical issues during lectures was solved by proving e-notes, ppt, e-book, pdf & extra lectures.
4	Faculty concern programs	Due to the pandemic situation most faced financial crises which made everyone think about managing assets for such future unforeseen. Therefore college organized a financial planning seminar for all the staff on 30 th March 2021
5	ISO certification	College has done ISO certification in the month of February 2021.
6	Internship	Considering the online nature of examination and lockdown in the entire country, it was very difficult for our TY Pass out students to grab a job opportunity. At that time, college authorities took a firm stand for it's students and ensured availability of internship programme for all it's well deserving candidates.
7	Development of infrastructure facility	The infrastructure was raised by three floors which includes expansion of all laboratories, classrooms, seminar halls.
8	Preparation & submission of AQAR of A.Y. 2018-19 & A.Y.2019-20	AQAR Submitted Successfully for A.Y. 2018-19 and A.Y.2019-20
9	Result Analysis	Result Analysis of the semester II, IV, VI examination was done by respective departments. It was categorized in three section caste wise, gender wise & subject wise passing percentage of students.
10	Startup Learn & Earn	To motivate student for entrepreneurship college organized a 5 Days Intercollegiate workshop "A Step Towards Entrepreneurship". Workshop concentrated on skill development such as Cake making, Sanitizer Making Ice Cream Making, Fruit Crush Making & Chocolate making.



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