

**JMF's Vande Mataram Degree College of Arts, Commerce &  
Science (CS & IT), Kopar, Dombivli (w)  
NAAC Accredited B Grade | ISO Certified College  
IQAC ( Internal Quality Assurance Cell )  
Minutes of the meeting**

**Date: 12 July 2021**

**Time: 12:30 pm**

**Online Meeting through Zoom**

The IQAC meeting for Academic Session 2021-22 was held on 12<sup>th</sup> July 2021. The following members attended the meeting.

**Attendees:**

Name	Designation
Dr. Rajkumar M. Kolhe	Principal
Dr. Prerana Kolhe	Secretary of JMF Trust
Mrs. Vanita Lokhande	IQAC Coordinator
Mrs. Manjula Dhawle	Asst. Coordinator
Dr. Vivekkumar Patil	HOD of Life Science
Mr. Alpesh Khobragade	HOD of Humanities
Mrs. Bharati Gaikar	HOD of CS & IT
Mrs. Amrita Singh	HOD of Chemistry
Mr. Vitthal Kolhe	HOD of Commerce
Mr. Ganesh Palkar	HOD of Professional Courses
Mr. Subhash Aasawle	Senior Clerk
Mrs. Mayura Deshpande	Accountant
Mr. Somesh Bhange	Alumni Student
Mr. Ayush Tiwari	Student from TYIT

Following topics are discussed in this meeting.

**Agenda Topics**

1. Mode of teaching
2. Time table
3. Academic calendar
4. Discussion on AQAR of 2019-20 & 2020-21
5. E-AQAR Submission and Difficulties Resolution
6. Online Examination
7. Online Submission of Results
8. Online intercollegiate cultural fest
9. NSS activities
10. Collaboration activities

The meeting concluded at 1:30 pm



  
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## **IQAC (Internal Quality Assurance Cell) Action Taken Report**

**Date: 27/12/2021**

**Action Taken Report on the decisions of the IQAC meeting held on 12.7.2021**

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

### **1. Mode of Teaching**

All faculty members were maintaining the schedule of online lectures and provide other learning materials to students in Google Drive, Google Classroom & Zoom Meeting. The college also had digital infrastructure to provide notes to students in college.

### **2. Time table**

It was suggested by time table committee in charge to fix time table for online lectures too. Problems raised by the students regarding internet connectivity & network issues were considered.

### **3. Academic Calendar**

The IQAC Coordinator has presented the Academic Calendar for the year 2021-2022 & was informed to the members that it is drawn in coordination with the University calendar. After discussion and minor correction, it was approved and accepted.

### **4. Discussion on AQAR of 2019-20 & 2020-21**

A thorough discussion is made on the suggestions and recommendations given by IQAC Committee members for overall development of the Institution. IQAC coordinator explained the overall analysis of AQAR of previous year and highlighted the areas for improvement.

### **5. E-AQAR Submission and Difficulties Resolution**

It was decided that the AQAR submission of 2020-21 has to be initiated in the month of September 2021. After completion of the filling of data, it would be put up to the CDC for final review and approval. It is proposed to complete AQAR submission by the end of November 2021.

### **6. Online Examination**

Online mode of Examinations have been conducted according to guidelines and programmes fixed by Mumbai University. Students were asked to fill their examination through Google form. All examinations of second year & third year of odd semester were conducted in online mode including internal, external & practical examination. As per university circular it was



  
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decided to conduct offline exams for First year students including internal, external & practical examinations.

#### **7. Online Submission of Results**

Results of all the classes i.e. TY and lower examination were displayed through online mode. Results of internal exam and external exam along with practical were prepared online under the guidance and framework of Mumbai University. Online marks were submitted from the college to the University.

#### **8. Online intercollegiate cultural fest**

We had organised a cultural fest on zoom meeting (online mode) dated on 2<sup>nd</sup> August, 2021. We have invited Modal college of Dombivali, Bharat college of Badlapur, Batu engineering college and they participated in the cultural fest i.e dancing, singing, instrument playing etc. The entire session went beautifully and didn't feel like it wasn't a stage performance. Every students was very excited as due to function they could see each other and enjoy with each other.

#### **9. NSS activities**

The college conducted many NSS activities as instructed by the University and with the help of NSS Committee of the college. Blood Donation Camp, Voter ID Drive and Food and Shelter for Needy People were the activities carried out through NSS.

#### **10. Collaboration activities**

All the department were motivated to explore possibilities for collaboration with other institution, industries etc. for student development purpose.

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**IQAC (Internal Quality Assurance Cell)**

**Minutes of the meeting**

**Date: 10/01/2022**

**Time: 11:00 am**

**Online Meeting through Zoom**

**Attendees:**

Dr. Rajkumar M. Kolhe	Principal
Dr. Prerana Kolhe	Secretary of JMF Trust
Mrs. Vanita Lokhande	IQAC Coordinator
Mrs. Manjula Dhawle	Asst. Coordinator
Dr. Vivekkumar Patil	HOD of Life Science
Mrs. Bharati Gaikar	HOD of CS & IT
Mrs. Amrita Singh	HOD of Chemistry
Ms. Manisha Yadav	HOD of Commerce
Mr. Nikhil Shetty	HOD of Professional Courses
Ms. Ekta Talreja	Assistant Professor
Ms. Mayura Deshpande	Accountant
Mr. Subhash Asawale	Senior Clerk
Mr. Anurag Singh	Mr. Anurag Singh

**Brief Description:**

IQAC meeting was started with an effusive welcome of principal as well as IAQC members. The agenda of the meeting was listed by IQAC coordinator. The crucial aim of the meeting was to cope up with the challenges the time has put forward upon us. Accustomed to the activities of the entire year including the physical presence and working this virtual mode brought us immense number of opportunities for everyone Thus this meeting is about brainstorming about how to transform the challenges into golden opportunities.

**Agenda Topics**

1. To perform Green Audit
2. Installation of Solar Panel
3. Industrial Visit / Excursion
4. Webinar / Seminar
5. Result analysis
6. Convocation Ceremony
7. Cultural activities



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## **IQAC (Internal Quality Assurance Cell)**

### **Action Taken Report**

**Date: 24 April 2022**

**Action Taken Report on the decisions of the IQAC meeting held on 10.1.2022**

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

- **To perform Green audit**

It was suggested by IQAC coordinator that green audit is required for college campus. Green auditing promotes financial savings through reduction of resource use. It gives an opportunity for the development of ownership, personal and social responsibility for the students and teachers. Green Campus including Water Conservation, Tree Plantation, Waste Management, Paperless Work, and Alternative Energy by keeping all these points in mind Green Audit has been performed in the month of Dec 2021

- **Installation of Solar Panel**

The environment friendly practices like energy conservation, rain water harvesting, green practices are adopted by the institution. Solar system installed in the month of March.

- **Industrial Visit / Excursion**

The objective of an industrial visit is to provide the students an insight regarding the internal working of companies, news channels and various organizations. Today, we all perfectly understand that theoretical knowledge is just not enough for a successful professional career. By keeping this point in mind every department arranged industrial visits. Total 7 industrial visits were arranged by all the departments.

- **Webinar**

IQAC proposes to conduct webinar department wise during A.Y. 2021-22. As it was not possible to organize all the programmes offline, so it was decided to organize online programmes by each department for the students. Total 8 webinars and seminars were conducted by the college.

- **Result analysis**

A Result Analysis committee was formed to analyse the results of each department and the passing percentage of students on the basis of Caste wise, Gender wise & Subject wise. Every year result analysis done for odd semester as well as for even semester.



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- **Convocation ceremony**

We spent our convocation day very special way, our principal sir presented degree to all the beautiful students. We had organize convocation day and all the students were present and excited for their degree, they wore black coat and cap clicked their picture collected their degree on 5<sup>th</sup> March 2022.

- **Cultural activities:**

Cultural committee suggested to conduct various cultural activities online as well as offline mode. As the first half of the semester as conducted through online mode, activities like Teachers' Day, Independence Day, etc were celebrated online. The college also celebrated cultural Feast in online mode i.e. Lockdown Breakdown. Annual day celebrated on 24<sup>th</sup> Feb 2022 in college campus.

  
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