

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

1st July, 2013

INTERNAL QUALITY ASSURANCE CELL

NOTICE

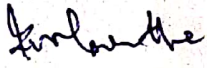
Meeting of all the IQAC members will be held on 6th July 2013, Saturday at 11:00 a.m. in the college auditorium to discuss the following agenda:



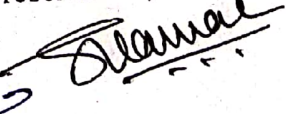
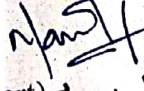
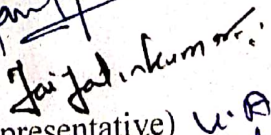
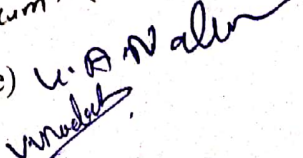
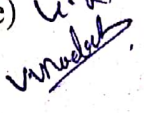
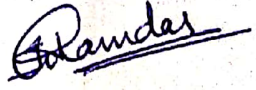
AGENDA

1. To Confirm the minutes of the previous meeting
2. To discuss about academic calendar for the year
3. To discuss about teaching plans
4. To take note of AQAR for the Academic Year 2012-13
5. To take note of Utilization of UGC grants
6. To discuss about Workshop on Research
7. To receive Result Analysis
8. To discuss on Recommendations of the NAAC Peer Team
9. To decide about Value Added Certificate Courses
10. To note about Discussion on the Workshop on APIS
11. To discuss about Provision of Laptops to Departmental Heads
12. Any other matter with the permission of Chair.

You are requested to make it convenient to attend the meeting.

With warm regards


Prof. Shrikant Marathe
IQAC Co-ordinator

1. Dr. Nandita Roy, Principal, Chairperson
2. Mr. S. Sriram (Management Representative) 
3. CA S.R.Varma (Stakeholder & Community Representative) 
4. CA Sadanand Kamat (Employers/Industrialist) 
5. Dr. Narayan Iyer (External Expert) 
6. CA. Jatin Kumar Jain (External Expert) 
7. Mr. Udaykumar Nadar (Community Representative) 
8. Mrs. Vinaya Modak (Community Representative) 
9. CA Hiram Inamdar (Alumni) 

6-713

10. Ms. Poonam Thakre (Alumni) *Poonam Thakre*
11. Prof. Neelu Khosla (Teacher Member) *Neelu Khosla*
12. Prof. Anjali Pathak (Teacher Member) *Anjali Pathak*
13. Prof. Manisha Naik (Teacher Member) *Manisha Naik*
14. Prof. Aparna Padte (Teacher Member) *Aparna Padte*
15. Prof. CA Vandana Ladha (Teacher Member) *Vandana Ladha*
16. Prof. CA Pradeep Hathi (Teacher Member) *PN Hathi*
17. Prof. Mandar Thakur (Teacher Member) *Mandar Thakur*
18. Mrs. Bindu Varma (Administrative/Technical Staff) *Bindu Varma*
19. Mr. Santosh Sangle (Administrative/Technical Staff) *Santosh Sangle*
20. Mrs. Bhavna Rathod (Administrative/Technical Staff) *Bhavna Rathod*
21. Ms. Sneha Vengsarkar (Student Representative) *Sneha Vengsarkar*
22. Ms. Shraddha Chavan (Student Representative) *Shraddha Chavan*
23. Prof. CA Shrikant Marathe (Coordinator) *Shrikant Marathe*

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 6th July 2013,
Saturday at 11:00 am.

The meeting of the IQAC was held on 6th July 2013 at 11:00 am
in the college Auditorium. Following members were present:

1. Dr. Nandita Roy, Principal, chairperson
2. Mr. S. Srisam, (Management Representative)
3. CA S.R. Varma (Stakeholder & Community Representative)
4. CA Saadanand Karnat (Employers/Industrialist) **ABSENT**
5. Dr. Narayan Iyer (External Expert)
6. CA Jatinkumar Jain (External Expert)
7. Mr. Udaykumar Nadar (Community Representative)
8. Mrs. Vinaya Modak (Community Representative)
9. CA Hiram Inamdas (Alumni)
10. Ms. Poonam Thakre (Alumni)
11. Prof. Neelie Khosla (Teacher Member)
12. Prof. Anjali Pathak (Teacher Member) **ABSENT**
13. Prof. Manisha Naik (Teacher Member)
14. Prof. Aparna Padte (Teacher Member)
15. Prof. CA Vandana Ladha (Teacher Member)
16. Prof. CA Pradeep Hathi (Teacher Member)
17. Prof. Mandar Thakur (Teacher Member) **ABSENT**
18. Mrs. Bindu Varma (Administrative/Technical Staff)
19. Mr. Santosh Sangle (Administrative/Technical Staff)
20. Mrs. Bhavna Rathod (Administrative/Technical Staff)
21. Ms. Sneha Vengsarkar (Student Representative)
22. Ms. Shradha Chavan (Student Representative)
23. Prof. CA Shrikant Masathe (IQAC, Co-ordinator)

Leave of Absence was granted to Prof. Anjali Pathak, Prof. Mandar Thakur & CA Sadanand Kamat.

Prin. Dr. Nandita Roy chaired the meeting. The Principal welcomed all Management members. Prof. Shrikant Marathe, Coordinator IQAC read out the notice of the meeting and the proceedings the Meeting were commenced.

Principal Dr. Nandita Roy introduced the newly inducted members of the IQAC for this year. These members were Mr. Udaykumar Nadar, Prof. Vandana Ladha, Prof. Mandar Thakur, Mr. Santosh Sangle, Ms. Sneha Vengsarkar & Ms. Poonam Thakre

The following had been the agenda transacted during the meeting.

1. **Confirmation of Minutes of the previous meeting held on 30th March, 2013 :**

The minutes of the last meeting held were read and confirmed by members present.

2. **Academic Calendar for the year:** Principal Dr. Nandita Roy presented the academic calendar before the members. The details activities were elaborated by the teacher members of the meeting. CA. Jatin Kumar Jain and Mr. Udaykumar Nadar expressed their willingness to assist for the conduct of the activity. Alumni representative CA Hiram Inamdar and Ms. Poonam Thakre expressed that the most current topics and themes be adopted, wherever possible in the conduct of co-curricular, and extra curricular activities.

3. **Teaching Plans:** Principal reported that the teaching plans of all the programmes are received and are followed by the teachers.

4. **AQAR for the Academic Year 2012-13:** Prof. Shrikant Marathe informed the members that AQAR for the Academic Year 2012-13 is in progress. He also explained as to why there has been delay in the preparation of AQAR for the year 2012-13. He said that although the information was gathered from the teachers, some information required from office was not easily available. The Coordinator, requested to the chairperson to provide more number of office people to complete the work faster.

Mrs. Vinaya Modak, the Office Superintendent of J. M. Patel College offered her help to make ready the information asked for in AQAR.

5. **Utilization of UGC grants:** IQAC Coordinator drew attention to fact that college has received grant in the previous academic year, and the amount needs to be spent for the

infrastructural development of the college. Mr. S. Sriram, President and also Mr. Sashi Varma, Secretary granted their approval for the amount to be spent in ICT and for the development of the campus infrastructure.

6. **Workshop on Research:** Reviewed and accepted the proposal of Research Cell to conduct State Level Workshop in Collaboration with Rajiv Gandhi Institute of Contemporary Studies, University of Mumbai to be held in the month of November/December 2013.
7. **Result Analysis:** The Result Analysis received from Departments for final year Programmes of UG & PG were discussed. The Chairperson appreciated efforts of coordinators of BSc.IT, BMS and MSc.IT, for improvement of the result than previous year. She expressed her concern that B.Com result is comparatively poor than previous year. Hence, it was decided that IQAC should take the initiative with all HODs to apply some new methodologies in teaching learning process to improve the results in coming years.
8. **Recommendations of the NAAC Peer Team:** IQAC Coordinator placed the important extracts from that recommendation before the attendees and certain observations was raised by the members and status of the action plan against each item was discussed with lot of detailing.
9. **Value Added Certificate Courses:** It was proposed by the members that value based courses should be taken up by NSS and DLLE students. However President Shri. Sriram said that conduct of such courses should be taken up by all the teachers and all the associations.
10. **Discussion on the Workshop on APIS:** Workshop on Academic Performance Indication System for the Career Advancement of the teachers to be held on 10th July, 2013.
11. **Provision of Laptops to Departmental Heads.:** IQAC Coordinator proposed that Laptop can be purchased for each department. Teacher members were agreed that if

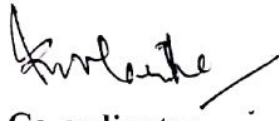
6-7-13

the laptop is provided to each department then they need not share the common computer in the staffroom and it will save time for all faculties..

12. Any other matter with the permission of the Chair:

Replacement of the present Audio system: As the old system is not properly functional now, it was recommended by the teachers that new audio system be purchased.

As the agenda of the meeting was fully discussed, the meeting ended with the vote of thanks by Prof. Shrikant Marathe, IQAC Coordinator.



IQAC Co-ordinator



Principal

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

20th September, 2013

INTERNAL QUALITY ASSURANCE CELL

NOTICE

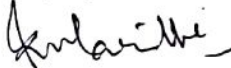
Meeting of all the IQAC members will be held on 28th September 2013, Saturday at 11:00 a.m. in the college auditorium to discuss the following agenda:






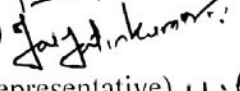
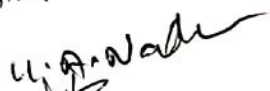
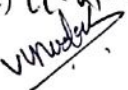
AGENDA

1. To Confirm the minutes of the previous meeting
2. To discuss about academic activities of the first term of the year
3. To discuss about provision of ICT facilities
4. To take note of Utilization of UGC grants for ICT and other Equipments
5. To discuss about provision of special arrangements of examinations for handicapped students
6. To take note of the requirement of research work
7. To take note of participation of Teachers in Workshops & Seminars
8. To decide about the Value Added Courses
9. To discuss about the National Conference to be organized by Department of Business Law
10. Any other matter with the permission of Chair.

You are requested to make it convenient to attend the meeting.

With warm regards


Prof. Shrikant Marathe
IQAC Co-ordinator

1. Dr. Nandita Roy, Principal, Chairperson 
2. Mr. S. Sriram (Management Representative) 
3. CA S.R. Varma (Stakeholder & Community Representative) 
4. CA Sadanand Kamat (Employers/Industrialist) 
5. Dr. Narayan Iyer (External Expert) 
6. Mr. Jatin Kumar Jain (External Expert) 
7. Mr. Udaykumar Nadar (Community Representative) 
8. Mrs. Vinaya Modak (Community Representative) 

28-9-13

9. CA Hiram Inamdar (Alumni) Hiram Inamdar
10. Ms. Poonam Thakre (Alumni) Poonam Thakre
11. Prof. Neelu Khosla (Teacher Member) Neelu Khosla
12. Prof. Anjali Pathak (Teacher Member) Anjali Pathak
13. Prof. Manisha Naik (Teacher Member) Manisha Naik
14. Prof. Aparna Padte (Teacher Member) Aparna Padte
15. Prof. CA Vandana Ladha (Teacher Member) Vandana Ladha
16. Prof. CA Pradeep Hathi (Teacher Member) Pradeep Hathi
17. Prof. Mandar Thakur (Teacher Member) Mandar Thakur
18. Mrs. Bindu Varma (Administrative/Technical Staff) Bindu Varma
19. Mr. Santosh Sangle (Administrative/Technical Staff) Santosh Sangle
20. Mrs. Bhavna Rathod (Administrative/Technical Staff) Bhavna Rathod
21. Ms. Sneha Vengsarkar (Student Representative) Sneha Vengsarkar
22. Ms. Shraddha Chavan (Student Representative) Shraddha Chavan
23. Prof. CA Shrikant Marathe (Coordinator IQAC) Shrikant Marathe

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

minutes of the meeting of the IQAC held on Saturday,
28th Sept. 2013 at 11:00 a.m. in the College Auditorium.

A meeting of the IQAC was held on 28th Sept 2013, at 11:00 am
in the College Auditorium. Following members were present:

1. Dr. Nandita Roy, Principal, chairperson *NR*
2. Mr. S. Srisam (Management Representative) *A*
3. CA S.R. Varma (Stakeholders & Community Representative) *fil*
4. CA Sadanand Komat (Employers/Industrialist) *Sadanand*
5. Dr. Narayan Iyer (External Expert) *n/i*
6. Mr. Jatin Kumar Jain (External Expert) *Jatinkumar*
7. Mrs. Udaykumar Nadar (Community Representative) *U.A. Nadar*
8. Mrs. Vinaya Modak (Community Representative) *vinaya*
9. CA Hiram Inamdar (Alumni) **ABSENT**
10. Ms. Poonam Thakre (Alumni) *Thakre*
11. Prof. Neelie Khosla (Teacher Member) *Neelie*
12. Prof. Anjali Pathak (Teacher Member) *Anjali*
13. Prof. Manisha Naik (Teacher member) *Manisha*
14. Prof. Aparna Padte (Teacher member) *Aparna*
15. Prof. CA Vandana Ladha (Teacher member) *Vandana Ladha*
16. Prof. CA Pradeep Hathi (Teacher member) *PN Hathi*
17. Prof. Mondar Thakur (Teacher member) *Mondar*
18. Mrs. Bindu Varma (Admin/Technical staff) **ABSENT**
19. Mr. Santosh Sangle (Admin/Technical staff) *Santosh*
20. Mrs. Bhavna Rathod (Admin/Technical staff) *Bhavna*
21. Ms. Sneha Vengsarkar (Student Representative) *Sneha*
22. Ms. Shradha Chavhan (Student Representative) **ABSENT**
23. Prof. CA Shrikant Masathe (CO-Ordinator IQAC) *Shrikant*

Leave of absence was granted to CA Hiram Inamdar, Ms. Shradha Chavhan, Mrs. Bindu Varma.

28-9-13

Prin. Dr. Nandita Roy chaired the meeting and welcomed all the members of IQAC.

1. **Confirmation of Minutes of the previous meeting** Minutes of previous meeting held on 6th July 2013 were read by Prof. Anjali Pathak and confirmed by the members unanimously.
2. **Academic Activities of the First Term of the Year:** The Principal Dr. Nandita Roy informed the members, that all HODs and Coordinators of Aided as well as Self Financing section, have confirmed that the conduct of the lectures in the first term has been as per the their teaching plans for the Sem-I, III and V.
Teaching learning process of Semester-I, III and V was discussed, shortcomings of the each department were identified and decided to be informed to all HODs so that the results of Sem-II, IV and VI can be improved.
It was also suggested by the members, that remedial lecture and guidance lecture should be conducted in the month of January/ February, 2014.
3. **Provision of ICT facilities:** Prof. Shrikant Marathe requested the Chairperson to consider the provision of ICT facilities in maximum classes as early as possible. The teacher members present at the meeting also expressed the need to have the classes with ICT facilities.
4. **ICT and other Equipments Augmentation:** Principal Dr. Nandita Roy informed the members that the amount of Rs. 19,21,101/- was spent for the purchase of Computers, Laptops, Printers, Server, UPS, Wi-Fi, Ceramic White Boards and Cordless Mikes for augmentation of ICT and other infrastructure. She further informed that the grant received from UGC is utilized to the extent of Rs. 15.27 lakhs. But the additional investment is funded by Vivek Education Society. She thanked the President Mr. Sriram, the Secretary Mr. CA Sashi Varma and the entire Management of Vivek Education Society for the infrastructural support. Mr. Sriram expressed happiness over the availability of more computers for academic use by teachers. He said that the usage of technology in the conduct of academic work is inevitable now. Dr. Narayan Iyer and all other experts present at the meeting praised the decision of the Management to enhance the infrastructural facilities.
5. **Provision for special Exam arrangements and for the disabled students as per University circular no. 1353/2013:** IQAC Coordinator, pointed that special Exam arrangements and facilities are required to be provided to the disabled students as per University circular no. 1353/2013 dt. 21/09/2013 of Sept 2013. It was accepted by the Principal and informed the Coordinator to communicate immediately to the Examination In-charge and also all the staff members of B.Com and Self-Finance Courses about this circular.

28-9-13

6. **Research Work :** Principal Dr. Nandita Roy expressed her opinion that Research Cell should encourage all the faculties to take minor and major research projects. Dr. Narayan Iyer also reiterated the need for more of research work. He brought to the notice of the members that the research work can also be carried on in collaboration with Indian Development Foundation as per the MOU between Vivek College & IDF.
7. **Participation of Teachers in Workshops & Seminars:** Mr. S. Sriram expressed his view, that more number of teachers should participate & present paper in seminars and conferences. Mr. Udaykumar Nadar also expressed that teachers' advancement in their own field will motivate the students as well.
8. **Courses of UPSC/MPSC, Advanced Excel** CA Sadanand Kamat, practicing Chartered Accountant and alumni of 1996-97 T.Y.B.Com batch, expressed his opinion that the College can take initiative to start the courses of UPSC/MPSC, Advanced Excel etc. Management, Alumni and External Expert members agreed that the institution should start these types of courses, which will help the meritorious students to make their career.
9. **Proposed National Conference to be organized by Department of Business Law:** Prof. Neelu Khosla informed that the Department of Business Law to wishes to conduct National Conference to be held in the month of January/February, 2014. Members took notice of the same and assured to extend their cooperation.
10. **Any other matter with the permission of the Chair:**
Students' feedback on the teachers' performance and their suggestions on the infrastructural facilities was discussed. It was said by CA Shri. Sashi Varma Sir that the remedial actions are required to be carried by all concerned staff.

As the agenda was fully discussed, the meeting ended with the vote of thanks by to all the present by Dr. Nandita Roy.



IQAC Co-ordinator



Principal

**VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE**

21st January, 2014

INTERNAL QUALITY ASSURANCE CELL

NOTICE

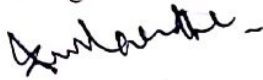
Meeting of all the IQAC members will be held on 25th January, 2014 at 11:00 AM in Principal's Cabin to discuss the following agenda:

AGENDA



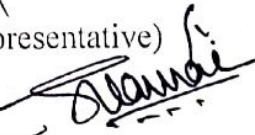
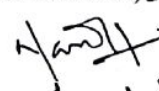
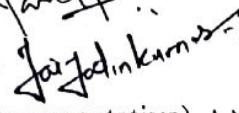

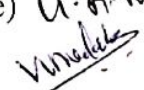
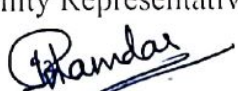
1. To confirm the minutes of the previous meeting held on 28th September 2013.
2. To discuss about ICT and other Equipments Augmentation.
3. To make a note on Library Books.
4. To review on Functioning of Library System.
5. To discuss about the State Level Workshop on Research Management.
6. To conduct Administrative Audit.
7. To discuss the proposal for Online Admission.
8. Any other matter with the permission of Chair.

You are requested to make it convenient to attend the meeting.

With warm regards



Prof. Shrikant Marathe
IQAC Co-ordinator

1. Dr. Nandita Roy, Principal, Chairperson 
2. Mr. S. Sriram (Management Representative) 
3. CA S.R.Varma (Stakeholder & Community Representative)
4. CA Sadanand Kamat (Employers/Industrialist) 
5. Dr. Narayan Iyer (External Expert) 
6. Mr. Jatinkumar Jain (External Expert) 
7. Mr. Udaykumar Nadar (Community Representative) 
8. Mrs. Vinaya Modak (Community Representative) 
9. CA Hiram Inamdar (Alumni) 

25-1-14

10. Ms. Poonam Thakre (Alumni) Poonam Thakre
11. Prof. Neelu Khosla (Teacher Member) Neelu Khosla
12. Prof. Anjali Pathak (Teacher Member) Anjali Pathak
13. Prof. Manisha Naik (Teacher Member) Manisha Naik
14. Prof. Aparna Padte (Teacher Member) Aparna Padte
15. Prof. CA Vandana Ladha (Teacher Member) Vandana Ladha
16. Prof. CA Pradeep Hathi (Teacher Member) Pradeep Hathi
17. Prof. Mandar Thakur (Teacher Member) Mandar Thakur
18. Mrs. Bindu Varma (Librarian) Bindu Varma
19. Mr. Santosh Sangle (Administrative/Technical Staff) Santosh Sangle
20. Mrs. Bhavna Rathod (Administrative/Technical Staff) Bhavna Rathod
21. Ms. Sneha Vengsarkar (Student Representative) Sneha Vengsarkar
22. Ms. Shraddha Chavan (Student Representative) Shraddha Chavan
23. Prof. CA Shrikant Marathe (Co ordinator, IQAC) Shrikant Marathe

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

The Minutes of the meeting of the IQAC held on 25th January, 2014 Saturday at 11:00 am.

The meeting of the IQAC was held on 25th Jan 2014 at 11:00 am in Principal's Cabin. Following members present:

- 1) Dr. Nandita Roy, Principal, Chairperson
- 2) Mr. S. Sriram (Management Representative)
- 3) CA S.R. Varma (Stakeholder & Community Representative)
- 4) CA Sudanand kamat (Employer's/Industrialist) ABSENT
- 5) Dr. Narayan Iyer (External Expert)
- 6) Mr. Jatin kumar Jain (External Expert) ABSENT
- 7) Mr. Udaykumar Nadar (Community Representative)
- 8) Mrs. Vinaya Modak (Community Representative)
- 9) CA Hiram Inamdar (Alumni)
- 10) Ms. Poonam Thakre (Alumni)
- 11) Prof. Neelu khosla (Teacher Member)
- 12) Prof. Anjali Pathak (Teacher Member) ABSENT
- 13) Prof. Manisha Naik (Teacher Member)
- 14) Prof. Aparna Padte (Teacher Member)
- 15) Prof. CA Vandana Ladhia (Teacher Member)
- 16) Prof. CA Pradeep Hathi (Teacher Member)
- 17) Prof. Mandar Thakur (Teacher Member)
- 18) Mrs. Bindu Varma (Librarian)
- 19) Mr. Santosh Sangale (Sports Director) ABSENT
- 20) Mrs. Bhavna Rathod (Administrative / Technical Staff) ABSENT
- 21) Ms. Sneha Vengsarkar (Student Representative)
- 22) Ms. Shraddha Chavan (Student Representative)
- 23) Prof. CA Shrikant Marathe (Co-ordinator, IQAC)

Leave of absence was granted to Mr. Jatin Kumar Jain, CA Sudanand kamat, Prof. Anjali Pathak, Mrs. Bhavna Rathod & Mr. Santosh Sangale.

Prin. Dr. Nandita Roy was in the Chair. The proceedings of the meeting were as under:

Prof. CA Shrikant Marathe welcomed all the members of IQAC.

1. **Confirmation of Minutes of the previous meeting held on 28th September 2013:** Minutes of previous meeting held on 28th September 2013 was read by CA Pradeep Hathi and the same were confirmed unanimously.
2. **ICT and other Equipments Augmentation:** Principal Dr. Nandita Roy informed the members that the amount of Rs. 10,12,588 has been spent for the purchase of Sharp DLP Projectors & Duplex Photocopier etc for augmentation of ICT and other infrastructure. She further informed that this capital expenditure is incurred Vivek Education Society. She thanked the President Mr. Sriram, the Secretary Mr. CA Sashi Varma and the Management for enhancement of resources.
3. **Library Books:** Ms. Bindu Varma reported that reference books of Rs. 8.53 lakhs and text books of Rs.1.75 lakhs added in the library during the year 2013-14. She stated that this quantum of purchase of books the highest in many years. President Mr. S Sriram appreciated Ms. Bindu Varma for that. Principal Dr. Nandita Roy requested Ms. Bindu Varma to take initiative and motivate the students as well teachers to visit library regularly and read the reference books and journals. Librarian Ms. Bindu Varma expressed that now our students will have ample books for preparation of their project and presentation. Mr. Udaykumar Nadar as well as Mrs. Vinaya Modak appreciated the expansion of the book collection in the library.
4. **Library Functioning System:** Ms. Bindu Varma explained current functioning system of library. She expressed her view that updated computer knowledge is required for all the library staff. It was accepted and decided with permission of the chair that a workshop/training shall be conducted for the library as well as office staff in the month of May,2014. Ms. Bindu Varma also requested to the Principal and IQAC coordinator to provide few more computers, in the library for the students. The proposal was accepted and decided to provide more computers in the library area for browsing.
5. **State Level Workshop on Research Management:** The Report of Research Cell on Research Management, State Level Workshop held on 12th December, 2013, was read by Prof. Anjali Pathak. The workshop was in Collaboration with Rajiv Gandhi Centre for Contemporary Studies, University of Mumbai, (IGCCS). Mr. Vishwas Deokar, Editor of Sakal Daily, was the key note speaker, and Dr. Chankrakant Puri, Chair Professor of IGCCS was the main resource person for the workshop. Total 64 participants from Mumbai, Thane, Ratnagiri district participated in the workshop. Dr. Narayan Iyer as well as Other External members appreciated the efforts taken by the Research Cell

25-1-14

headed by Dr. Tanusree Chaudhuri. They also expressed that Research Cell should continue to organize workshops and Seminars in the topics of research in future for the betterment of the teaching community. President of VES Shri S.Sriram expressed that the students also should be guided appropriately to take up the research.

6. **Administrative Audit:** IQAC Coordinator, CA Shrikant Marathe and Principal Dr. Nandita Roy to keep ready the following official documents for internal administrative audit purpose.

- Maintenance of Books of Accounts
- Attendance record
- Service book completion
- Application of CL, ML, EL etc. for all the staff.
- Updated PF information for all the employees.
- Statutory and Internal Audit etc.

7. **Online Admission:** IQAC Coordinator, CA Shrikant Marathe, proposed to organize the admission for the next Academic year as per Online System. He explained in detail the proposed procedure involving the students of S.Y and T.Y. to be admitted just after the result declaration in April 2014. Admissions were planned in subsequent phases for the ATKT Pass/ Eligible students for next year i.e. 2014-15 to be admitted in the beginning of June 2014. The entire work was to be carried out as planned with MICM. For this purpose, new Admission Form was designed by IQAC.

It was also decided to go ahead with online admissions for First Year in the month of June 2014.

8. **Any other matter with the permission of Chair:** The discussion was held on the conduct of the annual festival "Innovators". Dr. Narayan Iyer and CA Hiram Inamdar appreciated the efforts taken by students for Innovators.

As the agenda was fully discussed, the meeting ended with the vote of thanks by Prof. Shrikant Marathe to all the present.

IQAC Co-ordinator

Principal

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

17th April, 2014

INTERNAL QUALITY ASSURANCE CELL

NOTICE

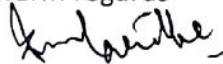
Meeting of all the IQAC members will be held on Saturday, 26th April, 2014 at 9.00 A.M. in the College Auditorium to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting
2. To review report of National Conference.
3. To review the activity of Study Tools and Excursions.
4. To review the activity of Study on Energy Conservation by NSS.
5. To discuss about participation of teachers in workshop, seminar.
6. To discuss on feedback from stakeholders.
7. To discuss perspective plan and academic calendar.
8. To discuss regarding commencement of additional division for M.Com (Accountancy) Program.
9. To approve budget for next financial year.
10. To discuss about infrastructural changes.
11. Any other matter with the permission of Chair.




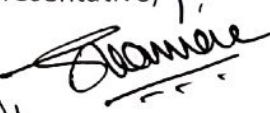
You are requested to make it convenient to attend the meeting.

With warm regards



Prof. Shrikant Marathe

IQAC Co-ordinator

1. Dr. Nandita Roy, Principal, Chairperson 
2. Mr. S. Sriram (Management Representative) 
3. CA S.R.Varma (Stakeholder & Community Representative) 
4. CA Sadanand Kamat (Employers/Industrialist) 
5. Dr. Narayan Iyer (External Expert) 

26-4-14

6. CA. Jatin Kumar Jain (External Expert) *Jatin Kumar*
7. Mr. Udaykumar Nadar (Community Representative) *U. A. Nadar*
8. Mrs. Vinaya Modak (Community Representative) *Vinayak*
9. CA Hiram Inamdar (Alumni) *Hiram*
10. Ms. Poonam Thakre (Alumni) *Thakre*
11. Prof. Neelu Khosla (Teacher Member) *Neelu*
12. Prof. Anjali Pathak (Teacher Member) *Anjali*
13. Prof. Manisha Naik (Teacher Member) *Manisha*
14. Prof. Aparna Padte (Teacher Member) *Aparna*
15. Prof. CA Vandana Ladha (Teacher Member) *Vandana Ladha*
16. Prof. CA Pradeep Hathi (Teacher Member) *Pradeep*
17. Prof. Mandar Thakur (Teacher Member) *Mandar*
18. Mrs. Bindu Varma (Administrative/Technical Staff) *Bindu*
19. Mr. Santosh Sangle (Administrative/Technical Staff) *Santosh*
20. Mrs. Bhavna Rathod (Administrative/Technical Staff) *Bhavna*
21. Ms. Sneha Vengsarkar (Student Representative) *Sneha*
22. Ms. Shraddha Chavan (Student Representative) *Shraddha*
23. Prof. CA Shrikant Marathe (Coordinator, IQAC) *Shrikant*

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

The Minutes of the meeting of the IQAC held on 26th April, 2014 Saturday at 9:00 am.

The meeting of the IQAC was held on 26th April 2014 at 9:00 am in the Auditorium. Following members were present:

- 1) Dr. Nandita Roy, Principal, Chairperson *NR*
- 2) Mr. S. Sriram (Management Representative) *SM*
- 3) CA S.R. Varma (Stakeholder & Community Representative) *SV*
- 4) CA Sudanand Kumar (Employers/Industrialist) *Sudand*
- 5) Dr. Narayan Tyer (External Expert) *Narayan*
- 6) CA Tatin Kumar Jain (External Expert) *Tatin Kumar*
- 7) Mr. Udaykumar Nadar (Community Representative) *Udaykumar*
- 8) Mrs. Vinaya Modak (Community Representative) *Vinaya*
- 9) CA Hiram Inamdar (Alumnus) *Hiram*
- 10) Ms. Poonam Thakre (Alumni) *Thakre*
- 11) Prof. Neelu Khosla (Teacher Member) *Neelu*
- 12) Prof. Anjali Pathak (Teacher Member) ABSENT
- 13) Prof. Manisha Naik (Teacher Member) *Manisha*
- 14) Prof. Apurna Padte (Teacher Member) *Apurna*
- 15) Prof. CA Vandana Ladha (Teacher Member) *Vandana Ladha*
- 16) Prof. CA Pradeep Hathi (Teacher Member) *Pradeep*
- 17) Prof. Mandar Thakur (Teacher Member) *Mandar*
- 18) Mrs. Bindu Varma (Librarian) *Bindu*
- 19) Mr. Santosh Sangale (Administrative / Technical Staff)
- 20) Mrs. Bhavna Rathod (Administrative / Technical Staff) ABSENT
- 21) Ms. Sneha Vengsarkar (Student Representative) *Sneha*
- 22) Ms. Shraddha Chavan (Student Representative) *Shraddha*
- 23) Prof. CA Shrikant Marathe (Co-ordinator, IQAC) *Shrikant*

Leave of absence was granted to Mrs. Bhavna Rathod, and Prof. Anjali Pathak.

Prin. Dr. Nandita Roy chaired the meeting and welcomed all the members of IQAC.

1. **Confirmation of the minutes of previous meeting:** The minutes of the previous meeting held on 25th January, 2014 were read by Prof. Aparna Padte and were confirmed by the members present in the meeting.
2. **National Conference:** Report of National Conference on 'Nation in Transition Issues and Challenges held on 15th February, 2014 was presented by Prof. Manisha Naik, Head of the Department of Commerce. Prof. Neelu Khosla joined her in saying that the conference was well organized by the Dept. of Business Law headed by Prof. Amshumali. President of Vivek Education Society Mr. Sriram express happiness over the conduct of the conference and express his expectation of organization of such conferences of academic importance.
3. **Study Tools And Excursions:** President Mr. Sriram appreciated various initiatives by the college in respect of study tours, educational excursions, visits to court, visits to SEBI, Bombay Stock Exchange & National Stock Exchange. Mr. Shashi Varma congratulated all the concerned students and teachers. Dr. Narayan Iyer said that this activity is an excellent way of experiential learning for the students.
4. **Study on Energy Conservation by NSS:** Principal explained about the Energy Conservation project conducted by NSS. She said that this project was aimed at reducing the energy consumption in Bhagat Singh Nagar near the college. This Project was also appreciated by members.
5. **Teachers participation in workshop, seminars and conferences:** IQAC Coordinator expressed her happiness for increasing participation of teachers in workshop, seminars and conferences than previous year.
6. **The feedback from Stakeholders:** Dr. Narayan Iyer (External Expert) suggested with the permission of the chair to collect detail feedback from parents and alumni regarding the college infrastructure, achievement, discipline practices, teaching learning process, value based education etc. and consider the responses in right prospective for the developmental plan of the college.
7. **Perspective Plan and Academic calendar:** The Perspective Plan The academic calendar for the next academic year i.e. for the year 2014-15 as prepared by

the departments and activity associations was placed before the meeting by the IQAC coordinator Prof. CA Shrikant Marathe. It was expressed by Principal Dr. Nandita Roy that participation in extra-curricular activities and sports by the students has increased of late compared to that in the prior year. But she requested Prof. Shrikant Marathe, IQAC Incharge and the members of the committee to take some initiative that more number of students should receive prizes in State/University and Inter-Collegiate level.

8. **Commencement of Additional Division for M.Com (Accountancy) Program:**

It was stated that Prof. CA Pradeep Hathi demands for additional division is noticed in the locality around the college. It would be nice if the college commences one additional division of same program from next academic year 2014-15. President Sriram Sir expressed that management would welcome this opening of additional class. Shri. CA Sashi Varma Sir said that it will be good decision if our in house students take more advantage of the additional seats to be made available. Principal Dr. Nandita Roy stated that the formalities of universities for permission shall be proceeded with at the earliest.

9. **Budget for next financial year 2014-15:** Budget for the next financial year was presented by Principal in the meeting. CA Sadanand Kamat, CA. Jatin Kumar Jain & CA Hiram Inamdar raised some points of clarification with regard to the Tuition fees, Examination fees and Other fees. It was explained that the additional fees were mainly on account of the additional division of M.Com to be commenced next year. The appropriate explanation given by CA Sashi Varma, Secretary of the Vivek Education Society. After the discussion, the budget for the year 2014-15 was approved by the all the members of the meeting.

10. **Infrastructural Changes:** Prof. Shrikant Marathe informed to all present members that he has conveyed the suggestions of IQAC teacher members to the Principal, in last week about the following infrastructural changes in the college building. He further mentioned that the changes may be considered after obtaining opinion of the Architect of Society.

i) The internal wall between Room No. 11 & 12 may be removed & be replaced with openable partitions. The idea is to make it into a Hall for various functions. Presently, there is no closed place for a big function to accommodate about 200 students.

ii) To shift the second doors of Class room nos. 11, 21, 31 & 24 & 34 to somewhere at 1/3rd point from the end. Also to create windows between

main door & back door of all class rooms so that class rooms will be better & also the corridors/passages become more airy.

iii) To create partitioned rooms at both the extremes of 2nd & 3rd floors & at the west side on 1st floor. thus 5 additional rooms can be had for students' activities, counselling room, Guidance rooms, NSS, NCC, Arts Circle, literary & other activities & also for place to meet parents.

iv) To enclose the open space on south side on 4th floor, if not fully, at least with roof so that certain activities can be conducted over there. We find it very difficult to have practice place for various activities of students. Though it may be difficult to take MCGM permission for the same. However, it will be good if some via media is worked out.

v) Fans may be fixed at appropriate place in corridors.

vi) South side of Classrooms nos.35,36, 37, 38 & 39 i.e. the whole passage on south side of College section, is totally unused area. Consideration is required on the utilization of the same.

vii) A larger area is required for Gymkhana & separate area is needed for Girls' Gymkhana. Presently, Girls' Common Room & their Gymkhana are merged.

viii) Separate toilet is required for ladies' staff on 4th floor as pointed out by NAAC Team in last visit.

ix) Passages next to Computer labs & Conference room on ground floor are too narrow to move. They may be broadened for easy movement of students.

Mr. S. Sriram and Mr. Sashi Varma assured to look into the above points and do the needful in this regard. Chairperson expressed her opinion that she wants some time as there would be some technical issues relating to the civil structure of the building. However, she assured to look into various possibilities relating to the above suggestions.

As the agenda was fully discussed, the meeting ended with the vote of thanks by Prof. Shrikant Marathe.


IQAC Co-ordinator


Principal