

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Date : 17.07.2017

INTERNAL QUALITY ASSURANCE CELL

NOTICE


Meeting of all the IQAC members will be held on Saturday, 22nd July 2017 at 10: 30 a.m. in the college auditorium to discuss the following agenda:





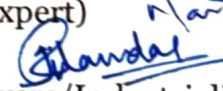

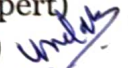
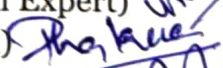







AGENDA

1. To confirm the minutes of the previous meeting
2. To introduce the new members of IQAC
3. To discuss about the functioning of IQAC
4. To discuss the admissions of first year.
5. To discuss Academic, co-curricular & extra-curricular activities for the current academic year
6. To discuss Result Analysis
7. 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) Prof. Neelu Khosla , (I/C Principal) 
 - 2) Mr. S. Sriram (Management Representative) 
 - 3) CA. Shashi R. Varma (Stakeholder & Community Representative) 
 - 4) Dr. Narayan Iyer (External Expert) 
 - 5) CA Hiram Inamdar (Alumni) 
 - 6) CA. Sadanand Kamat (Employers/Industrialist)
 - 7) Prin. Dr. Meeta Pathade (External Expert) 
 - 8) Mrs. Vinaya Modak (External Expert) 
 - 9) CA. Poonam Thakre (Alumna) 
 - 10) CA. Ashish Gopalan (Alumnus) 
 - 11) Mr. Shantanu Ail (Student Representative) 
 - 12) Ms. Ramiza Kazi (Student Representative) 
 - 13) Prof. Anjali Pathak (Teacher Member) 
 - 14) Prof. Manisha Naik (Teacher Member) 
 - 15) Prof. Aparna Padte (Teacher Member) 
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22-7-17

- 16) Prof. CA. Vandana Ladha(Teacher Member) Vandana Ladha
17) Prof. CA Pradeep Hathi(Teacher Member) P N Hathi
18) Prof. Maria Muthukumar(Teacher Member) Maria
19) Mrs. Bindu Varma(Librarian) Bindu
20) Mrs. Madhura Shinde (Clerk) Madhura
21) Mrs. Swati Indulkar (Clerk) Swati Indulkar
22) Prof. CA. Shrikant Marathe , (IQAC Coordinator) Shrikant Marathe

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VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 22nd July, 2017 at 10:30 am at Auditorium on ground floor.

The meeting of the Internal Quality Assurance cell (IQAC) was held on Tuesday 22nd July, 2017 at 10:30 am in the college Auditorium. Following members were present:

- 1) Helen Singh, Neelu Khosla
- 2) Mr. S. Sriram (Management Representative) ✓
- 3) CA Shashi R Verma (Stakeholder and community Representative) ✓
- 4) Dr. Narayan Iyer (External expert) **ABSENT**
- 5) CA Hiram Inamdar (Alumna) Hiram
- 6) CA Sadanand Kamat (Employers/Industrialist) Sadanand
- 7) Prin. Dr. Meeta Pathade (External expert) Meeta
- 8) Mrs. Vinaya Modak (External expert) Vinaya
- 9) CA Poonam Thakre (Alumna) Poonam
- 10) CA Ashish Gopalan (Alumnus) Ashish
- 11) Mr. Shantanu Ali (Student Representative) Shantanu
- 12) Ms. Ramiza Kazi (Student Representative) Ramiza
- 13) Prof. Anjali Pathak (Teacher member) Anjali
- 14) Prof. Manisha Naik (Teacher Member) Manisha
- 15) Prof. Aparna Padte (Teacher Member) **ABSENT**
- 16) Prof. CA Vandana Ladhe (Teacher Member) **ABSENT**
- 17) Prof. CA Pradeep Hathi (Teacher Member) Pradeep
- 18) Prof. Maria Muthukumar (Teacher member) Maria
- 19) Mrs. Bindu Verma (Librarian) Bindu
- 20) Mrs. Madhura Shinde (Clerk) Madhura
- 21) Mrs. Swati Indulkar (Clerk) Swati
- 22) Prof. CA Shrikant Marathe (IQAC Coordinator) Shrikant

Leave of Absence was granted to Dr. Narayan Iyer, Prof. Vandana Ladhe & Prof. Mrs. Aparna Padte.



I/C Principal Prof. Neelu Khosla was in Chair.

The proceedings of the Meetings were as follows:

Welcome: I/C Prin. Prof. Neelu Khosla, welcomed all members for the meeting.

1. Confirmation of the minutes of the previous meeting:

The minutes of the previous meeting of IQAC held on 22nd April, 2017 were read by Prof. Manisha Naik and the same were approved unanimously.

2. Introduction of New Members of IQAC for the year 2017-18: I/C Principal Prof. Neelu Khosla mentioned about new members joining the IQAC this year. These new members were:

- CA. Hiram Inamdar
- Prof. Maria Muthukumar
- CA. Poonam Thakare
- CA. Ashish Gopalan
- Mr. Shantanu Ail
- Ms. Ramiza Kazi

Prof. Shrikant Marathe, Co-ordinator, introduced the new members to others in the Committee.

3. Functioning of IQAC:

For the information of all members, Prof. Shrikant Marathe read out the extracts from the publication by NAAC entitled "Guidelines for the creation of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions" referring to the significance of IQAC and its functioning. He mentioned that IQAC is required to function within the scope as laid down by NAAC.

4. Admissions:

The detailed Time Table in respect of Admissions of First year was discussed and taken note of. I/C Prin. Prof. Neelu Khosla gave the details of admissions of second year and third year for UG courses.

5. Teaching Plans and Academic Activities: The In-charge Principal explained that the teaching plans for all the programmes are received for the year *duh reviewed by IQAC*.

6. Co-curricular & extra-curricular activities for the current academic year :

- a. Prof. Shrikant Marathe presented the academic calendar for the current academic year.



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Prof. Neelu Khosla circulated the List of Committees for college activities for the year 2017-2018. Members were briefed about the action plans of various committees and associations. VES President Shri. Sriram Sir drew attention to the Objectives & Goals set by the Institution and appealed to the IQAC to ensure that the activities are conducted towards achievement of organizational Objectives & Goals.

- b. I/C Principal Prof. Neelu Khosla reviewed the arrangements for physically challenged students. She noted that the class room of T.Y.B.Com-B Division is brought to first floor to make it convenient to handicapped student Mr. Akshay Deshpande as the student cannot walk on his own and he is carried in the wheelchair by his parents to the college.
- c. I/C Principal Prof. Neelu Khosla also instructed Admission Committee to take due charge of the first year admission process and update on day-to-day basis.
- d. Dates of Orientation Programme for parents and teachers were discussed and agenda was planned for the same.

7. **Result Analysis:** Result analysis of first and second year examination of all the programmes were read, discussed and analyzed.

8. **NAAC reaccreditation process:**

Prof. Shrikant Marathe informed about the work related to NAAC reaccreditation process. However, he said that the submission of all AQARs is required to be completed for up to the academic year prior to the year of initiating the submission of SSR for renewal of the accreditation. I/C Prin. Prof. Neelu Khosla and all the other members of the IQAC assured their support towards the same.

9. **Any other matter with the permission of Chair:**

- a) CA. Sadanand Kamat advised to train students and make them industry ready. He also stated to organize subject related programs for the students.
- b) Hon. Secretary of VES, CA Shashi Varma Sir expressed the need to conduct more activities for Placement of the students by way of Campus Interviews and arranging career guidance programmes for students to get better jobs.

Vote of Thanks:

Prof. Shrikant Marathe, Co-ordinator thanked Chairperson, I/C Principal Prof. Neelu Khosla, President Shri. S. Sriram, Secretary CA. Shri. Shashi Varma and all other experts and Stakeholders present for the meeting.



IQAC Co-ordinator



I/C Principal

I/C PRINCIPAL
VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI - 400104



VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

18th September, 2017

INTERNAL QUALITY ASSURANCE CELL

NOTICE

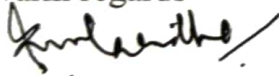
Meeting of all the IQAC members will be held on Saturday, 23rd September, 2017 at 10.30 a.m.
in the college auditorium to discuss the following agenda:

AGENDA

1. To welcome the new Principal Dr. Vijetha Shetty
2. To confirm the minutes of the previous meeting.
3. To review of work related to AQARs for the years 2013-14, 2014-15, 2015-16, and 2016-17.
4. To discuss about Reaccreditation by NAAC.
5. To discuss about result Analysis of April 2017 examinations
6. To discuss delay in results of T.Y.B.Com. of 2017-18 & admissions for PG Courses.
7. To discuss about Academic, co-curricular & extra-curricular activities.
8. To Minor Research Projects.
9. 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. Prin. Dr. Vijetha Shetty (Chairperson)
2. Prof. Neelu Khosla , (Teacher Member)
3. Mr. S. Sriram (Management Representative)
4. CA. Shashi R. Varma (Stakeholder & Community Representative)
5. Dr. Narayan Iyer (External Expert)
6. CA Hiram Inamdar (Alumni)
7. CA. Sadanand Kamat (Employers/Industrialist)
8. Prin. Dr. Meeta Pathade(External Expert)

23-9-17

9. Mrs. Vinaya Modak (External Expert) *modak*
10. CA. Poonam Thakre (Alumni) *Thakre*
11. CA. Ashish Gopalan (Alumni) *Ashish*
12. Mr. Shantanu Ail (Student Representative) *Shantanu*
13. Ms. Ramiza Kazi (Student Representative) *Ramiza*
14. Prof. Anjali Pathak (Teacher Member) *Anjali*
15. Prof. Manisha Naik (Teacher Member) *Manisha*
16. Prof. Aparna Padte (Teacher Member) *Aparna*
17. Prof. CA. Vandana Ladha (Teacher Member) *Vandana Ladha*
18. Prof. CA Pradeep Hathi (Teacher Member) *Pradeep*
19. Prof. Maria Muthukumar (Teacher Member) *Maria*
20. Mrs. Bindu Varma (Librarian) *Bindu*
21. Mrs. Madhura Shinde (Clerk) *Madhura*
22. Mrs. Swati Indulkar (Clerk) *Swati Indulkar*
23. Prof. CA. Shrikant Marathe , (IQAC Coordinator) *Shrikant*

[Signature]

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 23rd September, 2017
at 10:30 am at Auditorium on Ground floor.

The meeting of the Internal Quality Assurance Cell (IQAC) was held
on Saturday, 23rd September, 2017 at 10:30 am in college Auditorium.
Following members were present:

- 1) Prin. Dr. Vijetha Shetty
- 2) Prof. Neelu Khosla
- 3) Mr. S. Srinam (Management Representative) M
- 4) CA Shashi R. Varma (Stakeholder and community Representative) R
- 5) Dr. Narayan Iyer (External expert) Nand H.
- 6) CA Himanshu Inamdar (Alumni) Himanshu
- 7) CA Sadanand Kamat (Employers/Industrialist) **ABSENT**
- 8) Prin. Dr. Meeta Pathade (External expert) Meeta
- 9) Mrs. Vinaya Modak (External expert) Vinaya
- 10) CA Poonam Thakre (Alumni) Poonam
- 11) CA Ashish Gopalan (Alumni) Ashish
- 12) Mr. Shantanu Ali (Student Representative) Shantanu
- 13) Ms. Ramiza Kazi (Student Representative) Ramiza
- 14) Prof. Anjali Pathak (Teacher Member) Anjali
- 15) Prof. Manisha Nalk (Teacher Member) Manisha
- 16) Prof. Aparna Padte (Teacher Member) **ABSENT**
- 17) Prof. CA Vandana Ladha (Teacher Member) Vandana Ladha
- 18) Prof. CA Pradeep Hathi (Teacher Member) Pradeep
- 19) Prof. Maria Muthukumar (Teacher Member) Maria
- 20) Mrs. Bindu Verma (Librarian) **ABSENT**
- 21) Mrs. Madhura Shinde (Tr. Clerk) Madhura
- 22) Mrs. Swati Indulkar (Tr. Clerk) Swati Indulkar
- 23) Prof. CA Shrikant Marathe, (IQAC Coordinator)

Leave of Absence was granted to CA Sadanand Kamat,
Prof. Aparna Padte & Mrs. Bindu Verma.



Prin. Dr. Vijetha Shetty was in Chair.

The proceedings of the Meetings were as follows:

1. Welcome to the new Principal & IQAC members :

Ex-I/C Prin. Prof. Neelu Khosla welcomed the new Principal Dr. Vijetha Shetty & all members of IQAC for the meeting.

2. Confirmation of the minutes of the previous meeting:

The minutes of the previous meeting of IQAC held on 22nd July, 2017 were read by Prof. Manisha Naik and the same were approved unanimously.

3. Review of work related to AQARs for the years 2013-14, 2014-15, 2015-16 & 2016-17:

The IQAC Co-ordinator Prof. Shrikant Marathe explained that the AQARs for the years 2013-14, 2014-15, 2015-16 & 2016-17 are under preparation. He also expressed the need for more of office administrative support from college. Prin. Dr. Vijetha Shetty assured him of all the support for early completion of all AQARs.

4. Reaccreditation by NAAC:

President Shri S. Sriram stated that the reaccreditation by NAAC has to be initiated at the earliest. IQAC coordinator Prof. Shrikant Marathe and members of IQAC assured that the work of reaccreditation will be given all the priority and ensured completion of the AQARs at the earliest.

5. Result Analysis of April 2017 examinations:

The analysis of the results of the examinations held in April/May 2017 was presented before the meeting.

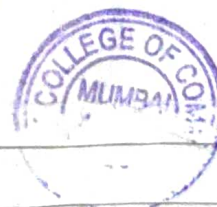
6. Delay in results of T.Y.B.Com. of 2017-18 & Admissions for PG Courses :

Prin. Dr. Vijetha Shetty informed the members of the IQAC that the college teachers have contributed extensively for the assessment through OSM introduced widely by the University for the first time for B.Com. She further informed that due to the delayed results of T.Y.B.Com. , the admissions for M.Com. Programme has been delayed.

7. Academic, co-curricular & extra-curricular activities for the current academic year :

a. Prof. Shrikant Marathe presented the academic calendar for the current academic year.

Prin. Dr. Vijetha Shetty suggested inviting various subject experts/ outstanding personalities from various fields in the conduct of various curricular and extra-curricular activities of the college. She requested all the members of the IQAC to suggest the names of such persons for the benefit of the college activities.



23-9-17

- b. Prin. Dr. Vijetha Shetty expressed the need to conduct lectures for the motivation of students as a part of all the activities. IQAC co-ordinator Prof. Shrikant Marathe suggested that the IQAC takes up the initiative in conduct of such motivational lectures for holistic development of the students.
- c. Prof. Neelu Khosla suggested that special lectures can be organized by IQAC for enlightenment of teachers as well.
- d. The discussion was also held on "Innovators" to be organized in February 2018.

8. **Minor Research Projects:**

Principal informed the members of the IQAC that there have been two minor research projects one undertaken by Dr. Malathi Iyer and the second one by Dr. Tanusree Chaudhuri. Both these projects will be financed by University of Mumbai and funds expected for the two minor research projects are Rs.87, 000.

9. **Any other matter with the permission of Chair:**

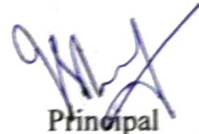
Principal expressed the need to have various activities in collaboration with the commercial and professional institutions.

Vote of Thanks:

Prof. Shrikant Marathe, Co-ordinator thanked Chairperson, Principal Dr. Vijetha Shetty, and President Shri. S. Sriram, Secretary CA. Shri. Shashi Varma and all other experts and Stakeholders present for the meeting.



IQAC Co-ordinator



Principal

PRINCIPAL
VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI-400104



VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Date: 13.01.2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Meeting of all the IQAC members will be held on Saturday, 20th January 2018 at 10:30 a.m. in the college auditorium to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting
2. To appoint Prof. Neelu Khosla as a Vice Principal
3. To make note of AQARs of 2013-14, 2014-15
4. To discuss AQARs of 2015-16, 2016-17
5. To take note of the contribution from Alumni Association
6. To discuss the achievements of teachers
7. To discuss the development of New Website of the college
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) Prin. Dr. Vijetha Shetty (Chairperson)
- 2) Prof. Neelu Khosla, (Teacher Member)
- 3) Mr. S. Sriram (Management Representative)
- 4) CA. Shashi R. Varma (Stakeholder & Community Representative)
- 5) Dr. Narayan Iyer (External Expert)
- 6) CA Hiram Inamdar (Alumni)
- 7) CA. Sadanand Kamat (Employers/Industrialist)
- 8) Prin. Dr. Meeta Pathade (External Expert)
- 9) Mrs. Vinaya Modak (External Expert)

20-1-18

- 10) CA. Poonam Thakre (Alumni) Poonam
- 11) CA. Ashish Gopalan (Alumni) Ashish
- 12) Mr. Shantanu Ail (Student Representative) Shantanu
- 13) Ms. Ramiza Kazi (Student Representative) Ramiza
- 14) Prof. Anjali Pathak (Teacher Member) Anjali
- 15) Prof. Manisha Naik (Teacher Member) Manisha
- 16) Prof. Aparna Padte (Teacher Member) Aparna
- 17) Prof. CA. Vandana Ladha (Teacher Member) Vandana Ladha
- 18) Prof. CA Pradeep Hathi (Teacher Member) Pradeep
- 19) Prof. Maria Muthukumar (Teacher Member) Maria
- 20) Mrs. Bindu Varma (Librarian) Bindu
- 21) Mrs. Madhura Shinde (Clerk) Madhura
- 22) Mrs. Swati Indulkar (Clerk) Swati Indulkar
- 23) Prof. CA. Shrikant Marathe, (IQAC Coordinator) Shrikant

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

Minutes of the meeting of the IQAC held on 20th January, 2018 at 10:30am at college Auditorium

the meeting of the Internal Quality Assurance cell (IQAC) was held on Saturday 20th January, 2018 at 10:30 am in the college Auditorium following members were present:

- 1) Prin. Dr. Vijeta Shetty
- 2) Prof. Neelam Khosla
- 03) Mrs. Srimam (Management Representative)
- 04) CA. Shashi R. Varma (Stakeholder and community Representative)
- 05) Dr. Narayan Iyer (Expert External)
- 06) CA Hiram Inamdar (Alumni)
- 07) CA. Sadanand Kamat (Employers / Industrialist)
- 08) Prin. Dr. Meeta Pathade (External Expert)
- 09) Mrs. Vinaya Modak (External Expert)
- 10) CA Poonam Thakre (Alumni)
- 11) CA Ashish Gopalan (Alumni) **ABSENT**
- 12) Mr. Shantanu Ali (Student Representative)
- 13) Ms. Ramiza Kazi (Student Representative) **ABSENT**
- 14) Prof. Anjali Pathak (Teacher Member)
- 15) Prof. Manisha Naik (Teacher Member)
- 16) Prof. Aparna Padte (Teacher Member)
- 17) Prof. CA Pradeep Hathi (Teacher Member)
- 18) Prof. CA Vandana Ladha (Teacher Member)
- 19) Prof. Maria Muthukumar (Teacher Member)
- 20) Mrs Bindu Verma (Librarian)
- 21) Mrs Madhura Shinde (Clerk). **ABSENT**
- 22) Mrs. Swati Indulkar (Clerk)
- 23) Prof. CA Shrikant Marathe, IQAC coordinator

Leave of Absence was granted to CA Ashish Gopalan, Ms. Ramiza Kazi, Prof. Maria Muthukumar, Mrs. Madhura Shinde



20-1-18

Prin. Dr. Vijetha Shetty was in Chair.

The proceedings of the Meetings were as follows:

Welcome: Prin. Dr. Vijetha Shetty welcomed all members for the meeting.

1. Confirmation of the minutes of the previous meeting:

The minutes of the previous meeting of IQAC held on 23rd September, 2017 were read by Prof. Manisha Naik and the same were approved unanimously.

2. Appointment of Prof. Neelu Khosla as Vice Principal:

Mr. S. Sriram, President informed the members that Prof. Neelu Khosla has been appointed as Vice Principal of the College and expressed full confidence that her contribution will be very much valuable. The members congratulated Prof. Neelu Khosla for her appointment as Vice Principal.

3. AQARs for the years 2013-14, 2014-15:

The IQAC Co-ordinator Prof. Shrikant Marathe informed that the AQARs for the years 2013-14 & 2014-15 were uploaded on 8th January, 2018. The members thanked him for the work done by him.

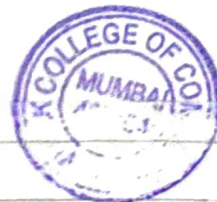
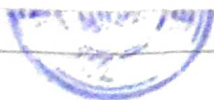
4. AQARs for the years 2015-16 & 2016-17:

Prof. Shrikant Marathe explained that the AQARs for the years 2015-16 & 2016-17 are also nearing completion & both the pending reports shall also be uploaded. He expressed the need for more of office administrative support from college. Prin. Dr. Vijetha Shetty said that two office staff members shall be allocated to do IQAC work.

5. Contribution from Alumni Association

Prof. Shrikant Marathe informed that the Alumni association initiated yearly two cash prizes worth Rs.1000 each for the most active students from the academic year 2017-18. He also thanked the Alumni association.

6. Achievements of the Teachers: Principal Dr. Vijetha Shetty informed the members that Prof. Neelu Khosla as well as the Students Ms. Pratibha Thevar and Mr. Raj had participated in the event "Avishkar", the Research Convention, organized by the University of Mumbai and they brought laurels to the College by



20-1-18

their winnings in the Research Competitions in their respective categories of Teachers and Students.

Mr. S. Sriram, President, expressed happiness over the winnings. He said that the college activities are taking place in correct direction. He, on behalf of Management of Vivek Education Society, congratulated Prof. Neelu Khosla as well as the Students Ms. Pratibha Thevar and Mr. Raj.

7. Website Development:

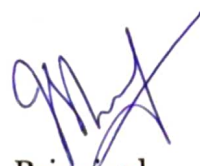
Principal informed the members that the website of the College has been redesigned with the same name as before; viz. "vivek-college.org". CA Shri. Shashi Varma appreciated the new website.

8. Vote of Thanks:

Prof. Shrikant Marathe, Co-ordinator thanked Chairperson, Prin. Dr. Vijetha Shetty, and President Shri. S. Sriram, Secretary CA. Shri. Shashi Varma and all other experts and stakeholders present for the meeting.



IQAC Co-ordinator



Principal

PRINCIPAL

VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI-400104



VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

16th April, 2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

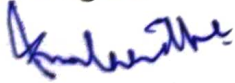
Meeting of all the IQAC members will be held on Saturday, 21st April, 2018 at 10.30 a.m. in the college auditorium to discuss the following agenda:

AGENDA






1. To confirm the minutes of the previous meeting.
2. To discuss about AQARs for the years 2015-16 & 2016-17
3. To discuss about preparation AQARs for the years 2017-18
4. To start with Reaccreditation Process
5. To discuss IQAC Activities conducted during last 4 months
6. To discuss about achievements of professors
7. To discuss about Memorandum of Understanding (MOUs)
8. To discuss about Perspective Planning & Academic Calendar
9. To discuss about Teaching Plans
10. To discuss about Budget for the year 2018-19
11. To discuss about Analysis of Students' Feedback
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. Prin. Dr. Vijetha Shetty (Chairperson) 
2. Vice Principal Prof. Neelu Khosla (Teacher Member) 
3. Mr. S. Sriram (Management Representative) 
4. CA. Shashi R. Varma (Stakeholder & Community Representative) 
5. Dr. Narayan Iyer (External Expert) 



6. CA Hiram Inamdar (Alumni) Hiram Inamdar
7. CA. Sadanand Kamat (Employers/Industrialist) Sadanand Kamat
8. Prin. Dr. Meeta Pathade (External Expert) Meeta Pathade
9. Mrs. Vinaya Modak (External Expert) Vinaya Modak
10. CA. Poonam Thakre (Alumni) Poonam Thakre
11. CA. Ashish Gopalan (Alumni) Ashish Gopalan
12. Mr. Shantanu Ail (Student Representative) Shantanu Ail
13. Ms. Ramiza Kazi (Student Representative) Ramiza Kazi
14. Prof. Anjali Pathak (Teacher Member) Anjali Pathak
15. Prof. Manisha Naik (Teacher Member) Manisha Naik
16. Prof. Aparna Padte (Teacher Member) Aparna Padte
17. Prof. CA. Vandana Ladha (Teacher Member) Vandana Ladha
18. Prof. CA Pradeep Hathi (Teacher Member) Pradeep Hathi
19. Prof. Maria Muthukumar (Teacher Member) Maria Muthukumar
20. Mrs. Bindu Varma (Librarian) Bindu Varma
21. Mrs. Madhura Shinde (Clerk) Madhura Shinde
22. Mrs. Swati Indulkar (Clerk) Swati Indulkar
23. Prof. CA Shrikant Marathe, IQAC Coordinator Shrikant Marathe

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VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 21st April 2018 at 10-30 am at College Auditorium.

The meeting of Internal Quality Assurance Cell (IQAC) was held on Saturday, 21st April, 2018 at 10-30 am in the College Auditorium.

Following members were present:

- 1) Prin. Dr. Vijetha Shetty
- 2) Vice Principal Prof. Neela Khosla
- 3) Mr. S. Srisram (Management Representative) M
- 4) CA Shashi R. Varma (Secretary, VES)
- 5) Dr. Narayan Iyer
- 6) CA Hiram Inamdar
- 7) CA Sadanand Kamat
- 8) Prin. Dr. Meeta Pathade (External Expert)
- 9) Mrs. Vinaya Modale
- 10) CA Ms. Poonam Thakre
- 11) CA Ashish Gopalani
- 12) Mr. Shantanu Ail (Student Representative)
- 13) Ms. Ramiza Kazi (Student Representative)
- 14) Prof. Dr. Anjali Pathak
- 15) Prof. Manisha Naik
- 16) Prof. Aparna Padte
- 17) Prof. CA Vandana Ladha
- 18) Prof. CA Pradeep Hathi
- 19) Prof. Maria Muthukumar
- 20) Mrs. Bindu Varma
- 21) Mrs. Madhura Shinde
- 22) Mrs. Swati Indulkar
- 23) Prof. CA Shrikant Menkar (IQAC Coordinator)

ABSENT

ABSENT

Leave of Absence was granted to Mrs. Vinaya Modale & Mrs. Aparna Padte



Leave of absence was granted to Mrs. Vinaya Modak , CA. Ashish Gopalan, and Ms. Ramiza Kazi.

Prin. Dr. Vijetha Shetty welcomed all members for the meeting.

Prin. Dr. Vijetha Shetty was in Chair.

The proceedings of the Meetings were as follows:

1. Confirmation of the minutes of the previous meeting:

The minutes of the previous meeting of IQAC held on 20th January, 2018 were read out by Prof. Manisha Naik and the same were approved unanimously

2. AQARs for the years 2015-16 & 2016-17:

The IQAC Co-ordinator Prof. Shrikant Marathe informed that the AQARs for the years 2015-16 & 2016-17 were uploaded on 14th February, 2018. The members thanked him for the work done by him.

3. AQARs for the years 2017-18:

Prof. Shrikant Marathe informed further that the AQAR for 2017-18 is now under preparation. He expressed the need for continuous administrative support from the office staff. Prin. Dr. Vijetha Shetty assured him of the office support.

4. Reaccreditation Process:

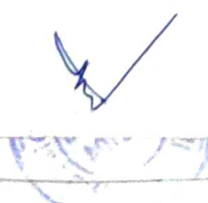
Principal Dr. Vijetha Shetty said that we need now to chase up for the submission of SSR for reaccreditation by NAAC in the third cycle. She pointed out that the methodology for the assessment is changed substantially by NAAC. She stated that the IQAC Coordinator Prof. Shrikant Marathe and other IQAC member teachers have already attended the workshops on New Accreditation Methodology and she, herself also had attended such workshops.

President Shri. Sriram stated that all the staff members should give priority to the NAAC work and the reaccreditation as the reaccreditation is overdue. Vice Principal Prof. Neelu Khosla assured the Management of whole hearted support from all the teaching and non teaching staff members for AQAR work as well as Reaccreditation work.

5. IQAC Activities:

The IQAC coordinator informed about the following activities of IQAC conducted during the last 4 months.

- a. Workshop at Royal College on 11th April 2018 was attended by 5 teacher members of IQAC viz. Dr. Anjali Pathak, Prof. Shrikant Marathe, Prof. Vandana Ladha, Prof.



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Pradeep Hathi, and Prof. Maria Muthukumar. It was stated by Prof. Shrikant Marathe that these IQAC members conveyed the details of new methodology of reaccreditation to the teachers.

- b. A workshop for teachers' guidance was conducted on 2nd April, 2018. The topic was "New Age Teaching" and the resource person was Dr. Geetha Shetty, associate professor of Xavier College of Education.
- c. A motivational lecture by Dr. Vijita Vijay Nair, the winner of National Youth Award was organized on 7th February 2018.
- d. The Lecture by Mrs. Biji Tushar, an educationist was organized on 31st March, 2018.
- e. Women's Day celebration function was conducted on 8th March 2018 in the college Auditorium jointly with National Human Rights and Social Justice Commission, Mumbai. The felicitation of five women principal of renowned colleges and fifteen women achievers was organized.
- f. A workshop on Google classroom was conducted by Prof. Prabhakar Musam for the benefit of the teachers in using ICT tools.
- g. Dr. Meeta Pathade, Principal of Patuck Gala College, Vakola, Santacruz, Mumbai appreciated the work of the IQAC.

6. Achievements:

Prin. Dr. Vijetha Shetty informed the members that there have been quite a few achievements

- a. Prof. Anjali Pathak was awarded Ph.D. degree in the subject of Mathematics.
- b. Prof. Ranjeet Kaur Patel was congratulated for receiving "Rashtriya Gaurav Award" by an NGO, "India International Friendship Society, New Delhi"
- c. Dr. Malathi Iyer won the "Best Paper Presented" award at the UGC sponsored National Seminar held at NSS College on the topic "A Study of Green Village Initiatives with a Vedic Perspective, at Govardhan Eco Village".

7. Memorandum of Understanding (MOUs):

Principal informed that the following MOUs have been signed recently with:

- a) Confederation Of Indian Industry - Young India (CII-YI) (Add : 249-F Udyog Vihar Phase IV Gurgaon - 122015 Haryana)
- b) M/S ATS Infotech Pvt Ltd (Add : Registered Office At L-107, Lajpat Nagar- New Delhi - 110024)
- c) Indian Development Foundation
- d) Group Gram panchayat Nandore Devarkhop (Palghar)

She informed about the details of all the above stated MOUs. She also stated that an effort will be to have International Collaboration for educational advancements of our students.

The Expert members including Dr. Meeta Pathade, Dr. Narayan Iyer, CA Hiram Inamdar, and CA. Sadanand Kamat congratulated Principal Dr. Shetty for having achieved this stage fast for the larger interest of the students and also for long term growth of the Institution.



8. Perspective Planning & Academic Calendar:

Perspective Plan and the Academic Calendar as prepared for the next year 2018-19 were presented to the IQAC. IQAC members reviewed the Perspective Plan as well Academic Calendar, ensured that the Vision & Mission Statement promulgations are properly reflected in the same and adopted the Perspective Plan as well Academic Calendar for the academic year 2018-19.

9. Teaching Plans:

Principal informed the members that the teaching plans for the next year are ready. The changes in the syllabus, wherever applicable, are incorporated in the teaching plans.

10. Budget for the year 2018-19:

The Budget for the next year 2018-19 was presented for the approval of IQAC. After discussion, the same were approved. The IQAC members ensured that the budget allocations are equitable for all the activities.

11. Analysis of Students' Feedback:

Principal informed the members that the students' feedback on teachers and infrastructural setup was obtained and the analysis was provided to all the teachers including visiting faculties. The feedback of the students on infrastructure was also taken note of. Improvements in Canteen and classrooms were suggested in the feedback, which was decided to be taken action for.

12. Any other matter with the permission of Chair:

- a) Principal Dr. Shetty informed the members that the specific audits of various functional areas of the college are in progress. The work of these audits is assigned to members of IQAC as follows:

- i) Administrative Audit – Dr. Anjali Pathak & CA Vandana Ladha
- ii) Library Audit – Mrs. Bindu Varma
- iii) Green Audit – Dr. Tanusree Chaudhuri
- iv) Fire Audit – Mrs. Swati Indulkar
- v) Energy Audit - Dr. Anjali Pathak & CA Vandana Ladha
- vi) Gender Audit – Prof. Neelu Khosla
- vii) Academic Audit – Prof. CA Pradeep Hathi

Principal expressed that the conduct of these Audits is very essential for overall efficiency enhancement.

- b) Prof. Shrikant Marathe said that for balanced development of the Institution, it is essential to carry out the academic audit, administrative audit, library audit, green audit, gender audit, energy audit and fire audit. He also informed IQAC members that the teams for conducting various audits were formed and the list of the audit teams were distributed among the IQAC members. The In charge persons are as indicated by Principal earlier.

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- c) E-Waste Bin was installed in the Campus in collaboration with IDF. Dr. Narayan Iyer expressed satisfaction over the College taking a lead in this aspect of environment protection.
- d) Feedback was obtained from weak students failing in various subjects. The feedback was analyzed and corresponding measures were planned for taking up such as remedial lectures, mentoring, etc.
- e) It was suggested by Prin. Dr. Meeta Pathade that the Prospectus for the year 2018-19 be made more attractive and more informative.

Vote of Thanks:

Prof. Shrikant Marathe, Co-ordinator thanked Chairperson Prin. Dr. Vijetha Shetty, President Shri. S. Sriram, Secretary CA. Shri. Shashi Varma, Prin. Dr. Meeta Pathade and all other experts and stakeholders present for the meeting.



IQAC Co-ordinator



Principal

PRINCIPAL
VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI-400104

