

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Date: 18th July, 2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

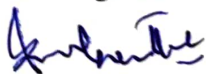
Meeting of all the IQAC members will be held on Saturday, 28th July 2018 at 10:30 a.m. in the college auditorium to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting
2. To discuss about the functioning of IQAC
3. To discuss the admissions of first year
4. To discuss Academic, co-curricular & extra-curricular activities for the current academic year
5. To discuss Result Analysis of First & Second year students
6. To discuss about NAAC Reaccreditation process
7. To discuss the details of MOU with IDF & Technoserve
8. To discuss about Microsoft Certification Course
9. To discuss about feedback by students on teachers' performance
10. To discuss about audits by the Joint Directors & University of Mumbai
11. ^{Today's} Collaborations with Institutions
12. Any other matter with the permission of the Chair.

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

With warm regards

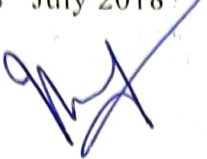
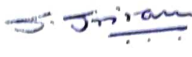
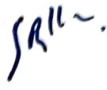

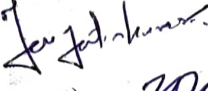





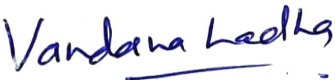
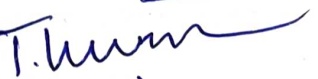
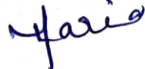


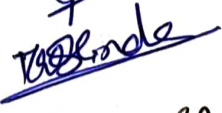




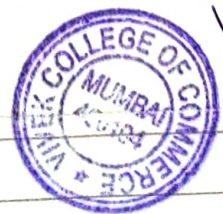
Prof. Shrikant Marathe
IQAC Co-ordinator



28-718

Notice of the IQAC Meeting to be held on 28th July 2018

- 1) Dr. Vijetha Shetty (Principal) 
- 2) Mr. S. Sriram (Management Representative) 
- 3) CA. Shashi R. Varma (Stakeholder & Community Representative) 
- 4) Dr. Narayan Iyer (External Expert) 
- 5) CA. Jatinkumar Jain (External Expert) 
- 6) Prof. Vasanti Rajadhyaksha (External Expert) 
- 7) Prof. Neelu Khosla (Teacher Member) 
- 8) Dr. Anjali Pathak (Teacher Member) 
- 9) Prof. Manisha Naik (Teacher Member) 
- 10) Prof. CA Pradeep Hathi (Teacher Member) 
- 11) Prof. CA Vandana Ladha (Teacher Member) 
- 12) Dr. Tanusree Chaudhuri (Teacher Member) 
- 13) Prof. Maria Muthukumar (Teacher Member) 
- 14) Prof. Prabhakar Musam (Teacher Member) 
- 15) Mrs. Bindu Varma (Librarian) 
- 16) Mrs. Madhura Shinde (Clerk) 
- 17) Mrs. Swati Indulkar (Clerk) 
- 18) Prof. CA. Shrikant Marathe , (IQAC Coordinator) 




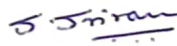


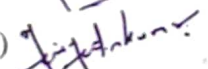




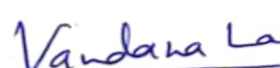

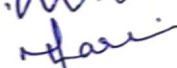



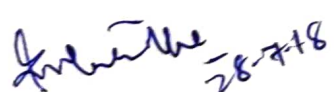
28-7-18

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 28th July, 2018 at 10.30 am at Auditorium on ground floor

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 28th July, 2018 at 10.30 a.m. in the College Auditorium.

Following members were present:

- 1) Dr. Vijetha Shetty (Principal) 
- 2) Mr. S. Sriram (Management Representative) 
- 3) CA. Shashi R. Varma (Stakeholder & Community Representative) 
- 4) Dr. Narayan Iyer (External Expert) 
- 5) CA. Jatinkumar Jain (External Expert) 
- 6) Prof. Vasanti Rajadhyaksha (External Expert) **ABSENT**
- 7) Prof. Neelu Khosla (Teacher Member) 
- 8) Dr. Anjali Pathak (Teacher Member) 
- 9) Prof. Manisha Naik (Teacher Member) 
- 10) Prof. CA Pradeep Hathi (Teacher Member) 
- 11) Prof. CA Vandana Ladha (Teacher Member) 
- 12) Dr. Tanusree Chaudhuri (Teacher Member) 
- 13) Prof. Maria Muthukumar (Teacher Member) 
- 14) Prof. Prabhakar Musam (Teacher Member) 
- 15) Mrs. Bindu Varma (Librarian) 
- 16) Mrs. Madhura Shinde (Clerk) 
- 17) Mrs. Swati Indulkar (Clerk) **ABSENT**
- 18) Prof. CA. Shrikant Marathe, (IQAC Coordinator) 

Leave of absence was granted to Prof. Vasanti Rajadhyaksha & Mrs. Swati Indulkar.



Principal Dr. Vijetha Shetty was in Chair.

The proceedings of the Meetings were as follows:

Welcome: Principal 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 21st April, 2018 along with the Action Taken Report (ATR) of 2017-18 were read by Prof. Manisha Naik and the same were approved unanimously.

2. Functioning of IQAC:

For the information of all members, Principal Dr. Vijetha Shetty explained the role of IQAC to the members and called upon to suggest the improvements needed to be done.

3. Admissions:

The details of the Admissions of the students for the First year of all UG programmes was reported by Prin. Dr. Vijetha Shetty. She also gave the details of admissions of second year and third year for UG courses.

4. A) Teaching Plans and Academic Activities:

Principal explained that the teaching plans for all the programmes are received for the year. She stated that the regular lectures for S.Y. & T.Y. students were started as per the Academic Calendar and as per Teaching Plans reviewed by IQAC.

B) Co-curricular & extra-curricular activities for the current academic year :

- a. Academic calendar and the List of Committees for college activities for the year 2018-2019 were placed before the meeting by the Principal Dr. Vijetha Shetty. Members were briefed about the action plans of various committees and associations.
- b. Dates of Orientation Programme for parents and students were discussed and agenda was planned for the same.

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

6. NAAC reaccreditation process

Prof. Shrikant Marathe informed about the work related to NAAC reaccreditation process. He placed before the meeting the details of Criterion wise Committees of Teaching & Non Teaching Staff members of all seven criteria for the preparation of SSR. 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. Hence the reporting of events & activities conducted during the five years 2013-14 to 2017-18 will be done in SSR. The submission is planned for November 2018.



28-7-18

Shri. Sriram Sir suggested to fix the schedule for a session of Expert from NAAC by and also to prepare a template to be given to all staff for writing NAAC criterion.

7. The MOU with IDF & Technoserve:

Principal Dr. Vijetha Shetty informed the meeting about the MOUs with IDF & Technoserve. MOU with IDF refers to various activities of students' leadership development and social activities. The MOU with Technoserve is concerning the training of students for employment within our premises. The IQAC members appreciated both the initiatives.

8. Microsoft Certification Course

Principal Dr. Shetty informed that The Microsoft Certification Course is in progress and 37 students have enrolled for the same.

9. Feedback by Students on Teachers' Performance:

Principal informed the members that feedback on teachers' performance was obtained and also it was processed. She also informed that some of the teachers whose scoring was low, were not continued for the current year 2018-19.

10. Audits by the Joint Director & University of Mumbai

Ms. Madhura Shinde explained about the ongoing audits by the office of Joint Director, Govt. of Maharashtra for the years from 1997 to 2008 and by the Audit Dept of University of Mumbai for the years from 1986. The office staff is well attending to those audits they said. Principal appreciated the efforts put in by the Office Staff for the smooth functioning of both the Audits. IQAC members took note of the same and also expressed satisfaction over the attending the audit proceedings.

11. Collaborations with Institutions:

Principal informed that

- a. An MOU was signed with SevaSahayog Foundation on 16th July 2018 for providing Book Bank facility free of cost for students of our college. Around 50 students availed the benefit of Book Bank facility this year.
- b. An MOU was signed with GB+ Technologies Computer Institute on 1st June 2018 for 3 years for providing free/low cost computer training program for students under "IT Literacy Program".
- c. Proposal for Praja Foundation for entering an MOU (Sept 2018 to Aug 2019) for training students on civic issues to provoke active citizenship.
- d. There is proposal for Network among colleges for Cooperation, Promotion and Network of IQAC team members of various colleges an MOU to be signed therein.
- e. Proposal from Step Education & Training Services PVT LTD for training students for skill development.



- f. Proposal from BSE brokers forum for collaboration for Co-hosting seminars for securities market.
- g. Proposal from TechnoServe Inc (AAPL) for enhancement of employability & workplace skills for deserving youth.
- h. Proposal for CI educate Ltd. to collaborate with college to provide training to students with regards orientation to Aptitude Test and career oriented training.

All IQAC members unanimously agreed for the proposal.

12. Any other matter with the permission of Chair:

- a. CA. Jatinkumar Jain advised to train students and make them ready for taking up challenges in the commercial situations.
- b. Dr. Narayan Iyer suggested that English Language and English Speaking Course can be started start from next academic year. Dr. Narayan suggested that Ms. Laxmi Narayan can be approached to train our staff & students on fast reading habits.
- c. The suggestion to have SWOT Analysis for the institution done by students made by the CDC Member Principal Samuel was placed before the meeting by Dr. Vijetha Shetty. IQAC members decided to implement it.
- d. From Environment Point of view, Principal suggested from next year we reduce the use of plastic. Dr. Narayan suggested to contact Excel Industries to get exposure for our students for recycling plastic / waste.
- e. Principal requested IQAC members to organise a workshop on Intellectual Property Rights as this topic is quite important.
- f. The Review of all value added courses, Capacity Building courses & Certificate courses was made by the IQAC members. Members expressed satisfaction over the variety of the courses being conducted.

Vote of Thanks:

Prof. Shrikant Marathe, Co-ordinator thanked Chairperson, Principal Dr. Vijetha Shetty, 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

1st October, 2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Meeting of all the IQAC members will be held on Saturday, 13th October, 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 review the preparation of AQAR for the year 2017-18.
3. To review of work related to Reaccreditation by NAAC.
4. To discuss about result analysis of April 2018 examinations
5. To discuss about Academic, co-curricular & extra-curricular activities.
6. To discuss Reports on Green Audit & Library Audit
7. Any other matter with the permission of Chair.

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

With warm regards





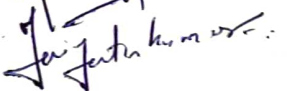







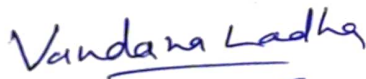


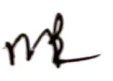
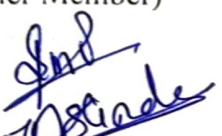
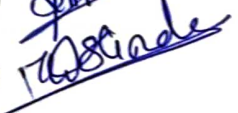

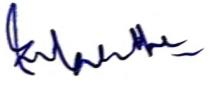


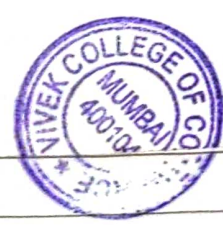
Prof. Shrikant Marathe
IQAC Co-ordinator



13-10-18

Notice of the IQAC Meeting to be held on 13th October, 2018

- 1) Dr. Vijetha Shetty (Principal) 
- 2) Mr. S. Sriram (Management Representative) 
- 3) CA. Shashi R. Varma (Stakeholder & Community Representative) 
- 4) Dr. Narayan Iyer (External Expert) 
- 5) CA. Jatinkumar Jain (External Expert) 
- 6) Prof. Vasanti Rajadhyaksha (External Expert) 
- 7) Ms. Pratibha Thevar (Student Representative) 
- 8) Ms. Nalini Nadar (Student Representative) 
- 9) Dr. Neelu Khosla (Teacher Member) 
- 10) Dr. Anjali Pathak (Teacher Member) 
- 11) Prof. Manisha Naik (Teacher Member) 
- 12) Prof. CA Pradeep Hathi (Teacher Member) 
- 13) Prof. CA Vandana Ladha (Teacher Member) 
- 14) Dr. Tanusree Chaudhuri (Teacher Member) 
- 15) Prof. Maria Muthukumar (Teacher Member) 
- 16) Prof. Prabhakar Musam (Teacher Member) 
- 17) Mrs. Bindu Varma (Librarian) 
- 18) Mrs. Madhura Shinde (Clerk) 
- 19) Mrs. Swati Indulkar (Clerk) 
- 20) Prof. CA. Shrikant Marathe , (IQAC Coordinator) 










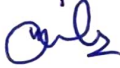


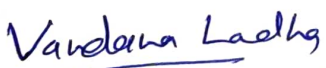




13-10-18

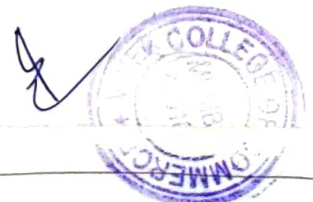
VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on Saturday, 13th October, 2018

The meeting of the Internal Quality Assurance Cell (IQAC) was held on Saturday, 13th October, 2018 at 10.30 a.m. in the College Auditorium.

Following members were present:

1. Dr. Vijetha Shetty (Principal) 
2. Mr. S. Sriram (Management Representative) 
3. CA. Shashi R. Varma (Stakeholder & Community Representative) 
4. Dr. Narayan Iyer (External Expert) 
5. CA. Jatinkumar Jain (External Expert) **ABSENT**
6. Prof. Vasanti Rajadhyaksha (External Expert) 
7. Ms. Pratibha Thevar (Student Representative) 
8. Ms. Nalini Nadar (Student Representative) 
9. Dr. Neelu Khosla (Teacher Member) 
10. Dr. Anjali Pathak (Teacher Member) 
11. Prof. Manisha Naik (Teacher Member) **ABSENT**
12. Prof. CA Pradeep Hathi (Teacher Member) 
13. Prof. CA Vandana Ladha (Teacher Member) 
14. Dr. Tanusree Chaudhuri (Teacher Member) 
15. Prof. Maria Muthukumar (Teacher Member) 
16. Prof. Prabhakar Musam (Teacher Member) 
17. Mrs. Bindu Varma (Librarian) 
18. Mrs. Madhura Shinde (Clerk) **ABSENT**



13-10-18

19. Mrs. Swati Indulkar (Clerk)



20. Prof. CA. Shrikant Marathe, (IQAC Coordinator)



Leave of absence was granted to CA Jatinkumar Jain, Prof. Manisha Naik & Mrs. Madhura Shinde

Prin. Dr. Vijetha Shetty was in Chair. She welcomed all the members present for IQAC meeting. The students' representatives Ms. Pratibha Thevar and Ms. Nalini Nadar were inducted in the IQAC as they were the newly elected and respectively of the newly formed Student's Council for the Academic Year 2018-19.

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 28 July, 2018 were read by Prof. Shrikant Marathe and the same were approved unanimously.

2. AQAR for the year 2017-18:

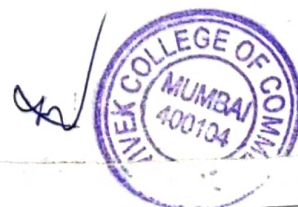
The IQAC Co-ordinator Prof. Shrikant Marathe tabled the draft of the AQAR for the year 17-18 before the members. After the detailed discussion, some changes were suggested and Prof. Shrikant Marathe assured that the same would be incorporated and then the AQAR will be uploaded.

3. Preparation for NAAC Reaccreditation:

Principal informed the members that the self study report (SSR) is required to be prepared as per the new methodology of assessment by NAAC. As per the new format the questionnaire included in the SSR comprises of quantitative as well as qualitative matrix. The overall evaluation is out of 1000 points.

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.

As a preparatory measure for the SSR, IQAC coordinator Prof. Shrikant Marathe expressed the need for a workshop to provide guidance to the teaching and non-teaching staff. Principal Dr. Vijetha Shetty suggested arranging the workshop in about two months so that the pertinent queries can be posed to the expert present for the workshop. CA Shri. Shashi Varma suggested that someone who is well aware of the revised methodology of assessment by NAAC be chosen as the resource person. Principal Dr. Vijetha Shetty said that she will try to invite Prof. Peeyush Pahade from Pune. Upon discussion, it was decided to arrange the Workshop under the organization by IQAC.



13-10-18

4. Result Analysis of April 2018 examinations:

The analysis of the results of the examinations held in April/May 2018 was presented before the meeting. The difficulties faced by the students were discussed. advised to focus on betterment of the results.

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

- a) Prin. Dr. Vijetha Shetty suggested that the adoption of various teaching methods are required to be adopted. The e-learning techniques should be more concentrated upon.
- b) Dr. Narayan Iyer suggested that inviting various subject experts and outstanding personalities for making the concepts in various subjects easier for the students is essential.
- c) Prof. Vasanti Rajadhyaksha suggested that special lectures can be organized by IQAC for enlightenment of teachers as well.
- d) Principal Dr. Shetty informed that we have signed MOU for employability skills with Techno Serve and that we have started the training programme from 28th August to 15th October for 58 students. Every day training is imparted to students for 2 hrs. Total training was given on 30 working days in the college premises. Further certificate will be issued only to those students undergoing training program with 80% attendance. Further, career (one to one) counselling along with the counselling with parents was also conducted.
- e) MOU with Step Education and Training Service have been signed on 1st August 2018 for enhancing skill development for all girls student and also for the students belonging to reserved category under NSDC. The training would be for Tally Certificate Course for 3 months which would be given free of cost to the students.
- f) Since MOU with IIT Mumbai has been signed on 4th May 2018, there is plan to established E-Cell in the college with a future plan of starting an incubation centre.
- g) Principal Dr. Shetty informed that the Microsoft Recognised Course for students was successfully completed by the students of 1st Batch where an MOU was signed with ATS Infotech on 12th Jan 2018.
- h) Prof. Shrikant Marathe informed that a workshop was held on the research aspects on 10th September 2018 with the focus on importance of Data Analysis. The workshop was entitled "Figures Speak For themselves" and the resource person was Dr. Madhav Welling, Ex Pro Vice-Chancellor of NMIMS.
- i) Principal informed that since we have signed an MOU with BSE broker forum, the department of BFM (Financial Markets) of our college has taken initiatives to conduct training for our students.



13-10-18

- j) Principal Dr. Vijetha Shetty informed about the renewal of the membership with Ozone Swimming Pool.
- k) Dr. Neelu Khosla informed about the participation of our students in research activities in the "Avishkar" event by the University of Mumbai.

6. A) Report on Green Audit:

Green Audit was successfully conducted on 10th October 2018 by experts from the field. The day long visit crossed the audit of

- i) Waste Management
- ii) Water Management
- iii) Canteen Waste Management
- iv) Reduction of carbon foot print

B) Report on Library Audit:

Library Audit was successfully conducted on 26th June 2018 by experts from the field. The suggestion given by the experts & their recommendations were discussed.

- i) Prof. Vasanti Rajadhyaksha suggested seating to add more journals.
- ii) Librarian of Mumbai University may be included in Library Advisory Committee.
- iii) Increasing in Data base of books/journals available.
- iv) To motive teachers to frequently visit & utilize Library.
- v) To have E-Books & give remote access.
- vi) To find out the hits to decide which journals are to be continued.
- vii) Desktop for Online Public Access Catalogue (OPAC) at the entrance of the Library
- viii) To send the Library staff for training to Mumbai Marathi Granth Sangrahalaya.
- ix) To appoint qualified staff for the vacant post.



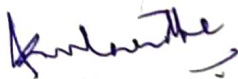
13-10-18

7. Any other matter with the permission of Chair:

- 1) Dr. Narayan Iyer appreciated the help extended by the students and teaching and non-teaching staff of Vivek College for Kerala Flood Relief as it is a learning experience for students to be sensitive to society. This help exhibits , once again that our Institution
- 2) Principal expressed the need to have various activities in collaboration with the commercial and professional institutions.
- 3) IQAC Co-ordinator Prof. Shrikant Marathe informed about the lecture meeting to be addressed on 15th October 2018 by Dr. A. P. Jayraman, Nuclear Scientist from BARC. The session of speech by Dr. A. P. Jayraman is entitled as "Salam to Kalam" to commemorate the birth anniversary of Late Hon. President of India Dr. A.P.J. Abdul Kalam.
- 4) Principal informed all members about the MOU signed between college & Praja Foundation on 12th August 2018.

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

12th January, 2019

INTERNAL QUALITY ASSURANCE CELL

NOTICE

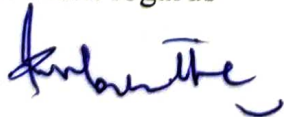
Meeting of all the IQAC members will be held on Saturday, 19th January 2019 at 11.00 a.m. in the College auditorium to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting.
2. To discuss Report on Result Analysis of PG programs.
3. To discuss on reports of the Fire Audit.
4. To discuss AQAR for the years 2017-18.
5. To discuss on the preparation for NAAC Reaccreditation.
6. To discuss on the formation of Entrepreneurship Cell.
7. To discuss about Mega Career Drive.
8. To discuss on training to Non-Teaching Clerical Staff.
9. To discuss about the intercollegiate festival.
10. To discuss on the inter-collegiate workshop on Syllabus revision of B.Sc.IT
11. Any other matter with the permission of Chair.

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

With warm regards

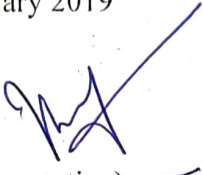
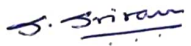

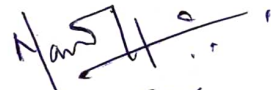
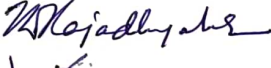
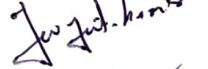






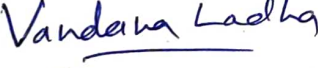









Prof. Shrikant Marathe
IQAC Co-ordinator



19-1-19

Notice of the IQAC Meeting to be held on 19th January 2019

1. Dr. Vijetha Shetty (Principal) 
2. Mr. S. Sriram (Management Representative) 
3. CA. Shashi R. Varma (Stakeholder & Community Representative) 
4. Dr. Narayan Iyer (External Expert) 
5. Prof. Vasanti Rajadhyaksha (External Expert) 
6. CA. Jatinkumar Jain (External Expert) 
7. Ms. Pratibha Thevar (Student Representative) 
8. Ms. Nalini Nadar (Student Representative) 
9. Dr. Neelu Khosla (Teacher Member) 
10. Dr. Anjali Pathak (Teacher Member) 
11. Prof. Manisha Naik (Teacher Member) 
12. Prof. CA Pradeep Hathi (Teacher Member) 
13. Prof. CA Vandana Ladha (Teacher Member) 
14. Dr. Tanusree Chaudhuri (Teacher Member) 
15. Prof. Maria Muthukumar (Teacher Member) 
16. Prof. Prabhakar Musam (Teacher Member) 
17. Mrs. Bindu Varma (Librarian) 
18. Mrs. Madhura Shinde (Clerk) 
19. Mrs. Swati Indulkar (Clerk) 
20. Prof. CA. Shrikant Marathe , (IQAC Coordinator) 








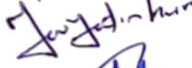

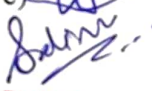



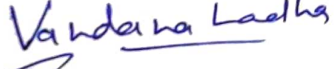
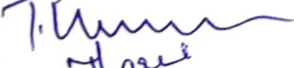
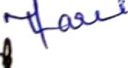
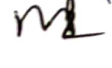
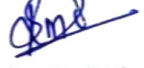
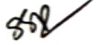

19-1-19

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on Saturday, 19th January, 2019 at 11.00 a.m.

Meeting of the IQAC was held on 19th January, 2019 at 11:00 a.m. in College Auditorium.

Following were the members present:

1. Dr. Vijetha Shetty (Principal) 
2. Mr. S. Sriram (Management Representative) 
3. CA. Shashi R. Varma (Stakeholder & Community Representative) 
4. Dr. Narayan Iyer (External Expert) 
5. Prof. Vasanti Rajadhyaksha (External Expert) 
6. CA. Jatinkumar Jain (External Expert) 
7. Ms. Pratibha Thevar (Student Representative) 
8. Ms. Nalini Nadar (Student Representative) 
9. Dr. Neelu Khosla (Teacher Member) **ABSENT**
10. Dr. Anjali Pathak (Teacher Member) 
11. Prof. Manisha Naik (Teacher Member) 
12. Prof. CA Pradeep Hathi (Teacher Member) 
13. Prof. CA Vandana Ladha (Teacher Member) 
14. Dr. Tanusree Chaudhuri (Teacher Member) 
15. Prof. Maria Muthukumar (Teacher Member) 
16. Prof. Prabhakar Musam (Teacher Member) 
17. Mrs. Bindu Varma (Librarian) 
18. Mrs. Madhura Shinde (Clerk) **ABSENT**
19. Mrs. Swati Indulkar (Clerk) 
20. Prof. CA. Shrikant Marathe, (IQAC Coordinator) 

Leave of absence was granted to Dr. Neelu Khosla & Mrs. Madhura Shinde.








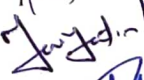





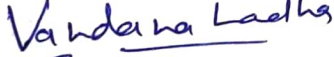






19-1-19

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on Saturday, 19th January, 2019 at 11.00 a.m.

Meeting of the IQAC was held on 19th January, 2019 at 11:00 a.m. in College Auditorium.

Following were the members present:

1. Dr. Vijetha Shetty (Principal) 
2. Mr. S. Sriram (Management Representative) 
3. CA. Shashi R. Varma (Stakeholder & Community Representative) 
4. Dr. Narayan Iyer (External Expert) 
5. Prof. Vasanti Rajadhyaksha (External Expert) 
6. CA. Jatinkumar Jain (External Expert) 
7. Ms. Pratibha Thevar (Student Representative) 
8. Ms. Nalini Nadar (Student Representative) 
9. Dr. Neelu Khosla (Teacher Member) **ABSENT**
10. Dr. Anjali Pathak (Teacher Member) 
11. Prof. Manisha Naik (Teacher Member) 
12. Prof. CA Pradeep Hathi (Teacher Member) 
13. Prof. CA Vandana Ladha (Teacher Member) 
14. Dr. Tanusree Chaudhuri (Teacher Member) 
15. Prof. Maria Muthukumar (Teacher Member) 
16. Prof. Prabhakar Musam (Teacher Member) 
17. Mrs. Bindu Varma (Librarian) 
18. Mrs. Madhura Shinde (Clerk) **ABSENT**
19. Mrs. Swati Indulkar (Clerk) 
20. Prof. CA. Shrikant Marathe, (IQAC Coordinator) 

Leave of absence was granted to Dr. Neelu Khosla & Mrs. Madhura Shinde.



19-1-19

Principal Dr. Vijetha Shetty chaired the meeting. She welcomed all the members of IQAC. The meeting proceeded as per the agenda and the decision taken in the meeting were as follows:

1. Confirmation of the minutes of the previous meeting.

The minutes of the previous meeting held on Saturday, 13th October, 2018 were read by Prof. Shrikant Marathe and were confirmed by the members.

2. Result Analysis PG programmes:

The analysis of the results of PG Programmes was presented by Prof. CA Pradeep Hathi and Prof. Mrs. Maria Muthukumar. The discussion took place on the ways to improve the results.

3. Discussion on Reports of Fire Audit.

Principal Dr. Vijetha Shetty informed the members that Fire Audit has been conducted & report received on 20th December 2018. Sriram sir congratulated Prof. Pradeep, coordinator of M. Com for result & suggested keeping benchmark for passing percentage. The Fire Audit report and recommendations were read out by Mrs. Swati Indulkar (Admin Staff).

4. AQAR for the year 2017-18: -

The IQAC Co-ordinator Prof. Shrikant Marathe informed that the AQAR for the year 2017-18 was uploaded on NAAC Portal on 31st December, 2018.

5. Preparation for NAAC Reaccreditation: -

IQAC Coordinator Prof. Shrikant Marathe informed the members about the preparations of SSR. He said that substantial part of SSR is completed and in about one month's time we will be able to apply to NAAC and start the process of registration for accreditation. Followed by confirmation of the IIQA, we will be able to upload the SSR. Prof. Shrikant Marathe mentioned that the guidance received from Prof. Peeyush Pahade had been very much enlightening to the teachers for write up of SSR.

6. Formation of Entrepreneurship Cell:

Principal Dr. Vijetha Shetty informed the meeting that the Entrepreneurship Cell is formed in December 2018 and has started to function. This cell is created to cater to the requirement of creating Entrepreneurial Skills among the students.

7. Discussion about Mega Career Drive:

Principal Dr. Vijetha Shetty informed the members that Mega Career Drive was organized jointly with Technoserve on 15th December 2018, in which 12 employer



19-1-19

companies had visited our college for campus selection for recruitment. Around 700 students across college participated in this placement drive. This event was a grand success, Dr. Narayan Iyer and CA. Jatinkumar Jain appreciated this activity and also congratulated principal and all the teachers working for this very useful activity.

8. Training to Non-Teaching Clerical Staff:

It was reported Prof. Manisha Naik that One Month's Certificate Training in Tally was imparted to clerical staff. Mrs. Swati Indulkar thanked the IQAC and principal Madam for this Training Programme in Tally.

9. To discuss about the Intercollegiate Festival:

Prof. Pradeep Hathi gave the detailed plan on the organization of 11th Intercollegiate festivals, Innovators. He stated that the students get abundant experience and hands on experience on leadership, team work, communications skill, etc while execution of these programmes. During the execution of various events and activities of Intercollegiate Festival entitled "Innovators". He also said that this will be the 11th year of "Innovators". This year, the theme would be "Amchi Mumbai" and it would be organized on 15th & 16th February 2019. VES President Shri. Sriram sir and other Members present appreciated the event.

10. Inter-collegiate Seminar on Syllabus revision of B.Sc.IT:

Prof. Maria informed that the B.Sc.IT Department jointly with BOS University of Mumbai had organized one-day practical hands-on workshop on Business Intelligence of TYBSC (IT) Sem VI. A very good response was received in the form of participation by 99 colleges.

11. Any other matter with the permission of Chair:

- i) The need to have bridge course in the subject of Mathematics & Statistics was expressed by Principal Dr. Vijetha Shetty. She said that such a bridge course will be conducted in the beginning of Academic Year 2019-20. Sriram sir suggested that the same can be reflected in the prospectus during FY admission. Member of IQAC gave consent for the same.
- ii) Prof. Shrikant informed that an national conference on IPR is planned around 1st week of Feb 2019.

Vote of Thanks:

Prof. Shrikant Marathe, Co-ordinator thanked Chairperson Principal Dr. Vijetha Shetty, 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

20th April, 2019

INTERNAL QUALITY ASSURANCE CELL

NOTICE

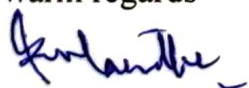
Meeting of all the IQAC members will be held on Saturday, 27th April, 2019 at 10.30 a.m. in the college auditorium to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting.
2. To discuss about the preparation of Reaccreditation by NAAC
3. To discuss about Administrative Audit.
4. To discuss about Students' Achievements during the year 2018-19
5. To take note of National Conference on Intellectual Property Rights (IPR)
6. To discuss about Memorandum of Understanding (MOUs)
7. To discuss about Perspective Planning & Academic Calendar
8. To discuss about Budget for the year 2019-20
9. To discuss about Analysis of Students' Feedback
10. Any other matter with the permission of Chair.

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

With warm regards








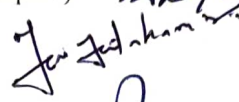









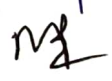




Prof. Shrikant Marathe

IQAC Co-ordinator



27-4-19

Notice of the IQAC Meeting to be held on 27th April 2019

1. Dr. Vijetha Shetty (Principal) 
2. Mr. S. Sriram (Management Representative) 
3. CA. Shashi R. Varma (Stakeholder & Community Representative) 
4. Dr. Narayan Iyer (External Expert) 
5. Prof. Vasanti Rajadhyaksha (External Expert) 
6. CA. Jatinkumar Jain (External Expert) 
7. Ms. Pratibha Thevar (Student Representative) 
8. Ms. Nalini Nadar (Student Representative) 
9. Dr. Neelu Khosla (Teacher Member) 
10. Dr. Anjali Pathak (Teacher Member) 
11. Prof. Manisha Naik (Teacher Member) 
12. Prof. CA Pradeep Hathi (Teacher Member) 
13. Prof. CA Vandana Ladha (Teacher Member) 
14. Dr. Tanusree Chaudhuri (Teacher Member) 
15. Prof. Maria Muthukumar (Teacher Member) 
16. Prof. Prabhakar Musam (Teacher Member) 
17. Mrs. Bindu Varma (Librarian) 
18. Mrs. Madhura Shinde (Clerk) 
19. Mrs. Swati Indulkar (Clerk) 
20. Prof. CA. Shrikant Marathe , (IQAC Coordinator) 






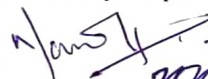


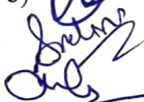


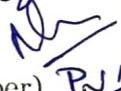

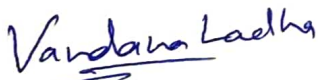
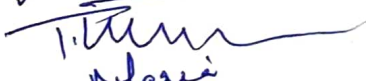
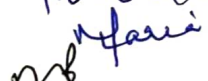

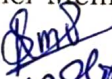
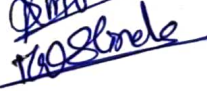

27-4-19

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on Saturday, 27th April, 2019 at 10.30 am at College Auditorium.

The meeting of the Internal Quality Assurance Cell (IQAC) was held on Saturday, 27th April, 2019 at 10.30 a.m. in the College Auditorium.

Following members were present:

1. Dr. Vijetha Shetty (Principal) 
2. Mr. S. Sriram (Management Representative) 
3. CA. Shashi R. Varma (Stakeholder & Community Representative) 
4. Dr. Narayan Iyer (External Expert) 
5. Prof. Vasanti Rajadhyaksha (External Expert) 
6. CA. Jatinkumar Jain (External Expert) **ABSENT**
7. Ms. Pratibha Thevar (Student Representative) 
8. Ms. Nalini Nadar (Student Representative) 
9. Dr. Neelu Khosla (Teacher Member) 
10. Dr. Anjali Pathak (Teacher Member) 
11. Prof. Manisha Naik (Teacher Member) 
12. Prof. CA Pradeep Hathi (Teacher Member) 
13. Prof. CA Vandana Ladha (Teacher Member) 
14. Dr. Tanusree Chaudhuri (Teacher Member) 
15. Prof. Maria Muthukumar (Teacher Member) 
16. Prof. Prabhakar Musam (Teacher Member) 
17. Mrs. Bindu Varma (Librarian) 
18. Mrs. Madhura Shinde (Clerk) 
19. Mrs. Swati Indulkar (Clerk) **ABSENT**
20. Prof. CA. Shrikant Marathe, (IQAC Coordinator) 

Leave of absence was granted to CA. Jatinkumar Jain & Mrs. Swati Indulkar.



27-4-19

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 Saturday, 19th January, 2019 were read out by Prof. Shrikant Marathe and the same were approved unanimously.

2. Reaccreditation Process:

Principal Dr. Vijetha Shetty informed that the IIQA was uploaded on 7th March, 2019. She also referred to the presentation of all the criteria done to management on 14th March, 2019. She mentioned that some more fine tuning is required in the SSR.

3. Administrative Audit:

The administrative audit was conducted by Mrs. Keya Mukherjee, Office Superintendent of Maniben Nanavati College of S.N.D.T. University.

4. Students' Achievements during the year 2018-19:

Prin. Dr. Vijetha Shetty informed the members that this year has been the year of winning several prizes by students at the University / Intercollegiate level especially in the fields of Dance competitions, Cultural Events, Research competitions, N.S.S. activities & D. L.L.E activities.

5. To take note of Conference on IPR:

Principal informed about the Conference on Intellectual Property Rights held on 12th Feb 2019. This Conference was initiated by the IQAC and conducted by Department of Law. There were 30 participants for this Conference and was very well organized. The Resource persons for this conference were Dr. Nagarathna, Associate Professor, National Law School Bengaluru, Advocate Anuradha Mahehwari and Prof Suman Kalani.

6. Memorandum of Understanding (MOUs):

Principal informed that the collaboration with University of Fraser Valley, Canada, is likely to be entered into for scaling up our B.Sc. (IT) students to the equivalent programme of that University. Under this collaboration the students of B. Sc. (IT) programme will be able to continue learning at University of Fraser Valley, Canada, after completion of first year and second year of their U.G. programme at Vivek College designed by Board of Studies of University of Mumbai.

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



27-4-19

The members including Prof. Vasanti Rajadhyaksha & Dr. Narayan Iyer 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.

7. Perspective Plan & Academic Calendar:

The Perspective Plan and the Academic Calendar as prepared for the next year 2019-20 was presented to the IQAC. After careful consideration, the IQAC adopted the Perspective Plan and the Academic Calendar.

8. Budget for the year 2019-20:

The Budget for the next year 2019-20 was presented for the approval of IQAC. After discussion, the same were approved. IQAC members ensured that the Budget has sufficient allocations for various departments and for various activities as well as Infrastructural needs

9. 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. This time the feedback was obtained by using Google forms due to which lot of time and efforts were saved and the summary of feedback was obtained very easily.

Prof. Shrikant Marathe thanked Principal Dr. Vijetha Shetty for leading the issue of feedback through google forms.

10. Any other matter with the permission of Chair

- a. Prof. Vasanti Rajadhyaksha that all the activities be conducted depending upon their outcomes judged in the earlier programmes. This helps in making the activities more focused, she said.
- b. Prof. Manisha Naik informed about Passport Mela organized by E-Cell and Youth Leadership Program. Prof. Vasanti Rajadhyaksha appreciated these.
- c. Dr. Narayan Iyer appreciated the experiential learning methods such as visits to Industries, visits to Court, Stock Exchanges and other educational establishments.
- d. Principal presented draft of Prospectus for the year 2019-20. IQAC members approved the same.
- e. Best Practices of the College were described by the IQAC Coordinator. Members appreciated the progress of the College.
- f. President Shri. Sriram indicated about the discussion needed on SWOC Analysis.

Vote of Thanks:

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

IQAC Co-ordinator

Principal

