

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Date : 26.08.2019

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Meeting of all the IQAC members will be held on Thursday, 29th August 2019 at 11 a.m. in the Principal's Cabin to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting
2. To approve AQAR for the year 2018-19
3. To discuss about submission of IIQA and preparations of SSR to NAAC for reaccreditation.
4. To discuss about the functioning of IQAC for the year 2019-20.
5. To discuss the admissions of the students for the first year of all the programmes.
6. To discuss Academic, co-curricular & extra-curricular activities for the current academic year.
7. To discuss Result Analysis of second term semester exams of all the programmes.
8. To discuss about Bridge Course for the subject of mathematics for F.Y.B.COM.
9. To discuss about feedback by students on teachers' performance
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. Vijetha Shetty (Principal)

2) Mr. S. Sriram (Management Representative)

3) CA. Shashi R. Varma (Representative of Industry & Community)

4) Dr. Narayan Iyer (External Expert)

5) CA. Jatinkumar Jain (External Expert)



- 6) Prof. Vasanti Rajadhyakshya (External Expert) Email sent *Whe*
- 7) Prof. Manisha Naik (Teacher Member) *N. Manisha*
- 8) CA. Vandana Ladha (Teacher Member) *Vandana Ladha*
- 9) Prof. CA Pradeep Hathi (Teacher Member) *P. N. Hathi*
- 10) Prof. Anupama Bali (Teacher Member) *Anupama Bali*
- 11) Dr. Tanusree Chaudhuri (Teacher Member) *T. Chaudhuri*
- 12) Prof. Maria Muthukumar (Teacher Member) *M. Muthukumar*
- 13) Prof. Prabhakar Musam (Teacher Member) *Prabhakar Musam*
- 14) Prof. Murugesh Chandran (Teacher Member) *Murugesh Chandran*
- 15) Mrs. Bindu Varma (Librarian) *Bindu Varma*
- 16) Mrs. Madhura Shinde (Clerk) *Informed on email*
- 17) Mrs. Swati Indulkar (Clerk) *29/8/19*
- 18) Prof. Neelu Khosla *Neelu Khosla*
- 19) Dr. Anjali Pathak *ABSENT.*
- 20) Prof. CA. Shrikant Marathe, (IQAC Coordinator) *Shrikant Marathe*



29-8-19

INTERNAL QUALITY ASSURANCE CELL

Meeting of all the IQAC members was held on Thursday, 29th August 2019 at 11 a.m. in the Principal's Cabin. Following members were present.

- 1) Dr. Vijetha Shetty (Principal) *[Signature]* 29/8/19
- 2) Mr. S. Sriram (Management Representative) *S. Sriram*
- 3) CA. Shashi R. Varma (Representative of Industry & Community) *[Signature]*
- 4) Dr. Narayan Iyer (External Expert) *[Signature]*
- 5) CA. Jatinkumar Jain (External Expert) *Jatinkumar* 29/8/19
- 6) Prof. Vasanti Rajadhyakshya (External Expert) *[Signature]* 29/8/19
- 7) Prof. Manisha Naik (Teacher Member) *Manisha*
- 8) CA. Vandana Ladha (Teacher Member) *Vandana Ladha* 29/8/19
- 9) Prof. CA Pradeep Hathi (Teacher Member) *PN Hathi*
- 10) Prof. Anupama Bali (Teacher Member) *Anupama*
- 11) Dr. Tanusree Chaudhuri (Teacher Member) *Tanusree* 29/8/19
- 12) Prof. Maria Muthukumar (Teacher Member) *[Signature]* 29/8/19
- 13) Prof. Prabhakar Musam (Teacher Member) *[Signature]* 29/8/19
- 14) Prof. Murugesh Chandran (Teacher Member) *Murugesh*
- 15) Mrs. Bindu Varma (Librarian) *[Signature]*
- 16) Mrs. Madhura Shinde (Clerk) ABSENT
- 17) Mrs. Swati Indulkar (Clerk) *[Signature]* 29/8/2019
- 18) Prof. Neelu Khosla *[Signature]* 29/8/19
- 19) Dr. Anjali Pathak ABSENT
- 20) Prof. CA. Shrikant Marathe, (IQAC Coordinator) *[Signature]* 29/8/19

✓ Leave of absence was granted to Dr. Anjali Pathak & Mrs. Madhura Shinde.



29-8-19

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 27th April, 2019 along with the Action Taken Report (ATR) of 2018-19 were read by Prof. CA Shrikant Marathe and the same was approved unanimously.

2. **AOAR for the year 2018-19:**

IQAC Coordinator, informed the meeting that the draft of AQAR is ready and requires to be fine tuned. The said draft was circulated among the members and changes, if any, were sought to be communicated to Prof. CA Shrikant Marathe.

3. **Submission of IIQA and preparation of SSR to NAAC for reaccrreditation:**

Principal informed that, college has not received any information on the IIQA registration attempted by college. Sriram Sir directed Principal to upload IIQA again. CA Shrikant Marathe informed that SSR draft is ready. During the course of discussion on SSR, for Criterion I, Prof. Rajadhyaksha suggested that Plan of Action needs to be prepared for activities to be conducted along with Action taken report. Mentor-Mentee ratio needs to be improved. For Criterion II, it was suggested that, students' progression can be traced from the entry point (i.e. from HSC marks) till third year.

It was also suggested to document the corrective actions adopted by the college and the progression made by college based on the suggestions made in the first and second NAAC report.

4. **Functioning of IQAC for the year 2019-20:**

CA Shrikant Marathe presented the activities planned by IQAC for the year 2019-20 and gave the schedule of the meetings planned for the year 2019-20. He also requested all the members to give their valuable inputs in planning for the activities.



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5. Admissions of the students for the first year of all the programs:

Prin. Vijetha Shetty informed the committee details of the admissions of the students for the First year of all programmes & expressed her gratitude to all as the no of total students enrolled from 2630 to 2665 till date.

6. To discuss the Academic, Co-curricular and extra -curricular activities for the current academic year:

Principal presented to the committee the academic calendar for the year 2019-20. She also informed that the regular lectures have started as per academic plan. Prof. Manisha Naik gave information about the formation of various committees and briefed about the activity plans of those committees. She informed about the curricular activities as well as about the participation of the students of our college at University Youth Festival. She also informed about the students' achievements and the prizes won by them in Youth Festival and other events.

7. Result Analysis of second term semester exams of all the program:

Prof Dr. Tanushree presented result analysis of first and second year B.Com examinations, while Prof CA Pradeep Hathi presented the result analysis of all Self-financing programmes. Management members showed concern on BSCIT results. It was discussed that extra lectures need to be conducted for students as the grasping level of students at FY level itself is very low.

8. Bridge course for the subject of mathematics for FYBCOM:

Prof. Dr. Anjali Pathak briefed the meeting about the bridge course started for F.Y.B.Com students. She informed there was good response from the students and these classes will be conducted after the regular lectures.

9. Feedback by Students on Teachers' Performance:

Prof. CA Shrikant Marathe informed the members that feedback on teachers' performance was obtained using google forms. He informed that along with the teachers feedback, feedback on infra structure of the college was also obtained and accordingly modifications are brought in the infrastructural matters to the extent possible.. Principal informed that the students' feedback score was considered for continuation of the self-financing staff in next semester and that some of the visiting staff were discounted based on the feedback of students and 4 new full time faculties were appointed.



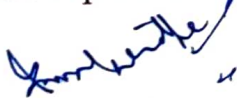
29-8-19

10. Any other matter with the permission of Chair

- a. Principal informed the members that two MOUs are entered into during this year as follows: 1) with Sonopant Dandekar Arts & V.S.Apte Commerce & M.H.Mehta Science College, Palghar has been signed for Rural - Urban tie-up for staff and student exchange. 2) MOU with Shri. Ambika Yoga Kutir. Principal also informed that the certificate course in Yoga was already commenced.
- b. CA. Jatinkumar Jain, gave suggestion on updating the website and making it live. Also suggestion was given to make college activities more visible on social media.
- c. For Divyangjan students it was suggested to arrange an expert session for teachers to get familiarized with few communication methods for communicating with divyangjan students.
- d. President Mr. Sriram suggested that the policies adopted for the conduct of various activities be documented so that there will be uniformity & preciseness in the conduct. Also, the outcome of the activities should be visible and measurable. Accordingly, the need for Policy Documents for Bridge Course, Support to Divyangjan, Research and Infrastructure was identified.
- e. Management members suggested that Testimonials can be collected from ex-student who have functioned as secretaries of different associations and have emerged as successful corporate leaders. Testimonials can be collected from students who participated in fine arts, music, dance and drama and have taken it up as their profession and excelled in it.
- f. Budget for the Financial Year 2019-20 was also placed, discussed & passed unanimously after the review.

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



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

Date: 02.12.2019

INTERNAL QUALITY ASSURANCE CELL

NOTICE


Meeting of all the IQAC members will be held on Saturday, 7th December 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 about AQAR of 2018-19
3. To discuss about the status of NAAC reaccreditation process
4. To discuss about the Campus Recruitment by Technoserve
5. To discuss about Faculty Development Programmes
6. To discuss about Late. Smt. A.A. Saraswati Annual Memorial Lecture
7. To discuss about Feedback by Students on Teachers' Performance
8. To discuss about Bridge Course on Mathematics
9. To discuss Academic & extra-curricular activities
10. To discuss about Library Audit
11. To discuss about Academic Audit
12. To discuss on Application to National Institutional Ranking Framework (NIRF)
13. To discuss about organization of National or International Seminars/ Symposium
14. 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



7-12-19

Notice of the meeting of the IQAC to be held on Saturday, 7th December 2019 at 11: 00 a.m. in College Auditorium on Ground floor.

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)

Informed on Email.

5) CA. Jatinkumar Jain (External Expert)

Informed on Email.

6) Prof. Vasanti Rajadhyaksha (External Expert)



7) Dr. Neelu Khosla (Teacher Member)



8) Prof Manisha Naik (Teacher Member)



9) Prof. Anupama Bali (Teacher Member)



10) Prof. CA Pradeep Hathi (Teacher Member)

P.N. Hathi

11) Prof. CA Vandana Ladha (Teacher Member)

Vandana Ladha

12) Dr. Tanusree Chaudhuri (Teacher Member)



13) Prof Maria Muthukumar (Teacher Member)



14) Prof. Prabhakar Musam (Teacher Member)



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15) Prof. Murugesh Chandran (Teacher Member)



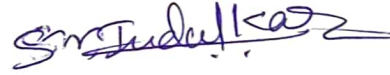
16) Mrs. Bindu Varma (Librarian)



17) Mrs. Madhura Shinde (Clerk)



18) Mrs. Swati Indulkar (Clerk)


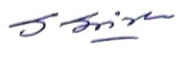






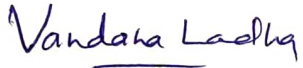





19) Prof. CA. Shrikant Marathe (IQAC Coordinator)



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Following members of IQAC were present for the meeting of the IQAC held on Saturday 7th December 2019 at 11: 00 a.m. in College Auditorium on Ground floor.

- 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) ABSENT
- 5) CA. Jatinkumar Jain (External Expert) ABSENT
- 6) Prof. Vasanti Rajadhyaksha (External Expert) 
- 7) Dr. Neelu Khosla (Teacher Member) 
- 8) Prof Manisha Naik (Teacher Member) 
- 9) Prof. Anupama Bali (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) 

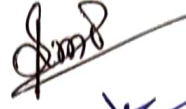


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15) Prof. Murugesh Chandran (Teacher Member)



16) Mrs. Bindu Varma (Librarian)



17) Mrs. Madhura Shinde (Clerk)



18) Mrs. Swati Indulkar (Clerk)



19) Prof. CA. Shrikant Marathe (IQAC Coordinator)



Leave of absence was granted to

Dr. Narayan Dyer & CA. Jatin Kumar Jain.



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VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 7th December 2019

at 11.00 am at Auditorium on ground floor

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 7th December 2019 at 11.00 a.m. in the College Auditorium.

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 29th August 2019 were read by Prof. Manisha Naik and the same were approved unanimously.

2. AQAR for 2018-19:

Prof. Shrikant Marathe placed before the meeting the AQAR for the year 2018-19 for discussion & approval. After discussion, the AQAR for the year 2018-19 was approved unanimously. It was noted that the AQAR is required to be uploaded online in the templates provided by NAAC.

3. Status of NAAC reaccreditation process

Principal Dr. Vijetha Shetty informed that the submission of IIQA will be possible only after the uploading of AQAR of 2018-19. Upon acceptance of IIQA, the SSR for five years 2014-15 to 2018-19 can be uploaded. She also informed that the option for submission of



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AQAR for 2018-19 is not yet available at present for our College. She informed that she has taken up with NAAC for resolving this issue.

4. The Campus Recruitment by Technoserve:

Principal Dr. Vijetha Shetty informed the meeting about the Campus Interview to be organized by Technoserve in the third week of December 2019. Dr. Neelu Khosla informed that more than 12 employer companies would be visiting our premises for campus recruitment. All present members expressed satisfaction over the event.

5. Faculty Development Programme:

It was expressed by President Mr. Sriram that the updations of the Teachers' knowledge is necessary. Hence the Faculty Development Programmes are necessary. Considering this need, it was decided to conduct Faculty Development Programme in December 2019 or January 2020.

- 6. Late Smt. A.A. Saraswati Annual Memorial Lecture:** Principal Dr. Shetty informed the meeting that our Well Wisher Hon. Justice (Retired) Shri. S.Radhakrishnan has instituted the Corpus with Vivek Education Society for the organization of the Lecture Annually in the memory of his mother late. Smt. A.A. Saraswati. Accordingly, the First Annual Memorial Lecture is organised on Saturday, 11th January 2020. The Venue will be Sardar Vallabhbhai Patel Hall, S.V. Road, Goregaon West. The topic of the speech will be "Data Security – National Perspective" and the Resource person would be Hon. Retired Supreme Court Judge Shri. Srikrishna.

7. Feedback by Students on Teachers' Performance:

Principal informed the members that feedback on teachers' performance was obtained from students and also it was processed. Upon deliberations on the actions needed to be taken for improvement on teachers' performance, it was decided that the action plan for the improvement by the teachers be obtained.



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8. Bridge Course on Mathematics:

The details of Bridge Course in Mathematics were reported by Principal Dr. Shetty. She informed that the Bridge Course was well conducted. There were 39 students for Semester I. She also said that similar Bridge Course in Mathematics will also be conducted for Semester II.

9. Academic activities & Extracurricular Activities:

A) The details of academic activities were presented by Principal Dr. Vijetha Shetty. It was suggested by Prof. Vasanti Rajadhyaksha that the industrial visits and educational trips be conducted increasingly so that the learning through experiences would be possible for students.

B) Activities of E-Cell i.e. Entrepreneurship Cell were narrated by Prof. Maria Muthukumar. The orientation lectures on subjects like Ethics and Entrepreneurship, Entrepreneurial Thinking, Me and Corporate, etc. were arranged. Also, workshop on Dematerialisation was also held.

CA Shri. Jatinkumar Jain expressed satisfaction over the subjects handled by the Entrepreneurship Cell

C) Prof. Manisha Naik informed various achievements of the students of the College in Extracurricular activities. She informed about our M.Com student Shri. Sujesh Menon had secured the award of "Golden Boy" of the year at University level.

Shri. Sujesh Menon had also been at Mauritius in the Culture Event organised in which the President of Mauritius was present. Prof. Manisha Naik also informed about the various prizes won by our students in Extra Curricular activities. All the members expressed happiness over the achievements of the students. Principal also expressed gratitude for the contribution and encouragement by the Management for travel and participation of Shri. Sujesh Menon at Mauritius.



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D) Prof. CA Pradeep Hathi and Prof. Maria Muthukumar explained the details of the planned event "Innovators" the Intercollegiate Festival of Vivek College celebrated since many years. Hon. Secretary CA Shashi Varma stated that the special attention be provided to enhance leadership skills of the students participating in the organization of "Innovators"

10. Library Audit:

Mrs. Bindu Varma, Librarian, informed about the Library Audit concluded on 13th November 2019. The recommendations were read out by Mrs. Bindu Varma. The discussion was made on the improvements needed to be done in the functioning of the Library.

11. Academic Audit:

Prof. CA Pradeep Hathi informed that the online application for Academic Audit is submitted to University of Mumbai. He further stated that the next step regarding Academic Audit depends upon the response that we would get from the University of Mumbai.

12. Application to National Institutional Ranking Framework (NIRF):

Prof. Prabhakar Musam informed that the online application for registration for ranking at NIRF was uploaded. Depending upon the response, now the needful will be done, he said.

13. National or International Seminar /Symposium:

President Shri. Sriram expressed the need to hold National or International Seminar / Symposium on any subject of priority. Dr. Neelu Khosla indicated that such a Seminar can be conducted in collaboration with Department of Eurasian Studies of University of Mumbai. It was decided that Dr. Neelu may probe the possibilities in that direction.



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14. Any other matter with the permission of Chair:

- 1) Prof. Manisha Naik informed about the proposal of conduct of "Youth Leadership Programme" by Department of Commerce in associationship with IDF. Dr. Narayan Iyer, the Chief Executive Officer of IDF stated about the details of "Youth Leadership Programme".
- 2) Prof. CA Shrikant Marathe mentioned that Dr. Anjali Pathak, HoD of Mathematics Department and member of IQAC of past several years, retired on 31st October 2019. IQAC Coordinator, Principal, Management members and all other members expressed gratitude towards Dr. Anjali Pathak for her contribution in the functioning of IQAC.

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



25/2/2020

Principal

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



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

Date: 20.02.2020

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Meeting of all the IQAC members will be held on Tuesday, 25th February 2020 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 AQAR of 2018-19
3. To discuss about the status of NAAC reaccreditation process
4. To discuss about the developments in respect of Academic Audit & enrolment with National Institutional Ranking Framework (NIRF)
5. To discuss about the Result Analysis of First Term Examinations of all the programmes
6. To discuss about the NSS and DLLE activities
7. To discuss the activities of E-Cell and the Add on Courses
8. To discuss about Intercollegiate Festival 'Innovators'
9. To discuss about International Symposium held jointly with Department of Eurasian Studies of University of Mumbai
10. To discuss about Bridge Course on Mathematics
11. To discuss Academic & extra-curricular activities
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



25-2-20

Notice of the meeting of the IQAC to be held on Tuesday, 25th February 2020 at 11: 00 a.m. in College Auditorium on Ground floor.

1) Dr. Vijetha Shetty (Principal)



2) Mr. S. Sriram (Management Representative)



3) CA. Shashi R. Varma (Stakeholder & Community Representative)



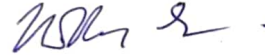
4) Dr. Narayan Iyer (External Expert)

Informed on email.

5) CA. Jatinkumar Jain (External Expert)

Informed on email.

6) Prof. Vasanti Rajadhyaksha (External Expert)



7) Dr. Neelu Khosla (Teacher Member)



8) Prof Manisha Naik (Teacher Member)



9) Prof. Anupama Bali (Teacher Member)



10) Prof. CA Pradeep Hathi (Teacher Member)

PN Hathi

11) Prof. CA Vandana Ladha (Teacher Member)

Vandana Ladha







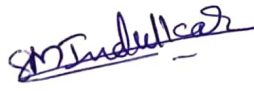

12) Dr. Tanusree Chaudhuri (Teacher Member)



13) Prof Maria Muthukumar (Teacher Member)












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- 14) Prof. Prabhakar Musam (Teacher Member) 
- 15) Prof. Murugesh Chandran (Teacher Member) 
- 16) Mrs. Bindu Varma (Librarian) 
- 17) Ms. Daniyal Keshvani (President, Students' Council) 
- 18) Ms. Priya Sharma, (Secretary, Students' Council) 
- 19) Mrs. Madhura Shinde (Clerk) 
- 20) Mrs. Swati Indulkar (Clerk) 
- 21) Prof. CA. Shrikant Marathe (IQAC Coordinator) 











25-2-20

Following members of IQAC were present for the meeting of the IQAC held on Tuesday, 25th February 2020 at 11: 00 a.m. in College Auditorium on Ground floor.

- 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) Dr. Neelu Khosla (Teacher Member) 
- 8) Prof Manisha Naik (Teacher Member) 
- 9) Prof. Anupama Bali (Teacher Member) *Absent*
- 10) Prof. CA Pradeep Hathi (Teacher Member) *P N Hathi*
- 11) Prof. CA Vandana Ladha (Teacher Member) *Vandana Ladha*
- 12) Dr. Tanusree Chaudhuri (Teacher Member) 
- 13) Prof Maria Muthukumar (Teacher Member) 



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- 14) Prof. Prabhakar Musam (Teacher Member) 
- 15) Prof. Murugesh Chandran (Teacher Member) 
- 16) Mrs. Bindu Varma (Librarian) 
- 17) Ms. Daniyal Keshvani (President, Students' Council) 
- 18) Ms. Priya Sharma, (Secretary, Students' Council) 
- 19) Mrs. Madhura Shinde (Clerk) 
- 20) Mrs. Swati Indulkar (Clerk) 
- 21) Prof. CA. Shrikant Marathe (IQAC Coordinator) 

Leave of absence was granted to CA Shri. Jitinkumar Jain, Prof. Anupama Bali



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VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 25th February 2020

at 11.00 am at Auditorium on ground floor

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 25th February 2020 at 11.00 a.m. in the College Auditorium.

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 7th December 2019 were read by Prof. Manisha Naik and the same were approved unanimously.

2. Submission of AQAR for 2018-19:

Principal Dr. Vijetha Shetty informed the members that she had put up the query to NAAC as to why the link of AQAR for 2018-19 was not activated for our college. The reply from NAAC stated that the link would be open on 29th March 2020 considering the previous NAAC accreditation awarded in March 2010. This was noted by the present members.

3. Discussion on Status of NAAC reaccreditation process

Principal Dr. Vijetha Shetty stated that depending upon the uploading of the AQAR for 2018-19, the submission of IQA and the uploading of the SSR for five years 2014-15 to 2018-19 will be done. IQAC members will be informed about these developments, she said.



25-2-20

4. **Discussion about the developments in respect of Academic Audit & enrolment with National Institutional Ranking Framework (NIRF)**

Prof. Prabhakar informed that the queries raised by NIRF were in the form of confirmation of the data relating to no. of approved teachers. The requisite confirmation has been given in consultation with Principal to NIRF. Final report downloaded from NIRF website is uploaded on College website. The result is now awaited, he said. The members present took the note of the information. Academic Audit inputs are already submitted to University. Visit by University experts is awaited.

5. **To discuss about the Result Analysis of First Term Examinations of all the programmes:**

It was observed that the results of odd semesters have been lower than the usual results every year. The discussion was done with regard to the reasons for the lower results. It was expressed by the Teachers that the reasons include the lower readiness of students in terms of their preparation, language barriers, , difficulty in coping with subjects like mathematics by students who did not opt for the same in Class XII, many students being working students, etc.

It was suggested by Prof. Vasanti Rajadhyaksha that there is a need to work upon improvements considering the needs of the students. Writing practice is required to be done by students, she said. Prof. Shrikant Marathe suggested that the photocopies of the best answer books of each subject of all the programmes be made available in the Library for students' reference so as to give them the idea about writing skills.

After discussions, it was decided to orient the students in a more focussed way by the teachers for academic improvement.

6. **Discussion about the NSS and DLLE activities:**

Prof. Prabhakar Musam, the Programme Officer informed about conduct of NSS Residential Camp at Village Nandore, District Palghar. Sixty Nine student volunteers

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had participated in the Camp. The work performed there at the camp included Distribution of stationery, old clothes, street play on various social issues faced by the villagers, grass cutting and levelling of roads and conduct of socio economic survey of Adivasi residents there.

It was informed by Prof. Prabhakar that an NGO My Green Society has donated Wet Waste Composter to the College which is placed near the college canteen for conversion of bio waste generated from canteen into organic manure.

President Shri. Sriram Sir as well as Secretary Shri. Shashi Varma praised the work done by NSS unit during the last several years.

Regarding DLLE, Dr. Tanusree Chaudhuri, Extension Work Teacher, explained the activities of DLLE. She said that 316 students are enrolled in DLLE for the year 2019-20. Total four projects, v.i.z. Annapurna Yojana (APY), Career Project (CP), Status of Women in the Society (SWS) and Population Education Club (PEC) were conducted with lot of enthusiasm. Eleven student managers from the total of 316 students were selected and allotted the responsibilities to conduct the above stated projects. Orientation programmes were addressed by the Field Coordinator for the benefit & guidance of the DLLE student members. Prof. Vasanti Rajadhyaksha appreciated these events.

7. Discussion the activities of E-Cell and the Add on Courses:

a) Activities of E-Cell i.e. Entrepreneurship Cell were narrated by Ms. Daniyal Wadhwani, the Student Secretary of E-Cell and the President of the Students' Council. She mentioned about the selection of our College Team amongst the 42 participant colleges teams at National Level organised by the IIT, Mumbai in the Final Round of its event "National Entrepreneurship Challenge". Prof. Pradeep Hathi mentioned that ours was the only commerce college reaching the Final round from among 500 colleges in the country. President Shri. Sriram, Shri. Shashi Varma and all other members praised the achievement by the students.

b) Principal informed about the English Speaking Course conducted during the year.



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8. Discussion about Intercollegiate Festival 'Innovators':

Prof. CA Pradeep Hathi informed that about 500 students from 26 colleges participated in 25 various events of Innovators. There was a footfall of more than 1000 students from various colleges. Five teachers, 21 student leaders and 40 volunteers worked for the said event which happened to be 13th in sequence. Prof. Vasanti Rajadhyaksha congratulated the students and said that such events are instrumental for leadership development.

9. Discussion about International Symposium held jointly with Department of Eurasian Studies of University of Mumbai:

Dr. Neelu Khosla informed about the International Symposium in respect of Higher Education in Russia held on 4th February 2020 in collaboration with the Centre of Central Eurasian Studies, University of Mumbai. She informed that Russian delegates included Prof. Alexander Stolyarov, Creative & Research Director of the Russian State University for the Humanities, Dr. Indira Gazieva, Faculty from Institute of Linguistics of Russian State University for the Humanities, Dr. Irina, retired Head of Hindi section of Radio Mosco and the student, Ms. Arina Novikova.

The Key note address was delivered by Prof. Alexander Stolyarov and all other Russian Invitees too expressed their thoughts in this Symposium.

Dr. Sanjay Deshpande, the Director, Centre of Central Eurasian Studies, University of Mumbai, was instrumental in the organization of this Symposium.

The avenues of education in the Russian State University for the Humanities were probed into in the speeches of Prof. Alexander Stolyarov and other learned speakers. Principal Dr. Vijetha Shetty expressed her desire to go ahead with MoU with the said University for development of possibilities of Joint Ventures for studies in as many programmes as possible. President Shri. Sriram expressed the hope on the possibility of collaboration with Russian State University for the Humanities would be possible.



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10. Bridge Course on Mathematics:

Prof. CA Shrikant Marathe informed that 39 students participated in the first Semester of the Bridge Course in Mathematics. Out of the 39 enrolled students, 32 have passed in the paper of Mathematics & Statistics of Semester 1 of the year 2019-20, which implies the passing percentage of about 82%. He informed that similar Bridge Course in Mathematics will also be conducted for Semester II.

11. Academic activities & Extracurricular Activities:

- A) The details of academic activities were narrated by Principal Dr. Vijetha Shetty. She said that revision lectures and remedial lectures are planned and are being taken by the teachers.
- B) Prof. Manisha Naik informed various achievements of the students of the College in Extracurricular activities. She informed about our M.Com student Shri. Sujesh Menon had secured the award of "Golden Boy" of the year at State Level also after getting the similar honour at University level.
- C) Prof. Manisha Naik informed that the Annual Day, Sports Day, Celebration of Pongal & Onam by Tamil Malayalam Literary Association, the Cultural Programme of Folk Arts by Marathi Wangmay & Natya Mandal and also by other activity associations were conducted very well. All these activities have encouraged the students to develop their talents and skills in respective arts and sports. Active participation of Teaching & Non-Teaching staff at the various programmes organised by TMLA & MWNM was highly appreciated.
- D) Dr. Neelu Khosla informed about the Workshop on "Constitution of India and empowerment of Women" held jointly by IQAC and Women Development Cell on 22nd



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February 2020. The resource person was Dr. Vibhuti Patel, an economist and a scholar of women studies, Tata Institute Social Sciences, Mumbai (TISS).

12. Any other matter with the permission of Chair:

- 1) Principal Dr. Vijetha Shetty indicated collaborating with Tata Institute of Social Sciences) (TISS) for various projects & that she would be visiting TISS & interacting with TISS officials on the 1st March 2020.
- 2) President Shri. Sriram requested the Librarian Mrs. Bindu Varma to inform about the developments in respect of implementation of suggestions in respect of Library Audit. Mrs. Bindu Varma informed about the entry records of the students being obtained electronically now.
- 3) President Shri. Sriram also inquired about the conduct of Administrative Audit and the measures to be taken up for improvement required as per the previous Administrative audit.
- 4) President also inquired about the Academic audit. Prof. CA Pradeep Hathi informed that the necessary information for the conduct of Academic Audit by University Officials is uploaded in November. President Sir requested him to follow up for the progression on the Academic audit.
- 5) Principal Dr. Vijetha Shetty informed that SMART Board has been installed and is being used for enhancing teaching – learning process.

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



Meeting of 16-6-20

Notice of the Meeting of IQAC to be held online on Zoom app on Tuesday, 16th June 2020 at 04.30 p.m. (3)

Yahoo/Inbox



shrikant marathe <maratheshrikant@yahoo.com>

To: sriram shrinivasan, Sashi Varma, Sashi Varma, Vijetha Shetty, DrNarayan Iyer IDF and 16 more...



Sun, Jun 14, 2020 at 6:39 PM

Respected Sir/Madam,

Attached herewith please find the following:

- 1) Notice of the Meeting of IQAC to be held online on Zoom app on Tuesday, 16th June 2020 at 04.30 p.m. along with the Agenda, and
- 2) Draft of the Minutes of IQAC Meeting held on 25/02/2020

The Link to attend the Zoom Meeting will be sent to you .
You are requested to kindly attend the meeting.

In case you have any difficulty in logging in, do let me know on my cell no. 9820822897.

Yours truly,

CA. Shrikant Marathe,

Coordinator

IQAC

Vivek College of Commerce

MB: 98208 22897 & 99690 14512

Office: 2881 2605

Res: 2807 1068



16-6-20

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

Date: 14.06.2020

INTERNAL QUALITY ASSURANCE CELL

NOTICE

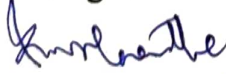
Meeting of all the IQAC members will be held on Tuesday, 16th June 2020 on the Zoom App at 04:30 p.m. to discuss the following agenda:

AGENDA

1. To confirm the minutes of the previous meeting held on 25/02/2020
2. To take note of the submission of the AQAR of 2018-19 to NAAC
3. To discuss about the status of SSR and NAAC reaccreditation process
4. To discuss about the Status of Semester End Examinations of the Year 2019-20 & the Results thereof.
5. To discuss about various webinars conducted by the College since March 2020
6. To discuss about the Admissions of the students to the Academic Year 2020-21
7. To discuss about the activities of the academic year 2020-21 with special focus on online education
8. To discuss about the developments in respect of Academic Audit and to decide on the conduct of the Internal Academic Audit
9. To consider the Formation of Think Tank for developmental issues of the College
10. To discuss and decide on the Formation of Quality Policy of the College
11. 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



16-6-20

Notice of the meeting of the IQAC to be held on Tuesday, 16th June 2020 at 04.30 p.m. on Zoom platform.

- 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) Dr. Neelu Khosla (Teacher Member)
- 8) Prof Manisha Naik (Teacher Member)
- 9) Prof. Anupama Bali (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) Prof. Murugesh Chandran (Teacher Member)
- 16) Mrs. Bindu Varma(Librarian)
- 17) Ms. Daniyal Keshvani (President, Students' Council)
- 18) Ms. Priya Sharma, (Secretary, Students' Council)
- 19) Mrs. Madhura Shinde (Clerk)
- 20) Mrs. Swati Indulkar (Clerk)
- 21) Prof. CA. Shrikant Marathe (IQAC Coordinator)

Note: The Notice was sent to all the members through email.

for the

[Signature]



16-6-20

Following members were present at the meeting of the IQAC to be held on Tuesday, 16th June 2020 at 04.30 p.m. on Zoom platform.

- 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) Dr. Neelu Khosla (Teacher Member)
- 8) Prof Manisha Naik (Teacher Member)
- 9) Prof. Anupama Bali (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) Prof. Murugesh Chandran (Teacher Member)
- 16) Mrs. Bindu Varma(Librarian)
- 17) Ms. Daniyal Keshvani (President, Students' Council)
- 18) Ms. Priya Sharma, (Secretary, Students' Council)
- 19) Mrs. Madhura Shinde (Clerk) Absent
- 20) Mrs. Swati Indulkar (Clerk) Absent
- 21) Prof. CA. Shrikant Marathe (IQAC Coordinator)



16-6-20

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

Minutes of the meeting of the IQAC held on 16th June 2020
at 04.30 p.m. at Zoom platform

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 16th June 2020 at 04.30 p.m. at Zoom platform of Vivek College of Commerce
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 25th February 2020 were circulated to the members prior to the meeting. As all the members confirmed their concurrence with the contents of the Minutes circulated to them, said Minutes were approved unanimously.

2. Submission of AQAR for 2018-19:

IQAC Coordinator Prof. CA Shrikant Marathe informed that the AQAR for the year 2018-19 was required to be uploaded by 15th March 2020 as per the communication received from NAAC. Accordingly, the said AQAR was prepared and uploaded. Consequently, there were a few queries received from NAAC and the same were resolved. Finally NAAC accepted the AQAR on 23rd March 2020.

3. Discussion on Status of SSR and NAAC reaccreditation process

Principal Dr. Vijetha Shetty informed that the AQAR for 2018-19 was uploaded on 14th of March 2020 after a few small changes was resubmitted. The said AQAR has been accepted by NAAC, she informed. Regarding the preparation of SSR, IQAC Coordinator Prof. Shrikant Marathe informed that though the work was being done with full swing, the difficulties have arisen due to the lockdown since 23rd March 2020. As a result of lockdown, all the teachers are finding it difficult to proceed on write ups and the preparations of attachments to their respective criteria. The physically available information is at the college



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and thus finalisation of SSR has become difficult. Prof. Shrikant Marathe also said that for finalisation of the Criterion write up, the related Data and the schedules, actual interactions are necessary and simultaneous working in the college premises would be necessary., He assured, however, that the work which is possible by of online working, will be certainly done.

Taking note of the difficulties, President Shri. S Sriram expressed the need to make a note of the matters which are pending in each of the Criterion so that those specific points can be looked into after the College opens up. Prof. Shrikant Marathe agreed to make such list of pending items will be made in a week's time.

Taking the note of the changes in the College website, Prof. Shrikant Marathe also expressed the need to restate the path for various schedules mentioned in the AQAR of 2018-19. Prof. Maria also agreed with such restatement of the path in AQAR 2018-19 to the extent the schedules are moved from one display location to another. It was decided to monitor the progress of SSR in the best possible way during the lockdown period.

4. Discussion on Status of Semester End Examinations of the Year 2019-20 & the Results thereof:

Principal Dr. Vijetha Shetty informed the members that the examinations of F.Y. and S.Y. could not be conducted for all the subjects due to lockdown. As directed by the University of Mumbai, the students of F.Y. and S.Y. and also of the first year of M.Com and MSc.IT would be promoted to their respective next years in respective programmes. The status of last year examinations of UG and PG depend upon the directions of the University.

5. Discussion on various webinars conducted by the College since March 2020:

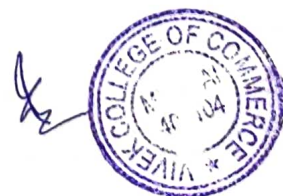
Principal Dr. Vijetha Shetty informed that webinars were conducted on several topics of academic importance in last about one month. The Zoom platform was subscribed for such meetings. Very fruitful discussion has taken place through these webinars. She expressed special thanks to the Technical Team of these webinars.



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The following details of the Webinars conducted through Zoom platform were referred to by Dr. Vijetha Shetty.

SR. NO.	DATE	TOPIC	SPEAKER	HOSTING DEPARTMENT
1	02-Apr-20	Training The Trainer On Online Teaching Tools & E-Learning Software	Prof Maria Muthukumar	Department of B.Sc. (IT)
2	14-Apr-20	Reel And Real	Ms. Biji Tushar	Department of Foundation Course
3	20-Apr-20	Mental Health Care During Lockdown	Ms. Kumud Singh	Department of Commerce
4	29-Apr-20	Study Abroad: Scope & Opportunities	Pratik Gandhi from Interedwise Education Pvt. Ltd and and Edulab Educational Exchange Pvt. Ltd.	Placement Cell in Association with IBERD
5	29-May-20	International Webinar on Overcome Covid-19 Pandemic through nuances of Life	Dr. Bharat Bahl(Canada), Dr. Don Campbell(Australia), Ms. Niyati Dhavale(Australia), Dr. Sukriti Bhalla(New Delhi-India), Dr. Tanu Singhal(Mumbai-India)	IQAC in association with University of Mumbai
6	07-Jun-20	What After 12th? Opportunities At Vivek College	Coordinators of Self-Financing and Departmental Heads	Aided And Self Financing Departments



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7	08-Jun-20	Choosing Happiness - Finish Anxiety And Fear	BK. Reenaben	IQAC & Commerce Department
8	09-Jun-20	An Awareness Talk On E-World And Cyber Crime	Adv. Shailesh Shrivastava	Commerce Department & BBI Department
9	11-Jun-20	Gender Sensitization & Legal Implications - Day1 (Eve Teasing & Teens)	Adv. Shweta Agrawal	IQAC & WDC
10	12-Jun-20	Gender Sensitisation & Legal Implications - Day2 (Domestic Violence Pre & Post Covid-19)	Adv. Aileen Marques	IQAC & WDC
11	13-Jun-20	Heart To Heart Talk by Alumni on the topic "Their Journey From Classroom to Boardroom"	Mr. Abdul Nayeem, Mr. Erci Oommen, Mr. Saurabh Kasat, Dr. Marayan Iyer, Mr. Milind Gawai, Mr. Wilson Nadar	IQAC & Alumni Association

Principal, Dr. Vijetha Shetty also mentioned that several other webinars are eing planned on various topical areas.

6. Discussion about the Admissions of the students to the Academic Year 2020-21:

Principal Dr. Vijetha Shetty informed that all the admissions will be done through online method. The support of MICM will be taken for these admissions will be secured. Office Staff and Teachers are being trained for handling the entire process of online admissions.

Continued on Minutes Book No. 5



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7. Discussion about the activities of the academic year 2020-21 with special focus on online education:

Principal Dr. Vijetha Shetty informed that teachers are informed about the need to conduct their lecture through online technological mode. Among the available online platforms, "Microsoft Teams" is noted to be very much student friendly and teacher friendly. Hence the lectures would be conducted through Microsoft Teams utility. Teachers were instructed to prepare the e-content of their lectures. It has been further planned to impart requisite training to the teachers to get acquainted with online lecture requirements.

8. Discussion about the developments in respect of Academic Audit and to decide on the conduct of the Internal Academic Audit:

Prof. Shrikant Marathe noted that the information required by the University for the conduct of the academic audit for 3 years up to 2018-19 was already uploaded in October 2019.

Members were apprised that the report of the academic audit submitted is available at university portal. It is noted however, there is no further intimation by the University for the Visit of expert assessors for conclusion of the Academic Audit.

Dr. Vijetha Shetty specified that it would be advisable that over and above mandatory academic audit, the academic audit be conducted voluntarily as well as by inviting some academic expert. Prof. Pradeep Hathi mentioned that the information would now be required for the period covering the year 2019-20 also. This was taken note of and it was decided unanimously that Internal Academic audit be conducted by IQAC.



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9. **Considering the Formation of Think Tank for developmental issues of the College:**

Dr. Vijetha Shetty expressed the need to establish "Think Tank" for the developmental issues of the College. She said that the policies of the College should be framed in the light of the needs of the Society and the Industry. In order to make the students equipped with more & more skills, we need the innovative approach for the functioning in the field of academics. The inclusion of experts from the academics and industry will be quite valuable. President Shri. Sriram too emphasised that the Academic experts must be consulted. Prof. Shrikant Marathe explained his thought about this. He said that the "Think Tank" concept be executed by IQAC itself as it is the function of IQAC. However, the IQAC Teacher members be grouped into various aspects of functioning divided as per NAAC assessment criteria. Such IQAC Teacher members and the respective Criterion In charge will form the think Tank for that particular Criterion. Such Think Tank Groups shall invite and involve outside experts also as may be thought necessary from time to time depending upon the topic.

The ideas should be generated by the Criterion Group of Teachers under the guidance to be obtained from outside experts. The ideas generated should be placed before the IQAC. The thoughts of Teachers In charge of Activity Associations should also be solicited prior to the decision making by the IQAC.

After considering the issues involved, IQAC would decide on the Concepts to be worked upon and would provide guidance & orientations to all concerned teachers, Students and non-teaching staff for the effective execution of the focused concepts. The execution of the concepts would be done with the inception thereof in the activities of various activity associations.

Upon the consideration of all aspects, it was decided to start implementing the idea of think Tank in the afore stated way.



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10. Discussion on deciding on the Formation of Quality Policy of the College:

Dr. Vijetha Shetty stated that it is an essential feature of the College that we have Quality policies. The holistic development would then get a specific direction, she said.

Prof. CA Shrikant Marathe suggested that considering that the aspects of various Quality policy can be designed Criterion wise, it would be good if the Criterion Committees deliberate on such Quality Policies under the guidance of the IQAC Coordinator allotted to each Criterion and develop such Quality policies. The shortlisted policies would then be discussed in the IQAC meetings for the purpose of finalisation.

Upon considering the importance of this aspect, it was decided to work up further for framing the Quality Policies of the College.

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

Dr. Vijetha Shetty stated that the results of National Institutional Ranking Framework (NIRF) were available. The participation of our College was taken note of by the members of IQAC.

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 this first ever online meeting of the IQAC



IQAC Co-ordinator



Principal

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

