



Sainath Education Trust's
Rajiv Gandhi College
of Arts, Commerce, & Science, Vashi Navi Mumbai.
{Permanently Affiliated to University Of Mumbai}
ACCREDITED BY NAAC, GRADE 'B'

Internal Quality Assurance Cell (IQAC)

Date: 10th June 2017

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 17th June 2017 at 11.30 am in the Principal Cabin. Presence of all members of IQAC is solicited.

Agenda of the Meeting

1. Approval of minutes of previous meeting A.Y 2016-17
2. Discussion on Action taken reports of all Department and committees A.Y 2016-17.
3. Preparation of the Action plan of Committees and Departments for the A.Y 2017-18.
4. Discussion on preparation of Academic Calendar.
5. Planning of curricular & co-curricular events to be organized.
6. Any other matter with prior permission of the chair.


Mrs. Veena Vivek Sawant

Coordinator, IQAC




Mr. B.S. Pandey
VC PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703.



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IQAC Committee 2017-18

Minutes of the Meeting

Date:- 17th June 2017, Saturday

Time: - 11.30 am to 12.30 pm

Meeting held: Principal Cabin.

Present for the meeting: -

1. Mr. Basukinath S. Pandey (I/C Principal) Chairperson
2. Mrs. Veena V. Sawant. (Co-ordinator) *Sawant*
3. Mrs. Anita Yadav (Faculty Member) *Anita*
4. Mr. Krushna Chandra Sahu (Faculty Member) *Kel*
5. Mrs. Priyanka More (Faculty Member) *Priyanka*
6. Mrs. Sarojini Biradar (Faculty Member) *Sme*
7. Ms. Amy Macwan (Faculty Member) *Amy*
8. Shri. T. P. Singh (Management Representative) *T. P. Singh*
9. Mr. Rupesh Jangam (Administrative Officer) *Rupesh*
10. Mr. Krishna Sawant (Local Society Nomin) *Krishna*
11. Mr. Mahesh Salunkhe (Student Representative) *Salunkhe*
12. Mr. Jitendra V. Yadav (Alumni Nominee) *Jitendra*
13. Ms. Sherya Pandey (Parent) *Sherya*
14. Mr. Vishnukant Shukla (Industrialist Nominee) *Vishnukant*



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting A.Y. 2016 - 17.

1. Minutes of the meeting read and confirmed by Mrs. Veena Sawant in the A. Y. 2016 - 2017.
2. Minutes of the meeting were found to be up to the mark confirmed by the chairperson.

Agenda 2:

Discussion on Action taken reports of all Department and committees A.Y 2016-17.

In the meeting, the IQAC coordinator asked to submit an action taken report of all Committees and Departments of the A.Y 2016-17 till June 30th, 2017.

Agenda 3:

Preparation of the Action plan of Committees and Departments for the A.Y 2017-18.

As per the agenda of the meeting, the meeting was started with discussion of previous academic year work and action plan of all the departments and committees for the A.Y. 2017-18 should be submitted before 30th June, 2017.

Agenda 4:

Discussion on preparation of Academic Calendar.

Academic calendar prepared by Priyanka More with discussion of the Principal, IQAC and Exam chairperson. Principal B.S. Pandey has given guidelines for preparation. Decided to submit to IQAC before 20th July, 2017.



Agenda 5:

Planning of curricular & co-curricular events and activities to be organized

1. Principal Sir has suggested that to engage the students for curricular and co-curricular activities that students will be benefited by the same.
2. Scheduled parent meeting of SY and TY students.

Agenda 6:

Any other matter with prior permission of the chair.

1. Since there were no other matters for discussion, the meeting was resolved thanks to the chairperson.
2. Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.



Mrs. Veena Vivek Sawant

Coordinator, IQAC



Mr. B.S. Pandey

I/C PRINCIPAL

Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703.



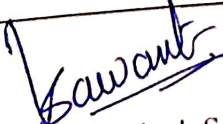
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Internal Quality Assurance Cell (IQAC)


Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 17th June 2017.

Item	Action Taken
1. Approval of minutes of previous meeting and Action taken report of previous A.Y. 2016-17	The minutes of the meeting and action taken report of the meeting held on previous A.Y. was accepted unanimously.
2. Preparation of Department and Committees Action Plan for 2017-18.	All the Department and Committee Coordinators have prepared the Academic Action planner for smooth conduction of activities and submitted them to IQAC.
3. Discussion on preparation of Academic Calendar.	Academic calendar prepared by Priyanka More with discussion of the Principal, IQAC and Exam chairperson. IQAC decided to monitor the calendar.
4. Discussion for the organization of curricular and co-curricular activities.	As per suggestion given by Principal B.S. Pandey, it was decided to engage the students in curricular and co-curricular activities.
5. Quality Initiatives by IQAC for enhancement of students.	<p>IQAC suggested activities-</p> <ol style="list-style-type: none">1. Counseling for selection of courses by the admission committee for FY students.2. Guardian teachers are allocated to all classes for mentoring.3. To Plan bridge courses for First year students <p>Topics and schedule has been finalized.</p>


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
VC PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
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Internal Quality Assurance Cell (IQAC)


Date: 7th Sept. 2017

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 13th Sept 2017 at 12.00 pm in the Principal cabin. Presence of all members of IQAC is solicited.

Agenda of the Meeting:

1. Approval of minutes of previous meeting.
2. Discussion on the filing AQAR for the academic year 2017-18.
3. Discussion and planning of academic and extracurricular activities for the year 2017-18.
4. Discussion on Digitalization in the admission process and University paper checking.
5. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
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IQAC Committee 2017-18

Minutes of the Meeting

Date:- 13th September, 2017, Wednesday

Time:- 12.00 pm to 01.00 pm

Meeting held: Principal Cabin

Present for the meeting: -

1. Mr. Basukinath S. Pandey (I/C Principal) Chairperson
2. Mrs. Veena V. Sawant. (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. Krushna Chandra Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Mrs. Sarojini Biradar (Faculty Member)
7. Ms. Amy Macwan (Faculty Member)
8. Shri. T.P. Singh (Management Representative)
9. Mr. Rupesh Jangam (Administrative Officer)
10. Mr. Krishna Sawant (Local Society Nomin)
11. Mr. Mahesh Salunkhe (Student Representative)
12. Mr. Jitenra V. Yadav (Alumni Nominee)
13. Ms. Sherya Pandey (Parent)
14. Mr. Vishnukant Shukla (Industrialist Nominee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 17th June 2017 was presented by IQAC coordinator Mrs. Veena Sawant.
2. There are no further comments. The committee approved the minutes.

Agenda 2:

Discussion on the filing AQAR for the academic year 2017-18.

Discussion was held on the filing AQAR for the academic year 2017-18 and accordingly the AQAR preparation schedule was communicated to all. Distributed Criteria wise AQAR among the faculty and submission of supporting documents along with supporting documents with NAAC data templates as per NAAC standard was informed to all criterion chairperson.

Agenda 3:

Discussion and planning of academic and extracurricular activities for the year 2017-18.

1. The suggestions were invited for planning of activities for the academic year 2017-18 from the criteria chairperson.
2. IQAC informed all department coordinators to encourage students to attend industrial visits for providing hands-on training.

Agenda 4:

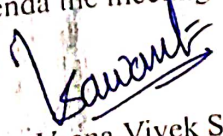
Discussion on Digitalization in the admission process and University paper checking.

Discussion was held on the implementation of the E-file System, LAN to promote paperless offices and higher speed of connectivity. Discussion on approval for implementation of new software in the admission process. Discussion was held on undertaking Online CAP center for University Paper Correction.

Agenda 5:

Any other matter with prior permission of the Chairman.

Since there were no other matters for discussion, the meeting was resolved with thanks to the chair. Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.


Mrs. Veena Sawant
Coordinator, IQAC




Mr. S.S. Pandey
Principal
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703.




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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 13th sept 2017.

Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting and action taken report of the meeting held on 13th sept 2017 was accepted unanimously.
2. Discussion on the filing AQAR for the academic year 2017-18.	AQAR preparation schedule was prepared and communicated to criterion chairpersons. Working as per timeline.
3. Discussion and planning of academic and extracurricular activities for the year 2017-18.	Instruct faculties to encourage students to participate in various academic and extracurricular activities.
4. Discussion on Digitalization in the admission process and University paper checking.	Instructions given to the admin department about implementation of the E-file System, LAN and also about undertaking CAP center. Also communicated for implementation of new software in the admission process.
5. Any other matter with prior permission of the chairman.	—


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
I/C PRINCIPAL
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Internal Quality Assurance Cell (IQAC)


Date: 08th December 2017

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 13th December 2017 at 11.00 am in the Principal Cabin. Presence of all members of IQAC is solicited.

Agenda of the Meeting:

1. Approval of minutes of previous meeting.
2. To discuss about Prarambh Fest.
3. To discuss the encouragement of teachers about research and development.
4. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
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IQAC Committee 2017-18

Minutes of the Meeting

Date:- 13th December, 2017, Wednesday

Time: - 11.00 am to 12.00 pm

Meeting held: Principal Cabin

Present for the meeting: -

1. Mr. Basukinath S. Pandey (I/C Principal) Chairperson
2. Mrs. Veena V. Sawant. (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. Krushna Chandra Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Mrs. Sarojini Biradar (Faculty Member)
7. Ms. Amy Macwan (Faculty Member)
8. Shri. T.P. Singh (Management Representative)
9. Mr. Rupesh Jangam (Administrative Officer)
10. Mr. Krishna Sawant (Local Society Nomin)
11. Mr. Mahesh Salunkhe (Student Representative)
12. Mr. Jitenra V. Yadav (Alumni Nominee)
13. Ms. Sherya Pandey (Parent)
14. Mr. Vishnukant Shukla (Industrialist Nominee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 13th Sept., 2017 was presented by IQAC coordinator Mrs. Veena Sawant.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

To Discuss about Prarambh Fest.

The work allocation given to the faculties for conducting Prarambh 2017-18. Faculties are asked to do preparation of the events and the various responsibilities allocated to them.

Agenda 3:


To discuss the encouragement of teachers about research and development.

Discussed on activities to be conducted for encouragement of teachers about research and development activities such as presenting research papers in various seminars and webinars, arrange expert's sessions related to research.

Agenda 4:

Any other matter with prior permission of the chairman.

Since there were no other matters for discussion, the meeting was resolved with thanks to the chair. Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
VC PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
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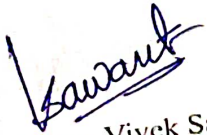
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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 13th December 2017.

Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting and action taken report of the meeting held on 13th September, 2017 was accepted unanimously.
2. To discuss about Prarambh Fest.	Decided to conduct Inter-collegiate Fest – "Prarambh Navi Mumbai". Under this fest, various competitions were organized on Slogan Writing, Spot Painting, Indian Light Vocal, Mehendi, Mono Acting, Poster Making, Essay Writing, etc.
3. To discuss the encouragement of teachers about research and development.	Decided to Organized Seminar on "Guidelines on Research Paper writing" Also encouraged faculties to attend various workshops organized by other institutions and expenses were reimbursed by College.
4. Any other matter with prior permission of the chairman.	—


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
I/C PRINCIPAL
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Internal Quality Assurance Cell (IQAC)


Date: 05th March, 2018

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 10th March, 2018 at 11.00 am in the Staff room. Presence of all members of IQAC is solicited.

Agenda of the Meeting:

1. Approval of minutes of previous meeting.
2. Review and feedback of activity conducted.
3. Status of syllabus, feedback and its analysis.
4. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
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IQAC Committee 2017-18

Minutes of the Meeting

Date:- 10th March 2018, Saturday

Time: - 11.00 am to 12.00 pm

Meeting held: Staff Room

Present for the meeting: -

1. Mr. Basukinath S. Pandey (I/C Principal) Chairperson
2. Mrs. Veena V. Sawant. (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. Krushna Chandra Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Mrs. Sarojini Biradar (Faculty Member)
7. Ms. Amy Macwan (Faculty Member)
8. Shri. T.P. Singh (Management Representative)
9. Mr. Rupesh Jangam (Administrative Officer)
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12. Mr. Jitenra V. Yadav (Alumni Nominee)
13. Ms. Sherya Pandey (Parent)
14. Mr. Vishnukant Shukla (Industrialist Nominee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 13th December, 2017 was presented by IQAC coordinator Mrs. Veena Sawan.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

Review and Feedback of activity conducted

Feedback on activity conducted by Sport, NSS, DLLE, WDC, Placement cell, Cultural committee and all departments was presented by the respective chairperson of the committee. After taking review of activity conducted by different committees, the suggestions were given to undertake remaining activities as per the plan submitted. It was decided to complete all the planned activities.

Agenda 3:

Status of syllabus, Feedback and its Analysis.

Discussed to submit syllabus completion reports. Feedbacks to be collected by the students for faculties and college and asked to provide analysis of it.


Agenda 4:

Any other matter with prior permission of the Chairman.

Since there were no other matters for discussion, the meeting was resolved with thanks to the chair. Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.



Mrs. Veena Vivek Sawant
Coordinator, IQAC



Mr. B.S. Pandey
I/C Principal
Rajiv Gandhi College of Arts, Commerce & Sciences
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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 10th March 2018.

Item	Action Taken
1. Approval of minutes of previous meeting.	The minutes of the meeting and action taken report of the meeting held on 13th March 2018 was accepted unanimously.
2. Review and Feedback of activity conducted.	Feedback collected from all the departments on the activities conducted by them.
3. Status of feedback and its analysis.	Feedback of syllabus, Institution, Teacher was collected from students. Analysis reports submitted by departments to IQAC.
4. Any other matter with prior permission of the chairman.	—

Mrs. Veena Vivek Sawant
Coordinator, IQAC



Mr. B.S. Pandey
I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703.