



Sainath Education Trust's Rajiv Gandhi College Of Arts, Commerce and Science

Plot no. 16/17, Sector 10A, Vashi, Navi Mumbai, 400703
(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC)

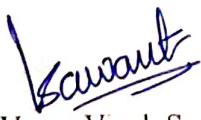
Date: 08th June 2022

Notice


All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 13th June 2022 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 2021-22.
2. Preparation of the Action plan of Committees and Departments for the A.Y 2022-23.
3. Discussion on Action taken reports of all Dept and committees A.Y 2021-22.
4. Discussion on preparation of Academic Calendar.
5. Planning to organize an interdepartmental theme based competition and activities.
6. Discussion for organizing various competitions and activities.
7. Discussion on Quality Initiatives by IQAC for enhancement of students.
8. Discussion on promoting research activities and IPR.
9. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant
Coordinator, IQAC




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



Rajiv Gandhi College
Of Arts, Commerce and Science

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IQAC Committee 2022-23

Minutes of the Meeting

Date:- 13th June 2022, Thursday

Time: - 11.30 am to 12.30 pm

Meeting held: Principal cabin

Present for the meeting: -

1. ASST. PROF. BASUKINATH S. PANDEY (Principal) (Chairperson)
2. ASST. PROF. VEENA SAWANT (Co.ordinator) *Sawant*
3. ASST. PROF. ANITA YADAV (Faculty Member) *Ani*
4. ASST. PROF. KRUSHNA CHANDRA SAHU (Faculty Member) *Keshu*
5. ASST. PROF. ANAMIKA SINGH (Faculty Member) *Anamika*
6. ASST. PROF. AISHWARYA PATIL (Faculty Member) *Apatil*
7. ASST. PROF. SAROJINI BIRADAR (Faculty Member) *Sms*
8. SHRI. T. P. SINGH (Management Representative) *T.P. Singh*
9. Mr. RUPESH BHAU JANGNAM (Office Superintendent) *Rupesh*
10. CA SANJAY NIKAM (Expert Invitee) *Sanjay Nikam*
11. Mr. VISHNUKANT SHUKLA (Expert Invitee) *Vishnu Kant Shukla*



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting A.Y 2021-22.

1. Read and confirm the minutes of the meeting held on 2nd March, 2022 by Mrs. Veena Sawant.
2. Minutes of the meeting were found to be up to the mark confirmed by the chair.

Agenda 2:

Preparation of the Action plan of Committees and Departments for the A.Y 2022-23.

1. As per meeting's agenda the meeting was started with previous Academic year work and also the Action taken Report of Committees and Departments for the A.Y 2022-23 should be submitted before 30th June, 2022.

Agenda 3:

Discussion on Action taken reports of all Dept and committees A.Y 2021-22.

1. After discussion of Academic year 2021-2022 came about preparation of the Action plan of Committees and Departments for the A.Y 2022-23 and decided to submit all Department and Committees Action Plan on June 15th 2022.

Agenda 4:

Discussion on preparation of Academic Calendar.

1. 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 15th July, 2022.

Agenda 5:

Planning to organize an interdepartmental theme based competition and activities.

1. Principal sir has suggested that to engage the students to curricular and co-curricular activities that students will be benefited by the same.
2. Asst. Prof Ms. Anamika Singh initiated and organized **Theme Based Presentation Competition** at interdepartmental level and the same has been permitted by chair.
3. Department and committees asked to provide Schedule to celebrate **Aazadi Ka Amrut Mahotsav** (theme based activities).



Agenda 6:

Discussion for organizing various competitions and activities.

1. Discussion to organize a **RGC Talent Hunt Competition** to identify the students' talent for Participation of University level and Intercollegiate level, so that students can explore themselves.
2. Discussion for organizing **Rakhi stalls and cleanliness drives**, so that students develop their entrepreneurial skill as well as understand the importance of cleanliness in their regular life.
3. Discussion for organizing various **Online National Level Quiz Competition** from different departments & committees.

Agenda 7:

Discussion on Quality Initiatives by IQAC for enhancement of students.

1. IQAC Coordinator Asst. Prof. Veena Sawant was discussing how slow learner and fast learners activities should be done for different courses, so that faculties will understand about students' capabilities in which category they can stand in study.
2. Dropout Analysis should be done and what action has been taken for them.
3. After this Online Library enrollment should be done this year so students can take advantage of it and to add more journals, Magazines so students can get more information rather than studies.
4. Activities for the career guidance council can be done.
5. All faculties should submit log details and weekly planner with the teaching method with their subject outcomes.

Agenda 8:


Discussion on promoting research activities and IPR.

1. The IQAC coordinator Mrs. Veena Sawant asked each department coordinator to submit an action plan regarding conferences/seminars/webinars/workshop activities for promoting research and IPR.

Agenda 9:

Any other matter with prior permission of the chairman.

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


Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
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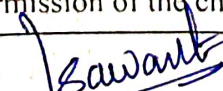
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Internal Quality Assurance Cell (IQAC)


Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 13th June 2022.

Item	Action Taken
1. Approval of minutes of previous meeting and Action taken report of previous A.Y. 2021-22.	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 2022-23.	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. Planning to organize an interdepartmental theme based competition and activities.	Decided to organize Theme Based Presentation Competition and to celebrate Aazadi Ka Amrut Mahotsav.
5. Discussion for organizing various competitions and activities.	Decided to organize RGC talent hunt competitions, rakhi stalls, cleanliness drive and Online National Level Quiz competitions.
6. Quality Initiatives by IQAC for enhancement of students.	Decided to conduct bridge course and remedial classes for identifying slow and fast learner students and dropout analysis to understand the student's capabilities. Decided to get more journals and magazines for the library.
7. Discussion on promoting research activities and IPR.	Plan to conduct various seminars and webinars related to research activities and IPR.
7. Any other matter with prior permission of the chairman.	-


Mrs. Veena Vivek Sawant
Coordinator, IQAC




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Internal Quality Assurance Cell (IQAC)

Date: 7th Sept. 2022

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 12th Sept., 2022 at 12.00 pm in the Biology Lab. Presence of all members of IQAC is solicited.

Agenda of the Meeting

1. Approval of minutes of previous meeting.
2. Discussion on the report submission of the activities done in 2021-22 in AQAR format till 15th October, 2022.
3. Discussion on activity planner of academic and curricular activities from department and committees for the A. Y. 2022-23.
4. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant
Coordinator, IQAC



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IQAC Committee 2022-23

Minutes of the Meeting

Date:- 12th September 2022, Monday

Time: - 12.00 pm to 1.30 pm

Meeting held: Biology Lab

Present for the meeting: -

1. ASST. PROF. BASUKINATH S. PANDEY (Principal) (Chairperson)
2. ASST.PROF. VEENA SAWANT (Co.ordinator) *Sawant*
3. ASST.PROF. ANITA YADAV (Faculty Member) *Anita*
4. ASST.PROF. KRUSHNA CHANDRA SAHU (Faculty Member) *Keshu*
5. ASST.PROF. ANAMIKA SINGH (Faculty Member) *Anamika*
6. ASST.PROF. AISHWARYA PATIL (Faculty Member) *Apatil*
7. ASST.PROF. SAROJINI BIRADAR (Faculty Member) *Smb*
8. Mr. RUPESH BHAU JANGNAM (Office Superintendent) *R*
9. SHRI. T. P. SINGH (Management Representative) *T.P. Singh*
10. CA SANJAY NIKAM (Expert Invitee) *Sanjay Nikam*
11. Mr. VISHNUKANT SHUKLA (Expert Invitee) *Vishnu Kant Shukla*



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 13th June, 2022 was presented by IQAC coordinator Mrs. Veena Sawant.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

Discussion on the new AQAR format implemented from the Academic Year 2022-23.

Discussion was held on new AQAR Implemented by NAAC from the academic year 2022-23. Coordinator of IQAC Mrs. Veena Sawant presented the key highlights to the members present. Last date of AQAR submission for the academic year 2022-23 is 31/12/2023 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 on activity planner of academic and curricular activities from department and committees for the A. Y. 2022-23.

1. The suggestions were invited for planning of activities for the academic year 2022-23 from the criteria chairperson.
2. Organized an **Ad-mad Show** at interdepartmental level to provide a platform for students to explore and present their creativity.
3. Arrange **Book Review Session** at an interdepartmental level to inculcate the reading habit and analyze the book.
4. Celebrate **Founder's Day** and **Teachers' Day**.



Agenda 4:

Any other matter with prior permission of the Chairman.

1. Since there were no other matters for discussion, the meeting was resolved with thanks to the chair.
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



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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 12th September, 2022.

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 June, 2021 was accepted unanimously.
2. Discussion on the new AQAR format implemented from the academic year 2020-21.	New AQAR Implements by NAAC highlighted to the members. AQAR preparation schedule was prepared and communicated to criterion chairpersons. Working as per timeline.
3. Discussion on activity planner of academic and curricular activities from department and committees for the A. Y. 2022-23.	Decided to conduct an Ad-mad Show, Book Review Session, Founder's Day and Teachers' Day.
4. Any other matter with prior permission of the chairman.	—

Mrs. Veena Vivek Sawant
Coordinator, IQAC



Mr. B.S. Pandey
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VC Principal
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Internal Quality Assurance Cell (IQAC)

Date: 5th December 2022

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 10th December 2022 at 11.00 am in the Principal Cabin. Presence of all members of IQAC is solicited.

Agenda of the Meeting-

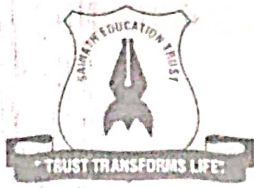
1. Approval of minutes of previous meeting.
2. To discuss organizing Prarambh Fest and celebrate international women's day.
3. Feedback by criterion chairperson on status of AQAR 2021-22.
4. Discussion on a workshop on a research proposal was done.
5. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant

Coordinator, IQAC



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IQAC Committee 2022-23

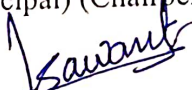
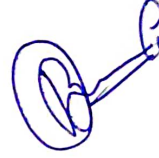
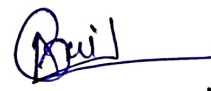

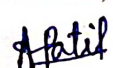
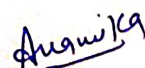


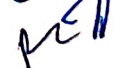


Minutes of the Meeting

Date:- 10th December 2022, Saturday

Time: - 11.00 am to 12.00 pm

Meeting held: Principal Cabin

Present for the meeting: -

1. ASST. PROF. BASUKINATH S. PANDEY (Principal) (Chairperson) 
2. ASST.PROF. VEENA SAWANT (Co.ordinator) 
3. ASST.PROF. ANITA YADAV (Faculty Member) 
4. ASST.PROF. KRUSHNA CHANDRA SAHU (Faculty Member) 
5. ASST.PROF. AISHWARYA PATIL (Faculty Member) 
6. ASST.PROF. ANAMIKA SINGH (Faculty Member) 
7. ASST.PROF. SAROJINI BIRADAR (Faculty Member) 
8. SHRI. T. P. SINGH (Management Representative) 
9. Mr. RUPESH BHAU JANGNAM (Office Superintendent) 
10. CA SANJAY NIKAM (Expert Invitee) 
11. Mr. VISHNUKANT SHUKLA (Expert Invitee) 



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 12th September, 2022 was presented by IQAC coordinator Mrs. Veena Sawant.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

To Discuss organizing Prarambh Fest and celebrate international women's day.

1. Discussed on activities to be conducted for Prarambh 2022-23. For the period of 15th Dec 2022 to 19th Dec 2022 decided competitions for students intercollegiate Slogan Competition, on the spot Painting, Indian Light Vocal, Mehandi, Mono Acting, Poster Making, essay competition etc.
2. Discussed the organization of Science Day and exhibition on the occasion of science day on 28 Feb 2022.
3. The WDC and DLLE Committee heads presented the plan to organize On the Occasion Of International Women's Day a Self Defense Training.
4. All members approve the same unanimously.

Agenda 3:

Feedback by Criterion Chairperson on status of AQAR 2021-22.

Feedback was taken from the criterion chairperson about the status of report preparation. After getting inputs from departments, committee the data to be verified before putting into the criteria wise report by the criterion chairperson.



Agenda 4:

Discussion on a workshop on a research proposal was done.

Workshop on a research proposal was done and encouraged faculties to start to write their research paper or research proposals.

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 Vivek Sawant

Coordinator, IQAC



Mr. B.S. Pandey

I/C PRINCIPAL

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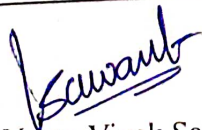
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Internal Quality Assurance Cell (IQAC)

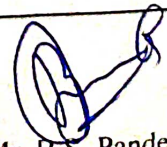
Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 10th December, 2022.

Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting and action taken report of the meeting held on 12th September, 2022 was accepted unanimously.
2. To discuss organizing Prarambh Fest and celebrate international women's day.	Decided to conducted 54th University Youth Fest 2021-22 for the period of 11th Jan 2022 to 22nd Jan 2022 Decided to organize a Science Day and exhibition on the occasion of science day on 28th Feb 2022. Decided to organize Self Defense Training and tree plantation on International Women's Day. Decided to organize a National Level Webinar on "Solar Energy as Renewable Energy and Sustainable".
3. Feedback by criterion chairperson on status of AQAR 2021-22.	AQAR 2021-22 submitted.
4. Discussion on a workshop on a research proposal was done.	Workshop on research proposals and research papers was organized.
5. Any other matter with prior permission of the chairman.	—


Mrs. Veena Vivek Sawant
Coordinator, IQAC




Mr. B.S. Pandey
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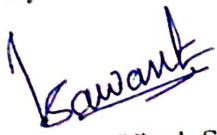
Date: 10th March 2022

Notice


All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 15th March, 2022 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. To discuss NAAC Re-Accreditation Preparation.
5. Approval of an arranged workshop on research design.
6. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant
Coordinator, IQAC




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IQAC Committee 2022-23

Minutes of the Meeting

Date:- 15th March, 2022, Wednesday

Time: - 11.00 am to 12.00 pm

Meeting held: Staff room

Present for the meeting: -

1. ASST. PROF. BASUKINATH S. PANDEY (Principal) (Chairperson)
2. ASST.PROF. VEENA SAWANT (Co.ordinator)
3. ASST.PROF. ANITA YADAV (Faculty Member)
4. ASST.PROF. KRUSHNA CHANDRA SAHU (Faculty Member)
5. ASST.PROF. ANAMIKA SINGH (Faculty Member)
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9. Mr. RUPESH BHAU JANGNAM (Office Superintendent)
10. CA. SANJAY NIKAM (Expert Invitee)
11. Mr. VISHNUKANT SHUKLA (Expert Invitee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 10th December, 2022 was presented by IQAC coordinator Mrs. Veena Sawant.
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 the 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 on collection feedback of syllabus, Institution, Teacher and finalized format. Coordinator Mrs. Veena Sawant informed all department heads to collect and analyze it. Requested to all submit the report of feedback within a given time. All members approve the same unanimously.

Agenda 4:

To Discuss NAAC Re-Accreditation Preparation.

1. Mrs. Veena Sawant, IQAC coordinator, suggested that our college NAAC 1st cycle tenure has come to end so now it's high time to accelerate our work for preparation of the NAAC Re-accreditation process.
2. According to the new guideline of NAAC Re-accreditation Mrs. Veena Sawant informed all committee members to review the new format and do needful.
3. All members approve the same unanimously.



Agenda 5:

Approval of an arranged workshop on research design.

After discussion with all the departmental heads getting approval of an arranged workshop on research design and qualitative research by the chair.

Agenda 6:

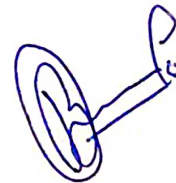
Any other matter with prior permission of the Chairman.

1. Since there were no other matters for discussion, the meeting was resolved with thanks to the chair.
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

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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 15th March

Item	Action Taken
Approval of minutes of previous meeting.	The minutes of the meeting and action taken report of the meeting held on 10th December, 2022 was accepted unanimously.
Review and feedback of activity conducted.	Decided to conduct Faculty Development Programme In Collaboration with Bombay Stock Exchange Brokers. Decided to organize a two Day Industrial Visit to Silvassa. Also Placement Drive was arranged for final year students. Decided to conduct a National Workshop on Android. UNESCO team visit to IWSA.
Status of feedback and its analysis.	Feedback of syllabus, Institution, Teacher was collected from students. Analysis reports submitted by departments to IQAC.
Discuss NAAC Re-Accreditation preparation.	Following the timelines for the re-accreditation process according to new NAAC guidelines. Working the same.
Approval of an arranged workshop on research design.	Plan to arrange workshops on research design and qualitative research.
Any other matter with prior permission of the chairman.	—

Sawant

Ms. Veena Vivek Sawant
Coordinator, IQAC



Mr. B.S. Pandey

Mr. B.S. Pandey
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