

Internal Quality Assurance Cell (IQAC)

Date: 14th Aug 2020

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on, 17th Aug 2020 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.
2. To approve the Academic Calendar for 2020-21 and accordingly finalize the plan of action.
3. Distribution of responsibilities to committees and Departments.
4. To discuss online procedures for F.Y Admission.
5. To discuss conducting online classes of F.Y, S.Y and T.Y.
6. Discussion for the organization of curricular and co-curricular activities in online mode.
7. Quality Initiatives by IQAC for enhancement.
8. 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, Near Mumbai - 400 703.
I/C Principal

Meeting attended by

1. Mr. B.S. Pandey (Principal) (Chairperson)
2. Mrs. Veena Sawant (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. K.C. Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Ms. Amy Macwan (Faculty Member)
7. Mrs. Sarojini Biradar (Faculty Member)
9. Mr. Rupesh Jangam (Administrative Officer)

Minutes:

Agenda 1:

Approval of minutes of previous meeting.

1. Read and confirm the minutes of the meeting held on 15th March 2020 by Mrs. Veena Sawant.
2. Minutes of the meeting were found to be up to the mark confirmed by the chair.

Agenda 2:

To approve the Academic Calendar for 2020-21 and accordingly finalize the plan of action.

1. With reference to the University of Mumbai tentative Academic Calendar, Mrs. Priyanka More prepared and presented for approval.
2. The same was approved by the Chair and It is decided to upload it on the website with consent of all members.

Agenda 3:

Distribution of responsibilities to committees and Departments.

1. With the permission Chairman Mr. B.S Pandey, Ms. Veena Savant announced Various committee heads and their members.
2. All Committee heads and Department heads are informed regarding their roles and responsibilities to achieve the objective of each committee and departments.

Agenda 4:

To discuss online procedures for F.Y Admission.

1. Due to Covid-19 Pandemic it has been decided that the college admission process will be in blended mode for the convenience of applicants.
2. Its decided that For Blended mode of admission necessary arrangements will be made by admin head Mr. Rupesh Jangam.

Agenda 5:

To discuss conducting online classes of F.Y, S.Y and T.Y.

1. Discussion was held about the online application for regular lectures and it was decided that teachers can use WebEx or Zoom app for the same.
2. Dept. Coordinators and HOD's are informed by the principal to prepare a common classwise google form for daily attendance.

Agenda 6:

Discussion for the organization of curricular and co-curricular activities in online mode.

1. Principal sir has suggested that to engage the students plan some curricular and co-curricular activities in online mode that students will be benefited by the same.
2. Asst.Prof Ms. Anamika singh initiated that on the occasion of teacher's we can organize **Short Message Writing Competition** at intercollegiate level and the same has been permitted by chair.
3. Asst. Prof. Ms. Ragini Kahpare recommended that to celebrate the Vachan Prerna Diwas on Dr. A.P.J Abdul Kalam birth anniversary to enhance and inculcate life learning experiences of Dr. Abdul Kalam and his reading passion through Intra collegiate **Online Speech Competition**.

Agenda 7:

Quality Initiatives by IQAC for enhancement.

For quality enhancement IQAC suggested activities to Faculties

They are as below:-

1. Counselling for selection of courses by the admission committee for FY students.
2. Guardian teachers are allocated to all classes for mentoring.
3. To conduct bridge courses for First year students Topics and schedule has been finalized.

Agenda 8:

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




Mr. B.S. Pandey

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

Internal Quality Assurance Cell (IQAC)



Date: 3rd Oct 2020

Notice


All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 5th Oct 2020 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. Plan of online internal exam schedule and pattern for Professional courses.
3. To discuss the semester exam and tool in the second half of A.Y 2020.
4. Analysis of ongoing college activities w.r.t Action Plan.
5. Approval of AQAR 2019-20.
6. Any other matter with prior permission of the chairman.


Mrs. Veena Vayek Sawant
Coordinator, IQAC




Mr. B.S. Pandey

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

Meeting attended by

1. Mr. B.S. Pandey (Principal) (Chairperson)
2. Mrs. Veena Sawant (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. K.C. Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Ms. Amy Macwan (Faculty Member)
7. Mrs. Sarojini Biradar (Faculty Member)
9. Mr. Rupesh Jangam (Administrative Officer)

Minutes:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the meeting of last IQAC meeting held on 17th Aug 2020 was presented by IQAC coordinator Ms. Veena Sawant.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

Plan of online internal exam schedule and pattern for Professional courses.

1. Exam Chairperson Ms. Sarojini Biradar insisted on taking decisions for online internal exam schedules and patterns for professional courses.
2. After the discussion the distinguished committee members and Chairman came up with a plan to conduct internals in online mode.
3. The Schedule and Pattern (25 marks Test on Google form) was decided and also mentioned that the test will be conducted by the subject teacher according to the time table and marks will be submitted to the exam cell.
4. The committee was determined to accept the decision.

Agenda 3:

To discuss the semester exam and tool in the second half of A.Y 2020.

1. Exam Chairperson Ms. Sarojini Biradar Presented the Time table for Regular Exam and ATKT Exam prepared as per the guideline of University and Lead college.
2. Discussion was held on application to conduct online semester exams, Principal sir suggested to go with Testmoz application for an online exam.
3. The distinguished committee members came up with an action plan to conduct online exam as under:
 - I. As per the University guideline the Guardian teachers should collect the data through Google form from students regarding the required gadgets and network for exams.
 - II. Students of all semesters are to be communicated that college will conduct online examination strictly adhering to the Govt. Guidelines in context to the Covid-19 pandemic.
 - III. All subject teachers should prepare a question paper in testmoz according to the guidelines given by University of Mumbai.
 - IV. Guardian teachers should share the attendance link and exam link into their respective classes.

4. The committee was determined to accept the decision.

Agenda 4:

Analysis of ongoing college activities w.r.t Action Plan.

1. Principal B. S Pandey asked to present the Departmental and Committee Action taken report of activities conducted till date.
2. Where in The Dept./ Committee heads elaborated the outcome of activities such as Youth day, Guru purnima, Vachan prerna divas by organizing various inter collegiate competitions and career oriented diverse E-Quizzes carried out through online.
3. Also discussed future planned activities execution plan.
4. The committee was determined to accept the decision.

Agenda

5:

Approval of AQAR 2019-20.

1. Ms. Veena Vivek Sawant Co-ordinator of IQAC presented AQAR 2019-20 before CDC for approval.
2. The committee was determined to accept the same.

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.

Sawant

Mrs. Veena-Vivek Sawant



B.S. Pandey

Mr. B.S. Pandey

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

Internal Quality Assurance Cell (IQAC)

Date: 5th January 2021

Notice

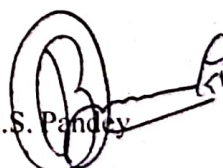
All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 11th January 2021 at 11.00 pm in the Principal Cabin. Presence of all members of IQAC is solicited.

Agenda of the Meeting-

1. Approval of minutes of previous meeting.
2. To discuss for curricular and Co-curricular activities
 - National level Webinar on 'Youth and Yoga' – The best combination for a better life.
 - Science exhibition on the occasion of science day on 28 Feb.
 - To organize A National Level Talk An opportunity to bring awareness on upcoming startups and Empowering women with business potential of essential oil bearing plants.
3. To discuss Multidisciplinary one day International and National level virtual Conferences.
4. Discuss the arrangement of campus placement.
5. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant




Mr. B. S. Pandey

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

Meeting attended by

1. Mr. B.S. Pandey (Principal) (Chairperson)
2. Mrs. Veena Sawant (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. K.C. Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Ms. Amy Macwan (Faculty Member)
7. Mrs. Sarojini Biradar (Faculty Member)
9. Mr. Rupesh Jangam (Administrative Officer)

Minutes:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 5th Oct 2020 was presented by IQAC coordinator Ms. Veena Sawant.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

To discuss for curricular and Co-curricular activities

- National level Webinar on 'Youth and Yoga' – The best combination for a better life.
 - Science exhibition on the occasion of science day on 28 Feb.
 - To organize A National Level Talk An opportunity to bring awareness on upcoming startups and Empowering women with business potential of essential oil bearing plants.
1. The WDC and DLLE Committee heads presented the plan to organize The National level Webinar on 'Youth and Yoga' – The best combination for a better life and it was decided that it will be conducted on 6th March.
 2. Plan of Science exhibition submitted by the science department. Exhibition date fixed on 21st February 2020 and Model and Poster presentation on 28th Feb 2021.

3. WDC Chair Ms. Sarojini has submitted the schedule and guest speaker list of National Level Talk An opportunity to bring awareness on upcoming startups and empower women with business potential of essential oil bearing plants.
4. For all these three activities, Principal sir told respective convenors to coordinate with guest speakers, decide the platform and prepare the execution plan.
5. All members approve the same unanimously.

Agenda 3:

To discuss Multidisciplinary one day International and National level virtual Conferences.

1. Mr.B.S.Pandey discussed the National conference which will be held on 21st March 2021 and International conference 25th March 2021. Theme of the Conferences are "Environment & Renewable Energy " and "Global Business in a new normal Era: Changing at the bottom of the pyramid".
2. Accordingly Roles and responsibilities have been assigned to staff members.
3. Principal sir told respective convenors to prepare brochures, schedules and fliers.
4. Review committee had been formed for selecting the best abstracts and calling for a full length paper.
5. All members approve the same unanimously.

Agenda 4:

1. Discussion on arrangement of Campus Placement Drive by Sutherland on virtual platform.
2. Campus placement drive date to be communicated well in advance to all final year students.
3. All members approve the same unanimously.

Agenda 5:

Any other matter with prior permission of the chairman.

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

Mrs. Veena ^{Sawant} Vivek Sawant



Mr. B.S. Pandey

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

Internal Quality Assurance Cell (IQAC)

Date: 3rd March 2021

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on, 8th March 2021 at 11.00 pm in the Principal Cabin. Presence of all members of IQAC is solicited.

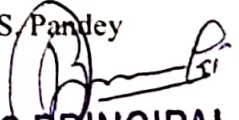
Agenda of the Meeting-

1. Approval of minutes of previous meeting.
2. Discuss on Science and commerce Dept. National Conference
3. Student satisfaction survey.
4. Academic Audit and Administrative Audit
5. To discuss NAAC Re-Accreditation Preparation.
6. Any other matter with prior permission of the chairman.


Mrs. Veena Vivek Sawant



Mr. B.S. Pandey


I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 401 703.

Meeting attended by

1. Mr. B.S. Pandey (Principal) (Chairperson)
2. Mrs. Veena Sawant (Co-ordinator)
3. Mrs. Anita Yadav (Faculty Member)
4. Mr. K.C. Sahu (Faculty Member)
5. Mrs. Priyanka More (Faculty Member)
6. Ms. Amy Macwan (Faculty Member)
7. Mrs. Sarojini Biradar (Faculty Member)
9. Mr. Rupesh Jangam (Administrative Officer)

Minutes:

Agenda 1:

Approval of minutes of previous meeting.

3. The minutes of the last IQAC meeting held on 11th Jan 2021 was presented by IQAC coordinator Ms. Veena Sawant.
4. There being no further comments, The committee approved the minutes.

Agenda 2:

Discuss on Science and commerce National Conference:

1. Discussion about the Science National Conference which will be held on 21st March 2021. Theme of the Conference is Decided **An Interdisciplinary One Day National Conference on "Environment And Renewable Energy"**.
2. Discussion about the Commerce International Conference which will be held on 25th March 2021. Theme of the Conference is Decided **"Global Business in a new normal Era: Changing at the bottom of the pyramid"**.
3. Review committee has been instructed to review all research papers to check plagiarism, format and content.
4. Principal sir has suggested to conference convenor for emailing all researchers to send a final ppt and prepare a presenters list.
5. All members approve the same unanimously.

Agenda 3:

Student satisfaction survey.

1. IQAC Coordinator Veena Sawant has informed all department heads to collect Feedback of students on teachers, curriculum, college and infrastructure.
2. The format of the feedback has been discussed and finalised with the consent of the chair.
3. It is decided that feedback form will be prepared by Ms. Priyanka More and It will be collected class wise by Coordinators.
4. All Coordinators are requested to analyse the feedback and submit the report to IQAC.
5. All members approve the same unanimously.

Agenda 4:

Academic Audit and Administrative Audit:

1. Discussion on to conduct Academic Audit and Administrative Audit.
2. Informed to the faculties and administrative office bearers for preparing reports and necessary documentation.
3. All members approve the same unanimously.

Agenda 5:

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 new guideline of NAAC Re-accreditation Ms. Veena Sawant informed all committee members to review the new format and do needful.
3. All members approve the same unanimously.

Agenda 6:

Any other matter with prior permission of the chairman.

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

Mrs. Veena ^{Sawant} Vivek Sawant



Mr. B. S. Pandey

I/C PRINCIPAL

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

IQAC Action Taken Report A.Y 2020-21

Sr. No.	Suggestions / Recommendation	Action Taken
1	Online Admission Process	The necessary information was provided on the college website and Online admission process was successfully implemented by the admission committee.
2	Academic Calendar 2020-21	Academic Calendar 2020-21 prepared by Ms. Priyanka More and displayed on the website.
3	Bridge course for First Year classes	Bridge course for First Year classes has been successfully conducted by faculty and report has been submitted to IQAC
4	AQAR 2019-20	Chairman and all committee members have approved the AQAR 2019-20 and uploaded it on NAAC website on 31 Dec 2021.
5	National Level Webinar	On 6th March 2021 "Youth and Yoga- The best combination for better life" organized by WDC and DLLE on virtual mode (Zoom and Youtube Live).
6	Science Exhibition	Science Exhibition has been conducted online on 21st Feb and 28th Feb 2021 by science association committee in coordination with science dept.
7	National level Talk	On 8th March 2021 on the occasion of International Women Day WDC organized National level Talk "An opportunity to bring awareness on upcoming startups and Empowering women with business potential of essential oil bearing plants" on virtual Platform (Zoom and Youtube Live).

8	Science and commerce Dept. National Conference	On 21 March 2021 An Interdisciplinary One Day National Conference on "Environment And Renewable Energy" and on 25th March 2021 International Conference "Global Business in a new normal Era: Changing at the bottom of the pyramid" successfully conducted on virtual platforms with huge response by participants.
9	Student satisfaction survey	online feedback from the students on teachers, curriculum, college and infrastructure due nationwide lockdown.
10	Academic Audit and Administrative Audit	Administrative Audit Has been done and Academic Audit couldn't be conducted due to nationwide lockdown.
11	New guidelines of NAAC Re-accreditation process	The IQAC team started preparation For NAAC Re-accreditation process. Members attended several workshops and seminars to adopt new changes in the NAAC Re-accreditation process.

Sawant
Mrs. Veena Vivek Sawant



Mr. B. S. Pandey

[Signature]
I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703.