



Internal Quality Assurance Cell (IQAC)

Date: 15th June 2019

Notice

All the members of Internal Quality Assurance Cell (IQAC) are here by informed that, IQAC meeting will be held on, 22nd June 2019 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 approved Academic Calendar for 2019-20 and accordingly finalization of plan of action.
3. Distribution of responsibilities of committees.
3. To discuss about preparation of College fest Prarrambh Navi Mumbai 2019.
4. To discuss about organizing one day conference/seminar for B.Com/BMS/BAF and B.Sc/CS/IT department.
5. Quality Initiatives by IQAC for enhancement.
6. Any other matter with prior permission of the chairman.

Sr. No	Name	Designation	Sign
1	Mr. Basukinath S. Pandey	I/C Principal	
2	Mrs. Veena V. Sawant.	Faculty Member	
3	Mrs. Anita Yadav	Faculty Member	
4	Mr. Krushna Chandra Sahu	Faculty Member	
5	Mrs. Priyanka More	Faculty Member	

6	Ms. Khulood Kalokhe	Faculty Member	<i>Khulood</i>
7	Ms. Amy Macwan	Faculty Member	<i>Amy</i>
8	Shri. T.P. Singh	Management Representative	<i>T.P. Singh</i>
9	Mr. Rupesh Jangam	Administrative Officer	<i>Rupesh</i>
10	Mr. Krishna Sawant	Local Society Nominee	<i>Sawant</i>
11	Ms. Fareen Shaikh	Student Representative	<i>Shaikh</i>
12	Mr. Jitenra V. Yadav	Alumni Nominee	<i>Jitenra</i>
13	Ms. Mahalakshmi Kotian	Parent	<i>Kotian</i>
14	Mr. Vishnukant Shukla	Industrialist Nominee	<i>Vishnukant Shukla</i>

All members are requested to be present for said meeting.

Sawant

Mrs. Veena Vivek Sawant



Basukinath S. Pandey

Mr. Basukinath S. Pandey

I/C PRINCIPAL

Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 783.



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'

Meeting attended by

Sr. No	Name	Designation	Sign
1	Mr. Basukinath S. Pandey	I/C Principal	
2	Mrs. Veena V. Sawant.	Faculty Member	
3	Mrs. Anita Yadav	Faculty Member	
4	Mr. Krushna Chandra Sahu	Faculty Member	
5	Mrs. Priyanka More	Faculty Member	
6	Ms. Amy Macwan	Faculty Member	
7	Shri. T.P. Singh	Management Representative	
8	Mr. Rupesh Jangam	Administrative Officer	
9	Mr. Krishna Sawant	Local Society Nominee	
10	Ms. Fareen Shaikh	Student Representative	
11	Mr. Jitenra V. Yadav	Alumni Nominee	
12	Mr. Vishnukant Shukla	Industrialist Nominee	

Minutes of meeting held on 22nd June 2019

Mrs. Veena V. Sawant (Coordinator – IQAC) welcomed all the distinguished members of IQAC. After permission from Chairman of meeting started and following discussion were taken.

1) Reading of Agenda and Review minutes of previous meeting:

Agenda was Read for meeting by Mrs. Veena Sawant. Minutes from the meeting on 4th April 2019 approved without modification.

2) To discuss on preparation of Academic Calendar:

Academic Calendar prepared by Mrs. Priyanka More and presented for the approval. All members approve the same unanimously. it will be uploaded on the website.

3) To discuss on college Committee:

Various committees head and members are finalized and allocate their responsibility.

4) To discuss on preparation of College fest Prarrambh Navi Mumbai:

Discussed on preparation of College fest Prarrambh Navi Mumbai 2019. Decided committee Head for the fest and subsequent events, Theme of Prarrambh fest, beneficiaries of fest. All members approved the same unanimously.

5) To discuss on organize National Conference/Workshop/ Seminar:

Mr. B.S.Pandey informed to HOD's of B.com/BMS/BAF and B.Sc/CS/IT department to organize national conference/workshop/ seminar. According to that decided the topic and the resource person was decided. All members accepted the same.

6) To discuss on quality enhancement activities:

For quality enhancement IQAC suggested activities to Faculties are as below:-

1. Counselling for selection of course to students.
2. Mentoring to the students
3. To conduct bridge course for First year students
4. Remedial classes for slow learners

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

Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.


I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 783.



Action Taken Report [Meeting held on 22nd June 2019]

Action Taken Report on the decisions of the IQAC meeting held on 22.06.2019 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. Academic calendar is prepared and displayed.
2. Distribution of responsibilities to Committees for different work.
3. Decided committee Head for the Prarambh fest 2019 and subsequent events, Theme of Prarambh fest, beneficiary charity of fest.
4. Prepared plan by various departments to organise workshop/ conference/seminar for the academic year 2019-20.
5. Several quality Initiatives are undertaken by IQAC to enhance academic performance like -
Counselling for selection of course, Mentoring, Bridge Courses of FY students, Remedial classes for slow learners.

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Internal Quality Assurance Cell (IQAC)

Date: 6th September 2019

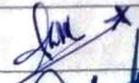
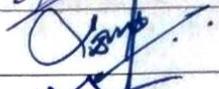
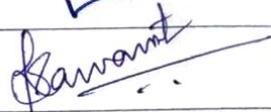
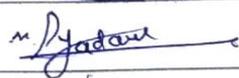
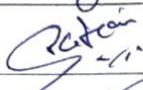
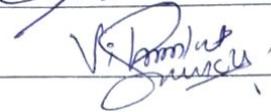
Notice

All the members of Internal Quality Assurance Cell (IQAC) are here by informed that, IQAC meeting will be held on, 13th September 2019 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 Industrial Visit
3. To discuss about final preparation of College fest Prarrambh Navi Mumbai 2019.
4. NSS camp and activities
5. Approval of AQAR 2018-19.
6. Any other matter with prior permission of the chairman.

Sr. No	Name	Designation	Sign
1	Mr. Basukinath S. Pandey	I/C Principal	
2	Mrs. Veena V. Sawant.	Faculty Member	
3	Mrs. Anita Yadav	Faculty Member	
4	Mr. Krushna Chandra Sahu	Faculty Member	
5	Mrs. Priyanka More	Faculty Member	
6	Ms. Khulood Kalokhe	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 Nominee	
11	Ms. Fareen Shaikh	Student Representative	
12	Mr. Jitenra V. Yadav	Alumni Nominee	
13	Ms. Mahalakshmi Kotian	Parent	
14	Mr. Vishnukant Shukla	Industrialist Nominee	

All members are requested to be present for said meeting.



Mrs. Veena Vivek Sawant




Mr. Basukinath S. Pandey

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



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Meeting attended by

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1	Mr. Basukinath S. Pandey	I/C Principal	
2	Mrs. Veena V. Sawant.	Faculty Member	
3	Mrs. Anita Yadav	Faculty Member	
4	Mr. Krushna Chandra Sahu	Faculty Member	
5	Mrs. Priyanka More	Faculty Member	
6	Ms. Khulood Kalokhe	Faculty Member	
7	Ms. Amy Macwan	Faculty Member	
8	Shri. T.P. Singh	Management Representative	
9	Mr. Rupesh Jangam	Administrative Officer	
10	Ms. Fareen Shaikh	Student Representative	
11	Ms. Mahalakshmi Kotian	Parent	

Minutes of meeting held on 13th September 2019

Mrs. Veena V. Sawant (Coordinator – IQAC) welcomed all the distinguished members of IQAC. After permission from Chairman of meeting started and following discussion were taken.

1) Reading of Agenda and Review minutes of previous meeting:

Agenda was Read for meeting by Mrs. Veena Sawant. Minutes from the meeting on 22nd June 2019 approved without modification .

2) **To Discuss on Industrial visit:**

Discussed on Industrial visit- decided place and industries for visit. All members approved the same unanimously.

3) **To Discuss on Planning of Fest "Prarrambh Navi Mumbai promotion and marketing:**

Mrs. Priyanka More presented progress report of Annual Inter Collegiate Socio Culture Fest "Prarrambh Navi Mumbai 2019. Planning of event promotion and marketing, Finalization of event schedule, guest of honour for the fest. All members approved the same unanimously.

4) **To Discuss on NSS residential camp:**

Discussed on NSS residential camp. Camp will be conducted from 13th January 2020 to 19th January 2020 at Jambulipada, Anand Nagar, MIDC area Ambernath, Dist- Thane. All members approved the same unanimously.

5) **AQAR 2018-19 presented before CDC for approval:**

Mrs. Veena Vivek Sawant Co-ordinator of IQAC to be presented AQAR 2018-19 before CDC for approval. All members approved the same unanimously.

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

Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.


I/C PRINCIPAL
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Action Taken Report [Meeting held on 13th September 2019]

Action Taken Report on the decisions of the IQAC meeting held on 13.09.2019 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. Mr. B.S.Pandey informed about Industrial visit finalization in the month of Dec. 2019 after completion of Prarrambh. Decided place and industries for visit. According to that head of Industrial visit organizer conducted student's parent meeting.
2. Planned of event promotion and marketing, Finalization of event schedule, sponsors of the fest, guest of honour for the fest Prarrambh.
3. NSS residential camp will be conducted from 13th January 2020 to 19th January 2020 at Jambulipada, Anand Nagar, MIDC area Ambernath, Dist- Thane.
4. Mrs. Veena Vivek Sawant Co-ordinator of IQAC presented AQAR 2018-19 before CDC for approval. After discussion the report of AQAR approved by members.

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Internal Quality Assurance Cell (IQAC)

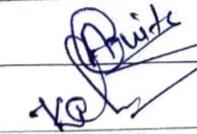
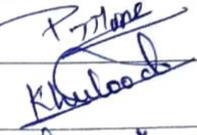
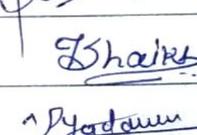
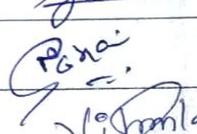
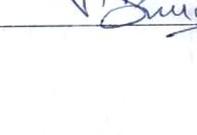
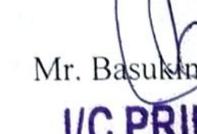
Date: 11nd January 2020

Notice

All the members of Internal Quality Assurance Cell (IQAC) are here by informed that, IQAC meeting will be held on, 20th January 2020 at 11.00 pm in the Principal Cabin. Presence of all members of IQAC is solicited.

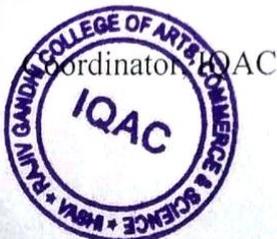
Agenda of the Meeting-

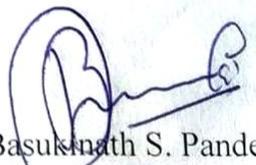
1. Approval of minutes of previous meeting.
2. To discuss for curricular and Co-curricular activities
 - Convocation ceremony and alumni meet.
 - NSS Camp
 - State level workshop on GIS
 - Science exhibition
 - Guest lectures and study tour.
3. To discuss about National Conference on "Financial Literacy: Financial Inclusion for Inclusive Growth" on 29th Feb. 2020.
4. Discussion on arrangement of campus placement
5. Any other matter with prior permission of the chair.

Sr. No	Name	Designation	Sign
1	Mr. Basukinath S. Pandey	I/C Principal	
2	Mrs. Veena V. Sawant.	Faculty Member	
3	Mrs. Anita Yadav	Faculty Member	
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13	Ms. Mahalakshmi Kotian	Parent	
14	Mr. Vishnukant Shukla	Industrialist Nominee	

All members are requested to be present for said meeting.


Mrs. Veena Vivek Sawant




Mr. Basukinath S. Pandey
I/C PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Science
Wankari, Navi Mumbai - 400 783.



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Meeting attended by

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2	Mrs. Veena V. Sawant.	Faculty Member	
3	Mrs. Anita Yadav	Faculty Member	
4	Mr. Krushna Chandra Sahu	Faculty Member	
5	Mrs. Priyanka More	Faculty Member	
6	Ms. Khulood Kalokhe	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 Nominee	
11	Mr. Vishnukant Shukla	Industrialist Nominee	

Minutes of meeting held on 20th January 2020

Mrs. Veena V. Sawant (Coordinator – IQAC) welcomed all the distinguished members of IQAC. After permission from Chairman of meeting started and following discussion were taken.

1) Reading of Agenda and Review minutes of previous meeting:

Agenda was Read for meeting by Mrs. Veena Sawant. Minutes from the meeting on 13th September 2019 approved without modification.

2) To Discussion on curricular and Co-curricular activities:

Discussed on conducting following activities:

- Degree Distribution ceremony celebration. Ceremony date fixed on 15th February 2020. On same day alumni Meet also finalized.
- NSS residential camp to be conducted from 13th January 2020 to 19th January 2020 at Jambulipada, Anand Nagar, MIDC area Ambernath, Dist- Thane.
- State level workshop on GIS will be conducted association with University of Mumbai on 14th February by IT/CS Department for the students.
- Plan of Science exhibition submitted by science department. Exhibition date fixed on 5th February 2020.
- Finalized Guest/ expert lectures by different departments. All members approved the same unanimously.

3) To discuss about the National conference:

Mr. B.S.Pandey discussed about the conference which will be held on 29 th February 2020. Theme of the Conference was decided as “Financial Literacy: Financial Inclusion for Inclusive Growth”. Prof. Manoj Dixit, Hon’ble Vice Chancellor Dr. Rammanohar Lohia Avadh University will be the Chief Guest of this conference. All members approved the same unanimously.

4)To Discussion on arrangement of campus placement:

Discussed on arrangement of campus placement within college campus. Campus placement drive to be informed accordingly to communicate with different companies for placement. All members approved the same unanimously.

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

Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.


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Action Taken Report [Meeting held on 20th Jan 2020]

Action Taken Report on the decisions of the IQAC meeting held on 20.01.2020 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

Curricular and Co-curricular activities

- For the Convocation Ceremony 15th February 2020 Guest of honour finalized and Formal invitation sent to the graduate students for attend the ceremony as well as alumni meet.
- NSS residential camp was conducted from 13th January 2020 to 19th January 2020 at Jambulipada, Anand Nagar, MIDC area Ambernath, Dist- Thane. 105 Students and 6 teachers had participated. Various programmes such as Cleanliness drive, construction of road, Industrial visit, training on fire safety were organised.
- Started work on State level workshop association with University of Mumbai on GIS will be conducted on 14th February by IT/CS Department. Applied for Approval from the University, finalized guest and resource person, Invitation send to different colleges for workshop.
- Science exhibition theme was decided by science department. Informed to the students create model according to their new ideas and innovations.
- Organized Guest/ expert lectures by different departments.
- 4) Commerce department started to work on the conference which will be held on 29th February 2020. Sent Invitation to the resource persons, guests and different colleges to participate the same. Circulate Broucher of the conference to the different colleges.
- 5) Campus placement drive communicated with different companies for placement. Selected companies for placement and fixed date off campus interview. Head of the department informed the students to prepare accordingly.


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Internal Quality Assurance Cell (IQAC)

Date: 6th March 2020

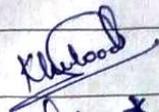
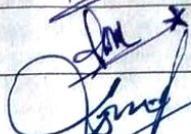
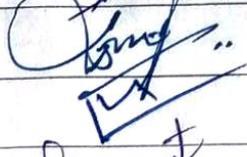
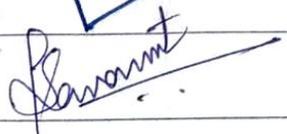
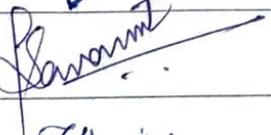
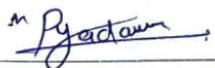
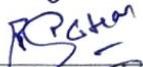
Notice

All the members of Internal Quality Assurance Cell (IQAC) are here by informed that, IQAC meeting will be held on, 15th March 2020 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 National Conference
3. Feedback of students
4. Academic Audit and Administrative Audit
5. To discuss about NAAC Re-Accreditation Preparation.
6. To discuss about LIC visit of continuation of Affiliation.
7. Any other matter with prior permission of the chairman.

Sr. No	Name	Designation	Sign
1	Mr. Basukinath S. Pandey	I/C Principal	
2	Mrs. Veena V. Sawant.	Faculty Member	
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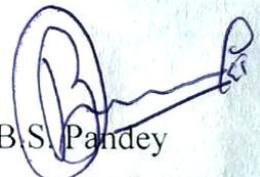
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13	Ms. Mahalakshmi Kotian	Parent	
14	Mr. Vishnukant Shukla	Industrialist Nominee	

All members are requested to be present for said meeting.



Mrs. Veena Vivek Sawant





Mr. B.S. Pandey

IC PRINCIPAL
 W.C. Principal
 Rajiv Gandhi College of Arts, Commerce & Sciences
 Vashi, Navi Mumbai - 400 703.



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14	Mr. Vishnukant Shukla	Industrialist Nominee	

Minutes of meeting held on 15th March 2020

Mrs. Veena V. Sawant (Coordinator – IQAC) welcomed all the distinguished members of IQAC. After permission from Chairman of meeting started and following discussion were taken.

1) Reading of Agenda and Review minutes of previous meeting:

Agenda was Read for meeting by Mrs. Veena Sawant. Minutes from the meeting on 20th Jan 2020 approved without modification.

2) To Discuss about the Science National Conference:

Discussed about the Science National Conference which will be held on 23rd March 2020. Theme of the Conference was Decided "Environment and Renewable energy". All members approved the same unanimously.

3) To Discussion on collection of Feedback from students:

Discussed on Feedback from students. IQAC suggested to all departments collect feedback from the students through online mode (Google form) on teachers, curriculum, college and infrastructure. All members approved the same unanimously.

4) To Discussion on conduct Academic Audit and Administrative Audit:

Discussed on conduct Academic Audit and Administrative Audit. Informed to the faculties and administrative office bearers for prepare reports and necessary documentation. All members approved the same unanimously.

5) To discuss on preparation for NAAC Re-accreditation process:

Mrs. Veena Sawant IQAC co-ordinator has informed about start preparation for NAAC Re-accreditation process. All members approved the same unanimously.

6) To discuss about LIC visit plan:

Mr. B.S. Pandey discussed about LIC visit plan in month of March 2020 for continuation of affiliation.

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

Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.


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



Action Taken Report [Meeting held on 15th March 2020]

Action Taken Report on the decisions of the IQAC meeting held on 15.03.2020 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. Science and IT department started to work on the conference which will be held on 23rd March 2020. Applied for Approval from the University, Sent Invitation to the resource person, guest and different colleges to participate the same. Circulate Broucher of the conference to the different colleges. Due to sudden lockdown college couldn't conduct such conference as per schedule. College decided to postpone this event.
2. IQAC suggested to all department collect online feedback from the students on teachers, curriculum, college and infrastructure due nationwide lockdown.
3. Administrative Audit has been done and Academic Audit couldn't be conducted due to nationwide lockdown.
4. IQAC team started preparation for NAAC Re-accreditation process. Members attended several workshop and seminar to adopt new changes in NAAC Re- accreditation process.
5. LIC has not visited in month of March 2020 due to nationwide lockdown.


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