



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: 8th June 2018.

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting will be held on, 14th June 2018 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. Introduction of new members in IQAC.
3. Planning for academic year 2018-19.
 - a. New Perspective Plan
 - b. Academic Calendar
4. Ensuing workshop of Revised Syllabus by Commerce Department in association with IQAC
5. Roles and responsibilities of IQAC members
6. Initiatives for quality enhancement.
7. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant

Coordinator, IQAC

Mr. B.S. Pandey

I/C Principal

Meeting attended by

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|-------------------------------|--------------------------|
| 1. Mr. B.S. Pandey(Principal) | (Chairperson) |
| 2. Ms.Veena Sawant | (Co-ordinator) |
| 3. Ms.AnitaYadav | (Faculty Member) |
| 4. Mr. K.C.Sahu | (Faculty Member) |
| 5. Ms. Priyanka More | (Faculty Member) |
| 6. Ms. Amy Macwan | (Faculty Member) |
| 7. Ms. Khulood Kalokhe | (Faculty Member) |
| 8. Mrs.Sarojini Biradar | (Faculty Member) |
| 9. Mr.Rupesh Jangam | (Administrative Officer) |

Minutes:

- 1) Reading of Agenda by Mrs. Veena Sawant.
- 2) Agenda for the meeting on 14th June 2018 approved without modification.
- 3) Minutes from the meeting on 27th April 2018 approved without modification by Mrs. Veena Sawant.
- 4) Introduction of new members in IQAC. Vacant positions in IQAC were filled by inviting new members- Ms. Khulood Kalokhe.
- 5) Academic calendar will be prepared by Mrs. Priyanka More and circulated to all members for their approval. After the approval it will be uploaded on the website. Responsibilities of committees are finalized.
- 6) IQAC endorses the workshop of Commerce Department on “Revised Syllabus”. There is no objection from any quarter regarding group effort of IQAC & Commerce Department for successful accomplishment of the workshop.
- 7) In order have inclusion policy and capacity building, all the activities of IQAC will be distributed amongst members and responsibilities will be allocated. They are as below:
 1. Suggest measures for quality enhancement and sustenance in all aspects of functioning
 2. Monitoring of working of committees- once in every semester.
 3. Meeting with stakeholder’s a. Faculty member’s b. Parents c. Students d. Alumni e. Non-teaching staff.

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

Action Taken Report
[Meeting held on 8th June 2018]

Action Taken Report on the decisions of the IQAC meeting held on 8.06.2018 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. With introduction of new members, redistribution of responsibilities of Committees works.
2. Prepared proposed action plan of IQAC.
3. The responsibilities of IQAC are distributed among the members.
4. Academic calendar is prepared and displayed.
5. Workshop of Commerce Department on “Revised Syllabus to be plan on 2nd July 2018.
6. quality Initiatives are undertaken by IQAC to enhance academic performance
 1. Workshop on GST.
 2. Bridge Courses of FY Classes.

Mrs. Veena Vivek Sawant

Coordinator, IQAC

Mr. B.S. Pandey

I/C Principal



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MEETING NOTICE

Date: 05/09/2018

This is to inform all the IQAC members that a meeting of Internal Quality Assurance Cell of Rajiv Gandhi College of Arts, Commerce and Science, Vashi is organized on 7th September 2018 at 11.00 am under the chairmanship of Principal B. S. Pandey. All the members are requested to attend the meeting.

Meeting Venue: NAAC Room

Agenda:

1. Approval of minutes of previous meeting.
2. Measures to improve teaching, learning and evaluation.
3. Promote faculties to apply for minor research and to enhance research culture among students.
4. Organization of training sessions on use of ICT
5. Initiatives for quality enhancement.
6. Any other matter with prior permission of the chairman.

Mrs. Veena Sawant

IQAC Coordinator

Mr. B.S. Pandey

I/C Principal

Meeting attended by

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|-------------------------------|--------------------------|
| 1. Mr. B.S. Pandey(Principal) | (Chairperson) |
| 2. Ms.Veena Sawant | (Co-ordinator) |
| 3. Ms.AnitaYadav | (Faculty Member) |
| 4. Mr. K.C.Sahu | (Faculty Member) |
| 5. Ms. Priyanka More | (Faculty Member) |
| 6. Ms. Amy Macwan | (Faculty Member) |
| 7. Ms. Khulood Kalokhe | (Faculty Member) |
| 8. Mr.Rupesh Jangam | (Administrative officer) |

Minutes:

1. Mrs. Veena Sawant had read the agenda in front of staff members and she approved minutes from the meeting on 14th June 2018 without modification.
2. In order to create more interest in learning it is essential to employ student centric approach. Following suggestions were given by the committee:
 1. Attendance should be strictly monitored
 2. Involve students to motivate students to attend Lectures
 3. Conduct guidance lectures, Workshops, Seminars, Group discussion, Presentation, Competitions, Use of ICT tools, online learning.
 4. It was also proposed to implement mentor mentee program in all the departments.
3. It was suggested by the members research culture should in inculcate in our faculty as well as students. Enhance research activities for students and faculty. More funds should be allotted for minor research projects.
4. Suggested to IT Department conduct training sessions on use of ICT for Non Teaching.
5. In order to enhance quality of all procedures in the institute, suggestions were invited from all the IQAC members
 1. Planned multidisciplinary course for students of various departments.
 2. Google classroom's proposal has been discussed.

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

Mrs.Veena Sawant

IQAC Co-Ordinator

Mr. B.S. Pandey

I/C Principal

Action Taken Report
[Meeting held on 7th September 2018]

Action Taken Report on the decisions of the IQAC meeting held on 7.09.2018 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. Attendance is taken meticulously. Focus of teaching is to create interest in the subject. Innovative teaching methods are employed.
2. To inculcate research background in our faculty organized workshop on 'Research Methodology' and 'preparation of research paper'.
3. Training sessions on use of ICT will be organized by IT Departments for Non Teaching Staff.
4. Initiatives for quality enhancement are undertaken.

Mrs. Veena Sawant

IQAC Co-Ordinator

Mr. B.S. Pandey

I/C Principal



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MEETING NOTICE

Date: 03/01/2019

This is to inform all the IQAC members that a meeting of Internal Quality Assurance Cell of Rajiv Gandhi College of Arts, Commerce and Science, Vashi is organized on 5th January 2019 at 12:30 pm .All the members are requested to attend the meeting.

Meeting Venue: NAAC Room

Agenda:

1. Approval of minutes of previous meeting.
2. Starting of following programme /courses from the next academic year.
3. Discussion about organize Job fair.
4. Documentation of the various programmes/ activities of the College, leading to quality improvement.
5. Collection of feedback from different stakeholders.
6. Any other matter with prior permission of the chairman.

Mrs. Veena Sawant

IQAC Coordinator

Mr. B.S. Pandey

I/C Principal

Meeting attended by

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|-------------------------------|--------------------------|
| 1. Mr. B.S. Pandey(Principal) | (Chairperson) |
| 2. Ms.Veena Sawant | (Co-ordinator) |
| 3. Ms.AnitaYadav | (Faculty Member) |
| 4. Mr. K.C.Sahu | (Faculty Member) |
| 5. Ms. Priyanka More | (Faculty Member) |
| 6. Ms. Amy Macwan | (Faculty Member) |
| 7. Ms. Khulood Kalokhe | (Faculty Member) |
| 8. Mr.Rupesh Jangam | (Administrative officer) |

Minutes:

1. Mrs. Veena Sawant had read the agenda in front of staff members and she approved minutes from the meeting on 7th September 2018 without modification.
2. It was suggested that following courses can be started in near future.
 - a) BBI
 - b) M.Com in Accountancy
3. It was decided by the team to conduct a Job fair for the students with placement cell members.
4. Arrangement for feedback responses from students, parents and other stakeholders on quality- related institutional processes
5. Guideline given to faculty members for activity documentation.
6. Any other item with the permission of chair
 - a. All members of IQAC be requested to send their timely suggestions to Director- IQAC as and when they deem it necessary for the overall quality enhancement
 - b. The IQAC be strengthened with necessary manpower and physical infrastructure as per the underlying spirit of NAAC

As there was no further agenda, the meeting ended, Mrs. Veena Sawant thanked all the members for their valuable inputs

Mrs.Veena Sawant

IQAC Coordinator

Mr. B.S. Pandey

I/C Principal

Action Taken Report
[Meeting held on 5th January 2019]

Action Taken Report on the decisions of the IQAC meeting held on 5.01.2019 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. Concerned departments are instructed to apply for following programmes/courses in next academic year.
 - a) BBI
 - b) M.Com in Accountancy
2. The feedback was to be sought from all stakeholders.
3. Placement cell has organized Job Fair for all the final year students.
4. Format of documentation given to faculty member for activity conducted in college.

Mrs.Veena Sawant

IQAC Co-Ordinator

Mr. B.S. Pandey

I/C Principal



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MEETING NOTICE

Date: 02/04/2019

This is to inform all the IQAC members that a meeting of Internal Quality Assurance Cell of Rajiv Gandhi College of Arts, Commerce and Science, Vashi is organized on 4th April 2019 at 12:30 pm .All the members are requested to attend the meeting.

Meeting Venue: NAAC Room

Agenda:

1. Approval of minutes of previous meeting.
2. Various infrastructural upgrades.
3. Follow new guideline of NAAC for online AQAR.
4. Future Plans for the Academic Year 2019 – 20.
5. Any other matter with prior permission of the chairman.

Mrs. Veena Sawant

IQAC Coordinator

Mr. B.S. Pandey

I/C Principal

Meeting attended by

- | | |
|-------------------------------|--------------------------|
| 1. Mr. B.S. Pandey(Principal) | (Chairperson) |
| 2. Ms. Veena Sawant | (Co-ordinator) |
| 3. Ms. Anita Yadav | (Faculty Member) |
| 4. Mr. K.C.Sahu | (Faculty Member) |
| 5. Ms. Priyanka More | (Faculty Member) |
| 6. Ms. Amy Macwan | (Faculty Member) |
| 7. Ms. Khulood Kalokhe | (Faculty Member) |
| 8. Mr. Rupesh Jangam | (Administrative officer) |

Minutes:

1. Mrs. Veena Sawant had read the agenda in front of staff members and she approved minutes from the meeting on 5th January 2019 without modification.
2. As per the suggestions from teaching and non-teaching staff and students following infrastructural upgrades are necessary
 1. Google class room.
 2. Up gradation in elevator.
 3. Up gradation in Auditorium and class room.
 4. AMC to be renewed.
 5. Fire extinguishers are to be refilled
3. Discussion on new online AQAR submission process.
4. Future Plans for the Academic Year 2019 – 20 were presented and discussed
 1. To construct Smart Classrooms.
 2. To encourage students and teachers for research work.
 3. To organize Faculty Development Program.
 4. To conduct Academic and Environmental Audit.

Mrs. Veena Sawant

IQAC Coordinator

Mr. B.S. Pandey

I/C Principal

Action Taken Report
[Meeting held on 4th April 2019]

Action Taken Report on the decisions of the IQAC meeting held on 4.04.2019 to implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken.

1. According to discussion of up gradation of various infrastructure facility quotation received and finalise.
2. IQAC members review of online AQAR submission process and started work on same.
3. Following future plan are purposes to full fill the requirement of institute.
 1. To construct Smart Classrooms.
 2. To encourage students and teachers for research work.
 3. To organize Faculty Development Program
 4. To conduct Academic and Environmental Audit.

Mrs. Veena Sawant

IQAC Co-Ordinator

Mr. B.S. Pandey

I/C Principal