



Sainath Education Trust's
Rajiv Gandhi College
of Arts, Commerce, & Science, Vashi Navi Mumbai.
(Permanently Affiliated to University Of Mumbai)

IQAC (Internal Quality Assurance Cell)
IQAC Committee 2023-24

Sr. No	Name of Faculty	Designation	Position	Sign
1	Dr. Basukinath S. Pandey	I/C Principal	Chairperson	
2	Asst. Prof. Veena V. Sawant	Faculty Member	Coordinator	
3	Asst. Prof. G. Subhashini	Faculty Member	Co-cordinator	
3	Asst. Prof. Anamika Singh	Faculty Member	Member	
4	Asst. Prof. Anita Yadav	Faculty Member	Member	
5	Asst. Prof. Rafatshaikh Jahan	Faculty Member	Member	
6	Asst. Prof. Nilanjana Mazumdar	Faculty Member	Member	
7	Asst. Prof. Priyanka More	Faculty Member	Member	
8	Shri T.P. Singh	Management Representative	Member	
9	Mr. Rupesh Bhau Jangam	Office Superintendent	Member	
10	Mr. Krishna Y. Sawant	Local Society Representative	Member	
11	Ms. Mansi N. Nikam	Student Representative	Member	
12	CA Sanjay Nikam	Industry Expert Representative	Member	
14	Mr. Amarjeet Verma	Industry Expert Representative	Member	
15	Mrs. Meghna N. Nikam	Parent Representative	Member	





Rajiv Gandhi College
Of Arts, Commerce and Science

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Internal Quality Assurance Cell (IQAC)

Date:08th July 2023

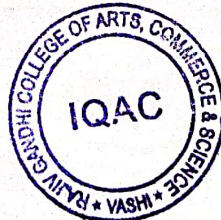
Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 15th July 2023 at 12.00 noon in the staff room. Presence of all members of IQAC is solicited.

Agenda of the Meeting

1. Approval of minutes of previous meeting A.Y. 2022-23.
2. Discussion on preparation of Academic Calendar for A.Y. 2023-24.
3. Discussion on Preparation of Department and Committees Action Plan for A.Y. 2023-24.
4. Discussion for the organization of Curricular and Co-curricular activities for A.Y. 2023-24.
5. Discussion on work allocation as per NAAC Criteria.
6. Any other matter with prior permission of the Chairman.

Mrs. Veena Vivek Sawant
Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.



Dr. B.S. Pandey
I/C PRINCIPAL
Sainath Education Trust's,
Rajiv Gandhi College of Arts, Commerce & Science
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IQAC Committee 2023-24

Minutes of the Meeting


Date:- 15th July 2023, Saturday

Time:- 12.00 pm to 01.00 pm

Meeting held: Staff room

Present for the meeting:-

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson)


Baswant

2. ASST.PROF. VEENA SAWANT (Faculty Member)

3. ASST. PROF. ANAMIKA SINGH (Faculty Member)

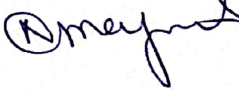
Anamika

4. ASST. PROF. ANITA YADAV (Faculty Member)


Yadav

5. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member)

6. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member)


Majumdar

7. ASST. PROF. PRIYANKA MORE (Faculty Member)


More

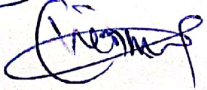
8. Mr. RUPESH BHAI JANGNAM (Office Superintendent)


Jangnam

9. CA SANJAY NIKAM (Expert Invitee)


Nikam

10. Mr. AMARJEET VERMA (Expert Invitee)


Verma



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting A.Y. 2022-23.

1. Read and confirm the minutes of the meeting held on 15th March 2023 by IQAC coordinator Asst. Prof. Mrs. Veena Sawant.
2. Minutes of the meeting were found to be up to the mark confirmed by the chair.

Agenda 2:

Discussion on Preparation of Academic Calendar for A.Y. 2023-24.

After discussion, prepare the academic calendar 2023-24 and decide to submit it to all departments.

Agenda 3:

Discussion on Preparation of Department and Committees Action Plan for A.Y. 2023-24.

After discussion of Academic year 2023-2024 came about Preparation of the Action plan of Committees and Departments for the A.Y 2023-24 and decided to submit all Department and Committees Action Plan on July 30th 2023.

Agenda 4:

Discussion for the organization of Curricular and Co-curricular 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. Scheduled for parent meeting of SY and TY students.
3. Discussion for organizing a national webinar.
4. 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.



Agenda 5:

Discussion on work allocation as per NAAC Criteria.

After submission of the IQAC report and their clarifications, IQAC coordinator Asst. Prof. Mrs. Veena Sawant gave instructions to the various faculties to prepare criteria-wise files for the SSR submission.

Agenda 6:

Any other matter with prior permission of the Chairman..

1. IQAC Coordinator Asst. Prof. Veena Sawant was discussing how slow learner and fast learners activities should be done for every subject so faculty 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. All faculties should submit log details and weekly planner with the teaching method with their subject outcomes.

Veena Sawant

Mrs. Veena Vivek Sawant
Co-ordinator
Internal Quality Assurance Cell
Coordinator, IQAC & Science
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Mumbai.



Dr. B.S. Pandey

Dr. B.S. Pandey
I / C PRINCIPAL
Sainath Education Trust's,
I / C Principal
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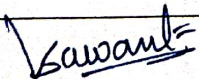
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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 15th July 2023.

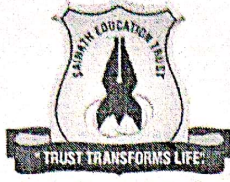
Item	Action Taken
1. Approval of minutes of previous meeting A.Y. 2022-23.	The minutes of the meeting held on 15th March 2023 was accepted unanimously.
2. Discussion on preparation of academic calendar 2023-24.	Academic calendar prepared by Priyanka More with discussion of the Principal, IQAC and Exam chairperson. IQAC decided to monitor the calendar.
3. Discussion on Preparation of Department and Committees Action Plan for 2023-24.	All the Department and Committee Coordinators has prepared the Academic Action planner for smooth conduction of activities and submitted to IQAC
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. Discussion on work allocation as per NAAC Criteria.	Faculties start collecting data and preparing criteria-wise files for SSR submission.
6. Any other matter with prior permission of the Chairman.	Suggested to conduct remedial lectures subject wise for slow learners. After dropout analysis suggested to faculties more work on revision of syllabus, class test, assignment, practicals. Weekly planner and log book to prepare and submit. Library online enrollment done.


Mrs. Veena Vivek Sawant
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.


Dr. B.S. Pandey

I/C Principal
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 12th August, 2023.

Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting held on 15th July 2023 was accepted unanimously.
2. Discussion and planning of different academic, administrative, curricular and extra curricular activities for the year 2023-24.	Conducted an international level webinar on Sanskrit language.
3. Feedback by criterion chairperson on status of SSR.	SSR submitted.
4. Any other matter with prior permission of the chairman.	—

G. Subhashini

Mrs. Veena Vivek Sawant

Co-ordinator

Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey

I / C PRINCIPAL

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Internal Quality Assurance Cell (IQAC)

Date: 7th August, 2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 12th August, 2023 at 1.30 pm in the Chemistry Lab. Presence of all members of IQAC is solicited.

Agenda of the Meeting

1. Approval of minutes of previous meeting.
2. Discussion and planning of different academic, administrative, curricular and extra curricular activities for the year 2023-24.
3. Feedback by criterion chairperson on status of SSR.
4. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant

Co-ordinator

Internal Quality Assurance Cell
Co-ordinator, IQAC
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey

I / C PRINCIPAL

I/C Principal

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IQAC Committee 2023-24 Minutes of the Meeting

Date:- 12th August, 2023, Saturday

Time:- 1.30 pm to 02.30 pm

Meeting held: Chemistry Lab

Present for the meeting: -

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson)

2. ASST.PROF. VEENA SAWANT (Faculty Member)

3. ASST. PROF. ANAMIKA SINGH (Faculty Member)

4. ASST. PROF. ANITA YADAV (Faculty Member)

5. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member)

6. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member)

7. ASST. PROF. PRIYANKA MORE (Faculty Member)

8. Mr. RUPESH BHAU JANGNAM (Office Superintendent)

9. CA SANJAY NIKAM (Expert Invitee)

10. Mr. AMARJEET VERMA (Expert Invitee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 15th July 2023 was presented by IQAC Coordinator Asst. Prof. Mrs. Veena Sawant.
2. There being no further comments, The committee approved the minutes.

Agenda 2:

Discussion and planning of different academic, administrative, curricular and extra curricular activities for the year 2023-24.

1. The suggestions were invited for planning of activities for the academic year 2023-24 from the criteria chairperson.
2. Planning to arrange an international level webinar on world sanskrit day to create awareness about Sanskrit language.

Agenda 3:

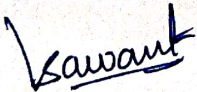
Feedback by criterion chairperson on status of SSR.

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:

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. IQAC Coordinator Asst. Prof. 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

Co-ordinator

Internal Coordinator, IQAC Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

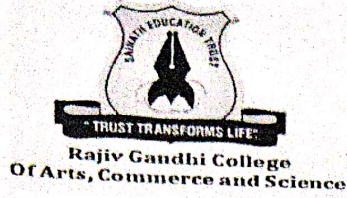


Dr. B.S. Pandey

I/C PRINCIPAL

I/C Principal,
Sainath Education Trust's,

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Internal Quality Assurance Cell (IQAC)

Date: 21st September, 2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 26th September, 2023 at 1.00 pm in the Chemistry Lab. Presence of all members of IQAC is solicited.

Agenda of the Meeting

1. Approval of minutes of previous meeting.
2. Discussion and planning of different academic, administrative, curricular and extra curricular activities for the year 2023-24.
3. Planning to prepare for AQAR A.Y. 2022-23.
4. Discussion and planning of SSS and website maintenance.
5. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant

Co-ordinator

Internal Co-ordinator, IQAC Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey
I / C PRINCIPAL

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IQAC Committee 2023-24
Minutes of the Meeting

Date:- 26th September, 2023, Tuesday

Time: - 1.00 pm to 02.00 pm

Meeting held: Chemistry Lab

Present for the meeting: -

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson)

2. ASST.PROF. VEENA SAWANT (Faculty Member)

3. ASST. PROF. ANAMIKA SINGH (Faculty Member)

4. ASST. PROF. ANITA YADAV (Faculty Member)

5. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member)

6. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member)

7. ASST. PROF. PRIYANKA MORE (Faculty Member)

8. Mr. RUPESH BHAU JANGNAM (Office Superintendent)

9. CA SANJAY NIKAM (Expert Invitee)

10. Mr. AMARJEET VERMA (Expert Invitee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

3. The minutes of the last IQAC meeting held on 12th August 2023 was presented by IQAC Coordinator Asst. Prof. Mrs. Veena Sawant.
4. There being no further comments, The committee approved the minutes.

Agenda 2:

Discussion and planning of different academic, administrative, curricular and extra curricular activities for the year 2023-24.

3. The suggestions were invited for planning of activities for the academic year 2023-24 from the criteria chairperson.
4. Arrange **Book Review Session** at an interdepartmental level to inculcate the reading habit and analyze the book.
5. Celebrate **Founder's Day** and **Teachers' Day**.

Agenda 3:

Planning to prepare for AQAR A.Y. 2022-23.

Discussion was held on new AQAR Implemented by NAAC from the academic year 2023-24. 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 4:

Discussion and planning of SSS and website maintenance.

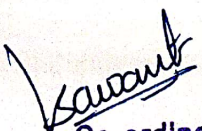
1. IQAC Coordinator Asst. Prof. Mrs. Veena Sawant asked to share the findings and suggestions received from the students with the faculty members and hold discussions.
2. Also asked faculties to upload all the files and data templates on the website.

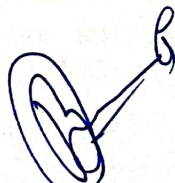


Agenda 5:

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**
Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.
Coordinator, IQAC


Dr. 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 26th September, 2023.

Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting held on 12th August 2023 was accepted unanimously.
2. Discussion and planning of different academic, administrative, curricular and extra curricular activities for the year 2023-24.	Conducted a bridge course for first year students. Parent meeting of FY students. Organized RGC Talent Hunt to find out hidden talent of students by cultural committee.
3. Planning to prepare for AQAR A.Y. 2022-23.	New AQAR Implements by NAAC highlighted to the members. AQAR preparation schedule was prepared and communicated to criterion chairpersons. Working as per timeline.
4. Discussion and planning of SSS and website maintenance	Student data collected from the faculties and uploaded on SSS report. Also upload all the files and data templates on the website
5. Any other matter with prior permission of the chairman.	—


Mrs. Veena Vivek Sawant

Coordinator, IQAC

Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.


Dr. B.S. Pandey

I/C PRINCIPAL
I/C Principal

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Internal Quality Assurance Cell (IQAC)

Date: 3rd October, 2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 9th October, 2023 at 12.00 pm in the Physics Lab. Presence of all members of IQAC is solicited.

Agenda of the Meeting

1. Approval of minutes of previous meeting.
2. Feedback by criterion chairperson on status of DVV.
4. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant

Co-ordinator

Internal Co-ordinator, IQAC Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey
I/C PRINCIPAL

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IQAC Committee 2023-24 Minutes of the Meeting

Date:- 9th October, 2023, Monday

Time: - 12.00 pm to 01.00 pm

Meeting held: Physics Lab

Present for the meeting: -

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson)

2. ASST.PROF. VEENA SAWANT (Faculty Member)

3. ASST. PROF. ANAMIKA SINGH (Faculty Member)

4. ASST. PROF. ANITA YADAV (Faculty Member)

5. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member)

6. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member)

7. ASST. PROF. PRIYANKA MORE (Faculty Member)

8. Mr. RUPESH BHAU JANGNAM (Office Superintendent)

9. CA SANJAY NIKAM (Expert Invitee)

10. Mr. AMARJEET VERMA (Expert Invitee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

5. The minutes of the last IQAC meeting held on 26th September 2023 was presented by IQAC Coordinator Asst. Prof. Mrs. Veena Sawant.
6. There being no further comments, The committee approved the minutes.

Agenda 2:

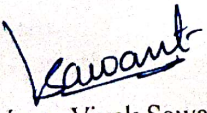
Feedback by criterion chairperson on status of DVV.

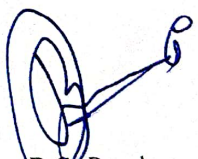
Feedback was taken from the criterion chairperson about the status of report preparation. After getting inputs from departments, committee the data to be verified before putting into the criteria wise report by the criterion chairperson.

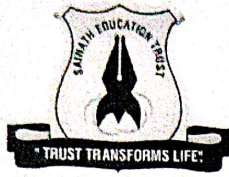
Agenda 3:

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. IQAC Coordinator Asst. Prof. 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
Co-ordinator
Internal Quality Assurance Cell
Coordinator, IQAC & Science
Rajiv Gandhi College of Arts, Commerce & Science
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Dr. B.S. Pandey
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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 9th October, 2023.

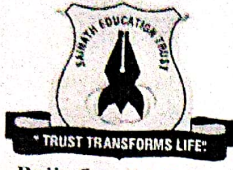
Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting held on 26th September 2023 was accepted unanimously.
2. Feedback by criterion chairperson on status of DVV.	DVV submitted.
3. Any other matter with prior permission of the chairman.	—

Kawant

Mrs. Veena V. Kawant
Coordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey

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

Date: 2th December 2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 12th December 2023 at 12.00 noon 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 2022-23.
4. Discussion on a workshop on a research proposal.
5. Any other matter with prior permission of the chairman.

Mrs. Veena Vivek Sawant
Co-ordinator

Internal Quality Assurance Cell
Coordinator, IQAC
Rajiv Gandhi College of Arts, Commerce & Science
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Dr. B.S. Pandey
I/C PRINCIPAL

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IQAC Committee 2023-24



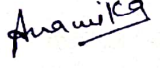
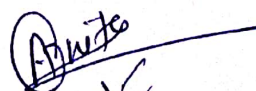
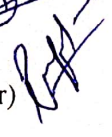
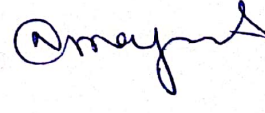

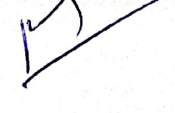
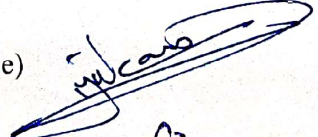
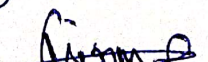
Minutes of the Meeting

Date:- 12th December 2023, Saturday

Time: - 12.00 pm to 01.00 pm

Meeting held: Principal Cabin

Present for the meeting: -

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson) 
2. ASST.PROF. VEENA SAWANT (Faculty Member) 
3. ASST. PROF. ANAMIKA SINGH (Faculty Member) 
4. ASST. PROF. ANITA YADAV (Faculty Member) 
5. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member) 
6. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member) 
7. ASST. PROF. PRIYANKA MORE (Faculty Member) 
8. Mr. RUPESH BHAU JANGNAM (Office Superintendent) 
9. CA SANJAY NIKAM (Expert Invitee) 
10. Mr. AMARJEET VERMA (Expert Invitee) 



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 9th October, 2023 was presented by IQAC Coordinator Asst. Prof. 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 2023-24 for the period of 15th Dec 2023 to 19th Dec 2023 decided to conduct 58 various competitions for the intercollegiate students.
2. Discussed the organization of Science Day and exhibition on the occasion of science day on 28 Feb 2024.
3. The WDC and DLLE Committee heads presented the plan to organize a Self Defense Training on the occasion of International Women's Day.
4. All members approve the same unanimously.

Agenda 3:

Feedback by Criterion Chairperson on status of AQAR 2022-23.

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:

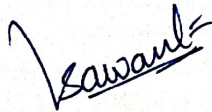
Discussion on a workshop on a research proposal.

Discussed to conduct a workshop on a research proposal and encouraged faculties to start to write their research paper or research proposals.

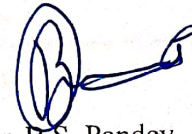
Agenda 5:

Any other matter with prior permission of the chairman.

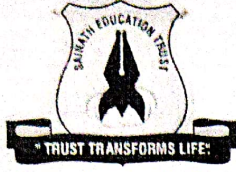
Since there were no other matters for discussion, the meeting was resolved with thanks to the chair. IQAC Coordinator Asst. Prof. Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.



Mrs. Veena Sawant
Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Co-ordinator IQAC
Vashi, Navi Mumbai.



Dr. B.S. Pandey
I / C PRINCIPAL
Sainath Education Trust's,
I / C Principal
Rajiv Gandhi College of Arts, Commerce & Science
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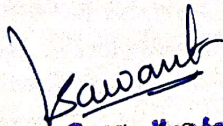
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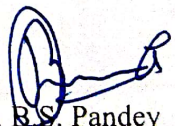
Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 12th December, 2023.

Item	Action Taken
1. Approval of minutes of previous meeting	The minutes of the meeting held on 09th September 2023 was accepted unanimously.
2. To discuss organizing Prarambh Fest and celebrate international women's day.	Decided to conduct Prarambh Fest for the period of 15th Dec 2023 to 19th Dec 2023 Decided to organize Self Defense Training on International Women's Day.
3. Feedback by criterion chairperson on status of AQAR 2022-23.	AQAR 2022-23 work in progress.
4. Discussion on a workshop on a research proposal.	Decided to organize a workshop on research proposals.
5. Any other matter with prior permission of the chairman.	—


Mrs. Veena Sawant
Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College, Vashi, Navi Mumbai.
Commerce & Science


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

Date: 3rd February 2024

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 10th February, 2024 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 National seminar sponsored by ICSSR.
6. Any other matter with prior permission of the chairman.

G. Subhashini

Mrs. G. Subhashini

Internal Quality Assurance Cell

Coordinator, IQAC Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey

I/C PRINCIPAL

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IQAC Committee 2023-24

Minutes of the Meeting

Date:- 10th February, 2024, Saturday

Time:- 11.00 am to 12.00 pm

Meeting held: Staff room

Present for the meeting:-

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson)
2. ASST. PROF. VEENA SAWANT (Faculty Member)
3. ASST. PROF. G. SUBHASHINI (Faculty Member)
4. ASST. PROF. ANAMIKA SINGH (Faculty Member)
5. ASST. PROF. ANITA YADAV (Faculty Member)
6. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member)
7. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member)
8. ASST. PROF. PRIYANKA MORE (Faculty Member)
9. Mr. RUPESH BHAU JANGNAM (Office Superintendent)
10. CA SANJAY NIKAM (Expert Invitee)
11. Mr. AMARJEET VERMA (Expert Invitee)

B. Pandey
Kawant

G. Subhashini

Anamika

Anita

Rafat

Nilanjana

Priyanka

Rupesh

Sanjay

Amarjeet



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

1. The minutes of the last IQAC meeting held on 12th December, 2023 was presented by IQAC Coordinator Asst. Prof. 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. IQAC Coordinator Asst. Prof. 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 National seminar sponsored by ICSSR.

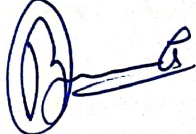
After discussion with all the departmental heads getting approval of an arranged National Seminar NEP 2020 Framework by the chair.

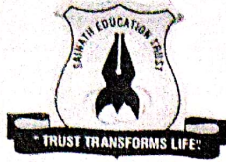
Agenda 6:

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

G. Subhashini
Mrs. G. Subhashini
Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Mumbai.
Co-Coordinator, IQAC


Dr. 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 10th February 2024.

Item	Action Taken
1. Approval of minutes of previous meeting.	The minutes of the meeting held on 10th December, 2023 was accepted unanimously.
2. Review and feedback of activity conducted.	Review and feedback was taken activities conducted Decided to conduct an Interdisciplinary National Seminar Sponsored by ICSSR. Decided to organize a one Day Industrial Visit by all departments. Decided to date the Residential Camp of NSS Unit.
3. Status of feedback and its analysis.	Feedback of syllabus, Institution, Teacher was collected from students. Analysis reports submitted by departments to IQAC.
4. Discuss NAAC Re-Accreditation Preparation.	Following the timelines for the re-accreditation process according to new NAAC guidelines. Working the same.
5. Approval of National seminar sponsored by ICSSR.	Plan to arrange a Interdisciplinary National Seminar on "Digital Transformation in Higher Education: Adapting to the NEP 2020 Framework"
6. Any other matter with prior permission of the chairman.	—

G. Subhashini

Mrs. G. Subhashini

Co-ordinator

Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

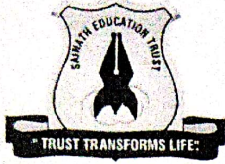
Dr. P.S. Pandey

I/C PRINCIPAL

I/C Principal

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Internal Quality Assurance Cell (IQAC)

Date: 7th March 2024

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC meeting will be held on 15th March, 2024 at 1.00 pm in the Staff room. Presence of all members of IQAC is solicited.

Agenda of the Meeting-

1. Approval of minutes of previous meeting.
2. Planning of 2nd cycle of NAAC Re- Accreditation.
3. Discussion on organizing guidance sessions for preparedness of NAAC.
4. To conduct a student satisfaction survey.
5. Any other matter with prior permission of the chairman.

G. Subhashini

Mrs. G. Subhashini
Co-ordinator

Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Dr. B.S. Pandey

I/C PRINCIPAL

Sainath Education Trust's,
I/C Principal

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IQAC Committee 2023-24

Minutes of the Meeting

Date:- 15th March, 2024, Friday

Time: - 1.00 pm to 2.00 pm

Meeting held: Staff room

Present for the meeting: -

1. DR. BASUKINATH S. PANDEY (Principal) (Chairperson)

2. ASST.PROF. VEENA SAWANT (Faculty Member)

3. ASST. PROF. G. SUBHASHINI (Faculty Member)

4. ASST. PROF. ANAMIKA SINGH (Faculty Member)

5. ASST. PROF. ANITA YADAV (Faculty Member)

6. ASST. PROF. RAFATSHAIKH JAHAN (Faculty Member)

7. ASST. PROF. NILANJANA MAJUMDAR (Faculty Member)

8. ASST. PROF. PRIYANKA MORE (Faculty Member)

9. Mr. RUPESH BHAU JANGNAM (Office Superintendent)

10. CA SANJAY NIKAM (Expert Invitee)

11. Mr. AMARJEET VERMA (Expert Invitee)



Minutes of the Meeting:

Agenda 1:

Approval of minutes of previous meeting.

3. The minutes of the last IQAC meeting held on 10th February 2024 was presented by IQAC Coordinator Asst. Prof. Mrs. Veena Sawant.
4. There being no further comments, The committee approved the minutes.

Agenda 2:

Planning of 2nd cycle of NAAC Re- Accreditation.

Principal Dr. B.S. Pandey Initiated for planning of NAAC Re- Accreditation process. Informed to department head and committee head for arrangement of documentation as per NAAC requirement. All members approve the same unanimously.

Agenda 3:

Discussion on organizing guidance sessions for preparedness of NAAC.

Discussion was held on the preparedness of NAAC which is in the month of February 2024. It was decided to conduct a guidance session by experts for NAAC preparation and strategies planning to face the NAAC accreditation. Principal Dr. B.S. Pandey has directed the visit to different Institutions to understand their preparation of NAAC and Best Practices. All members approve the same unanimously.

Agenda 4:

To conduct Student Satisfaction Survey:

It was resolved to conduct a Student Satisfaction Survey. All members approve the same unanimously.



Agenda 5:

Any other matter with prior permission of the Chairman.

Dr. B.S.Pandey emphasized on identification of resources and infrastructure requirements and made arrangements for the same. IQAC Coordinator Asst. Prof. Mrs. Veena Sawant thanked all the members and the chair and since there was no further agenda the meeting was adjourned.

G. Subhashini

Mrs. G. Subhashini

Co-ordinator

Internal Quality Assurance Cell

Co-ordinator: IQAC, Commerce & Science

Vashi, Navi Mumbai.

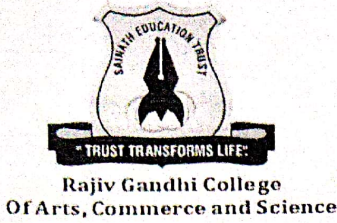


Dr. B.S. Pandey

I / C PRINCIPAL

Sainath Education Trust's,

I / C Principal
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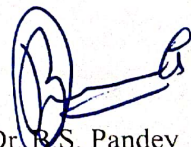
Internal Quality Assurance Cell (IQAC)

Action Taken Report

Action taken report on the minutes of the meeting of the IQAC committee held on 15th March 2024.

Item	Action Taken
1. Approval of minutes of previous meeting.	The minutes of the meeting held on 10th February 2024 was accepted unanimously.
2. Planning of 2nd cycle of NAAC Re-Accreditation.	Departments and committees head started arrangement of documentation as per criteria required for NAAC Re-Accreditation process.
3. Discussion on organizing guidance sessions for preparedness of NAAC.	It was decided to conduct an expert session for the NAAC Re- Accreditation process and organize visits to other institutions for understanding their preparation for NAAC.
4. To conduct Student Satisfaction Survey:	Link of Student Satisfaction survey prepared and sent to students.
5. Any other matter with prior permission of the chairman.	Identified resources and infrastructure requirements of the Institution, started arrangements for the same.

G. Subhashini
Mrs. G. Subhashini
Coordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.


Dr. B.S. Pandey
I/C PRINCIPAL
I/C Principal
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