ABHINAV COLLEGE OF ARTS, SCIENCE AND COMMERCE

BSc IT, BMM AND BAF
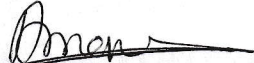
INTERNAL QUALITY ASSURANCE CELL (IQAC)

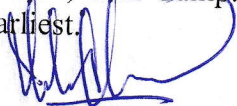### IQAC Meetings and Action Taken Reports 2018-19

Meeting 1-IQAC Minutes of the Meeting

Meeting Date: 10th July, 2018

1. The minutes of the previous meeting were read and approved.

2. Coordinator, IQAC informed that the NAAC had initiated a Data Verification and Validation process for the college. Criterion heads prepared the data to reply to the DVV process.

3. In view of expected Peer Team Visit by NAAC, mock peer team visits are needed. Hence the same would be organised in July and August 2018.

4. The Chairman, appraised the IQAC about the infrastructure requirements and the status of completion of the same being undertaken in view of the Peer Team visit expected soon. In this regard, IQAC informed that the said work needs to be completed by 15th August, 2018.

5. A meeting of Parents as stakeholders was also planned in July 2018.

6. A meeting with Ex-students or Alumni will be held in the month of August.

7. The College Development Council was also informed about the progress made in NAAC preparations and the requirements thereof.

8. The Coordinator, IQAC also informed the members that the NAAC students satisfaction survey was under way. He also informed the Principal that access to computers and internet was to be provided to students in order to ensure trouble free facilitation of the survey.

9. An academic plan will be created for activities of the college for the current year.

10. Vachak Katta, or the A P J Abdul Kalam Reading Forum of the college will hold a programme to encourage reading habits amongst students. The same was proposed to be held in July and would be a year-round activity.

11. Open Book examination to be held by the Exam Committee in July.

12. Approve Career Advancement Scheme Applications of Eligible Teachers and process the same by attending Joint Director, Panvel Region, Higher Education, CAS Camp. College will provide support required to complete the CAS process at the earliest.

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IQAC CO-ORDINATOR
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Meeting 1 Action Taken Report

1. The IQAC coordinator informed the meeting that the DVV process was completed by steering committee/criterion committees. The college was expecting a reply on NAAC Peer Team visit soon from NAAC, Bengaluru.

2. Mock visits were organised involving the following:
   1. Prof Irshad, Kalsekar College, Nalasopara
   2. Principal Kurhade, DTSS College, Malad
   3. Principal Ghorude, Vartak College, Vasai

4. Infrastructure Augmentation work was in final stages and would be completed by end of August.
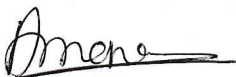
5. Parent teachers meeting was held in the month of August. Several suggestions as well as inputs received from the parents were noted. The parents were also apprised of the various initiatives as well as activities for the year. They were informed that a team of experts from NAAC i.e., the Peer Team would be visiting the college for assessment. And that this team would also interact with Parents and students as stakeholders. Hence, the parents should remain available and avail the opportunity to contribute towards the assessment of the college by NAAC.

6. An Alumni meeting was held in the College library in the month of August. The interaction with former students, the need for an Alumni association was discussed. The attendees expressed willingness to contribute. Hence, the Principal asked Criterion 5 in charge to initiate the procedure for formation of Alumni association. The alumni were also informed about the upcoming Peer Team visit by NAAC. And also, that the Alumni should participate in the interaction session with the Peer Team to assist in the process of assessment. Process of formal registration of an alumni association would be undertaken by a team of former students lead by Mr Haresh Agrawal.

7. The NAAC Steering Committee convener informed that the Students Satisfaction Survey had been completed successfully as per mandatory requirements of NAAC process.
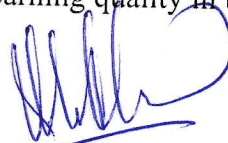
8. Academic plan including the various curricular, co-curricular and extracurricular activities was initiated and shared with the students via the college website.

9. The college reading forum, Vachak Katta, held its first reading session in July and received an encouraging response from the students and teachers. The forum activity would be a regular feature throughout the year and was enhancing the teaching-learning quality in the college.

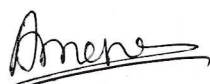**INCHARGE PRINCIPAL**
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IQAC CO-ORDINATOR
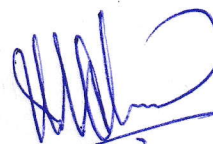Abhinav College of Arts, Commerce & Science

10. The open book exam was held in July. And the students were counselled by class teachers on their grades and the areas of improvements. The class teachers also appraised the subject teachers on the areas of focus for improving the learning standards of the students.

11. A P J Reading Forum programme was conducted by teachers and the IQAC. Students and teachers participated with enthusiasm. It was an immensely important activity for inculcating reading habits and language skills as well as overall personality development of the students.

12. Career Advancement Scheme Applications of teachers were scrutinised and approved by the IQAC Coordinator. The same were sent to University of Mumbai for award of promotion process.

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Meeting 2-IQAC Minutes of the Meeting

November 28th 2018

1. The minutes of the previous meeting were read and approved.

2. The IQAC Coordinator informed that the college had received a score of 1.95 and Grade

    'C' in the first cycle of assessment and accreditation.

3. The members also discussed the ways and means to improve NAAC grades in the next cycle and the initiatives needed for the same.

4. The NAAC steering committee was asked to analyse the NAAC Assessment report and to undertake efforts based on suggested areas of improvement.

5. As per Peer Team suggestions, the IQAC should be reconstituted as per NAAC guidelines.

5. Exams for the first term had been completed and the results were being processed to declare results as guidelines.

6. The College Annual Cultural Festival as well as Sports Day were scheduled in December and the various committees had begun preparations.

7. On occasion of Gandhi Death Anniversary, the department of Political Science and IQAC will conduct an intercollege Students Seminar Activity. Participants will be examined by an external subject expert.
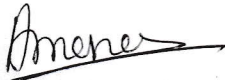
Meeting 2-Action Taken Report

1. The Steering committee made a criterion wise analysis of the NAAC results. They identified areas within each metric to understand the areas where the college could improve its grades. The same was furnished to the Principal.
2. Reconstitution of IQAC was undertaken. The list of members both selected and nominated was finalised and sent to the Principal.
3. All the stakeholders were thanked by the Principal for their contributions towards the successful award of NAAC grade to the college.
4. Feedback and Results Analysis was undertaken for the first term.
5. The College Annual Cultural Festival and Sports Meet were held in January. The Trust's Annual Day Celebrations were also held. The college felicitated the experts whose NAAC guidance proved immensely beneficial for the award of grade.

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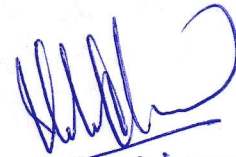
Meeting 3-IQAC Minutes of the Meeting

IQAC Meeting Date: March, 2019.

1. The agenda of the meeting was as follows:
2. Approve the minutes of the previous meeting.
3. Acknowledge the formation of reconstituted IQAC, with addition of nominated representatives from the Employees as well as Parents Representative.
4. Research Promotion activities in the college will be held in the college. IQAC organised intercollege workshops on Statistical Analysis and SPSS Package.
5. Intercollege Student Seminar on Gandhi Death Anniversary
6. From the academic year 2018-19 curriculum feedback will be collected in online mode with Google form platform.
7. Alumni Association due registration process should be initiated as per suggestions in the Peer Team Report, NAAC.

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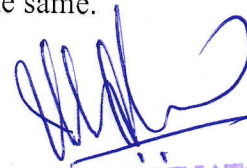Goddeo, Bhayander (E), Thane

Action Taken Report-3rd IQAC Meeting

1. The notification of reconstituted IQAC was issued in January 2019 and displayed on the college website.
2. One Day Workshop on Statistical Data Analysis was organised by College IQAC and the Research Forum in December 2019.
3. Two Day Intercollege Workshop was organised by IQAC in January 2019. It received a positive response with several college faculty participating and benefitting from the same.
4. Inter-college Students Seminar on the national importance day of Gandhi Death Anniversary, 30th January 2019 was organised by the Department of Political Science and IQAC. Students from several colleges participated with their papers and were awarded certificates of participation as well as merit. The evaluation was done by Prof Rukaiya from Jamnalal Bajaj Institute, Andheri. Feedback was also collected from participants.
5. The work of Alumni Registration had been undertaken by the IQAC Alumni Representative and other alumni. The Principal has been taking regular follow up on the same and also provides assistance from college for the same.

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