

**Vidya Vikas Education Society's**  
**VIKAS COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**Kannamwar Nagar, Vikhroli (East), Mumbai 400083**  
**Affiliated to University of Mumbai**

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**Minutes of the Meeting of Internal Quality Assurance Cell Held on 20<sup>th</sup> June, 2018**

A meeting of the Internal Quality Assurance Cell was conducted on Wednesday, 20<sup>th</sup> June, 2018 at 2.30 p.m. in the IQAC room, in order to discuss the following items on the agenda:

- 1) To read and confirm the minutes of the last meeting
- 2) To review the preparation of AQAR for the academic year 2017-18
- 3) To plan for the curricular and co-curricular activities during the academic year
- 4) To plan for quality addition programmes for the academic year 2018-2019
- 5) Performance Based Assessment System of Teaching Staff. (PBAS)
- 6) Any Other Matter

Following members were present during the meeting:

1. Dr. Ranjan K. Patra	Chairman, IQAC
2. Prof. (CA) Santoshkumar M. Ojha	Coordinator, IQAC
3. Prof. Vinay P. Raut	Member
4. Prof. Shaji Mathew	Member
5. Prof. Vinayak V. Mulay	Member
6. Prof. (CA) Vardhamankumar.S. Kasliwal	Member
7. Prof. (Mrs.) Smita N. More	Member
8. Prof. Ananta L. Nitire	Member
9. Prof. Vikas P. Raut	Member
10. Prof. Milind M. Paradkar	Member
11. Mr. Uday U. Kulkarni	Member
12. Mrs. Sunita V. Dhasal	Member
13. Dr. Kuldeep Singh Saun	Member

Principal Dr. R.K. Patra chaired the meeting. Prof. S.M. Ojha welcomed all the members present. The meeting started with the permission of the chair.

**1. To read and confirm the minutes of the last meeting**

Prof. S.M. Ojha read out the minutes of the last meeting held on 17<sup>th</sup> April, 2018 and the minutes were unanimously confirmed and approved by the members present.

**2. To review the preparation of AQAR for the academic year 2017-18**

Regarding the status of preparation of the AQAR for the academic year 2017-2018, Prof. S.M.Ojha informed that it is in the process of preparation. Prin. Dr. R.K. Patra instructed Prof. Ojha to comply with all the necessary norms regarding the submission of AQAR and submit it before the due date.

**3. To plan for the curricular and co-curricular activities during the academic year**

Regarding curricular aspects, Prin. Dr. R.K.Patra informed the members that it is the focal point of all Educational Institutions. Proper planning and execution of curricular activities itself is the prime motive of the college IQAC. He informed that as an institutional policy, all Heads of Departments have already submitted their Departmental annual academic plan to the Principal. As most of the Heads of the Departments were present in this meeting, he requested the Heads of the Departments to present their annual plans.

All the Heads of the Departments presented their Departmental academic plan before the committee and it was noted by the members. Prof. S.M.Ojha assured all the HODs that the IQAC would extend its all cooperation to all Departments on qualitative implementation of curricular aspects.

Prin. Dr.R.K.Patra informed members that extra-curricular and co-curricular activities are the extension activities of any educational institution, particularly the Higher Educational Institution. It enhances the overall quality of the campus lifestyle of the students. It is the responsibility of the college IQAC to evaluate the college annual plan on curricular and extra-curricular activities. He requested the senior members to present the annual plans.

- I. Prof. V.V. Mulay, the programme officer of the college NSS unit presented the annual plan of the college NSS unit, college cultural committee and woman development cell (WDC) and other extended work.
- II. Prof. A.L.Niture presented the annual plan of the college sports committee and gymkhana and Department of Lifelong Learning and Extension (DLLE).
- III. Prof. Vikas P. Raut presented the annual plan of the college Distance Learning Center.
- IV. Prof. Vinay P. Raut, the Management Representative on the IQAC of the college suggested that the coordinator of the college IQAC along with his team should have proper coordination with

the Heads of curricular and extra-curricular activities for its planned implementation and achievement

#### **4. To plan for quality addition programmes for the academic year 2018-2019**

Prin. Dr. R.K.Patra, informed the members that he had received the Departmental Plans for the academic year 2018-2019 from the Heads of the Departments. He informed the HODs present in the meeting to explain their plan of action they have relating to the qualitative improvement of the College. On the larger interest of the College, IQAC will help the Department to execute that plans.

- I. Considering the increasing use of electronic gadgets and social media, Prof. Vinay Raut suggested that a session needs to be organized that can make the students aware of the precautionary measures to be followed while using it. All members agreed to it and “it was resolved that a session be organized by the IQAC on the related topic”.
- II. Prof. Mrs. Smita More insisted that considering personal issues of the students affecting their studies, it is necessary to conduct counseling session class wise at least once in a semester per class in addition to the counseling provided on individual basis wherever required. The suggestion was accepted by all the members present and “it was resolved that counselor Ms. Vrushali Gokhale be informed about the need for class-wise counseling sessions”.
- III. Dr. (Mrs.) Geeta Nair mentioned that as research is an integral part of higher education, especially the project work being an essential part of third-year courses of many programmes offered in the college, a workshop should be organized on Research Methodology for the students. The suggestion was accepted by the members and “it was resolved that a workshop on Research Methodology be organized in the second term of the academic year”.
- IV. Prof. Niture and Librarian Mr. Kulkarni mentioned a need for a workshop on Unicode Marathi typing. They further stated that it can be conducted especially for B.A. students. Both of them volunteered to take the responsibility of organizing such a workshop. “It was unanimously decided that Prof. Niture and Mr. Kulkarni be permitted to organize this session for B.A. students”.
- V. Prof. Mathew proposed that in order to facilitate the placement of students passing their degree education, they need to be provided with training facility, and for this purpose, it is required to have some collaboration at the college level with some professional agencies. Suggested by Prin. Dr. R. K. Patra and accepted by the members present, this responsibility was assigned to Prof. Shaji Mathew to search for such type of agencies and to execute such programme. The college would extend the required financial assistance for the project. Prof. Shaji

Mathew accepted the responsibility for the same. A Memorandum of Understanding be signed with a training and placement agency.

“It was resolved that Prof. Mathew be assigned with the responsibility to complete the formalities for such a Memorandum of Understanding to be signed.

VI. Prof. Vikas Raut informed that as the B.Voc. (Media Production) is a professional-cum-Vocational programme, it requires professional and Vocational people from the industry. He proposed that the college should have such collaboration with different firms from the industry. He further put before the committee, some of his collaboration plans in the process.

The Members took note of the same and were of the opinion that such a collaboration would enhance the quality matrix of the institution. The IQAC assured for all type of assistance to the concerned department for the successful execution of such plan.

VII. Prof. Mulay proposed to conduct a national-level seminar on a theme relating to the Indian Education System as one of the activities on the 1<sup>st</sup> May celebrations at the end of the academic year. The proposal of Prof. was discussed and accepted in the meeting

## 5. **Performance Based Assessment System**

IQAC Coordinator Prof, S.M. Ojha informed the members that as per the guideline of the UGC and University of Mumbai, he has receiver duly completed PBAS form of 27 Teaching Staff through the Principal. On merit of the documentation and recommendation, he has assessed and approver 19 cases and returned back 8 case for certain modification and reassessment by the concerned authorities.

## 6. **Any Other Matter**

As there was no other matter to be taken up, Prof. S.M. Ojha extended a vote of thanks to the chair. He also expressed thanks to all the members present and expected their co-operation in implementation of the planning for the academic year.

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