



2021-22

Minutes of IQAC meetings

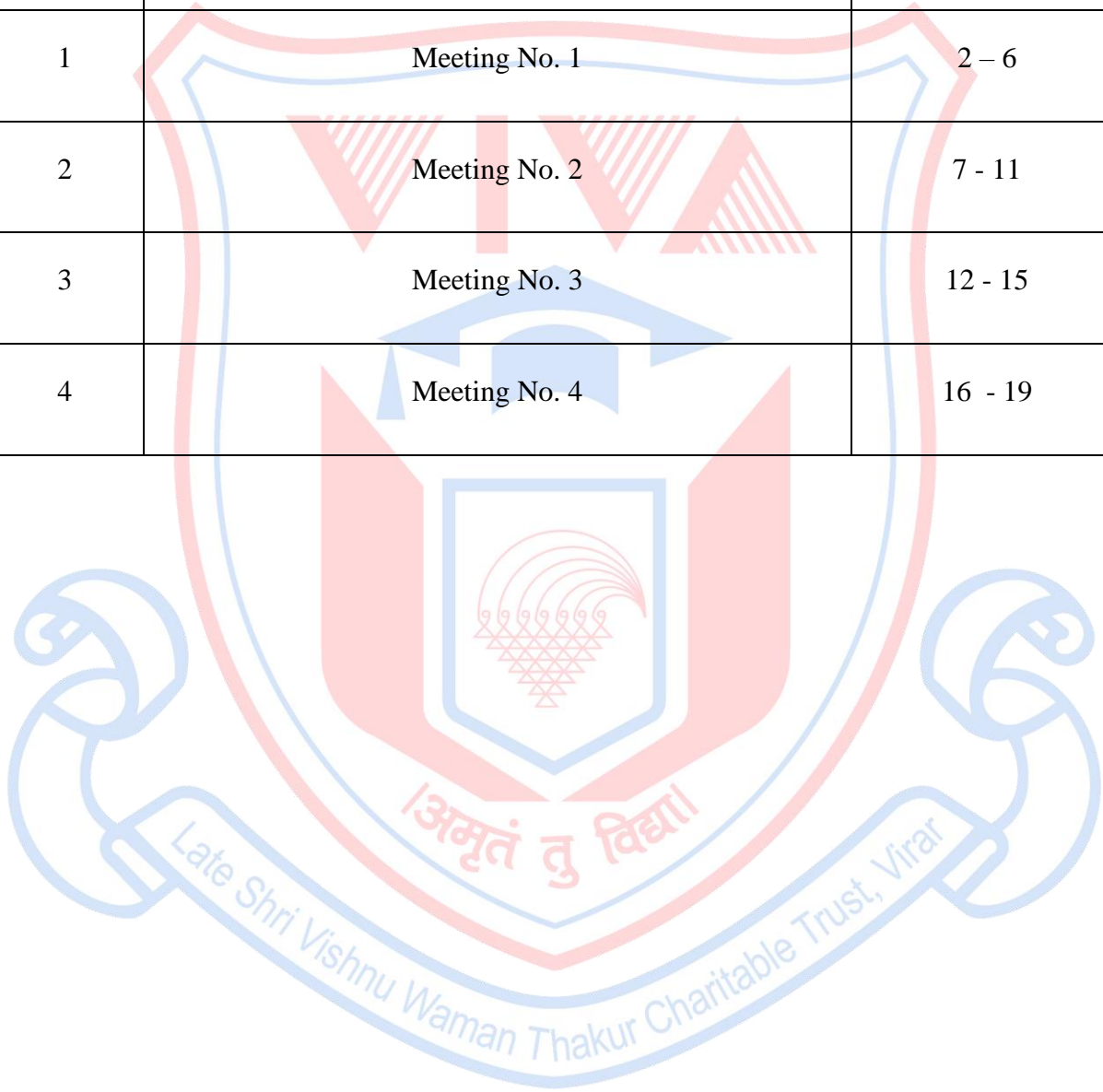


IQAC
VIVA College



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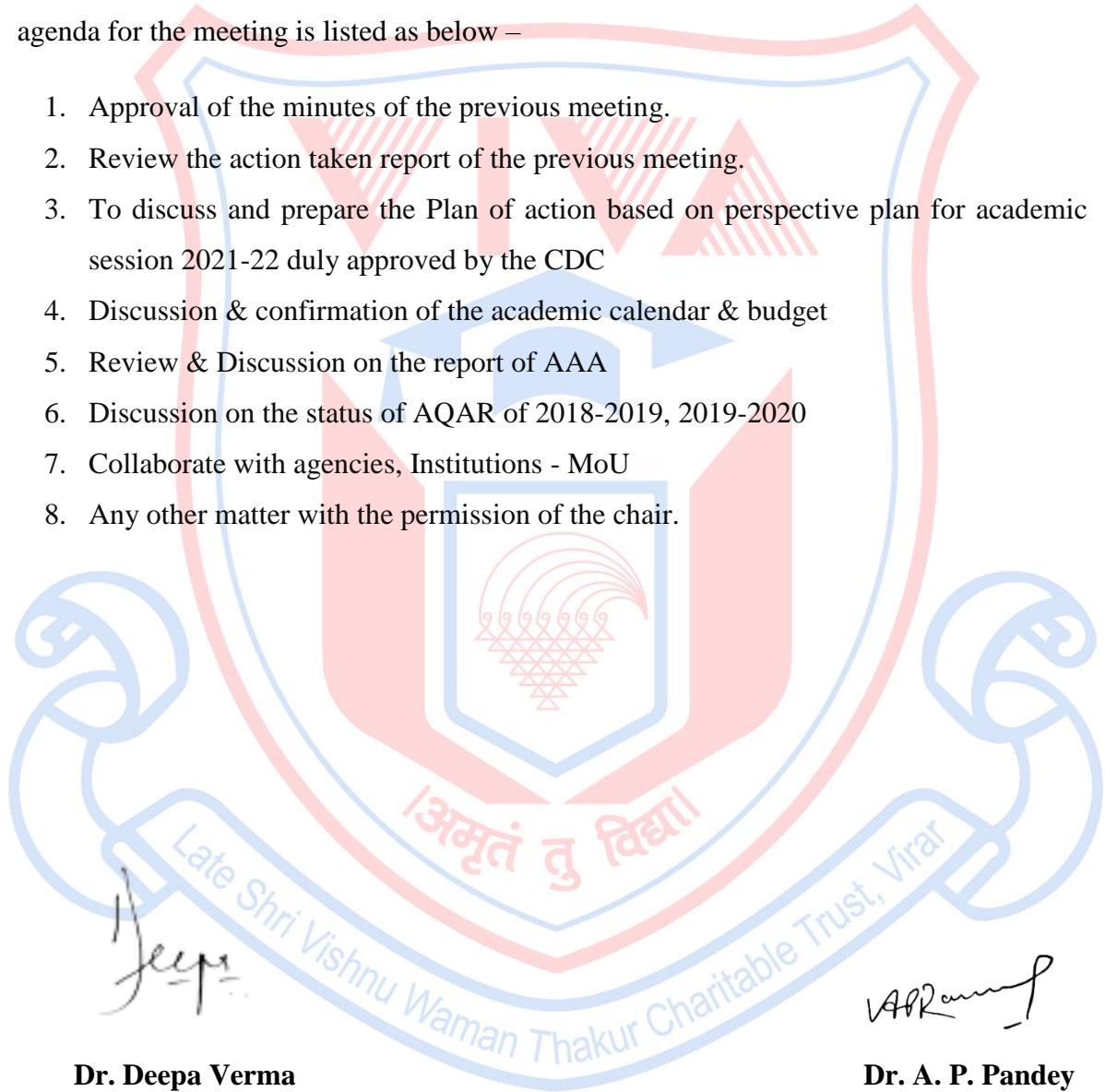




NOTICE FOR THE IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Tuesday, 15th June, 2021 at 11:30 a.m. in the Conference Room.** The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. Review the action taken report of the previous meeting.
3. To discuss and prepare the Plan of action based on perspective plan for academic session 2021-22 duly approved by the CDC
4. Discussion & confirmation of the academic calendar & budget
5. Review & Discussion on the report of AAA
6. Discussion on the status of AQAR of 2018-2019, 2019-2020
7. Collaborate with agencies, Institutions - MoU
8. Any other matter with the permission of the chair.



Deepa
**Dr. Deepa Verma
IQAC Coordinator**

APR
**Dr. A. P. Pandey
I/c Principal**

**Late Shri. Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)
NAAC Accredited 'B' Grade - 2.69 CGPA**



The minutes of the meeting were recorded in writing by Dr. Deepa Verma, IQAC Coordinator on 15th June 2021.

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Shri. S. N. Padhye
5. Shri. V. S. Patil
6. Shri. K. P. N. Kutty
7. Dr. A. P. Pandey (Chairperson)
8. Dr. Deepa Verma (Coordinator)
9. Dr. Rohan Gavankar (Co-coordinator)
10. Mrs. Prajakta Paranjape
11. Dr. Nilima Bhagwat
12. Mrs. Rakhee Oza
13. Dr. Hemangi Raut
14. Mr. Ajit Ingle
15. Mr. Nitin Kulkarni

Following Members were absent:

1. Mr. Mahendra Kajare
2. CA Suraj Wadhwa

Agenda 1: Approval of the minutes of the previous meeting

The minutes of the meeting were read out by Dr. Deepa Verma and discussed by all IQAC members. These minutes of meeting were approved by the IQAC members.

Agenda 2: To review the action taken report of the previous meeting

The action taken report from the previous meeting was presented and reviewed by the members. The progress and status of each action item were discussed. It was noted that



significant progress has been made on most of the action items

Agenda 3: To discuss and prepare the Plan of action based on perspective plan for academic session 2021-22 duly approved by the CDC

Perspective plan for the academic session 2021-22, which has been approved by the College Development Committee (CDC), was presented and discussed. The members analyzed the plan and identified the key areas for action and improvement.

Agenda 4: Discussion & confirmation of the academic calendar & budget

The proposed academic calendar for the upcoming academic year was presented for discussion. The members reviewed and provided feedback on the proposed calendar. The budget utilisation should be as per the requirement and need of the event. The events should be planned such that the students are having an enriching experience. After deliberation, the final academic calendar, along with the tentative schedules of various committee meetings, was confirmed.

Agenda 5: Review & Discussion on the report of AAA

The IQAC members discussed the Audit report and it was suggested by Shri. Sanjeev Patil that external audit should be conducted which was seconded by Ms. Aparna Thakur. IQAC coordinator suggested that the same will be carried out in the current academic year by inviting the experts.

Agenda 6: Discussion on the status of AQAR of 2018-2019, 2019-2020

Dr. Deepa Verma mentioned that the AQAR of 2018-2019 is ready to be presented in the CDC meeting and the AQAR of 2019-2020 will be completed and presented soon. The members were told to expedite the matter.

Agenda 6: Collaborate with agencies, Institutions - MoU

Ms. Aparna Thakur suggested that there should be collaborations done with other organisations, NGO industries so as to give our students a holistic exposure. Shri. K. P. N. Kutty seconded.

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Agenda 7: Any other matter with the permission of the chair

The members were given an opportunity to discuss any additional matters or concerns. Several important points were raised and discussed, including the implementation of student feedback mechanisms, faculty development programs, and infrastructure improvements. The chair provided necessary guidance and decisions were made accordingly.

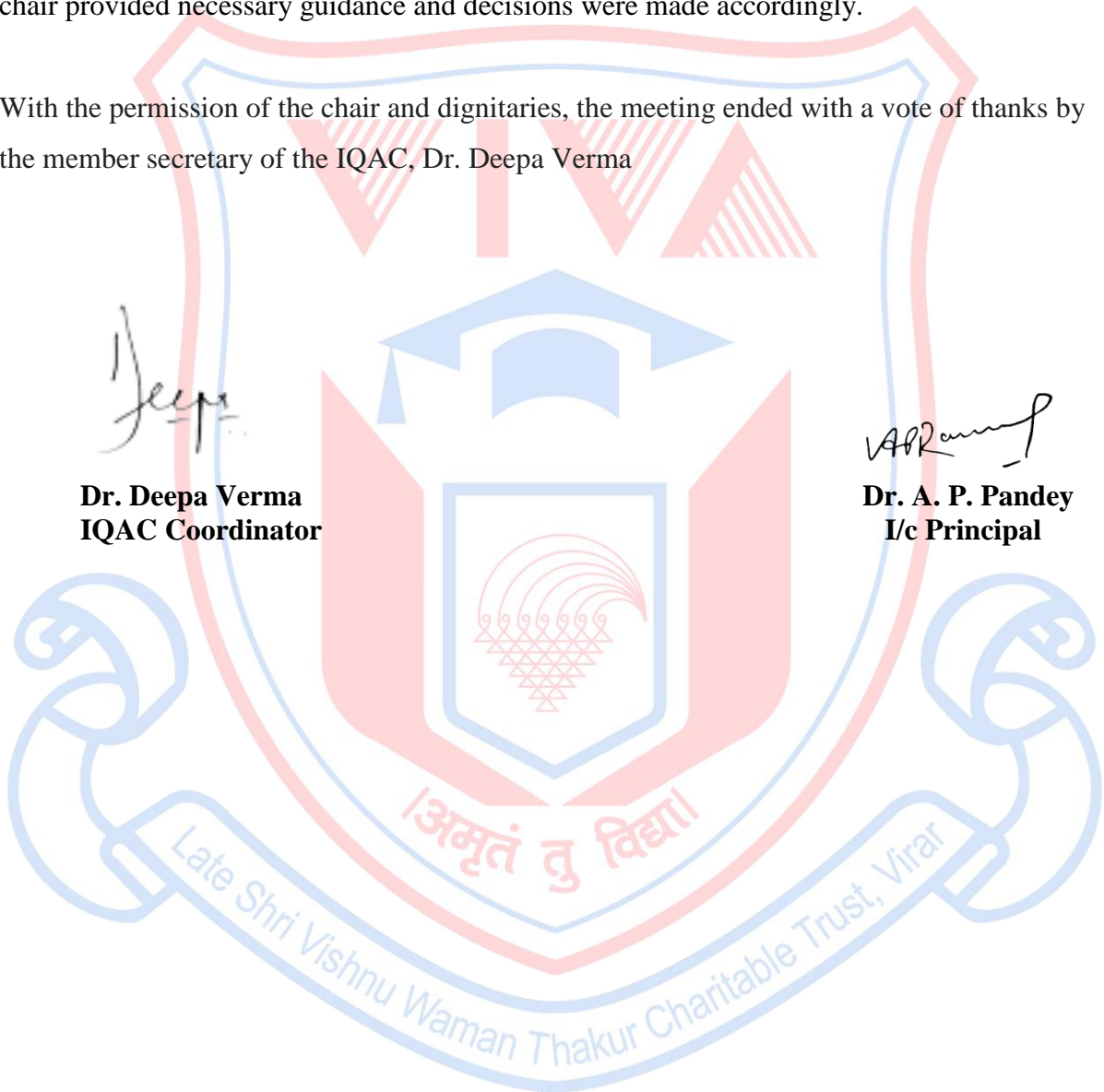
With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Dr. Deepa Verma



**Dr. Deepa Verma
IQAC Coordinator**



**Dr. A. P. Pandey
I/c Principal**





ACTION TAKEN REPORT

Sr. No.	Particulars	Action Taken
1.	Approval of Academic Calendar	The Academic Calendar in the revised format was accepted and approved by CDC. The same was made available to the stakeholders.
2.	AAA	Committee for conducting internal academic audit formed and guidelines prepared for Departments
3.	AQAR	AQAR of AY 2018 - 2019 Prepared and presented to IQAC
4.	MoUs	MoUs were signed with following organisations 1. The Mukta Education Trust (NGO) 2. Ganga Pharmaceuticals Ltd 3. Padmashree Bhausaheb Vartak college

Dr. Deepa Verma
IQAC Coordinator

Dr. A. P. Pandey
I/c Principal




NOTICE FOR THE IQAC MEETING

It is hereby informed that, second meeting of the Internal Quality Assurance Cell has been organized on **Tuesday, 3rd August, 2021 at 11:30 a.m. in the Conference Room.** The agenda for the meeting is listed as below –

1. To read and confirm the minutes of the last meeting
2. To discuss submission of AQAR 2019-2020
3. To discuss the details of NAAC criterion wise inputs.
4. To discuss and review the activities undertaken exclusively under MOU's.
5. Any other point with the permission of the chair.


Dr. Deepa Verma
IQAC Coordinator


Dr. A. P. Pandey
I/c Principal

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The minutes of the meeting were recorded in writing by Dr. Deepa Verma, IQAC Coordinator on 3rd August, 2021 .

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Shri. S. N. Padhye
5. Shri. V. S. Patil
6. Shri. K. P. N. Kutty
7. Dr. A. P. Pandey (Chairperson)
8. Dr. Deepa Verma (Coordinator)
9. Dr. Rohan Gavankar (Co-coordinator)
10. Mrs. Prajakta Paranjape
11. Dr. Nilima Bhagwat
12. Mrs. Rakhee Oza
13. Dr. Hemangi Raut
14. Mr. Ajit Ingle
15. Mr. Nitin Kulkarni
16. Mr. Mahendra Kajare
17. CA Suraj Wadhwa

NAAC Criterion wise Heads present were as follows:

1. Ms. Praktana Kore
2. Dr. CA Mabel Lobo
3. Dr. Basil D'Mello
4. Mr. Vaibhav Satvi
5. Ms. Sneha More
6. Dr. Audrin Colaco
7. Ms. Anushri Kini

Agenda 1: Approval of the minutes of the previous meeting

The minutes of the meeting were read out by Dr. Deepa Verma and discussed by all IQAC members. These minutes of meeting were approved by the IQAC members.



Agenda 2: To review the action taken report of the previous meeting

The action taken report from the previous meeting was presented and reviewed by the members. The progress and status of each action item were discussed. It was noted that significant progress has been made on most of the action items. Business arising out of the last meeting regarding the status of submission of AQAR of 2018-2019 was initiated by Dr. A. P. Pandey.

Agenda 3: To discuss submission of AQAR 2019-2020

Dr. Deepa Verma gave the status of preparation AQAR of 2019 – 2020 was almost in the final phase of uploading. Dr. Deepa Verma mentioned that due to the changes in the AQAR formats some delay in the documentation work is taking place which however shall be completed.

Agenda 4: To discuss the details of NAAC criterion wise inputs.

Each Criterion Head gave inputs with respect to their Criterion and what all necessary documentation is being kept ready. Mr. Vaibhav Satvi mentioned increasing the number of ICT enabled classrooms and also having a Media centre + recording room. Dr. Audrin Colaco highlighted Alumni engagement which was agreed upon by all members present.

Agenda 5: To discuss and review the activities undertaken exclusively under MOU's.

The IQAC coordinator gave a brief overview of the activities conducted under MOU's involving faculty exchanges, workshops on curriculum based, sharing of library resources, enrolment of students under certificate courses and mentor- mentee relationships amongst senior and junior faculties. The proposal for signing up the MOU with WX consultants private ltd., Innove Intellects, Ghaziabad, SGBS Unnati Foundation Bengaluru and Infosys Springboard was placed before IQAC for consideration.

Agenda 6: Any other matter with the permission of the chair

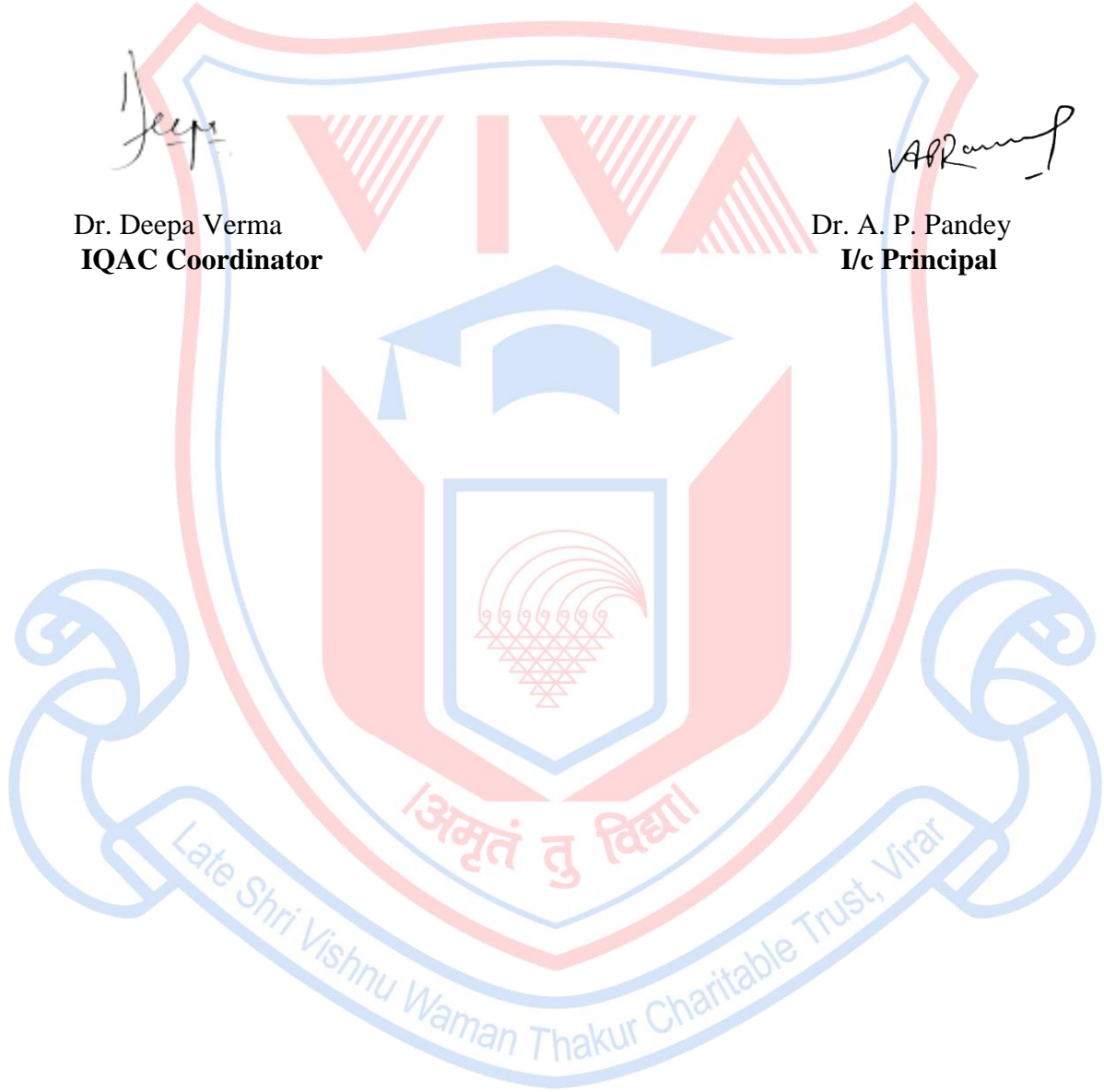
The members were given an opportunity to discuss any additional matters or concerns. Several important points were raised and discussed, including the implementation of student

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feedback mechanisms, faculty development programs, and infrastructure improvements. The chair provided necessary guidance and decisions were made accordingly.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Dr. Deepa Verma



Deepa
Dr. Deepa Verma
IQAC Coordinator

APR
Dr. A. P. Pandey
I/c Principal



ACTION TAKEN REPORT

Sr. No.	Particulars	Action Taken
1.	AQAR	AQAR of AY 2018 - 2019 submitted on NAAC portal & accepted by NAAC, AQAR of 2019 - 2020 prepared and ready to be presented before IQAC
2.	MoUs	Review of activities undertaken through the various MoUs and its outcome assessed.


Dr. Deepa Verma
IQAC Coordinator


Dr. A. P. Pandey
I/c Principal

।अमृतं तु विद्या।
Late Shri Vishnu Waman Thakur Charitable Trust, Virar



NOTICE FOR THE IQAC MEETING

It is hereby informed that, third meeting of the Internal Quality Assurance Cell has been organized on **7th December 2021 at 3.00 pm in the Conference Room**. The agenda for the meeting is listed as below –

1. To read and confirm the minutes of the last meeting
2. Organising National Conference
3. Add-On & Certificate Courses
4. Inviting experts for guidance regarding the NAAC process
5. Any other point with the permission of the chair.


Dr. Deepa Verma
IQAC Coordinator


Dr. A. P. Pandey
I/c Principal

अमृतं तु विद्या
Late Shri Vishnu Waman Thakur Charitable Trust, Virar



The minutes of the meeting were recorded in writing by Dr. Deepa Verma, IQAC Coordinator on **7th December, 2021** .

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Shri. S. N. Padhye
5. Shri. V. S. Patil
6. Shri. K. P. N. Kutty
7. Dr. A. P. Pandey (Chairperson)
8. Mrs. Prajakta Paranjape
9. Dr. Deepa Verma (Coordinator)
10. Dr. Rohan Gavankar (Co-coordinator)
11. Dr. Nilima Bhagwat
12. Mrs. Rakhee Oza
13. Dr. Hemangi Raut
14. Mr. Ajit Ingle
15. Mr. Nitin Kulkarni
16. CA Suraj Wadhwa

Agenda 1: Approval of the minutes of the previous meeting

The minutes of the meeting were read out by Dr. Deepa Verma and discussed by all IQAC members. These minutes of meeting were approved by the IQAC members.

Agenda 2: To review the action taken report of the previous meeting

The action taken report from the previous meeting was presented and reviewed by the members. The progress and status of each action item were discussed. It was noted that significant progress has been made on most of the action items. Shri. Sanjeev Patil asked about the status of AQAR of 2019-2020, to which Dr. Deepa Verma replied that it shall be uploaded soon as there were newer changes in the format of the AQAR.



Agenda 3: Organising National Conference

The agenda of organising the National Conference was put forward by Dr. Deepa Verma. Dr. Hemangi Raut suggested that University should be approached so that it can be organised under the aegis of University of Mumbai. Shri. K.P.N. Kutty mentioned that the needful in this regards should be done at the earliest and the necessary formalities with the University should be done. Mrs. Prajakta Paranjape suggested that a list of advisory members and KeyNote speakers will be submitted for the approval of higher authorities. The point of conference was approved by all the members present.

Agenda 4: Add-On & Certificate Courses

Shri. Sanjeev Patil emphasized that there should be more Add-on & Certificate courses designed by each department so that students can be exposed to various skills & vocational training for better employability, Shri. Srinivas Padhye also seconded this. Members suggested that each department should be asked to design courses in alignment to the ever changing requirements of the industry.

Agenda 5: Inviting experts for guidance regarding the NAAC process

Dr. A. P. Pandey put forth the point that since the NAAC process has gone online and newer changes keep on getting implemented there is need of guidance sessions by the experts in this field. Dr. Deepa Verma suggested that initial guidance can be taken from Dr. Peeyush Pahade of IQAC Cluster, which was seconded by Dr. Prajakta Paranjape and was agreed upon by members present, as it was essential for smooth process of NAAC.

Agenda 6: Any other matter with the permission of the chair

The members were given an opportunity to discuss any additional matters or concerns. Several important points were raised and discussed, including the implementation of student feedback mechanisms, faculty development programs, and infrastructure improvements. The chair provided necessary guidance and decisions were made accordingly.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the IQAC Co-coordinator Dr. Rohan Gavankar with due permission of the chair.

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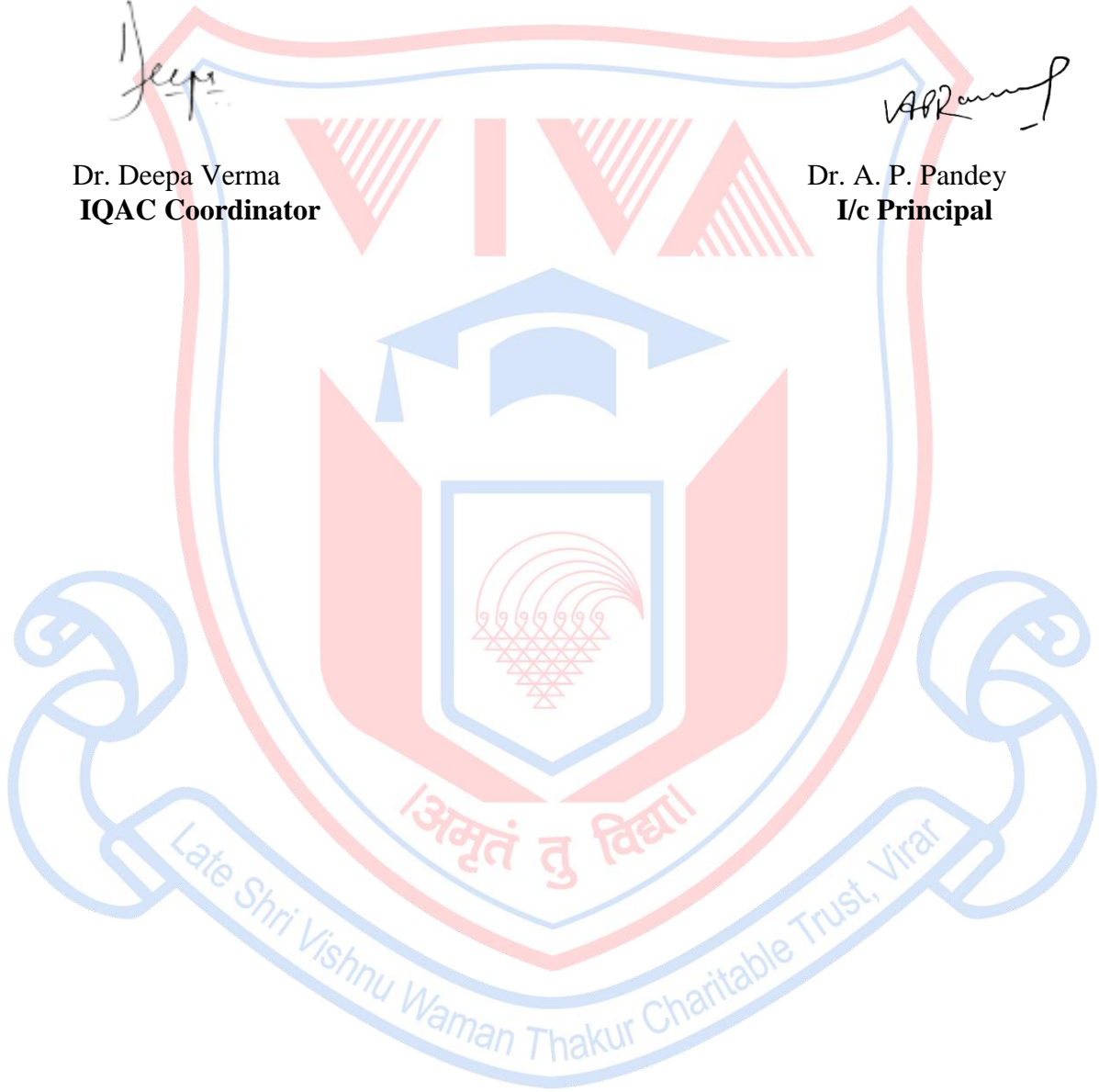


Deepa

**Dr. Deepa Verma
IQAC Coordinator**

APR

**Dr. A. P. Pandey
I/c Principal**





ACTION TAKEN REPORT

Sr. No.	Particulars	Action Taken
1.	National Conference	University approval for use of Logo done, date finalised for April 2022.
2.	Add on & Certificate course	Methodology adopted on the basis of courses offered for previous years and departments were instructed to submit more courses
3.	Expert Session for NAAC	Dr. Peeysh Pahade was invited to orient staff an guide with respect to the changes of NAAC


Dr. Deepa Verma
IQAC Coordinator


Dr. A. P. Pandey
I/c Principal

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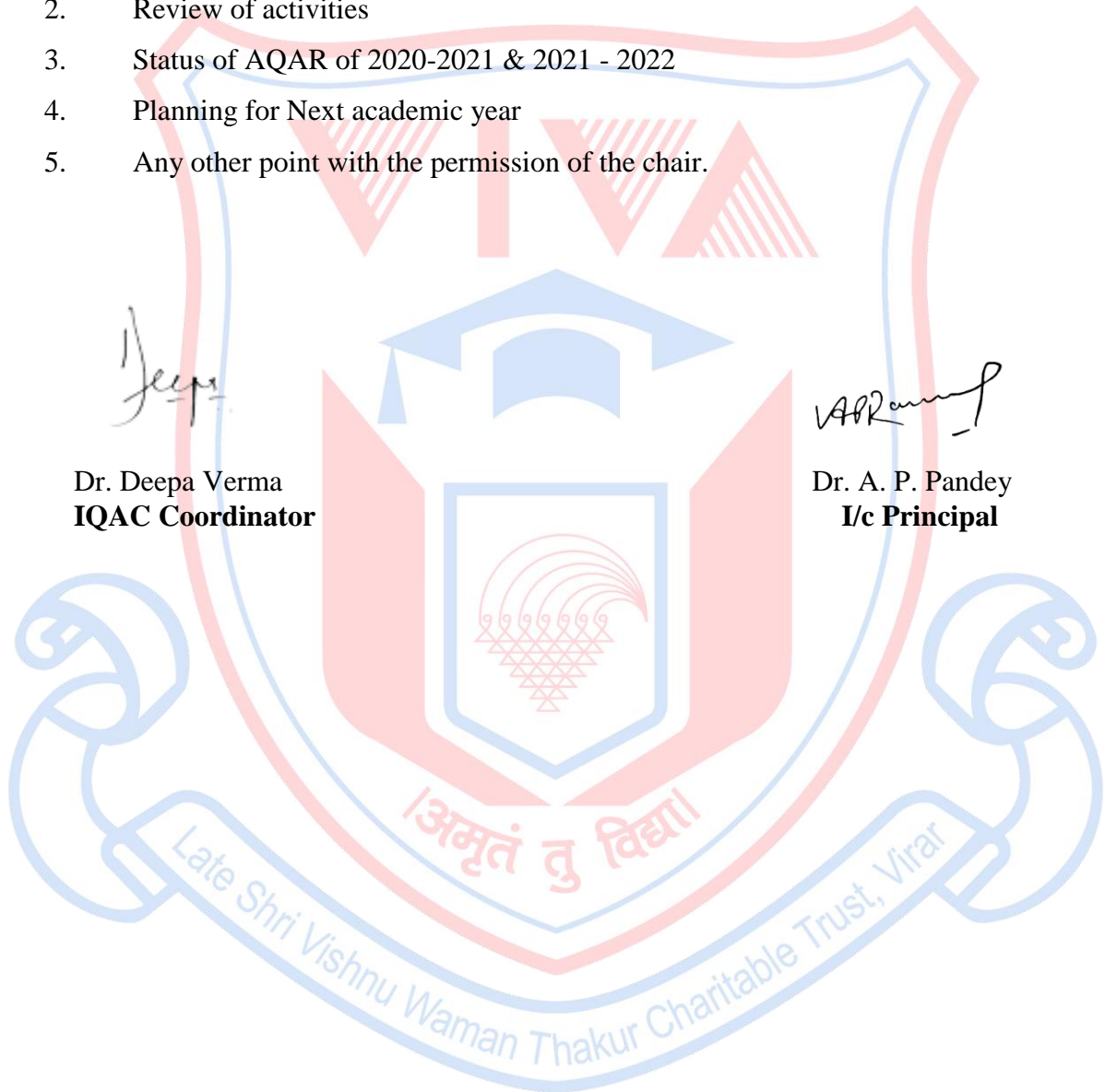


It is hereby informed that, fourth meeting of the Internal Quality Assurance Cell has been organized on **Tuesday, 12th April 2022 at 3.00 p.m. in the Conference Room**. The agenda for the meeting is listed as below –

1. To read and confirm the minutes of the last meeting
2. Review of activities
3. Status of AQAR of 2020-2021 & 2021 - 2022
4. Planning for Next academic year
5. Any other point with the permission of the chair.

**Dr. Deepa Verma
IQAC Coordinator**

**Dr. A. P. Pandey
I/c Principal**





The minutes of the meeting were recorded in writing by Dr. Deepa Verma, IQAC Coordinator on **12th April, 2022** .

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Shri. S. N. Padhye
5. Shri. V. S. Patil
6. Shri. K. P. N. Kutty
7. Dr. A. P. Pandey (Chairperson)
8. Mrs. Prajakta Paranjape
9. Dr. Deepa Verma (Coordinator)
10. Dr. Rohan Gavankar (Co-coordinator)
11. Dr. Nilima Bhagwat
12. Mrs. Rakhee Oza
13. Dr. Hemangi Raut
14. Mr. Ajit Ingle
15. Mr. Nitin Kulkarni
16. CA Suraj Wadhwa

Agenda 1: Approval of the minutes of the previous meeting

The minutes of the meeting were read out by Dr. Deepa Verma and discussed by all IQAC members. These minutes of meeting were approved by the IQAC members.

Agenda 2: To review the action taken report of the previous meeting

The action taken report from the previous meeting was presented and reviewed by the members. The progress and status of each action item were discussed. It was noted that significant progress has been made on most of the action items.



Agenda 3: Review of activities

Dr. Deepa presented a brief review of all the activities conducted till date and also mentioned about the upcoming Online National Conference scheduled on 22nd April 2022. Activities related to quality initiatives, MoUs signed, status of Certificate courses was also presented. Members present appreciated the efforts of IQAC despite the challenges of extended effect Pandemic.

Agenda 3: Status of AQAR of 2020-2021 & 2021 - 2022

Ms. Apana Thakur inquired about the status of the AQARs for the AY 2020 - 2021 & 2021 - 2022, to which Dr. Deepa replied that the process of the same is also going on, however the matter is to be expedited was the suggestion from the other members.

Agenda 4: Planning for Next academic year

Shri. Sanjeev Patil mentioned that the planning of activities and other related matters should be done once the new Principal joins the institution as Dr. A. P. Pandey would be retiring from the institution on 19th April 2022 and New Principal would be taking charge on 20th April 2022. Shri. V. S. Patil mentioned that since we are in the process of accreditation and New Principal shall be joining, IQAC should take additional efforts to ensure that the transition does not affect the process.

Agenda 5: Any other matter with the permission of the chair

The members were given an opportunity to discuss any additional matters or concerns. With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the IQAC Co-coordinator Dr. Rohan Gavankar with due permission of the chair.

**Dr. Deepa Verma
IQAC Coordinator**

**Dr. A. P. Pandey
I/c Principal**