

2020-21

Minutes of IQAC meetings



IQAC

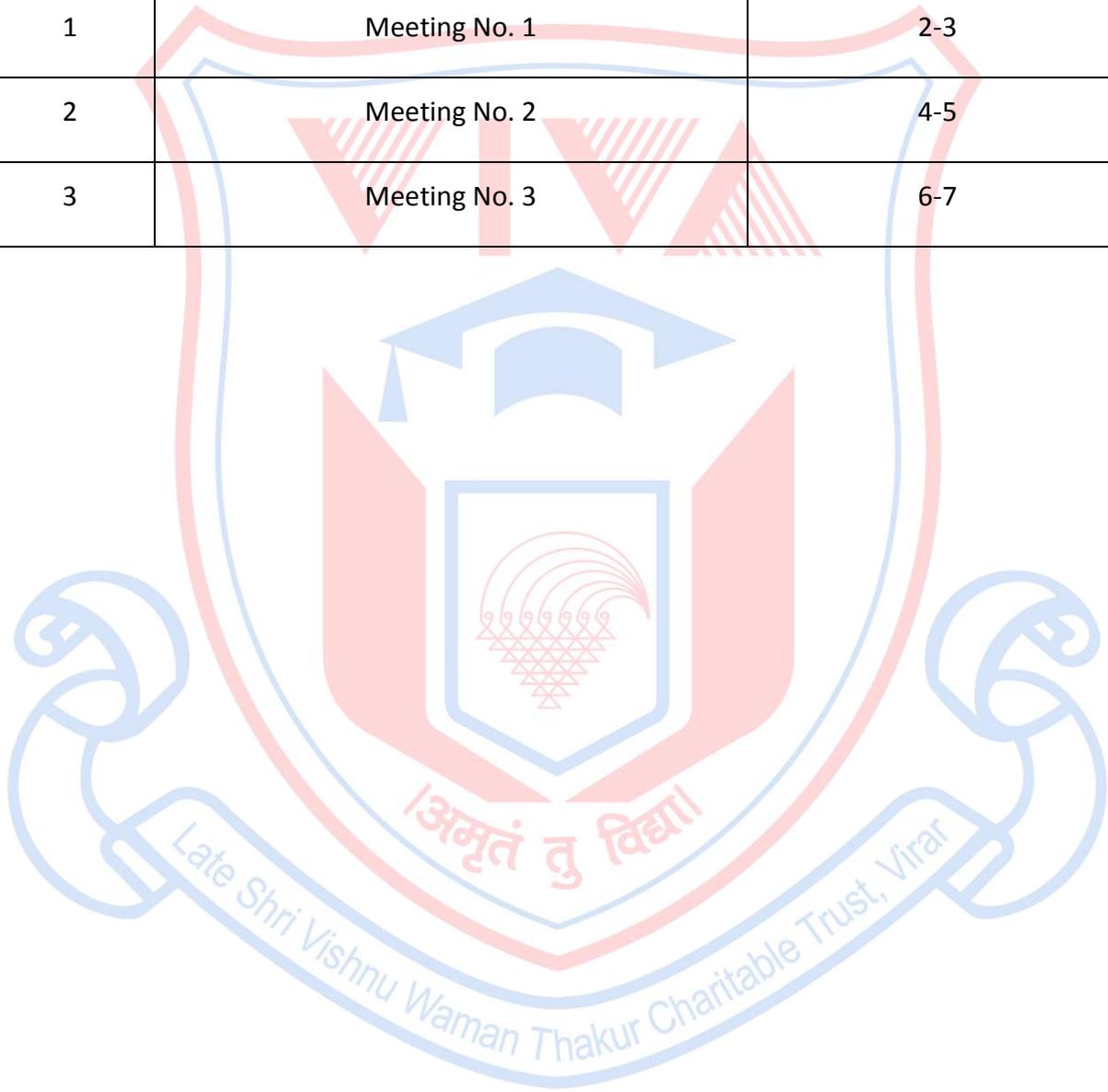
VIVA College

**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**



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Minutes of IQAC Meeting dated 25/06/2020

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. To discuss on modalities for Online classes in lieu of Covid - 19
3. To discuss modalities of Online Admission
4. To discuss the preparedness of conducting examinations in lieu of Mission 2020
5. Any other point with the permission of the chair.

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

The following points were discussed in the meeting:

1. Review of minutes of the last IQAC Meeting
2. 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.

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3. Dr. A. P. Pandey mentioned that since our College Building has been given as a Quarantine centre the building has limited access and therefore all administrative & assessment work will be done in Old college.
4. Dr. A. P. Pandey initiated the discussion by mentioning that as per the guidelines by the State govt. & University of Mumbai Circular the sessions have to be conducted online. There is a need to orient students as well as staff members. Dr. Deepa Verma mentioned that the institution has a G-Suite account for education which will help in conducting online lectures via Google Meet. This will also help to record the sessions and the recorded sessions will be made available to students through Google Classrooms. Dr. Rohan Gavankar seconded this and mentioned that orientation sessions for students should be taken by the class teachers.
5. Dr. A. P. Pandey spoke about the admission process, he told that the VSS is actively involved with the college admission committee and all the necessary arrangements are done. All the HODs & Coordinators have been instructed to follow up with the staff for any query reported by students during the admission process. A helpline number is also given for admission related queries. The detail of the entire process is also displayed on the website. FY admission schedule has to be followed as per University circular since 12th result is yet to be declared amidst the chaos of Covid 19 problems.
6. Dr. Rohan Gavankar mentioned that the University has declared guidelines for Mission 2020 and that all the pending exams have to be conducted as per the same. All the members present
7. The meeting was concluded with a vote of thanks.

Dr. Deepa Verma
IQAC Cordinator

Dr. A. P. Pandey
I/c Principal

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Minutes of IQAC Meeting dated 19.11.2020

Agenda of the meeting

1. To read and confirm the minutes of the last meeting.
2. To discuss conduct of Academic & Administrative Audit (AAA)
3. To discuss conduct of examination.
4. To discuss conduct of activities in lieu of Pandemic
5. Any other point with the permission of the chair.

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

The following points were discussed in the meeting:

1. Minutes of the last meeting were read & Confirmed by the members present.

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2. Dr. Deepa Verma discussed that the Internal AAA should be done on regular basis. Proper planning and schedule to be declared in advance as the Covid-19 compliance also has to be ensured while conducting the same. The department should be provided with a checklist of the required information and then accordingly be given time to get the needful organized. The audit was asked to be done Online if possible. All the members present unanimously agreed for the same. Mr. Manoj Kurup (Faculty member of BMS) to be appointed as the Chairperson of the Audit committee was suggested by Dr. Deepa Verma. It was also suggested to form a team under him which will be carrying out the process of Audit.
3. Dr. Rohan Gavankar updated about Mission 2020 exam, he mentioned that there was no problem in conducting the same. Helpline numbers for students was also circulated.
4. Dr. Deepa also mentioned that the activities would be conducted online and the report of the same should be submitted to IQAC within 3 days of conduct of activity. Youth festival & Avishkar Research Convention will also be conducted in Online mode and that the students should be encouraged to participate in the same.
5. Dr. Deepa Verma also mentioned that community outreach programs and extension activities will also be conducted following all Covid 19 guidelines.
6. There was no other point to discuss and the Meeting was concluded with a vote of thanks.

**Dr. Deepa Verma
IQAC Cordinator**

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

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Minutes of IQAC Meeting dated 05/01/2021

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. To discuss conduct of Certificate courses
3. To discuss conduct of workshop on CAS
4. To discuss conduct of expert lectures for student enrichment
5. To discuss website upgradation in lieu of NAAC
6. Any other point with the permission of the chair.

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

The following points were discussed in the meeting:

1. Minutes of the last meeting were read & confirmed by the members present.

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2. Dr. Deepa Verma mentioned that since the sessions are being conducted online and students should be offered certificate courses free of cost online. The department heads should submit the details in a prescribed format as per the guidelines of IQAC. All members present agreed on the same.
3. Dr. Deepa mentioned that there is need of updating the staff members regarding the nuances of CAS and a workshop in this regards Dr. Khushpat Jain can be invited to deliver the session online. This will help the staff members to plan their career progression and help them to update and upgrade their professional career.
4. Shri. Sanjeev Patil mentioned that more people should be invited to conduct online sessions on varied topics so that our staff and students both can get benefitted. All members present supported this.
5. Ms. Aparna Thakur mentioned that the website needs a lot of changes, in this regards Dr. Deepa Verma mentioned that some expert help should be taken along with the inputs of VSS. This should be done in compliance with the requirements of the NAAC. The members agreed upon the same.
6. There was no other matter to discuss the meeting ended with the Vote of Thanks.


Dr. Deepa Verma
IQAC Cordinator


Dr. A. P. Pandey
I/c Principal