



2022-23

# Minutes of IQAC meetings



**IQAC**  
**VIVA College**



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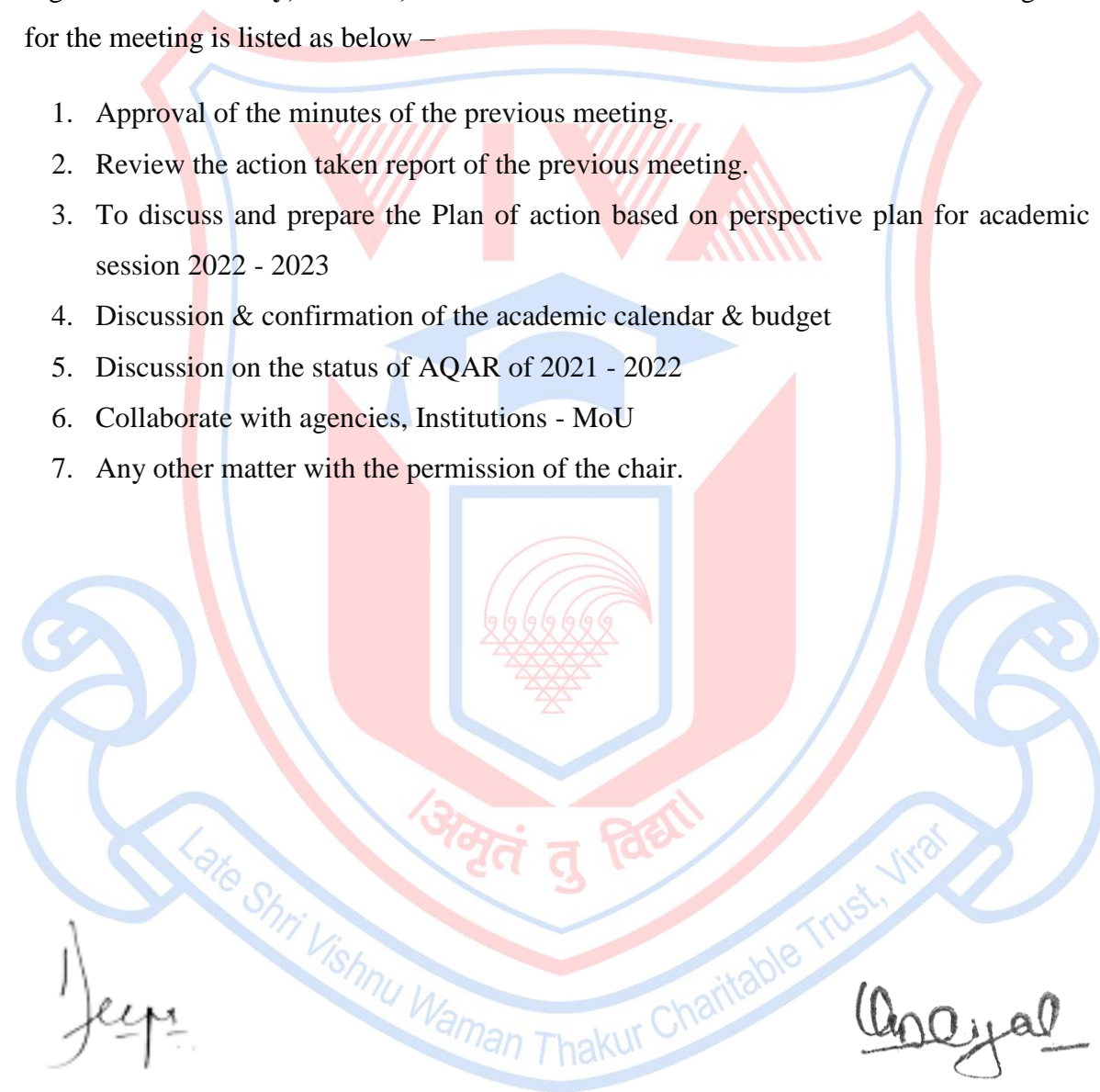




### **NOTICE FOR THE IQAC MEETING**

It is hereby informed that the first meeting of the Internal Quality Assurance Cell has been organized on **Tuesday, 7<sup>th</sup> June, 2022 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 2022 - 2023
4. Discussion & confirmation of the academic calendar & budget
5. Discussion on the status of AQAR of 2021 - 2022
6. Collaborate with agencies, Institutions - MoU
7. Any other matter with the permission of the chair.



**Dr. Deepa Verma**  
IQAC Coordinator

**Dr. V. S. Adigal**  
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 7<sup>th</sup> June 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. V. S. Adigal (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

**Following Member/s were absent:**

1. 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 2022-2023**

Dr. Adigal mentioned that the plan of activities shall soon be submitted after due discussion with all the HODs & Coordinators, this will ensure smooth execution of the activities throughout the year.

**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: Discussion on the status of AQAR of 2021-2022**

Dr. Deepa Verma mentioned that the process of AQAR preparation of AY 2021-2022 is in process as there are many new changes with respect to AQAR formats taking place and that is why there has been a delay in compilation, verification of data, however the same will be completed and presented soon. The members told to expedite the matter.

**Agenda 6: Collaborate with agencies, Institutions - MoU**

As there were few MoUs signed during the previous AY, members were of the opinion that there should be an intensive approach adopted for getting more MoUs done with different organisations, industry, NGO etc.

**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.

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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. V. S. Adigal**  
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.	MoUs	MoUs were signed with following organisations <ol style="list-style-type: none"> <li>1. Gowalis Industries Association</li> <li>2. Anjuman Islam Institute of Hotel management.</li> <li>3. Arts &amp; Commerce college, Phondaghat</li> <li>4. St. Joseph's College, Virar</li> </ol>



**NOTICE FOR THE IQAC MEETING**

It is hereby informed that, first meeting of the Internal Quality Assurance Cell has been organized on **Wednesday, 10<sup>th</sup> August, 2022 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 about Alumni Registration
3. To discuss regarding the pending status of AQAR of 2021-22 & 2022-23
4. To discuss regarding the organising programs in relation to NEP, Job Expo and Career Conclave
5. Any other point with the permission of the chair.

  
**Dr. Deepa Verma**  
IQAC Coordinator

  
**Dr. V. S. Adigal**  
Principal

**Late Shri. Vishnu Waman Thakur Charitable Trust's  
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The minutes of the meeting were recorded in writing by Dr. Deepa Verma, IQAC  
Coordinator on **10<sup>th</sup> August, 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. V. S. Adigal (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.

**Agenda 3: Alumni Registration**

CA Suraj Wadhav mentioned that although we have a large number of students, there is a need to get them under the banner of VIVA after they pass out from the college. This is possible after Alumni Registration can be done. All members present were of opinion that the same be done at the earliest.

**Agenda 4: Regarding the pending status of AQAR of 2021-2022 and also 2022-2023 as that is the assessment year.**

V. S. Patil sir was of opinion that the data should be properly verified before uploading any information on the NAAC portal. All the details should be supported with the documentary evidences.

**Agenda 5: Regarding organisation of programs in relation to NEP, Job Expo and Career Conclave.**

Dr. Deepa Verma mentioned that as NEP is going to be implemented in the forthcoming year there is a need to sensitize staff with the nuances of NEP so that its implementation will be smooth and there wouldn't be any trouble implementing the same. Shri. Sanjeev Patil suggested that the staff should attend workshops on NEP.

Job-Expo should be organised to channelise the students who have graduated in the previous academic year.

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For Career Conclave experts to be called across diverse subjects which can be focused on the various avenues available in terms of subject, skill, jobs, entrepreneurship.  
All members present agreed upon the same.

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

Since there were no matters pending to be discussed, Dr. Deepa Verma extended Vote of Thanks with due permission of chair.

**Dr. Deepa Verma**  
IQAC Coordinator

**Dr. V. S. Adigal**  
Principal

Sr. No	Particulars	Action Taken
1.	Status of AQAR of 2021-2022 & 2022 – 2023	AQAR of 2021 – 2022 submitted, work in process for 2022 - 2023
2.	Programs in relation to NEP, Job Expo and Career Conclave.	Program for the same was successfully conducted – NEP Sessions by eminent resource persons, Career Conclave by renowned dignitaries was scheduled in December 2022. Job Expo in month of January 2023.



### **NOTICE FOR THE IQAC MEETING**

It is hereby informed that, a meeting of the Internal Quality Assurance Cell has been organized on **Wednesday, 24<sup>th</sup> January, 2023 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 about Add-on Courses
3. To discuss about improvements in Feedback mechanism
4. To discuss policies for environment related audits
5. To discuss about Infrastructure Augmentation
6. Any other point with the permission of the chair.

  
**Dr. Deepa Verma**  
IQAC Coordinator

  
**Dr. V. S. Adigal**  
Principal



A meeting of IQAC members was held on 24/01/2023 in the conference room to discuss the agenda as follows. The minutes of meeting were recorded in writing by Dr. Deepa Verma, IQAC Coordinator

**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. V. S. Adigal (Chairperson)
8. Dr. 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
17. Mr. Mahendra Kajare

**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: Add-On & Certificate Courses**

Dr. Deepa Verma explained about the existing number of certificate courses that are being offered to students. Shri. Sanjeev Patil once again mentioned that there is a need to still increase the number of courses and that should be designed keeping in mind the requirements of the industry.

### **Agenda 4: Feedback Mechanism**

Shri. K.P.N. Kutty mentioned that our feedback mechanism is in place however if it can be made more structured and extra robust. The same was seconded by Shri. V. S. Patil. Shri. V. S. Patil mentioned that feedbacks collected on regular basis from all stakeholders will help to uphold the quality of the institution and it will also ensure that all stakeholders are involved in the process.

### **Agenda 5: Policies for environment related audits**

Dr. Hemangi Raut mentioned that just as Audits are regularly done, environment related audits will also help. Dr. Deepa Verma told that steps are already taken and that all necessary audits are being conducted.

### **Agenda 6: Infrastructure Augmentation**

IQAC members discussed the ongoing process of development of labs in new buildings. Shri. Sanjeev Patil emphasized that the labs should be made as per the requirements of each subject and that all requisites in terms of utility and safety should be taken care of.

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**Agenda 6: Any other matter**

The meeting was open to all members for any discussion on the points discussed earlier. All were of opinion that there is no need as all necessary discussion were already done. Since the discussion were over and no other matters were pending Dr. Deepa Verma extended Vote of thanks to the members present.

**Dr. Deepa Verma**  
IQAC Coordinator

**Dr. V. S. Adigal**  
Principal

Sr. No	Particulars	Action Taken
1.	Add-On & Certificate Courses	In continuation to existing certificates courses (05) a total no. of 16 certificate courses were submitted and introduced for the stakeholders. The details of which is hosted on the website.
2.	Audits (Energy, Water & Environmental)	Along with the internal audits & audits by EVS dept. the Audit was conducted by Saur Engineers.
3.	Infrastructure Augmentation	Work for upgradation & addition of laboratories in new premises expedited.



**NOTICE FOR THE IQAC MEETING**

It is hereby informed that a meeting of the Internal Quality Assurance Cell has been organized on **13<sup>th</sup> February, 2023 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 Research proposal submission
3. To discuss Budget
4. To discuss about organising FDPs and workshop
5. To discuss about college prospectus
6. Any other point with the permission of the chair.

  
**Dr. Deepa Verma**  
IQAC Coordinator

  
**Dr. V. S. Adigal**  
Principal



A meeting of IQAC members was held on 13/02/2023 in the conference room to discuss the agenda as follows. The minutes of meeting were recorded in writing by Dr. Deepa Verma, IQAC Coordinator

**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
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13. Dr. Hemangi Raut
14. Mr. Ajit Ingle
15. Mr. Nitin Kulkarni
16. CA Suraj Wadhwa
17. Mr. Mahendra Kajare

**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: Research Proposal Submission**

Dr. Deepa Verma proposed that in order to strengthen the research aspect of the institution a structured approach of promoting research can be introduced on the lines of university of Mumbai or any other funding apex agency. This will promote and foster research culture in the institution. Shri. Sanjeev Patil seconded the proposal and all members agreed on the same.

### **Agenda 4: Budget**

V. S. Patil sir mentioned that since all the laboratories are being shifted to new premises and the upcoming NAAC visit may also contribute to the expenses. IQAC should take initiative in getting the required things done with due discussion with CDC. This will ensure the proper distribution of funds and avoid any unwanted expenses.

### **Agenda 5: FDP's and workshops**

K.P.N. Kutty sir mentioned that the IQAC should take active initiative in organizing workshops and FDPs for staff members both teaching and non-teaching. FDPs should focus on developing the skills of the staff. FDPs should be organised keeping in mind the requirements of the changing times and trends.

### **Agenda 6: Prospectus**

Ms. Aparna Thakur mentioned that the prospectus on the website needs updation and that the format of the same should be changed to incorporate maximum information about the institution. V. S. Patil sir seconded the same.

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**Agenda 7: Any other matter**

The meeting was open for any discussion over the agenda points discussed and since member present agreed that there was nothing Dr. Deepa Verma extended Vote of thanks to the members present.

**Dr. Deepa Verma  
IQAC Coordinator**

**Dr. V. S. Adigal  
Principal**

