



2019-20

Minutes of IQAC meetings



Vishnu Waman Thakur Ch

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)
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**Late Shri. Vishnu Waman Thakur Charitable Trust's
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Vidhya Dayanand Patil College of Arts
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Minutes of IQAC Meeting dated 21.08.2019

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. Appointment of Criterion Heads

The following members were present:

1. Dr. A.P. Pandey
2. Ms. Prajakta Paranjape
3. Ms. Padmaja Joshi
4. Dr. Deepa Verma
5. Dr. Rohan Gavankar
6. Mr. Ajit Ingle
7. Mr. Nitin Kulkarni
8. Dr. Rakhee Oza
9. Dr. Hemangi Raut
10. CA. Suraj Wadhwa
11. Mr. Mahendra Kajare
12. Shri S.N. Padhye
13. MS. Prachi Thakur

The following points were discussed in the meeting:

1. Review of minutes of the last IQAC Meeting (Previous academic year)
2. The IQAC Coordinate placed before the Committee the list of Existing Criterion Heads.
3. All the members were of the opinion that as the work of Collecting data under each criterion is huge and inter connected there is a need to appoint atleast 2 persons for each criterion and the IQAC members would guide them in the concerned matter.
4. Hence Principal Sir appointed the following teaching staff Members as Criterion Heads:
Criterion I – Ms. Prajakta Kore, Mr. Amol Vaze
Criterion II – Mr. Vinod Didwana, Dr. Aarti Dubey, Dr. Mabel Lobo, Dr. Dipali Chaudhary
Criterion III – Basil Dmello, Ms. Deepa Dalvi, Ms. Harshvardhini Borwankar
Criterion IV- Mr. Ajit Ingle
Criterion V- Mr. Anand Rajawat, Ms. Sneha More, Nileshwari Ghumre
Criterion VI- Dr. Audrin Colaco, Mr. Vaibhav Satvi, Ms. Shaheen Mahida
Criterion VII- Ms. Anushri Kini

**Mrs. Prajakta Paranjape
IQAC Cordinator**

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

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Minutes of IQAC Meeting dated 03.12.19

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. Appointment of New IQAC Coordinator
3. MOUs with Industry
4. Registration of Alumni Association
5. Starting Add-On courses
6. Upgradation of College Website
7. Student exchange program with Sister Institutes
8. Framing Prospective plan & appointment of HR person

Following Members were present for the meeting:

1. Dr. A.P. Pandey
2. Ms. Prajakta Paranjape
3. Ms. Aparna Thakur
4. Shri Sanjeev Patil
5. Shri V.S. Patil
6. Shri S.N. Padhye
7. Shri Sanjay Pingulkar
8. Shri K.P.N. Kutty
9. Shree Rajeev Patil
10. Mr. Mahendra Kajare
11. Mr. Anand Menejes
12. Ca Suraj Wadhwa
13. Dr. Nilima Bhagwar
14. Dr. Deepa Verma
15. Dr. Rohan Gawankar
16. Ms. Padmaja Joshi
17. Mr. Ajit Ingle
18. Mr. Nitin Kulkarni
19. Dr. Rakhee Oza
20. Dr. Hemangi Raut

The following points were discussed in the meeting:

1. Minutes of the last meeting were read & Confirmed by the members present.
2. The list of New Criterion members was discussed and it was proposed that some additional members be added wherever needed and the list be finalised.

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3. The IQAC Coordinator proposed that the new IQAC Coordinator be appointed as she is looking after the same from 3 years. The members discussed the issue and were of the opinion that any person to willingly take over should come forward.
4. It was discussed that MOU's with Industries in and around the Vasai-Virar be made so that the employability be increased and work can begin to bridge the Industry Academic Gap.
5. Registration of the Alumni Association was compulsory. Hence the members approved that necessary action Be initiated regarding the same.
6. The IQAC Coordinator once again reported that we need to start certain ADD ON Courses for students. She informed that certain courses are under proposed and will be finalised in due course of time. The members also proposed that we can have University Approved courses also which are already being seen by other colleges.
7. One more point discussed was conducting Workshops, Seminars and Conferences. The members were of the opinion that all these need to be planned and decided for the whole academic Year and duly conducted. Also student centric approach to be followed.
8. IQAC Coordinator informed the members that the website of the College needs to be professionally developed as the entire data needs to be put on the website. It was decided that professional Guidance be obtained and the work to be started as early as possible.
9. The point of MOU's with Sister Institutes on Student Exchange Program and/or Faculty Exchange Program be made. The members were of the opinion that as all other Institutes are under the same trust MOU's would not be possible but a letter from both Institutes can be obtained and to be take up as early as possible.
10. The point of framing Perspective Plan of the College, Moral Code of Conduct Ethical Code of Conduct etc. was placed before the members. We needed an H.R.M. person for the same. Till the same is done some old teaching staff members were required to pool in their resources and start work on the same.
11. The meeting was then concluded with a vote of thanks to the chair.

**Mrs. Prajakta Paranjape
IQAC Cordinator**

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

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Minutes of IQAC Meeting dated 12.12.19

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. Discussion of New Methodology of assessment by NAAC
3. Preparation of AQAR 2018-19, 2019-20
4. Appointment of New IQAC coordinator & Co-coordinator
5. Revision of Criterion Committee

Following Members were present for the meeting:

1. Ms. Prajakta Paranjape
2. Dr. Deepa Verma
3. Dr. Rohan Gavankar
4. Ca Suraj Wadhwa
5. Ms. Prakhana Kore
6. Mr. Amol Vaze
7. Ms. Madhulika Yadav
8. Mr. Vinod Didwana
9. Dr. Aarti Dubey
10. Dr. Mebal Lobo
11. Dr. Deepali Choudhary
12. Basil Dmello
13. Ms. Harshwardhini Borwankar
14. Ms. Deepa Dalvi
15. Mr. Vaibhav Satvi
16. Mr. Chetan Meher
17. Mr. Firoz Khan
18. Mr. Anand Rajawat
19. Dr. Sneha More
20. Ms. Nileshwari Ghume
21. Dr. Audrin Colaco
22. Ms. Jagruti Churi
23. Ms. Shaheen Maheeda
24. Ms. Anushri Kini
25. Ms. Niyanta Dave
26. Dr. Archana Joshi

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. IQAC Coordinator welcomed all the members present. She also communicated that very less time was left for the next cycle and we all need to work as a team and put in loads of efforts so that we can accomplish the targets. The new Methodology of Assessment by NAAC was briefly discussed.
3. The AQAR for 2 years 16-17, 17-18 had already be submitted to NAAC as per old pattern.
4. The coordinator then informed that 2 years AQAR of 18-19, 19-20 needs to be submitted at the earliest and the last AQAR will see the beginning of the next cycle of approval.
5. IQAC Coordinator informed that from now onwards DR. Deepa Verma would be taking charge as the IQAC Coordinator and discussions regarding the same were going on with the management.
6. The members present welcomed the move and congratulated both of them.
7. DR. Deepa Verma took over the meeting and explained that all data, documents need to be gathered in soft copy form and uploaded to the website at the earliest use of some software to scan the documents would be the best choice for the same.
8. The Criterion heads who had collected certain amount of data shared the same and also discussed certain queries regarding the same.
9. DR. Verma proposed that Criterion heads individual meetings need to be taken for discussing at length.
10. Prajakta Paranjape informed that DR. Rohan Gavankar would be assisting DR. Verma as Co-Coordinator and of course all the other members of IQAC would also extend their support always.
11. DR. Deepa Verma proposed that Criterion heads should sit with staff list and prepare a team for the said Criterion considering participation from each department. It was also proposed to include one Non-Teaching staff members in each Criterion.
12. The meeting was concluded with a vote of thanks to the Chair.

**Mrs. Prajakta Paranjape
IQAC Cordinator**

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

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Minutes of IQAC Meeting dated 22.01.2020**



Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. Restructuring of Criterion wise Committees
3. Allocation of Criterion wise work as per New guidelines of NAAC
4. Common format for data collection from all departments
5. Focus on progress and map the process for the same for Prospective planning of 2020-21

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Shri. V. S. Patil
5. Shri. K. P. N. Kutty
6. Dr. A. P. Pandey
7. Mr. S. N. Padhye
8. Mrs. Prajakta Paranjape
9. Dr. Rohan Gavankar
10. Dr. Deepa Verma
11. Dr. Nilima Bhagwat
12. Dr. Rakhee Oza
13. Dr. Sneha S. More
14. Mr. Anand S. Rajawat
15. Ms. Nileshwari V. Ghumre
16. Ms. Deepa P. Dalvi
17. Ms. Harshavardhini A. Borwankar
18. Dr. Basil D'mello
19. Dr. Archana D. Joshi
20. Ms. Shahni Mahida
21. Mr. Nitin Kulkarni
22. Mr. Vaibhav Satvi
23. Mr. Chetan Meher
24. Mr. Firoz Khan
25. Dr. Audrin Colaco
26. Mrs. Madhulika Yadav
27. Ms. Padmaja N. Joshi
28. Ms. Praktana M. Kore
29. Dr. Arti Dubey
30. Mr. Vinodkumar Didwana
31. Dr. (CA) Mabel Lobo

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32. Dr. Dipali N. Choudhary
33. Mr. Amol M. Vaze

The following points were discussed in the meeting:

1. Minutes of the last meeting were read & confirmed by the members present.
2. Dr. Deepa Verma proposed that there is a need of change in the Criterion Heads & restructuring the criterion wise committee by including staff members representing each department. It was also suggested that inclusion of Non-teaching staff members would ensure that ta pertaining to the administrative departments would be easy to collect. This was accepted unanimously by all the members who were present.
Criterion I – Ms. Praktana Kore, Mr. Amol Vaze, Mrs. Madhulika Yadav
Criterion II – Mr. Vinod Didwana, Dr. Arti Dubey, Dr. Mebal Lobo, Dr. Dipali Chaudhary
Criterion III – Dr. Basil D'Mello, Ms. Deepa Dalvi, Ms. Harshvardhini Borwankar
Criterion IV- Vaibhav Satvi, Chetan Meher, Firoz Khan
Criterion V- Mr. Anand Rajawat, Dr. Sneha More, Ms. Nileshwari Ghumre
Criterion VI- Dr. Audrin Colaco, Jagruti Churi, Ms. Shaheen Mahida
Criterion VII- Ms. Anushri Kini, Ms. Niyanta Dave, Dr. Archana Joshi
3. Shri. Sanjeev Patil suggested that there should be delegation of work as per the requirement of the criterion. There should be proper mechanism of data collection and that it should be done on a regular basis which was seconded by Shri. S. N. Padhye and unanimously accepted by all.
4. Dr. Rohan Gavankar proposed that data collection should be done and for the same common template/ format should be circulated so as to ensure that the information received is structured and it will also ensure that duplication of data is avoided. All the members agreed for the same.
5. Shri. V. S. Patil suggested that the prospective planning for the forthcoming academic year should be done before the end of academic year. He also suggested that the entire process should be monitored and the timeline should be made for achieving the target. This was unanimously supported by all the members.
6. The meeting was concluded by vote of thanks.

Dr. Deepa Verma
IQAC Cordinator

Dr. A. P. Pandey
I/c Principal

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Minutes of IQAC Meeting dated 06.02.2020

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. Discussion regarding the points of Criterion 1
3. Discussion regarding feedback system.

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Shri. K. P. N. Kutty
6. Dr. A. P. Pandey
7. Mrs. Prajakta Paranjape
8. Dr. Rohan Gavankar
9. Dr. Deepa Verma
10. CA Suraj Wadhwa
11. Ms. Rakheee H Jadhav
12. Ms. Sonal Salvi
13. Mr. Nandkumar Takkar
14. Ms. Padmja N. Joshi
15. Ms. Seema Jadhav
16. Mrs. Victoria Manoranjithiam
17. Mrs. Anushita Moger
18. Ms. Archana S. Raut
19. Mr. Bhakti Pethe
20. Ms. Aradhana Joshi
21. Ms. Bristi Biswas
22. Ms. Nazia Shaikh
23. Ms. Vijaya N. Shirsat
24. Mr. Manoj Kurup
25. Mr. Amol Vaze
26. Ms. Praktana M. Kore
27. Mrs. Madhulika Yadav
28. Mr. Hensal Rodrigues

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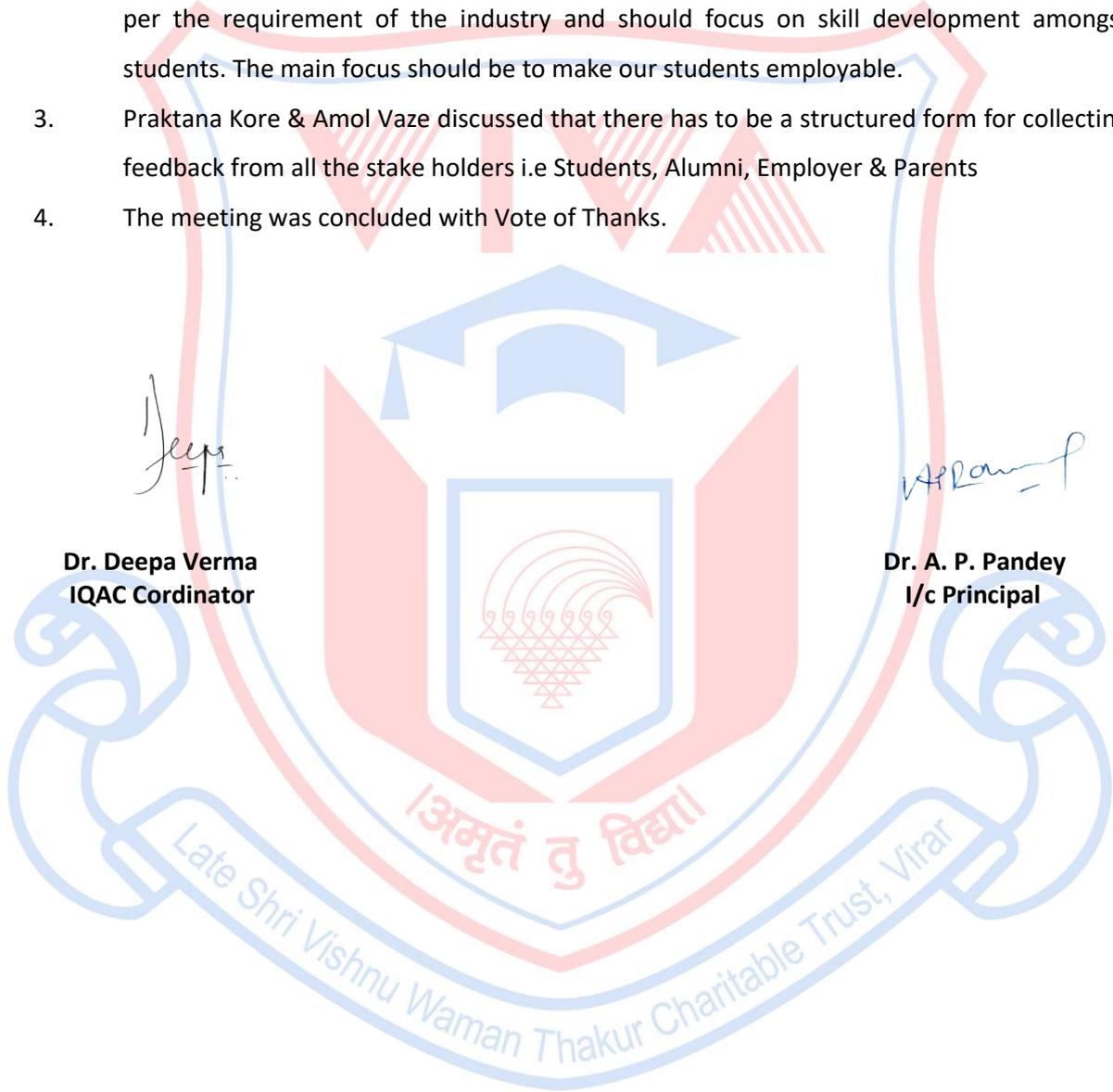


The following points were discussed in the meeting:

1. Minutes of the last meeting were read & confirmed by the members present.
2. Dr. Deepa Verma discussed the template regarding the Criterion 1. Shri. Sanjeev Patil emphasised that each department should submit proposal for starting Add-On courses, certificate & value added courses. Shri. Patil also suggested that the courses be designed as per the requirement of the industry and should focus on skill development amongst students. The main focus should be to make our students employable.
3. Praktana Kore & Amol Vaze discussed that there has to be a structured form for collecting feedback from all the stake holders i.e Students, Alumni, Employer & Parents
4. The meeting was concluded with Vote of Thanks.

**Dr. Deepa Verma
IQAC Cordinator**

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



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Minutes of IQAC Meeting dated 08.02.2020

Agenda of the meeting

1. To read and confirm the minutes of the last meeting
2. Discussion on the template of Criterion II
3. Improving the effectiveness of Teaching- learning process
4. Policy Framing for Student mentoring
5. Discussion on Student Satisfaction Survey

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Mrs. Prajakta Paranjape
6. Dr. Rohan Gavankar
7. Dr. Deepa Verma
8. CA Suraj Wadhwa
9. Dr. Dipali Choudhary
10. Dr. (CA) Mabel Lobo
11. Mr. Vikas L. Gupta
12. Ms. Amita Patil
13. Ms. Mala Khanchandani
14. Ms. Jyoti Jadhav
15. Mr. Indira Desai
16. Ms. Ashvini Shembekar
17. Ms. Ashwini Thakur
18. Mr. Shailesh Gurav
19. Mr. Umesh Prajapati
20. Mrs. Qudasiya Sayed
21. Ms. Velarmathi Tevar
22. Mr. Arjun Vishwakarma
23. Mr. Abhay Dhanmeher
24. Mr. Johnson Varkey
25. Mr. Mahesh Jagtap
26. Mr. Sunil Jaiswar
27. Dr. Arti Dubey
28. Mr. Atul Dubey
29. Mr. Vinodkumar Didwana
30. Mr. Rohan D'Souza

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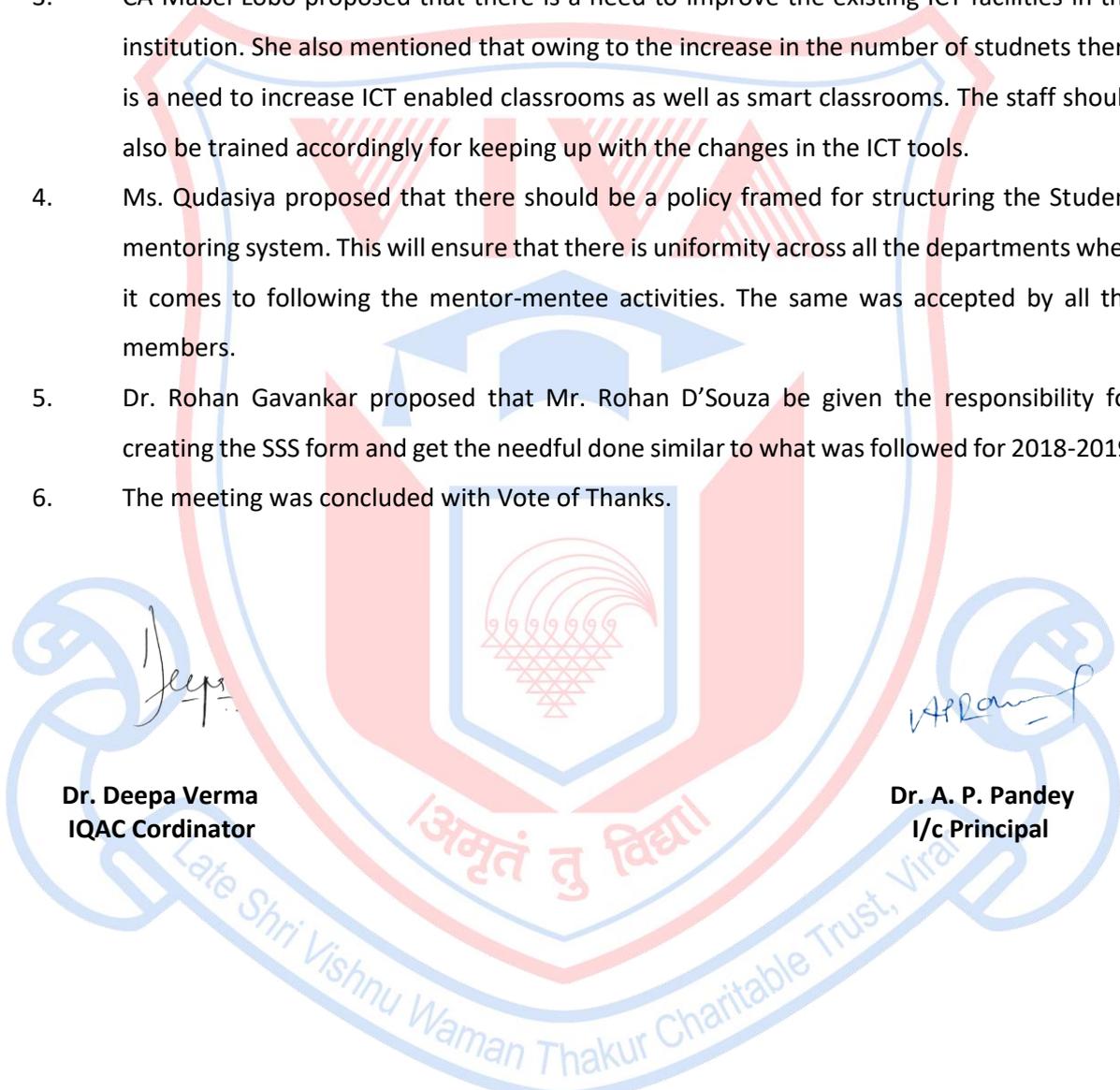


The following points were discussed in the meeting:

1. Minutes of the last meeting were read & confirmed by the members present.
2. Dr. Deepa Verma discussed in detail about the template of Criterion II.
3. CA Mabel Lobo proposed that there is a need to improve the existing ICT facilities in the institution. She also mentioned that owing to the increase in the number of studnets there is a need to increase ICT enabled classrooms as well as smart classrooms. The staff should also be trained accordingly for keeping up with the changes in the ICT tools.
4. Ms. Qudasiya proposed that there should be a policy framed for structuring the Student mentoring system. This will ensure that there is uniformity across all the departments when it comes to following the mentor-mentee activities. The same was accepted by all the members.
5. Dr. Rohan Gavankar proposed that Mr. Rohan D'Souza be given the responsibility for creating the SSS form and get the needful done similar to what was followed for 2018-2019.
6. The meeting was concluded with Vote of Thanks.

**Dr. Deepa Verma
IQAC Cordinator**

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



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Minutes of IQAC Meeting dated 11.02.2020

Agenda of the meeting No 1

1. To read and confirm the minutes of the last meeting
2. Discussion regarding the template of Criterion III
3. Conducting Workshops & Seminars
4. Strengthening extension activity
5. Having MOUs & industry Tie-ups

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Mr. V. S. Patil
6. Shri. K. P. N. Kutty
7. Dr. A. P. Pandey
8. Mrs. Prajakta Paranjape
9. Dr. Rohan Gavankar
10. Dr. Deepa Verma
11. CA Suraj Wadhwa
12. Dr. Hemangi A. Raut
13. Dr. Basil D'Mello
14. Mrs. Deepa Dalvi
15. Mrs. Harshawardhini Borwankar
16. Mrs. Kavita Patil
17. Mrs. Priyanka Brid
18. Dr. Nikhil Teli
19. Dr. Amol Samant
20. Dr. Shraddha Khamkar
21. Mr. Deepak Gupta
22. Ms. Pooja Tiwari
23. Mr. Balkrishna Aeer
24. Mrs. Pratiksha Naik
25. Mr. Sachin Kadam

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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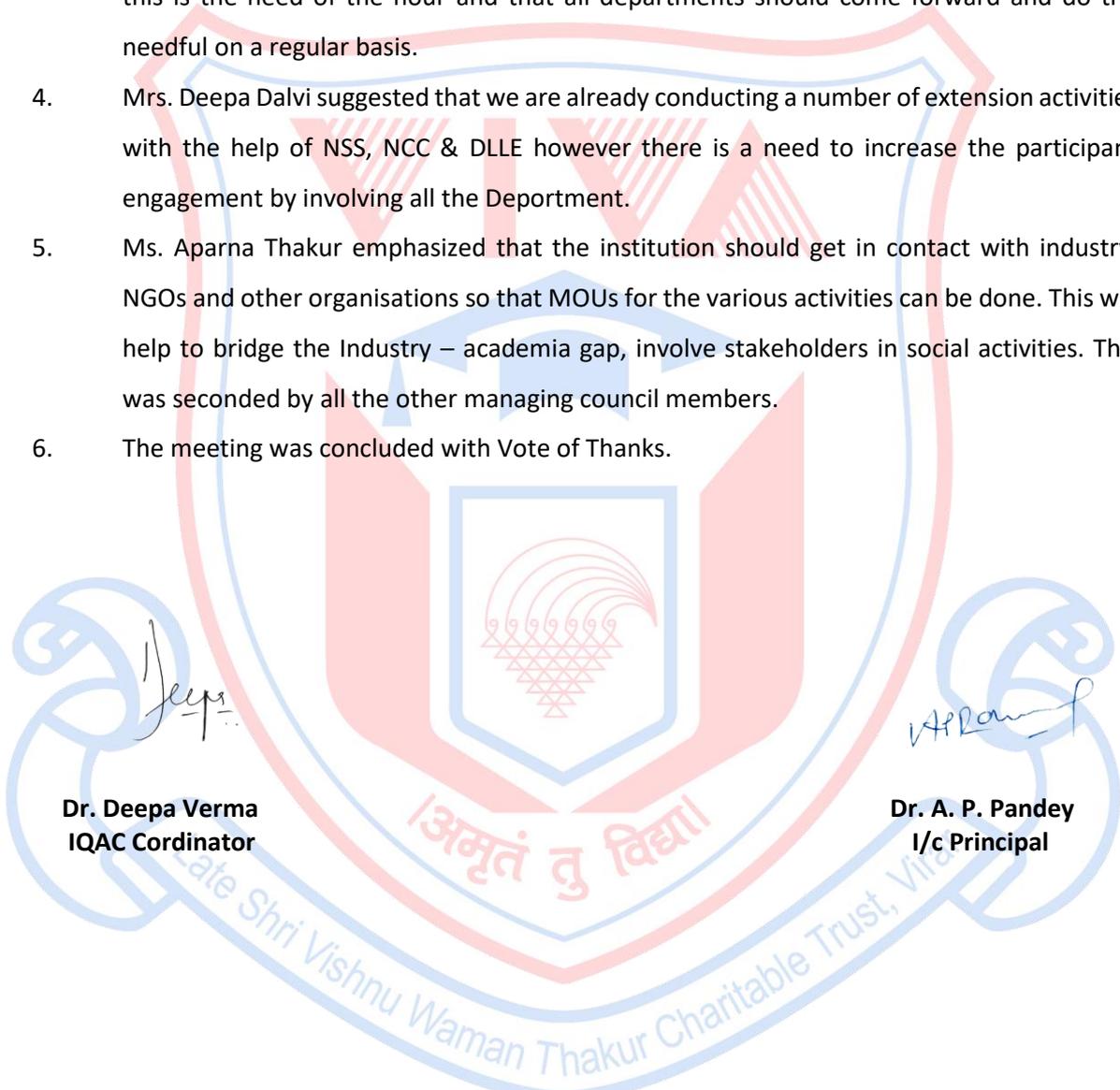


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2. Dr. Deepa Verma discussed about the template of Criterion III.
3. Dr. Basil D'Mello proposed that there should be more number of workshops and seminars organised by the various departments on topics pertaining to their subjects so as to strengthen the research activities in the institution. All the members also emphasised that this is the need of the hour and that all departments should come forward and do the needful on a regular basis.
4. Mrs. Deepa Dalvi suggested that we are already conducting a number of extension activities with the help of NSS, NCC & DLLE however there is a need to increase the participant engagement by involving all the Department.
5. Ms. Aparna Thakur emphasized that the institution should get in contact with industry, NGOs and other organisations so that MOUs for the various activities can be done. This will help to bridge the Industry – academia gap, involve stakeholders in social activities. This was seconded by all the other managing council members.
6. The meeting was concluded with Vote of Thanks.

**Dr. Deepa Verma
IQAC Cordinator**

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



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Minutes of IQAC Meeting dated 11.02.2020

Agenda of the meeting No.2

1. Discussion regarding the template of Criterion IV
2. Laboratory Upgradation
3. Updation of ILMS & other library requirements.
4. Discussion regarding available IT Infrastructure
5. Facility for E-content creation
6. Maintenance policy

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Mr. V. S. Patil
6. Shri. K. P. N. Kutty
7. Dr. A. P. Pandey
8. Mrs. Prajakta Paranjape
9. Dr. Rohan Gavankar
10. Dr. Deepa Verma
11. CA Suraj Wadhwa
12. Mr. Girish Jamnekar
13. Mr. Firoz Khan
14. Ms. Priyanka Patil
15. Mr. Kaushik Save
16. Mr. Mohsin Shaikh
17. Ms. Gauri Vartak
18. Mr. Vaibhav Satvi
19. Ms. Nilambari
20. Mr. Komal Patil
21. Mr. Kadambari Agaskar
22. Dr. Hemangi Raut

The following points were discussed in the meeting:

1. In continuation following meeting No. 1 about Criterion 3, Dr. Deepa Verma discussed about the template of Criterion 4.

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2. Mr. Vaibhav Satvi spoke about the available laboratories as well as the newly added laboratories for Hospitality studies, he also mentioned that in the new premises also similar kind of provision is made of laboratories for all subjects and eventually it will be shifted.
3. Discussion was done regarding the upgradation of the Integrated Learning Management System and how that has been helpful in channelizing the library activities very smoothly. Shri. Sanjeev Patil suggested that there should be more number of quality reference books purchased since there are a number of PG courses, this was seconded by all the other managing council members.
4. Mr. Firoz Khan highlighted that there has been increase in the number of Computer systems in the institution and that all the departments are also equipped with the same, still there is need to have more number of systems in the library for the use of students.
5. Owing to the growing need of quality learning material for students Dr. Deepa Verma proposed that there is a need to have resources and the desired infrastructure for e-content creation, which was agreed upon by all the members present.
6. Mr. Girish Jamnekar suggested that there should be a mechanism for pooling in the grievances as well as requirements regarding maintenance of the institution. He proposed that a Google form would be sufficient enough to begin with for getting the needful done. All the managing council members were also very welcoming about this.
7. Since all the points of agenda were covered in the discussion the meeting was concluded with Vote of Thanks.

**Dr. Deepa Verma
IQAC Cordinator**

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

**Late Shri. Vishnu Waman Thakur Charitable Trust's
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Minutes of IQAC Meeting dated 13.02.2020**



Agenda of the meeting No. 1

1. To discuss the template of Criterion 5.
2. To discuss about the capability enhancement schemes and other similar activities.
3. Discussion on the grievance mechanism
4. To discuss matters related to sports & cultural activities.
5. Discuss regarding Alumni engagement.

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Shri. K. P. N. Kutty
6. Dr. A. P. Pandey
7. Dr. Rohan Gavankar
8. Dr. Deepa Verma
9. Dr. Hemangi Raut
10. Ms. Trupti Patil
11. Ms. Janhavi P. Naik
12. Ms. Surekha Maske
13. Ms. Veronika Barla
14. Ms. Kshitija Mane
15. Ms. Sneha Pingulkar
16. Ms. Nileshwari Ghumare
17. Mr. Rampravesh Singh
18. Mr. Archana Malpathak
19. Ms. Dipika Chorghhe
20. Mr. Sharvil Shringarpure
21. Ms. Manisha Bhosale
22. Ms. Rahab A. Galib
23. Mr. Anand Rajawat
24. Dr. Nilima Bhagwat
25. Mr. Padmaja N. Joshi

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Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)
NAAC Accredited 'B' Grade - 2.69 CGPA**



The following points were discussed in the meeting:

1. Minutes of the last meeting were read & confirmed by the members present.
2. Dr. Deepa Verma discussed regarding the template of Criterion 5.
3. Mr. Anand Rajawat proposed that although remedial classes were being conducted for students as well as there is personal counselling also being done the number of students availing this benefit is very little and there is a need to strategize our mechanism so that more students get the benefit.
4. Mrs. Nileshwari Ghumare mentioned that although there is a need to have a more structured grievance mechanism in action so as to ensure that all the stakeholders are aware of the same and that it can be helpful in remediating measures incase there is any problem.
5. Dr. Rohan discussed that our institution is involved in various activities of sports as well as cultural which has brought accolades as well as credibility to the institution so the facilities for sports as well as cultural can be enhanced further.
6. Mr. Anand Rajawat proposed that the Alumni association should be registered through the proper official process so that their involvement can be increased for the betterment of the institution as this will ensure that there is a continuous engagement of the alumni with the existing student's.
7. Since there was no other point of discussion, the meeting was concluded with vote of Thanks.

Dr. Deepa Verma
IQAC Cordinator

Dr. A. P. Pandey
I/c Principal

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Minutes of IQAC Meeting dated 13.02.2020

Agenda of the meeting No. 2

1. To discuss about the template of Criterion 6.
2. E-governance implementation in the institution.
3. Organising quality development programmes
4. Academic & administrative audit (AAA)

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Shri. K. P. N. Kutty
6. Dr. A. P. Pandey
7. Dr. Rohan Gavankar
8. Dr. Deepa Verma
9. Dr. Hemangi Raut
10. Dr. Nilima Bhagwat
11. Mr. Padmaja N. Joshi
12. Ms. Archana Patil
13. Ms. Sandra S. Almeda
14. Ms. Madhu Sharma
15. Ms. Shilpa Rodrigues
16. Mrs. Harshali S. Mankar
17. Ms. Dipti D. Gharat
18. Ms. Shahin Mahida
19. Ms. Kavita Patil
20. Mr. Pratik Jagtap
21. Ms. Ruksar S. Shaikh
22. Ms. Maithilee Raut
23. Mr. Deepak Chaudhary
24. Mr. Vishwanath Pawar
25. Mrs. Laxmi Parate
26. Mrs. Jagruti Raut

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The following points were discussed in the meeting:

1. In continuation with the meeting of Criterion 5, Dr. Deepa Verma discussed in brief regarding the template of Criterion 6.
2. Mrs. Jagruti Raut explained about the changes and implementation of digitalisation in all the administrative areas that has taken place in the institution. She also explained about the online mode of payment that has been made available to students which has not only reduced the paper work but also ensured that there are no queues in the college.
3. Dr. Rohan initiated discussion regarding conduct of various programmes for staff member's i.e teaching as well as non-teaching, he proposed that the number of such programmes should be increased and it should be conducted on a regular basis and this agreed upo by all the members present for the meeting.
4. Shri. Sanjeev Patil emphasized that Audits should be done on a regular basis for all the departments so that the quality is maintained as well as it can be ensured that work gets done properly. All the members seconded this.
5. 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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Late Shri Vishnu Waman Thakur Charitable Trust, Viratnagar

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Minutes of IQAC Meeting dated 13.02.2020

Agenda of the meeting No. 3

1. To discuss about the template of Criterion 7.
2. Conduct of extension, outreach and other similar activities.
3. Best Practice

Following Members were present for the meeting:

1. Ms. Aparna Thakur
2. Shri. Sanjeev Patil
3. Shri. Sanjay Pingulkar
4. Mr. S. N. Padhye
5. Shri. K. P. N. Kutty
6. Dr. A. P. Pandey
7. Dr. Rohan Gavankar
8. Dr. Deepa Verma
9. Dr. Hemangi Raut
10. Dr. Nilima Bhagwat
11. Mr. Padmaja N. Joshi
12. Mrs. Aushri Kini
13. Mrs. Mezbin Lalani
14. Mrs. Sayli Patil
15. Ms. Alina D'costa
16. Dr. Swarupa Agnihotri
17. Mr. Snehal Patil
18. Mrs. Jyoti Gupta
19. Ms. Pranali Thakare
20. Dr. Sameer Mapari
21. Ms. Niyanta Dave
22. Dr. Vidhya Verma

The following points were discussed in the meeting:

1. In continuation to the meeting of Criterion 6, Dr. Deepa Verma discussed in brief about the template of Criterion 7.
2. Mrs. Anushri Kini discussed regarding the various activities that are being conducted throughout the institution by various departments as well as committees. These activities have been executed in such a way that it focuses on the various values and initiatives that

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make our stakeholders conscious about their contribution towards the society and be accountable for their actions.

3. Ms. Niyanta Dave discussed regarding the various practices that has been going on for the last few years and how newer practices are being adopted for the betterment of the institution as well as cater to all the stake holders.
4. The meeting was conclude with vote of thanks as there wa no other point of discussion.

**Dr. Deepa Verma
IQAC Cordinator**

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

