Criteria -6.5.2 A NEW Quality Assurance Initiatives of the Institution

Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Quality improvement identified and implemented

2. Academics and Administrative Audit (AAA) and follow up action taken.

3. Collaborative Quality Initiatives with other Institution(s)

4. Participation in NIRF

5. Any other Quality Audit- ISO: Green Audit; Environmental Audit; Energy Audit, E-waste Management

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Quality improvement identified and implemented.

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A) IQAC Members
B) Extract of IQAC Meetings
C) Agenda: Minutes of Meetings of IQAC
D) Quality Improvement Initiatives

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Criteria - 6.5.2 Quality Assurance

Initiatives of the Institution include

A) IQAC Members

Chairperson	Dr. Nitin Agarwal	Head of the Institution I/C Principal
IQAC Coordinator	Ms. Rashmi Singh	Asst. Professor
Teachers to Represent	Mr. B D Mishra	Asst. Professor
	Ms. Shrutika Khot	Asst. Professor
	Mr. Ghanshyamjee Jha	Asst. Professor
One Member from Management	Shri Shivdutta Singh	Manager– Uttar Bharatiya Sangh
Few Senior Administrative Officer	Ms. Rupali Pawar	Sr. Admin
Students	Gunjan Chandelia	Cultural Leader 2023-24
Alumni	Wasim Shaikh	2020 Alumni
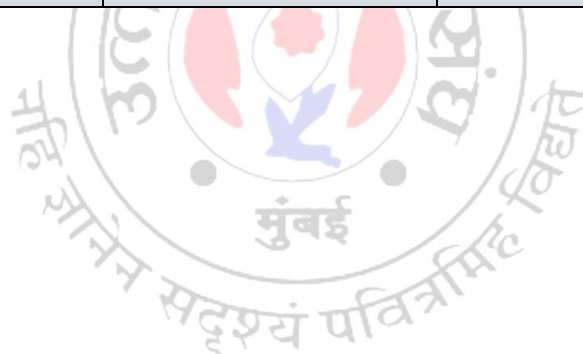
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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

B) Extract of IQAC Meeting

Sr. No	Notice of meeting (Agenda of meeting)	Minutes of meeting date	Place/Venue
1	1. Constitution of IQAC (New Members). 2. Discussion on academic calendar . Improve the attendance of students in the class. . To explain the rules and regulation of the attendance and discipline . Discussion on Teaching, Learning and Evaluation Process. . Improvement of Administrative Performance. 7. Any other matter permission with the chair.	5th June 2022	Class No. 201
2	. Confirmation of the minutes of the meeting held on 5th June 2022 . Discussion about upcoming Internal Examination 3. To discuss maintenance of college premises 4. Effective planning for mentorship 5. Any other matter permission with the chair	17th August 2022	Class No. 201
3	. Confirmation of the minutes of the meeting held on 17th August 2022 . Discussion regarding planning on of semester Exam 2022 (Oct 2022). . To discuss regarding planning for next semester II, IV & VI . Discuss regarding extra curriculum activities for student. 5. Any other matter permission with the chair.	7th Sept 2022	Class No. 201
4	. Confirmation of the minutes of the meeting held on 7th Sept 2022 2. To discuss on website updation . To discuss regarding results of semester Examination. 4. Any other matter permission with the chair	16th Nov 2022	Class No. 201

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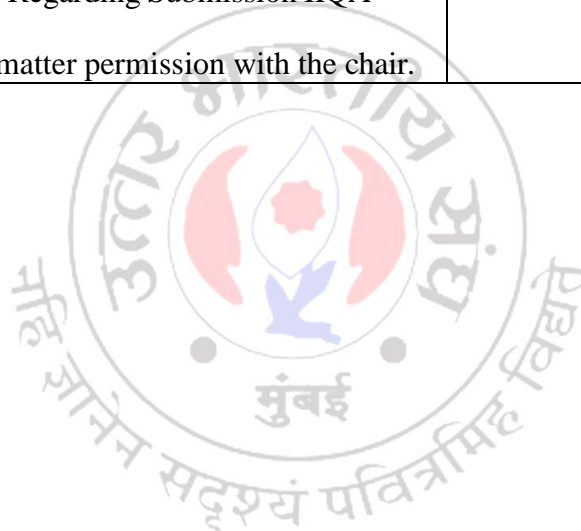|			
5	1. Confirmation of the minutes of the meeting held on 16th Nov 2022 2. To Organize Internal Quality Assurance Cell (IQAC). 3. To Discuss on Teaching, Learning and Evaluation Process. 4. To Finalize the Purchasing of New Computers. 5. To Discuss on purchase of Library Management Software. 6. Any other matter permission with the chair.	18th January 2023	Class No. 201
6	1. To Read and Confirm the Minutes of the Last Meeting held on 18th January 2023. 2. To Finalize the Purchasing of Library Management Software. 3. To Discuss about Infrastructure and learning Resources. 4. Any other matter permission with the chair.	20th March 2023	Class No. 201
7	1. To Read and Confirm the Minutes of the last Meeting held on 20th March 2023 2. To Discuss the NAAC Accreditation Process. 3. To Discuss on Improvement of Administrative Performance. 4. To Discuss the Preparation of Academic calendar for the Academic year 2022-23. 5. Any other matter permission with the chair.	10th May 2023	Class No. 201
8	1. To Read and Confirm the Minutes of the last Meeting held on 10th May 2023 2. To Plan for conducting various Events and Programmes. 3. To Discuss on Strengthening Alumni Association. 4. To Discuss on Improving College Website. 5. To Discuss about Preparation of Self Study Report. 6. Any other matter permission with the chair.	21st June 2023	Class No. 201

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| 9 | 1. To Read and Confirm the Minutes of the last Meeting held on 21st June 2023.
2. To Review the Academic Activities of the Academic Year 2022-23.
3. To Discuss on preparation of Student Satisfaction Survey for the Academic Year 2022-23.
4. To Discuss on Collecting Feedback from Employer, Alumni and Parents.
5. To Discuss on Repairs and Maintenance of College Infrastructure.
6. To Discuss the Conduct of Green, Energy and Environmental Audit.
7. To Discuss Regarding Submission IIQA Submission.
8. Any other matter permission with the chair. | 10th Aug 2023 | Class No. 201 |

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

1st Meeting – 5th June 2022

Notice

Internal Quality Assurance Cell (IQAC)

Date: 1st June 2022   Venue: Class No. 201

Time: 11.00 a.m.

Agenda of Meeting:

1. Constitution of IQAC (New Members)

2. Discussion on academic calendar

3. Improve the attendance of students in the class.

4. To explain the rules and regulation of the attendance and discipline

5. Discussion on Teaching, Learning and Evaluation Process.

6. Improvement of Administrative Performance.

7. Any other matter permission with the chair.

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Minutes of the IQAC meeting held on 5th June 2022:

IQAC Chairman, Principal Ms. Masooma Zaheer Asad welcomed all the IQAC members for the meeting.

- In this meeting IQAC Chairman, Principal Ms. Masooma Zaheer Asad briefly informed about IQAC Committee and accordingly the committee has been established. Further resolve that the committee shall meet at least four times in an academic year.
- It was resolved to approve the academic calendar prepared in faculty meeting for the first semester of academic year 2022-23.
- The rules and regulation of the college as regards attendance policy, dress code, use of mobile etc. The students and parents would specially inform about the attendance policy of college.
- In this meeting discussed on improvement of student attendance with the help of conducting interesting activities for students.
- In this meeting IQAC Chairman, Principal Ms. Masooma Zaheer Asad discussed about teaching and learning and evaluation process of the college for academic year 2022-23.
- It was resolved to take monthly review for improvement of administrative department and gave proper facilities to them.
- As no other business was transacted the meeting conducted with vote of thanks.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

Notice

2nd Meeting- 17th August 2022

Internal Quality Assurance Cell (IQAC)

Date: 10th August 2022   Venue: Class No. 201

Time: 11.00 a.m.

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 5th June 2022.

2. Discussion Regarding upcoming Internal Examination.

3. To discuss maintenance of college premises.

4. Allotment of counsellorships for all Students groups.

5. Any other matter permission with the chair.

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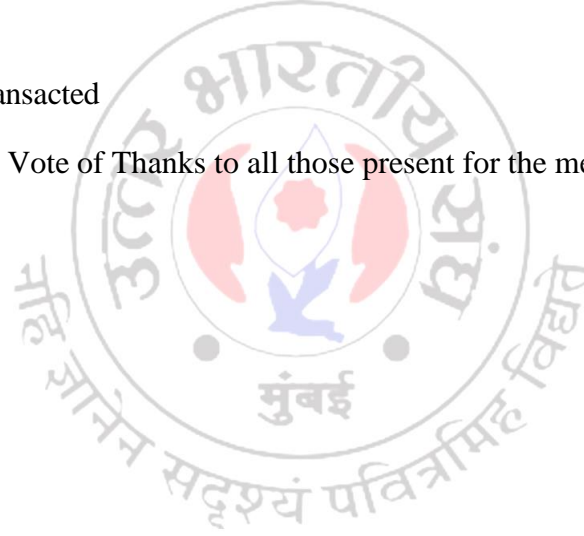Bandra (East), Mumbai - 400 051

Minutes of the IQAC meeting held on 17th August 2022:

IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting.

- Co-Ordinator of IQAC Ms. Rashmi Singh, read out the minutes of the previous meeting of IQAC held on 5th June 2022 and sought for confirmation of the minutes. All the member confirmed the minutes.
- In this meeting discussed regarding upcoming Internal Examination
- IQAC member review the overall maintenance of the office premises and gave some guideline for additional safety
- In this meeting chairman Principal Dr. Nitin Agarwal allocated Counsellors for all year's students' group.

As no other business was transacted

The meeting ended with the Vote of Thanks to all those present for the meeting.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

Notice

3rd Meeting- 7th September 2022

Internal Quality Assurance Cell (IQAC)

Date: 2nd September 2022   **Venue: Class No. 201**

Time: 11.00 a.m.

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 17th August 2022

2. Discussion regarding planning on of semester Exam 2022 (Oct 2022).

3. To discuss regarding planning for next semester II, IV & VI.

4. Discuss regarding extra curriculum activities for student.

5. Any other matter permission with the chair.

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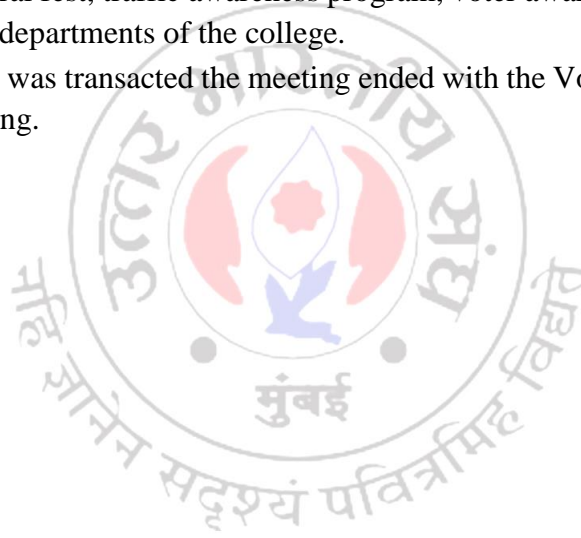of Arts, Commerce & Science
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Minutes of the IQAC meeting held on 7th September 2022:

IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting.

- Co-Ordinator of IQAC Ms. Rashmi Singh, read out the minutes of the previous meeting of IQAC held on 17th August 2022 and sought for confirmation of the minutes. All the member confirmed the minutes.
- In this meeting committee discussed on planning and timetables of semester Examination of first half.
- IQAC chairman Principal Sir discussed about planning for next semester
- Co-Ordinator of IQAC Ms. Rashmi Singh, discussed on activities for the student such as tree plantation, cultural fest, traffic awareness program, voter awareness program, etc. with the help of different departments of the college.
- As no other business was transacted the meeting ended with the Vote of Thanks to all those present for the meeting.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

Notice

4th Meeting – 16th November 2022

Internal Quality Assurance Cell (IQAC)

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Date: 10th November 2022   Venue: Class No. 201

Time: 11.00 a.m.

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 7th Sept 2022.

2. To discuss on website updation.

3. To discuss regarding semester Examination.

4. Any other matter permission with the chair.

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Minutes of the IQAC meeting held on 16th November 2022:

- IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting.
- The minutes of the previous meeting held on 7th Sept 2022 were read out by Co-Ordinator of IQAC Ms. Rashmi Singh. All the members approved the minutes.
- In this meeting Principal sir discussed regarding college website updation. It was resolved unanimously decided that college website layout is to be redesigned & regular updates are needed.
- Co-Ordinator of IQAC Ms. Rashmi Singh, discussed Results of semester examination.
- As no other business was transacted the meeting ended with the Vote of Thanks to all those present for the meeting.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

5th Meeting- 18th January 2023

Notice

Internal Quality Assurance Cell (IQAC)

Date: 12th January 2023   **Venue: Class No. 201**

Time: 11.00 a.m.

Agenda of Meeting:

1. Confirmation of the minutes of the meeting held on 16th Nov 2022

2. To Organize Internal Quality Assurance Cell (IQAC).

3. To Discuss on Teaching, Learning and Evaluation Process.

4. To Finalize the Purchasing of New Computers.

5. To Discuss on purchase of Library Management Software.

6. Any other matter permission with the chair.

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Minutes of the IQAC meeting held on 18th January 2023

- The minutes of the previous meeting held on 16th Nov 2022 were read out by Co-Ordinator of IQAC Ms. Rashmi Singh. All the members approved the minutes

- To Organize Internal Quality Assurance Cell the IQAC Chairman, Principal Dr. Nitin Agarwal informed that this year the Management has decided to proceed for accreditation of the Institution through National Assessment and Accreditation Council (NAAC). In view of this, the institution has constituted the Internal Quality Assurance Cell (IQAC). She has disclosed the names of the IQAC members constituted for assurance of quality in the institution.

- **To Discuss on Teaching, Learning and Evaluation Process**
  The College puts a lot of emphasis on active and interactive learning. Teaching-learning is made student-centric by giving our students every opportunity for independent as well as collaborative learning. College teachers follow methodologies such as discussions, debates, laboratory experiments, learning mini-projects and case studies

- **To Finalize the Purchasing of New Computers.**
  After the discussion it was decided that new computers purchased immediately from the regular vender.

- **To discuss on purchase of Library Management Software.**
  The members had a detailed discussion about purchasing of Library Management Software to make the liberty towards the automation. After the discussion it was resolved that Management Software will be purchase as soon as and quotation will be collected from various venders of the LMS.

- Any other matter permission with the
  chair. No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Ms. Rashmi Singh and followed by tea and snacks.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

Notice

6th Meeting - 20th March 2023

Internal Quality Assurance Cell (IQAC)

Date: 14th March 2023   **Venue: Class No. 201**

Time: 11.00 a.m.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 18th January 2023

2. To Finalize the Purchasing of Library Management Software.

3. To Discuss about Infrastructure and learning Resources.

4. Any other matter permission with the chair.

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Minutes of the College Development Committee Meeting held on 20th March 2023:

IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 18th January 2023

Coordinator of IQAC Co-Ordinator Ms. Rashmi Singh, read out the minutes of the previous meeting of IQAC held on 18th January 2023 and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Finalize the Purchasing of Library Management Software

All the members were discussed regarding purchase of Library Management Software (LMS) and also analyzed the Pros and Cons of various LMS. It was decided to purchase Soul Library Management Software Version 3.00 from INFLIBNET Centre for college library.

3. To Discuss about Infrastructure and learning Resources.

All the Members were discussed about Infrastructure and learning Resources and it was decided that the available Infrastructure and learning resources including classrooms, Library, Computer Lab and other resources maintenance must be done.

4. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Ms. Rashmi Singh and followed by tea and snacks.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

7th Meeting - 10th May 2023

Notice

Internal Quality Assurance Cell (IQAC)

Date: 2nd May 2023   **Venue: Class No. 201**

Time: 11.00 a.m.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 20th March 2023

2. To Discuss the NAAC Accreditation Process.

3. To Discuss on Improvement of Administrative Performance.

4. To discuss the preparation of Academic Calendar year 2023-24.

5. Any other matter permission with the chair.

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Minutes of the College Development Committee Meeting held on 10th May 2023

IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 20th March 2023.

Coordinator of IQAC Co-Ordinator Ms. Rashmi Singh, read out the minutes of the previous meeting of IQAC held on 20th March 2023 and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Discuss the NAAC Accreditation Process.

All the members were discussed regarding NAAC Accreditation Process step by step. After the discussion it was resolved that NAAC Accreditation Process should be initiated starting with gathering all the data required by NAAC Accreditation.

3. To Discuss on Improvement of Administrative Performance.

IQAC Members were discussed regarding the measures to be taken to improve the College administrative performance. In this regard after the discussion it was decided to hold separate Non-Teaching Staff meeting and also arrange training programme for Non-teaching Staff.

4. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Ms. Rashmi Singh and followed by tea and snacks.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

8ᵗʰ Meeting – 24ᵗʰ June 2023

Notice

Internal Quality Assurance Cell (IQAC)

Date: 17ᵗʰ June 2023   **Venue: Class No. 201**

Time: 11.00 a.m.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 10ᵗʰ May 2023.

2. To Plan for conducting various Events and Programmes.

3. To discuss on Strengthening Alumni Association.

4. To discuss on Improving College Website

5. To discuss about preparation of self-study report.

6. Any other matter Permission with the chair,

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Minutes of the College Development Committee Meeting Held on 24ᵗʰ June 2023

IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 10ᵗʰ May 2023.

Coordinator of IQAC Ms. Rashmi Singh, read out the minutes of the previous meeting of IQAC held on 10ᵗʰ May 2023. and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Plan for conducting various Events and Programmes.

After the discussion It was resolved to organize various Seminars, workshop and cultural and sports events for all round developments of the students.

3. To Discuss on Strengthening Alumni Association.

In order to strengthening the Alumni Association, all the members of the IQAC decided to conduct Alumni Meet in March 2023 to provide scope for interaction between students and alumni for various activities. Also initiate the Registration Process of Alumni Association

4. To Discuss on Improving College Website.

Members of the IQAC were discussed about improving College Website and it was resolved that Website should be modified in accordance with the NAAC requirements.

5. To Discuss about Preparation of Self Study Report.

After the discussion IQAC members resolved that Self Study Report (SSR) preparation will be initiated as per the latest modification of NAAC.

6. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Ms. Rashmi Singh and followed by tea and snacks.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting Details

9th Meeting – 19th August 2023

Notice

Internal Quality Assurance Cell (IQAC)

Date: 10th August 2023   **Venue: Class No. 201**

Time: 11.00 a.m.

Agenda of Meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 24th June 2023

2. To Review the Academic Activities of the Academic Year 2022-23.

3. To Discuss on Conducting Student Satisfaction Survey for the Academic Year 2022-23.

4. To Discuss on Collecting Feedback from Employer, Alumni and Parents.

5. To Discuss on Repairs and Maintenance of College Infrastructure.

6. To Discuss the Conduct of Green, Energy and Environmental Audit.

7. To Discuss Regarding Submission IIQA Submission.

8. Any other matter permission with the chair.

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Minutes of the College Development Committee Meeting held on 14th August 2023

IQAC Chairman, Principal Dr. Nitin Agarwal welcomed all the IQAC members for the meeting. The following were discussed in the meeting:

1. To Read and Confirm the Minutes of the last Meeting held on 19th June 2023

Coordinator of IQAC Ms. Rashmi Singh, read out the minutes of the previous meeting of IQAC held on 24th June 2023 and sought for confirmation of the minutes. All the member confirmed the minutes.

2. To Review the Academic Activities of the Academic Year 2023-24.

IQAC members reviewed the reports of various Academic activities including curricular, Co-curricular and extracurricular activities conducted during the Academic year 2023-24 and principal appreciated all the stakeholders for organizing such activities.

3. To Discuss on conducting Student Satisfaction Survey for the Academic Year 2023-24.

It was resolved that IQAC Coordinator Ms. Rashmi Singh will conduct Student Satisfaction Survey for the Academic Year 2023-24.

4. To Discuss on Collecting Feedback from Employer, Alumni and Parents.

It was resolved that IQAC Coordinator Ms. Rashmi Singh will collect Feedback from Employer, Alumni, and Parents

5. To Discuss on Repairs and Maintenance of College Infrastructure.

The IQAC members resolved to undertake repair and maintenance work of building, Computers, other electronic machines, Plumbing, etc. for the better performance.

6. To Discuss the Conduct of Green, Energy and Environmental Audit.

The IQAC members discussed regarding conduct of Green, Energy and Environmental Audit for the Academic Year 2022-23 and it was resolved that Green, Energy and Environmental Audit will be conducted by external agency NGO.

7. To Discuss Regarding Submission IIQA Submission.

After the discussion IQAC members resolved that Institutional Information for Quality Assessment (IIQA) submission will be done in the 2nd week of September 2023 and accordingly necessary arrangement should be carried out.

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8. Any other matter permission with the chair.

No other Matter were discussed.

Meeting ended with vote of thanks by IQAC Coordinator Ms. Rashmi Singh and followed by tea and snacks.

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

C) Academics and Administrative Audit (AAA) and follow up action taken.

IQAC Meeting

Action Taken Report for IQAC 2022-23

Sr. No.	Recommendations given by IQAC	Action Taken for Implementation & Outcome
1	To Constitute IQAC Team and Task as per required QIF format	After going through the minutes, it was decided, improvised & approved by the IQAC members.
2	To Finalize the Purchasing of Library Management Software.	E-Granthalay Library Management Software Version 3.00 was purchased from INFLIBNET Centre
3	To Review and Approve the Academic Calendar 2022-23.	Academic Calendar for 2022-23 was presented for review of the members. All the members reviewed the Academic Calendar for 2022-23 and approved the same.
4	To Discuss about Infrastructure and learning Resources.	College Development Committee (CDC) had completed Repairs and maintenance work of the following for the Academic Year 2022-23: a) Class Rooms b) College Building c) Library d) Front Office & HK Lab e) Printers and Photo Copier Machine f) Electrical Lights and Appliances g) Water and Washrooms Facilitates h) Sports Ground

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Criteria -6.5.2 Quality Assurance

Initiatives of the Institution

IQAC Meeting

Action Taken Report for IQAC 2023-24

Sr. No.	Recommendation given by IQAC	Action Taken for Implementation & Outcome
1	To go for Assessment and Accreditation by NAAC	Management, Staff, Student, every stakeholder agreed to go for Assessment &Accreditation of NAAC
2	Preparation for IIQA: Documents for IIQA to be prepared and proceed	NAAC preparation core committee formed of 1 management person, 2 teachers & 1 admin person to lead the process & documentation
3	Up gradation of Laboratory PCs& ICT facilities	IIQA took lead and all PCs and ICT facilities started to upgrade configuration wise, Internet with speed
4	Solar system as alternative source of energy	Management working on it to enhance the capacity of solar system & alternative energy generation.
5	Incubation - Innovation Centre	Launched with an intention to facilitate students to undertake Research, involves access to Library Facilities, E library facilities; Research fund, Research Paper publication and more.
6	To hold Research Conference & present, published Research Papers	National level Research Conference to be hosted and research papers shall be published in a journal.
7	To work on community work; Extension activities	IQAC accelerated the NSS activities and motivated students to do the social activities in sustainable manner
8	Alumni Association	Alumni meet conducted in March 2023 for Ex-students.

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