NES Ratnam College
OF ARTS, SCIENCE & COMMERCE

'A' GRADE
NAAC Re-accredited
(3rd Cycle)

BRITISH INSTITUTE
FOR LEARNING &
DEVELOPMENT

QUALITY MARK
British Quality Mark

BEST COLLEGE (2013-14) - University of Mumbai

NES/RC/IQAC/ 3 / 20-21
Date:09.11.2020

Circular to IQAC Members

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on Wednesday, 11th November, 2020 at 5pm through Google meet to discuss the submission of AQAR 2019-20 and any other matter with the permission of Principal. It is important that all members be present on time.

Dr.Sunita Chahar
Convenor, IQAC

Dr.Mary Vimochana
Principal

N.E.S Complex, NHS Marg, Bhandup (W), Mumbai - 400 078
Tel : 2595 1381 Fax : 2595 4464
e mail : ratnam_college@rediffmail.com
Website : www.ratnamcollege.org

IQAC MEETING   11.11.20

Time: 5pm

Google meet

https://meet.google.com/gxt-hsrp-xvg

AGENDA

❖ Preparation of AQAR -2019-20

❖ Staff Training – Teaching & Non-Teaching

❖ Lesson Observation

❖ Digitization of College office records

❖ Students Information Register

❖ Any other matter with the permission of chair

ATTENDANCE FOR THE MEETING

Attendance for: Date:	Class List "2020-11-11"	"Time:"	"17:01"	"Meet
Names	"2020-11-11"	"Email"	"Comments"	"Arriva
Mr.Sanjay Deshpande	" ✓"	""	""	"17:06
Vinita Dhulia	" ✓"	""	""	"17:07
Dr.Phebe Kingsley	" ✓"	""	""	"17:03
Nithya Narayanan	" ✓"	""	""	"17:14
Madhuri Navare	" ✓"	""	""	"17:51
Dr. Lata Swaminathan	" ✓"	""	""	"17:06
Mrs.R. Vijayalakshmi	" ✓"	""	""	"17:07
Dr. Mary Vimochana	" ✓"	""	""	"17:12
Dr.Sunita Chahar	" ✓"	""	""	"17:02

Help/more info: "https://www.facebook.com/GoogleMeetAttendance/posts/20921153409€
This file was generated by the Google Meet Attendance extension: https://chrome.google.com/webstore/detail/fl
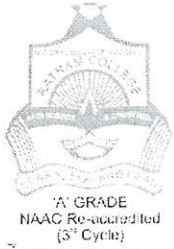accepted?authuser=0&hl=en

MINUTES OF THE MEETING

The following points were discussed

- Dr.Sunita Chahar welcomed all for the meeting.
- Latest AQAR format from NAAC site was shared.
- Each Criteria in-charge has been given support of additional staff members for collection of data for their criterias.
- It was decided unanimously that the first draft of AQAR will be submitted by 15th December 2020.
- Dr.Lata Swaminathan would arrange for Staff training program between 15th and 20th December 2020.
- Unmesh – Program for non-teaching staff would be organised in the month of January 2021.
- Lesson observation is completed
- Dr.Sunita Chahar was asked to contact MKCL for the training program of AQAR.
- Dr.Vijaylakshmi expressed difficulty in sending monthly report to students due to large number. For this, Dr.Vinita asked to share the folder with Mr.Kannan who would send it to the parents. Principal madam agreed to give some office assistance for Arts & Commerce in this matter.
- Digitization of Office records was discussed. Each office staff will be asked to keep their records in the drive and share the information with the IQAC for AQAR.
- The meeting ended with vote of thanks.

Dr.Sunita Chahar

IQAC Coordinator

NES Ratnam College
OF ARTS, SCIENCE & COMMERCE

'A' GRADE
NAAC Re-accredited
(3rd Cycle)

BRITISH INSTITUTE
FOR LEARNING &
DEVELOPMENT

QUALITY MARK
British Quality Mark

BEST COLLEGE (2013-14) - University of Mumbai

NES/RC/IQAC/ 4 / 20-21
Date:30.04.2021

Circular to IQAC Members

This is to inform all the IQAC Members that the meetings of the IQAC are scheduled from , **4ᵗʰ May to 7ᵗʰ May, 2021 at 4 pm through Google meet** to finalize the AQAR 2019-20. Each Criteria- In-charge will present their criteria (Including all Excel tables) in front of the committee for suggestions. The schedule is attached herewith.

It is important that all members be present on time.

Dr.Sunita Chahar
Convenor, IQAC

Dr.Mary Vimochana
Principal

N.E.S. Complex, NHS Marg, Bhandup (W), Mumbai - 400 078
Tel.: 2595 1381 Fax: 2595 4464
e mail : ratnam_college@rediffmail.com
Website : www.ratnamcollege.org

Schedule of Presentations

S.No	Date	Criteria
1	4.5.21	Profile and Criteria- I
2	5.5.21	Criteria -II & III
3	6.5.21	Criteria -IV & V
4	7.5.21	Criteria -VI & VII

IQAC Meeting held on 4.5.2021 at 6pm

Google Meet: https://meet.google.com/ggh-vjai-zfp

Agenda:

- To discuss Profile and Criteria- I
- Presentation of Profile by Dr.Sunita Chahar
- Presentation of Criteria-I by Mr.Sanjay Deshpande

Attendance

Attendance for:	class-list		
Date:	"2021-05-04"	"Time:"	"17:56"
Names	"2021-05-04"	"Email"	"Comments"
Dr. Sunita Chahar	" ✔ "	""	""
Mr.Sanjay Deshpande	" ✔ "	""	""
Mrs.S. Karthiyaini	" ✔ "	""	""
Dr.Phebe Kingsley	" ✔ "	""	""
Madhuri Navare	" ✔ "	""	""
Dr. Lata Swaminathan	" ✔ "	""	""
Mrs.R. Vijayalakshmi	" ✔ "	""	""
Dr. Mary Vimochana	" ✔ "	""	""
Help/more info:	"https://tinyurl.com/y5peu3nk"		
© Google Meet Attendance	https://tinyurl.com/y6k2yqts		

Minutes

The meeting began with presentation of Profile by the IQAC coordinator Dr.Sunita Chahar.

She read the Part A of AQAR filled by her. There were suggestions/ inputs by all the members present. The inputs were for the following questions:

Q.No.7.1 of Profile: To add Commerce dept syllabus workshop, Funds received through Samavesh- Mini Marathon.

To check Ph.D in Physics affiliation letter date

Q.No.11. To add funds received from Startup fest and Samavesh

Criteria -I was presented by Mr.Sanjay Deshpande.

Q.No.1.1.1- Was asked to change some part of the description. To give more focus on Curriculum delivery.

Dr.Sunita Chahar
IQAC Coordinator

IQAC Meeting held on 05..5.21

Through Google Meet : 6pm- https://meet.google.com/aff-yjrj-sdj

Agenda:

To discuss Criteria II & III
 Presentation of Criteria -II by Dr.Phebe Kingsley
 Presentation of Criteria-III by Dr.R.Vijaylakshmi

Attendance of the Google Meet

Attendance for:	class-list		
Date:	"2021-05-05"	"Time:"	"17:46"
Names	"2021-05-05"	"Email"	"Comments"
Dr. Sunita Chahar	""	""	""
Mr.Sanjay Deshpande	" ✔ "	""	""
Mrs.S. Karthiyaini	" ✔ "	""	""
Dr.Phebe Kingsley	" ✔ "	""	""
Madhuri Navare	""	""	""
Dr. Lata Swaminathan	" ✔ "	""	""
Mrs.R. Vijayalakshmi	""	""	""
Dr. Mary Vimochana	""	""	""
Help/more info:	"https://tinyurl.com/y5peu3nk"		
© Google Meet			
Attendance	https://tinyurl.com/y6k2yqts		

Minutes

The meeting began with presentation of Criteria -II by Dr.Phebe.K.
Suggestions/inputs/discussion took place on following points:
Staff strength- Principal Madam assured to give the correct figure tomorrow.
Dr.Meenakshi's year of award was confirmed by Dr.Sunita Chahar. Also prelims mention in Annual plan
To change the wordings of Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)
To give the link of Students Satisfaction survey
Criteria -III was presented by Dr.Vijaylakshmi. Following points were asked to be updated
3.1.1 to be checked again in 18-19 AQAR, if possible edit the figure written as 0.75
3.1.2 Workshops to be added
3.2.2- Awards to be added
Both Criteria -II & III to be updated in 2 days time.

Dr.Sunita Chahar
IQAC Coordinator

IQAC Meeting held on 7.5.2021 at 6pm

Google meet: https://meet.google.com/naa-xtyq-jrv

Agenda:

- To discuss Criteria IV & V
- Presentation of Criteria IV by Mrs. Madhuri.N
- Presentation of Criteria-V by Mrs.S.Karthiyaini

Attendance for:	class-list		
Date:	"2021-05-06"	"Time:"	"18:07"
Names	"2021-05-06"	"Email"	"Comments"
Dr. Sunita Chahar	" ✓ "	""	""
Mr.Sanjay Deshpande	" ✓ "	""	""
Mrs.S. Karthiyaini	" ✓ "	""	""
Dr.Phebe Kingsley	" ✓ "	""	""
Nithya Narayanan	" ✓ "	""	""
Madhuri R	" ✓ "	""	""
Dr. Nithya S.	" ✓ "	""	""
Dr. Lata Swaminathan	" ✓ "	""	""
Mrs.R. Vijayalakshmi	" ✓ "	""	""
Dr. Mary Vimochana	" ✓ "	""	""
Help/more info:	"https://tinyurl.com/y5peu3nk"		
© Google Meet Attendance	https://tinyurl.com/y6k2yqts		

Minutes of the meeting

The meeting began with presentation of Criteria -IV by Mrs.Madhuri.N.

Discussions took place on following qts.

4.1.1: Expenditure on maintenance. Principal madam said she will confirm certain things with Mr.George and let her know.

About total laboratories, Mr.Deshpande asked her to add Ph.D Physics lab.

Discussion took place on Smart boards.

4.3: For old computers, they have to be discarded, remark passed in dead stock register. Mrs.Madhuri was asked to make a detailed page of 4.3.1

4.3.3: To find out e content made by teachers till May 2020. Discussion took place on LMS-Google classroom and Dr.Lata suggested to put data posted on Google classroom as e content.

Mrs.Madhuri was asked to complete all the criteria details by 10th of May 21.

Criteria – V was presented by Mrs.S.Karthiyaini. She was asked to check the students scholarships with Dr.Kiran Upar by Principal Madam.

Dr.Lata asked to add Tally program conducted for the students.She also gave valuable inputs about Alumni.

Leadership Training Program also to be added.

Karthiyaini pointed out that we should record students grievances.

The meeting ended with vote of thanks.

Dr.Sunita Chahar

IQAC Coordinator

IQAC Meeting held on 8.5.2021 at 6pm

Google Meet: https://meet.google.com/imx-vdoq-xku

To discuss Criteria VI & VII

- Presentation of Criteria VI by Dr.Lata Swaminathan
- Presentation of Criteria-VII by Ms.Shweta Belose

Attendance for:	class-list		
Date:	"2021-05-07"	"Time:"	"18:08"
Names	"2021-05-07"	"Email"	"Comments"
dr. sunita chahar	""	""	""
mr.sanjay deshpande	""	""	""
mrs.s. karthiyaini	"✔"	""	""
dr.phebe kingsley	"✔"	""	""
nithya narayanan	""	""	""
madhuri r	"✔"	""	""
dr. nithya s.	""	""	""
dr. lata swaminathan	"✔"	""	""
mrs.r. vijayalakshmi	""	""	""
dr. mary vimochana	""	""	""
Help/more info:	"https://tinyurl.com/y5peu3nk"		
© Google Meet			
Attendance	https://tinyurl.com/y6k2yqts		

Minutes of the Meeting

The meeting began with presentation of Criteria -IV by Dr.Lata Swaminathan.

The criteria had more descriptive questions which were well written and did not require any modifications.

Dr.Lata asked for factual data : date of 3rd instalment of DBT, date of funds received for Unnat Bharat Abhiyan , dates of sixth startup fest.Capacity building program details, dates of research convention.

She asked Dr.Nithya if MIS was correctly described. Dr.Nithya commented that it was good enough.

Cirteria-VII was presented by Ms.Shweta Belose. Since lot of data was yet to be filled, Dr.Nithya was asked to contribute in completing it at the earliest.

It was later decided unanimously that all will submit the word file of the Criteria and excel sheets by Monday i.e.10th may 21 in the IQAC drive. Evidences also to be submitted in the drive.

All decided that the criteria incharges will fill their criteria from home.

Dr.lata and Dr.Sunita will check all the criterias once the incharges submit their data.

Dr.Sunita Chahar

IQAC Coordinator