

Minutes of the meeting held on 02.11.2022

Agenda

- Welcome
- AQAR 2020-21
- Duty allotment for IQAC members
- Quality initiatives
- Any other matter with the permission of Chairperson
- Vote of thanks

The meeting was held online at 3 pm on Google Meet platform. Mr. Sanjay Deshpande, IQAC Coordinator welcomed the members and requested Dr.Mary Vimochana to chair the meeting.

The following points were taken up for discussion as per the agenda.

1.The deadline to submit the AQAR for 2020-21 given by NAAC is 31.12.2021. It was decided that the Criteria Incharges will check the first draft of the AQAR for their Criteria and the senior most member in the Criteria wise committee will take a lead in preparing the same. New Criteria wise committee to be brought out before the next meeting.

Criteria	Incharge
I	Mr.Sanjay Deshpande
II	Dr.Phebe Kingsley
III	Dr.R.Vijayalakshmi
IV	Mrs.Madhuri Navare
V	Mrs.S.Karthyaini
VI	Dr.Lata Swaminathan
VII	Dr.Vinita Dhulia
Profile	Dr.Sunita Chahar

It was resolved that the first draft to be kept ready by 30.11.2021 and the second draft by 15.12.2021.

2.The following duty allotment was done.

Duty	
AQAR	Mr.Sanjay Deshpande
Internal Audit	Dr.Sangeeta Roy
CAS	Dr.R.Vijayalakshmi
Unmesh	Mrs.Madhuri Navare
Lesson Observation	Mrs.S.Karthyaini Dr.Sunita Chahar
Feedback	Dr.Vinita Dhulia Dr.Lata Swaminathan
Student Satisfaction Survey	Dr.Phebe Kingsley

3.The following Quality Initiatives were discussed

- Remodeling
- Paperless Administration
- Eklavya software for online examination
- Online Admission
- Teachers training for online teaching
- Purchase of new teaching-learning tools



- Manuals for SOP
- Email ids for students
- Application for new courses
- Covid Protocol

The meeting ended by a vote of thanks proposed by Dr.Sangeeta Roy



Mr.Sanjay Deshpande
IQAC Coordinator



Ref. No. : NES /RC/IQAC/CIR/22/2021-22
Date: Dec. 08, 2021

CIRCULAR TO STAFF

This is to inform all staff members that criteria wise discussion on AQAR 2020-21 will commence on Thursday, 9th December, 2021. The meeting will take place in the Director's Room at 1.00 p.m. on all the days as per the following schedule. Members from IQAC are required to be present on all days.

Criteria wise Conveners along with their members should be present on the scheduled date.

The meetings are scheduled to approve the first daft and also for valuable inputs from all present.

DATE	CRITERIA
09.12.2021	I & II
10.12.2021	III & IV
11.12.2021	V & VI
13.12.2021	VII & Profile


IQAC Co-ordinator




Principal

Minutes of the meeting held on 09.11.2022

Agenda

Discussion on Criteria I and II

- ✓ Mr.Sanjay Deshpande, IQAC Coordinator welcomed the members for the meeting.
- ✓ Mrs.Bhakti Velankar made a presentation on Criteria I which was followed by a presentation by Dr.Phebe Kingsley on Criteria II.
- ✓ A detailed discussion was done where valuable inputs were given by all members
- ✓ present.
- ✓ The meeting ended with a vote of thanks proposed by Dr.R.Vijayalakshmi.

Mr.Sanjay Deshpande
IQAC Coordinator



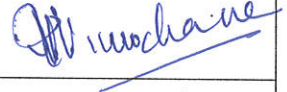
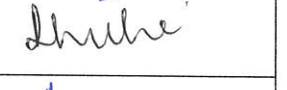
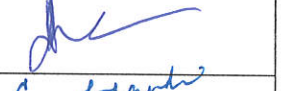
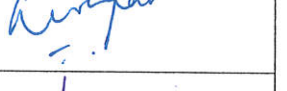

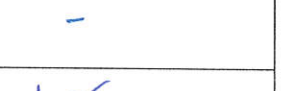
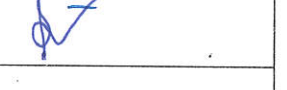
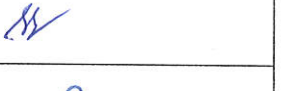

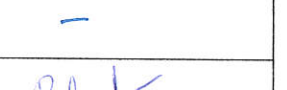
NES RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE

IQAC Meeting

Date:09.12.2021

Venue : Conference Room

Time: 1.00 pm

Sr. No.	Name of the Staff	Designation	Signature
1	Dr.Mary Vimochana	Principal	
2	Dr.Vinita Dhulia	Vice Principal	
3	Dr. Lata Swaminathan	Vice Principal	
4.	Mr. Sanjay Deshpande	Coordinator	
5.	Dr. R.Vijaylakshmi	Co-Coordinator	
6.	Dr. Sangeeta Roy	Co-Coordinator	-
7.	Mrs. S. Karthiyaini	Member	
8.	Dr. Sunita Chahar	Member	
9.	Dr. Phebe Kingsley	Member	
10.	Dr. Meenakshi K.	Member	-
11.	Dr. Rebecca Thomas	Member	
12.	Mrs. Madhuri Navare	Member	
13.	Mrs. Megha Sawant	Non-teaching Member	



Minutes of the meeting held on 10.11.2022

Agenda

Discussion on Criteria III and IV

- ✓ Mr.Sanjay Deshpande, IQAC Coordinator welcomed the members for the meeting.
- ✓ Dr.R.Vijayalakshmi made a presentation on Criteria III which was followed by a presentation by Mrs.Presentia Aloysius on Criteria IV.
- ✓ A detailed discussion was done where valuable inputs were given by all members
- ✓ present.
- ✓ The meeting ended with a vote of thanks proposed by Dr.Sangeeta Roy.



Mr.Sanjay Deshpande
IQAC Coordinator



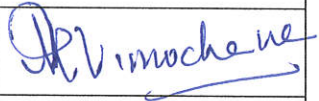


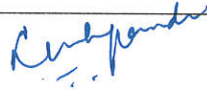
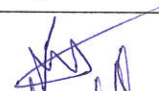
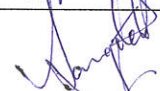




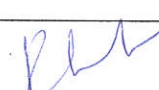

NES RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE

IQAC Meeting

Date : 10.12.2021

Venue : A.V.Room

Time: 1.00 pm

Sr. No.	Name of the Staff	Designation	Signature
1.	Dr.Mary Vimochana	Principal	
2.	Dr.Vinita Dhulia	Vice Principal	
3.	Dr. Lata Swaminathan	Vice Principal	
4.	Mr. Sanjay Deshpande	Coordinator	
5.	Dr. R.Vijaylakshmi	Co-Coordinator	
6.	Dr. Sangeeta Roy	Co-Coordinator	
7.	Mrs. S. Karthiyaini	Member	
8.	Dr. Sunita Chahar	Member	
9.	Dr. Phebe Kingsley	Member	
10.	Dr. Meenakshi K.	Member	
11.	Dr. Rebecca Thomas	Member	
12.	Mrs. Madhuri Navare	Member	
13.	Mrs. Megha Sawant	Non-teaching Member	




Minutes of the meeting held on 11.11.2022

Agenda

Discussion on Criteria V and VI

- ✓ Mr.Sanjay Deshpande, IQAC Coordinator welcomed the members for the meeting.
- ✓ Mrs.Manisha Navale made a presentation on Criteria V which was followed by a presentation by Dr.Lata Swaminathan on Criteria VI.
- ✓ A detailed discussion was done where valuable inputs were given by all members present.
- ✓ The meeting ended with a vote of thanks proposed by Mrs.Madhuri Navare.


Mr.Sanjay Deshpande
IQAC Coordinator



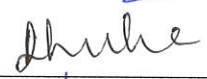
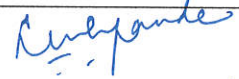





NES RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE

IQAC Meeting

Date : 11.12.2021

Venue : A.V.Room

Time: 1.00 pm

Sr. No.	Name of the Staff	Designation	Signature
1.	Dr.Mary Vimochana	Principal	
2.	Dr.Vinita Dhulia	Vice Principal	
3.	Dr. Lata Swaminathan	Vice Principal	
4.	Mr. Sanjay Deshpande	Coordinator	
5.	Dr. R.Vijaylakshmi	Co-Coordinator	
6.	Dr. Sangeeta Roy	Co-Coordinator	
7.	Mrs. S. Karthiyaini	Member	
8.	Dr. Sunita Chahar	Member	
9.	Dr. Phebe Kingsley	Member	—
10.	Dr. Meenakshi K.	Member	—
11.	Dr. Rebecca Thomas	Member	
12.	Mrs. Madhuri Navare	Member	
13.	Mrs. Megha Sawant	Non-teaching Member	

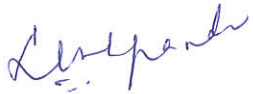


Minutes of the meeting held on 13.11.2022

Agenda

Discussion on Criteria VII and Profile

- ✓ Mr.Sanjay Deshpande, IQAC Coordinator welcomed the members for the meeting.
- ✓ Dr.Vinita Dhulia made a presentation on Criteria VII which was followed by a discussion by Dr.Sunita Chahar on Profile.
- ✓ A detailed discussion was done where valuable inputs were given by all members present.
- ✓ The meeting ended with a vote of thanks proposed by Mrs.S.Karthyaini.


Mr.Sanjay Deshpande
IQAC Coordinator



NES RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE

IQAC Meeting

Date : 13.12.2021

Venue : A.V.Room

Time: 1.00 pm

Sr. No.	Name of the Staff	Designation	Signature
1.	Dr.Mary Vimochana	Principal	
2.	Dr.Vinita Dhulia	Vice Principal	
3.	Dr. Lata Swaminathan	Vice Principal	
4.	Mr. Sanjay Deshpande	Coordinator	
5.	Dr. R.Vijaylakshmi	Co-Coordinator	
6.	Dr. Sangeeta Roy	Co-Coordinator	
7.	Mrs. S. Karthiyaini	Member	
8.	Dr. Sunita Chahar	Member	
9.	Dr. Phebe Kingsley	Member	
10.	Dr. Meenakshi K.	Member	
11.	Dr. Rebecca Thomas	Member	
12.	Mrs. Madhuri Navare	Member	
13.	Mrs. Megha Sawant	Non-teaching Member	



Ref. No.: NES/RC/CIR/28/2021-22
Date : Feb. 10, 2022


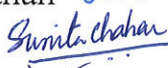



CIRCULAR TO IQAC MEMBERS

A meeting of Senior IQAC members is called on 12.02.2022 at 12.00 noon to discuss some important college related matters.

Kindly attend on time.


IQAC Co-ordinator


Principal

Dr. Vinita Dhulia
Dr. Lata Swaminathan 
Dr. Sunita Chahar 
Dr. R. Vijayalakshmi 
Mrs. S. Karthiyaini 
Dr. Sangeeta Roy 



Minutes of the meeting held on the 12th of February 2022

- ❖ The meeting started with a welcome by Dr. Lata Swamiathan, Vice Principal and Head, Department of Commerce and initiated the discussion.
- ❖ Principal Dr. Mary Vimochana spoke about the IQAC being an important body in taking decisions for the college.
- ❖ Regarding the holidays, it was decided that the Management list of Holidays will be followed which in most cases coincides with the holidays specified by the University of Mumbai
- ❖ The IQAC decided to begin with the offline lectures for all the classes in the hybrid mode
- ❖ Mon/Tuesday – TY classes
- ❖ Wednesday/Thursday-SYBA
- ❖ Friday/Saturday- FYBA
- ❖ Remya has to take care of the CHB Advertisement
- ❖ It was decided that the side rooms and the Library will be repaired and renovated
- ❖ Fees for duplicate Marksheet as per the University directives Rs.100/- per year
- ❖ The pending fees is 5 lakhs
- ❖ PF to be updated
- ❖ Signature of the Principal in the service books to be completed
- ❖ Personal file to be updated
- ❖ NOC for new recruitment
- ❖ The meeting ended with a vote of thanks proposed by Mr.Sanjay Deshpande

Mr.Sanjay Deshpande
IQAC Coordinator



Minutes of the Meeting held on the 6th of May 2022

Following were the decisions taken by the IQAC in view of the Autonomy process and also for the expiry of the NAAC accreditation.

- ❖ Introduction of New Courses
- ❖ Application for Intent for NAAC 4th Cycle in the month of July
- ❖ Departments which have to apply for UG/PG/Ph.D /Diploma/Certificate Courses
- ❖ 2022-23-M.A -Eco /History
- ❖ 2023-24-M.A- Psychology
- ❖ 2024-25-Marathi Speaking Certificate Course
- ❖ 2025-26- Certificate Courses
- ❖ 2026-27- Digital Marketing
- ❖ Dr.Sunita Chahar made the suggestion that tie ups with premier institutions is important and MOUs with NGOs. Physics department will work on tie ups and international libraries will also be taken into account for the same.
- ❖ The Teaching Learning Process would be taken care of by the Remodelling Academic 8 key points and the Modern Teaching Methods Council on which the work has to be done through training at the level of the institution, departments and Classes
- ❖ It was decided that Seminars/Conferences will be conducted and organised by the following departments:
 - ✓ 2022-23-Deaprtment of Economics
 - ✓ 2023-24-Science departments
 - ✓ 2024-25- Commerce/BMS/BBI
 - ✓ 2025-26-Accounts/BAF
 - ✓ 2026-27- CS/IT
- ❖ It was decided that all training programmes in the college will be rooted through the IQAC
- ❖ For the staff the training will be on Research/ Patent/ Funding/Copyright/Plagiarism/Scopus Index/HR related
- ❖ The Students Council of the college will conduct training programmes for the students in the areas of soft skills, event management, leadership, life skills (compulsory)
- ❖ Dr Vinita Dhulia suggested that the Green and the Energy Audit are to be taken up and the same will be done.
- ❖ She mentioned that the arena of sports will be strengthened through appointment of coaches and making the gymnasium well equipped
- ❖ The strengthening of the infrastructure with the development of cubicles, computers, rodent control, pest control, smart boards in each classroom, LAN was decided
- ❖ All standard Operating Procedures will be followed for the smooth conduct of the institutional activities
- ❖ The Finance related matters will be allotted to Mrs S.Karthiyaini who is also the Wing Commander of the Finance wing of the college
- ❖ The Human Resource matters will be taken up by Dr. Sunita Chahar who is also the Wing Commander of the Development wing of the college
- ❖ The Students related matters will be taken up by Dr. R. Vijayalakshmi, HOD, Department of History
- ❖ The Library will be taken up by Librarian, Mrs Madhuri Navare



- ❖ The matters related to Commerce and Arts will be taken up by Vice Principal and HOD, Commerce, Dr. Lata Swaminathan
- ❖ The Science related issues will be taken up by Vice Principal and HOD, Department of Physics, Dr. Vinita Dhulia
- ❖ The Overall working will be taken up by Dr. Sangeeta Roy, HOD, Department of Political science



Mr.Sanjay Deshpande
IQAC Coordinator

