



# NES Ratnam College

OF ARTS, SCIENCE & COMMERCE



BEST COLLEGE (2013-14) - University of Mumbai

NES/RC/IQAC/023/19-20  
Date:27.08.2019

## Circular to IQAC Members

This is to inform all the IQAC members that the meeting of the IQAC is scheduled on Wednesday, 28<sup>th</sup> August, 2019 at 11 am in the Conference room.

All are required to be present on time.

Dr.Sunita Chahar  
Convenor  
IQAC



Dr.Mary Vimochana  
Principal

# Agenda

**Date:28/8/2019**

**Time:11am**

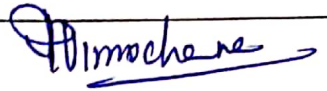
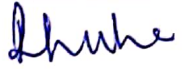

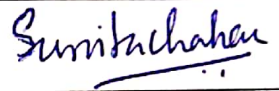
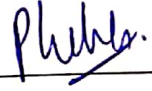


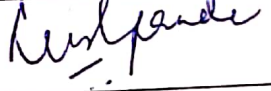
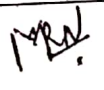

- RAF (revised Accreditation frame work) Dr Lata.S & Dr Phebe .K
- CAS
- Approval of Dr Mani Kamerkar Memorial lecture(History dept)
- Other matters with the permission of Chair

## IQAC Meeting

Date:28.08.19

Venue : Conference Room

Time: 11.00 am

Sr.No.	Name of the Staff		Signature
1	Dr.Mary Vimochana	Principal	
2	Dr.Vinita Dhulia	Vice Principal	
3	Dr.Lata Swaminathan	Vice Principal	
4	Dr.Sunita Chahar	Coordinator	
5	Dr.Phebe Kingsley	Co-Coordinator	
6	Dr. R.Vijaylakshmi	Member	
7	Mrs.S.Karthiyaini	Member	
8	Mr.Sanjay Deshpande	Member	
9	Mrs. Madhuri .N	Member	
10	Mrs. Pushpa Iyer	Member	



## Minutes of IQAC Meeting held on 28.08.19

### AGENDA:

- Presentation by Dr.Phebe .K( Co- Coordinator) and Dr. Lata . S(VP)
- AQAR – 2018-19 : Status of work
- CAS for Staff who are due
- Upgradation of College Website
- Approval of Mani Karnikar Seminar for 2020( History Dept)

Dr.SunitaChahar welcomed the committee members for the first meeting for the academic year.

Dr.Phebe presented the Revised Accredited Framework as she was deputed to attend a seminar at Vidyalankar Institute of Technology. She explained Quantitative and Qualitative matrix.

Dr.Lata explained about :

Value added courses, Skill development courses. The courses have to be minimum of 30 hrs duration.

MOU can be claimed only once.

SSS – Student data has to be submitted and if 10% students don't respond, then it stands invalid.

Dr. Lata informed that email ids have been given to students during enrolment . Class teachers will be asked to test their mails.

Feedback should be taken by Google forms.

Photos taken should be geotagged.

Dr. Vinita Dhulia informed everyone that we have purchased G-Suit account( authenticated)

Dr.Lata and Dr.Vinita suggested to purchase a software for Plagiarism.

Dr.Vijaylakshmi told that plagiarism can be checked online and she has used a software in other College.

Dr.Vijaylakshmi expressed her concern about the condition of Classrooms and also requested for LCD for the Arts Faculty.

Dr.Lata said there should be evidences for students pursuing higher education.

Registration of our Alumni association is must.

After lots of discussion, the following Plan of Action was made.

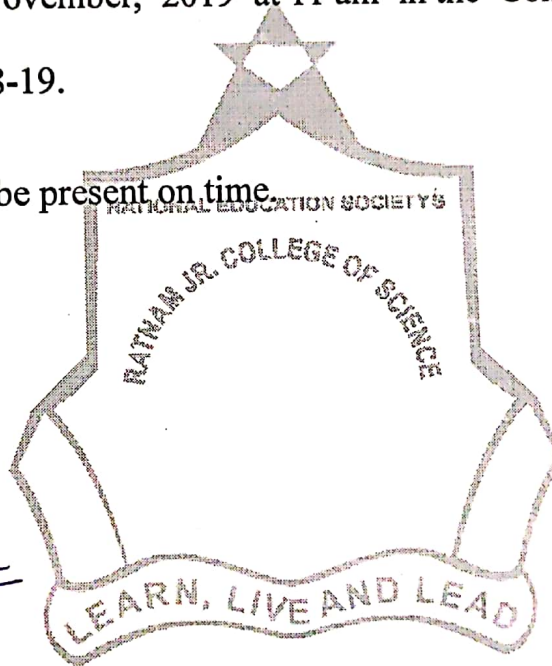
1. AQAR 2018-19 submission on priority basis
2. Staff training by MKCL- 21<sup>ST</sup> September IQAC Staff, 24<sup>th</sup> October Full Staff.
3. CAS related files checking will be assisted by Dr.Vijalakshmi and Mr.Sanjay.D.
4. Dr. Mani Kamrekar Lecture Seminar was approved for 2020.
5. Fortnightly meeting with Office staff/Peons/Labstaff.
6. Mrs.Pushpalyer was asked to tell about the Staff retirement benefits to all. Mrs P.I expressed that non-teaching staff doesn't know anything about NAAC.
7. Mrs.Pushpalyer also expressed her concern about quality enhancement of Office working system.
8. Unmesh will be held in the last week of January 2020.

Dr.SunitaChahar thanked all for their valuable inputs and attending the meeting.

## Circular to IQAC Members

This is to inform all the IQAC members that the meeting of the IQAC is scheduled on Thursday, 21<sup>st</sup> November, 2019 at 11 am in the Conference room to finalize the AQAR for 2018-19.

All are required to be present on time.



*Sunita Chahar*

Dr.Sunita Chahar  
Convenor  
IQAC

*Mary Vimochana*

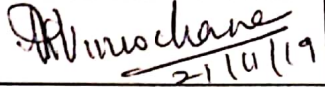
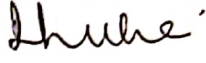
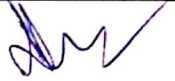

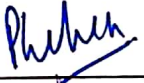
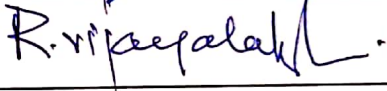
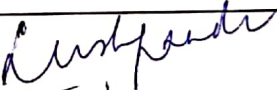
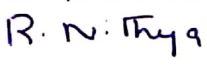

Dr.Mary Vimochana  
Principal

## IQAC Meeting

Attendance

21.11.19

Venue: Conference Room

Sr.No.	Name of the Staff		Signature
1	Dr.Mary Vimochana	Principal	 21/11/19
2	Dr.Vinita Dhulia	Vice Principal	
3	Dr.Lata Swaminathan	Vice Principal	
4	Dr.Sunita Chahar	Coordinator	
5	Dr.Phebe Kingsley	Co-Coordinator	
6	Dr. R.Vijaylakshmi	Member	
7	Mrs.S.Karthiyaini	Member	
8	Mr.Sanjay Deshpande	Member	
9	Dr.Nithya .S	Member	
10	Mrs. Madhuri .N	Member	

## Minutes of IQAC Meeting held on 21.11.19

### AGENDA:

- AQAR – 2018-19 : Status of work

Dr.SunitaChahar welcomed the committee members for the meeting.

The main agenda for the meeting was timely submission of AQAR 2018-19.

Dr.SunitaChahar presented the Part A of AQAR i.e. Profile for discussion.

Discussion took place on Quality Initiatives.

Significant contributions made by IQAC during the year, promotion of research, Internships, E-cell activities, Placement activities, ICT based teaching, Academic audit, Skill based and value added courses,

Dr.Vinita Dhulia informed that Microsoft License for Exam committee has been purchased.

Discussion also took place on Plan of Action and Achievements/ Outcomes.

Due to paucity of time, it was decided that each Criteria incharge can discuss their queries with Principal, vice principals & IQAC convenor.

Dr. SunitaChahar reminded all that the last date of uploading the AQAR is 7<sup>th</sup> December.

By 30<sup>th</sup> December, all have finalize their criterias and start uploading.

The meeting ended with vote of thanks.





# NRS Ratnam College

OF ARTS, SCIENCE & COMMERCE



**BEST COLLEGE (2013-14) - University of Mumbai**

Ref.No.NES/RC/IQAC/02/2019-20  
Date: 10.2.2020

## Circular to IQAC Members

This is to inform all the IQAC members that the meeting of the IQAC is scheduled on wednesday, 12th February, 2020 at 11 am in the Conference room. The Agenda for the meeting is

1. Review of Problems faced in the preparation of AQAR 2018-19.
2. Improve Monthly report & Annual report format.
3. Audit & Plan of Action for Committees.
4. Use of ICT in teaching – learning/ Administration
5. Late coming of Staff & required hours
6. Staff Non-Compliances on work Alloted/ Minor defaulter register to be used
7. Non submission of monthly reports/ committee reports
8. Departmental Newsletters
9. CAS for staff who have applied
10. Lesson Plan and log book checks
11. Workbook checks for Non-Teaching staff
12. Unmesh- fest for Non teaching staff
13. IPR, Gender Equity, Green Audit
14. Any other matter with the permission of chair

All are required to be present on time.

*Sunita Chahar*

Dr.Sunita Chahar  
Convenor, IQAC

*Dr. Mary Vimochana*

Dr.Mary Vimochana  
Principal

## Minutes of the IQAC Meeting held on 12.2.20

The meeting of IQAC was held on Wednesday, 12th February, 2020 at 11 am in the Conference room. The members present were

Sr.No.	Name of the Staff	Designation
1	Dr.Mary Vimochana	Principal
2	Dr.Vinita Dhulia	Vice Principal
3	Dr.Lata Swaminathan	Vice Principal
4	Dr.Sunita Chahar	Coordinator
5	Dr.Phebe Kingsley	Co-Coordinator
6	Dr. R.Vijaylakshmi	Member
7	Mrs.S.Karthiyaini	Member
8	Mr.Sanjay Deshpande	Member
9	Dr.Nithya .S	Member

Discussion arising from the points in agenda were

**Agenda 1: Review of Problems faced in the preparation of AQAR 2018-19:** Criteria wise incharges( IQAC members) expressed their difficulties which they faced when they were consolidating the AQAR report of 2018-19.

- **Criteria 1- Incharge Mr Sanjay Deshpande:** He pointed out nil report was given in the AQAR for skill based and value added courses .After discussion it was decided that Stress Management course and Civil defense course will be conducted for the students for this academic year. Civil defense course will be coordinated by Dr Vijayalakshmi with the help of members of the IQAC and Stress Management Course will be taken care of by Mr.Sanjay Deshpande
- **Criteria 2- Incharge Dr Phebe Kingsley:** She mentioned her difficulty in collecting evidences from the staffs attending conferences and workshop. Dr Vinita came up with a solution that she will open an IQAC folder in the Ratnam campus one site and as and when the staff attends workshop or conference they can immediately upload their certificates in the site.

- **Criteria 3- Incharge Dr Vijjalakshmi** : She was requested to submit the evidences of 2018-19 at the earliest for the hard copy of AQAR 2018-19.
- **Criteria 4- Incharge Mrs.Madhuri Navare** : She was on leave, But It was discussed that ICT related e –learning and training need be conducted. Dr Vnitia .D mentioned that a workshop will be organized for the staff for the use of MOODLE and other e-learning methods.
- **Criteria 5- Incharge Mrs Karthiyaini** :She pointed out that she found it difficult to get the number of students and details of students who have qualified for SET,NET and Civil service exams. Moreover, evidences for participation and winners from cultural committee were not submitted. She had a doubt that If the students got placement in companies or institutions by attending interviews outside the college, Can they be considered as placement by the college.
- **Criteria 6- Incharge Dr Lata S.** : She indicated that the Alumni should be encouraged to contribute and participate for various activities by the college. Possibilities of generating funds and grants from various bodies should be explored.
- **Criteria 7- Incharge Dr Vinita D** : She advised that the WDC of the college should conduct Gender equity programmes in the month of March. Local advantages and disadvantages of the college were pondered. The advantages identified were : As college is placed in a semi urban locality the students have the opportunity to acquire education from nursery to doctorate level in one single campus .Also students are given opportunities to get placement from various agencies and institutions. Parental workshop contributes to a cordial interaction between students and teachers. Dr.Vinita Dhulia mentioned that she has taken initiative of Collecting the plastic wrappers through Mumbai sustainability centre
- **Agenda 2: Improvise Monthly report & Annual report format:** Discussion led to the decision that the annual report (department and Committee wise) can be made in the format in line with the NAAC criteria questionnaire to make it easy for consolidation of AQAR.

**Agenda 3: Audit & Plan of Action for Committees.** It was emphasized by the Vice Principals that the duties allotted in the duty list and the members of various committees should perform their duties sincerely. No change in the duties will be appreciated once the duty list is finalized. A non compliance report will be issued if they don't comply with it. Activities for the academic year 2020-2021 have to be incorporated in the annual plan by the last week of April. Dr Sunita Chahar suggested if a refreshment committee can be included from the coming academic year and staff members allotted for the same.

**Agenda 4: Use of ICT in teaching – learning/ Administration:** Dr Vinita said that training for MOODLE and other teaching tools by e-learning will be organized for staff before this academic year

**Agenda 5: Late coming of Staff & required hours:** The reporting time for staff was discussed .It was unanimously decided that staff who have the first lecture should report at 7.10 am

(morning session) and 11.10(afternoon session).The staffs who don't have first lecture can report by 7.45am (morning session) and by 11.45(afternoon session).Concession for reporting by 7.45am is given to Dr Akhansha on humanitarian grounds. Concession for Dr Jennifer was disapproved. Late coming of staff will be entered in the minor defaulter register.

**Agenda 6: Staff Non-Compliances on work Allotted/ Minor defaulter register to be used:** Principal pointed out that there are absenteeism and late coming of students which need to be monitored and seen to it that it is reduced. Minor defaulter register is being maintained for staffs (teaching and non teaching) who do not comply with the duties allotted.

**Agenda 7: Non submission of monthly reports/ committee reports:** Principal pointed out that monthly reports and committee reports are not handed to her on time.

**Agenda 8: Departmental Newsletters:** Each department should be encouraged to publish an annual newsletter so that the activities carried out by the department can be included and compiled.

**Agenda 9: CAS for staff who have applied:** The staff who have applied for CAS were 1)Mr.Ashok Pujari 2) Dr.Rebecca. T 3) Dr.Deepa C 4) Mrs.Mamta Yadav 5) Mrs.Sumali 6) Mrs.Manisha N 7) Dr.Kiran U 8) Dr.Jayasree G. Dr Vijayalakshmi and Mr Sanjay Deshpande were asked to check their files and submit the same to the Principal at the earliest. Principal with the help of Vice Principal Dr Vinita will require at least a week to forward to the University.

**Agenda 10: Lesson Plan and log book checks:** It has to be carried out by the Head of the departments and Incharges, which will then be checked by IQAC convenor and principal.

**Agenda 11: Workbook checks for Non-Teaching staff:** The Principal, Vice Principal or Head of the departments to do the checking of the workbooks of the Non-Teaching staff.

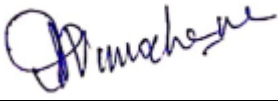



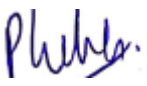


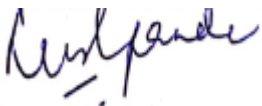
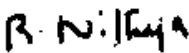
**Agenda 12: Unmesh- fest for Non teaching staff :** The date for UNMESH was finalized as 6<sup>th</sup> March ,2020.Duty list will be taken out at the earliest.

**Agenda 13:** Gender Equity program will be given to WDC.

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

- Annual day celebration is tentatively fixed on 13<sup>th</sup> March.
- A nonteaching staff has to be allotted to be incharge of the banners and he would be responsible to preserve it and see to it that he takes it back after the event is over.
- A GR/ resolution file has to be maintained in the office on the advice of Dr Sunita Chahar.
- Duplicate service books have to be made for all the staffs.
- Environment consciousness activities have to be taken up by each department.
- Work progress should start towards getting Autonomy for the college.
- Research policy and Best practices should be worked upon.

## Attendance of IQAC Meeting held on 12.2.2020

Sr.No.	Name of the Staff	Designation	Signature of the staff
1	Dr.Mary Vimochana	Principal	
2	Dr.Vinita Dhulia	Vice Principal	
3	Dr.Lata Swaminathan	Vice Principal	
4	Dr.Sunita Chahar	Coordinator	
5	Dr.Phebe Kingsley	Co-Coordinator	
6	Dr. R.Vijaylakshmi	Member	
7	Mrs.S.Karthiyaini	Member	
8	Mr.Sanjay Deshpande	Member	
9	Dr.Nithya .S	Member	



# NES Ratnam College

OF ARTS, SCIENCE & COMMERCE



**BEST COLLEGE (2013-14) - University of Mumbai**

NES/RC/IQAC-m/4 / 19-20  
Date:13.04.2020

## Circular to IQAC Members

This is to inform all the IQAC members that the meeting of the IQAC is scheduled on Wednesday, 15<sup>th</sup> April at 11 am through Google meet. The link will be sent in the morning on 15<sup>th</sup> April.

All are required to be present on time.



*Sunita Chahar*

Dr.Sunita Chahar  
Coordinator - IQAC



*Mary Vimochana*

Dr.Mary Vimochana  
Principal

## IQAC MEETING held on 15<sup>th</sup> April 2020

Google meet                      Time: 11am

### AGENDA

- ❖ Semester Exams for all Classes
- ❖ Staff Training for LMS- Learning Management System
- ❖ DBT Report and settling of Accounts
- ❖ Remedial teaching & Question Banks to the Students
- ❖ Annual Report Format of Departments to be changed

### ATTENDANCE FOR THE MEETING

Attendance for:	Class List
Date:	"2020-04-15"
Names	"2020-04-15"
Mr.Sanjay Deshpande	" ✓"
Vinita Dhulia	" ✓"
Dr.Phebe Kingsley	" ✓"
Madhuri Navare	" ✓"
Dr. Lata Swaminathan	" ✓"
Mrs.R. Vijayalakshmi	" ✓"
Dr. Mary Vimochana	" ✓"
Dr.Sunita Chahar	" ✓"
Mrs.S.Karthiyaini	" ✓"

### Minutes of the Meeting

- ❖ **Semester Exams for all Classes** : Principal madam asked to wait for the University guidelines for the exams of all the classes. Meanwhile she advised to carry out revision for the third year students.
- ❖ **Staff Training for LMS- Learning Management System**: She asked the staff to learn the Google classroom so that practical examinations and preliminary exams could be conducted. Vice principal Dr.Vinita Dhulia assured that a

training program on Google classroom & Moodle will be conducted for the staff immediately

- ❖ **DBT Report and settling of Accounts:** Dr.Sunita Chahar expressed her concern on settling of DBT accounts for year 2019-20 as the College was closed due to lockdown. Principal Madam Dr.Mary Vimochana advised to send a mail to the DBT and ask for the extension.
- ❖ **Question Banks to the Students:** Principal Madam Dr.Mary Vimochana also advised that students should be given enough question banks so that they don't loose touch with the subjects and form WhatsApp groups and convey about the revision.
- ❖ **Annual Report Format of Departments to be changed:** Vice principal Dr.Lata Swaminathan and Dr.Sunita Chahar pointed out that there should be a revised format for the Annual reports of the departments as the information required for AQAR is sometimes not available in the Annual reports. Dr.Sunita Chahar volunteered for making the Annual report format according to the AQAR questions.

Due to COVID guidelines, there was lockdown declared , Principal Madam asked the staff to take care of their health and stay safe.  
The meeting ended with vote of thanks.