

# NHS Ratnam College

OF ARTS, SCIENCE & COMMERCE



BEST COLLEGE (2013-14) - University of Mumbai

NES/RC/IQAC/ 024 / 18-19  
Date: 07.08.2018

## Circular to IQAC Members

This is to inform all the IQAC Members that the meeting of the IQAC is scheduled on Friday, 10<sup>th</sup> August, 2018 from 11.00 am to 1.00 pm in the Conference room.

There will be a presentation on the new NAAC guidelines followed by discussions to make the road map for the 4<sup>th</sup> cycle of NAAC.

All the members are required to be present on time.

*Sunita Chahar*

Dr.Sunita Chahar  
Convenor  
IQAC



*Mary Vimochana*

Dr.Mary Vimochana  
I/C Principal

# Attendance of the Meeting

IQAC Staff

10.08.2018

Sr.No.	Name of the Staff		Signature
1	Dr.Mary Vimochana	Chairman	
2	Dr.Sunita Chahar	Coordinator	
3	Mrs.S.Karthiyaini	Co-Coordinator	
4	Mr.Sanjay Deshpande	Co-Coordinator	
5	Dr.Vinita Dhulia	Member	
6	Dr.Lata Swaminathan	Member	
7	Mrs. Lakshmi Prasuna	Member	
8	Mrs.R.Vijaylakshmi	Member	
9	Mrs.Phebe Kingsley	Member	
10	Mrs.Jennifer Coutinho	Member	
11	Mrs.Sumali Bose	Member	
12	Mrs. Madhuri Navare	Member	



## Minutes of IQAC Meeting held on 10<sup>th</sup> August 2018

### AGENDA:

a) IQAC – a new perspective (NAAC Framework 2017).

b) Changes in the Assessment Process of NAAC.

The meeting was held in the AV room.

1. IQAC – a new perspective (NAAC Framework 2017)

Mr. Sanjay Deshpande (Co coordinator IQAC) presented the following points:

- Composition of the IQAC.
- Role of IQAC – HoI, Coordinator, other members.
- Functions and operations of IQAC.
- Aspects of AQAR.
- Academic/IQAC Calendars.
- IQAC: Filing, Documents, Meetings, Data Collection.

2. Dr. Sunita Chahar (Coordinator IQAC) presented the Assessment Process of NAAC.

3. It was decided to convene an urgent meeting with the Management to highlight the problems and issues faced by the college especially in classroom and infrastructure matters; as this could affect the student evaluation which will happen year-wise from now onwards.

4. Dr. Vinita Dhulia (Vice Principal) spoke on Inward and Outward Registers which must be maintained by Departments.

5. Dr. Lata S (Vice Principal) spoke about the important role of an External Agency to validate and cross-check Reports and evidences .

6. Dr. Sunita Chahar explained the “Important Pointers for 4<sup>th</sup> cycle of NAAC” – the NAAC core values. She said that we need to pass a Resolution to modify the College Mission, Vision which mentions the word “autonomous” - this change is necessary as we have not yet gone for autonomy even after securing an “A” grade in 3 consecutive NAAC cycles. She also said that...

- We need to make a standard Academic format to do an Academic Audit.
- Email Id for IQAC, Departments, Moto of IQAC, Logo, Whatsapp group, etc, are the different ways of keeping abreast of the activities to be carried out regularly as official ways of communication. List of Reforms made each year should be noted down.
- Data of entry and exit of students of TYs and FYs should be well maintained. Similarly all data of students’ employment, Remedial Teaching given, identification of weak and advanced learners, adoption scheme, Bridge courses, Central Doc. Repository, etc has to be done compulsorily.

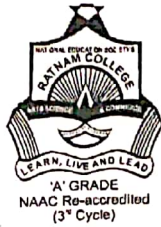
7. The respective duties for each IQAC member were clearly outlined and explained by Dr Chahar.





8. Non-compliance from Staff and Non-teaching staff for not providing the required information in the necessary format should be informed immediately to the Principal so that a non-compliance notice can be issued to them.
9. 30th August is the last date for complying with the respective guidelines. Vice-Principals can collect all the reports of each criteria.
10. A new agenda will be prepared for the next meeting in September.
11. Perspective Plan will be reviewed.
12. Immediate tasks:
  - Urgent meeting with management
  - Modifications in Mission statement
13. Each criteria-in-charge has to personally meet Dr Chahar to get their tasks streamlined.
14. The meeting ended with the Vote of Thanks to all those present.





# N.E.S. Ratnam College

OF ARTS, SCIENCE & COMMERCE



BEST COLLEGE (2013-14) - University of Mumbai

NES/RC/IQAC/059 / 18-19  
Date: 29.10.2018

## Circular to IQAC Members

This is to inform all the IQAC Members that a meeting of the IQAC is scheduled on Thursday, 1<sup>st</sup> November, 2018 at 12.00 noon in the Principal's office to discuss the work related to the submission of AQAR for 2017-18 and to take action on points discussed in the IQAC meeting held on 10<sup>th</sup> August 2018.

It is important that all members be present on time. The minutes of the meeting held on 10<sup>th</sup> August 2018 are attached herewith.

*Sunita Chahar*

Dr. Sunita Chahar  
Convenor  
IQAC

*Dr. Mary Vimochana*

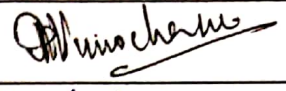


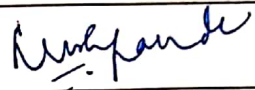
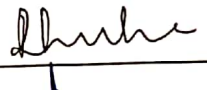


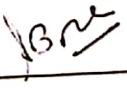
Dr. Mary Vimochana  
I/C Principal



## Attendance of the Meeting

IQAC Staff

01.11.2018

Sr.No.	Name of the Staff		Signature
1	Dr.Mary Vimochana	Chairman	
2	Dr.Sunita Chahar	Coordinator	
3	Mrs.S.Karthiyaini	Co-Coordinator	
4	Mr.Sanjay Deshpande	Co-Coordinator	
5	Dr.Vinita Dhulia	Member	
6	Dr.Lata Swaminathan	Member	
7	Mrs. Lakshmi Prasuna	Member	
8	Mrs.R.Vijaylakshmi	Member	
9	Mrs.Phebe Kingsley	Member	
10	Mrs.Jennifer Coutinho	Member	
11	Mrs.Sumali Bose	Member	
12	Mrs. Madhuri Navare	Member	



## Minutes of the IQAC Meeting held on 1<sup>st</sup> November 2018.

### Agenda

- AQAR for 2017-18
- Updating Website
- Reforms in Perspective plan
- Staff Training ( Excel etc)
- Remedial Records
- Incubation Centre
- Best Practices
- Gender Audit
- Green Audit
- Academic Audit
- Feedback from Stakeholders

The meeting was held on 1<sup>st</sup> November 2018 in Principal's cabin and the same was attended by all the IQAC members except Mrs. Lakshmi Prasuna, Dr. Phebe Kingsley (both were on duty leave for Univ. related exam work) , Mrs.Madhuri Navare and Mrs.Jennifer Coutino.

The proceedings of the meeting were as per the agenda.

The first point was regarding pending work and the same was highlighted by the coordinator for every criterion and deadline was given to complete the same. She asked all the pending data to be submitted by 5.11.18.

Further the following points were discussed

- Training for teaching and non-teaching on Advanced Excel to be undertaken in the second term.
- Development of Incubation Center.
- Best Practices to be followed in the second term.
- Gender Audit, Green Audit and Academic Audit
- Feedback by stakeholders.

Discussion continued on updating the college website and web link. A check on the last years records to be conducted was also highlighted by the members.

The IQAC composition was decided as follows

Head of the Institution – Principal, 3 to 8 teaching staff, 1 member from Management - Mrs. Rina Saha, One administrative officer – Mrs. Pushpa Iyer, PTA member- Mr. Kamble,





Student Representative – General Secretary of the College, Industry member – Mr. Devraj Daam.

Under the Plan of Action, the following discussion took place and the plan for 2018-19 would be as follows:

1. To mobilize RUSA grants.
2. To introduce new courses - M.A Economics and Ph.D Physics from 2019-20.
3. To conduct Staff training programmes
4. Gender Audit
5. Green Audit
6. Online Admission
7. To conduct need based seminars /workshops/ conferences
8. To take initiatives towards skill development for employability
9. To improvise the Attendance MIS Software

Under the best practices it was decided,

- to adopt Dhavdi Village, Dombivli
- Three Tier Training programme for students, staff & parents.
- Adopt Environment conscious activities and five initiatives to show that the campus is Eco friendly.
- Exhibition and Demonstration of Science projects for school children

The members were informed about the TechnoServe Programme and its benefits to the student community (placement of 75 students out of 91 under the skill based programme).

The work allotment to the committee members was decided in the meeting as follows,

Assigned work	In-charge
Website	Mrs. Madhuri Navare
Staff Training	Dr. Sunita Chahar, Mr. Sanjay Deshpande, Mrs. S. Karthiyaini, Mrs. Madhuri Navare
Remedial Teaching	Mrs. Lakshmi Prasuna
Gender Equity & Gender Audit	Mrs. R. Vijayalaskhmi
Green Audit, Email ids of Students Documentation	Dr. Phebe Kingsley and Mrs. Sumali Bose





Academic Audit	Dr. MedhaSundarajan – AAC Convener
Feedback from stakeholders	Dr. Vinita Dhulia – from Students – Dr. LataSwaminathan – from Teachers, Alumni, Non-teaching and Vendors Mrs. Lakshmi Prasuna – from Parents and Teaching Staff.
Format (as per new AQAR) of the annual report	Dr. SunitaChahar Mrs. R.Vijayalakshmi

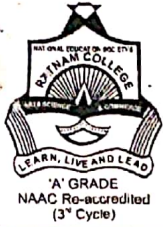
The members distributed the duties among themselves for the various criteria. They are required to work on their criteria and study the new NAAC guidelines and discuss it in the next IQAC meeting which will be held in the first week of December 2018.

CRITERIA	IN- CHARAGE
I	Mr. Sanjay Deshpande
II	Mrs. Lakshmi Prasuna and Dr. Phebe K.
III	Mrs. R. Vijayalakshmi
IV	Mrs. Madhuri N.
V	Mrs. S.Karthiyani
VI	Dr. LataSwaminathan
VII	Dr. Vinita Dhulia and Mrs. Sumali Bose

Further, plan for the mentoring structure was discussed and the structure would be prepared by the vice principals. The members expressed that there were no major grievances in the first term.

The meeting was concluded by proposing vote of thanks.





# NES Ratnam College

OF ARTS, SCIENCE & COMMERCE



BEST COLLEGE (2013-14) - University of Mumbai

Ref.No.NES/RC/IQAC/ 067 /2018-19  
Date: 06.12.2018

## Circular to IQAC Members

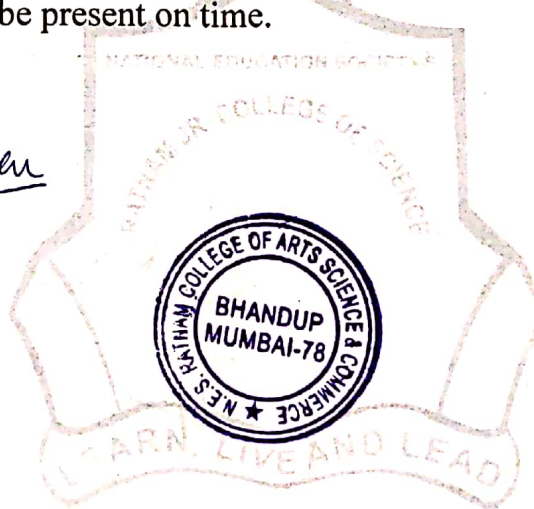
This is to inform all the members that a meeting has been arranged with MKCL staff on 13.12.18 (Thursday) at 11.15am in the AV room.

Mr.Sagar.R.Parte and his two colleagues will address the IQAC members and will give their presentation with respect to AQAR and SSR preparation.

All are required to be present on time.

*Sunita Chahar*

Dr.Sunita Chahar  
Convenor  
IQAC



*Mary Vimochana*

Dr.Mary Vimochana  
I/C Principal

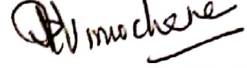
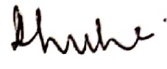
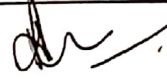
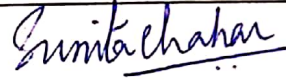


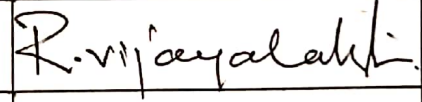
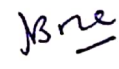
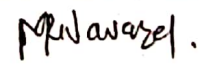
## Attendance of the Meeting

IQAC Staff

Date:13.12.18

Venue : Conference Room

Time: 11.15 am

Sr.No.	Name of the Staff	Contact No.	Signature
1	Dr.Mary Vimochana	I/C Principal Chairman	
2	Dr.Vinita Dhulia	Vice Principal Member	
3	Dr.Lata Swaminathan	Vice Principal Member	
4	Dr.Sunita Chahar	Coordinator	
5	Mrs.S.Karthiyaini	Co-Coordinator	
6	Mr.Sanjay Deshpande	Co-Coordinator	
7	Mrs. Lakshmi Prasuna	Member	
8	Mrs.R.Vijayalakshmi	Member	
9	Dr.Phebe Kingsley	Member	
10	Mrs.Sumali Bose	Member	
11	Mrs. Madhuri Navare	Member	





## Minutes of the IQAC meeting held on 13<sup>th</sup> December 2018

The meeting was held in the Conference room.

The agenda for the meeting :

- 1) Presentation by MCKL- Accreditation framework at a Glance
- 2) Discussion of final Draft of AQAR 2017-18
- 3) Revision and Remedial Teaching
- 4) Staff training
- 5) Formation of Criteria wise committees
- 6) Any other topic with the permission of the chair

MCKL Staff present for the meeting were

Mr. Neel Prabhu General Manager, International Business Development Program  
Mr. Sagar R. Parte, Project Associate, Social Business Development Program.

Mr. Neel Prabhu presented Accreditation framework at a Glance. He explained the advantages of the package against the old / traditional approach.

Following would be the key points of the new / ideal build up approach.

- i. There can be as many users as we wish to.
- ii. It is an online package and can be accessed from any computer.
- iii. The data can be added anytime & retrieved, sorted and shared.
- iv. It can take student's feedback.
- v. Printouts can be taken anytime.
- vi. Some data which have to be filled every year need not be done so as it will be stored.
- vii. The data can be periodically added and there will be no hassles during NAAC visit. The AQAR will be generated every year and SSR during NAAC year.
- viii. This package cannot validate the data when asked by Dr. Lata S & Dr. Vinita D

Mr. Neel assured to train the faculty and resolve any issues pertaining to the package, if the college purchases the package.

The price of the package quoted was Rs.15000/- per annum.

Mr. Neel also briefed the gathering on e-learning / skill development online courses provided by MCKL.



There are 21 online courses, which are related to IT. Each course is of 120 hours. The course fee to be paid to MCKL is Rs.860/- per student. The college can charge the student suitably. These courses will require a facilitator. The certificate will be given by MCKL and marksheet by YCMOU.

Dr.Sunita Chahar thanked Mr.Neel Prabhu and Mr.Sagar Parte for their presentation and told them that they will be informed about purchase of the package after the decision is taken by IQAC.

The meeting continued after they left.

The final draft of AQAR 2017-18 would be finalized after I/C Principal Dr.MaryVimochana, Co-Co-ordinators Mrs.Karthiyaini & Mr. Sanjay Deshpande read it and approved it. Dr.Sunita Chahar assured to send it on or before 20<sup>th</sup> December 2018.

In the last meeting, it was decided that college website should be upgraded. In view of this a meeting will be held on 24<sup>th</sup> December 2018 at 10.30 am to discuss the data to be added in the college website.

I/C Principal informed the IQAC staff that management has insisted on revision and remedial teaching for slow learners. She also asked to maintain a register, where students signatures should be taken.

Discussion took place on e-learning and it was decided that a committee would be formed for all these e-learning / skill development courses. Mrs.Madhuri .N will look after MOOC&Swayam courses. Mr. Kiran.U will take care of Technology / NPTEL courses. Mrs.Vijaylakshmi.R volunteered to take care of Arts faculty.

Dr.Vinita Dhulia informed about the app of 'campusone' and asked one staff to be incharge of putting all circulars in it.

It was also decided that 'online training on teaching' will be held on 5<sup>th</sup> January 2018 at 10.30am for all the teaching staff members.

Dr.Mary Vimochana asked Dr.Sunita Chahar to take out a circular for minor defaults by teachers.

Late coming of teachers was discussed and it was decided that the reporting time for first session would be 7.10am if a staff has first lecture and for second session, the reporting time would be 11.10am. If a lecture is exchanged it has to be reported to the Principal. As per UGC norms, teachers have to complete 40hours per week.

It was also decided that every third Thursday of the month, IQAC will have a meeting.

Dr.Sunita Chahar thanked everyone for attending the meeting.



Ref.No.NES/RC/IQAC/ 078 /2018-19

Date: 22.12.2018

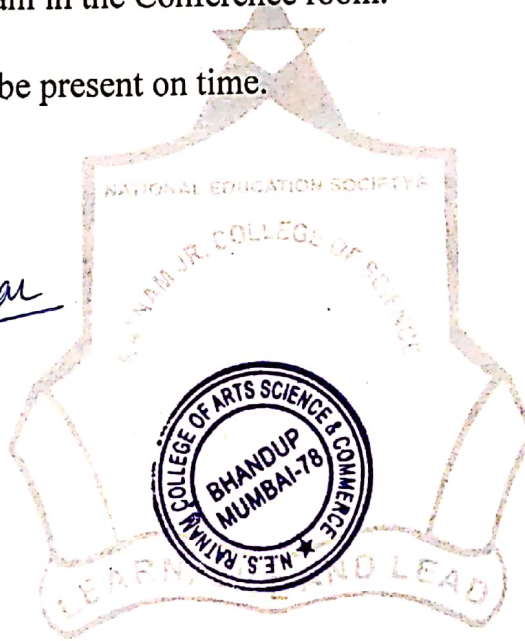
## Circular to IQAC Members

This is to inform all the members that a meeting has been arranged on 24.12.18 (Monday) at 10.30am in the Conference room.

All are required to be present on time.



Dr.Sunita Chahar  
Convenor  
IQAC





Dr.Mary Vimochana  
I/C Principal



### IQAC Staff

Attendance of the meeting held on 24.12.18

Sr.No.	Name of the Staff		Signature
1	Dr.Mary Vimochana	Chairman	<i>M. Vimochana</i>
2	Dr.Sunita Chahar	Coordinator	<i>Sunita Chahar</i>
3	Mrs.S.Karthiyaini	Co-Coordinator	
4	Mr.Sanjay Deshpande	Co-Coordinator	<i>Sanjay Deshpande</i>
5	Dr.Vinita Dhulia	Member	<i>Vinita Dhulia</i>
6	Dr.Lata Swaminathan	Member	<i>Lata Swaminathan</i>
7	Mrs. Lakshmi Prasuna	Member	
8	Mrs.R.Vijayalakshmi	Member	<i>R. Vijayalakshmi</i>
9	Mrs.Phebe Kingsley	Member	
10	Mrs.Sumali Bose	Member	
11	Mrs. Madhuri Navare	Member	<i>Madhuri Navare</i>



Minutes of the IQAC meeting held on 24<sup>th</sup> December 2018

The agenda for the meeting was

- Up gradation of College website
- Criteriawise committees to be made
- Any other matter with the permission of the chair.

The meeting was held in the conference room. Mr.Sagar Salunke (person Incharge for website development) was present for the meeting

Dr.Vinita Dhulia, Vice-Principal said college website is the interface between students & college.

Dr.Vinita Dhulia asked Mr.Sagar Salunke to make the following changes/ addition in the website

- To add courses inside the "About Us" option in the menu bar.
- Clubs/ Association also be in "About Us"
- A separate heading of 'Examinations' in the Menu Bar, which will have time table/Circulars/ Notices
- Under faculty, data to be added about teaching , Administrative and Lab staff
- A Separate heading of resources which will have library and other physical resources.

Dr.Sunita Chahar suggested to have a heading of 'Student Zone', which will have students feedback, parents feedback.

There were suggestion from other members that feedback can be separately kept on the menu bar.Student login id will be used for parent feedback

Mr.Sagar Salunke was asked to coordinate with Dr.Lata .S, Mr.Baviskar & Mrs.Madhuri .N

Criteriawise committees were finalized by Dr.Sunita C & Mrs.S.Karthiyaini.

Dr.Vinita .D asked it to finalise in consultation with I/C Principal Dr.Mary Vimochana

Discussion took place on visit to China under faculty exchange.

Mr.Baviskar asked for interested staff , so that he can plan for a 7 day visit to Shanghai & Beijing University.

Discussion took place on students participation in inter collegiate events.

It was unanimously decided that students who are not participating in our college events should not be allowed to participate in other college events. This matter should be taken care by HOD's/ Class teachers for participating in intercollegiate events, students have to give an application to the class incharge.

Dr.Vinita Dhulia wanted a security committee to be formed in which students also should be members.



Dr.Vinita Dhulia & Dr.Lata .S showed their concern on the decrease in participation in Mantra and said that we should redefine the objective of Mantra as good Colleges are not participating in our fest. Another reason for less participation was similar events happening in other colleges on the same day.

Dr.Vinita Dhulia said that some staff are taking lot of leave in a term and so we have to see that leave should be properly planned.

Dr.Vinita .D asked Dr.Mary Vimochana to use English as official language while communicating with teaching staff & hindi with other staff.

It was decided that Dr.Sunita Chahar would take out a circular regarding 'Duty hours of staff & Dr.Lata .S would take out a circular for norms/ duties of every stakeholder.

The meeting ended with Mrs.S.Karthiyaini appreciating our College , which has received RUSA, Star College Scheme award. All the members clapped & the meeting ended with vote of thanks.





Ref.No.NES/RC/IQAC/ 094 /2018-19  
Date: 18.02.2019

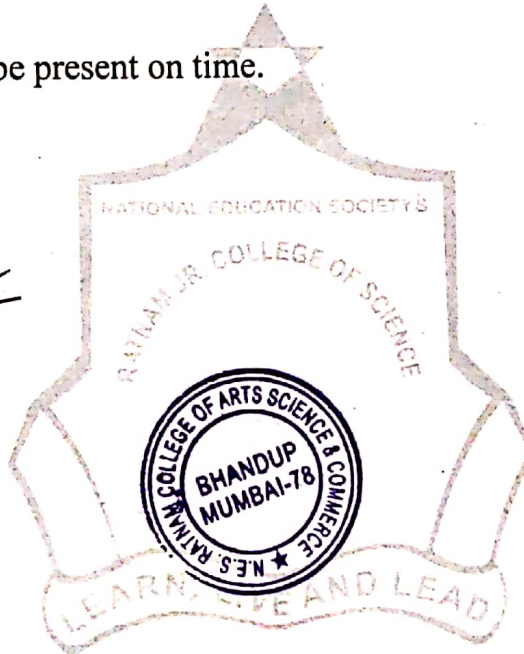
### Circular to IQAC Members

This is to inform all the members that a meeting has been arranged on 21.02.19 (Thursday) at 11.00 am in the Conference room.

All are required to be present on time.



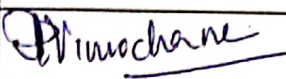
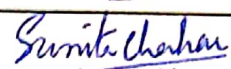

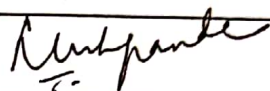
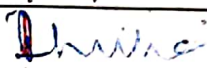
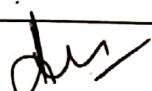


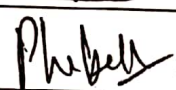
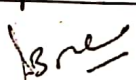
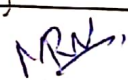
Dr.Sunita Chahar  
Convenor  
IQAC





Dr.Mary Vimochana  
I/C Principal

**IQAC Staff Members present for the meeting on 21.02.2019**

Sr.No.	Name of the Staff	Signature
1	Dr.Mary Vimochana	
2	Dr.Sunita Chahar	
3	Mrs.S.Karthiyaini	
4	Mr.Sanjay Deshpande	
5	Dr.Vinita Dhulia	
6	Dr.Lata Swaminathan	
7	Mrs. Lakshmi Prasuna	
8	Mrs.R.Vijayalakshmi	
9	Mrs.Phebe Kingsley	
11	Mrs.Sumali Bose	
12	Mrs. Madhuri Navare	



## Minutes of the IQAC Meeting held on 21<sup>st</sup> February, 2019

VENUE : CONFERENCE ROOM

### Agenda for the Meeting

- MOU- Skill Development Courses( MKCL)
  - Website Information
  - Staff Training on Excel
  - Staff Minor Defaults( late coming& Minimum hrs.)
  - Audit of Remedial teaching records
  - Audit of Lesson Plans/ Log Books
  - Undergraduate Research Compilation
  - Feedbacks- Students, Teachers, Vendors, Non teaching
  - Annual Report Format as per AQAR format
  - Best practices – Environmental conscious activities
- **REMEDIAL** : Focus on students obtaining less marks and ATKT students, remedial should be considered only for TYs, analysis of remedial teaching is must, circular in this regard will be taken out by Prof. Lakshmi P. M.Com students will be helping to take remedial of B.Com students.
- **TRAINING** : EXCEL training program has been scheduled for next week, Six hours duration from 10.30 a.m.to 1.30 p.m. for two days Expert will be decided by Dr. Jayashree Gopalan.
- **CRITERIA** : Each criteria with coordinators and members were finalized, Criteria wise login id will be provided.
- **IQAC** : IQAC is an Apex body and under the same the other committees will work simultaneously.  
By 28<sup>th</sup> February reports to be submitted by departments and committees.  
Late arrival circular to be circulated.  
IQAC members will do Lesson observation.  
Arts by Dr. Mary Vimochana, Mrs. Sumali Bose and Mrs. Madhuri Navare  
Science by Dr. Vinita Dhulia, Mrs. Lakshmi Prasanna and Mrs. Karthiyani.  
Commerce by Dr. Lata Swaminathan & Mr. Sanjay Deshpande
- Online feedback to be collected from students in future through mobile app.  
For all events Google form to be used.





- AAC : Will audit Logbooks  
HODs will check the Logbooks of department members and will verify whether the syllabus is completed within stipulated time and Principal will check HODs Logbooks.
- VISION : Under Vision the term 'autonomous' has to be considered or not. Rules & regulations of 'autonomous' has to be verified.
- Sumali Bose. To work on Green Audit, to find out or to club with URZA foundation
- GREEN ENVIRONMENT : follow up by Dr. Phebe and in future labs to be provided with solar panel.
- Periodical test circular will be taken out for BSc students.
- As per Semester V results parents will be called and counseled.
- Research paper compilation to be taken over by Dr. Lata Swaminathan under the journal EPIGNOSIS.
- Annual report to be compiled by Mrs. Vijaylakshmi.
- Best practices to be followed up in next meeting specifically during EXCEL training.
- Gender Equity to be worked by Mrs. Vijaylakshmi and Mrs. Jennifer C.
- Incubation centre to be taken care by Dr. Phebe with the help of funding.
- DAWDI village adoption report to be submitted by Mr. Ashok Poojari.
- The meeting ended with vote of thanks.

