

**JMF's VANDE MATARAM DEGREE COLLEGE of Arts, Commerce &
Science (CS & IT), Kopar, Dombivli (W)**

NAAC Accredited B Grade | ISO Certified College

Ref. No.: VMDC/NOTICE/2023-24

Date: 6/06/ 2023

NOTICE FOR IQAC MEETING

Members of IQAC are hereby informed that there will be a meeting on 10th June, 2023 at 11.30am in Room No. 505.

AGENDA

1. To read and confirm the minutes of the meeting held on 12th November 2022.
2. To discuss on appointment of teachers for vacant posts.
3. To discuss on academic calendar 2023-24.
4. To enhance ICT facility for an improved teaching-learning process.
5. To discuss on submission of IQA for second cycle of NAAC.
6. To discuss on registration for IIC and NIRF.
7. To discuss any other matter with the permission of the chair.

Wekhande

Mrs. Vanita Lokhande
IQAC Coordinator



R. Kolhe

Dr. Rajkumar Kolhe

PRINCIPAL

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Dr. Nemade Road, Telcoswadi,
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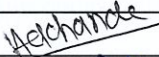
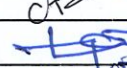


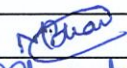
A.Y. 2023-24

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 10th June, 2023 at 11.30am

Dr. Rajkumar Kolhe, the Principal presided the meeting.

Following members were present :

Name of Attendees	Designation	Signature
Dr. Rajkumar M. Kolhe	Principal	
Dr. Prerana Kolhe	Secretary of JMF Trust	
Mrs. Vanita Lokhande	IQAC Coordinator	
Mrs. Manjula Dhawle	Chief Coordinator	
Dr. Amrita Singh	HOD of Chemistry	
Mr. Mohan Adude	HOD of Humanities	
Mrs. Bharati Gaikar	HOD of CS & IT	
Ms. Mrunali Jadhav	HOD of Life Science	
Ms. Ekta Talreja	HOD of Media	
Mr. Vitthal Kolhe	Assistant Professor	
Mr. Sharvari Kharade	HOD of Professional Commerce	
Ms. Manisha Yadav	HOD of Commerce	
Mr. Alpesh Khobragade	Assistant Professor	
Mrs. Mahek Bhatia	Assistant Professor	
Mrs. Karishma Kapdne	Assistant Professor	
Mr. Vedant Indulkar	Alumni	
Mr. Padmakar Gadage	Librarian	
Mrs. Mayura Deshpande	Sr. Accountant	
Ms. Komal Somani	General Secretary of College	



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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the

Minutes of meeting held on 10th June, 2023 at 11.30am

1. Appointment of teachers for vacant posts.
7 teachers against 7 vacancies in the subjects of CS(1), IT(1), Commerce(3), Media(1) and Zoology(1) have been filled by following necessary procedures.
2. Enhancing ICT facility for an improved teaching-learning process.
In addition to the existing ICT tools available for teachers, the management has been kind enough to add 13 TVs additionally installed in the classrooms. Thus, as per the IQAC requirement, all classrooms were made ICT enabled.
3. Submission of IIQA for second cycle of NAAC.
Mrs. Vanita Lokhande informed that the necessary procedures are being followed to arrange for required documents to apply for the accreditation by NAAC, and very soon the IIQA for the second cycle of accreditation will be submitted to NAAC.
4. Registration for IIC and NIRF.
As per the direction of the Chairperson of IQAC, Prin. Dr. Rajkumar Kolhe the applications for both IIC and NIRF were submitted by following the required procedures. The IIC Establishment Certificate was received on 23.08.2023 and one activity named "Successful launching of Chandrayan 3" was also conducted under IIC.



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A.Y. 2023-24

Internal Quality Assurance Cell (IQAC)

NOTICE


Date : 4th December, 2023

Members of IQAC are hereby informed that there will be a meeting on 11th December, 2023 at 10.00am in IQAC office

AGENDA

1. To read and confirm the minutes of the meeting held on 10th June 2023
2. To discuss about IIQA submission.
3. To prepare documentation of SSR
4. To make criterion wise input in data template
5. To discuss on departmental activities
6. To discuss about SSS
7. To plan for DVV
8. To discuss any other matter with the permission of the chair.




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A.Y. 2023-24

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 11th December, 2023 at 10.00 am

Dr. R. N. Nadar the Principal presided the meeting. IQAC coordinator welcomed all the members and explained the agenda of meeting.

Following members were present :

Dr. R.N. Nadar

Dr. Vanita Lokhande

Mrs. Manjula Dhawle

Mrs. Bharati Gaikar

Mrs. Rajkumari Bande

Dr. Amrita Singh

Mr. Mohan Adude

Ms. Manisha Yadav

Ms. Sharvari Kharade

Ms. Mrunali Jadhav

Following points were discussed and decided in the meeting.

1. To read and confirm the minutes of the meeting held on 10th June 2023
The IQAC chairperson read the minutes of the meeting held on 10th June 2023 and all the members approved the contents as correct.



2. To discuss about IIQA submission. It was discussed that, the college is undergoing its second cycle of NAAC accreditation. Therefore, it's essential to submit the IIQA application along with payment.
3. To prepare documentation of SSR
IQAC Coordinator explain that after successfully submitting the IIQA, it is mandatory to submit the SSR report within 45 days, along with all the necessary documents.
4. To make criterion wise input in data template
It was suggested by chief coordinator to distribute criterion wise work in all faculties.
5. To discuss on departmental activities.
Mrs. Rajkumari Bande, HOD of IT, suggested to arrange department wise workshop for this semester.
6. To discuss about SSS
After the SSR report submission, the Student Satisfaction Survey will start. NAAC has introduced OTP-enabled SSS from this year, by considering this IQAC coordinator recommended to update student contact information.
7. To plan for DVV
The IQAC Coordinator provided a detailed explanation of the DVV (Data Verification & Validation) process. Since we will have only a 15-day period for this process, all criterion heads were requested to be prepared with the necessary documents.
8. To discuss any other matter with the permission of the chair.
 - Mrs. Bharati Gaikar, the Head of the Computer Science department proposed upgrading the configuration of the computer labs to meet the requirements of the new syllabus.
 - Dr. Amrita suggested new ideas for the incubation center.

The meeting ended at 11:30 pm with the vote of thanks and national anthem.



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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the

Minutes of meeting held on 11th December, 2023 at 10.00 am

1. IIQA submission

The IIQA was submitted on December 2, 2023, along with the payment. A query was raised by the NAAC portal regarding a discrepancy in the college name compared to the name on the affiliation documents. This issue was resolved by updating the name correction on the AISHE portal. Subsequently, the IIQA was approved on January 7, 2024.

2. Criterion head

To ensure the smooth functioning of the Self Study Report (SSR) process, all SSR questions were evenly distributed across seven criteria. Each criterion head was assigned 4-5 teaching faculty members and one administrative staff member.

3. SSR submission

All seven criterion head successfully submitted and uploaded all documents to IQAC coordinator. Finally SSR submitted to 20th February 2024, along with initial payment of SSR1.

4. Departmental Activities

All departmental heads organized seminars and workshops on current industry trends.

5. Submission of SSS

The Student Satisfaction Survey (SSS) commenced on February 21, 2024. Students received an email from NAAC, and upon opening it, they were sent an OTP to their registered mobile number. By following this process, approximately 140 students successfully submitted the survey form.



6. Planning for DVV

The Data Verification & Validation process began on March 13, 2024, and concluded on March 28, 2024. During this period, we received four clarifications for the extended profile and 33 clarifications for metric-level deviations. All 37 clarifications were addressed and submitted to the NAAC portal along with the necessary documents.

7. Incubation center

To promote research across all disciplines, an incubation center was launched in August 2023. The Media and Chemistry departments have since initiated various activities under this center. To further enhance research knowledge, Dr. R.N. Nadar, Dr. Vanita Lokhande, Dr. Amrita Singh, Dr. Mayank Mishra, and Ms. Jahnvi Kolhe visited MSME to gain comprehensive insights. Additionally, students benefited from a workshop conducted by MSME




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