

Jeevan Jyot Educational Charitable Trust (Regd.)

REENA MEHTA COLLEGE

of Arts, Science, Commerce & Management Studies

(Affiliated to University of Mumbai)

(Gujarati Minority)

ISO Certified (9001:2015)

NAAC - Accredited (B) Grade (CGPA 2.41)



REF. NO. _____


DATE : 10th June 2020

NOTICE


This is to inform all the members of IQAC Committee that the 1st IQAC meeting for the academic year 2020-2021 is scheduled to be held on 22nd June, 2020 at 11:00 am online. All the members are requested to kindly make it convenient to attend the meeting.

The agenda for the meeting are;

1. To read and confirm the minutes of the last meeting.
2. To discuss about the commencement of lectures during the lockdown.
3. To discuss about the teaching plan and workload distribution.
4. To discuss about the webinars conducted during lockdown.
5. To discuss about findings of NAAC SSS.
6. To discuss about NAAC AQAR submission for the A. Y. 2019-2020.
7. To discuss any other matter with the permission of the chair.


Mrs. Urmila Chauhan
IQAC - Coordinator




Dr. Satinder Kaur Gujral
I/C Principal
I/C Principal
Reena Mehta College of Arts, Science
Commerce & Mgf. Studies
Bhayandar (West), Dist. Thane - 401 101

S. No. 574/5, Near Fly-over Bridge, 150 Feet Road, Near Maxus Mall, Bhayandar (W), Dist. Thane - 401 101.

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REF. NO. _____

DATE : 24th June 2020

MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING

ON-LINE MODE (ZOOM PLATFORM)

A meeting of all the members of IQAC was held on Thursday, 22nd June, 2020 at 11 a.m. Following members were present —

1. Dr. Mrs. Satinder Kaur Gujral, Principal
2. Mr. Narendra Mehta, Management representative
3. Mr. Sunny Mehta, Management representative
4. Mr. Rishi Kapoor, Industry representative
5. Prof. Dr. Jitendra Ahirekar, External member
6. Mr. Rahul Mukherjee, BMS Coordinator
7. Mr. Amit Gupta, Academics
8. Mr. Vivek Raut, Faculty
9. Mr. Rajesh Baria, member, Nonteaching Staff
10. Mr. Mahesh Ghanekar, Nonteaching Staff
11. Mrs. Urmila Chauhan, IQAC coordinator
12. Miss. Sonal Jain, HOD BAF Department.

Mrs. Urmila Chauhan, IQAC coordinator welcomed the Chairperson, management and all the members of the IQAC.

The meeting started with a permission of the Hon. Chairperson.

Agenda Item No. 1: To read and confirm the minutes of the last meeting.

IQAC coordinator read the Minutes of Meeting and Action Taken Report of IQAC meeting, 2020. Discussions were held with reference to ATR of the same.

Hon. Director informed that we have received quotations from various agencies for online admission process and the online examination software which is required in college on urgent basis.

It was discussed and decided to conduct more interactive on-line sessions with students to create awareness about the pandemic situation.



Agenda Item No. 2: To discuss about the commencement of lectures during the lockdown.

Discussion was done on online Teaching-Learning and the platform to be used for the lectures.

Agenda Item No. 3: To discuss about the teaching plan and workload distribution.

Discussion was done about the teaching plan and workload distribution.

Agenda Item No. 4: To discuss about the webinars conducted during lockdown.

Mrs. Urmila Chauhan informed about all the activities/webinars conducted by the departments during lockdown period.

Agenda Item No. 5: To discuss about findings of NAAC SSS.

Faculties were asked to share the findings and suggestions received from the students with the faculty members and hold discussions.

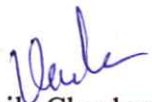
Agenda Item No. 6: To discuss about NAAC AQAR submission for the A. Y. 2019-2020.

Dr. Mrs. Satinder Kaur Gujral informed that the date for uploading online AQAR is extended up to 30th October 2020.

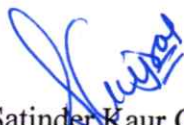
Agenda Item No. 7: To discuss any other matter with the permission of the chair.

NA

Meeting was concluded with the vote of thanks to all members by IQAC coordinator.


Mrs. Urmila Chauhan
IQAC - Coordinator




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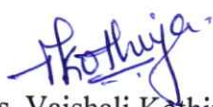
DATE : 11/12/2020

NOTICE


This is to inform all the members of IQAC Committee that the 2nd IQAC meeting for the academic year 2020-2021 is scheduled to be held on 12th December, 2020 at 11:00 am online. All the members are requested to kindly make it convenient to attend the meeting.

Agenda for the Meeting

Sr. NO	Points of Discussion	Discussion By
1.	Review of Previous IQAC Meeting held – (On line meeting) – Suggestions given and status of the compliance	IQAC Coordinator
2.	Current status and perspective plan for the development of college with quality initiative	Principal
3.	Resources and Infrastructure Requirement as per new guidelines and addition of new courses.	Principal
4.	Review of Academic activities, results and action plan for improvement.	Examination Chairperson & IQAC coordinator
5.	Review of Placement of Students and Support in career services.	Placement In-charge
6.	Major achievements, Customer Satisfaction - Review of Feedback from the Stake holders' viz. Students, Parents, Alumni and Employer.	Students, All HODs
7.	E-AQAR submission status and any difficulty.	IQAC Coordinator
8.	To conduct Green Audit & Renewal of ISO Certification.	IQAC Coordinator
9.	Any other matter with the permission of the Chair.	


Mrs. Vaishali Kothiyar
IQAC - Coordinator




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REF. NO. _____

DATE : 12/12/20

MINUTES OF THE MEETING

Academic Year 2020-2021

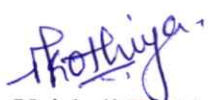
The meeting of the IQAC was held on 12th December, 2020 at 11:00 am online.

Minutes of Meeting are as follows;

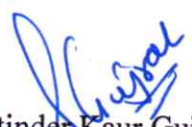
Sr. No.	Points of Discussion	Action By
01	Review of Previous IQAC Meeting: Mrs. Vaishali Kothiya welcomed Mr. Narendra Mehta Sir, Mr. Sunny Mehta Sir along with Principal, administrative staff: reviewed minutes of previous meeting held 2020. she also explained activities conducted in A Y 2020-21 Semester I.	IQAC Coordinator
02	Current status and perspective plan for the development with quality initiatives: Principal Madam informed committee about Syllabus completion and assessment was carried out using JCT tools like Google classroom and conduction of class using Google meet and Zoom video app for Semester I External Audit is planned in next semester. Certification of ISO 9001:2015 and Green Audit. To apply for New Course/ Faculty i.e. Hotel Management. BSc (data Science) & BSc.	Principal
03	Resources and Infrastructure Requirement as per new courses for Academic year 2021-22: Provision is to be made for additional space required for upcoming courses Online payment facility is made available for new admissions as well as for Second and, Third year students.	Management & Principal
04	Review of Academic Results and Action plan for improvement. Mr. Amit Gupta Sir elaborated academic results which are improved compared to previous year for First Year, Second	Examination Chairperson & IQAC Coordinator



	<p>year and Third Year. He also added challenges of digital mode and efforts taken by faculty.</p> <p>Action Plan for result improvement;</p> <p>1. The MCQ based practice test is planned through online mode.</p> <p>2. The subjects are categorized on the basis of last three-year results in hard and soft categories.</p> <p>3. The result target of the subjects will be set incrementally for each year with the following action.</p> <p>A. The focus will be on improvement in attendance.</p> <p>B. The weak students are identified on the basis of previous results & counselled them for the difficulties encountered in exam.</p> <p>C. The extra hours may be allotted for hard subjects.</p> <p>D. Encourage the students to improve their grades so that the quality results may improve.</p>	
05	Review of Placement of Students and Support in career services. Placements are carried out during lockdown period online.	Placement Officer & Coordinators of respective departments.
06	Customer Satisfaction – Review of Feedback from the Stake holders' viz. Students, Parents, Alumni and Employer. Mrs. Vaishali Kothiya reviewed about feedback of all stakeholders such as students, alumni, parents and employers. She further added that the institute conducts add-on courses as per students' needs.	
07	E-AQAR submission status and any difficulty. Mrs. Vaishali Kothiya told that e-AQAR 2019-20 is ready and IQAC will be uploading the same.	IQAC Coordinator
08	Reviewed the requirements for Green Audit & Renewal of ISO Certification	IQAC Coordinator
09	Any other points with the permission of the chairperson.	NIL


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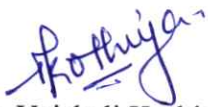
DATE : 20/03/2021

NOTICE

This is to inform all the members of IQAC Committee that the 3rd IQAC meeting for the academic year 2020-2021 is scheduled to be held on 3rd April, 2021 at 11:00 am. All the members are requested to kindly make it convenient to attend the meeting.

Agenda for the Meeting;

1. Review and approve the minutes of Previous IQAC Meeting.
2. To discuss about Academic Audit, Gender Audit, Green Audit and Environmental Audit to be conducted in next academic year.
3. To introduce more add on and skilled based certificate courses.
4. To introduce language lab for students.
5. Any other matter with the permission of chair.



Mrs. Vaishali Kothiya
IQAC - Coordinator





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REF. NO. _____

DATE : 3/04/21

MINUTES OF THE MEETING

Academic Year 2020-2021

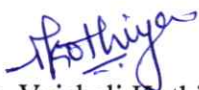
The meeting of the IQAC was held on 3rd April, 2021 at 11:00 am online. The IQAC coordinator readout the agenda for the meeting as follows;

1. Review and approve the minutes of Previous IQAC Meeting.
2. To discuss about Academic Audit, Gender Audit, Green Audit and Environmental Audit to be conducted in next academic year.
3. To introduce more add on and skilled based certificate courses.
4. To introduce language lab for students.
5. Any other matter with the permission of chair.

The principal welcomed the members of the IQAC present for the meeting.

Minutes of Meeting are as follows;

1. Minutes of previous IQAC meeting reviewed along with the other committees and departments.
2. It was resolved to conduct Academic Audit, Gender Audit, Green Audit and Environmental Audit to be conducted in the beginning of the next academic year.
3. It was resolved to introduced add on and skill skilled based certificate courses. It was further resolved to collaborate with various institutions for the same.
4. It was resolved to introduce language lab for students to improve communication skills of under graduate students.


Mrs. Vaishali Kothiyar
IQAC - Coordinator




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