

Minutes Of the meeting held on 03/12/2019

General meeting was conducted on 3<sup>rd</sup> December 2019 in the CAP Center at 2.00pm and was chaired by Principal Sir [Prof (Dr.) Ambadas Jadhav)]. Following points were taken up for discussion:

1. All staff members were asked to express their level of satisfaction regarding TY Result for Semester V
2. Result data and details should be maintained department wise and faculty wise
3. Computer Science faculty members suggests about storage of data in Cloud
4. Principal sir enquired about the safety of the data stored, because if someone deletes the uploaded file then it will be difficult to trace, at which assurance was given by Ms. Nidhi Patel i.e. Administrator will have complete access and department wise different access can be provided
5. Account of Devkiba College Website data Cloud Address prepared by Ms. Mamta Singh
6. Ms. Madhuri Narkhede and Ms. Nidhi Patel asked for permission for training the staff regarding storage of data in cloud
7. Principal sir asked about result analysis of each department which was reported as
  - Botany: 66%,
  - Chemistry: 84 %,
  - Commerce: HOD of Commerce did not get the detailed result register so the result analysis was not prepared,
  - Computer Science: 80%
  - Mathematics : 9%, HOD of Mathematics remarked that students papers were checked by other faculty members and all the Colleges are complaining that the same result is there in all the colleges, students have been asked to apply for Photocopy and re-valuation  
Mathematics faculty members were asked by Principal sir to collect the photocopy of papers and evaluate it so that actual problem can be detected and solved
  - Physics: Zero %, Physics faculty members were asked to follow the strategy suggested to Mathematics faculty members
  - Zoology: 82 %
  - Ms. Snehal Bhadgaonkar suggested that Prelim Exams should be conducted
  - Computer Science HOD and Ms. Nidhi Patel said writing practice should be given in exam atmosphere
  - Principal sir suggested Counseling of students should be taken up and practice /prelims should be conducted during regular classes only
  - Ms. Renuka Suryavanshi suggested giving practice of frequently asked questions
  - Principal Sir remarked that our student teacher ratio is very good, and the OSM data should also be maintained good as it is most important criteria for continuation of affiliation.

- HOD of Commerce reported that no messages were received for the TY B.Com Sem V OSM, at which Principal sir remarked that 100% messages must have come and University maintains a message log
  - Principal sir asked the Commerce faculty members to take up OSM of BMS on a large scale so that we can complete our OSM quota
  - 17 papers were assessed in OSM of BCOM, 50 papers were assessed in OSM of BSc by Ms. Ashwina Patel alone, at which Principal sir congratulated her for the efforts, papers available during reassessment can also be considered for fulfilling the OSM quota
  - Ms. Ashwina Patel was asked to permit the students to enter the class even if they report late
8. Principal sir asked all the faculty members to guide the admin staff to complete the AISHE and Statistical Unit Data uploading
  9. Principal Sir asked that distribution of Papers for teaching should be taken up in his presence and senior staff members should take up FY and SY.
  10. In order to improve the result Mentor system to be introduced, all staff members asked to submit their ideas of mentoring to Ms. Seema Bhatnagar latest by 6<sup>th</sup> December 2019 and distribution of students will be completed by 7<sup>th</sup> December 2019
  11. Each department has to organize at least two Workshop/ Seminar/Conference for students /staff in the month of February and March [ minimum two in a year], details to be submitted by 18<sup>th</sup> December 2019
  12. Principal sir informed all the staff members that it is **NAAC assessment is Mandatory by 2021**, data of all the work completed from 2014 onwards should be organized for the NAAC
  13. All staff members were asked by Principal Sir regarding research projects: it may be private or university funded, seed money for project may be provided by the institute
  14. All staff members were asked by Principal Sir to highlight the work done by each department to enhance the quality of life of the Tribal region of SILVASSA, each department should submit blue print of OUT Reach Program latest by 03/01/2020, efforts of institute can also be clubbed with initiatives of NGO
  15. College Cultural week to be organized from 16<sup>th</sup> to 21<sup>st</sup> December 2019
  16. One day college Picnic to be planned on 24<sup>th</sup> December 2019
  17. If convocation date is finalized preparation for the same can be taken up
  18. All staff members were asked by Principal not to carry their Phone while going to take class
  19. Classes of staff members will be observed by Principal sir at the earliest –any day and any time
  20. All staff members were informed by Principal Sir regarding the funfair to be organized on 24<sup>th</sup> December, details were presented by Ms. Nidhi Patel and Ms. Snehal Bhadgaonkar

*[Handwritten signature]*



	Name of the Faculty	Signature	Date 3/12/2019
1	Dr. Ameer I. Oza	<i>[Signature]</i>	
2	Ms. Shobhna Dangwar	<i>[Signature]</i>	3/12/2019
3	Ms. Seema Bhatnagar	<i>[Signature]</i>	
4	Ms. Ratna Yadav	<i>[Signature]</i>	
5	Ms. Ashwina Patel	<i>[Signature]</i>	
6	Ms. Hemali Patel	AB	
7	Ms. Mital Patel	<i>[Signature]</i>	
8	Ms. Renuka Suryavanshi	AB	
9	Mr. Jyotindra Jaripatke	<i>[Signature]</i>	
10	Ms. Snehal Bhadgaonkar	AB	
11	Ms. Tejal More	AB	
12	Ms. Maitary Mahto	<i>[Signature]</i>	
13	Mr. Vijay Rajput	<i>[Signature]</i>	
14	Mr. Dipesh Patel	<i>[Signature]</i>	
15	Ms. Madhuri Narkhede	<i>[Signature]</i>	
16	Ms. Nivedita Azad	NP	
17	Mr. Tejas Rohit	<i>[Signature]</i>	
18	Dr. Janhavi Arekar	<i>[Signature]</i>	
19	Ms. Rinkal Parmar	<i>[Signature]</i>	
20	Ms. Mamta Singh	<i>[Signature]</i>	
21	Ms. Snehlata Narkhede	<i>[Signature]</i>	
22	Mr. Anirvan Gupta	AB	
23	Dr. Seema Pillai	<i>[Signature]</i>	
24	Mr. Dhval Mehta	<i>[Signature]</i>	
25	Mr. Mayur Koli	<i>[Signature]</i>	
26	Ms. Nidhi Patel	<i>[Signature]</i>	
27	Ms. Priyanka Bhavsar	<i>[Signature]</i>	
28	Mr. Vijay Dubey	<i>[Signature]</i>	
29	<del>██████████</del>		
30	<del>██████████</del>		
31	<del>██████████</del>		
32	Ms. Yogita Bhosale		
33	Mr. Jesus Colaco		
34	Ms. Gita Chaudhary		
35	Ms. Girja Singh		
36	Ms. Parul Mistry		
37	Ms. Dhavni Rathod		
38	Mr. Praveen Sonawane		
39	Mr. Tanmay Patel		
40	Ms. Divya Solanki		
Sr. No.	Name of the Law Faculty	Signature	Date
1	Ms. Nisha Parekh		
2	Ms. Suman Sharma		
3	Mr. Rajveersinh Parmar		
4	Ms. Padmaja Deshpande		
5	Ms. Shilpa Tiwari		
6	Ms. Ankita Bagrecha		



SMT. DEVKIBA COLLEGE, SHAWHAN  
COLLEGE OF COMMERCE & SCIENCE

**Minutes Of the meeting held on 01 /10/2019**

General meeting was conducted on 1<sup>st</sup> October 2019 in the Computer Lab at 12.15pm and was chaired by Principal Sir [Prof (Dr.) Ambadas Jadhav)]. Following points were taken up for discussion and finalized.

1. Cluster meeting of Colleges was attended by Principal sir held at Bordi.
2. All staff members instructed to check the website of university regularly
3. Exams of Sem III to be conducted between 1 to 10 October as per Cluster meeting and results to be declared in 30 days for Sem III.
4. System of Conducting exams: 3 question paper sets to be prepared, teachers list with experience to be sent to lead college, specifying experience of MU.
5. All were informed about notice sent on group regarding programme of 2<sup>nd</sup> and 4<sup>th</sup> October, all were informed about Garba Celebration to be clubbed and organized with School.
6. External Senior supervisor from Lead college may be appointed for 7days, may be same person or 7 different persons.
7. Exmianers for TY Preactical exams to be appointed from Cluster Colleges only. For subjects not in cluster, Staff from different Cluster can be appointed.
8. For CS & IT temporary clustr prepared for Viva, Dandekar, Bordi and Silvassa Colleges.
9. Moderation of FY and SY papers to be performed by other College only if number of papers is more than 100. No moderation for papers if number of examinees less than 100.
10. Result of Exams to be displayed before Diwali Vacation.
11. Priyanka Madam to be the incharge for FY and SY results.
12. Student Alumni association to be formed cocordination with students to be taken up by Shobhna Madam for Commerce and Dr. Ameer Oza for Science faculty.
13. Staff co-operative society to be prepared : 11 members were asked to volunteer for the core committee, by laws of the same can demanded only by these 11 members, No.of members to be based on student strength, 5 from Commerce faculty and 6 from Science faculty.
14. Work to be taken up seriously for NAAC as College has to go for it latest by 2020 or 2021
15. 26 Saturdays to be adjusted in the Diwali and Summer Vacation. Last working day before Diwali will be 24/10/2019 and re-opening on 15/11/2019. Vacation address to be informed in College Office.

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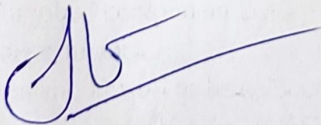
	Name of the Faculty	Signature	Date
1	Dr. Ameer I. Oza		1/10/2019
2	Ms. Shobhna Dangwar	<i>Shobhna Dangwar</i>	1/10/2019
3	Ms. Seema Bhatnagar	<i>Seema Bhatnagar</i>	
4	Ms. Ratna Yadav	<i>Ratna</i>	
5	Ms. Ashwina Patel	<i>Ashwina Patel</i>	
6	Ms. Hemali Patel	<i>Hemali Patel</i>	
7	Ms. Mital Patel	<i>Mital Patel</i>	
8	Ms. Renuka Suryavanshi	<i>Renuka Suryavanshi</i>	
9	Mr. Jyotindra Jaripatke	<i>Jyotindra Jaripatke</i>	
10	Ms. Snehal Bhadgaonkar	<i>Snehal Bhadgaonkar</i>	
11	Ms. Tejal More	<i>Tejal More</i>	
12	Ms. Maitary Mahto	<i>Maitary Mahto</i>	
13	Mr. Vijay Rajput	<i>Vijay Rajput</i>	
14	Mr. Dipesh Patel	<i>Dipesh Patel</i>	
15	Ms. Madhuri Narkhede	<i>Madhuri Narkhede</i>	
16	Ms. Nivedita Azad	<i>Nivedita Azad</i>	
17	Mr. Tejas Rohit	<i>Tejas Rohit</i>	
18	Dr. Janhavi Arekar	<i>Janhavi Arekar</i>	
19	Ms. Rinkal Parmar	<i>Rinkal Parmar</i>	
20	Ms. Mamta Singh	<i>Mamta Singh</i>	
21	Ms. Snehlata Narkhede	<i>Snehlata Narkhede</i>	
22	Mr. Anirvan Gupta	<i>Anirvan Gupta</i>	
23	Dr. Seema Pillai	<i>Seema Pillai</i>	
24	Mr. Dhval Mehta	<i>Dhval Mehta</i>	
25	Mr. Mayur Koli	<i>Mayur Koli</i>	
26	Ms. Nidhi Patel	<i>Nidhi Patel</i>	
27	Ms. Priyanka Bhavsar	<i>Priyanka Bhavsar</i>	
28	Mr. Vijay Dubey	<i>Vijay Dubey</i>	
29	<del>XXXXXXXXXX</del>		
30	<del>XXXXXXXXXX</del>		
31	<del>XXXXXXXXXX</del>		
32	Ms. Yogita Bhosale		
33	Mr. Jesus/Colaco		
34	Ms. Gita/Chaudhary		
35	Ms. Girja Singh		
36	Ms. Parul Mistry		
37	Ms. Dhavni Rathod		
38	Mr. Praveen Sonawane		
39	Mr. Tanmay Patel		
40	Ms. Divya Solanki		
<b>Sr. No.</b>	<b>Name of the Law Faculty</b>	<b>Signature</b>	<b>Date</b>
1	Ms. Nisha Parekh	<i>Nisha Parekh</i>	
2	Ms. Suman Sharma	<i>Suman Sharma</i>	
3	Mr. Rajveersinh Parmar	<i>Rajveersinh Parmar</i>	
4	Ms. Padmaja Deshpande	<i>Padmaja Deshpande</i>	
5	Ms. Shilpa Tiwari	<i>Shilpa Tiwari</i>	
6	Ms. Ankita Bagrecha	<i>Ankita Bagrecha</i>	



Minutes Of the meeting held on 18/09/2019

General meeting was conducted on 18<sup>th</sup> September 2019 in the CAP Center at 2.00pm and was chaired by Principal Sir [Prof (Dr.) Ambadas Jadhav)]. Following points were taken up for discussion and finalized.

1. For FY and SY exams: 3 Sets of question papers to be prepared for each paper. Pattern to be followed is as available on website and submitted to Vijay Sir
2. Faculty wise list with experience submitted to Vijay Sir for forwarding to Cluster Center
3. IPR workshop is organized on 25/09/2019 for students and staff, adhar card compulsory for registration, timing duration of the workshop 12.00-2.00pm.
4. Workshop on FDP is organized on 10/10/2019, time duration of the workshop 10.00am to 5.00pm.
5. NSS incharges asked to organize Blood donation camp in two times in a year. Annual Camp to be organized in the month of December in adopted village.
6. Women Development Cell to conduct two training sessions and lecture sessions.
7. Write-up of Press note [in English] and photographs for all the events to be prepared by department organizing it. To be submitted to Nidhi madam after two hours of completion of the event same to be sent to Madhuri Madam for Facebook and on our display on college website.
8. Sports incharge Jyotindra Jaripatke was asked to send list of students for Kabaddi.
9. Convocation of our three passed out batches expected in October-November: This will be last batch with Western Outfit.
10. All the meetings conducted by any Committee should be only after Informing Principal Sir about the points to be taken up for discussion.
11. Tentative dates of examination 1/10/2019 to 10/10/2019, 14/10/2019 to 22/10/2019 (Sem III), Sem II ATKT before Sem I, Sem IV ATKT from 18/11/2019 to 26/11/2019 and Sem I regular from 18/11 to 26/11/2019
12. Sem V TY Pracial exams to be organized as per dates adjusted with external examiners.
13. Syllabus completion dates: SY, TY BCOM & BMS : 30/9/2019, FY BCOM & BMS : 25/10/2019, SY, TY BSC and CS to be completed as per dates specified by respective departments.
14. TY applied component theory and practical exam to be completed as per dates finalized by departments.
15. Garba and Diwali to be celebrated separately from School.
16. Proposed date of Garba 12<sup>th</sup> October.
17. Cultural incharge and TY exam incharge registered the shortcomings in organizing both the events simultaneously along with the TY External examiner ship.
18. Duty for Garba Celebration may be given to those not having exam duty.



Sr. No.	Name of the Faculty	Signature	Date 18/9/2019
1	Dr. Ameer I. Oza	<i>[Signature]</i>	
2	Ms. Shobhna Dangwar	<i>[Signature]</i>	18/09/2019
3	Ms. Seema Bhatnagar	SB	
4	Ms. Ratna Yadav	<i>[Signature]</i>	
5	Ms. Ashwina Patel	AB	
6	Ms. Hemali Patel	# Patel	
7	Ms. Kajol Bramhadande		
8	Ms. Mital Patel		
9	Ms. Renuka Suryavanshi	② <i>[Signature]</i>	
10	Mr. Jyotindra Jaripatke		
11	Ms. Nilam Yadav		
12	Mr. Tofiq Noorani	<i>[Signature]</i>	
13	Ms. Snehal Bhadgaonkar	<i>[Signature]</i>	
14	Ms. Tejal More	<i>[Signature]</i>	
15	Ms. Maitary Mahto	<i>[Signature]</i>	
16	Mr. Vijay Rajput	<i>[Signature]</i>	
17	Mr. Dipesh Patel		
18	Ms. Madhuri Narkhede	<i>[Signature]</i>	
19	Ms. Vidya Rao		
20	Mr. Atul Rathod		
21	Ms. Nivedita Azad	<i>[Signature]</i>	
22	Mr. Bhupendra More		
23	Ms. Priyanka Tabhane		
24	Mr. Tejas Rohit		
25	Dr. Janhvi Arekar	<i>[Signature]</i>	
26	Ms. Rinkal Parmar	<i>[Signature]</i>	
27	Ms. Mamta Singh	<i>[Signature]</i>	
28	Mr. Vanrajsinh N. Solanki		
29	Ms. Yogita Bhosale		
30	Ms. Jagruti Save		
31	Mr. Pravinkumar B. Dilpak		
32	Ms. Gita Chaudhary	<i>[Signature]</i>	<i>[Signature]</i>
33	Ms. Girja Singh		
34	Ms. Parul Mistry		

35 Shehalata Narkhede *[Signature]*

36 Anirvan Gupta ②

37 Seema Pillai *[Signature]*

38 Dhruval Mehta *[Signature]*

39 Mayur Koli *[Signature]*

40 Nidhi Patel *[Signature]*

41 Priyanka Sonawane

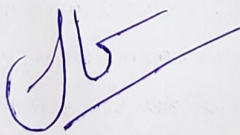
42 Vijay Dubey *[Signature]*



**Minutes Of the meeting held on 29/06/2019**

General meeting was conducted on 29<sup>th</sup> June 2019 in the Computer Lab at 2.00pm and was chaired by Principal Sir [Prof (Dr.) Ambadas Jadhav)]. Following points were taken up for discussion and finalized.

1. Any staff member taking leave without prior sanctioning will be considered as SL.
2. New book of leave sanctioning is to be used. Placed on the table of Administrative In-charge Madam.
3. Teacher's diary to be updated for leave record.
4. Time of reporting to be strictly followed, only in special cases leave will be considered, total time CL.
5. F.Y Classes to be started from 15<sup>th</sup> July 2019
6. Leave taken on days of National importance will be considered LWP
7. Half day leave will not be permitted
8. One day training by MKCL experts to all the staff members to be conducted on 1<sup>st</sup> July 2019.
9. Uniform (Dress Code) - Tie and Saree compulsory for Gents staff and Ladies staff respectively.
10. Mobile Phones not allowed in the lecture hall.
11. E-content to be prepared and uploaded each fortnight by faculty members
12. All staff members asked to visit Mumbai University website and keep themselves updated and keep updating each other also.
13. Preparation for NAAC to be started and every activity performed should include how many points can be scored from it.
14. Dr. Ameer Oza was issued a letter appointing her as the Cultural In-charge disregarding her request of appointing separate in-charge for TY Examination and Cultural.



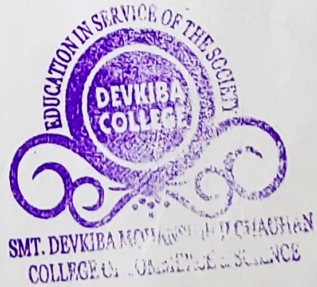




Sr. No.	Name of the Faculty	Signature	Date 29/6/2019
1	Dr. Ameer I. Oza	<i>ABZO</i>	
2	Ms. Shobhna Dangwar	<i>Shobhna Dangwar</i>	29/6/2019
3	Ms. Seema Bhatnagar		
4	Ms. Ratna Yadav	<i>Ratna</i>	
5	Ms. Ashwina Patel	<i>APM</i>	
6	Ms. Hemali Patel	<i>H Patel</i>	
7	Ms. Kajol Bramhadande		
8	Ms. Mital Patel		
9	Ms. Renuka Suryavanshi	<i>Renuka</i>	
10	Mr. Jyotindra Jaripatke		
11	Ms. Nilam Yadav		
12	Mr. Tofiq Noorani		
13	Ms. Snehal Bhadgaonkar	<i>SNB</i>	
14	Ms. Tejal More	<i>Tejal</i>	
15	Ms. Maitary Mahto	<i>Maitary</i>	
16	Mr. Vijay Rajput		
17	Mr. Dipesh Patel	<i>Dipesh</i>	
18	Ms. Madhuri Narkhede		
19	Ms. Vidya Rao	<i>AB</i>	
20	Mr. Atul Rathod		
21	Ms. Nivedita Azad	<i>NASA</i>	
22	Mr. Bhupendra More		
23	Ms. Priyanka Tabhane		
24	Mr. Tejas Rohit		
25	Dr. Janhvi Arekar		
26	Ms. Rinkal Parmar	<i>Rinkal</i>	
27	Ms. Mamta Singh	<i>Mamta</i>	
28	Mr. Vanrajsinh N. Solanki		
29	Ms. Yogita Bhosale		
30	Ms. Jagruti Save		
31	Mr. Pravinkumar B. Dilpak		
32	Ms. Gita Chaudhary		
33	Ms. Girja Singh		
34	Ms. Parul Mistry		

35 Snehalata H.  
36 Anirwan Gupta

*AB*  
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### Minutes of meeting

Meeting with staff members of Devkiba College was conducted in Computer lab on 12/04/2019 at 12.30 pm and was chaired by Principal Sir Prof. Dr. Ambadas Jadhav.

Following suggestions and points were discussed.

- Principal told all the faculty members that they should correct FY & SY papers with in 5/6 days of commencement of paper and immediately marks should be uploaded. And university papers should be corrected in numbers, minimum 50 or 1.6 times of students in subject, whichever is higher.

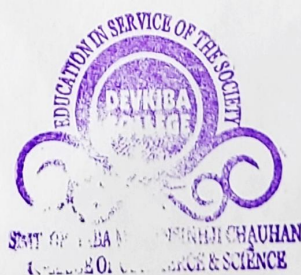
To this TY exam in-charge Dr. Amee Oza raised a point that as exam in-charge has to come during whole examination, during vacation as well, she cannot check papers OSM under this minimum criteria or else in-chargeship for TY exams to be divided in two persons. Principal Sir asked TY exam in-charge to give this in writing.

HOD commerce Ms Shobhana Dangwar and Mr Atul Rathod raised a point that if faculty is taking more than one subject and number of students in one class is more, then it is impossible to correct 1.6 times of OSM papers. As the process of OSM is time consuming.

Mr Tejas Rohit raised a point that faculties come during vacation for corrections forcefully but even then result of the same did not get declare on time.

Many faculties who have previously corrected papers through OSM mention that they have not received the remuneration for online checking of past two years, so this year they will not do OSM unless they receive a pending bill.

- Principal informed all the faculty members that they can come on any 8 days in may before 25<sup>th</sup> may 2019 while faculty should be present whenever called for admission after declaration of result of std 12<sup>th</sup>.



- Principal propose that for admissions, ground floor to be dedicated for FY admissions while 1<sup>st</sup> floor for SY & TY admissions and partial fee from students should be avoided.
- Principal further informed all the faculty members that on 3<sup>rd</sup> June 2019 college will reopen and classes for SY & TY to be resumed on 6<sup>th</sup> June 2019
- Principal informed all that result of FY/SY to be declared by 2<sup>nd</sup> June 2019.
- Principal further told to prepare time table for 2019-2020 session and academic calendar for departmental activities with budgets.
- Principal suggested that scholarship portal of college should be reactivated.
- At last Principal suggest going through NAAC guidelines and preparing ourselves for next year NAAC.

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Minutes of meeting held on 5<sup>th</sup> March 2019

Meeting with staff members of Devkiba College was conducted in CAP CENTER on 5/03/19 and was chaired by Principal Sir Dr. Ambadas Jadhav. Following suggestions and points were discussed.

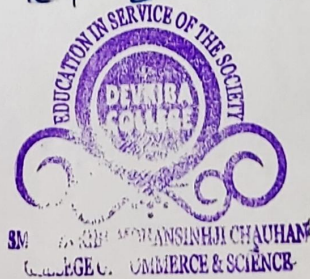
- Principal informed faculty members about the two workshops and guest lecture to be conducted in college.
- First workshop is on e-Content Development to be conducted on 9<sup>th</sup>-10<sup>th</sup> March, 2019 while other one is on Guideline on NACC to be conducted on 1<sup>st</sup> -2<sup>nd</sup> April, 2019
- Principal proposed to arrange a guest lecture on different modes of teaching by Dr. Jayshree Shinde, SNDT University to be conducted in mid April 2019.
- Principal informed that all the invited resource persons in the workshops are experts in the field and these events will be beneficial to everyone.
- Principal said attending the events is compulsory for all the faculty members while registration fee is rs.600/- and there will be working lunch during the event.
- Principal told faculty members to distribute brochures of the events on what's app or email to invite more and more participation from outside and registration for the workshops can be done on-line for which link is provided in the brochure.
- Principal further informed that it is the responsibility of every faculty member to make the event successful and for which different committees to be formed.
- Principal guided faculty members to go through NACC guidelines before the workshop on 1<sup>st</sup> April for which reading sessions can be carried out in groups.
- Principal informed that compensatory off may be availed in exchange of 9<sup>th</sup>-10<sup>th</sup> March which comes on 2<sup>nd</sup> Saturday and Sunday, not to be clubbed with Sunday, provided management approves.
- At last Principal conveyed his best wishes for the success of the event.

Handwritten signature in blue ink.



Handwritten signature in green ink and the date '6.3.2019'.

Sr. No.	Name of the Faculty	Signature	Date
1	Dr. Ameer I. Oza		
2	Ms. Shobhna Dangwar		06/03/2019
3	Ms. Seema Bhatnagar		6/3/19
4	Ms. Ratna Yadav		6/5/19
5	Ms. Ashwina Patel		6/3/19
6	Ms. Hemali Patel		6/3/19
7	Ms. Mital Patel		6/5/19
8	Ms. Renuka Suryavanshi		08/03/19
9	Mr. Jyotindra Jaripatke		06/03/19
10	Mr. Tofiq Noorani		08/03/19
11	Ms. Snehal Bhadgaonkar		06/03/2019
12	Ms. Tejal More		8/3/19
13	Ms. Maitary Mahto		06/03/2019
14	Mr. Vijay Rajput		8/3/19
15	Mr. Dipesh Patel		08/03/2019
16	Ms. Madhuri Narkhede		
17	Ms. Vidya Rao		8/3/2019
18	Mr. Atul Rathod		6/3/19
19	Ms. Nivedita Azad		6/2/19
20	Mr. Bhupendra More		06/03/19
21	Dr. Priyanka Tabhane		6/3/19
22	Mr. Tejas Rohit		08/03/19
23	Dr. Janhavi Arekar		8/3/19
24	Ms. Rinkal Parmar		8/3/19
25	Ms. Mamta Singh		8/3/19
26	Mr. Akshay Mane		6/3/19
27	Ms. Snehlata Narkhede		8/3/19
28	Mr. Mukesh Keni		08/03/19
29	Mr. Vanrajsinh N. Solanki		08/03/19
30	Ms. Yogita Bhosale		08/03/19
31	Ms. Jagruti Save		08/03/19
32	Mr. Pravinkumar B. Dilpak		8/03/19
33	Ms. Gita Chaudhary		
34	Ms. Girja Singh		08/03/19
35	Ms. Parul Mistry		
Sr. No.	Name of the Law Faculty	Signature	Date
1	Ms. Nisha Parekh		8/3/19
2	Ms. Suman Sharma		8/3/19
3	Mr. Rajveersinh Parmar		8/3/19



**SMT. DEVKIBA MOHANSIHI CHAUHAN COLLEGE OF COMMERCE AND SCIENCE  
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**1st Minutes of the meeting held on 23<sup>rd</sup> FEB, 2019**

**Time: 11.30 a.m.**

**Venue: Computer Lab**

**Members present:**

Prf.(Dr.) Ambadas Jadhav	Principal
Mrs. Snehal Bhadgaonkar	Coordinator
Ms. Nidhi Patel	Member
Ms. Shobhana Dangwar	Member
Ms. Renuka Suryavanshi	Member
Ms. Seema Bhatnagar	Member
Ms. Maitry Mahto	Member
Mr. Dipesh Patel	Member
Mr. Mayur Koli	Member
Dr. Seema Pillai	Member
Mr. Tofiq Noorqni	Member
Ms. Yogita Bhosale	Member
Ms. Ratna Yadav	Member
Mr. Dhaval Mehta	Member
Dr. Janhavi Arekar	Member
Mr. Vijay Rajput	Member
Ms. Nivedita Azad	Member
Ms. Tejal More	Member
Ms. Hemali Patel	Member
Ms. Rinkal Parmar	Member
Ms. Madhuri Narkhede	Member
Dr. Ameer Oza	Member
Ms. Snehalata Narkhede	Member
Mr. Jyotindra Jaripatke	Member
Ms. Ashwina Patel	Member
Ms. Mital Patel	Member
Ms. Mamta Singh	Member
Mr. Tejas Rohit	Member

**The following points were discussed:**

**Minutes:**

Principal formally welcomed the member and highlighted the importance of the IQAC for the effective functioning of an institution. He referred to the cell as the heart an institution. Ms. Snehal Bhadgaonkar elaborated on the role of IQAC and called it the "think- tank" of the college.

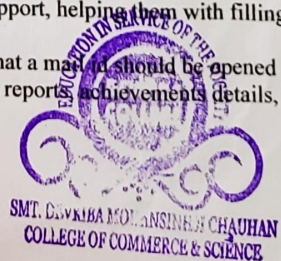
The following 4 proposals were put forth by the member and the Principal gave the assurance that they can be implemented after placing them before the staff council.

1. Work shop on "e-Content " to be conducted as the member that it would be benefited to all teacher a session on the use ICT. The workshop will be organized by the execution planning committee.
2. To ensure completion of syllabus and to comply with NAAC guidelines members suggested that lesson plan and work diary should be maintained by all departments.
3. Introduction couldn't cards for students to curb late coming by students and the tackle indiscipline every student should be issued a Conduct Card along with the ID card which he / she should compulsorily carry to college every day. When a student is late or indulges in ragging or malpractice of the other anti-social activities these can be indicated in the card and duly signed by the concerned member's staff the student will have to produce this card at the time receiving Hall ticket or TC so that disciplinary action can be initiated against the offender.
4. The tutorial system which was in practice earlier to be re-introduced with some modifications. It could be interdisciplinary with tutors and that wards belonging to different departments. Girls may be placed and under women members & staff for letter report. Tutor should play the role of friend, guide and philosopher, counseling their wards when necessary leading emotional support, helping them with filling forms, etc.

As documentation is an important role of IQAC the members suggested that a manual should be opened and the same circulated to all members of staff so that they could forward reports, achievements details, etc.

**Ms. Snehal Bhadgaonkar**  
**IQAC - Coordinator**

*SB*  
23/02/19



SMT. DEVKIBA MOHANSINHJI CHAUHAN COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 12-10-2020

Agenda: NAAC criteria wise updates

Discussion:

Criteria 1:

Year wise student list downloaded from Eligibility report, 2017 to 2019 timetable, work allotment data received from HODs

Criteria 2:

Semester wise result analysis report received from office for year 2017 - 2019.

Criteria 3:

Google link shared with all faculty members for research data as per given format.

Criteria 5:

Student alumina list collected from HODs. Cultural and Sports activities data discussed with coordinators.

The Co-ordinator thanked all the members for their participation and contributions.

Google Meeting

Time: 7:30 pm

Date: 07-10-2021

Link: <https://meet.google.com/rtq-veie-vtp>



SMT. DEVKIBA MOHANSINHJI CHAUHAN COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 25-02-2021

Agenda: Brief about the Webinar on NAAC preparation guidelines organised on 23 Feb, 2021

Discussion:

Criteria wise detailed key indicators were discussed with its wattage.

Separate QIm and Qnm.

Preparation of all drafts, template excel, supportive documents, and other details in separate file as per criteria list.

Work on best practices and include those activity which carried out more than 2 years in institution.

The Co-ordinator thanked all the members for their participation and contributions.

Google Meeting

Time: 7:00 pm

Date: 23-2-2021

Link : <https://meet.google.com/ipb-zopr-tng>







SMT. DEVKIBA MOHANSINHJI CHAUHAN COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 03-08-2021

Agenda: 1. Previous work done by IQAC coordinator Ms. Snehal Bhadgaokar

2. Student Feedback forms

3. New Team for criteria 1-7

Discussion:

1. Pervious NAAC related work handed over by IQAC coordinator includes following documents

NAAC revise manual

Criteria wise work allotment

SSR submission guidelines

Student Data file (need to separate year wise)

Activity reports (need to separate year wise)

2. Student feedback form for A.Y. 2021-22 work allotted to Maitary M. and Renuka S.

3. Separation of documents year wise for analysis of Feedback, M of M and ATR 2017-18 (offline) and 2018-19 (Online) work allotted to Ms. Renuka S. and Ms. Madhuri N.

4. Work Allotment criteria wise Criteria 1- Ms. Madhuri N, Criteria 2-Ms Maitary M., Criteria 3- Mr. Suresh G., Criteria 4 – Mr. Vijay D., Criteria 5 – Ms. Mittal P., Criteria 6- Ms. Renuka S., Criteria 7 – Dr. Ajit A.

The Co-ordinator thanked all the members for their participation and contributions.

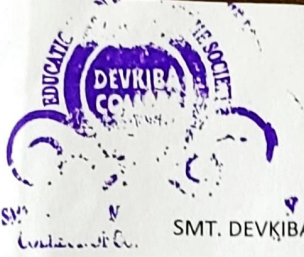
Minutes prepared by: IQAC Coordinator

Attendees:

Name	Signature	Name	Signature
Dr. J Arekar (IQAC Coordinator)		Mr. Suresh G. (NC Member)	
Ms. Madhuri N (NC Member)		Dr. Ajit A. (NC Member)	
Ms. Maitary M. (NC Member)		Mr. Vijay D. (NC Member)	
Ms. Mittal P. (NC Member)		Ms. Renuka S. (NC Member)	

Note: These minutes are a summary of the discussions and decisions made during the meeting. They should be reviewed, edited, and approved by the relevant authorities before being considered final (Principal).

Seen  
Snehal Bhadgaokar  
IQAC VP



SMT. DEVKIBA MOHANSINHI CHAUHAN COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 21-08-2021

Agenda: Criteria Wise Documents Formats

Discussion:

Documents required for uploading listed out as follow

Criteria 1: Time tables, Academic calendar, student data, certificate course details, class activities, departmental activities.

Criteria 2: Year wise student data, list faculties, Result evaluation.

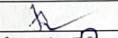
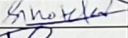
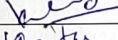
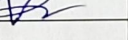
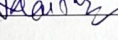
Criteria 3: Faculty wise Research Data like book publication, paper publication, workshop, fdp, conferences, webinar attended and paper presented.

Criteria 4: Office data year wise, departmental expenditure, infrastructure expenditure and other.

The Co-ordinator thanked all the members for their participation and contributions.

Minutes prepared by: IQAC Coordinator

Attendees:

Name	Signature	Name	Signature
Dr. J Arekar (IQAC Coordinator)		Mr. Suresh G. (NC Member)	
Ms. Madhuri N (NC Member)		Mr. Vijay D. (NC Member)	
Ms. Maitary M. (NC Member)			

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Seen  
Suresh G.  
Etc VP



DR. DEVKIBAI MOHA. SURESH CHAUHAN  
COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 04-09-2021

Agenda: Criteria 1,2,3 data collection updates

Discussion:

Criteria 1: student data downloaded from Eligibility report, forwarded message to all HODs regarding class activities and departmental activities data.

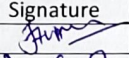
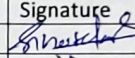
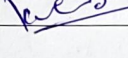
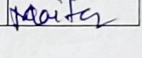
Criteria 2: Result data requirement list out and forwarded to Yogita ma'am.

Criteria 3: All faculty members are informed to forward their research data as per given format on devkibanaac@gmail.com

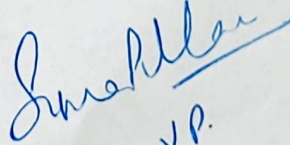
The Co-ordinator thanked all the members for their participation and contributions.

Minutes prepared by: IQAC Coordinator

Attendees:

Name	Signature	Name	Signature
Dr. J Arekar (IQAC Coordinator)		Mr. Suresh G. (NC Member)	
Ms. Madhuri N (NC Member)		Ms. Maitary M. (NC Member)	

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Seen  
  
I/c V.P.



SMT. DEVKIBA MOHANSINHI CHAUHAN  
COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 24-09-2021

Agenda: Criteria 5, 6 and 7 discussion

Discussion:

Criteria 5: Passout students data, Placement data

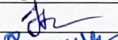
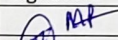
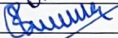
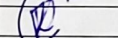
Criteria 6: Faculty FDP data collection, MOU activities, collect old MOUs

Criteria 7: NSS reports, Cultural reports green campus initiative (Tree plantation, cleanliness activities list, green campus activity)

The Co-ordinator thanked all the members for their participation and contributions.

Minutes prepared by: IQAC Coordinator

Attendees:

Name	Signature	Name	Signature
Dr. J Arekar (IQAC Coordinator)		Ms. Mittal P. (NC Member)	
Dr. Ajit A. (NC Member)		Ms. Renuka S. (NC Member)	

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Seen  
Sinhalei  
I/c VP



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 06-01-2022

Agenda: Activities under best practices


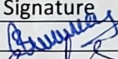

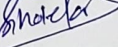
Discussion:

1. Jaiva vallam Compost formation by garden waste. Compost sample should be analysed from analytical lab.
2. Recycling of paper handmade paper
3. Recycling of Floral waste
4. MSME activities
5. Skill Development short term course (Beautician, tailoring, mashroom cultivation) find out details for same

The Co-ordinator thanked all the members for their participation and contributions.

Minutes prepared by: IQAC Coordinator

Attendees:

Name	Signature	Name	Signature
Dr. J Arekar (IQAC Coordinator)		Dr. Ajit Ambekar (NC Member)	
Ms. Seema Bhatnagar (Botany Dept)		Mr. Suresh G. (NC Member)	

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Seen  
Suresh G.  
I/c VP



SMT. DEVKIBA MOHANSINHJI CHAUHAN COLLEGE OF COMMERCE AND SCIENCE, SILVASSA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 29-04-2022

Agenda: Criteria wise work done

Discussion:

Criteria 1: following documents ready with departmental heads

student data, Time tables, Work allotment, class activities, departmental activities.

Criteria 2: Semester 1 – 4 Result pdf received from Yogita ma'am. Semester 5 & 6 Gazette copies received few are missing. For that communicated with Pratik sir.

Criteria 3: only few faculty forwarded research data for book publication, paper publication, workshop, FDP, conferences, webinar attended and paper presented.

Criteria 5: Placement data collected from Commerce HOD very few placements done need to increase this number

Criteria 6: 4 MOUs with its activity ready few details are missing will be workout after vacation.

Criteria 7: Following activities carried out under EDC Aamod Dhoop sticks, Parnit recycling of paper into plantable paper.

The Co-ordinator thanked all the members for their participation and contributions.

Minutes prepared by: IQAC Coordinator

Attendees:

Name	Signature	Name	Signature
Dr. J Arekar (IQAC Coordinator)		Mr. Suresh G. (NC Member)	
Ms. Madhuri N (NC Member)		Dr. Ajit A. (NC Member)	
Ms. Maitary M. (NC Member)		Mr. Vijay D. (NC Member)	
Ms. Mittal P. (NC Member)		Ms. Renuka S. (NC Member)	

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Seen  
Suresh G.  
I/c Principal