



SHREE SADGURU VAMANBABA MAHARAJ SHIKSHAN PRASAPAK MANDAL'S
**EKNATH B. MADHAVI SENIOR COLLEGE
OF ARTS, COMMERCE AND SCIENCE.**

(Affiliated to University of Mumbai)

ACCREDITED BY NAAC

Ayre Road, Dombivli (East) 421 201, Dist. Thane. Ph. No. : 0251 - 2431 606

Ref. No. IQAC/001/2023

Date : 22/05/2023

22/05/23

Office Order

The Composition of IQAC cell has been revised as per the Guidelines of NAAC and it is as below for the academic year 2023-24 in order to functionalize the Quality Enhancement Initiatives.

Sr. No.	Name of Member	Designation	Mobile No.	Email.Id
1.	Dr.O.N. Nair	Chairperson	9930875373	omanakuttan307@gmail.com
2	Dr. Sonali A. Sathe	IQAC Co-Coordinator	9820183230	Sonali.sathe99@gmail.com
3	Mrs. Samata U.Mane	Teacher	9769932944	samatamane1@gmail.com
4	Ms. Neetu Methwani	Representatives	9096338313	aamethwani@gmail.com
5	Mr.Krutarth Madhavi	Management Representative	9833441477	krootarth@gmail.com
6	Mrs.Manasi Kulkani	Senior Administrative member	9820397016	Mansi_nkul@yahoo.com
7	Shri. Swapnil Bhujbal	Local Society Member	9076008383	Swapnilbhujbal73@gmail.com
8	Mr.Pransu Pandey	Student Representative	8114257971	pransupandeyji@gmail.com
9	Shri. Vijayanand Iyengar	Alumini Representative	9664751275	anna.iyenger@gmail.com
10	Mr. Amol Chaudhari	Industry Person	9920335771	amolc99@gmail.com

The IQAC committee will conduct meetings as per the needs and requirements of the academic and administrative processes, ensuring that all necessary quality enhancement initiatives are effectively planned, executed, and monitored. The records of these meetings will be meticulously maintained for transparency, accountability, and future reference.





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All members of the institution, including faculty, staff, and students, are kindly requested to take note of this and act in accordance with the guidelines provided by the IQAC to achieve the goals of quality enhancement and institutional development.

CC:-

1. All the concerned

2. Office Copy



PRINCIPAL

Dr. Omanakuttan N. Nair
I/c Principal
Eknath B. Madhavi Senior College
of Arts, Commerce and Science
Ayre Road, Dombivli (East)



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Ref. No. _____

Date : 22/05/2023 _____

NOTICE FOR IQAC COMMITTEE MEETING FOR A.Y. 2023-24

The meeting of the IQAC Committee is scheduled as follows:

Date: Tuesday, 06th June 2023

Time: 11:00 AM

Venue: Conference Hall, Eknath B. Madhavi Senior College of Arts, Com & Science, Dombivli

All concerned members are requested to attend the meeting, punctually and actively participate in the discussions regarding quality enhancement initiatives and other agenda items. Please ensure that any relevant documents or points for discussion are prepared in advance.

Your cooperation and attendance are highly appreciated.

Sr. No.	Name of Member	Designation	Mobile No.	Email.Id
1.	Dr.O.N. Nair	Chairperson	9930875373	omanakuttan307@gmail.com
2	Mrs. Sonali A. Sathe	IQAC Co-Coordinator	9820183230	Sonali.sathe99@gmail.com
3	Mrs. Samata U.Mane	Teacher	9769932944	samatamane1@gmail.com
4	Ms. Neetu Methwani	Representatives	9096338313	aamethwani@gmail.com
5	Mr.Krutarth Madhavi	Management Representative	9833441477	krootarth@gmail.com
6	Mrs.Manasi Kulkani	Senior Administrative member	9820397016	Mansi_nkul@yahoo.com
7	Shri. Swapnil Bhujbal	Local Society Member	9076008383	Swapnilbhujbal73@gmail.com
8	Mr.Pransu Pandey	Student Representative	8114257971	pransupandeyji@gmail.com
9	Shri. Vijayanand Iyengar	Alumini Representative	9664751275	anna.iyenger@gmail.com
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Ref. No. _____

Date : _____

Kindly go through the points of discussion in the meeting.

Agenda

Sr.No.	Resolution in the Meeting
1.	Confirmation and Review of Minutes of previous IQAC meeting held
2.	Academic Planning for the Year 2023-24.
3.	Consideration about MOU proposals and reviewing previous MOUs
4.	Planning & discussion for NAAC accreditation
5.	Preparation for the Peer team visit
6.	Any other Issue to discuss with the permission of the chair.



IQAC Coordinator



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Ref. No. _____

Date : _____

Minutes of Meeting

Date: Tuesday, 06th June 2023

Time: 11:00 AM

Venue: Conference Hall, Eknath B. Madhavi Senior College of Arts, Commerce and Science, Dombivli

Members Present:-

Sr. No.	Name of Member	Designation	Signature of Members
1.	Dr.O.N. Nair	Chairperson	
2	Mrs. Sonali A. Sathe	IQAC Co-Coordinator	
3	Mrs. Samata U. Mane	Teacher	
4	Ms. Neetu Methwani	Representatives	
5	Mr. Krutarth Madhavi	Management Representative	
6	Mrs. Manasi Kulkarni	Senior Administrative member	
7	Shri. Swapnil Bhujbal	Local Society Member	
8	Mr. Pransu Pandey	Student Representative	
9	Shri. Vijayanand Iyengar	Alumini Representative	
10	Mr. Amol Chaudhari	Industry Person	





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Date : _____

QUORUM:

The IQAC Coordinator took the chair and confirmed that the required quorum was present to convene the meeting.

Agenda 1: Confirmation and Review of Minutes of Previous IQAC Meeting

- Resolution: The minutes of the previous meeting were reviewed and unanimously approved by all members.

Agenda 2: Academic Planning for the Year 2023-24

- Resolution: After a thorough discussion and analysis, the following decisions were made:
 - Various committees will be constituted to handle specific academic and administrative tasks.
 - Improvement in library resources, including the acquisition of new books and digital resources, will be prioritized.
 - The implementation of experimental learning methods, such as hands-on projects, fieldwork, and industry internships, will be emphasized.
 - Development of new strategies aimed at student improvement, including personalized learning plans and remedial sessions.
 - Lecture monitoring systems will be strengthened to ensure timely completion of the syllabus.
 - A student induction program will be planned to orient first-year students to the academic environment.
 - Career guidance sessions will be conducted to support students in their career development and job placement.

Agenda 3: Considering of MOU proposal and reviewing previous MOUs.

- Resolution : It was resolved that a detailed report on each MOUs progress and impact would be prepared and shared with the stakeholders





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Date : _____

Agenda 4: Planning and Discussion for NAAC Accreditation

- Resolution: The members discussed the ongoing preparations for NAAC accreditation. A review of the work allotted for the NAAC filing was scheduled, and actions will be taken as needed to ensure compliance with NAAC requirements.

Agenda 5: Preparation for peer team visit

- Resolution : It was decided that internal audit of all departments will be conducted to identify gaps and areas of improvement.
- Training sessions for faculty and other staff will be organised to ensure familiarity with the assessment process.


Agenda 6: Any Other Issue to Discuss with the Permission of the Chair

- Resolution:
 - The committee discussed the possibility of entering into new Memorandums of Understanding (MOUs) with academic and industry partners.
 - It was decided to increase the number of outreach programs in the coming year to enhance the institution's community engagement and social responsibility.
 - The need for increased research-based activities was emphasized, with a focus on promoting faculty and student participation in research projects and publications.

7. Closing Remarks

The Chairperson concluded the meeting by thanking all members for their valuable input and participation. It was emphasized that the resolutions discussed should be acted upon promptly, and progress will be reviewed in the next meeting.

Meeting Adjourned at: 1:00pm


Prepared by:
[Mrs. Sonali A Sathe]
IQAC Coordinator





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Date : _____

VOTE OF THANKS:

Since there was no other business to be transacted, the meeting was adjourned. The IQAC Coordinator extended a heartfelt vote of thanks to all the members present for their valuable contributions and active participation throughout the meeting. The Coordinator also expressed gratitude for the continued cooperation of the members in carrying out quality enhancement initiatives during the academic year.

The meeting was adjourned with a note of appreciation for everyone's commitment to advancing the institution's goals for quality improvement.



IQAC Coordinator



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Date : _____

Action Taken Report

The main topics of discussion included a review of the academic plan, discussions of MOUs, and NAAC preparations.

All artefacts actioned were assigned to individuals and given deadlines for completion.

It was decided that there would be a follow-up meeting on [insert date] to assess progress made against the action points set out in this report.



Dr. Omanakuttan N. Nair
I/c Principal
Eknath B. Madhavi Senior College
of Arts, Commerce and Science
Ayre Road, Dombivli (East)



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Ref. No. _____

Date : _____

07/07/23

NOTICE FOR IQAC COMMITTEE MEETING FOR A.Y. 2023-24

The meeting of the IQAC Committee is scheduled as follows:

Date: Tuesday, 24th July, 2023

Time: 11:00 AM

Venue: Conference Hall, Eknath B. Madhavi Senior College of Arts, Commerce and Science,
Dombivli

All the members are expected to attend the meeting, on time, and actively discuss the enhancements regarding quality in the agenda items. Kindly keep all relevant documents or points of discussion prepared before hand.

Sr. No.	Name of Member	Designation	Mobile No.	Email.Id
1.	Dr.O.N. Nair	Chairperson	9930875373	omanakuttan307@gmail.com
2	Mrs. Sonali A. Sathe	IQAC Co-Coordinator	9820183230	Sonali.sathe99@gmail.com
3	Mrs. Samata U.Mane	Teacher	9769932944	samatamane1@gmail.com
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Ref. No. _____

Date : _____

Agenda

Sr.No.	Resolution in the Meeting
1.	Confirmation and Review of Minutes of previous IQAC meeting held
2.	Reviewing academic planning for the Year 2023-24.
4	Final preparation for the Peer team visit
5	Ensuring the Participation of Staff and Students in the NAAC Process
6	Any other Issue to discuss with the permission of the chair.



IQAC Coordinator



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Ref. No. _____

Date : _____

Minutes of Meeting

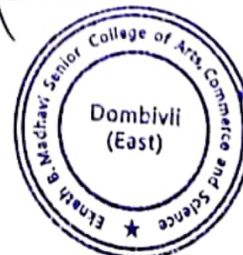
Date: Tuesday, 24th July 2023

Time: 11:00 AM

Venue: Conference Hall, Eknath B. Madhavi Senior College of Arts, Commerce and Science,
Dombivli

Members Present:-

Sr. No.	Name of Member	Designation	Signature of Members
1.	Dr.O.N. Nair	Chairperson	
2	Mrs. Sonali A. Sathe	IQAC Co-Coordinator	
3	Mrs. Samata U. Mane	Teacher Representatives	
4	Ms. Neetu Methwani		
5	Mr. Krutarth Madhavi	Management Representative	
6	Mrs. Manasi Kulkarni	Senior Administrative member	
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Date : _____

QUORUM:

Taking the chair, the Coordinator of IQAC confirmed that the quorum was adequate to conduct the meeting.

Agenda 1 Confirmation of the Records of the Earlier Meeting.

The minutes of the first IQAC meeting held on [insert date] were discussed and approved without amendments.

Agenda 2. Review of the Academic Planning for the Year 2023-24.

The academic planning for the year was assessed.

It was decided that, notwithstanding any major changes in the academic planning for the year, departments would still be advised to ensure timely completion of course materials according to the plan.

Action: Departments to continue with the ongoing academic plan, and submit reports on progress.

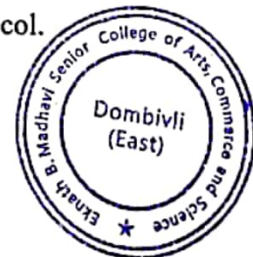
Agenda 3. Final Preparation for the NAAC Peer team visit.

The visit of the Peer Team of NAAC was finalized for next in the 3rd week of August 2023.

The work assigned to departments and facilities to present key evidence about such aspects as curriculum, teaching, infrastructure, etc. were done

Discussions on the logistics and member responsibility concerning this were carried out.

It was further decided to conduct a mock walk-through of the visit protocol.





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Date : _____

Action: Prepare and circulate the final itinerary and ensure departments are ready for the visit.

Making sure both Staff and Students are well acquainted with the NAAC process

The committee decided to organize awareness sessions for the staff and students regarding the NAAC process of accreditation.

To ensure all stakeholders have an idea about their roles during the visit, a session will be conducted on the same.

Action: IQAC Coordinator to coordinate to set up the session with staff and student bodies ensuring maximum participation.

Agenda 4. Ensuring Familiarity among Staff and Students on the NAAC Process

The committee agreed to organize awareness sessions for staff and students regarding the NAAC accreditation process.

A session will be held on [insert date] to ensure that all stakeholders understand their roles during the visit.

Action: IQAC coordinator to coordinate with the staff and student bodies for the session, ensuring maximum participation.

Agenda 5. Proceeding with any other Business under the Authority of the Chair

There was a recommendation to inspect the infrastructures; and there was an agreement for a LAST-MINUTE inspection.

Action taken: The premises in- charge to carry out final checks on the infrastructures.

Meeting Adjourned at: 12:30pm

Prepared by:
[Mrs. Sonali A Sathe]
IQAC Coordinator





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Date : _____

VOTE OF THANKS:

Since no other business was to be transacted, the meeting was adjourned. The IQAC Coordinator expressed a heartfelt thanks to all present members for their valuable contribution and active participation in that meeting. The Coordinator further expressed gratitude for the sustained cooperation of the members in the execution of quality enhancement initiatives during the academic year.

The meeting was adjourned thanking everyone for committing themselves further to the institution's vision in improving the quality.



IQAC Coordinator



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Action Taken Report

Everything from the agenda of the meeting has been dealt with, and the necessary action items assigned. The urgency of completing every detail of preparing for the NAAC Peer Team visit was stressed, as timelines were set for departments to work on all pre-visit activities.

All items are on course action wise, and review will be taken regarding the completions of the said preparations.

Dr. Omanakuttan N. Nair
I/c Principal
Eknath B. Madhavi Senior College
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Ref. No. _____

Date : _____

20/11/23

NOTICE FOR IQAC COMMITTEE MEETING FOR A.Y. 2023-24

Notice is hereby given that the IQAC third meeting for the academic year [Year] is scheduled to take place on 4th dec, at 11:30 am. All members are requested to be present.

Venue: Conference Hall, Eknath B. Madhavi Senior College of Arts, Commerce and Science, Dombivli

Sr. No.	Name of Member	Designation	Mobile No.	Email.Id
1.	Dr.O.N. Nair	Chairperson	9930875373	omanakuttan307@gmail.com
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Date : _____

Agenda

- 1) Confirmation of the Minutes of the Last Meeting.
- 2) Discussion of the NAAC accreditation appeal status.
- 3) Any further steps to be taken for the appeal process.
- 4) Finalization of Activities for Second Term
- 5) Review issues faced by departments, if any, and resolve.
- 6) Open floor for any important matters that need attention.



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Ref. No. _____

Date : _____

Minutes of Meeting

Date: Tuesday, 04th Dec, 2023

Time: 11:30 AM

Venue: Conference Hall, Eknath B. Madhavi Senior College of Arts, Commerce and Science, Dombivli

Attendance of the Members -

Sr. No.	Name of Member	Designation	Signature of Members
1.	Dr.O.N. Nair	Chairperson	
2	Mrs. Sonali A. Sathe	IQAC Co-Coordinator	
3	Mrs. Samata U. Mane	Teacher	
4	Ms. Neetu Methwani	Representatives	
5	Mr. Krutarth Madhavi	Management Representative	
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QUORUM:

Taking the chair, the Coordinator of IQAC confirmed that the quorum was adequate to conduct the meeting.

- 1) The minutes of the previous meeting were approved without any changes.
- 2) & 3) The current position of the NAAC accreditation process was updated by the Chairperson to all members. It has been learned that appeal for accreditation is filed with NAAC for re-evaluation. Other documentation and evidence as requested by NAAC are stressed for consideration by the Chairperson, who has also spoken about other provisions to strengthen the appeal.

Action: IQAC coordinator will oversee the final preparations and submit additional documentation for the appeal by keeping in mind the deadline.

4) Finalizing Activities for the Second term

Activities during the committee meeting were finalized. Like Cultural Events- multiple proposals were made on cultural events including annual cultural fest, few workshops, talent shows, etc. It was decided that the cultural committee which was already formed will be organizing these events.

NSS Camps- NSS camp will be held in the month of January between 2nd jan to 28th jan, 2024 at Devnagari, Kasgaon, Badlapur with Mr. Prasad Umarji & Ms Sunita Chaudhary as the coordinators and NSS program officers. Focus for the camps would be on community service and awareness programs.





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Other Co-Curricular Activities- Proposed Non-academic workshops, some academic workshops, health camps, and seminars.

Action- Each activity mentioned would be detailed, and then shared it with all by concerned members and conducted accordingly.

- 5) The academic progress of the second term was examined. Most departments had implemented academic plans as per schedule. Some nominal issues were raised

related to having their courses offset by external forces. The committee suggested that it was a proactive step for faculty members to address these issues to allow the flow of the curriculum.

Action: The head of department will liaise with affected departments and develop solutions.

- 6) No new issues have been raised. However, the Chairperson encouraged the members to remain proactive in solving any problems that might crop up during the term as they happen.

Meeting Adjourned at 1:45pm.

Minutes Prepared By:
Mrs. Sonali A Sathe
IQAC Coordinator

Minutes Approved By: Dr. Omanakuttan N. Nair
Dr.O.N.Nair
Chairperson, IQAC

I/c Principal
Eknath B. Madhavi Senior College
of Arts, Commerce and Science
Ayre Road, Dombivli (East)





SHREE SADGURU VAMANBABA MAHARAJ SHIKSHAN PRASAPAK MANDAL's
**EKNATH B. MADHAVI SENIOR COLLEGE
OF ARTS, COMMERCE AND SCIENCE.**

(Affiliated to University of Mumbai)

ACCREDITED BY NAAC

Ayre Road, Dombivli (East) 421 201, Dist. Thane. Ph. No. : 0251 - 2431 606

Ref. No. _____

Date : _____

Vote of Thanks

The chairperson of the meeting thanked all the members and expressed the concern that more efforts are needed from all in times to come. He also gave best wishes for the activities to be taking place in the new term.




IQAC Coordinator



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Action Taken Report

The minutes of the second IQAC meeting were confirmed and no amendments made. All the actions from the earlier meeting were followed up.

The appeal with NAAC is in process. Additional documentation has been prepared and submitted to NAAC as part of the appeal.

The follow-up actions were assigned to the responsible members to ensure complete and timely submission.

Key cultural events, NSS camps, and other co-curricular activities were finalized, with committees formed for each activity.

The respective committee incharges shared detailed plans for the activities, including timelines and responsibilities, with all departments.

The implementation of the activities is progressing as planned.

Academic plans for the second term were reviewed and minor required changes were made based on the feedback received.

Departments facing challenges in course delivery have been provided additional resources and support to resolve the same.

No additional issues were raised. Members were told to report any issues promptly to the concerned authority.

Summary of actions

All the agenda points from the earlier IQAC meeting have been addressed, and necessary required actions have been implemented.

The appeal process with NAAC is progressing well, and preparations for fulfilling the additional requirement for appeal and the second term plans are in process and on track.



Dr. Omanakuttan N. Nair
I/c Principal
Eknath B. Madhavi Senior College
of Arts, Commerce and Science
Ayre Road, Dombivli (East)