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PUNE VIDYARTHI GRIHA'S

**COLLEGE OF SCIENCE & TECHNOLOGY**

Affiliated to University of Mumbai (College Code : 866)

CTS No : 218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai - 400 077 Tel. : 022-2506 9118  
Email: pvgcst@yahoo.com • Website: www.pvgcst.in

Ref: PVG/CST/IQAC/2023/3627(A)

Date: 15/07/2023



## Internal Quality Assurance Committee (IQAC) Academic Year 2023-24

To create quality, to maintain quality, to enhance quality in all spheres – that is the task of the IQAC or the Internal Quality Assurance Cell of the college. The IQAC is the central quality- monitoring body of the institution. It functions under the Chairmanship of the Principal and comprises senior faculty members, representative from the local community and a student representative. Its aim is to develop and maintain a system to promote academic and administrative excellence.

- It defines the short-term and long-term objectives of the institution.
- It creates a benchmark for quality-enhancement measures.
- It devises a work plan to achieve objectives.
- It monitors and coordinates the execution.

The IQAC functions with the belief that excellence and quality are not one-time goals but continuous processes. To this end, the IQAC meets on a regular basis. New programs, up gradation of infrastructure and increasing the effective functioning of all systems are some of the major concerns of the IQAC.





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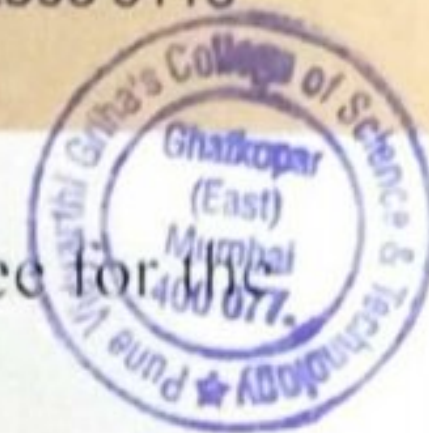
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Following members are appointed Internal Quality Assurance Cell (IQAC) committee for academic year 2023-24.

Sr. No	Category	Name of Member	Designation
1	Chairperson	Dr. Ajay Kumar Pathak	I/C Principal
2	Senior Administrative Officers	Mrs. Meena Patel (Teaching) Mrs. Jayshree Borhade (Teaching) Mrs. Yojana Varade (Teaching) Mrs. Shreyasi Gandhi (Teaching)	Assistant Professor Assistant Professor Assistant Professor Assistant Professor
3	Management Representative	Shri. R. V. Borhade	Director Pune Vidyarthi Griha
4	Nominees Team Local Society Student and Alumni	Mr. Bhavik Hingu	Alumni
5	Nominees team employers / Industrialist / Stakeholders	Shri. T. R. Daundkar	Internal Auditor
6	Invitee (Education Background)	Dr. B. G. Kulkarni	Retired Director The Institute of Science, Mumbai
7	Co- Ordinator IQAC	Mr. Gaurav Singh	Assistant Professor

*Signature*

Principal

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## Minutes of the meeting which was held on 04<sup>th</sup> September, 2023

IQAC Meeting was held on 04<sup>th</sup> September, 2023 at 1.30 PM in the trust office.

Following members were present:

### Minutes for the meeting:

Sr. No	Category	Name of Member	Designation
1	Chairperson	Dr. Ajay Kumar Pathak	I/C Principal
2	Teaching Staff	Mrs. Meena Patel Mrs. Jayshree Borhade Mrs. Yojana Varade Mrs. Shreyasi Gandhi	Assistant Professor Assistant Professor Assistant Professor Assistant Professor
3	Management Representative	Shri. R. V. Borhade	Director Pune Vidyarthi Griha
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7	Co- Ordinators IQAC	Mr. Gaurav Singh	Assistant Professor

**Point 1:** To give approval of minutes of last meeting of IQAC, which was conducted on 22/05/2023.

**Resolution:** The meeting commenced with the confirmation of minutes of the last IQAC meeting, held on 22nd May, 2022. The minutes of meeting were approved by all members.

**Point 2:** Introduction of new committee members

**Resolution:** Dr. Ajay Kumar Pathak introduced and welcomed to all committee members of IQAC.





### **Point 3: College affiliation status**

**Resolution:** Dr. Ajay Kumar Pathak informed to committee that the affiliation of the college has been completed for the academic year 2024-25. The fess (Rs. 54,500) has been paid and the required documents submitted to the university successfully on 31<sup>st</sup> August, 2023.

### **Point 4: Implementation of online unit test for all courses**

**Resolution:** Dr. Ajay Kumar Pathak has apprised the committee regarding the implementation of two unit tests – one to be administered offline and the other online. The decision has been made to conduct the offline unit test for all courses except Computer Science, while the online unit test will apply to every course.

Dr. B. G. Kulkarni suggested this strategic approach which aligns with the college's commitment to implementing a continuous assessment policy. Specifically, there will be two online unit tests for Computer Science and one unit test each conducted offline and online for all other courses.

### **Point 5: Appointment of members of NAAC criteria wise**

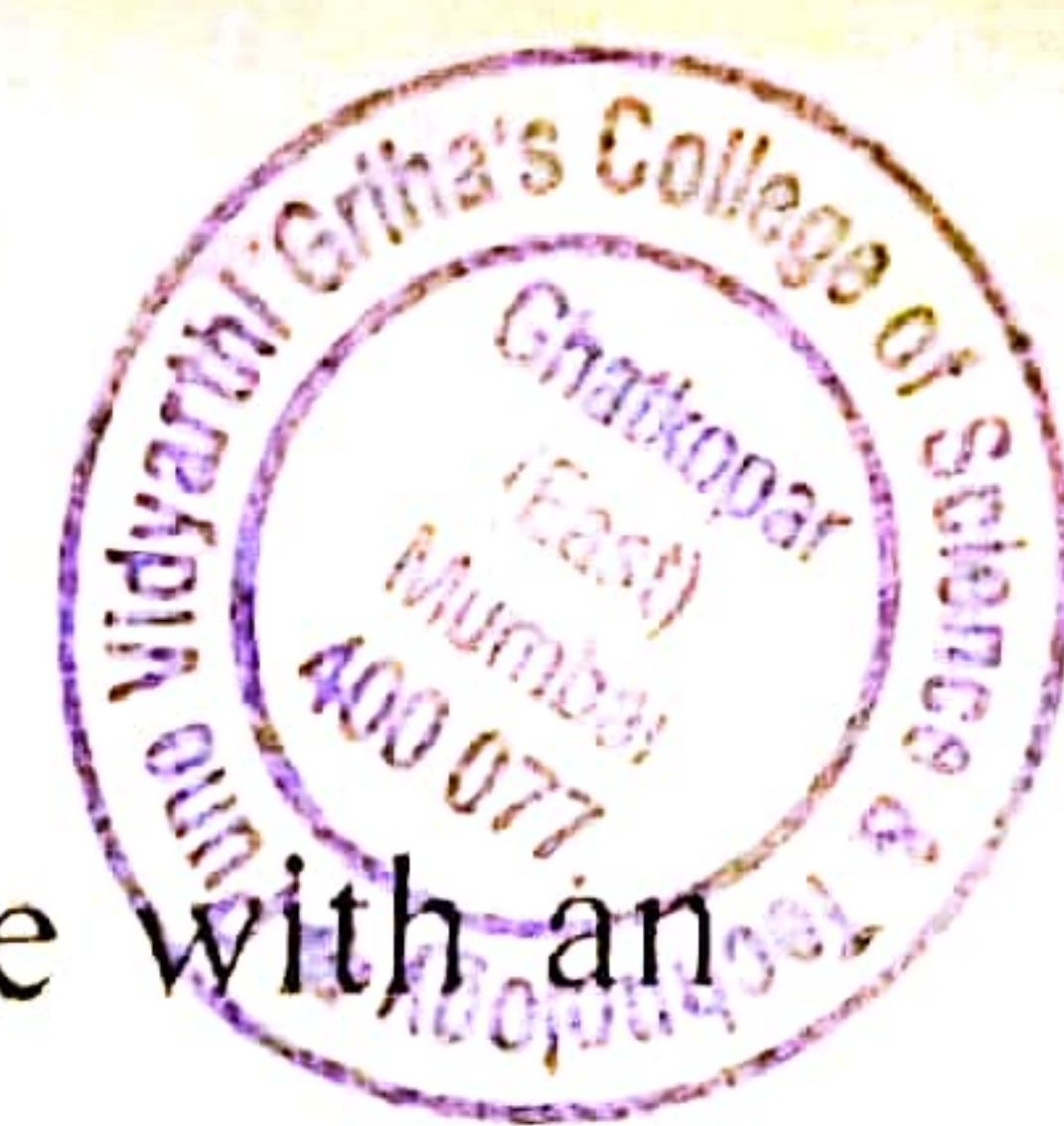
**Resolution:** Principal Dr. Ajay Kumar Pathak presented the list of NAAC criteria in-charges

- Criteria 1: Mrs. Archana Bhosale
- Criteria 2: Mrs. Yojana Varade
- Criteria 3: Ms. Rekha Chaurasiya
- Criteria 4: Mr. Surat Kahar
- Criteria 5: Mrs. Kiran Gupta
- Criteria 6: Mr. Gaurav Singh
- Criteria 7: Mrs. Meena Patel



### **Point 6: NAAC status report**

**Resolution:** The IQAC coordinator, Gaurav Singh, has provided the committee with an update on the college's NAAC status. He reported that the Institutional Information for Quality Assessment (IIQA) was submitted on March 27th, 2023, followed by the submission of the Self-Study Report (SSR) on July 1st, 2023. Subsequently, the college successfully completed the Document Verification & Validation (DVV) task on July 24th, 2023.



Good news followed as our college's SSR (Self Study Report) received pre-qualification for assessment. We are now eligible to make payments for SSR 2nd level assessment and logistic advance, including providing logistic details. As directed by our Honorable Director, Shri. R. V. Borhade, we are required to complete these fee payments within the next two days.

Mr. Bhavik Hingu recommended enhancements to our college's website, focusing on improving the presentation logic. Specifically, he suggested featuring information such as the achievements of our top-performing students, the overall passing percentage of final year students, and details about available add-on courses.

### **Point 7: Implementation of practical's/case study wherever necessary**

**Resolution:** Dr. Ajay Kumar Pathak sir informed to committee members and instructed to Head of all departments to conduct time to time practicals and case studies wherever is required.

### **Point 8: Discussion regarding workshops/seminars/sports/cultural activities inter and intra college**

**Resolution:** Hon. Director R. V. Borhade given guidance to conduct seminars, workshops, sports and cultural activities; both inter and intra-collegiate level, to foster the healthy competition and enhance overall development of the students along with academics.



**Point 9: Approval of feedback form**

**Resolution:** During the committee meeting, Mrs. Shreyasi Gandhi introduced the Feedback Form format, designed for gathering student feedback about professors. It was unanimously approved and endorsed by all committee members.

The meeting concluded with a vote of thanks to the Chair by Prof. Meena Patel.

**Point 10: Appointment of NSS PO and DLLE In-charge**

**Resolution:** Dr. Ajay Kumar Pathak announced the NSS Program Officer as Asst. Prof. Mrs. Jayshri Borhade & Asst. Prof. Mr. Monu Singh and DLLE In-charge as Asst. Prof. Ms. Jyoti Dubey & Asst. Prof. Mrs. Ashwini Dumbare.

**Point 11: Approval of academic calendar**

**Resolution:** Assistant Professor Mrs. Meena Patel formally introduced the academic calendar for the upcoming academic year, 2023-24, to our Honorable Director, Shri. R. V. Borhade. After reviewing the calendar, he provided guidance to ensure that it includes specific dates for seminars, workshops, and all other activities, in addition to academic events.

**Point 12: Any other relevant subject with permission of Director PVG**

**Resolution:** Honorable Shri R. V. Borhade has given his approval for providing double payment to professors who maintain an exceptional attendance record with minimal leaves. He also emphasized that the dedication and performance of professors in delivering quality education, as well as achieving a high pass rate among their students, will be taken into account during the annual appraisal process.

Mr. T.R. Daundkar, our Internal Auditor, proposed and gained approval for an initiative aimed at promoting awareness among both teaching and non-teaching staff members regarding investments in the stock market.

The meeting was adjourned by vote of thanks by Asst. Prof. Mrs. Meena Patel.

*Aissha*

**I/C Principal:**  
Pune Vidyarthi Griha's  
College of Science & Technology

**DIRECTOR**  
PUNE VIDYARTHI GRIHA