



Dnyan Ganga Education Trust's

DEGREE COLLEGE OF ARTS, COMMERCE & SCIENCE

Opp Unnathi Greens, Near Haware Citi, Kasarvadavali, G.B. Road, Thane – (W) 400615

TELEPHONE: +91 98330 24368 EMAIL: dgetadmin@dgetcollege-edu.org Website: <https://dgetcollege-edu.org>

Internal Quality Assurance Committee, VIth Meeting

Venue: Online Mode via Zoom link

Date: 16th March 2021 Time 12.15 pm

Attendance

S. No.	Name	Signature
1.	Dr. Mrs. Bhavika Karkera, Principal, Chairperson	Present
2.	Prof. B. D. Patil, Chairman, Management Representative	Present
3.	Mrs. Anita Patil-More, Member of Local Society /Trust	Present
4.	Asst. Prof. Mrs. Haimanti Sengupta, Teacher Representative	Present
5.	Asst. Prof. Mrs. Shubha Shah, Teacher Representative	Present
6.	Asst. Prof. Mrs. Padma Patil, Teacher Representative	Present
7.	Mrs. Manasi Atre, Senior Administrative Officer, Member	Present
8.	Mr. Srujan Jagannath Jaaware, Student Representative	Absent
9.	Ms. Deivanai Ramu, Alumni Representative	Present
10.	Mr. Shalom Israel, Industry Representative	Present
11.	Asst. Prof. Mrs. Nivedita Pandey, IQAC Coordinator, Member Secretary	Present





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Internal Quality Assurance Cell

Academic Year: 2020-21

VI Meeting

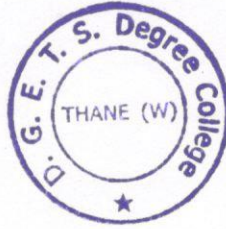
Date: 9 March 2021

NOTICE

The Sixth meeting of the Internal Quality Assurance Cell is scheduled to be held on Tuesday, 16th March 2021 through online mode via Zoom link, which shall be shared at noon. All members are requested to make it convenient to attend the same. Please find agenda items attached as Annexure I, for your reference and perusal.

Npande .

Asst. Prof. Mrs. Nivedita Pandey
Assistant Professor
IQAC Coordinator



Bhavika

Dr. Mrs. Bhavika Karkera
Principal
Chairperson
I/C Principal

CC:

1. Prof. B. D. Patil, Chairman, Management Representative
2. Mrs. Anita Patil-More, Member of Local Society /Trust *Anita*
3. Asst. Prof. Mrs. Haimanti Sengupta, Teacher Representative *HS*
4. Asst. Prof. Mrs. Shubha Shah, Teacher Representative *Shs*
5. Asst. Prof. Mrs. Padma Patil, Teacher Representative *PS*
6. Mrs. Manasi Atre, Senior Administrative Officer, Member *Manasi*
7. Mr. Srujan Jagannath Jaaware, Student Representative *Srujan*
8. Ms. Deivanai Ramu, Alumni Representative *Ramu*
9. Mr. Shalom Israel, Industry Representative *Israel*

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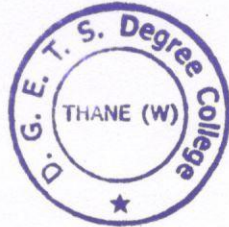
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AGENDA

- 6.1 To confirm the minutes of the Vth meeting of the IQAC held on 25th June 2020
- 6.2 To discuss the conduction of academic and online activities due to the pandemic situation
- 6.3 To discuss student feedback and approve the online teaching methodology in online classes in pandemic situation
- 6.4 To review the effectiveness of various quality initiatives in the previous semester
- 6.5 To discuss the quality action plan of IQAC for the upcoming Academic year
- 6.6 To sign MOUs with Various institutions to develop linkages to promote Internships, Placements, Faculty Exchange, Research, etc for the AY 2021-22
- 6.7 To discuss and analyze stakeholder feedback (alumni, students, faculty, parents)
- 6.8 Any other item with the permission of the Chair





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Minutes of the Sixth meeting of the Internal Quality Assurance Cell (IQAC) held on 16th March 2020, online mode via Zoom link

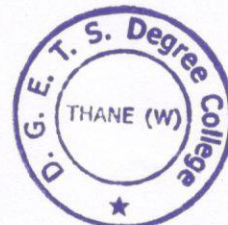
The Meeting was attended by the following members:

1. Dr. Mrs. Bhavika Karkera, Principal, Chairperson
2. Prof. B. D. Patil, Chairman, Management Representative
3. Dr. Mrs. Anita Patil-More, Member of Local Society /Trust
4. Asst. Prof. Mrs. Haimanti Sengupta, Teacher Representative
5. Asst. Prof. Mrs. Shubha Shah, Teacher Representative
6. Asst. Prof. Mrs. Padma Patil, Teacher Representative
7. Mrs. Manasi Atre, Senior Administrative Officer, Member
8. Mr. Srujan Jagannath Jaaware, Student Representative
9. Ms. Deivanai Ramu, Alumni Representative
10. Mr. Shalom Israel, Industry Representative
11. Asst. Prof. Mrs. Nivedita Pandey, IQAC Coordinator, Member Secretary

Mr. Srujan Jagannath Jaaware, Student Representative, Member could not attend the meeting.

The Chairperson Dr. Mrs. Bhavika Karkera welcomed all the members and thanked them for attending the meeting. With the permission of the chair, the member secretary put forward the agenda items for discussion in the meeting.

- **Agenda Item No. 01:** To confirm the minutes of the Vth meeting of the IQAC held on 25th June 2020
- **Resolution 01:** Minutes of the Vth meeting of the IQAC held on 25th June 2020 were read and confirmed.
- **Agenda Item No. 02:** To discuss the conduction of academic and online activities due to the pandemic situation
- **Resolution No. 02:** As per the guidelines and SOP issued by the government, it was discussed that all departmental and committee heads will submit a plan for the conduction of online curricular and extracurricular activities





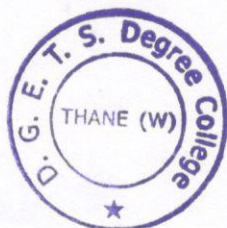
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- **Agenda Item No. 03:** To discuss student feedback and approve the online teaching methodology in online classes in a pandemic situation
- **Resolution No. 03:** It was discussed that teachers should be encouraged to undergo training to conduct online classes. Online training can be organized for the same.
- **Agenda Item No. 04:** To review the effectiveness of various quality initiatives in the previous semester
- **Resolution No. 04:** IQAC coordinator the quality initiatives of the previous semester. The members were of the view that more initiatives for the promotion of research should be taken.
- **Agenda Item No. 05:** To discuss the quality action plan of IQAC for the upcoming Academic year
- **Resolution No. 05:** The committee members were apprised of action plan for quality improvement activities for the upcoming AY, namely:
 - a. Registration by teachers for SWAYAM (MOOCs) courses, for online skill & professional development.
 - b. Reimbursement of 75% of MOOC registration fee on successful completion of MOOC course
 - c. Conduction of departmental activity through online mode
 - d. Starting certification courses i.e. Soft skill course in Basic French, Certificate course in Digital Marketing, Certificate course in Spoken English
- **Agenda Item No. 06:** Signing MOUs with Various institutions to develop linkages for the promotion of Internships, Placements, Faculty Exchange, Research, etc for the AY 2021-22
- **Resolution No. 06:** To promote linkages between different institutions, the members decided to sign MOUs with Institutions like Swadishtan Foundation, Bright Sparks French Classes, and LK Consultants for the promotion of internships, placements, and Gender sensitization.
- **Agenda Item No.7:** To discuss and analyze stakeholder feedback (alumni, students, faculty, parents)



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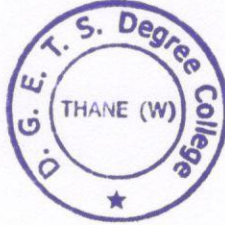
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- **Resolution No.7:** Stakeholders feedback analysis was shared and discussed with the members of the cell
- **Agenda No. 08:** Any other item with the permission of the Chair

As no other matter was proposed for discussion, the meeting ended with a vote of thanks to the chair by the organizing secretary.

Npande

Asst. Prof. Mrs. Nivedita Pandey
Assistant Professor
IQAC Coordinator



Bharveg

Dr. Mrs. Bhavika Karkera
Principal
Chairperson

I/C Principal
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Internal Quality Assurance Cell, Vth Meeting

Venue: Online Mode via Zoom link

Date: 25 June 2020 Time 11.15 am

Attendance

S. No.	Name	Signature
1.	Dr. Mrs. Bhavika Karkera, Principal, Chairperson	Present
2.	Prof. B. D. Patil, Chairman, Management Representative	Present
3.	Mrs. Anita Patil-More, Member of Local Society /Trust	Present
4.	Asst. Prof. Mrs. Haimanti Sengupta, Teacher Representative	Present
5.	Asst. Prof. Mrs. Shubha Shah, Teacher Representative	Present
6.	Asst. Prof. Mrs. Padma Patil, Teacher Representative	Present
7.	Mrs. Manasi Atre, Senior Administrative Officer, Member	Present
8.	Mr. Srujan Jagannath Jaaware, Student Representative	Present
9.	Ms. Deivanai Ramu, Alumni Representative	Present
10.	Mr. Shalom Israel, Industry Representative	Absent
11.	Asst. Prof. Mrs. Nivedita Pandey, IQAC Coordinator, Member Secretary	Present





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Internal Quality Assurance Cell

Academic Year: 2020-21

Vth Meeting

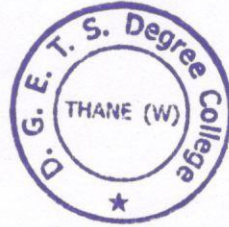
Date: 19th June 2020

NOTICE

The Fifth Internal Quality Assurance Cell meeting is scheduled for Saturday, 25th June 2020 online via Zoom link, which shall be shared later at 11:15 am. All members are requested to make it convenient to attend the same. Please find agenda items attached as Annexure I, for your reference and perusal.

NPandey

Mrs. Nivedita Pandey
Assistant Professor
IQAC Coordinator



Balkar

Dr. Mrs. Bhavika Karkera
Principal
Chairperson
I/C Principal

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CC:

1. Prof. B. D. Patil, Chairman, Management Representative
2. Mrs. Anita Patil-More, Member of Local Society /Trust *anita*
3. Asst. Prof. Mrs. Haimanti Sengupta, Teacher Representative *HS*
4. Asst. Prof. Mrs. Shubha Shah, Teacher Representative *shs*
5. Asst. Prof. Mrs. Padma Patil, Teacher Representative *PS*
6. Mrs. Manasi Atre, Senior Administrative Officer, Member *Manasi*
7. Mr. Srujan Jagannath Jaaware, Student Representative *Srujan*
8. Ms. Deivanai Ramu, Alumni Representative *Deivanai*
9. Mr. Shalom Israel, Industry Representative *Shalom*



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ANNEXURE I

AGENDA

- 5.1 To confirm the minutes of the IVth meeting of the IQAC held on 4th October 2019
- 5.2 To consider and approve the activities to be undertaken in the upcoming semester by different departments
- 5.3 To discuss and approve the online teaching methodology in online classes in pandemic situation
- 1) To discuss and plan teacher training for capacity building in using "Google Classroom" for conduction of online sessions
 - 2) To encourage teachers to use online teaching methodology
- 5.4 To discuss quality initiatives to be undertaken in the current semester
- 5.5 To apprise about the progress and co-curricular activities organized by different Departments in the previous quarter
- 5.6 Discussion on framing the following policy guidelines of the institute
- a. Academic Planning and Monitoring Mechanism
 - b. Fee Scholarship Policy
 - c. E-Governance Policy
 - d. Fund mobilization and Resource Mobilization Policy guidelines
 - e. Green campus Policy
 - f. Feedback Policy
 - g. HR Policy
 - h. Research Policy
 - i. Policy on Gender Sensitization
 - j. IT Policy
 - k. Staff Welfare Policy
- 5.7 Any other item with the permission of the Chair





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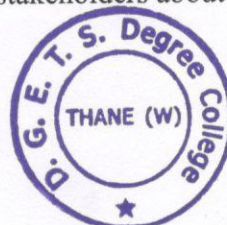
Minutes of the Fifth meeting of the Internal Quality Assurance Cell (IQAC) held on 25th June 2020, online mode via Zoom link

The following members attended the Meeting:

1. Dr. Mrs. Bhavika Karkera, Principal, Chairperson
2. Prof. B. D. Patil, Chairman, Management Representative
3. Dr. Mrs. Anita Patil-More, Member of Local Society /Trust
4. Asst. Prof. Mrs. Haimanti Sengupta, Teacher Representative
5. Asst. Prof. Mrs. Shubha Shah, Teacher Representative
6. Asst. Prof. Mrs. Padma Patil, Teacher Representative
7. Mrs. Manasi Atre, Senior Administrative Officer, Member
8. Mr. Srujan Jagannath Jaaware, Student Representative
9. Ms. Deivanai Ramu, Alumni Representative
10. Mr. Shalom Israel, Industry Representative
11. Asst. Prof. Mrs. Nivedita Pandey, IQAC Coordinator, Member Secretary

Mr. Shalom Israel, Industry Representative, could not attend the meeting. The Chairperson Dr. Mrs. Bhavika Karkera welcomed all the members and thanked them for attending the meeting. With the permission of the chair, the member secretary put forward the agenda items for discussion in the meeting.

- **Agenda Item No. 01:** To confirm the minutes of the IVth meeting of the IQAC held on 4th October 2019
 - **Resolution 01:** Minutes of the IVth meeting of the IQAC held on 4th October 2019, were read and confirmed.
 -
 - **Agenda Item No. 02:** To consider and approve the activities to be undertaken in the upcoming semester by different departments
 - **Resolution 02:** The upcoming activities of the current semester were summarised and discussed and views were exchanged.
1. Introduction of Value Added Courses for Academic Year 2020-21 was put up for discussion
 2. Analysing feedback from all major stakeholders about academic performance





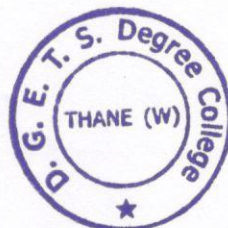
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3. The implementation of the Mentor-Mentee program was explained and discussed.
 4. The organization of orientation and the Fresher's party was discussed.
- **Agenda Item No. 03:** To discuss and approve the online teaching methodology in online classes in pandemic situation
 1. To discuss and plan teacher training for capacity building in using "Google Classroom" for conduction of online sessions
 2. To encourage teachers to use online teaching methodology
 - **Resolution 3(a)** -The adoption of online classes was discussed and ideas were exchanged. The need for training of teachers for online teaching was discussed.
 - **Resolution 3(b)** -Program coordinators were asked to encourage teachers to learn and improve their online teaching skills.
- **Agenda Item No. 04:** To discuss quality initiatives to be undertaken in the current semester
 - **Resolution 04:** Organization of workshops and seminars for quality enhancement in teaching and learning, was discussed. The following events were put up for discussion :
 1. National Workshop on Research Methodology
 2. Faculty Development Program on Research Methodology
 3. International webinar on ways to deal with pandemic situation
 4. Conduct academic activities in collaboration with other organizations.
- **Agenda Item No. 05:** To apprise about the progress and co-curricular activities organized by different Departments in the previous quarter
 - **Resolution 05:**The committee was updated with activities organized at the university and departmental level during the quarter.
 - **Agenda Item No. 06:**To discuss and approve the following policy guidelines as per the latest notification of UGC/University of Mumbai, with effect from **AY 2018-19**
 - 1) Academic Planning and Monitoring Mechanism
 - 2) Fee Scholarship Policy
 - 3) E-Governance Policy





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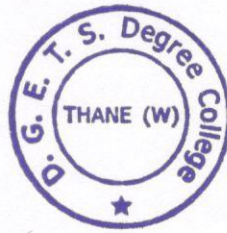
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- 4) Fund mobilization and Resource Mobilization Policy guidelines
- 5) Green campus Policy
- 6) Feedback Policy
- 7) HR Policy
- 8) Research Policy
- 9) Policy on Gender Sensitization
- 10) IT Policy
- 11) Staff Welfare Policy

- **Resolution 6:** It was unanimously decided to implement/update all the above policies in agenda no 6 as per UGC/UOM notifications 2020 with effect from Academic session 2020-21. All the policies will be uploaded on the college website and faculty members and students are required to note down all. Any violation of these policies will be seriously taken.
- **Agenda Item No. 07:** Any other item with the permission of the Chair
- As there was no other item proposed, the meeting ended with a vote of thanks to the chair by the organizing secretary.

Npandey

Mrs. Nivedita Pandey
Assistant Professor
IQAC Coordinator



Bhavika

Dr. Mrs. Bhavika Karkera
Principal
Chairperson

I/C Principal
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