

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, VIIth Meeting

Venue: Online Mode via Zoom link

Date: 10th June 2021 Time 12.30 pm

Attendance

S. No.	Name	Signature
1.	Dr. Mrs. Bhavika Karkera, Principal and Chairperson	Present
2.	Prof. B. D. Patil, Management Representative	Present
3.	Mrs. Anita Patil-More,, Member from Local Society /Trust	Present
4.	Asst. Prof. Mrs. Shubha Shah, Teacher Representative	Present
5.	Asst. Prof. Mrs. Preeti Kapoor, Teacher Representative	Present
6.	Asst. Prof. Mrs. Nivedita Pande, Teacher Representative	Present
7.	Mrs. Manasi Atre, Office Manager	Present
8.	Mrs. Anam Varekar, Student Representative	Present
9.	Ms. Deivanai Ramu, Alumni Representative	Present
10.	Mr. Shalom Israel, Local Member from the field of Industry	Present
11.	Asst. Prof. Ishwari Kamat, IQAC Coordinator, Member Secretary	Present





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Internal Quality Assurance Cell

Academic Year: 2021-22

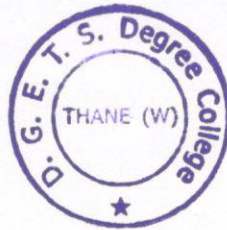
VIIth Meeting

Date: 2nd June 2021

NOTICE

The Seventh meeting of the Internal Quality Assurance Committee is scheduled to be held on Tuesday, 10th June 2021 through Online mode via Zoom link, which shall be shared at 12:30 pm. 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.

for
Asst. Prof. Ishwari Kamat
Assistant Professor
IQAC Coordinator



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

CC:

1. Prof. B. D. Patil, Management Representative
2. Mrs. Anita Patil-More, Member of Local Society /Trust
3. Asst. Prof. Mrs. Shubha Shah, Teacher Representative
4. Asst. Prof. Mrs. Preeti Kapoor, Teacher Representative
5. Asst. Prof. Mrs. Nivedita Pande, Teacher Representative
6. Mrs. Manasi Atre, Office Manager
7. Mrs. Anam Varekar, Student Representative
8. Ms. Deivanai Ramu, Alumni Representative
9. Mr. Shalom Israel, Local Member from the field of Industry

Shubha
Preeti
Nivedita
Anam
Ramu
Israel
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ANNEXURE I

AGENDA

- 7.1 To confirm the minutes of the VIth meeting of the IQAC held on 16th March 2021
- 7.2 To consider and approve the activities to be undertaken in the upcoming semester by different departments
- 7.3 To discuss student feedback and approve the online teaching methodology in online classes in pandemic situation
- 7.4 To discuss quality initiatives to be undertaken in the upcoming semester
- 7.5 To decide about giving training about paper upload and collecting student responses
- 7.6 To evaluate and review teacher training conducted for capacity building in using "Google Classroom" for conduction of online sessions
- 7.7 Any other item with the permission of the Chair





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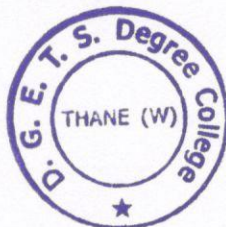
Minutes of the Seventh meeting of the Internal Quality Assurance Cell (IQAC) held on 10th June 2021, online mode via Zoom link

The Meeting was attended by the following members:

1. Dr. Mrs. Bhavika Karkera, Principal and Chairperson
2. Prof. B. D. Patil, Management Representative
3. Dr. Mrs. Anita Patil-More, Member of Local Society /Trust
4. Asst. Prof. Mrs. Shubha Shah, Teacher Representative
5. Asst. Prof. Mrs. Preeti Kapoor, Teacher Representative
6. Asst. Prof. Mrs. Nivedita Pande, Teacher Representative
7. Mrs. Manasi Atre, Office Manager
8. Mrs. Anam Varekar, Student Representative
9. Ms. Deivanai Ramu, Alumni Representative
10. Mr. Shalom Israel, Local Member from the field of Industry
11. Asst. Prof. Ishwari Kamat, IQAC Coordinator, Member Secretary

No member was absent from 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 VIth meeting of the IQAC held on 16th March 2021
- **Resolution 01:** Minutes of the VIth meeting of the IQAC held on 16th March 2021, 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:** It was unanimously decided that all academic and cultural activities shall be conducted through the virtual mode. student involvement may be ensured by the innovative use of social media.
- **Agenda Item No. 03:** To discuss student feedback and approve the online teaching methodology in online classes in a pandemic situation





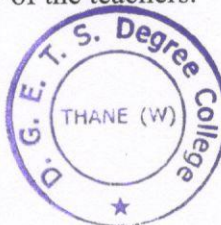
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- **Resolution 03:** Student feedback regarding online classes was discussed. It was shared that some students face connectivity issues and hence are unable to take online classes in video mode. Hence it was decided that students may be allowed to keep their videos off, keeping it at the discretion of the teacher concerned.
 - **Agenda Item No. 04:** To discuss quality initiatives to be undertaken in the upcoming semester
 - **Resolution 04:** The members unanimously decided to conduct the following quality initiatives in the academic year
 - ❖ To sign MOU with Dnyan Ganga Education Trusts College of Education for promoting Faculty exchange and collaborative initiatives between both the institution for the promotion of teaching and learning
 - ❖ To conduct an online workshop on Research Methodology in the First term to be organized by the Research Cell
 - ❖ To conduct an International Level Workshop or Seminar to be organized by any department or committee.
 - ❖ To decide about the conduction of a National Level Webinar on 'Intellectual Property Rights' The plan of action of the Workshop on IPR, date, and resource persons were finalized.
 - **Agenda Item No. 05:** To decide about giving training about paper upload and collecting student responses
 - **Resolution No. 05:** The members decided to have an online session for teachers to give training about paper upload and collecting student responses which will led by the examination department.
 - **Agenda No. 6:** To evaluate and review teacher training conducted for capacity building in using "Google Classroom" for conduction of online sessions
 - **Resolution 06:** It was discussed that all the online classes conducted through the "Google Classroom" platform were found to be satisfactory and hence the training was found to be effective in enhancing the capacity of the teachers.





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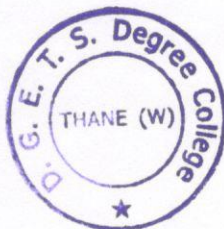
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- **Agenda Item No. 07:** Any other item with the permission of the Chair

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

for
[Signature]

Asst. Prof. Ishwari Kamat
Assistant Professor
IQAC Coordinator



[Signature]
Dr. Mrs. Bhavika Karkera
Principal
Chairperson
I/C Principal

Dnyan Ganga Education Trust's Degree College
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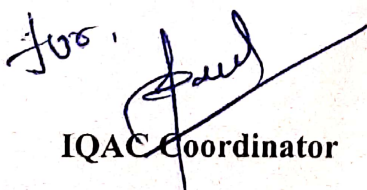
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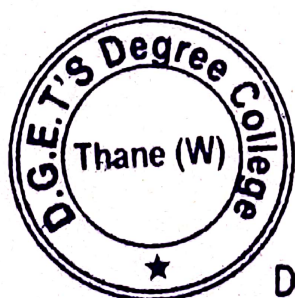
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ACTION TAKEN REPORT

Subsequent to the meeting of IQAC held on 10/06/2021, the following actions were taken by IQAC

1. Orientation Programmes were organized for the first year students in August 2021 and September 2021
2. Several webinars and competitions were organized by departments and committees in the first term of 2021-22.
3. An MOU was signed between Dnyan Ganga Education Trust's Degree College of Arts, Commerce, and Science and Swadishtan Foundation on 12th August 2021 to encourage students to contribute to the ideological empowerment of the society, educating youth on gender equality, sex education, sexual harassment, violence, menstrual hygiene, etc. Several activities and programs were conducted based on the MOU signed.
4. An MOU was signed between Dnyan Ganga Education Trust's Degree College of Arts, Commerce, and Science and Bright Sparks French Classes on 16th December 2021. A certificate course of 30 hours in French was organized
5. An MOU was signed between Dnyan Ganga Education Trust's Degree College of Arts, Commerce, and Science and Rashmi Joshi, Environment Consultant on 9th December 2021. A total of 9 activities were conducted based on the MOU signed on Environment and Sustainable Development.
6. An MOU was signed between Dnyan Ganga Education Trust's Degree College of Arts, Commerce, and Science and Muse Foundation on 25th February 2022 to set up a Muse Movie Club in the college. The objective of the club is to screen movies depicting various issues of society followed by a discussion to make the students think rationally, thus redefining real education. Various programs were conducted under the same.
7. Certificate Courses in Digital Marketing, Spoken English, Tax, and ORACLE SQL/PLSQL were conducted in the first term of the academic year 2021-22
8. An online workshop on Research Methodology was organized by the research cell
9. An online Training about paper upload and collecting student responses was organized by IQAC
10. Feedback on Teaching -Learning process was taken from students for the first term and analyzed


IQAC Coordinator




Chairperson, IQAC

Principal

I/C Principal

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Internal Quality Assurance Committee, VIII Meeting

Venue: Online Mode via Zoom link

Date: 20th April 2022

Attendance

S. No.	Name	Signature
1.	Dr. Mrs. Bhavika Karkera, Principal and Chairperson	Present
2.	Prof. B. D. Patil, Management Representative	Present
3.	Mrs. Anita Patil-More, Member from Local Society /Trust	Present
4.	Asst. Prof. Mrs. Shubha Shah, Teacher Representative	Present
5.	Asst. Prof. Mrs. Preeti Kapoor, Teacher Representative	Present
6.	Asst. Prof. Mrs. Nivedita Pande, Teacher Representative	Present
7.	Mrs. Manasi Atre, Office Manager	Present
8.	Mrs. Anam Varekar, Student Representative	Present
9.	Ms. Deivanai Ramu, Alumni Representative	Absent
10.	Mr. Shalom Israel, Local Member from the field of Industry	Present
11.	Asst. Prof. Ishwari Kamat, IQAC Coordinator, Member Secretary	Present





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Internal Quality Assurance Cell

Academic Year: 2021-22

VIIIth Meeting

Date: 12th April 2022

NOTICE

The Eighth meeting of the Internal Quality Assurance Committee is scheduled to be held on 20th April 2022 through Online mode via Zoom link, which shall be shared at 11: 00 am. All members are requested to make it convenient to attend the same. The agenda is attached as an annexure for your reference.

Isk
Paul

Asst. Prof. Ishwari Kamat
Assistant Professor
IQAC Coordinator



Karkera
Dr. Mrs. Bhavika Karkera
Principal
Chairperson

CC:

1. Prof. B. D. Patil, Management Representative
2. Mrs. Anita Patil-More, Member from Local Society /Trust
3. Asst. Prof. Mrs. Shubha Shah, Teacher Representative *shs*
4. Asst. Prof. Mrs. Preeti Kapoor, Teacher Representative *Preeti*
5. Asst. Prof. Mrs. Nivedita Pande, Teacher Representative *Npande*
6. Mrs. Manasi Atre, Office Manager *Atre*
7. Mrs. Anam Varekar, Student Representative *Anam*
8. Ms. Deivanai Ramu, Alumni Representative *Ramu*
9. Mr. Shalom Israel, Local Member from the field of Industry *Shalom*

Karkera
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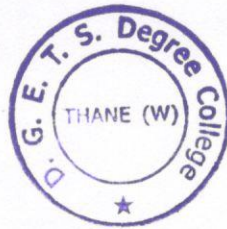
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ANNEXURE I

AGENDA

- 8.1 To confirm the minutes of the VIIth meeting of the IQAC held on 10th June 2021
- 8.2 To review the action plan of IQAC for AY 22-23
 - a. Discussion on conducting Departmental Activities for students.
 - b. To start various certification courses i.e., Soft skill course in Basic French and Digital Marketing Course, Digital Literacy, etc
- 8.3 To discuss for plan of action for beginning with offline lectures again
- 8.4 To discuss Placement of Students during the Covid Pandemic
- 8.5 To discuss and analyze stakeholder feedback (alumni, students, faculty, parents)
- 8.6 Any other item with the permission of the Chair





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Minutes of the Eighth meeting of the Internal Quality Assurance Cell (IQAC) held on 20th April 2022, online mode via Zoom link

The Meeting was attended by the following members:

1. Dr. Mrs. Bhavika Karkera, Principal and Chairperson
2. Prof. B. D. Patil, Management Representative
3. Dr. Mrs. Anita Patil-More, Member from Local Society /Trust
4. Asst. Prof. Mrs. Shubha Shah, Teacher Representative
5. Asst. Prof. Mrs. Preeti Kapoor, Teacher Representative
6. Asst. Prof. Mrs. Nivedita Pande, Teacher Representative
7. Mrs. Manasi Atre, Office Manager
8. Mrs. Anam Varekar, Student Representative
9. Ms. Deivanai Ramu, Alumni Representative
10. Mr. Shalom Israel, Local Member from the field of Industry
11. Asst. Prof. Ishwari Kamat, IQAC Coordinator, Member Secretary

Ms. Deivanai Ramu, Alumni Representative was absent for the meeting. The Chairperson Dr. Mrs. Bhavika Karkera welcomed all the members and thanked them for attending the meeting.

- **Agenda Item No. 01:** To confirm the minutes of the VIIth meeting of the IQAC held on 10th June 2021
- **Resolution 01:** Minutes of the VIIth meeting of the IQAC held on 10th June 2021, were read and confirmed.
- **Agenda Item No. 02:** To review the action plan of IQAC for AY 22-23
 - (a) Discussion on conducting Online Departmental Activities for students.
 - (b) To start various certification courses i.e. Life skill course in Basic Yoga, Soft skill course in- Basic French, Digital Marketing Course, Digital Literacy etc





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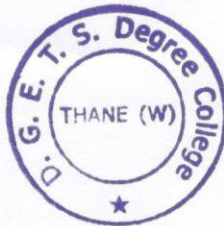
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- **Resolution 02(a)** The functionality of the departmental activities which were to be conducted in offline mode for students for enrichment of knowledge in their respective fields, was discussed. It was suggested that the college departments could work in collaboration with each other to improve creativity and innovation
- **Resolution 02(b)** It was shared with the members that the college has decided to start some courses, namely:- French classes for this term and Digital Marketing courses for BMS and BSc (I.T). The resource person, curriculum, schedule & structure were also discussed and approved.
- **Agenda Item No. 03:** To discuss for plan of action for beginning with offline lectures again
- **Resolution 03:** It was decided that all coordinators share the government-given advisory for students so that they know the protocol for starting offline classes. All preparations at the administrative level for COVID protocol were reviewed.
- **Agenda Item No. 04:** To discuss about Placement of Students during the pandemic
- **Resolution 04:** It was shared with the members that the planning procedure for the MoU with Anudip Foundation and TechnoServe for the certification course was discussed and approved. It will be completed and implemented in the upcoming term.
- **Agenda Item No. 05:** To discuss and analyze stakeholder feedback (alumni, students, faculty, parents)
- **Resolution 05:** Stakeholder feedback analysis was shared and discussed with the members of the Committee
- **Agenda Item No. 07:** 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.

for

Asst. Prof. Ishwari Kamat
Assistant Professor
IQAC Coordinator



Dr. Mrs. Bhavika Karkera
Principal
Chairperson

I/C Principal
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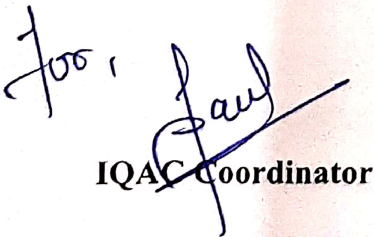
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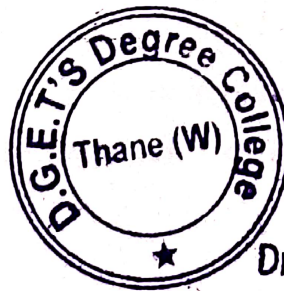
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ACTION TAKEN REPORT

Subsequent to the meeting of IQAC held on 20/04/2022, the following actions were taken by IQAC

1. Certificate Courses in Digital Marketing, Spoken English, French, Tax, and ORACLE SQL/PLSQL were conducted in the second term of the academic year 2021-22
2. An MOU was signed between Dnyan Ganga Education Trust's Degree College of Arts, Commerce, and Science and L K Consultancy to hire interns and train students in terms of basic communication and computer skills.
3. An MOU was signed between Dnyan Ganga Education Trust's Degree College of Arts, Commerce, and Science and Threco Recycling LLP on 22nd April 2022 to initiate recycling of e-waste and paper waste. E-waste collection drive was conducted in the year 2021-22.
4. The department and committees conducted several activities including seminars and competitions in offline mode as part of the student enrichment program.
5. Feedback was taken from the students for the second term and the responses were analyzed for further action
6. An international virtual Workshop on Domestic violence and Sexual Harrasment at the workplace was organized by the Women Development cell
7. A National Level Webinar on 'Intellectual Property Rights was organized by Commerce Club under the guidance of IQAC
8. The Semester II Exam of First Year students was conducted offline as per the guidelines given by the University and the State Government


IQAC Coordinator




Chairperson, IQAC

Principal

I/C Principal

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