



Smt. Fatimabai M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
(Affiliated to University of Mumbai)

College Code: 557

C/o. St. John'S Convent High School
Near Railway Station, Mumbra,
(Thane)-400612
Tel no:- +91-8591655745

Office Order

As per the Guidelines of NAAC "Internal Quality Assurance Cell (IQAC)" has been constituted for the Academic Year 2018-19 for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Convener	9850688737	sadhana.chhattani@gmail.com	
2.	Tushar Chavan	Member	9773828320	tusharschavan@gmail.com	
3.	Akshay Singh	Member	8779869962	akshaysingh526@gmail.com	
4.	Vinayak Chakravarti	Member	9889264010	vinayak.chakravarti@gmail.com	
5.	Ganesh Maske	Member	9987189655	maskeganesh62@gmail.com	

The committee should conduct meetings as per requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

CC:-

- 1.All the concerned
- 2.Office Copy



PRINCIPAL

Principal
Mumbra College of Arts & Commerce
(Night) Mumbra.



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Date: 03.07.2018

NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2018-2019

The First meeting of Internal Quality Assurance Cell will be held on **05.07.2018** (Friday) at 6:00Pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	
5	Ganesh Maske	Member	





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Agenda

1. Confirm and read the minutes of the proceedings of last meetings.
2. To discuss calendar of events of the academic year 2018-2019.
3. To prepare the annual teaching plan.
4. Discuss on feedback collection and feedback analysis
5. Discuss regarding NAAC new methodology
6. Any other issue with the permission of chair.

Resolutions

1. The minutes of the previous meetings have been confirmed and read. Any amendments or corrections required have been noted for future reference.
2. The calendar of events for the academic year 2018-2019 has been thoroughly discussed and finalized, taking into consideration all necessary factors such as holidays, examination schedules, and other academic commitments.
3. The annual teaching plan has been diligently prepared, incorporating input from relevant stakeholders and ensuring alignment with academic objectives and standards.
4. A comprehensive discussion was held on feedback collection mechanisms and strategies for robust feedback analysis. Necessary steps will be taken to implement effective feedback collection methods and analyse the received feedback to enhance teaching-learning processes.





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5. The NAAC's new methodology has been reviewed and discussed in detail. The necessary measures will be taken to align our practices with the updated requirements and standards set forth by NAAC.
6. The floor was opened for any additional issues or concerns. Any matters raised were duly noted, discussed, and appropriate actions will be taken as per the discretion of the chair.

Overall, the IQAC Cell resolves to diligently address all agenda items discussed and implement necessary measures to uphold academic quality and excellence in the institution.

Vote of thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



Convener- Internal Quality Assurance Cell (IQAC)



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NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2018-2019

The Second meeting of Academic Monitoring Committee will be held on **04.01.2019** (Friday) at 6:15 Pm in the staff Room of the college. All the respected members are requested to attend the meeting to discuss the following items.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	
5	Ganesh Maske	Member	





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Agenda

1. Confirm and read the minutes of the proceedings of the last meeting.
2. Innovative Teaching -Learning process.
3. Mentoring system for students.
4. Faculty developments program
5. Any other issue with the permission of chair.

Resolutions

1. The minutes of the previous meeting are confirmed and accepted by the members present.
2. The IQAC recognizes the importance of fostering innovative teaching and learning methods. It resolves to encourage faculty members to explore and implement innovative approaches in their teaching methodologies. Additionally, it will organize workshops and seminars to facilitate the exchange of ideas and best practices in this regard.
3. Acknowledging the significance of mentoring in student development, the IQAC decides to establish a comprehensive mentoring system for students. This system will pair students with faculty mentors who will provide guidance and support to enhance their academic and personal growth.
4. The IQAC emphasizes the importance of continuous professional development for faculty members. It resolves to implement a structured faculty development program that includes workshops, seminars, conferences, and other initiatives aimed at enhancing teaching, research, and administrative skills.
5. The IQAC authorizes the chair to address any additional issues that may arise during the meeting, ensuring that all relevant matters are adequately discussed and resolved.





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Vote of thanks

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Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Convener	8850688737	sadhana.chhattlani@gmail.com	
2.	Tushar Chavan	Member	9773028320	tusharschavan@gmail.com	
3.	Akshay Singh	Member	8779869962	akshay.singh5226@gmail.com	
4.	Vinayak Chakravarti	Member	8369260000	Vinayak.chakravarti@gmail.com	
5.	Ganesh Maske	Member	9987189655	maskeganesh62@gmail.com	

The committee should conduct meetings as per requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

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Date: 27.07.2019

NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2019-2020

The First meeting of Internal Quality Assurance Cell will be held on **29.07.2019** (Monday) at 7:00Pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	
5	Ganesh Maske	Member	





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Agenda

1. To review and confirm the minutes of the last meeting.
2. To organize the workshops and training programs for students
3. Felicitation of University to scorer students
4. Student messaging system
5. Resources and infrastructure requirements

Resolutions

1. Minutes of the last meeting be reviewed and confirmed as accurate. Any necessary amendments or corrections shall be made and approved by the members present.
2. IQAC Cell shall organize workshops and training programs for students aimed at enhancing their academic and professional skills. The topics, dates, and logistics shall be determined by the Cell in consultation with relevant faculty members.
3. IQAC Cell shall facilitate the felicitation of top-scoring students at the University level. Criteria for selection and the manner of recognition shall be decided by the Cell, ensuring fairness and transparency.
4. IQAC Cell shall explore the implementation of a student messaging system to streamline communication between students, faculty, and administration. The Cell shall evaluate various options and present a proposal for consideration in the next meeting.





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5. IQAC Cell shall assess the resources and infrastructure requirements necessary to support the initiatives outlined in the meeting agenda. This assessment shall include but not be limited to technological, financial, and human resources. Recommendations for fulfilling these requirements shall be presented to the relevant authorities for action.

Vote of Thanks

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Convener- Internal Quality Assurance Cell (IQAC)



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NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2019-2020

The Second meeting of Internal Quality Assurance Cell will be held on **18.01.2020** (Saturday) at 6.30pm in college staff room.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	<i>Sadhana</i>
2	Tushar Chavan	Member	<i>Tchavan</i>
3	Akshay Singh	Member	<i>Akshay</i>
4	Vinayak Chakravarti	Member	<i>Vinayak</i>
5	Ganesh Maske	Member	<i>Ganesh</i>





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Agenda

1. To review and confirm the minutes of the last meeting.
2. Planning to discuss about one day workshop on character building and personality development.
3. To plan celebrate International Women Day.
4. To review the work of IQAC committee.

Resolutions

1. The minutes of the previous IQAC meetings are reviewed and confirmed for accuracy and completeness.
2. The IQAC approves the proposal to conduct a one-day workshop on character building and personality development within the next academic semester. The workshop agenda shall encompass interactive sessions, activities, and discussions led by qualified facilitators specializing in leadership, and personal development. adequate resources and logistical support shall be allocated to facilitate the smooth execution of the workshop, including venue arrangements, materials, and promotional activities.

A special event shall be organized by the college to celebrate International Women's Day, featuring activities such as panel discussions, guest lectures, workshops, cultural performances, and exhibitions highlighting the achievements and contributions of women in different spheres of life. The event shall aim to promote dialogue and awareness about gender equality, women's rights, and the importance of women's empowerment in building a more equitable and just society. The event shall be widely promoted within the college community through various channels, including social media, posters, emails, and announcements, to encourage maximum participation and engagement. The IQAC shall





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3. allocate necessary resources and support to ensure the successful organization and implementation of the International Women's Day celebration event.
4. The members of the IQAC committee express their commitment to upholding and advancing the quality standards of our degree college. The review will encompass an assessment of the effectiveness of implemented policies, initiatives, and recommendations made by the IQAC committee in enhancing the quality of education and institutional processes. The committee will evaluate the outcomes achieved in terms of quality enhancement, including improvements in teaching-learning practices, infrastructure development, student support services, research activities, and community engagement.

Vote of Thanks

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Convener- Internal Quality Assurance Cell (IQAC)



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Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Chairman	8850688737	sadhana.chhattani@gmail.com	
2.	Tushar Chavan	Member	9793828320	tusharschavan9@gmail.com	
3.	Akshay Singh	Member	8779869962	akshaysingh5226@gmail.com	
4.	Vinayak Chakravarti	Member	8369260010	VinayakChakravarti@gmail.com	

The committee should conduct meetings as per requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

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Date: **05.09.2020**

NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2020-2021

The First meeting of Internal Quality Assurance Cell was held on **08.09.2020** (Tuesday) at 6:15 Pm (Online)

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Chairman	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	





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Agenda

1. To confirm the minutes of the previous meetings.
2. To discuss about parent and alumni teacher meet.
3. To discuss on soft skill development workshop
4. To discuss about NAAC documentation status and process
5. To discuss about departmental evaluation report/ Academic Audit
6. To conduct programs on women empowerment and gender equality.
7. To discuss other items.

Resolutions

1. The minutes of the previous meetings are confirmed and accepted as presented.
2. The discussion on parent and alumni teacher meet is tabled for further planning and implementation.
A committee will be formed to organize and coordinate the event.
3. It is resolved to proceed with the organization of a soft skill development workshop. The IQAC will collaborate with relevant departments to plan and execute the workshop effectively.





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- ❖ about the procedures available for reporting and addressing instances of sexual harassment and ensured that the campus is free from sexual harassment.
- ❖ No cases of sexual harassment were reported in this session.
- ❖ The committee submitted a detailed report of the programs conducted on the previous session to the college administration.

Vote of thanks

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Convener- Internal Quality Assurance Cell



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NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2020-2021

The Second meeting of Internal Quality Assurance Cell will be held on **20.03.2021** (Saturday) at 7:00 Pm (Online).

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	





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Agenda

1. To read and confirm meetings of the previous meetings.
2. To analyse status and perspective plan for the development of academic quality initiatives.
3. Academic audit review
4. Curriculum enrichment and examination reforms
5. Online education and methodology
6. Digital library
7. Student support services promoting entrepreneurship.

Resolutions

1. The minutes of the previous meetings were read and confirmed by the members.
2. The status of academic quality initiatives was thoroughly analysed, and a perspective plan for development was devised, incorporating suggestions from all members.
3. An academic audit review was conducted, and necessary actions were outlined to address any identified areas for improvement.
4. Curriculum enrichment and examination reforms were discussed, and strategies were proposed to enhance the quality and relevance of the curriculum.





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5. The importance of online education and methodologies was acknowledged, and plans were made to integrate innovative online teaching methods into the existing academic framework.
6. The implementation of a digital library was deemed essential for enhancing research and academic resources. A detailed plan for its establishment and management was agreed upon.
7. Student support services promoting entrepreneurship were emphasized as crucial for fostering innovation and creativity among students. Initiatives such as mentorship programs and startup incubators were proposed to support entrepreneurial endeavours.

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Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Convener	8850688737	sadhana.chhattlani@gmail.com	
2.	Tushar Chavan	Member	9778828320	tusharschavane9@gmail.com	
3.	Akshay Singh	Member	8779869962	akshaysingh5276@gmail.com	
4.	Vinayak Chakravarti	Member	836920406	Vinayakchakravarti@gmail.com	

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take note and act accordingly.



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Date: 23.07.2021

NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2021-2022

The First meeting of Internal Quality Assurance Cell at 24.07.2021 (Saturday) 7:30 Pm (Online).

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1	Sadhana Chhattlani	Chairman	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	





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Agenda

1. Confirmation of the minutes of previous meetings.
2. Conducting remedial classes for the slow learners
3. Extension and outreach activities to be conducted.
4. Bio-matric attendance of staff
5. Academic review and result analysis
6. Any other matter with the permission of the chair.

Resolutions

1. Resolved, that the minutes of the previous meetings of the IQAC (Internal Quality Assurance Cell) to be confirmed as circulated.
2. Resolved, that remedial classes for slow learners shall be conducted on a regular basis, incorporating innovative teaching methodologies to address individual learning needs effectively.
3. IQAC shall organize extension and outreach activities, including but not limited to workshops, seminars, and community engagement programs, to enhance the college's societal impact and promote holistic development.
4. bio-metric attendance systems shall be updated for staff members to ensure accurate recording of attendance, thereby enhancing administrative efficiency and accountability.





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5. It was ensured that a comprehensive academic review and result analysis shall be conducted periodically to assess student performance, identify areas for improvement, and implement appropriate interventions to enhance academic outcomes.
6. Resolved, any other pertinent matters not listed on the agenda may be discussed with the permission of the chair, ensuring that they contribute to the overall objectives and functions of the IQAC.

Vote of Thanks

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NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2021-2022

The Second meeting of Internal Quality Assurance Cell will be held on **20.01.2022** (January) at 6:00 Pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	





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Agenda

1. Approval of the minutes of previous meeting
2. Feedback Data collection and analysis from Students, Teachers, Parents and Alumni
3. Status of the works done by each Departments of the college,
4. Special initiatives for maintenance of quality assurance,
5. Review one books & e journals uses and subscription.
6. Review & Plan for Training & Placement activities.
7. Review and planning on Career Counselling activities.
8. Internal examination conduction & assessment
9. Formation of Student body associations.

Resolutions

1. The minutes of the previous meeting are approved unanimously.
2. It is resolved that a comprehensive feedback collection mechanism will be implemented to gather inputs from students, teachers, parents, and alumni. The collected data will be meticulously analysed to identify areas of improvement.
3. Departments are tasked to provide detailed reports on their respective activities, achievements, and challenges faced. This will enable the IQAC to assess the progress and provide necessary support.





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4. The IQAC will initiate special measures to ensure quality assurance, including regular audits, workshops, and training sessions. A detailed plan will be drafted and implemented.
5. A thorough review of the current book and e-journal subscriptions will be conducted to assess their relevance and adequacy. Necessary adjustments will be made based on the findings.
6. The Training & Placement cell will present a review of past activities and propose a comprehensive plan for future endeavours, including industry collaborations, skill development programs, and placement drives.
7. The Career Counselling team will provide insights into their past efforts and propose strategies for enhancing career guidance services for students. Emphasis will be placed on holistic development and individualized support.
8. Procedures for conducting internal examinations and assessments will be reviewed to ensure fairness, transparency, and adherence to academic standards. Any necessary improvements or modifications will be implemented promptly.
9. The formation of student body associations will be facilitated, ensuring representation from various disciplines and promoting student engagement in college activities. Guidelines for the functioning and responsibilities of these associations will be established.





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(Affiliated to University of Mumbai)

College Code: 557

C/o. St. John'S Convent High School
Near Railway Station, Mumbra,
(Thane)-400612
Tel no:- +91-8591655745

Vote of Thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



Convener- Internal Quality Assurance Cell (IQAC)



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Office Order

As per the Guidelines of NAAC "Internal Quality Assurance Cell (IQAC)" has been constituted for the Academic Year 2022-23 for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Sadhana Chhattlani	Convener	9850688737	sadhana.chhattlani@gmail.com	
2.	Tushar Chavan	Member	9773828320	tushar.chavan@gmail.com	
3.	Akshay Singh	Member	8779869962	akshay.singh5226@gmail.com	
4.	Vinayak Chakravarti	Member	8369264010	Vinayak.Chakravarti@gmail.com	

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take note and act accordingly.



PRINCIPAL

Principal

Mumbra College of Arts & Commerce
(Night) Mumbra.

CC:-

1. All the concerned
2. Office Copy



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Date: 24.08.2022

NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2022-2023

The First meeting of Internal Quality Assurance Cell will be held on **26.08.2022** (Friday) at 8.20 pm in the college staff room.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2.	Tushar Chavan	Member	
3.	Akshay Singh	Member	
4.	Vinayak Chakravarti	Member	





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Agenda

1. To read and confirm meetings of the previous meetings.
2. To analyse status and perspective plan for the development of academic quality initiatives.
3. Academic audit review
4. Curriculum enrichment and examination reforms
5. Online education and methodology
6. Digital library
7. Student support services promoting entrepreneurship.

Resolutions

1. The minutes of the previous meetings were read and confirmed by the members.
2. The current status of academic quality initiatives was thoroughly analyzed, and a perspective plan for development was devised, incorporating suggestions from all members.
3. An academic audit review was conducted, and necessary actions were outlined to address any identified areas for improvement.
4. Curriculum enrichment and examination reforms were discussed, and strategies were proposed to enhance the quality and relevance of the curriculum.
5. The importance of online education and methodologies was acknowledged, and plans were made to integrate innovative online teaching methods into the existing academic framework.





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6. The implementation of a digital library was deemed essential for enhancing research and academic resources. A detailed plan for its establishment and management was agreed upon.
7. Student support services promoting entrepreneurship were emphasized as crucial for fostering innovation and creativity among students. Initiatives such as mentorship programs and startup incubators were proposed to support entrepreneurial endeavours.

Vote of thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



Convener- Internal Quality Assurance Cell (IQAC)



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NOTICE FOR INTERNAL QUALITY ASSURANCE CELL MEETING FOR
A.Y. 2022-2023

The Second meeting of Internal Quality Assurance Cell will be held on **19.01.2023** (Thursday) at 6.20 Pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Sadhana Chhattlani	Convener	
2	Tushar Chavan	Member	
3	Akshay Singh	Member	
4	Vinayak Chakravarti	Member	





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Agenda

1. Review of the minutes of the previous meetings and actions carried out with departments.
2. Organizing departmental seminars
3. Carry out departmental quality circles activity.
4. ICT training programme for the teaching staff.
5. Organization of faculty development programme
6. Submission of curriculum activity report at IQAC

Resolutions

1. Resolved, that the IQAC will diligently review the minutes of the previous meetings and ensure that all actions agreed upon are being carried out effectively in collaboration with respective departments. Any pending actions will be promptly addressed and followed up on to maintain the momentum of progress.
2. IQAC will coordinate with department heads to schedule and organize departmental seminars on a regular basis. These seminars will serve as platforms for faculty members to share their research, best practices, and advancements in their respective fields, fostering academic exchange and professional development among faculty members.
3. Resolved, that the IQAC will facilitate and support the implementation of departmental quality circles activities. These activities will encourage faculty members to actively engage in collaborative problem-solving, innovation, and continuous improvement within their departments, thereby enhancing the overall quality of education and academic processes.
4. IQAC will design and execute an ICT training programme tailored to the specific needs of the teaching staff. This programme will aim to enhance the digital literacy and proficiency of faculty members, enabling them to effectively integrate technology into





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5. teaching, learning, and administrative processes, thereby promoting a more efficient and engaging.
6. IQAC will spearhead the organization of faculty development programmes aimed at enhancing the pedagogical skills, subject knowledge, and professional competencies of faculty members. These programmes will encompass a wide range of topics relevant to teaching, research, and academic leadership, empowering faculty members to excel in their roles and contribute effectively to the college's academic mission.
7. Resolved, that each department will ensure timely submission of curriculum activity reports to the IQAC. These reports will provide comprehensive insights into curriculum development, revision, and implementation efforts within each department, facilitating informed decision-making and continuous improvement of academic programmes in alignment with the college's quality assurance goals.

Vote of Thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



Convener- Internal Quality Assurance Cell (IQAC)