



Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'

Date:-3rd June, 2018

NOTICE

The meeting of the IQAC for the Academic year (18-19) is to be held on 7th June, 2018 at 11 am. The meeting would be conducted at 11.00 a.m – 2nd Floor, Conference Room to discuss the following agenda

AGENDA

1. To read and approve the minute of the earlier meeting held on 26th April, 2018
2. Inform about Appointment of New I/C principal
3. Discuss & approve New IQAC Coordinator
4. Discuss & Approve Academic planner
5. Discuss & approve various certificate programs to be conducted during the current academic year.
6. To Discuss to appoint Feedback Committee & its Members.
7. Any other matter with the permission of the chair.

IQAC CO-ORDINATOR

Chandrabhan Sharma College Of
Arts, Science & Commerce
Powai Vihar, Powai, Mumbai - 400076
Tel, 022-25704526/30



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MINUTES

The minutes of the meeting of IQAC for the academic year (2017-18) held on 7th June, 2018 at 11 am

Principal was requested to take the chair and the following members were present.

1. The minutes of an earlier meeting held on 26th April, 2018 were read and confirmed.
2. The meeting began with Shri Prashant Sharma, the Managing Trustee, introducing Dr. Pratima Singh as the new In-Charge Principal, effective from the academic year 2018-19. Mr. Prashant Sharma acknowledged Dr. Singh's qualifications, experience, and dedication to education, expressing confidence in her ability to lead the institution. He also expressed gratitude to the outgoing Principal, Dr. Chitra Natarajan, for her contributions and understanding regarding her need to discontinue her role due to personal reasons. Committee members expressed their confidence in Dr. Singh's leadership and vision for the college.
3. The Principal expressed confidence in CA Neeta Vaidya ability to lead the Internal Quality Assurance Cell (IQAC). After thorough deliberation, the committee members approved the appointment of CA Neeta Vaidya as the new IQAC Coordinator.
4. The academic planner outlined important dates, including start and end dates of terms, holidays, examinations, and other significant events. After discussion Academic planner was finalized & Approved
5. IQAC members appointed Feedback Committee & asked them to collect feedback from various stakeholders
6. Certificate programs to be offered during the academic year was presented. After a thorough discussion, the committee unanimously approved the proposed list of certificate programs.
7. The minutes of the IQAC would be presented before the college development committee for review as there was no other matter.



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8. The meeting was ended with the Vote of Thanks to the chair.

Members Present for the IQAC meeting held on 7th June, 2018

Names	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Sandeep Vishwakarma	
Mr Tushar Agarwal	
Ms. Dipti Parab	
Mr. Umesh Kabadi	
Mr. Sunil Ubale	
Mr. Deepak Salvi	
Vikram Chandel	
Riddhi Gupta	
Soumya Ravindran	
Mr. Shreepad Parkhe	
CA Neeta Vaidya	



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Date:- 1st October,2018

Notice

The meeting of the IQAC for the academic year (2018-19) is to be held on 8th October, 2018. The meet would be conducted at 11 am sharp on the 2nd floor - conference room to transact the following Agenda.

Agenda

1. To read and approve the minutes of an earlier meeting held on 7th June, 2018.
2. To review various events conducted.
3. Inform about PTA meeting
4. Discuss the RFID System of recording students attendance
5. Discuss & approve conduct of Syllabus Revision workshop in association with University of Mumbai
6. Discuss about conduct of Faculty Development Programme (FDP).
7. Discuss & approve 1 week NSS residential Camp
8. Any other matter with the permission of the chair

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MINUTES

The minutes of the meeting of IQAC for the academic year (2018-18) held on 8th October, 2018 at 11 am on 2nd floor Conference room

Dr Pratima Singh was requested to take the chair and the following members were present.

1. The minutes of previous meeting held on 8th October, 2018 were read and confirmed.
2. IQAC coordinator informed the members about the Conduct of Parents-Teacher meeting (PTA) and got a very positive response about the overall functioning of the college.
3. Mr. Sandeep Vishwakarma briefed the members about the functioning of the RFID System for maintaining students' attendance. He stated since it is an automated system the parents can view and monitor their ward's attendance any time using the college application on their mobile
4. IQAC Coordinator informed committee members about conducting a workshop on syllabus revision on paper pattern regarding TYB.Com and TYBAF with special reference to Indirect Taxation (GST) in association with University of Mumbai in the month February, 2019
5. The objectives, potential topics, and expected outcomes of the Faculty Development Program were discussed, Following the discussion, it was decided that CA Neeta Vaidya would be given the responsibility for arranging the Faculty Development Programs.
6. Principal inform members about 1 week NSS residential Camp to be conducted in the month of December
7. As there was no other matter, meeting ended on good and positive note



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Members Present for IQAC meeting held on 8th October, 2018

Names	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Sandeep Vishwakarma	
Mr. Tushar Agarwal	
Ms. Dipti Parab	
Mr. Umesh Kabadi	
Mr. Sunil Ubale	
Mr. Deepak Salvi	
Riddhi Gupta	
Soumya Ravindran	
Mr. Shreepad Parkhe	
Mr. Niketan Tawade	
CA Neeta Vaidya	



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10th January, 2019

NOTICE

The meeting of the IQAC for the academic year (2018-19) is to be held on 15th January, 2019. The meet would be conducted at 11am – 2nd floor conference Room to transact the following Agenda.

Agenda

1. To read and approve the minutes of earlier meeting held on 8th October, 2018.
2. Inform about University festival "UDAAN" under the Department of Life Long Learning and Extension to be hosted in college
3. Discuss & approve Freeship/scholarship provided to college student
4. To review activities conducted by committees & department
5. Any other matter with the permission of the chair.

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MINUTES

The minutes of the meeting of IQAC for the academic year (2018-19) held on 15th January, 2019 at 11 am on 2nd floor Conference room

Dr Pratima Singh was requested to take the chair and the following members were present.

1. To discuss and approve the minutes of previous meeting held on 8th Oct, 2018
2. Principal informed the members that the college will be hosting University festival "UDAAN" under the Department of Life Long Learning and Extension. DDLE Incharge was given the responsibility to make necessary arrangement.
3. Principal informed committee members about various activities conducted by committees & departments. i.e Self-defense Training Program for girls organized by WDC
 - Guest & Guidance lecture organized by departments
 - Certificate program conducted by departments
4. Principal informed committee members regarding Freeship/scholarship program which aims to ensure access to education and support the academic journey of deserving students facing financial challenges. Committee members appreciated the proposal
5. 4. As there was no other matter, meeting ended on good note with vote of thanks



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Members Present for the IQAC meeting held on 15th January, 2019

Names	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Sandeep Vishwakarma	
Mr. Tushar Agarwal	
Ms. Dipti Parab	
Mr. Umesh Kabadi	
Mr. Sunil Ubale	
Mr. Deepak Salvi	
Vikram Chandel	
Aldron Coelho	
Soumya Ravindran	
Mr. Shreepad Parkhe	
CA Neeta Vaidya	



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Date:- 20th April 2019

NOTICE

The meeting of the IQAC for the academic year (2018-19) is to be held on 28th April 2019. The meet would be conducted at 11 am - 2nd floor, conference room to transact the following

AGENDA

1. To read and approve the minutes of earlier meeting held on 15th January 2019
2. To update on AQAR 2018-19
3. To Discuss Report obtained by Feedback Committee as well as feedback analysis & ATR
4. Inform about remedial lecture conducted for students.
5. Informed about Annual Day celebration
6. Any other matter with the permission of the chair.

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MINUTES

The minutes of the meeting of IQAC for the academic year (2018-19) held on 28th April 2019 at 11 am on 2nd floor Conference room

Dr Pratima Singh was requested to take the chair.

1. The minutes of earlier meeting held on 15th Jan, 2019 were read and confirmed.
2. IQAC coordinator briefed all about AQAR (2018-19) status along with pending documents.
3. The feedback received from feedback committee on curriculum & certificate program was discussed & Analyzed during the meet.
4. IQAC coordinator informed committee members about remedial lecture which were conducted to provide additional support and assistance to students who may require extra help in a specific subject or topic.
5. Principal informed members the purpose of the Annual Day is to celebrate the achievements and accomplishments of the college and its students throughout the academic year.
6. As there was no other matter, meeting ended on good note, with vote of thanks.



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Members Present for the IQAC meeting held on 28th April, 2019

Names	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Sandeep Vishwakarma	
Mr. Tushar Agarwal	
Ms. Dipti Parab	
Mr. Umesh Kبادi	
Mr. Sunil Ubale	
Mr. Deepak Salvi	
Riddhi Gupta	
Aldron Coelho	
Mr. Niketan Tawade	
CA Neeta Vaidya	