



St. Paul College

Behind VTC Ground, Ashelepada,
Near Ganpati Mandir, Ulhasnagar – 421004
(Affiliated to University of Mumbai)
NAAC Accredited

IQAC

Year : 2021-22

Introduction:

The Introduction Document for an Institutional Quality Assurance Cell (IQAC) file typically outlines the purpose, objectives, structure, and functions of the IQAC within an educational institution. It provides an overview of how the IQAC contributes to the enhancement of quality in various aspects of the institution's functioning, such as teaching, learning, research, and administration.

Objectives of IQAC:

- Enhancing quality and excellence in all aspects of the institution.
- Facilitating a systematic and continuous process of improvement.
- Ensuring compliance with accreditation standards set by NAAC.
- Fostering a culture of quality enhancement among stakeholders.

Structure of IQAC:

Composition of IQAC members (e.g., Chairperson, Coordinator, Faculty Representatives, Administrative Staff, External Experts)

Roles and responsibilities of IQAC members.

Organizational chart depicting the hierarchical structure of IQAC.

Functions of IQAC:

Development and implementation of Quality Assurance Policies (QAPs)



Preparation and submission of Annual Quality Assurance Reports (AQARs) to NAAC

Organizing workshops, seminars, and training programs on quality enhancement

Facilitating internal and external quality audits and assessments

Monitoring and evaluating the implementation of quality initiatives

Strategies and Action Plans:

Identification of key areas for quality enhancement based on NAAC criteria

Formulation of strategies and action plans to address identified areas of improvement

Allocation of resources and timelines for the implementation of action plans

Collaboration and Networking:

Collaboration with other institutions and stakeholders for knowledge sharing and best practices exchange

Networking with industry partners for industry-academia linkage and skill development initiatives

Participation in national and international quality assurance forums and conferences.

Conclusion:

Recap of the importance of IQAC in ensuring quality assurance and accreditation readiness

Commitment to continuous improvement and excellence in all endeavors

Invitation for feedback and suggestions from stakeholders


IQAC Coordinator




PRINCIPAL
St. Paul College
(Affiliated to University of Mumbai)
Behind VTC Ground, Ashi le pada,
Post Ulhasnagar - 421 634.



Pal Shikshan Sanstha's

Tel. (0251) 2580396

St. Paul College

(Affiliated to : University Of Mumbai)

B. Com, BMS, B & I, A & F

Behind VTC Ground, Nr. Ganpati Mandir, Ashele Pada, Post : Ulhasnagar, Thane - 421 004.

Ref. No.

Date 13-07-2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

COMPOSITION OF COMMITTEE FOR THE YEAR 2021-2022

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1.	Principal	Dr. Antony Lawrence
Vice Principal		
2.	IQAC Member	Mrs. Sharayu Gupte
IQAC Coordinator		
3.	IQAC Incharge	Ms. Amelia Antony
Teacher Faculties		
4.	Member, HOD (Department of Commerce)	Mrs. Srishti Masand
5.	Member, Examination Chief	Mrs. Harjeet Kaur Khural
6.	Member, HOD (Department of Self Finance Courses)	Mrs. Muskan Jeswani
7.	Member, Teacher Representative	Mr. Dinesh Motwani
8.	Member, Teacher Representative	Ms. Payal Hinduja
9.	Member, Teacher Representative	Mr. Pravin Nikam
Administrative		
10.	Member, Registrar	Mrs. Jagruti Choudhary
Nominee from Industry:		
11.	Member, Industrialist	Mr. Gul Advani



Local Society Nominee:		
12.	Member	Mr. Eknath Padhare
Nominee from Alumni, Student and Parents:		
13.	Member, Parent Representative	Mrs. Shraddha Patil
14.	Member, Student Representative	Ms. Pallavi Dara
15.	Member, Alumni Representative	Mr. Manish Gond

Amelia

IQAC Coordinator

Principal

Principal

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PAL SIKSHAN SANSTHA

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Date - 7th July 2021

Notice of the IQAC Meeting

All the members of the IQAC meeting are hereby informed that the meeting of the IQAC Committee will be held on 12th July, 2021 at 12.30PM. The meeting will be held in Room No. G2, however all the members should attend this meeting as per the schedule

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1.	Principal	Dr. Antony Lawrence
Vice Principal		
2.	IQAC Member	Mrs. Sharayu Gupte
IQAC Coordinator		
2.	IQAC Incharge	Ms. Amelia Antony
Teacher Faculties		
3.	Member, HOD (Department of Commerce)	Mrs. Srishti Masand
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7.	Member, Teacher Representative	Ms. Payal Hinduja
8.	Member, Teacher Representative	Mr. Pravin Nikam
Administrative		
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Nominee from Alumni, Student and Parents:		
12.	Member, Parent Representative	Mrs. Shraddha Patil
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Amelia

IQAC COORDINATOR

[Signature]

VICE PRINCIPAL

[Signature]

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Minutes of the IQAC Meeting

12th July 2021

The IQAC team met in the college at 12.30PM on with the Principal and IQAC coordinator and Seven Criteria Heads for the 1st Meeting of the IQAC for the Academic Year 2021-2022.

The meeting started with the welcome address by Ms. Amelia Antony, IQAC Incharge. The following agenda was discussed during the meeting:

1. The primary concern was discussed by the Teacher Representative of online teaching learning and teachers were suggested to share the screenshots on a regular basis to HOD's of regular online classes. There was a suggestion made by members to develop and submit the manual on how to develop online tests for students using google forms.
2. The IQAC team suggested that New Website for the College should be introduced to make it more user friendly and responsive. The proposal with regards to the same will be shared with CDC.
3. Discussion regarding introduction of LMS software was initiated and various list of LMS Software developers were discussed.
4. Upcoming AQAR 2020-2021 submission details and a new manual of AQAR was discussed thoroughly. Plan of action for conducting the activities were discussed.
5. Prof. Sharayu suggested the plan for conducting a One Day Workshop by IQAC Cluster India - Dr. Ayub Shaikh in the month of September 2021. Nearby colleges should be invited to get acquainted with the new manual of AQAR and SSR of NAAC 2020-2021.
6. Previous year AQAR 2019-2020 was shared with all the members for analysis.

IQAC COORDINATOR

VICE PRINCIPAL



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Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

Date : 12th July, 2021

Time : 12.30 PM

Venue : Board Room (G2)

- Online Teaching: Teachers were advised to share screenshots regularly with HODs for online classes. Additionally, a manual on creating online tests using Google Forms will be developed and submitted.
- New Website: The IQAC team recommended the introduction of a new, more user-friendly and responsive website for the college. A proposal for this will be forwarded to the CDC.
- LMS Software: Discussions were held on introducing Learning Management System (LMS) software. Various developers were considered, and further evaluation will be conducted.
- AQAR Submission: Plans for the upcoming AQAR submission for 2020-2021 were discussed, along with the development of a new manual for AQAR. Actions were outlined for conducting related activities.
- Workshop Plan: A one-day workshop by IQAC Cluster India, led by Dr. Ayub Shaikh, is proposed for September 2021. Nearby colleges will be invited to familiarize themselves with the new AQAR and SSR manual for NAAC 2020-2021.
- Analysis: The previous year's AQAR for 2019-2020 was shared with all members for analysis.

IQAC Coordinator & Vice Principal



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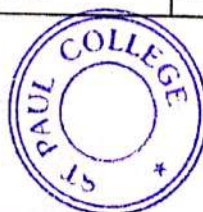
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Date - 18th November 2021

Notice of the IQAC Meeting

All the members of the IQAC meeting are hereby informed that the meeting of the IQAC Committee will be held on 22nd November, 2021 at 11.00AM. The meeting will be held in Room No. G2, however all the members should attend this meeting as per the schedule.

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1.	Principal	Dr. Antony Lawrence
Vice Principal		
2.	IQAC Member	Mrs. Sharayu Gupte
IQAC Coordinator		
3.	IQAC Incharge	Ms. Amelia Antony
Teacher Faculties		
4.	Member, HOD (Department of Commerce)	Mrs. Srishti Masand
5.	Member, Examination Chief	Mrs. Harjeet Kaur Khural
6.	Member, HOD (Department of Self Finance Courses)	Mrs. Muskan Jeswani
7.	Member, Teacher Representative	Mr. Dinesh Motwani



8.	Member, Teacher Representative	Ms. Payal Hinduja
9.	Member, Teacher Representative	Mr. Pravin Nikam
Administrative		
10.	Member, Registrar	Mrs. Jagruti Choudhary
Nominee from Industry:		
11.	Member, Industrialist	Mr. Gul Advani
Local Society Nominee:		
12.	Member	Mr. Eknath Padhare
Nominee from Alumni, Student and Parents:		
13.	Member, Parent Representative	Mrs. Shraddha Patil
14.	Member, Student Representative	Ms. Pallavi Dara
15.	Member, Alumni Representative	Mr. Manish Gond

Amelish

IQAC COORDINATOR

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VICE PRINCIPAL

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Minutes of the IQAC Meeting

22nd November, 2021

The IQAC team met in the college at 12.30PM with the Principal and IQAC coordinator and Seven Criteria Heads for the 2nd Meeting of the IQAC for the Academic Year 2021-2022.

The meeting started with the welcome address by Ms. Amelia Antony, IQAC Incharge. The following agenda was discussed during the meeting:

1. Green Audit physical investigation details were discussed after the Meeting with Ar. Nahida Shaikh. Visit requirements were listed and a committee of teachers, non teaching staff was formed for a quick action on that.
2. Student council planned activities were discussed in detail by the Student Representative like Student development activities in the upcoming week, seminars for the next term and extension activities to be executed by the student representative.
3. Covid vaccination for the staff and students will be arranged in the campus and will be conducted week on week basis. As per the suggestion made by
4. The Research Cell and Placement committee need to urgently plan certain activities in their respective committees. More FDP's need to be initiated within the academic year.
5. Criteria heads discussed the progress of the AQAR 2020-2021 in detail.

Vote of thanks was shared with all the members present by the Vice Principal of the college.

IQAC COORDINATOR

VICE PRINCIPAL



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Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

Date : 22nd November, 2021

Time : 11:00 AM

Venue : Board Room (G2)

- Green Audit: A committee comprising teachers and non-teaching staff was formed to conduct a physical investigation based on the requirements outlined during the meeting with Ar Nahida Shaikh. Quick actions will be taken to address the identified areas.
- Student Council Activities: Plans for student development activities, seminars for the next term, and extension activities were discussed by the Student Representative. These activities will be executed as planned in the upcoming weeks.
- Covid Vaccination: Arrangements for Covid vaccination for both staff and students will be made on campus, with sessions conducted on a weekly basis. This decision was made in line with suggestions received during the meeting.
- Research Cell and Placement Committee: Urgent planning of activities within these committees, including the initiation of more Faculty Development Programs (FDPs) within the academic year, was emphasized.
- AQAR Progress: Criteria heads provided detailed progress updates on the AQAR 2020-2021 during the meeting, ensuring transparency and accountability in the reporting process.

IQAC Coordinator & Vice Principal

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Date - 3rd January, 2022

Notice of the IQAC Meeting

All the members of the IQAC meeting are hereby informed that the meeting of the IQAC Committee will be held on 7th January, 2022 at 11.00AM. The meeting will be held in Room No. G2, however all the members should attend this meeting as per the schedule.


Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1.	Principal	Dr. Antony Lawrence
Vice Principal		
2.	IQAC Member	Mrs. Sharayu Gupta
IQAC Coordinator		
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Minutes of the IQAC Meeting


7th January 2022

The IQAC team met in the college on at 12.30PM with the Principal and Vice Principal. The meeting was attended by the faculty representatives of the IQAC, HoDs of all departments and other faculties related with AQAR.

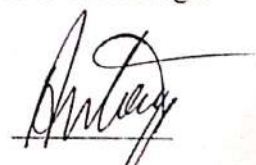
The meeting commenced at 11.00 am by Prof. Muskan Jeswani by giving a brief on the new AQAR format. The following agenda was discussed during the meeting:

1. Post completion of the Green Audit, there was a suggestion by the IQAC Chair to conduct AAA and Gender Audit for better analysis.
2. General guidelines regarding filling up of AQAR were discussed and detailed among the faculties.
3. Preparation and discussion of various policies and SOP's. Various informatics were displayed in the campus with regards to Rain Water Harvesting and Solar Energy.
4. Add on courses by other institutes need to be initiated. Digital Marketing Course of 30 hours is to be conducted. Prof. Payal Hinduja and Prof. Srishti Masand took the initiative to coordinate with Saket College of Management for smoothly conducting the course.

Vote of thanks was shared with all the members present by the Vice Principal of the college.


IQAC COORDINATOR


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Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

Date : 7th January, 2022

Time : 11:00 AM

Venue : Board Room (G2)

- AAA and Gender Audit: Following the completion of the Green Audit, it was proposed to conduct AAA and Gender Audits for further analysis. Plans for conducting these audits will be developed by the IQAC Chair.
- AQAR Guidelines: General guidelines for filling up the AQAR were discussed and detailed among the faculties to ensure uniformity and accuracy in reporting.
- Policies and SOPs: Preparation and discussion of various policies and Standard Operating Procedures (SOPs) were initiated. Informative materials regarding Rain Water Harvesting and Solar Energy were displayed on campus to raise awareness.
- Add-On Courses: The initiation of add-on courses, specifically a Digital Marketing Course of 30 hours, was discussed. Prof. Payal Hinduja and Prof. Srishti Masand will coordinate with Saket College of Management to facilitate the smooth conduct of the course.

IQAC Coordinator & Vice Principal

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