



St. Paul College

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

IQAC

Year : 2022-23

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 - 421 034.



Pal Shikshan Sanstha's

St. Paul College

Mob.: 7709611885

8055593067

8956632372

(Affiliated to University of Mumbai)

NAAC Accredited ISO 9001:2015 Certified

M.Com (Accounts), M.Com (Mgmt.), B.Com, BMS, BBI, BAF, B. Sc. I.T.

Behind VTC Ground, Near Ganpati Mandir, Ashelepada, Post : Ulhasnagar - 421 004, Dist. - Thane

Ref No.

Date : 13-07-2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

COMPOSITION OF COMMITTEE FOR THE YEAR 2022-23


Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1	Principal	Dr, Antony Lawrence
Vice Principal		
2	Member	Prof. Sharayu Gupte
IQAC Coordinator		
3	IQAC Incharge	Prof. Amelia Antony
Teacher Faculties		
4	Member, H.O.D (B.Com)	Prof. Srishti Masand
5	Member H.O.D (Self Financial Courses)	Prof. Muskan Jeswani
6	Members, Examination Chief	Prof. Anika Lakhani
7	Member, Faculties	Payal Hinduja
8	Member, Faculties	Dinesh Motwani
9	Member, Faculties	Pravin Nikam



Administrative Officers		
10	Member, Registrar	Jagruti Choudhary
Nominee from Industry		
11	Member, Industrialist	Gul Advani
Local Society Nominee		
12	Member, Local	Eknath Padhare
Nominee from Alumni, Student & Parents		
13	Member, Alumni Representative	Manish Gond
14	Member, Student Representative	Pallavi Dara
15	Member, Parent Representative	Shraddha Patil


IQAC Coordinator & Vice Principal




PRINCIPAL
St. Paul College
 (Affiliated to University of Mumbai - Chhatrapati Shivaji Maharaj)
 Behind VTC Group
 Post Ulhasnagar



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Behind VTC Ground, Near Ganpati Mandir, Ashlepada, Post : Ulhasnagar - 421 004, Dist. - Thane

Ref No.

Date : _____

Date : 8th July 2022

Notice of IQAC Meeting

All the members of the IQAC meeting are hereby informed that the meeting of the IQAC Committee will be held on 11th July, 2022 at 1.00PM. 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	SIGN
Chairperson:			
1	Principal	Dr. Antony Lawrence	
Vice Principal			
2	Member	Prof. Sharayu Gupte	
IQAC Coordinator			
3	IQAC Incharge	Prof. Amelia Antony	
Teacher Faculties:			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	
5	Member, H.O.D (Self Financed courses)	Prof. Muskan Jeswani	
6	Members, Examination Chief	Prof. Anika lakhani	



7	Member, Faculties	Payal Hinduja	<i>Phimduja</i>
8	Member, Faculties	Dinesh Motwani	<i>Schawani</i>
9	Member, Faculties	Pravin Nikam	<i>Pravin</i>
Administrative Officers			
10	Member, Registrar	Jagruti Choudhary	<i>J. Choudhary</i>
Nominee from Industry:			
11	Member, Industrialist	Gul Advani	<i>Advani</i>
Local Society Nominee			
12	Member, Local	Eknath Padhare	<i>Eknath</i>
Nominee from Alumni, Student and Parents:			
13	Member, Alumni Representative	Manish Gond	<i>Manish</i>
14	Member, Student Representative	Pallavi Dara	<i>Pallavi</i>
15	Member, Parent Representative	Shraddha Patil	<i>Shraddha</i>

Amelia

Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**

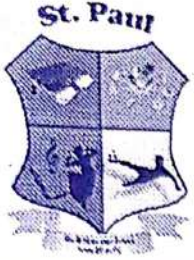
Antony

Dr. Antony Lawrence

Principal

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Ref No.

Internal Quality Assurance Cell

Date : _____

Minutes of the meeting-I

Date: 11th July, 2022

Time: 1:00 pm

Venue: G2 Room

Minutes of the meeting:

The Internal Quality Assurance Cell for the Academic Year 2022-2023 commenced at 1pm in G2room. Following members attended the meeting.

Principal welcomed everyone and asked Miss. Amelia Antony (IQAC Coordinator) to head the meeting.

The following points were discussed in the meeting:

1. Constitution of members for formation of IQAC for Academic year 22-23:

Since this was the first meeting under the leadership Miss. Amelia Antony, the IQAC formation for the academic year 22-23 was discussed in detail and Members were consulted as to what is the best way forward for IQAC in St. Paul

2. Addition of New Courses:

College has added New Courses which are MCOM in Accounts, MCOM in Finance and BSCIT.

3. Discussion of each criteria in detail



The IQAC head and the experienced members of faculty explained the requirement of each criteria to the new faculty members. Emphasis was on those criteria where we had got lesser marks

3. Distribution of criteria among members

All the lecturers were assigned individual criteria. Each criteria was assigned team of 2 lecturers depending upon their experience, qualifications, length of service and also their varying interest

4. Any other relevant matter with the permission of chair

It was emphasized that each faculty members will have to spare a certain amount of time for completing their individual criteria work



Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**



Dr. Antony Lawrence

Principal

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ST. PAUL COLLEGE

Internal Quality Assurance Cell

Action-Taken Report

Meeting Overview:

The Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2022-2023 was convened in the G2 room, on 11 July, 2022 commencing at 1.00 PM. The meeting was led by Miss. Amelia Antony, the IQAC Coordinator, following a welcome address from the Principal.

Action Taken:

- The IQAC formation for the academic year 22-23 was done and Members in each criteria were allocated.
- The IQAC and other members guided the new members of each criteria.
- An orientation program for first-year students was organized.
- IQAC coordinated the student participation in different activities.
- A tentative plan for the different IQAC activities for the academic year was finalized.
- Reports of the CIE was taken by the IQAC for monitoring the improvement in the students.

Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**

Dr. Antony Lawrence

Principal



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Ref No.

Date : _____

Date : 17th November 2022

Notice of IQAC Meeting

All the members of the IQAC meeting are hereby informed that the meeting of the IQAC Committee will be held on 21st November, 2022 at 1.00PM. 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	SIGN
Chairperson:			
1	Principal	Dr. Antony Lawrence	
Vice Principal			
2	Member	Prof. Sharayu Gupte	
IQAC Coordinator			
3	IQAC Incharge	Prof. Amelia Antony	
Teacher Faculties:			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	
5	Member, H.O.D (Self Financed courses)	Prof. Muskan Jeswani	
6	Members, Examination Chief	Prof. Anika Lakhani	

7	Member, Faculties	Payal Hinduja	<i>Payal Hinduja</i>
8	Member, Faculties	Dinesh Motwani	<i>Dinesh Motwani</i>
9	Member, Faculties	Pravin Nikam	<i>Pravin Nikam</i>
Administrative Officers			
10	Member, Registrar	Jagruti Choudhary	<i>J Choudhary</i>
Nominee from Industry:			
11	Member, Industrialist	Gul Advani	<i>Gul Advani</i>
Local Society Nominee			
12	Member, Local	Eknath Padhare	<i>Eknath Padhare</i>
Nominee from Alumni, Student and Parents:			
13	Member, Alumni Representative	Manish Gond	<i>Manish Gond</i>
14	Member, Student Representative	Pallavi Dara	<i>Pallavi Dara</i>
15	Member, Parent Representative	Shraddha Patil	<i>Shraddha Patil</i>

Amelia Antony

Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**

Dr. Antony Lawrence

Dr. Antony Lawrence

Principal

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Ref No.

Date : _____

Internal Quality Assurance Cell

Minutes of the meeting – II

Date: 21st November, 2022

Time: 1:00 pm

Venue: G2 Room

Minutes of the meeting:

The Internal Quality Assurance Cell for the Academic Year 2022-2023 commenced at 1pm in G2 room. Following members attended the meeting.

Principal welcomed everyone and asked Miss. Amelia Antony (IQAC Coordinator) to head the meeting.

The following points were discussed in the meeting:

1. Confirmation of Minutes of the earlier meeting held on 11th July, 2022

The minutes of the meeting of the earlier 11th July, 2022 meeting were read out and was confirmed and accepted by all present

2. Finalisation of AQAR 2022-23

All the criteria of the year 2022-23 was perused, discussed and a few changes, wherever required, was made and approved for uploading on the NAAC portal.

3. Presentation of 1-7 criteria's

All the criteria heads made a presentation of everything that they had worked on as of yet they had rewritten their individual formats as per the revised NAAC guidelines

4. Any other relevant matter with the permission of chair

As there were no matter for discussion the meeting was concluded with a vote of thanks to the chair



Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**



Dr. Antony Lawrence

Principal

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Internal Quality Assurance Cell

Action-Taken Report

Meeting Overview:

The Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2022-2023 was convened in the G2 room, on 21. November, 2022 commencing at 1.00 PM. The effective formation of the IQAC, guidance to new members, orientation for students, coordination of student activities, planning for IQAC initiatives, and the monitoring of CIE reports collectively contribute to a comprehensive quality assurance framework.

Action Taken:

- Roadmap for all the activities under each criteria was made.
- Committees of the Academic Year 2022-2023 were finalized under the guidance of Dr Antony Lawrence, Principal St Paul College.
- Mentor-Mentee program for the current year was initiated.
- Online webinar on Posh Act was Conducted.
- Students of NSS done the Tree Plantation in association with Rotary Club Ambernath.
- Faculties of different departments have participated in various FDP's.

Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**

Dr. Antony Lawrence

**Principal
PRINCIPAL**

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Pat Bhikshan Banstha's

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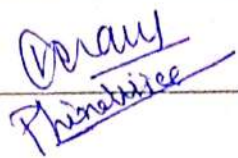
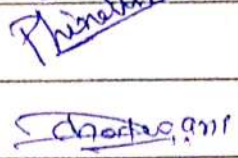
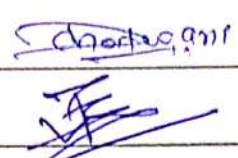
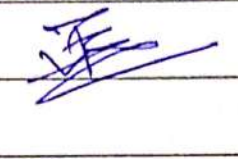

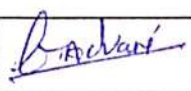
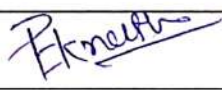



Date : _____

Date : 4th January, 2023

Notice of IQAC Meeting

All the members of the IQAC meeting are hereby informed that the meeting of the IQAC Committee will be held on 9th January, 2023 at 1.00PM. 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	SIGN
Chairperson:			
1	Principal	Dr. Antony Lawrence	
Vice Principal			
2	Member	Prof. Sharayu Gupte	
IQAC Coordinator			
3	IQAC Incharge	Prof. Amelia Antony	
Teacher Faculties:			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	
5	Member, H.O.D (Self Financed courses)	Prof. Muskan Jeswani	

6	Members, Examination Chief	Prof. Anika Lakhani	
7	Member, Faculties	Payal Hinduja	
8	Member, Faculties	Dinesh Motwani	
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Nominee from Industry:			
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Nominee from Alumni, Student and Parents:			
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Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**



Dr. Antony Lawrence

Principal

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Ref No.

Date : _____

Internal Quality Assurance Cell

Minutes of the meeting – III

Date: 9th January, 2023

Time: 1:00 pm

Venue: G2 Room

Minutes of the meeting:

The Internal Quality Assurance Cell for the Academic Year 2022-2023 commenced at 1pm in G2 room. Following members attended the meeting.

Principal welcomed everyone and asked Miss. Amelia Antony (IQAC Coordinator) to head the meeting.

The following points were discussed in the meeting:

1. Confirmation of minutes of the earlier meeting held earlier

The minutes of the meeting held earlier meeting were read out and was confirmed and accepted by all present

2. To note and review the revised NAAC Guidelines

The IQAC coordinator appraised all the faculty members reporting the revised NAAC guidelines. Doubts expressed were cleared to the



satisfaction of all. Target dates were assigned to individual criteria heads for their preliminary presentation

3. Future and perspective planning of the institute

A preliminary perspective plan for the next 5 years was prepared and discussed. Changes in the target set was modified and emphasis was on the time frame for achievement of the plan

4. Review of criteria from criteria head

All the criteria heads accepted that they will now have to revise and rewrite their individual formats as explained by the IQAC coordinator As per the revised NAAC guidelines

5. Proposal to collaborate with D.T Kalani College for teacher exchange

Our Principal had a discussion with the D.T Kalani college authorities and it was decided to have a formal collaboration with them for teacher exchange programme

6. Any other relevant matter with the permission of chair

It was emphasized that each faculty members will have to spare a certain amount of time for completing their individual criteria work



Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**



Dr. Antony Lawrence

Principal

PRINCIPAL

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ST. PAUL COLLEGE

Internal Quality Assurance Cell

Action-Taken Report

Meeting Overview:

The Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2022-2023 was convened in the G2 room, on 9. January . 2022 commencing at 1.00 PM. The effective formation of the IQAC, guidance to new members, orientation for students, coordination of student activities, planning for IQAC initiatives, and the monitoring of CIE reports collectively contribute to a comprehensive quality assurance framework.

Action Taken:

- Different Add-on courses were organized by the college
- Students of different departments were taken for the Study Tour as part of their studies.
- Research Project UGC Approved Journals.
- 2 Study-based Activities in a week and 1 fun activity was started.
- MOU with different departments were signed and student exchange program was done.
- Health checkup camp for nearby community was conducted by the IQAC in association with Badlapur Health Care Centre.

Dr. Amelia Antony

**IQAC Coordinator
& Vice-Principal**

Dr. Antony Lawrence

Principal

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