



# ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206  
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

## 6.5.1

*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.*

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3.	IQAC Committee Details
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## Establishment of Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) was established on 6<sup>th</sup> July 2022 at St. Wilfred's College of Arts, Commerce & Science as a statutory body to promote and ensure quality within the institution. The IQAC is tasked with developing and implementing a comprehensive quality assurance system, encompassing the planning, monitoring, and evaluation of both academic and non-academic activities.

Chaired by the Principal, the IQAC comprises members from the faculty, student body, and non-teaching staff. The team meets regularly to discuss and review the progress and effectiveness of the quality assurance system.

### Functions of the IQAC

The IQAC is responsible for the following functions:

- Developing and implementing a quality assurance system within the institution.
- Planning, monitoring, and evaluating both academic and non-academic activities.
- Identifying and addressing areas that need improvement.
- Promoting a culture of continuous improvement throughout the institution.
- Preparing and submitting an annual quality assurance report to the UGC.

The IQAC plays a crucial role in ensuring the quality of education in higher education institutions. Its activities contribute to enhancing the quality of teaching, learning and research, while fostering a culture of continuous improvement within the institution.

The process of establishing an IQAC involves the following steps:

- The Principal of the institution forms the IQAC.
- Applications for membership are invited from faculty, students, and non-teaching staff.
- The IQAC reviews and shortlists the applications, then selects the members.
- The IQAC conducts its first meeting and elects the office-bearers.
- The IQAC develops and implements a quality assurance system in the institution.
- The IQAC is a valuable resource for higher education institutions. The IQAC's activities help to improve the quality of education and promote a culture of continuous improvement in the institution.



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## Initiatives Taken by IQAC

- 1. Establishment of a Student Development Cell:** The IQAC has initiated the establishment of a Student Development Cell aimed at fostering holistic growth and enhancing the overall educational experience for students. This cell will focus on personal and professional development through various programs and initiatives tailored to meet the diverse needs of the student body.
- 2. Organization of International and National Seminars, Workshops, and Conferences:** To enhance academic and professional development, the IQAC will organize international and national seminars, workshops, and conferences. These events will provide platforms for knowledge exchange, networking, and exposure to the latest advancements and research in various fields.
- 3. Formation of a Sports Board:** The IQAC has formed a Sports Board to encourage and support student participation in sports at international, national, and state levels. The board will facilitate access to resources, training, and opportunities necessary for students to excel in various sports disciplines.
- 4. Provision of Internal Scholarships:** To support economically disadvantaged students and recognize sports achievers, the IQAC will provide internal scholarships. These scholarships aim to ensure that financial constraints do not hinder the educational and athletic pursuits of deserving students.
- 5. Creation of Internal Committees:** The IQAC will establish internal committees with clearly defined objectives and responsibilities. These committees will oversee various aspects of institutional functioning, ensuring efficiency, accountability, and continuous improvement.
- 6. Guiding Committee Coordinators:** The IQAC will guide committee coordinators to organize events and activities throughout the year. This initiative ensures a vibrant campus life with a variety of academic, cultural, and extracurricular activities, contributing to the overall development of students and staff.



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## Roles & Responsibility of IQAC

The Internal Quality Assurance Cell (IQAC) is established to uphold long-term quality standards across all areas of the Institute. As a crucial administrative body, it is responsible for overseeing all quality-related matters. The primary objective of IQAC is to develop a systematic approach for conscious, consistent, and catalytic actions to enhance the academic, financial, and administrative performance of the institution. It focuses on maintaining the quality of academic and research programs while ensuring equitable access and affordability of academic programs for diverse sections of society.

The IQAC is designed to foster and ensure a quality culture at the institutional level. Its purpose is to implement a system of deliberate, consistent, and transformative actions to improve institutional performance in various domains. The IQAC's responsibilities include planning, guiding, and maintaining Quality Assurance (QA) and Quality Enhancement (QE) activities within the institution.

IQAC plays a pivotal role in creating a learner-centric environment that supports quality education and facilitates faculty development, enabling them to adopt necessary knowledge and technology for effective teaching and learning processes. It organizes both inter and intra-institutional workshops and seminars on quality-related themes and promotes the formation of quality circles.

IQAC maintains comprehensive records of all activities conducted across the Institute's departments, ensuring clarity and focus in institutional operations aimed at quality enhancement and cultivating a quality-centric culture. It coordinates various institutional activities and institutionalizes best practices.

Acting as a dynamic system for implementing quality changes in Higher Education Institutions (HEIs), IQAC establishes an organized methodology for documentation and internal communication. Its role is extensive, involving all departments, committees, cells, and associations, which must report to the IQAC and adhere to its recommendations.



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## Quality Initiatives by IQAC

The IQAC has elevated the quality of the institution across various levels, enhancing both academic and administrative support. It ensures a minimum set of standards for all internal activities, which include regular internal assessments, intra and inter-collegiate competitions, organizing seminars and conferences, assigning projects, and collecting regular feedback from students.

The IQAC monitors the implementation of teaching plans created and executed by the faculty. Teachers are expected to submit syllabus completion reports at the end of each month. For the past two years, the campus has been equipped with ICT-enabled classrooms. Online feedback from students, alumni, parents, and faculty regarding academic development is collected and analyzed. Regularly conducted conferences, seminars, workshops, and Faculty Development Programs (FDP) ensure that faculty remains updated with current trends.

Teachers are encouraged to participate in syllabus revision workshops. The IQAC maintains teaching plans to monitor the lecture delivery system. It continuously engages in sharing ideas by organizing workshops on best practices adopted by the College. Students are encouraged to participate in co-curricular activities and write research papers.

The IQAC also organizes ICT workshops to help teachers integrate technology into their teaching, making classroom pedagogy more relevant and engaging for students. Academic and administrative audits are conducted periodically.

Believing in a democratic pattern of administration, the IQAC ensures that the management, along with the principal, provides equal opportunities to staff members, matching them to departments where they are best suited and offering chances to develop their skills.



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The IQAC reviews the teaching and learning process, its structures, and methodology of operation and learning outcomes periodically as per norms. Two broad areas where these reforms are reflected are as follows:

- 1. Attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes:** One of the primary concerns of the IQAC is to implement practices that ensure quality education through an effective and meaningful teaching-learning process. The IQAC recommends innovative pedagogical methodologies in addition to traditional curriculum completion methods such as assignments, class tests, and project submissions. To foster a research culture among students, the IQAC organizes research workshops. The college offers certificate add-on or value-added courses that impart life skills and are conducted by practitioners, providing students with hands-on experience and opportunities to connect with the professional world.
- 2. Effective Use of ICT in Teaching and Learning:** The IQAC has ensured that classrooms and laboratories are equipped with ICT facilities. New classrooms have been built with multimedia capabilities, including projectors and whiteboards as screens. Teachers are encouraged to utilize ICT tools, and workshops are organized to familiarize faculty with various teaching and communication technologies.

11. Mr. Shivaji A.	Head, Department of Chemistry
12. Mr. Sankar Patil	Office Incharge
13. Mr. Anil K. Patil	Student Member
14. Mr. Anil K. Patil	Alumni
15. Mr. Anil K. Patil	Service Holder
16. Mr. Anil K. Patil	Employer



*Anil K. Patil*  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Constitution

(2022-2023)

S. No.	Name	Designation
1.	Dr. Anirudh Rishi	Principal & Chairperson IQAC
2.	Ms. Sayma Natekar	Head & Convener IQAC
3.	Mr. Mukesh Soni	Academic Advisor
4.	Mr. Gopikrishna Koti	Industrial Advisor
5.	Mr. Abhishek Godha	Management Nominee
6.	Dr. Jaishree Saxena	Dean, Department of Science
7.	Ms. Preety Shekhawat	Head, Department of Management
8.	Mr B.S. Bansode	Head Department of Humanities
9.	Mr. Prakash Jawahire	Head, Department of Commerce
10.	Ms. Tapasya Patil	Head, Department of IT & Computer Science
10.	Dr. Aparna Jaware	Head, Department of Physics
11.	Dr. Shruthi A.	Head, Department of Chemistry
12.	Mr. Sameer Kotwal	Office Incharge
13.	Mr. Deepak Kumar	Student Nominee
14.	Mr. Deepak Dattu	Alumni
15.	Mr. Deepak	Stake Holder
16.	Mr. Neeraj	Employer



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(2023-2024)

S. No.	Name	Designation
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3.	Mr. Mukesh Soni	Academic Advisor
4.	Mr. Gopikrishna Koti	Industrial Advisor
5.	Mr. Abhishek Godha	Management Nominee
6.	Dr. Jaishree Saxena	Dean, Department of Science
7.	Ms. Preety Shekhawat	Head, Department of Management
8.	Mr B.S. Bansode	Head Department of Humanities
9.	Mr. Sagar More	Head, Department of Commerce
10.	Ms. Manisha Punse	Head, Department of IT & Computer Science
10.	Dr. Aparna Jaware	Head, Department of Physics
11.	Dr. Shruthi A.	Head, Department of Chemistry
12.	Mr. Sameer Kotwal	Office Incharge
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Ref.No. SWACS/IQAC/2022/01

Date: 16/07/2022

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 17/07/2022 at 11:00 am in Seminar Room. All the members are requested to attend the same.

*N.S.*  
Head IQAC

CC:-

1. Principal
2. All members of IQAC



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Ref.No.:SWACS /IQAC/2022/01

Date: 17/07/2022

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 17/07/2022 at 11:00 am in Seminar Room to discuss about the formation of various committees for session 2022-23 which will be responsible for the planning of different activities and orientation program. All the members are requested to attend the same on time and contribute to the discussion.

  
Head IQAC

CC:-

1. Principal
2. All members of IQAC



  
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IQAC Members called for the meeting:

S. No.	Name	Designation
1.	Dr. Anirudh Rishi	Principal & Chairperson IQAC
2.	Ms. Nikita Bahale	Head & Convener IQAC
3.	Mr. Mukesh Soni	Academic Advisor
4.	Mr. Gopikrishna Koti	Industrial Advisor
5.	Mr. Abhishek Godha	Management Nominee
6.	Dr. Jaishree Saxena	Dean, Department of Science
7.	Ms. Preety Shekhawat	Head, Department of Management
8.	Mr B.S. Bansode	Head Department of Humanities
9.	Mr. Prakash Jawahire	Head, Department of Commerce
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12.	Mr. Sameer Kotwal	Office Incharge
13.	Mr. Deepak Kumar	Student Nominee
14.	Mr. Deepak Dattu	Alumni
15.	Mr. Deepak	Stake Holder
16.	Mr. Neeraj	Employer



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Meeting Minutes  
Date: `17/07/2022  
Time: 11:00 am  
Place: Seminar Room

Attendees:

S. No.	Name	Signature
1.	Dr. Anirudh Rishi	Anirudh
2.	Ms. Nikita Bahale	N.S.B.
3.	Mr. Mukesh Soni	Msoni
4.	Mr. Gopikrishna Koti	Koti
5.	Mr. Abhishek Godha	Abhishek
6.	Dr. Jaishree Saxena	Jaishree
7.	Ms. Preety Shekhawat	shekhawat
8.	Mr B.S. Bansode	Bansode
9.	Mr. Prakash Jawahire	Prakash
10.	Ms. Tapasya Patil	Tapasya
11.	Dr. Aparna Jaware	Aparna
12.	Dr. Shruthi A	Shruthi
13.	Mr. Sameer Kotwal	Kotwal
14.	Mr. Deepak Kumar	Deepak
15.	Mr. Deepak Dattu	Dattu
16.	Mr. Deepak	Deepak
17.	Mr. Neeraj	Neeraj

Agendas to be discussed:-

1. Formation of Committees for the next session.
2. Discussion on planning next year's activities: Cultural, sports, tech fest (science fair), inter college competition, college in-house activities, workshops, seminars, guest lectures, etc.
3. Welcome and Orientation Day for new students.
4. Plan to Organize Fresher's Party.
5. Plan to start regular competitive exams.



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**Agenda I:** formation of Committees for the next session.

**Minutes:**

The meeting was called to order by Head IQAC at 11:00 am in Seminar Room. The attendees were welcomed and the agenda for the meeting was presented.

**Formation of Committees:** IQAC Head emphasized the importance of committees in the efficient functioning of the college and announced the formation of various committees for the next session. The committees and their respective members are as follows:

**A. Academic Committee:** The Academic Committee is tasked with monitoring and evaluating the academic programs and curriculum. The committee members, as introduced in the meeting, will focus on enhancing the quality of education and promoting academic excellence.

**B. Departmental Academic Committee:** The Departmental Academic Committee will be established for each department. The members introduced in the meeting will review and provide guidance on the department's academic progress, course offerings, and student learning outcomes.

**C. Examination Committee:** The Examination Committee is responsible for overseeing all examination-related matters, including the setting of question papers, evaluation procedures, and the publication of results. The following listed members are introduced in the meeting. It will ensure the smooth conduct of examinations and maintain the integrity of the evaluation process.

**D. Research Committee:** The Research Committee will support and promote research activities among faculty members and students. The following listed members are introduced in the meeting. The committee will facilitate research collaborations, provide guidance on research methodologies and encourage the dissemination of research findings.

**E. Discipline Committee:** The Discipline Committee will be responsible for maintaining discipline and ensuring a conducive learning in the college. The following listed members are introduced in the meeting. The committee will address disciplinary issues, implement disciplinary policies and promote ethical conduct among students and staff.

**F. Women's Cell and Sexual Harassment Committee:** The Women's Cell and Sexual Harassment Committee will work towards creating a safe and inclusive environment for women in the college. The following listed members are introduced in the meeting. They will handle complaints, conduct awareness programs, and ensure the implementation of policies to prevent sexual harassment.

**G. Student Development Cell:** The Student Development Cell will focus on the holistic development of students. The following listed members are introduced in the meeting. The committee will organize workshops, seminars and training sessions to enhance student's interpersonal skills, leadership abilities, and career development.



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**H. Cultural Committee:** The Cultural Committee will be responsible for organizing cultural events and activities within the college. The following listed members are introduced in the meeting. The committee will plan and execute various cultural programs, such as music competitions, dance performances, drama productions, art exhibition and literary festivals.

**I. Anti-Ragging Committee:** The Anti-Ragging Committee will ensure a ragging free environment in the college. The following listed members are introduced in the meeting. The committee will mentor and address any incident of ragging, conduct awareness campaigns and implement preventive measures.

**J. Entrepreneurship Cell:** The Entrepreneurship Cell will promote entrepreneurial culture and support aspiring entrepreneurs. The following listed members are introduced in the meeting. The committee will organize workshops, mentorship programs, and networking events to foster entrepreneurship and innovation among students.

**K. Grievance Committee:** The Grievance Committee will address grievances and complaints from students, faculty members and staff. The following listed members are introduced in the meeting. The committee will ensure the fair resolution of grievance and work towards maintaining a harmonious college environment.

**L. Training & Placement Cell:** The Training & Placement Cell will facilitate training programs and placement opportunities for students. The following listed members are introduced in the meeting. The committee will collaborate with industries, organize placement drives and provide career guidance to students.

**M. Student's Group Association:** The Student's Sport Association will promote sport activities and represent the interests of student athletes. The following listed members are introduced in the meeting. The committee will organize sports events, training sessions, and participate in inter-college sports competitions.

**N. Scholarship Cell:** The Alumni Association Cell will assist students in accessing scholarship opportunities and financial aid. The following listed members are introduced in the meeting. The committee will disseminate information on scholarship, assist in the application process and provide support to deserving students.

**O. Alumni Association Cell:** The Alumni Association Cell will engage and connect with the alumni of the college. The following listed members are introduced in the meeting. The committee will organize alumni reunions, maintain alumni databases and facilitate networking opportunities for current students and alumni.

**P. Public Relationship Committee:** The Public Relationship Committee will manage the college's public image and communication. The following listed members are introduced in the meeting. The committee will handle public relations, media interactions and coordinate promotional activities.

IQAC head stressed the importance of each committee's role and encouraged members to collaborate, communicate effectively and fulfill their responsibilities diligently.



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## Committee Responsibilities and Goals

IQAC head provided an overview of the responsibilities and goals of each committee.

**A. Academic Committee:** Monitors and evaluates academic programs and curriculum to enhance quality and promote excellence.

**B. Departmental Academic Committee:** Reviews and guides departmental academic progress, course offerings, and student learning outcomes.

**C. Examination Committee:** Oversees examination-related matters to ensure smooth conduct and maintain evaluation integrity.

**D. Research Committee:** Supports and promotes research activities, facilitating collaborations and guiding research methodologies.

**E. Discipline Committee:** Maintains discipline and implements policies to promote ethical conduct among students and staff.

**F. Women's Cell and Sexual Harassment Committee:** Creates a safe, inclusive environment for women, handling complaints and conducting awareness programs.

**G. Student Development Cell:** Focuses on holistic student development through workshops, seminars, and training sessions.

**H. Cultural Committee:** Organizes cultural events and activities, planning and executing various programs like music, dance, drama, and art.

**I. Anti-Ragging Committee:** Ensures a ragging-free environment through mentoring, awareness campaigns, and preventive measures.

**J. Entrepreneurship Cell:** Promotes entrepreneurial culture and supports aspiring entrepreneurs with workshops, mentorship, and networking events.

**K. Grievance Committee:** Addresses grievances and complaints fairly to maintain a harmonious college environment.

**L. Training & Placement Cell:** Facilitates training programs and placement opportunities, collaborating with industries and organizing placement drives.

**M. Student's Group Association:** Promotes sports activities and represents student athletes, organizing events and participating in competitions.

**N. Scholarship Cell:** Assists students in accessing scholarships and financial aid, providing information and support throughout the application process.



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**O. Alumni Association Cell:** Engages with alumni, organizing reunions, maintaining databases, and facilitating networking opportunities.

**P. Public Relationship Committee:** Manages the college's public image, handling public relations, media interactions, and promotional activities.

**Reporting and Communication:** IQAC Head highlighted the significance of regular reporting and communication among committee members. It was emphasized that updates, progress reports, and any issues or concerns should be communicated to the Principal's Office in a timely manner. Committees were encouraged to maintain open lines of communication and collaborate with other committees whenever necessary.

## Agenda 2:

Discussion on planning next year's activities: Cultural, sports, tech fest (science fair), inter college competition, college in-house activities, workshops, seminars, guest lectures, etc.

## Minutes:

**Discussion on planning next year's activities:** IQAC Head initiated the discussion by emphasizing the importance of a vibrant and inclusive extracurricular program in the college. The following points were discussed:

### A. Cultural Activities:

IQAC Head highlighted the need for a diverse range of cultural activities to promote creativity and talent among students. Suggestions were invited from the attendees regarding specific events such as music competitions, dance performances, drama productions, art exhibitions, and literary festivals.

### B. Sports Activities:

IQAC Head emphasized the importance of promoting physical fitness, teamwork, and healthy competition among students through sports activities. Attendees were encouraged to propose different sports events, tournaments, and initiatives that cater to various interests and skill levels.

### C. Tech Fest (Science Fair):

Faculty members with expertise in scientific fields discussed the idea of organizing a tech fest or science fair to foster scientific inquiry and innovation among students. They brainstormed potential activities such as science exhibitions, project competitions, poster presentations, and interactive workshops.



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## D. Inter College Competition:

IQAC Head expressed the desire to foster healthy competition and exchange of ideas among colleges. Attendees were invited to suggest inter-college competitions in various domains, such as academic quizzes, debates, sports tournaments, and cultural showcases.

## E. College In-house Activities:

The need for organizing regular in-house activities within the college premises was discussed. Suggestions included celebrations of cultural and national events, college fests, talent shows, and community service initiatives.

## F. Workshops, Seminars, and Guest Lectures:

The importance of organizing workshops, seminars, and guest lectures to expose students to new ideas, industry insights, and emerging trends was highlighted. Attendees were encouraged to propose topics and potential guest speakers/experts.

The attendees actively participated in the discussion, providing suggestions and ideas for various events and activities. Principal emphasized the importance of engaging both faculty members and students in the planning and execution of these initiatives.

**Agenda 3: Welcome and Orientation Day for New UG Students:** The IQAC Head proposed organizing a Welcome and Orientation Day to introduce incoming undergraduate students to the college's environment, resources, and academic culture. This would include informative sessions, campus tours, and interactive activities to facilitate their transition.

**Agenda 4: Plan to Organize Fresher's Party** The meeting proceeded to discuss the proposal for organizing the Fresher's Party to welcome new students to the institution:

1. **Purpose:** The Fresher's Party is intended to create a warm and inviting atmosphere for new students, fostering a sense of belonging and camaraderie.
2. **Event Activities:** The meeting explored potential activities for such as cultural performances, games, and interactions between new students and senior members.
3. **Organizing Team:** A dedicated organizing team comprising student representatives, event coordinators, and faculty members will be formed to plan and execute the programme.



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4. It was decided to organize a Science Exhibition "Scientia" in the month of February.

## Agenda 5: Plan to Organize Inter-Collegiate Competition "VIBGYOR"

The meeting shifted to discussing the proposal to organize the inter-collegiate competition ""VIBGYOR" within the institution. The IQAC Head outlined the objectives and potential steps:

1. **Objectives:** "VIBGYOR" aims to encourage healthy competition, nurture talent, and promote academic and cultural exchange among participating colleges.
2. **Event Structure:** Discussions included the competition format, which may feature academic quizzes, cultural performances, and sports events. Emphasis was placed on having a diverse range of activities to cater to various interests.
3. **Collaboration:** It was proposed to collaborate with neighboring colleges and universities, inviting them to participate and contribute to the success of "VIBGYOR".
4. **Committee Formation:** An organizing committee, consisting of student representatives and faculty members from various departments, will be established to plan and execute the "VIBGYOR" event.

## Agenda 6: Plan to Organize Annual Day "Renaissance"

The meeting moved on to discuss the proposal for organizing the Annual Day "Renaissance" to celebrate the institution's achievements and foster a sense of community among students, faculty, and staff:

1. **Purpose of "Renaissance":** The Annual Day "Renaissance" aims to celebrate the institution's achievements, highlight student and faculty accomplishments, and strengthen the sense of community and pride within the institution.
2. **Event Activities:** The meeting explored potential activities for "Renaissance" including cultural performances, academic presentations, award ceremonies, and interactive sessions. These activities are designed to showcase the diverse talents and achievements of the institution's members.
3. **Organizing Team:** A dedicated organizing team comprising student representatives, event coordinators, faculty members, and administrative staff will be established to plan and execute "Renaissance." This team will be responsible for coordinating all aspects of the event to ensure its success.



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4. **Inclusivity:** Efforts will be made to ensure that "Renaissance" is an inclusive event, welcoming all students, faculty, and staff. Special attention will be given to creating an environment where everyone feels valued and included.
5. **Logistics and Planning:** Detailed logistics, including venue selection, scheduling, budgeting, and resource allocation, will be meticulously planned. The organizing team will work to ensure that all logistical aspects are managed efficiently to provide a seamless experience for all attendees.

The Principal concluded the meeting by highlighting the importance of effective communication and collaboration among the criteria coordinators. The Principal encouraged regular updates, progress reports, and timely completion of assigned tasks to ensure a smooth accreditation process.

**Conclusion:** The meeting ended on a positive note, with the Principal expressing appreciation for the dedication and commitment of the criteria coordinators. The instructions and tasks assigned to each coordinator were clearly outlined, emphasizing that their collective efforts would contribute to the institution's successful NAAC assessment.

**Next Meeting:** The date for the next NAAC Steering Committee meeting will be notified later. The agenda will focus on progress updates from the criteria coordinators and further guidance on specific requirements.

  
Head IQAC

CC:-

1. Principal
2. All members of IQAC



  
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Ref.No. SWACS/IQAC/2022/02

Date: 18/11/2022

## Notice

It is to inform all the members of IQAC Cell that there will be a meeting on 21/11/2022 at 1:00 pm in Seminar Room. All the members are requested to attend the same.

*N.S.S.*  
Head IQAC

CC:-

1. Principal
2. All members of IQAC



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Ref.No: SWACS /IQAC/2022/02

Date: 18/11/2022

## Circular

It is to inform all the members of IQAC Cell that there will be a meeting on 21/11/2022 at 1:00 pm in Seminar Room to discuss about the formation of NAAC Steering Committee organization of Inter College Fest for various streams, awareness programme, in the second half of the academic year 2022-23. All the members are requested to attend the same on time and contribute to the discussion.

*NSR*  
Head IQAC

CC:-

1. Principal
2. All members of IQAC



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IQAC Members called for the meeting:

S. No.	Name	Designation
1.	Dr. Anirudh Rishi	Principal & Chairperson IQAC
2.	Ms. Nikita Bahale	Head & Convener IQAC
3.	Mr. Mukesh Soni	Academic Advisor
4.	Mr. Gopikrishna Koti	Industrial Advisor
5.	Mr. Abhishek Godha	Management Nominee
6.	Dr. Jaishree Saxena	Dean, Department of Science
7.	Ms. Preety Shekhawat	Head, Department of Management
8.	Mr B.S. Bansode	Head Department of Humanities
9.	Mr. Prakash Jawahire	Head, Department of Commerce
10.	Ms. Tapasya Patil	Head, Department of IT & Computer Science
10.	Dr. Aparna Jaware	Head, Department of Physics
11.	Dr. Shruthi A.	Head, Department of Chemistry
12.	Mr. Sameer Kotwal	Office Incharge
13.	Mr. Deepak Kumar	Student Nominee
14.	Mr. Deepak Dattu	Alumni
15.	Mr. Deepak	Stake Holder
16.	Mr. Neeraj	Employer



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Meeting Minutes

Date: 21/11/2022

Time: 11:00 am

Place: Seminar Room

Attendees:

S. No.	Name	Signature
1.	Dr. Anirudh Rishi (Principal & Chairperson IQAC )	Anirudh
2.	Ms. Nikita Bahale (Head & Convener IQAC )	N.S.B.
3.	Mr. Mukesh Soni	Msoni
4.	Mr. Gopikrishna Koti	Koti
5.	Mr. Abhishek Godha	Abhi
6.	Dr. Jaishree Saxena	Jaishree
7.	Ms. Preety Shekhawat	shekhawat
8.	Mr B.S. Bansode	Bansode
9.	Mr. Prakash Jawahire	Prakash
10.	Ms. Tapasya Patil	Tapasya
10.	Dr. Aparna Jaware	Aparna
11.	Dr. Shruthi A.	Shruthi
12.	Mr. Sameer Kotwal	Kotwal
13.	Mr. Deepak Kumar	Deepak
14.	Mr. Deepak Dattu	Dattu
15.	Mr. Deepak	Deepak
16.	Mr. Neeraj	Neeraj

Agendas to be discussed:-

1. Proposal of the formation of the NAAC Steering Committees.
2. Assignment of Work to Different Criteria Coordinators.
3. To monitor and analyze Internal Assessment.
4. To organize awareness programs, visits and annual sports meet.
5. Plan to organize Inter Collegiate Fest "VIBGYOR".
6. Plan to organize Annual function in the first week of March.



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The meeting commenced at 1:00 pm with Principal's presiding over the session. The primary objective of the meeting was to discuss the establishment of the NAAC (National Assessment and Accreditation Council) Steering Committee and to allocate responsibilities to the various criteria coordinators.

**Agenda 1: Proposal for the Formation of NAAC Steering Committee:** Principal began the meeting by highlighting the significance of accreditation and the role it plays in enhancing the institution's quality and reputation. The Principal proposed the formation of a NAAC Steering Committee to spearhead the accreditation process. The committee's main responsibilities would include conducting a self-study, coordinating with different departments, and preparing the institution for the NAAC assessment. The following faculty members were assigned duties regarding different criterion:

1. Criteria 1: Ms. Aparna Jawahire
2. Criteria 2: Mr. B.S. Bansode
3. Criteria 3: Ms. Jaishree Saxena
4. Criteria 4: Ms. Anjali Patil
5. Criteria 5: Mr. Ramdas Damu Ruthe
6. Criteria 6: Ms. Supriya Kamble
7. Criteria 7: Dr. Neetu Sharma

After presenting the proposal, Principal invited the attendees to share their thoughts and suggestions. The participants engaged in a productive discussion, acknowledging the importance of the NAAC accreditation and expressing their support for the formation of the steering committee.

**Agenda 2: Assignment of Work to Different Criteria Coordinators:** Following the acceptance of the proposal, Principal proceeded to assign specific responsibilities to the criteria coordinators. The Principal emphasized the need for collaboration and effective communication among the coordinators to ensure a comprehensive and successful accreditation process. Principal then outlined the specific tasks assigned to each criteria coordinator. The following tasks were discussed:

**A. Prepare Results of Different Classes:** Each criteria coordinator was tasked with collating and analyzing the academic results of different classes under their respective criteria. The coordinators were instructed to identify any trends, areas of improvement, and initiatives that could enhance the overall academic performance.

**B. Prepare Academic Calendar:** The criteria coordinators were assigned the responsibility of preparing an updated academic calendar for the upcoming year. This calendar should include important academic events, examination dates, holidays, and any other relevant information.



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**C. Prepare Different Notices:** The coordinators were instructed to draft and disseminate notices to students and faculty regarding any academic or administrative changes, upcoming events, and important announcements related to their respective criteria.

**D. Prepare Time Table of Different Classes:** It was emphasized that the criteria coordinators should collaborate with the faculty members and prepare the timetables for different classes. The timetable should be structured effectively, taking into account the availability of resources and ensuring an optimal learning environment for students.

**E. Prepare Alumni Feedback:** Each criteria coordinator was directed to develop a mechanism to collect feedback from the alumni regarding their experiences and suggestions for improvement. The feedback would serve as valuable input for the accreditation process.

### Agenda 3: To monitor and analyze the Internal Assessment

The meeting commenced to discuss the organization of Internal Assessment processes for the upcoming academic session. IQAC Head emphasized the importance of robust internal assessments and proposed the following:

1. **Internal Assessment Schedule:** It was agreed to establish a well-defined schedule for internal assessments throughout the academic year. This schedule should include dates for assignments, quizzes, and examinations.
2. **Assessment Criteria:** The meeting discussed the need for clear assessment criteria and rubrics to ensure transparency and fairness in evaluating students' performance.
3. **Monitoring and Feedback:** Strategies for regular monitoring of assessment processes and providing timely feedback to students to aid in their improvement were explored.
4. **Committee Formation:** A committee comprising academic coordinators and faculty members will be formed to develop comprehensive guidelines for the Internal Assessment process.

### Agenda 4: To organize awareness programs, visits and annual sports meet.

The meeting proceeded with the discussion related to the organization of various academic and social activities aimed at enhancing students' skills. The following events were decided to be organized in the upcoming months:

1. Organization of AIDS awareness programme and Human Rights day in the month of December.
2. It was decided to organize debate competition, Badminton tournament and Annual Sports meet in months of December and January.
3. Organization of field visits for various streams to enhance the practical exposure of the students from December to February.



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4. **Inclusivity:** Efforts will be made to ensure that "Nav-Tarang" is an inclusive event that welcomes all new students, making them feel part of the institution's community.

**Agenda 4: Plan to Start Regular Competitive Classes:** The IQAC Head discussed the implementation of regular competitive classes to enhance students' preparedness for competitive exams. These classes would provide specialized instruction and guidance to interested students, with a focus on various competitive exams.

#### Action Plan:

IQAC Head assigned responsibilities to faculty members and student representatives for organizing and coordinating different events.

A comprehensive timeline was discussed and agreed upon to ensure that all activities are properly planned and executed throughout the academic year.

It was decided to form specific organizing committees for each event/activity, consisting of both faculty members and student representatives.

Formulating a comprehensive agenda for the Welcome and Orientation Day, including session topics and logistical arrangements.

Developing a curriculum and timetable for the regular competitive classes, as well as identifying suitable instructors.

#### Other matters

The IQAC Head urged all participants to actively promote and engage in the planned activities to ensure their success. The importance of effective communication channels to keep everyone updated on the progress and developments of the events was discussed. Suggestions for potential collaborations with external organizations, experts, and alumni who could enhance the success of the activities were welcomed. The meeting concluded at 12:30 PM, and the date for the next meeting will be scheduled and communicated to the committee members in due course.

*N.S.S.*  
Head IQAC

CC:-

1. Principal
2. All members of IQAC



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## IQAC ACTION TAKEN REPORT SESSION 2022-2023

Plan of Action	Achievements/Outcomes
Constitution of Internal Committees	Roles and responsibilities of internal committees have been decided and various activities have been done by these committees throughout the year.
Organizing workshops and awareness programme	IQAC organized various awareness sessions and workshops for the students department wise.
Organizing Guest Lectures	Various guest lectures in all streams were organized by eminent educationists.
College In-House Activities	Academic and Co-curricular activities were organized such as debate competition, Science Exhibition and Education Campaign, etc.
Alumni Engagement Activities	Notable alumnus is invited for interacting with the final year students to share their experience through motivational lecture.
Planning of Internal Assessment & Examination	Internal examination and assessment were conducted to evaluate academic performance of the students.
Conduction of Remedial Classes	Remedial classes have been conducted for weak learners to increase their performance.
Academic Calendar & Departmental Calendar	Academic Calendar and Departmental Calendar have been prepared by Deans of their respective departments.
Faculty Development Programme	FDP were conducted for upliftment of the teaching staff.
Instructions about SSR	IQAC coordinator explained the mechanism of preparations of criteria wise files and data compilation have been explained to all criteria coordinator.
Academic Audit	Department wise academic audit has been conducted once in a year
Feeddback Mechanism	Feedback of students, alumni, teachers and parents were taken and action taken report has been submitted."
Participation of the students	Student development cell has organized various programmes and it ensured maximum participation of the students.



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## IQAC ANNUAL REPORT

(SESSION 2022-2023)

The main objective of the Internal Quality Assurance Cell (IQAC) is to establish a systematic approach aimed at consistently and effectively enhancing the overall performance of institutions. The IQAC ensures that the institution's endeavors and policies are geared towards achieving academic and comprehensive excellence. In July 2022–2023, as the academic year commenced, Dr. Anirudh Rishi, the esteemed Principal, convened a meeting of the entire IQAC. During this meeting, Dr. Anirudh Rishi briefed the participants on the new evaluation framework by NAAC and underscored the importance of initiating the Self-Study Report (SSR) preparation process. Department heads and organizers of various forums collaborated with the IQAC to plan academic, curricular, co-curricular, and extracurricular activities, while considering both the college's academic needs and the holistic development of students.

The IQAC has implemented several noteworthy programs aimed at sustaining and enhancing the institution's quality-driven initiatives. Below is a brief overview of the activities undertaken during the academic year 2022–2023, aligning with the criteria set by University of Mumbai.

During the academic year 2022–2023, St. Wilfred's College of Arts, Commerce & Science conducted the following initiatives:

In August 2022, the college hosted an orientation program in the outdoor area to welcome incoming students. This event aimed to acquaint both students and parents with the academic aspects of the curriculum and familiarizes students with the institution's policies. Students were briefed on the college's fundamental rules, and they were accompanied by department heads to visit their respective departments, where they received information about their academic schedules.

On 10<sup>th</sup> September 2022, the college organized Fresher's Party, an entertaining event designed to formally welcome newly enrolled undergraduate and postgraduate students. This vibrant occasion was characterized by excitement, music, laughter, and anticipation.



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Throughout the academic year, St. Wilfred's College of Arts, Commerce & Science arranged various guest lectures, seminars, and workshops across different fields to cater to students' interests. These initiatives aimed to expand students' knowledge, update them on emerging trends, and familiarize them with potential career opportunities. Guest lecturers were invited to the college premises to deliver talks, with these individuals being external experts rather than part of the regular faculty.

St. Wilfred's College of Arts, Commerce & Science's Internal Quality Assurance Cell (IQAC) organized a number of workshops and competition in session 2022-23, to enhance and instill the spirit of inquiry and learning. The college successfully organized seminar on Soft Skills Development, seminar on personality development, field visits, educator campaign, science exhibition, online workshop by NSS wing, etc. to enhance the understanding and skills of students.

The college successfully organized Global Youth Day, Plantation Day, and World Travel Day Constitution Day etc. to inculcate the sense of responsibility in students.

The college also celebrated regional cultural festivals and commemorative days with great fervor.

Campus interviews were a great opportunity for students to showcase their skills and secure internships. In the past, many companies would come to college campuses to conduct interviews for internships and entry-level positions. These interviews were highly competitive, and students would often spend a lot of time preparing for them. It is essential for students to keep building their skills and experience, so they are ready for any opportunities that come their way. 300 enrolled themselves for the event. Mr. Sagar Yashwant conducted the placement drive.

A Faculty Development Programme on Teaching Learning Platforms was organized to enhance the professional development and teaching skills of faculty members. It helped to enhance the quality of teaching and learning, it improved the overall institutional reputation by attending lecture from qualified and experienced. Around 30 faculties participated in the FDP.



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IQAC Cell of St. Wilfred's College organized Science Exhibition "Scientia" was organized on February 28, 2023, from 10 a.m. to 4 p.m. Inter College Science Exhibition was arranged on the open ground of the college campus. We accepted submissions from various colleges in the categories of working, nonworking, and poster presentation. More than 100 entries, came from various colleges which was divided among three categories—working, non- working model, and poster presentation.



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