



# St. Paul College

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

## IQAC

Year : 2020-21

### **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**



Pal Shikshan Sanstha's

Tel. (0251) 2580396

# St. Paul College

(Affiliated to : University Of Mumbai)

NAAC Accredited

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

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

Ref No.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date \_\_\_\_\_

**COMPOSITION OF COMMITTEE FOR THE YEAR 2020-21**

Sr. No.	Designation & Affiliation	Name of the Person
<b>Chairperson</b>		
1	Principal	Dr, Antony Lawrence
<b>IQAC Coordinator</b>		
2	IQAC Incharge	Prof. Amelia Antony
3	Deputy IQAC Coordinator	Prof. Muskan Jeswani
<b>Teacher Faculties</b>		
4	Member, H.O.D (B.Com)	Prof. Srishti Masand
5	Member Head Coordinator	Prof. Avadhoot Kanade
6	Member H.O.D (B.com A&F)	Prof. Harjeet kaur
7	Member, Faculties	Prof. Payal Hinduja
8	Member, Faculties	Prof. Dinesh Motwani
9	Member, Faculties	Prof. Pravin Nikam
<b>Administrative Officers</b>		
10	Member, Registrar	Mrs. Jagruti Choudhary
<b>Nominee from Industry</b>		
11	Member, Industrialist	Mr. Gul Advani
<b>Local Society Nominee</b>		
12	Member, Local	Mr. Eknath Padhare





Nominee from Alumni, Student & Parents		
13	Member, Alumni Representative	Mr. Manish Gond
14	Member, Student Representative	Mr. Sarvesh Patil
15	Member, Parent Representative	Mrs. Shraddha Patil



**IQAC Coordinator**



**Vice Principal**



**Principal**



Pal Shikshan Sanstha's

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# St. Paul College

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

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

Ref. No.

Date \_\_\_\_\_

## Notice for IQAC meeting

All the Members of IQAC are hereby informed that Meeting of the Committee will be held on 29th January, 2020 at 1.00pm. The meeting will be held physically in G2 Room; however, all the members should attend this meeting as per the schedule.

### Agenda of the meeting

1. Feedback collection from parents, Employers, Aluminis & Students
2. Discussion of MOU's and Collaboration
3. Preparation of questionnaire of student satisfaction survey in consultation with IQAC coordinator
4. Any other relevant matter with the permission of chair

SR. NO	DESIGNATION & AFFILIATION	NAME OF THE PERSON
<b>Chairperson:</b>		
1	Principal	Dr. Antony Lawrence
<b>Teacher Faculties:</b>		
2	Member, Head Coordinator	Avadhoot Kanade
3	Member, H.O.D (B.Com A & F)	Harjeet Kaur
4	Member, H.O.D (B.Com)	Srishti Masand
5	Member, Faculties	Payal Hinduja
6	Member, Faculties	Dinesh Motwani
7	Member, Faculties	Pravin Nikam
<b>Administrative Officers</b>		



8	Member, Registrar	Jagruti Choudhary
<b>Nominee from Industry:</b>		
9	Member, Industrialist	Gul Advani
10	Local Society Nominee	
11	Member, Local	Eknath Padhare
<b>Nominee from Alumni, Student and Parents:</b>		
12	Member, Alumni Representative	Manish Gond
13	Member, Student Representative	Sarvesh Patil
14	Member, Parent Representative	Shraddha Patil
<b>Coordinator of IQAC:</b>		
15	IQAC Coordinator	Amelia Antony
16	Deputy IQAC Coordinator	Muskan Jeswani

*Amelia Antony*

IQAC Coordinator

*[Signature]*

Vice Principal

*[Signature]*

Principal

**Principal**  
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 Post - Ulhasnagar - 4.





## ST. PAUL COLLEGE

Behind VTC Ground, Ashelepada,  
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### Internal Quality Assurance Cell

#### Minutes of the meeting – V

Date: 29th January, 2021

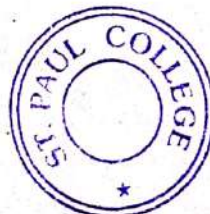
Time: 1:00 pm

Venue: G2 Room

#### Minutes of the meeting:

The Internal Quality Assurance Cell for the Academic Year 2020-2021 commenced at 11am in G2 room. Following members attended the meeting.

SR. NO	DESIGNATION & AFFILIATION	NAME OF THE PERSON
<b>Chairperson:</b>		
1	Principal	Dr. Antony Lawrence
<b>Teacher Faculties:</b>		
2	Member, Head Coordinator	Avadhoot Kanade
3	Member, H.O.D (B.Com A & F)	Harjeet Kaur
4	Member, H.O.D (B.Com)	Srishti Masand





5	Member, Faculties	Payal Hinduja
6	Member, Faculties	Dinesh Motwani
7	Member, Faculties	Pravin Nikam
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13	Member, Student Representative	Sarvesh Patil
14	Member, Parent Representative	Shraddha Patil
<b>Coordinator of IQAC:</b>		
15	IQAC Coordinator	Amelia Antony
16	Deputy IQAC Coordinator	Muskan Jeswani

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

The following points were discussed in the meeting:





**1. Review of previous minutes of the meeting**

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

**2. Feedback collection from parents, Employers, Aluminis & Students**

Feedback form were sent to parents, employers alumini and students,  
The IQAC coordinator suggested that we can use online mode for collecting feedback form

**3. Discussion of MOU's and Collaboration**

The criteria 3 committee head suggested that there are few more MOU required for this academic year after few minutes of discussion Prof. Srishti Masand was made in charge for collaborating with various institutions and Prof Bhavna Bhattia was made incharge of making MOUs

**4. Preparation of questionnaire of student satisfaction survey in consultation with IQAC coordinator**

The student satisfaction survey questionnaire was reviewed by the IQAC coordinator and few suggestions were suggested by committee members to improve upon it, after getting the approval of IQAC coordinator the questioner was finalized

**5. 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

  
**IQAC Coordinator**

  
**Vice Principal**

  
**Principal**



**Principal**  
**St. Paul College**  
(Affiliated to Mumbai University)  
Behind VTC Ground, Ashelepada,  
Post - Ulhasnagar - 4.

# List of Attendees :

Sr. No.	Designation & Affiliation	Name of the Person	Signature
<b>Chairperson</b>			
1	Principal	Dr. Antony Lawrence	<i>Antony</i>
<b>IQAC Coordinator</b>			
2	IQAC Incharge	Prof. Amelia Antony	<i>Amelia</i>
3	Deputy IQAC Coordinator	Prof. Muskan Jeswani	<i>Muskan</i>
<b>Teacher Faculties</b>			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	
5	Member Head Coordinator	Prof. Avadhoot Kanade	<i>Avadhoot</i>
6	Member H.O.D (B.com A&F)	Prof. Harjeet kaur	<i>Harjeet</i>
7	Member, Faculties	Prof. Payal Hinduja	<i>Payal</i>
8	Member, Faculties	Prof. Dinesh Motwani	<i>Dinesh</i>
9	Member, Faculties	Prof. Pravin Nikam	<i>Pravin</i>
<b>Administrative Officers</b>			
10	Member, Registrar	Mrs. Jagruti Choudhary	<i>Jagruti</i>
<b>Nominee from Industry</b>			
11	Member, Industrialist	Mr. Gul Advani	<i>Gul</i>
<b>Local Society Nominee</b>			
12	Member, Local	Mr. Eknath Padhare	<i>Eknath</i>
<b>Nominee from Alumni, Student &amp; Parents</b>			
13	Member, Alumni Representative	Mr. Manish Gond	<i>Manish</i>
14	Member, Student Representative	Mr. Sarvesh Patil	<i>Sarvesh</i>
15	Member, Parent Representative	Mrs. Shraddha Patil	<i>Shraddha</i>





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## Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

**Date : 29<sup>th</sup> January, 2021**

**Time : 1:00 PM**

**Venue : Board Room (G2)**

- Feedback forms were distributed to parents, employers, alumni, and students.
- Online surveys were conducted to gather feedback conveniently.
- Feedback collection sessions were held during meetings and events.
- Responses were compiled and analyzed to identify areas of improvement.
- Discussions were initiated with potential collaborators and partners.
- Memorandums of Understanding (MOUs) were drafted and reviewed.
- Terms of collaboration were negotiated and finalized.
- MOUs were signed with relevant parties, outlining mutual cooperation and objectives.
- The IQAC coordinator led the preparation process in consultation with stakeholders.
- A questionnaire was drafted to assess student satisfaction comprehensively.
- Feedback was sought from faculty and students to ensure relevance and clarity.
- The finalized questionnaire was approved for distribution and implementation.
- Any other relevant matters were discussed with the permission of the chair.
- Issues, suggestions, or updates brought forth by attendees were addressed.
- Decisions were made on additional agenda items based on their importance and urgency.

**IQAC Coordinator**

**Vice Principal**

**Principal**





Pal Shikshan Sanstha's

Tel. (0254) 2580395

# St. Paul College

(Affiliated to : University Of Mumbai)

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

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

Ref. No.

Date \_\_\_\_\_

## Notice for IQAC meeting

All the Members of IQAC are hereby informed that Meeting of the Committee will be held on 18th February, 2021 at 1.00pm. The meeting will be held physically in G2 Room; however, all the members should attend this meeting as per the schedule.

### Agenda of the meeting

1. Review of previous minutes of the meeting
2. Perspective plan for new programmers and skill oriented courses for 21-22
3. To promote research among all the teachers
4. Any other relevant matter with the permission of chair

SR. NO	DESIGNATION & AFFILIATION	NAME OF THE PERSON
<b>Chairperson:</b>		
1	Principal	Dr. Antony Lawrence
<b>Teacher Faculties:</b>		
2	Member, Head Coordinator	Avadhoot Kanade
3	Member, H.O.D (B.Com A & F)	Harjeet Kaur
4	Member, H.O.D (B.Com)	Srishti Masand
5	Member, Faculties	Payal Hinduja
6	Member, Faculties	Dinesh Motwani
7	Member, Faculties	Pravin Nikam
<b>Administrative Officers</b>		



8	Member, Registrar	Jagruti Choudhary
<b>Nominee from Industry:</b>		
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10	Local Society Nominee	
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<b>Nominee from Alumni, Student and Parents:</b>		
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<b>Coordinator of IQAC:</b>		
15	IQAC Coordinator	Amelia Antony
16	Deputy IQAC Coordinator	Muskan Jeswani

  
IQAC Coordinator

  
Vice Principal

  
Principal

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### Internal Quality Assurance Cell

#### Minutes of the meeting – VI

Date: 18th February, 2021

Time: 1:00 pm

Venue: G2 Room

#### Minutes of the meeting:

The Internal Quality Assurance Cell for the Academic Year 2020-2021 commenced at 11am in G2 room. Following members attended the meeting.

SR. NO	DESIGNATION & AFFILIATION	NAME OF THE PERSON
<b>Chairperson:</b>		
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5	Member, Faculties	Payal Hinduja
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<b>Coordinator of IQAC:</b>		
15	IQAC Coordinator	Amelia Antony
16	Deputy IQAC Coordinator	Muskan Jeswani

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

The following points were discussed in the meeting:

**1. Review of previous minutes of the meeting**

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



**2. Perspective plan for new programmers and skill oriented courses for 21-22**

The 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, Skill oriented courses were given discussed at length and Prof. Payal Hinduja

**3. To promote research among all the teachers**

It was discussed that we are losing a lot of marks on criteria 3 because we were lacking in research, The IQAC coordinator and principal sir urged all the teaching Faculties write more research based papers

**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



**IQAC Coordinator**



**Vice Principal**



**Principal**

**Principal**

**St. Paul College**

(Affiliated to Mumbai University)  
Behind VTC Ground, Ashelepada,  
Post - Ulhasnagar - 4.



# List of Attendees :

Sr. No.	Designation & Affiliation	Name of the Person	Signature
<b>Chairperson</b>			
1	Principal	Dr. Antony Lawrence	<i>Antony</i>
<b>IQAC Coordinator</b>			
2	IQAC Incharge	Prof. Amelia Antony	<i>Amelia</i>
3	Deputy IQAC Coordinator	Prof. Muskan Jeswani	<i>Muskan</i>
<b>Teacher Faculties</b>			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	
5	Member Head Coordinator	Prof. Avadhoot Kanade	<i>Avadhoot</i>
6	Member H.O.D (B.com A&F)	Prof. Harjeet kaur	<i>Harjeet</i>
7	Member, Faculties	Prof. Payal Hinduja	<i>Payal</i>
8	Member, Faculties	Prof. Dinesh Motwani	<i>Dinesh</i>
9	Member, Faculties	Prof. Pravin Nikam	<i>Pravin</i>
<b>Administrative Officers</b>			
10	Member, Registrar	Mrs. Jagruti Choudhary	<i>Jagruti</i>
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## Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

**Date : 18<sup>th</sup> February, 2021**

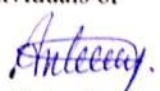
**Time : 1:00 PM**

**Venue : Board Room (G2)**

- ☐ **Review of previous minutes of the meeting:** The previous minutes of the meeting were reviewed thoroughly by all attendees. Corrections and additions were made where necessary, and the finalized version was circulated among the participants for their records.
- ☐ **Perspective plan for new programmers and skill-oriented courses for 21-22:** A detailed perspective plan for the introduction of new programmers and skill-oriented courses for the academic year 2021-2022 was drafted. This plan included identifying the necessary skills in demand, researching potential course content, seeking input from industry experts, and outlining a timeline for implementation. The plan was shared with relevant stakeholders for feedback and further refinement.
- ☐ **To promote research among all the teachers:** Several initiatives were undertaken to promote research among all teachers. This included organizing workshops and seminars on research methodology, facilitating access to research resources and funding opportunities, establishing collaboration networks with other institutions, and incentivizing research activities through recognition and rewards. Progress in this regard was monitored regularly, and support was provided to teachers as needed.
- ☐ **Any other relevant matter with the permission of the chair:** During the meeting, several other relevant matters were discussed and addressed with the permission of the chair. These included administrative updates, faculty concerns, student feedback, and upcoming events or projects. Action points arising from these discussions were assigned to relevant individuals or committees for follow-up.

  
**IQAC Coordinator**

  
**Vice Principal**

  
**Principal**



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

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

Ref. No.

Date \_\_\_\_\_

## Notice for IQAC meeting

All the Members of IQAC are hereby informed that Meeting of the Committee will be held on 19th November, 2020 at 1.00pm. The meeting will be held physically in G2 Room; however, all the members should attend this meeting as per the schedule.

### **Agenda of the meeting**

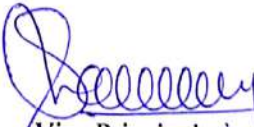
1. Review of minutes of earlier meeting 29<sup>th</sup> September, 2020.
2. Discussion of "Green Audit" with Criteria
3. Preparation of AQAR 2020-21
4. Any other relevant matter with the permission of chair

SR. NO	DESIGNATION & AFFILIATION	NAME OF THE PERSON
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<b>Administrative Officers</b>		



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IQAC Coordinator

  
Vice Principal

  
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### Internal Quality Assurance Cell

#### Minutes of the meeting – IV

Date: 19th November, 2020

Time: 1:00 pm

Venue: G2 Room

#### Minutes of the meeting:

The Internal Quality Assurance Cell for the Academic Year 2020-2021 commenced at 11am in G2 room. Following members attended the meeting.

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15	IQAC Coordinator	Amelia Antony
16	Deputy IQAC Coordinator	Muskan Jeswani

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

The following points were discussed in the meeting:

**1. Review of minutes of earlier meeting 29<sup>th</sup> September, 2020.**

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

**2. Discussion of "Green Audit" with Criteria**

It was decided that St. Paul College was going for Green Audit, Environmental Audit and Energy Audit. Mrs Muskan Jeswani was given the charge of liasoning with the contacting Auditing companies conducting such audits.



**3. Preparation of AQAR 2020-21**

Some of the faculty members had left the institution and new faculty had joined in their place. Accordingly the criteria heads were reshuffled and new members allotted as per refinement.

**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



**IQAC Coordinator**



**Vice Principal**



**Principal**

**Principal**

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## Internal Quality Assurance Cell Action-Taken Report of IOAC Meeting

**Date : 19<sup>th</sup> November, 2020**

**Time : 1:00 PM**

**Venue : Board Room (G2)**

- The minutes of the earlier meeting held on 29th September, 2020 were thoroughly reviewed by all members present. Corrections and amendments, if any, were duly noted and incorporated into the final version of the minutes. The revised minutes were then approved and documented for record-keeping purposes.
- A detailed discussion was conducted regarding the implementation of a "Green Audit" with specific criteria. The criteria were outlined based on environmental sustainability goals and industry standards. A subcommittee was formed to further refine the criteria and develop an action plan for conducting the Green Audit.
- The preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2020-21 was initiated. The concerned departments were tasked with compiling relevant data and statistics pertaining to various quality parameters, including teaching-learning processes, research activities, infrastructure development, and student support services. A timeline was established for the completion of the AQAR, and responsibilities were assigned to ensure timely submission.
- Members were invited to raise any other relevant matters with the permission of the chair. Several important issues were discussed, including updates on ongoing projects, upcoming events, and administrative concerns. Action points were identified for each matter discussed, and responsible individuals were tasked with addressing them accordingly.

**IQAC Coordinator**

**Vice Principal**

**Principal**