

Minutes of the IQAC meeting on 20.07.2019

The IQAC meeting was held on 20th July, 2019 to discuss the quality enhancement policy for the academic year 2019-20. The following points were discussed and agreed upon :

Application for Autonomy :

- Principal madam informed that application for autonomy is almost ready and will be submitted to the UGC and University of Mumbai in the first week of August, 2019. The members were requested to start educating students about autonomy. Ms. Sangeeta Kore expressed the need for conduct of some sessions on Preparation for Autonomy Process in order to upscale the knowledge about Autonomy process – benefits and responsibility. The teachers were requested to explore different syllabi and start working on up gradation of the present syllabi. .
- **Training for placement , Internship & Employability**
Mrs. Sangeeta Kore suggested that in addition to our on going yearly courses like Tally ERP9 , Antarang , GST we need to offer more Short term courses on employability , soft skills , Employability and life Skills.
- **Career guidance**
DISHA – Annual Career fair of the college should be intensified , giving career options beyond the traditional careers in the field of Commerce , Banking and finance and Information Technology.
- **Capacity Building**
Various capacity building courses should be conducted for students , teaching and non teaching staff.
It was decided to organize the various intercollegiate festivals by different departments strictly on their core subjects and all the cultural activities should be organized in Annual Cultural Festival FANTASIES and Annual Day Celebration. All these festivals were decided to be conducted in a week in December 19/ January 20.
The discussions lead to intensifying the departmental festivals , initiating Banking Exhibition by Banking and Insurance Department , up scaling E Summit by Entrepreneur Cell , initiating Marathi Bhasha Divas celebrations at inter-collegiate level etc.
- **Research Journals**
Librarian Ms. Anuprita Sardesai explained that the college library has access to online databases N-list and J-store and will subscribe to some more journals.

Dr. Seethalekshmy assured that the research committee will enhance the training on writing Research proposals and conduct of a quality research.

Theme for the academic year:

- Theme for this academic year was discussed. Out of several suggestions it was decided to consider Financial Literacy as the broad theme for the year. CA Prasanna Tambe suggested that we can conduct the short term program on Financial Literacy which will build the foundation for professional courses offered by FinPlan Academy.

Faculty Development Programs

- FDP topics were discussed for the college staff as follows:
 - Non teaching staff – soft skills, positive attitude and customer relations
 - Teaching staff – Digital Skill Building

Extension activities

- This year also we continue to link First year and Second year FC subject with student outreach activity in order to sensitize students to social responsibility.

Principal Dr. Nina Roy Choudhury proposed vote of thanks.

Quorum of the Meeting- 20 .07.2019

1. Mr. Arvind Narayan – Management representative
2. Dr. Nina Roychoudhury – Principal & Chaiperson IQAC *nachoudhury*
3. Mrs. Sangeeta Kore – Co ordinator IQAC *Kore*
4. Dr. Shanti Suresh – Teacher Member IQAC *Shanti*
5. CA Prasanna Tambe - Teacher Member IQAC *Prasanna Tambe*
6. Dr. Seethalekshmy N. Teacher Member IQAC *Seethalekshmy N.*
7. CS Charul Patel- Teacher Member IQAC *Cypatel*
8. Ms. Priti Thakkar - Teacher Member IQAC *Thakkar*
9. Mrs. Shailashri Uchil Teacher Member IQAC *Shailashri*
10. Mrs. Payal Bhatia - Teacher Member IQAC *P.*
11. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
12. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema Sanyal*
13. Mr. Ankush Sawji – Office Superintendent , Administrative officer-
IQAC *A. Sawji*
14. Mrs. Varsha Dhanawade – In charge , College Website , Administrative
officer IQAC *Varsha Dhanawade*
15. Mr. Ajay Karande – Nominee , Local Society *A. Karande*
16. CA Rajiv Mehta. - Nominee – Alumni *Rajiv Mehta*
17. Ms. Bhagyashree Jagdish – Student Nominee *Bhagyashree*
18. Mr. Milind Shah – Nominee – Industrialist

Minutes of the IQAC meeting on 23.08.2019

The IQAC meeting was held on 23rd August, 2019 to discuss the organization of Seminars for the academic year 2019-20. The following points were discussed and agreed upon :

- Intercollegiate Seminar for students to be organized on Innovations in Sustainability in November 2019. Environmental Studies Department and BMS Department were given the responsibility for conduct of the same.
- Principal mam suggested that we need to host an UGC HRDC Refresher Course in Commerce as it is the core subject. The application for the same should be submitted to UGC HRDC, University of Mumbai. Vice Principal , Dr. Shanti Suresh was put incharge of the refresher course. It was suggested to conduct the course in the month of February 2020.
- Anuprita Sardesai madam suggested that as initiative to environment consciousness and preparedness for autonomy , we should organize an workshop on Digitalisation / paperless administration in December 2019.
- CA Prasanna Tambe informed that the Short term Course on Financial Literacy will be conducted in the month of December, 2019. It will be conducted by in house faculties . He also presented the brief outline of the course.

Principal Dr. Nina Roy Choudhury proposed vote of thanks

Quorum of the Meeting - 23 .08.2019

1. Mr. Arvind Narayan – Management representative
2. Dr. Nina Roychoudhury – Principal & Chairperson IQAC *Nachandhury*
Sore
3. Mrs. Sangeeta Kore – Co ordinator IQAC
4. Dr. Shanti Suresh – Teacher Member IQAC *Shanti*
5. CA Prasanna Tambe - Teacher Member IQAC *Prasanna*
6. Dr. Seethalekshmy N. Teacher Member IQAC *Seethalekshmy N*
7. CS Charul Patel- Teacher Member IQAC *Cypatel*
Thakkar
8. Ms. Priti Thakkar - Teacher Member IQAC *Priti Thakkar*
9. Mrs. Shailashri Uchil Teacher Member IQAC *Shailashri*
10. Mrs. Payal Bhatia - Teacher Member IQAC *Payal*
11. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
12. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema Sengupta*
AKS
13. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC
14. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha Dhanawade*
15. Mr. Ajay Karande - Nominee , Local Society *Ajay*
16. CA Rajiv Mehta. - Nominee – Alumni *Rajiv*
17. Ms. Bhagyashree Jagdish – Student Nominee *Bhagyashree*
18. Mr. Milind Shah – Nominee – Industrialist

Minutes of the IQAC meeting on 27.11.2019

The IQAC meeting was held on 27th November, 2019 to discuss the preparedness for Autonomy. The following points were discussed

- Principal madam informed that we have received the letter from UGC giving details of Autonomy Inspection Team and the tentative dates for inspection as December 2019. As the college is currently undergoing renovation for augmenting infrastructure to provide a state-of-art auditorium, Documentation room with additional capacity, Examination Control Room, Vice Principal's cabins, Computer Laboratories with upgraded software and seating capacities, additional Class room, well furnished Library, Staff room, designated Research lab, Counselling Room and Students' Computer room with internet facility. As the renovation is expected to be completed by December 2019, earliest feasible date of inspection is January, 2020.
- Everybody unanimously agreed to undergo the inspection in January 2020.
- CS Charul Patel brought to the notice of the committee that as preparation for autonomy we have undertaken following reforms in Examination System.:
 - Internal Exam for B.com through online mode
 - In house printing of question papers
 - In house processing of results of Sem I / III examinations
 - Declaration of results on the 24th of October, 2019 within 30 days of commencement of the examination
- In response to the following sessions
 - Preparation for Autonomy Process on the 19th of November, 2019 by Dr. Uma Shankar – Principal & Dr. Sarfare – Vice Principal, S.I.E.S. College of Arts, Science & Commerce.

- Preparation for Autonomy Peer Team Visit on the 26th of November, 2019 by Dr. Vinay Bhole – Principal Model College.

the composition of the Board of Studies , Academic Council , Finance Committee and Governing Council were discussed , the nominations of different posts were listed and respective Heads of the Department , Co-ordinators were given the responsibility of communicating the academicians.

Vice Principal SF , IQAC Co-ordinator Ms. Sangeeta Kore proposed vote of thanks.

Quorum of the Meeting 27.11.2019

1. Mr. Arvind Narayan – Management representative
2. Dr. Nina Roychoudhury – Principal & Chairperson IQAC *nachoudhury*
Score
3. Mrs. Sangeeta Kore – Co ordinator IQAC *Shanti*
4. Dr. Shanti Suresh – Teacher Member IQAC *Prakash*
5. CA Prasanna Tambe - Teacher Member IQAC *Seethalekshmy N*
6. Dr. Seethalekshmy N. Teacher Member IQAC *Cypatel*
7. CS Charul Patel- Teacher Member IQAC *Prakash*
8. Ms. Priti Thakkar - Teacher Member IQAC *Shailashree*
9. Mrs. Shailashri Uchil Teacher Member IQAC *Q*
10. Mrs. Payal Bhatia - Teacher Member IQAC *Q*
11. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
12. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema Sanyal*
13. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC *Ankush*
14. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha Dhanawade*
15. Mr. Ajay Karande – Nominee , Local Society *Ajay*
16. CA Rajiv Mehta. - Nominee – Alumni *Rajiv*
17. Ms. Bhagyashree Jagdish – Student Nominee *Bhagyashree*
18. Mr. Milind Shah – Nominee – Industrialist

Minutes of the IQAC meeting on 28.2.2020

The IQAC meeting was held on 28th February, 2020 to discuss the suggestions by Autonomy Inspection Team .

- Principal madam congratulated the IQAC committee for successfully undergoing the autonomy inspection.

The following suggestions were discussed

- Enhancing Research

More number of faculty should enroll for Ph. D., undertake research projects at University and UGC level with publications in SCOPUS and UGC CARE journals.

It was decided that every eligible teacher should undertake a minor research project at University and update research skills through Faculty Development Programs

- As Commerce and Accountancy are the core subjects research and capacity building , short term courses in these subjects should be given priority.

The following additional Short Term Courses were proposed

Digital Marketing

Training for NISM Series V A: Mutual Fund Distributors Certification Examination

Certificate Course In Filing Of Income Tax Returns / Certificate Course In Filing Of TDS Returns

- For effective teaching learning the following sessions were planned

E- Content Development by Prof. Mandar Bhanushe , UOM

Fundamentals of outcome based Education by Mr. Ajay Bhagwat

- Infrastructure enhancement

The suggestions like Strong room for Storage Question papers and answer papers , Girls / Boys Common Room were decided to report to the management for implementation

- Subscribing to more Research Journals

It was decided that we will subscribe to more journals and collaborate with sister institutions to get access to Prowess CMIE , EBSCO and other databases.

IQAC Co-ordinator Ms. Sangeeta Kore proposed the vote of thanks

Quorum of the Meeting 28.2.2020

1. Mr. Arvind Narayan – Management representative
2. Dr. Nina Roychoudhury – Principal & Chairperson IQAC *nachoudhury*
3. Mrs. Sangeeta Kore – Co ordinator IQAC *Sangeeta Kore*
4. Dr. Shanti Suresh – Teacher Member IQAC *Shanti Suresh*
5. CA Prasanna Tambe - Teacher Member IQAC *Prasanna Tambe*
6. Dr. Seethalekshmy N. Teacher Member IQAC *Seethalekshmy N.*
7. CS Charul Patel- Teacher Member IQAC *Charul Patel*
8. Ms. Priti Thakkar - Teacher Member IQAC *Priti Thakkar*
9. Mrs. Shailashri Uchil Teacher Member IQAC *Shailashri Uchil*
10. Mrs. Payal Bhatia - Teacher Member IQAC *Payal Bhatia*
11. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Anuprita Sardesai*
12. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema S.*
13. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC *Ankush Sawji*
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