

Minutes of the IQAC meeting on 12.04.2021

Quorum of the Meeting

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

The IQAC meeting was held on 12th April ,2021 at 4.00 p.m.

The following points were discussed and agreed upon :

Feedback on teaching

Ms. Sangeeta Kore informed that the necessary changes have been done in the feedback form to assess the effectiveness of on-line lectures and the forms will be mailed to the respective co-ordinators for Self financing courses and to Vice Principal , Dr. Shanti Suresh and CS Charul Patel , CP – Time Table Committee. It was unanimously agreed that the feedback on teaching should be taken from maximum number of students by posting them on official WhatsApp group for each class/ division.

Bridge / Remedial Course

B.Sc. (IT) Co-ordinator Bhavini Shah informed that , the department has been conducting Bridge Course in Information Technology for last two years and will continue with the same in the coming academic year.

BMS department will conduct Bridge Course in Accountancy , as the course has some entrants from non Accounting background (from Arts & Science stream)

English department will conduct Bridge Course in English which will include Reading , Comprehension and writing skills.

Mathematics & Statistics department will conduct Bridge Course in Mathematical / Statistical /Quantitative techniques which will strengthen conceptual foundation of the subject.

Principal Dr. Nina Roy Choudhury emphasized that the Bridge courses should be of 30 hours duration and be conducted in first two weeks after commencement of first year lectures.

Allocation of Courses under Board of Studies

All the courses under second year of graduation and second year of post graduation across the programs were allocated to different BOS. The allocation is attached herewith

The course codes were formulated.

Schedule of BOS/ Academic Council / Finance Committee / Governing Council meetings

Principal Dr. Nina Roy Choudhury proposed the dates for BOS/ Academic Council / Finance Committee / Governing Council meetings as 23rd and 24th April , 8th April , 15th April and 29th April , 2021 respectively and the dates were unanimously agreed upon.

Ms. Sangeeta Kore brought to the notice that the meetings will discuss the proposed changes in syllabus for subjects taught in second year of all courses and changes in examination pattern . It should also be resolved in the meeting that the first year syllabus approved by BOS in 20-21 , will be continued in 21-22 . Also it was agreed that the same examination pattern approved by BOS in 20-21 for the first year (autonomous) should be proposed for the second year in 21-22.

Faculty Exchange Program

Principal Dr. Nina Roy Choudhury informed that the Faculty Exchange Program was initiated in the current academic year in association with S.I.E.S (Nerul) College Of Arts , Science & Commerce for B.Com. (Financial Markets) & will be executed for M.Sc.(IT) shortly.

All the departments in SF Courses should complete the necessary ground work for faculty Exchange Program to be executed in 2021-22. It was decided that the teachers should teach minimum one module (minimum 10 lectures) during the Faculty Exchange Program. The format of the report on Faculty Exchange Program and feedback form will be framed by IQAC.

Ms. Sangeeta Kore suggested that the teachers who are members of Board of Studies at Autonomous colleges can tie up with these colleges for the faculty Exchange Program.

Website Updation

Ms. Sangeeta Kore emphasized on regular updation of the college website and suggested that there can be a deputed faculty in each department / committee who will ensure that details of every activity are uploaded on the college website . B.Sc. (IT) Co-ordinator Bhavini Shah suggested that these details can be compiled in MIS report and also uploaded on ERP system (JUNO portal) so that the information is readily available for generation of different kind of reports.

CA Prasanna Tambe suggested to conduct a training session for uploading activity details in JUNO ERP system.

Data for Articleship / Internship / Competitive Examination

It was unanimously decided that the data can be collected through Google form. CA Prasanna Tambe, Head of the Dept. Accountancy took the responsibility of creating the Google forms.

Google form for Articleship will be administered to current SY / TY and PG students by respective Self Financing Courses and Accountancy Department for B.Com.

Google form for Internship will be administered by Ms. Fleur Fernandes , CP – Internship Cell

Google form for data on Various competitive examinations will be administered to Current PG students and Alumni of 2018-19 , 2019-20 by CA Prasanna Tambe, In-charge Criteria 5 – Student Support and Progression

Student Satisfaction Survey

It was agreed that the SSS should be administered to all the current students before their final examination , after making necessary changes with respect to the online teaching. The tentative dates were decided to be 24th to 28th April , 2021

Feedback on syllabus

IQAC co-ordinator expressed that response from employer will be valuable to us in upgrading the syllabi under Autonomy . It was agreed that these responses can be obtained from Employer for placement / Immediate Boss for internships and articleship. Principal madam would sent a request mail along with the feedback in order to ensure good response.

The meeting ended with vote of thanks.


IQAC Co-ordinator


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S.I.E.S. College of Commerce & Economics
Sion (E), Mumbai - 400 022



List of the members who attended IQAC meeting on 12.04.2021

1. Dr. Nina Roychoudhury – Principal & Chaiperson IQAC *nachoudhury*
2. Mrs. Sangeeta Kore – Co ordinator IQAC *Kore*
3. Dr. Shanti Suresh – Teacher Member IQAC *Shanti*
4. CA Prasanna Tambe - Teacher Member IQAC *NS*
5. Dr. Seethalekshmy N. Teacher Member IQAC *Seethale*
6. CS Charul Patel Teacher Member IQAC *Charul*
7. Mrs. Priti Thakkar - Teacher Member IQAC *Priti*
8. Mrs. Shailshri Uchil Teacher Member IQAC *Shailshri*
9. Mrs. Payal Bhatia - Teacher Member IQAC *Payal*
10. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
11. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema S.*
12. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC *AP Sawji*
13. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha*

28.05.2021

S.I.E.S. College of Commerce & Economics (Autonomous)

Minutes of meeting

The meeting of the IQAC of S.I.E.S. College of Commerce & Economics (Autonomous) was held through online mode (MS Teams) on Friday 28th May, 2021 at 11.00 a.m.

Quorum of the Meeting

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

Dr. Nina Roy Choudhury, Principal welcomed the IQAC members to the meeting. She stated that despite a very challenging year for the world and our country due to the Pandemic, our college has successfully implemented autonomy in a progressive manner. The teaching and non – teaching staff of the college have risen to the occasion and given their best to overcome various problems and difficulties.

The minutes of the previous meeting of IQAC held on 12th April, 2021 which was circulated was considered as read and approved by the meeting.

The Principal made a Presentation of Quality Initiatives by the college in the academic year 2020-21. She highlighted the fact that the college has been granted progressive autonomy for a period of 10 years. The Autonomy Compliance Report was submitted to the UGC in October 2020. Various statutory committees were constituted and Board of Studies, Academic Council, Finance Committee and Governing Council meetings required to be conducted by autonomous colleges have been successfully conducted during the academic year and two of these are scheduled in June 2021.

She informed that all the teaching, learning and evaluation for the academic year 2020-21 were conducted online by the college in accordance with the guidelines from the University of Mumbai. All online examinations were Proctored and first year autonomous examinations were conducted through our ERP- JUNO system.

The Principal gave details of various scholarships offered to students by the college under various schemes and also informed about various internships and placements offered by college.

Faculty Development Programs and Webinars/Seminars/Workshops conducted online by the college were highlighted. A number of student centric events were also conducted during the year through online mode. Various research activities were also highlighted.

Details of Faculty Exchange Program with S.I.E.S. College of Arts, Science and Commerce, Nerul was shared.

The various departments of the college successfully organized their annual festivals/events online. The Annual day of the college is scheduled on the last day of the current academic year, 31st May 2021.

Thereafter, Ms. Sangeeta Kore, IQAC Chairperson made a presentation on existing and proposed short term courses.

Courses completed were Antarang, Adyeti, GST, Indian Ethos in Practice, Training for NISM Series V A: Mutual Fund Distributors Certification Examination, Goods & Services Tax, Open P-Tech, (Artificial Intelligence, Cyber Security, Design Thinking), Digital Marketing,

Ongoing courses are Tally ERP 9, 3E- Endeavor to Enhance Employability, Filing of IT returns,

And the Proposed courses for the Academic 2021-22 are

- Certificate course in interpretation of Financial Statements
- Certificate course in Financial Planning
- NSE Academy Certification in Financial Markets (NCFM)- Fundamental Analysis Module
- Negotiation Skills and Strategies
- Corporate Communication Skills
- MS excel- Basic and Advanced
- Diploma in Accounts and Finance
- Consumer Psychology
- Basics of Travel and Tourism

On matter of Future Quality Initiatives, Ms. Sangeeta Kore gave information on a proposed Finance Leadership Program in collaboration with CIMA , U.K.

CA Prasanna Tambe informed that the college is planning for collaboration with other autonomous colleges and institutions for conduct of short term courses. Talks have been initiated in this regard and MOUs planned.

Principal informed that most of the service providers for Short Term Courses are already have MOU with the S.I.E.S College Arts , Science and Commerce, Sion (W) and with approval of management the resources are being shared.

Mr. Arvind Narayanan , Managing Council member suggested getting students' opinion on areas of interest in order to offer courses accordingly.

Principal added that the industry representatives and alumni in the BOS help in incorporating the current industry demands in to the syllabus.

Principal requested suggestions in strengthening placements & internships from the members. According to Mr. Arvind Narayanan, E commerce companies have a lot of opportunities to offer and he was ready to help the college to short list such companies. Principal agreed to create a directory of such Companies with his help.

Even though there has been an improvement in the Placements & Internships over the years , IQAC coordinator emphasized that alumni engagement have to be strengthened .

It was suggested that alumni could provide financial assistance to needy students for Short Term Courses and Value Added Programs. Principal added that alumni could be resource persons for these courses.

Mr. Arvind N. assured that he would try to find service providers for short term courses at lower cost for needy students. This was appreciated by the members.

Vice Principal, Dr. Shanti suggested offering free online Coursera courses which have international recognition. She also informed that some technical formalities are required to be completed by the college.

Mr. Rajiv Mehta appreciated that short term courses introduced as they would help to bridge the gap between education curriculum and the actual needs of the industry. He also appreciated that even in Pandemic situation, the college was continuing to educate and add values by organising various the extra curricular activities.

He further suggested that some topics like Accounting Standards, IND AS, FEMA Basics etc could be added to further enhance the curriculum.

With regards to alumni engagement and sponsoring some short term courses, he confirmed to revert after consulting with other alumni at the earliest As there were no further suggestions and points of discussion, the meeting ended with a vote of thanks by Vice Principal, Dr. Shanti Suresh.


IQAC Co-ordinator


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Sion (E), Mumbai - 400 022



S.I.E.S. College of Commerce & Economics (Autonomous)

List of teacher members / non teaching staff present for IQAC Meeting on 28.05.2021:

1. Dr. Nina Roychoudhury – Principal & Chaiperson IQAC *nuchoudhury*
2. Mrs. Sangeeta Kore – Co ordinator IQAC *Kore*
3. Dr. Shanti Suresh – Teacher Member IQAC *For*
4. CA Prasanna Tambe - Teacher Member IQAC *NS*
5. Dr. Seethalekshmy N. Teacher Member IQAC *cyptel*
6. CS Charul Patel- Teacher Member IQAC *Patel*
7. Ms. Priti Thakkar - Teacher Member IQAC *Shastri*
8. Mrs. Shailashri Uchil Teacher Member IQAC *Shastri*
9. Mrs. Payal Bhatia - Teacher Member IQAC *Shastri*
10. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
11. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha*
12. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema S. Suryan*
13. Mr. Arvind Narayanan – Corporate representative *Arvind N.*
14. Mr. Rajiv Mehta – Alumni representative *Rajiv*
15. Mr. Ajay Karande – Neighborhood representative *Ajay*
16. Ms. Bhagyashree Jagdish – Student representative *Bhagyashree*

Minutes of the IQAC meeting on 02.09.2020

Quorum of the Meeting

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

The IQAC meeting was held on 2nd September, 2020 to discuss the road map for executing Autonomy and quality enhancement policy for the academic year 2020-21. The following points were discussed and agreed upon :

Understanding responsibility of Autonomous status :

- Webinars / Training programs for teachers to understand the basic characteristics and responsibilities of Autonomous status should be organized with special focus on Research , Government funding , Examination system and Restructuring of the syllabi and value addition under Autonomy .
- Proposed BOS members should be informed about the confrontation of Autonomy by University of Mumbai. Departments were advised to keep the proposed syllabi ready.

ERP System :

- Principal Dr. Nina Roy Choudhury drew the attention that we have successfully completed the admissions to all undergraduate courses through a specialized ERP system and the same will be used for Examinations , Administrations and Teaching . Training sessions for various modules of the ERP system will be conducted from time to time and it is mandatory for all the faculty in-house as well as visiting to use the system .
- **Training for placement , Internship & Employability**
Mrs. Sangeeta Kore informed that in addition to our on going yearly courses like Tally ERP9 , Antarang , GST we have also signed MOU to conduct the following courses
Aspire for Her – Skill development course as a part of FC project.
Youth Online Learning Opportunities (YOLO)- Internship for Corporate Training
Training and Internship by AZH consultants - Internship for Corporate Training
Microsoft Excel – Basic & Advanced through Edutech Center
Advisor of Life Insurance/ Mutual Funds through Edutech Center
Practicals of Income Tax & TDS through Edutech Center

Principal madam suggested that we should establish Center for Excellence and offer plethora of add on courses to satisfy needs of our students and also the community.

- **Research Journals**

Librarian Ms. Anuprita Sardesai explained that the college library has access to online databases N-list and J-store and have subscribed to 34 printed journals. We are also working for collaboration with our sister institutions to get access to Prowess , CMIE , EBSCO and other databases.

- **Strengthening Placement and internship**

Ms. Shailashri Prasad informed that companies like CAMS , IKS Health , Max Bupa , IIFL Securities , Sutherland , TCS , Infosys and Capgemini conduct placement drive. Due to pandemic this year all drives will be online . Measures like formal registration for students under placement cell and encouraging them to attend various placement training programs are being taken to strengthen the placements and internship.

Theme for the academic year:

- Theme for this academic year was discussed. Out of several suggestions it was decided to consider Digital Skill Building as the broad theme for the year.

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

Submission of Autonomy Compliance Report

It was decided to submit the Autonomy Compliance report by first week of October, 2020. The work was allotted to the members accordingly.

Infrastructure development

- The committee was informed that the college building is wifi enabled . Teachers can take online lectures from the college , if they face any network problems at their home.
- Examination Infrastructure is being upgraded as per the recommendations of UGC committee.

Extension activities

- This year also we continue to link First year and Second year FC subject with student outreach activity.
- Due to the pandemic, the students will be involved with on-line activity instead of field work.

Principal Dr. Nina Roy Choudhury proposed vote of thanks


IQAC CO-ORDINATOR


PRINCIPAL
S.I.E.S. College of Commerce & Economics
Sion (E), Mumbai - 400 022.



List of the members who attended IQAC meeting on 2.09.2021

1. Dr. Nina Roychoudhury – Principal & Chairperson IQAC *nuchoudhury*
2. Mrs. Sangeeta Kore – Co ordinator IQAC *S.Kore*
3. Dr. Shanti Suresh – Teacher Member IQAC *PM*
4. CA Prasanna Tambe - Teacher Member IQAC *NS*
5. Dr. Seethalekshmy N. Teacher Member IQAC *NS*
6. CS Charul Patel Teacher Member IQAC *NS*
7. Mrs. Priti Thakkar - Teacher Member IQAC *NS*
8. Mrs. Shailshri Uchil Teacher Member IQAC *Shailshri*
9. Mrs. Payal Bhatia - Teacher Member IQAC *NS*
10. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
11. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema Sengupta*
12. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC *AR Sawji*
13. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha*

Minutes of the IQAC meeting on 27.10.2020

Quorum of the Meeting

1. Dr. Nina Roychoudhury – Principal & Chairperson IQAC
2. Mrs. Sangeeta Kore – Co ordinator IQAC
3. Dr. Shanti Suresh – Teacher Member IQAC
4. CA Prasanna Tambe - Teacher Member IQAC
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12. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC
13. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC

The IQAC meeting was held on 27th October , 2020 to discuss the schedule and conduct of BOS meetings for executing Autonomy.

The following points were discussed and agreed upon :

Allocation of Courses under Board of Studies

All the courses under first year of graduation and first year of post graduation across the programs were allocated to different BOS. The allocation is attached herewith

The course codes were formulated.

Schedule of BOS meetings

Principal Dr. Nina Roy Choudhury informed that list of experts selected by Vice Chancellor , University of Mumbai is shortly expected and Board of Studies meetings to be conducted immediately thereafter.

Preparation for BOS meetings

The proposed syllabi submitted by each department and formats of Minutes of the meetings were discussed and finalized.

The Examination pattern and Components of Internal and external evaluation as proposed by Examination Committee were discussed and agreed as :

Internal Evaluation : To be conducted on line in the present scenario

Test ---- 20 marks

Two internal Tests to be conducted and the best performance to be considered

Assignment/ Project / Tutorial Work / Open Book Test / Book Review / SWAYAM /MOOC Courses / Outreach Activity ---- 20 marks*

Method of evaluation for remaining 20 marks* will be left to the department and should be informed to the students well in advance.

Students completing internships , showing proficiency (winning awards at University / State / National / International level) in Extra curricular activities can also be evaluated for these 20 marks.

Semester End Examination ----- 60 marks

Taking in to consideration the prevailing situation , it was decided that the First Semester End Examination will be conducted in January 2021 and will be in on-line mode.

CS Charul Patel , Examination Controller informed that the question paper generation will be automated, based on the Question Bank through new ERP system , training for which will be conducted soon.

Add on Courses

The following Add on Courses were proposed

COMMERCE

Indian Ethos is Management

Digital Marketing

ECONOMICS

Banking and Financial Intermediaries in India

Introduction to commodities and derivatives market

FOUNDATION COURSE

Certificate course in Yoga and Fitness

ACCOUNTANCY

Tally ERP 9

ENGLISH

Spoken English

MATHEMATICS & STATISTICS

Microsoft Excel – Basic & Advanced

Training for competitive Examinations

LAW

Cyber Laws , Data Securities and Protection

ENVIRONMENTAL SCIENCE

Certificate course in Travel and Tourism

PSYCHOLOGY

Negotiation: Skills and Strategies

MANAGEMENT

Sports Management

Content writing and Blogging

INFORMATION TECHNOLOGY

Advance Python programming

Artificial Intelligence and Machine Learning

BANKING & INSURANCE

Soft Skill programs

Advisor of Life Insurance

Mutual Funds

ACCOUNTING & FINANCE

GST – Basic & Advance

Practicals of Income Tax & TDS

FINANCIAL MARKETS

NSE Academy's Certified Capital Market Professional(NCCMP)

Certificate Program on Equity Research

INTERNSHIP CELL

Training and Internship by AZH consultants

Youth Online Learning Opportunities (YOLO)

WDC

Skill Development through Aspire For Her Foundation

Ms. Sangeeta Kore informed that Learning Objectives , Syllabus , Teaching Methodology and Evaluation of these courses should be made to be presented to the Academic Council.

Principal Dr. Nina Roy Choudhury proposed vote of thanks.

S. Kore

IOAC CO-ORDINATOR



N. Choudhury

PRINCIPAL

S.I.E.S. College of Commerce & Economics

Sion (E), Mumbai - 400 022.

List of the members who attended IQAC meeting on 27.10.2020

1. Dr. Nina Roychoudhury – Principal & Chairperson IQAC *Nachandhury*
2. Mrs. Sangeeta Kore – Co ordinator IQAC *S.Kore*
3. Dr. Shanti Suresh – Teacher Member IQAC
4. CA Prasanna Tambe - Teacher Member IQAC *PTM*
5. Dr. Seethalekshmy N. Teacher Member IQAC *NS*
6. CS Charul Patel Teacher Member IQAC *CS upatel*
7. Mrs. Priti Thakkar - Teacher Member IQAC *PT*
8. Mrs. Shailshri Uchil Teacher Member IQAC *Shailshri*
9. Mrs. Payal Bhatia - Teacher Member IQAC *PB*
10. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *anuprita sardesai*
11. Ms. Prema S. – Registrar, Administrative officer IQAC *Prema Sengupta*
12. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC *AR Sawji*
13. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha*