

S.I.E.S. COLLEGE OF COMMERCE AND ECONOMICS (AUTONOMOUS)

Minutes of the IQAC meeting on 27.06.2022

The IQAC meeting was held on 27th June, 2022 to discuss the theme for the current the academic year and conduct of Academic Audit and FDP on Research Methodology. The following points were discussed and agreed upon :

Theme for the academic year:

- Theme for this academic year was discussed. and decided to consider Year of Social Outreach as the broad theme for the year.

Academic Audit:

- The committee was informed that Academic Audit will be conducted tentatively on 15th July, 2022. Departmental Time Table , Teaching Plans , Examination Time Tables , Question papers , Notices for declaration of results , Result Analysis should be ready for the audit. Format , if any will be shared with the teachers

Nominations for members in IQAC

- Nominations for members of IQAC as Student representative and in Local society , Industry , Alumni category was collected

FDP in Research Methodology

- Tentative dates : 12th December , 2022 to 16th December , 2022
- Broad outline was decided and the suggested names of Resource persons were enlisted
- To facilitate use of open software such as Jamovi and Advance Excel instead of licensed ones
- It was decided to conduct the course in association with HRDC / TISS / University of Mumbai

The meeting concluded with vote of thanks.


PRINCIPAL


IQAC Co-ordinator



Quorum of the IQAC Meeting on 27.06.2022

1. Dr. Nina Roychoudhury – Principal & Chaiperson IQAC *nrchoudhury*
2. Mrs. Sangeeta Kore – Co ordinator IQAC *Kore*
3. Dr. Shanti Suresh – Teacher Member IQAC *Shanti*
4. CA Prasanna Tambe - Teacher Member IQAC *Pr*
5. Dr. Amit Khatri. Teacher Member IQAC *Amc*
6. CS Charul Patel- Teacher Member IQAC *Charul*
7. Ms. Priti Thakkar - Teacher Member IQAC *P*
8. Mrs. Shailashri Uchil Teacher Member IQAC *Shailashri*
9. Mrs. Bhavini Shah Teacher Member IQAC *Bhavini*
10. CA Chandrashekhar Sawant - Teacher Member IQAC *A*
11. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
12. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *Varsha*



Minutes of the IQAC meeting on 30.08.2022

The IQAC meeting was held on 30th August 2022 to discuss and plan for the activities to be conducted in 2022-23.

The meeting started with the welcome address by Principal, Dr. Nina Roy Choudhury. Ms. Sangeeta Kore, IQAC co-ordinator explained that our new accreditation cycle has begun from academic year 2020-21, the year in which college was conferred autonomy. She also brought to the notice of the members that AQAR / SSR guidelines for autonomous colleges are different and more rigorous compared to non-autonomous colleges and emphasized on curriculum development, quality of teaching learning, research and collaboration with other stake holders of higher education which would require a systematic plan for quality evaluation, promotion and sustenance.

The following points as per the agenda were discussed and agreed upon:

1. Short Term Courses / MOOC courses for all programs

Ms. Sangeeta Kore, IQAC Co-ordinator explained that Program wise Short-Term Courses to be conducted in Offline / Online / Hybrid mode for a period of 30 hours.

Dr. Shanti Suresh informed that internal assessment of 20 marks in S.Y.B.Com FC will be on the basis of an STC on Indian Ethos organized by the Commerce Department or Project for service at NGO co-ordinated by FC teachers - 10 marks Report & 10 marks Viva.

Research course for 15 hours to be conducted for PG and final year students of - B.Com., BAF, BMS, BFM and BBI.

B.Com - Accountancy Department will be organizing a STC on E -Filing of Income tax returns for TY classes with maximum batch size of 40 students of duration 30 hours. It will be conducted online and will be done in Sem 6 before the final examination.

Tally Prime is conducted for all classes of FY except B.Sc. IT for 60 hours. 4 credits over 120 to be given to these students at TY 2022-23 which will be the first autonomous batch.



B.Sc. IT should also conduct STC of 30 hrs / 60 hrs (as against Tally Prime) and proportionate credits to be given to the students.

Ms. Sangeeta Kore also informed that courses done by students via Swayam / Coursera / NPTEL/MOOC or any other platforms are also eligible for extra credits.

She also informed that STC on GST course within college eligible for extra credits.

CA Mr. Prasanna Tambe also suggested STC on GST in association with Registered GST Practitioners of Maharashtra can be offered and volunteered to get details on it.

Regarding STC it was decided that

- Students will be given either marks or credits on completion of a STC, not both.
 - 2 credits will be given for 30 hrs. course and 4 credits will be given for 60 hrs. course.
 - If Internship is done through college - extra 4 credits will be allotted to students
 - IQAC will issue notice to students informing them about extra credits for STC
 - No credits will be given to students for articleship or involvement in family business
2. Green Initiatives – Ms. Sangeeta Kore informed that every department will have to undertake green Initiatives and list down the green Initiatives undertaken by departments for September month it should not be as a part of curriculum related activities but an addition to it such as tree plantation, awareness Campaigns etc.
3. ISR activity - Ms. Sangeeta Kore informed that ISR activities will have to be undertaken by all departments for which a pilot study in Gothegar village will be undertaken. Thereafter all departments have to do an activity/work at Gothegar in turns. Rotaract club with dental Check up / eye check up is likely to be first activity undertaken in September 2022.
4. Session Plan / Diary –It was decided that Review of Lectures conducted by teachers will be done by respective HOD for this Google form/ Google sheet to filled will be prepared by CA Mr. Prasanna Tambe sir will prepare the form.



5. Seminars / Refresher course –Seminar on Recent Trends in Accounting and Finance to be organised by BAF and B.Com. Accounts department tentatively in January 2023 also Seminar on outreach initiatives/CSR/ISR tentatively in February 2023 to be organised by Commerce department.
6. Ms. Sangeeta Kore informed everyone that AQAR 2021-22 work to be started from September 2022.
7. Ms. Sangeeta Kore informed that CO PO mapping for Sem 1 to 4 has been already done and in this AY now to be done for Sem 5 and 6.

The meeting ended on a note of consensus.

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PRINCIPAL

S. Kore

IQAC Co-ordinator



Quorum of the Meeting

1. Dr. Nina Roy Choudhury – 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. Amit Khatri – 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. Bhavini Shah – Teacher Member IQAC
10. CA Chandrashekhar Sawant – Teacher Member IQAC
11. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC
12. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC
13. Mr. Aniket Swaraj – BMS Co-ordinator - Invitee
14. Mr. Abhijit Bhosale - BFM Co-ordinator – Invitee
15. CA Darshak Doshi – M.Com. (FRTA), M.Com (GWM) Co-ordinator - Invitee
16. Ms. Payal Bhatia - M.Com (ACC) Co-ordinator - Invitee
17. Ms. Reema Castelino - M.Com (B&F) Co-ordinator - Invitee
18. Ms. Ruta Prabhu – M.Sc.(IT) /M.Sc. (DS) Co-ordinator - Invitee



Minutes of the IQAC meeting on 10.11.2022

The IQAC meeting was held on 10th November, 2022 to discuss and take review of the activities conducted in Term 1 of 2022-23 and plan for the activities to be conducted in Term 2 of 2022-23.

The meeting started with the welcome address by Principal, Dr. Nina Roy Choudhury.

Principal thanked the exiting members of IQAC and welcomed the new members. She informed the quorum that Mr. Arvind Narayan will continue as Management Representative and welcomed Mr. Ajay Pandya as Representative of Local Society and Mr. Kaviraj Devraj as Alumni Representative

Thereafter IQAC coordinator Mrs. Sangeeta Kore presented the highlights of the term 1 of 2022-23 and the proposed plan for term 2 of 2022-23.

Ms. Sangeeta Kore gave an account along with brief details of the major activities conducted in term 1 of 2022-23 as below -

- 1) Academic Activities
- 2) Career Advancement for teachers
- 3) Teaching , Learning and Evaluation
- 4) Research Training and Activities
- 5) Seminars
- 6) Industry Interaction
- 7) Alumni Interactions
- 8) Short Term Courses
- 9) Internships and Placements
- 10)ISR Activities
- 11)Eco Friendly Activities
- 12)Students Achievements in Sports and Cultural field
- 13) Proposed Activities to be conducted in second term of 2022-23

Thereafter the meeting was open for discussion and suggestions.

Mr. Arvind Narayan suggested that measuring effectiveness of these Short Term Courses conducted was required. He also suggested to ask students what they wanted and the college should find what the corporates expect from the students.

Sangeeta Kore informed that after every short term course feedback is taken to make necessary changes and get suggestions from the students.



Mr. Arvind Narayan suggested that the Courses offered by other colleges across country should be referred to and offer courses which are in the most demand.

Principal informed that CFX Program was a CSR activity of financial institutions and banks such as Kotak which provide placement opportunities .

She requested Mr. Arvind to give his inputs and suggestions for Training and Placement specifically for MSC IT / BSC IT courses.

Mr. Arvind N. suggested to tap well-known companies for placements.

Mr. Kaviraj inquired about the objective of conducting STCs in college. To this Principal informed that it was mainly for value addition, skill enhancement and making the students placement ready. Wherever the course is conducted by an external agency , there will be 70:30 revenue sharing.

Mr. Arvind N. and Mr. Kaviraj D. offered to discuss with students and prepare and design courses in consultation with experts at reasonable rates. Principal suggested that at least one Short Term course by the Alumni should be planned for second term .

Mr. Ajay Pandya gave valuable suggestion about community service. He mentioned that the students can provide service for filling the form for patients at OPD or at casualty area, Sion hospital for some hours of day. Also help can be rendered to the NGO Sunday Friends which provides medicines at affordable rates. There was also a suggestion to assist Sion police station in the area of public relations safety of senior citizen etc.

Principal thanked Mr. Ajay Pandya and suggested that these activities could be taken up as Area based projects by the college.

There was a suggestion from Mr. Ajay Pandya for a student exchange program at neighbouring colleges for students to observe and share the best practices. Mr. Arvind N. suggested that different Groups of students from different colleges can come together to work on projects related to various issues.

The meeting ended with consensus as there was no other matter to discuss.

The Vice- Principal Dr. Shanti Suresh proposed the vote of thanks.


PRINCIPAL


IQAC Co-ordinator



Quorum of the IQAC meeting on 10.11.2022

1. Mr. Arvind Narayan – Management representative attended on-line
2. Dr. Nina Roy Choudhury – Principal & Chairperson IQAC
3. Mrs. Sangeeta Kore – Co ordinator IQAC
4. Dr. Shanti Suresh – Teacher Member IQAC *Shanti Suresh*
5. CS Charul Patel -Teacher Member IQAC *Charul Patel*
6. Mrs. Priti Thakkar - Teacher Member IQAC *Priti Thakkar*
7. Ms. Anuprita Sardesai – Teacher Member IQAC *Anuprita Sardesai*
8. Mr. Ajay Pandya – Nominee, Local Society attended on-line
9. Mr. Kaviraj Devraj – Nominee, Alumni attended on-line
10. Ms. Bhagya Bangera – Student representative. *Bhagya Bangera*

Minutes of the IQAC meeting on 04.02.2023

The IQAC meeting was held on 4th February, 2023 to discuss and review the AQAR 2021-22 and present the SWOC analysis of the same

The meeting started with the welcome address by Principal, Dr. Nina Roy Choudhury. She requested all the members present to give confirmation of minutes of the last IQAC meeting held on 10.11.2022 and it was unanimously confirmed by all the members.

The following points were discussed and agreed upon:

Principal, Dr. Nina Roy Choudhury, briefed everyone on the requirement and importance of AQAR, which is an annual requirement for NAAC. She mentioned that there has to be a lot of focus on AQAR as we would be heading for the next NAAC cycle which due in 2025. She also informed everyone that till now the college has submitted all its AQAR on time.

Ms. Sangeeta Kore then presented Criteria wise SWOC Analysis of AQAR 2021-22 in detail so that the strengths can be highlighted and strengthened, weaknesses can be overcome, and opportunities could be seized and converted to strengths and to prepare for facing the challenges and overcome them.

Ms. Sangeeta Kore suggested that like other SFC programs , Project work at SY/ TY B.Com program could be introduced.

CA Prasanna Tambe suggested that in place of current 60:40 pattern of examination 75:25 pattern could be thought off as the current system was putting a lot of pressure on the students, teachers and the system as a whole.

Ms. Sangeeta Kore informed that it is planned to link STC to the credits and hence 60:40 would be required, but the college can definitely think of 70:30 or some other revamping which would be more holistic and practical to implement. She also brought to the notice that the distribution has to be done as per NEP mandate.

CA Prasanna Tambe said that results are not encouraging in the last one or two years due to the pandemic and hence focus should be on academics.

Dr. Nina Roy Choudhury pointed that more focus would be required on Remedial and Intensive coaching to improve the academic performance.

She further informed that with NEP, skill building is very important which can be attained with STCs offering internships and linked with credits .



There was a discussion on Consultancy and Incubation center which are big challenges for our institution. Suggestions were invited from all on this. Mr. Kaviraj mentioned that seed money would be required for this and without that it would not be possible to go ahead with it.

There was a discussion to overcome the problem of Lecture Capturing System for which CA Prasanna Tambe suggested that for time being recording videos by teachers through MS TEAMS and uploading them on college You Tube channel could be done.

He also suggested that college could think of providing limited time access to students to internet, during times of examination as it is available at Airports etc.

Mr. Ajay Pandya suggested that the college should avail Internet facility through a vendor 5 Net Company for better efficiency. He also agreed to share the contact details of the vendor.

Principal informed that she was assured by local BMC official that the adjacent ground can be used by the college on completing the proper procedure. She added that the application for the same will be sent to the management and on approval it could be submitted to BMC.

It was also discussed that there is an acute requirement for New lift and also the need to make campus Divyangjan friendly.

Ms. Sangeeta Kore informed that like other SFCs, Alumni lectures need to be organized by the B.Com department also.

For strengthening the mechanism for records of student progression, specially for studies abroad CA Prasanna Tambe suggested that Whats app group be formed with students to be added to the same at the time of giving Letter of Recommendation and Transcript for collecting details of students progression.

CA Prasanna Tambe suggested that all extra-curricular activities are to be Intra collegiate instead of Inter collegiate and suggested that all activities should be in a period where exam & academics are not affected.

Dr. Shanti Suresh emphasized that all the activities should be focused on core areas and skill building.

Mr. Kaviraj suggested that the number of programs to be conducted should be restrained to make them more effective. One Flagship inter collegiate event could be organized.

Ms. Sangeeta Kore informed that the college needs to organize Sessions on Goal setting and Career Planning by Professionals to make students more focused about their career and over all personality development.



Dr. Nina Roy Choudhury discussed the need for effective Solid Waste Management and Mr. Pandya suggested to involve college students in Garbage/ Waste management in the nearby BMC center. He also suggested to arrange a study tour to BMC center at Wadala depot.

CA Prasanna Tambe informed that Disaster Management Program by BMC has been started and requested Mr. Pandya to help in getting the required permissions.

Dr. Nina Roy Choudhury proposed a formal vote of thanks.

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PRINCIPAL

Skare
IQAC Co-ordinator



Attendance at IQAC Meeting 4.2.2023

1. Mr. Arvind Narayanan – Management representative - Absent
2. Dr. Nina Roychoudhury – Principal & Chairperson IQAC *Nachoudhury*
3. Mrs. Sangeeta Kore – Co ordinator IQAC *Skore*
4. Dr. Shanti Suresh – Teacher Member IQAC *Shanti*
5. CA Prasanna Tambe - Teacher Member IQAC *Prasanna Tambe*
6. Dr. Amit Khatri Teacher Member IQAC *AMK 4/2/23*
7. CS Charul Patel- Teacher Member IQAC *Charul Patel*
8. Ms. Priti Thakkar - Teacher Member IQAC *Priti 4/2/23*
9. Mrs. Bhavini Shah Teacher Member IQAC *Bhavini 4/2/23*
10. Ms. Anuprita Sardesai – Librarian , Teacher Member IQAC *Sardesai*
11. Mr. Ankush Sawji – Office Superintendent , Administrative officer IQAC *Ankush*
12. Mrs. Varsha Dhanawade – In charge , College Website , Teacher Member IQAC *Varsha*
13. Mr. Ajay Pandya – Nominee , Local Society. *Ajay*
14. Mr. Kaviraj Devraj - Nominee – Alumni *attended on-line*
15. Ms. Bhagya Bangera – Student Nominee *Bhagya*
16. Mr. K.P. Manojkumar Nair – Nominee – Industry / Business – Absent

Minutes of the IQAC meeting on 03.04.2023

The IQAC meeting was held on 3rd April, 2023 to discuss proposed Budget of IQAC and training programs for 2023-24 for the academic year 2023-24.

The meeting started with the welcome address by Principal, Dr. Nina Roy Choudhury. Dr. Nina Roy Choudhury requested all the members present to give confirmation of minutes of the last IQAC meeting held on 04.02.2023 and it was unanimously confirmed and approved by all the members.

The following points as per the agenda were discussed and agreed upon:

Ms. Sangeeta Kore, IQAC co-ordinator presented Budget for AY 2023-24 for discussion and suggestions. The following points in the Budget were discussed and deliberated:

- Training programs / Workshops planned for Teachers, Students and Office Staff in the AY 2023-24.
- Academic and administrative audit
- Purchase of E Waste bins.
- Out reach activities

Dr. Shanti Suresh suggested that training programs for Research should be conducted in collaboration with Research cell and Ms. Sangeeta Kore agreed for the same.

CA Prasanna suggested that Training for LMS could be conducted and it was discussed that an external service provider for LMS system could be considered.

Mr. Ajay Pandya offered help to conduct First Aid and Disaster management workshop to planned for the AY 2023-24.

Proposed Examination reforms for AY 2023-24 with regard to paper setting and moderation was discussed and deliberated.

It was accepted that all sets of question papers for final year classes to be reviewed by an External Subject Expert before the Examination is conducted. Budget and Remuneration for the same was agreed to Rs. 1000/- per subject for Set of 3 papers. It was suggested that retired subject experts can also be



considered for the same. Preferably the same expert should not be called for multiple subjects.

Review of first year and second year question papers to be done by the moderator.

It was reinforced that solutions for the question papers also to be submitted along with the question paper sets and changes in solution to be made as per changes in the question paper suggested by an external expert.

It was also discussed that Moderator and Paper Reviewers remuneration to be processed immediately after the particular exam is done and not term wise.

It was also decided to increase the limit of Moderation from 10% to 15% for FY & SY and 20% to 30% for TY.

And it was agreed to allow TA charges to Moderator up to maximum 3 days.

It was suggested that for TY, moderator with at least 3 years' experience should be selected.

Meeting ended with consensus of the above.

Vote of thanks was presented by Principal Dr. Nina Roy Choudhury.


PRINCIPAL


IQAC Co-ordinator



Attendance at the IQAC meeting on 3.4.2023

1. Mr. Arvind Narayanan – Management Representative —
2. Dr. Nina Roy Choudhury – Principal & Chairperson IQAC *nachoudhury*
3. Mrs. Sangeeta Kore – Co ordinator IQAC *S.Kore*
4. Dr. Shanti Suresh – Teacher Member IQAC *Shanti*
5. CA Prasanna Tambe - Teacher Member IQAC *P.Tambe*
6. Dr. Amit Khatri – Teacher Member IQAC *Amit Khatri*
7. CS Charul Patel – Teacher Member IQAC *Charul Patel*
8. Mrs. Priti Thakkar – Teacher Member IQAC *P. Thakkar*
9. Mrs. Bhavini Shah – Teacher Member IQAC *B.Shah*
10. Ms. Anuprita Sardesai – Librarian , Administrative officer IQAC *Sardesai*
11. Mrs. Varsha Dhanawade – In charge , College Website , Administrative officer IQAC *V.Dhanawade*
9. Mr. Ankush Sawji – Office Superintendent, Administrative officer IQAC *A.Sawji*
10. Mr. Ajay Pandya – Nominee, Local Society *Attended on-line*
11. Mr. Kaviraj Devraj – Nominee, Alumni *Attended on-line*
12. Ms. Bhagya Bangera – Student representative. *B.Bangera*
- 13 Mr. K. P. Manojkumar Nair – Industry representative —