

IQAC COMMITTEE MINUTES

(FOR THE YEAR 2014-15)

I TERM

The IQAC Committee meeting was held on 17th June 2014 in the Principal's room at 12.30 pm and the following members attended the same.

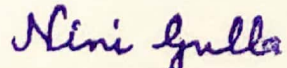
Chairperson: Dr. Nini Gulla
IQAC Coordinator: Dr Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Ms. Nooruzia Qazi
Ms. Swati Vaidya
Dr. Anita Jacob

Agenda

1. Submission of yearly academic lesson plans, departmental activities, committee plans
2. Faculty participation in seminars and Conferences
3. Faculty Development Program
4. Encourage faculty to pursue research, minor & major projects in their respective fields
5. Adoption of innovative teaching practices among faculty
6. Internal Examination and Evaluation
7. Student support through career advancement and placement service
8. Discussion regarding action plan for slow and advanced learners

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1. **Submission of yearly academic lesson plans:** The Committee resolved to communicate to the staff about the submission of their yearly academic lesson plans, Departmental activities, committee plans by 25th June 2014.
2. **Faculty participation in Seminars and Conferences, Orientation and Refresher Programs:** The Committee decided to inform the faculty to participate in seminars and conferences. Orientation and refresher programs for the coming academic year.
3. **Faculty Development Program:** It was decided that Staff development programs like filing of Income-Tax returns and use of ICT should be conducted for teaching and non teaching staff.
4. **Encourage faculty to pursue research, minor & major projects in their respective fields:** Committee resolved to encourage the faculty to pursue research, minor & major projects in their respective fields with suitable aid from Government and Non Government organizations in the current academic year.
5. **Adoption of innovative teaching practices among faculty:** The Committee resolved to instruct staff to adopt innovative teaching practices in their teaching methodology like use of ICT in teaching in the form of PPT presentations, online Tests, online submission of assignments, use of Google forms etc.
6. **Internal Examination and Evaluation:** The committee resolved to ensure that the question papers and their assessments are done on time for the two Internal Assessment tests conducted in each Semester.
7. **Student support through career advancement and placement service :** The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops with regards to this following workshops were planned :
 - 16th July, 2014- Workshop on Group Discussions, Personal Interviews for B.Com. students by IBS Business School
 - 25th July, 2014- Workshop on “SWOT (Strength Weakness Opportunities Threats) Analysis” by MET (Mumbai Educational Trust)
 - 26th July, 2014 - Workshop on “Time Management”


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- 26- 28 August, 2014 – 3 days Employability Skill Training Workshop for UG & PG students.

- **Slow & advanced learners:**

The committee discussed about the report of Admission committee regarding slow and advanced learners and it was decided to conduct remedial course in English for vernacular medium students. In order to acquaint students of TYB.A Economics in elementary Quantitative Techniques it was decided to conduct bridge course for them.

The meeting ended with a vote of thanks to the chair.

IQAC COMMITTEE MINUTES

(FOR THE YEAR 2014-15)

I TERM

4th September 2014

Agenda

1. Conduct of workshops, awareness program, industrial visits
2. Conduct of additional skill acquisition program through add on courses
3. Access to library and e library resources
4. Provision of Scholarships to needy and meritorious students
5. Grievance Redressal cell
6. Encouragement given to staff to publish research papers
7. Conducting student feedback on teachers
8. Encouraging students to participate in various competitions
9. Student support through career advancement and placement service

Lenuba Desai Jena .

Nini Gulba
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The IQAC Committee meeting was held on 4th September 2014 in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Nini Gulla
IQAC Coordinator: Dr Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Ms. Nooruzia Qazi
Ms. Swati Vaidya
Dr. Anita Jacob

1. Conduct of workshops, awareness program, and industrial visits: The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them. The following visits were planned after discussion:

- a. Bombay Stock Exchange – 11th July 2014
- b. Bisleri Plant – Andheri – 22nd July 2014
- c. Alok Industries – Silvassa – 8th August 2014
- d. Sudhir Genset Ltd. – Silvassa – 8th August 2014
- e. Times of India Suburban Press- 9th August 2014

2. Conduct of additional skill acquisition programme through add on courses:

The committee resolved to conduct additional skill acquisition programme through add on courses like:

- The Diploma in Banking, Finance, Security and Insurance (BFSI)
- ICT – 100 Hours Computer Course
- Employability Skill Training Camp

3. Access to library and e library resources: The Committee resolved to conduct workshop for students and faculty to guide them in using e library resources so that they can have access to NLIST and INFLIBNET facilities.

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4. Provision of Scholarships to needy and meritorious students: The committee decided students should be provided with various governmental and institutional scholarships decision was taken to provide them to needy and meritorious students from Bcom, BA, BMS and to those students who carried out dedicated community service.

5. Grievance Redressal cell: The Committee resolved to solve the concerns of students through grievance redressal cell and accordingly decision was taken to provide suggestions boxes to students to address their grievances on any matter which is of a concern to them.

6. Encouragement given to staff to publish research papers: The Committee resolved to encourage the staff to publish and present research papers in various conferences and seminars held in the college and elsewhere during the academic year.

7. Conducting student feedback on teachers: With a view to provide holistic and excellent teaching –learning environment the committee resolved to conduct semester end student feedback on teachers. The committee also decided to provide the analysis from the feedback to the teachers to help them improve their teaching skills.

8. Encouraging students to participate in various competitions: It was decided in the meeting to encourage students to participate in various competitions hosted by SNDT Women's University like Youth Festival, University Sports Competition etc and the committee also resolved to provide students with appropriate training measures for the same.

9. Student support through career advancement and placement service: The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops, with regards to this a workshop was decided to be organized on 13th Oct 2014 with Thomas Cook (India) Ltd., Fort, Mumbai.

10. The committee decided to introduce Spoken English and Web Designing

The meeting ended with a vote of thanks to the chair.

Renuba Desai June .

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IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2014-15)

II TERM

29th November 2014

Agenda

1. Conduct of workshops, awareness program, and industrial visits
2. Hosting of National and State level seminars and conferences
3. Community outreach programme
4. Student Counseling
5. Access to Free Medical Check up
6. Student support through career advancement and placement service

The IQAC Committee meeting was held on 29th November 2014 in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Nini Gulla
IQAC Coordinator: Dr Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Ms. Nooruzia Qazi
Ms. Swati Vaidya
Dr. Anita Jacob

1. Conduct of workshops, awareness program, and industrial visits: The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them. The following visits were planned after discussion:

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- Gangtok, Darjeeling and Calcutta- 24 Dec 2014 to 3 Jan 2015
- Kingfisher Beer Factory – (United Breweries Limited) – 14th February 2015
- M/s Sqaureinet Broadband Co. and Police Control Room (IT Server)- 28th February 2015

2. Hosting of National and State level seminars and conferences: It was decided that department of commerce will host an UGC sponsored National Level Seminar on “Investing in a Sustainable Future: Integrating Environmental, Social and Governance Factors” on 24th and 25th April, 2015.

3. Community outreach programme: The committee resolved to undertake community outreach programme under NSS wing in training and equipping students to meet the various needs in the community and society at large with regards to this a number of activities was planned for students through NSS Special camp the tentative dates for the camp decided was 18th – 24th December

4. Student Counseling: The committee decided to strengthen the counseling cell of the college by promoting awareness among students to avail of its facilities during college hours. It also decided to hold various workshops and lectures on matters of concern relating to academics, health, career and other issues pertaining to students wellbeing.

5. Access to free medical checkup and other benefits: The committee resolved to conduct medical checkup camp on 28th August, 2014 by Metropolis Centre, in the college premises. The medical check up would include the Body Mass Index, Body Glucose, Blood Pressure, assessment of students’ height, weight and body mass etc.

6. Student support through career advancement and placement service: The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops with regards to this following workshops were planned :

- 9th December, 2014 - Guest Lecture on Capital Markets, by Aditya Srinivas COO, BSE Brokers’ Forum

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- 21st February, 2015 – Thomas Cook Orientation programme on Post Graduate Diploma in Travel and Tourism Management

The meeting ended with a vote of thanks to the chair.

IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2014-15)

II TERM

3rd April 2015

Agenda

1. Submission of Details regarding Orientation and Refresher Course Programs
2. Submission of Yearly Departmental Reports
3. Submission of Yearly Committee Reports
4. Submission of API forms
5. Intensified Institute Industry Interaction
6. Alumni Association
7. Research, consultancy and Extension

1. **Submission of Details regarding Orientation and Refresher Course Programs:** It was resolved by the committee to instruct the staff to submit details regarding their orientation and refresher programs they wish to attend by 30th April 2015.
2. **Submission of Yearly Departmental Reports:** It was resolved by the committee to instruct the faculty to submit their yearly departmental reports by 10th April 2015
3. **Submission of Yearly Committee Reports :** It was resolved by the committee to instruct the staff to submit their annual committee reports by 10th April 2015
4. **Submission of API forms:** It was resolved by the committee to instruct the staff to compile and submit the API forms before 20th April.

Lenora Devi Jene.

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5. **Intensified Institute Industry Interaction:** The committee resolved to intensify Institute Industry Interaction and to provide the students the benefit like career guidance and internships that can arise as a result of this collaboration, following industries and institutes were identified for this initiative:

- ✓ Lodha Group
- ✓ BSE
- ✓ MET
- ✓ IBS
- ✓ MKCL
- ✓ Global Talent Track
- ✓ Sasangi Engineering (Bombay) Pvt. Ltd.
- ✓ Thomas Cook (India) Ltd.

6. **Alumni Association :** It was resolved by the committee to encourage alumni participation in the ongoing activities conducted in the college through active participation of alumni in various cultural gatherings, in conduct of various workshops, hosting guest lectures pertaining to student interest and also guidance and help in matters relating to placement etc.

7. **Research, consultancy and Extension:** The committee resolved to undertake a Research project on Information Literacy titled, 'Promoting & Enhancing Information Literacy Skills in Digital Environment.' at National Centre for Quality Management - BEQET Award, and also publish an ISBN Research Volume III 2014 titled, Contemporary Issues in Indian Society a compilation of research articles in English Literature.

The meeting ended with a vote of thanks to the chair.

Reshika Desai Jena.

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