

## IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2016-17)

### I TERM

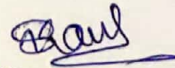
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The IQAC Committee meeting was held on 14<sup>th</sup> June 2016 in the Principal's room at 12.30 pm and the following members attended the same.

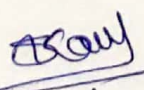
Chairperson: Dr. Santosh Kaul  
IQAC Coordinator: Dr Renuka Devi Jena  
Management Representative - Adv. Sushil Kumar Vyas  
Administrative staff - Mr. Sandeep Kadam  
Alumni Representative – Ms. Bina Thakkar  
Community representative – Mr. Sharad Chintankar  
Members: Dr. Nooruzia Qazi  
Ms. Swati 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. Hosting of National and State level seminars and conferences
6. Adoption of innovative teaching practices among faculty
7. Internal Examination and Evaluation
8. Student support through career advancement and placement service
9. Parents Teachers Association
10. Discussion about Admission Committee report
11. Others

  
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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 20<sup>th</sup> June 2016.
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 :** The committee resolved to conduct faculty development programme for the staff with regards to this FDP on ‘ Innovative Methods of Teaching was scheduled on 20<sup>th</sup> July 2016 and E-Filing of Income Tax Returns was scheduled on 28<sup>th</sup> July 2016,
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. **Hosting of National and State level seminars and conferences:** The Committee resolved to conduct a state level seminar organised by Hindi Department “Dohra Abhishap: Vividh Paripreksha” based on new syllabus, a novel written by Kaushalya Vaisantri.
6. **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, Organize debate, elocution, group discussions, writing research paper competitions, E-assignments, online exams, and objective type tests. Institute-Industry interaction, field visits, Film appreciation and movie screening Viva, role- play, mock interviews, Dramatizing etc
7. **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.
8. **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

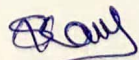
  
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and workshops with regards to this an Orientation programme on the "Youth Employability Initiative" by Barclays & NASSCOM was planned for the students of TYBCOM & TYBA on 13th July, 2016.

- The committee also resolved to strengthen Industry –Institute Interface with the help of collaborating with the following institutes:
  - Ms. Ashwini Kulkarni -Barclays & NASSCOM
  - Dr. Vanita Joshi -IBS, Mumbai
  - Lodha Institute of Vocational Education
  - Mr. Mahesh Gagh - My Glamm
  - NGO Pathfinder – Founder Mr. Vinod Nayak
  - Mr Amin - Area head (Grant road) NIIT
  - Seed InfoTech
  - Concentrix
  - All India Manufacturer's Association (Maharashtra State Board)
- Seminar on "Career Guidance and Cyber Crime was planned on 3<sup>rd</sup> August 2016 for Students.
- 9. **Parents Teachers Association:** The committee resolved to conduct regular meetings with the PTA for improving academic and attendance of students, and also seek their suggestions on various matters pertaining to the overall development of the institution.
- 10. **Slow & advanced learners:**The committee discussed about the report of Admission committee regarding slow and advanced learners and suggested to conduct remedial course in English for vernacular medium students. In order to acquaint students of TYBA Economics in elementary Quantitative Techniques it was decided to conduct bridge course for them.
- 11. The committee also resolved to instruct the faculty to give extra attention to slow learners and motivate and guide advanced learners to excel.
- 12. It was decided to introduce Tally ERP 9 ( Pradhan Mantri Kaushal Vikas Yojana) For improving students' computer skills

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

*Reena Desai Jena.*

  
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## IQAC COMMITTEE MINUTES

(FOR THE YEAR 2016-17)

### I TERM


2<sup>th</sup> September 2016

#### 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. Grievance Redressal cell
5. Encouragement given to staff to publish research papers
6. Conducting student feedback on teachers
7. Encouraging students to participate in various competitions
8. Student support through career advancement and placement service

The IQAC Committee meeting was held on 2<sup>th</sup> September 2016 in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Santosh Kaul  
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: Dr. Nooruzia Qazi  
Ms. Swati Vaidya  
Dr. Anita Jacob

  
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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

- ✓ Bombay Stock Exchange on 29<sup>th</sup> June, 2016
- ✓ The Times of India Suburban Press on 23<sup>rd</sup> August, 2016

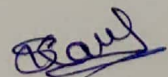
2. **Conduct of additional skill acquisition programme through add on courses:** The Committee resolved to conduct additional skill acquisition programs for students to increase their employability skills. With regards to this following courses were planned ICT – 100 Hours Computer Course, Under Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Tally, Field Technician in Computer hardware and peripherals etc.

2. **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.

3. **Grievance Redressal cell:** The Committee resolved to solve the concerns of students through grievance redressal cell. Suggestion boxes are made available to students to address their grievances on any matter which is of a concern to them these grievances are latter addressed by the institution through appropriate measures taken by the grievance cell.

5. **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.

6. **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. Moreover, the students suggested that they were interested in Banking and Finance Course rather Computer Studies which was offered in T.Y.B.Com. Accordingly it was decided to apply to SNDT University for Banking and Finance Course in place of Computer Studies.



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

8. **Student support through career advancement and placement service:** It was decided in the meeting to conduct a guest lecture for B.Com students on the topic, "E-Commerce and Trading on Stock Market" and "Importance of Computer Studies" on 18th October 2016 by CA Vimal Ashar.

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

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## IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2016-17)

### II TERM

19<sup>th</sup> November 2017

#### Agenda

1. Community outreach programme
2. Provision of Scholarships to needy and meritorious students
3. Student Counseling
4. Access to Free Medical Check up
5. Green Initiative
6. Student support through career advancement and placement service
7. Conduct of workshops, awareness program and industrial visits
8. Others

The IQAC Committee meeting was held on 19<sup>th</sup> November 2017 in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Santosh Kaul

IQAC Coordinator: Dr Renuka Devi Jena

*Renuka Devi Jena.*

*[Signature]*  
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Management Representative - Adv. Sushil Kumar Vyas

Administrative staff - Mr. Sandeep Kadam

Alumni Representative – Ms. Bina Thakkar


Community representative – Mr. Sharad Chintankar

Members: Dr. Nooruzia Qazi

Ms. Swati Vaidya

Dr. Anita Jacob

- 1. 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 was decided between 17<sup>th</sup> -23<sup>rd</sup> Dec 2016.
- 2. Provision of Government Scholarships, Free ships and monetary incentives to needy and meritorious students:** The committee decided to provide facility of payment of fees on installment basis to economically weak students, apart from this it also decided to provide partial scholarships and partial free ship benefits to meritorious and needy students.
- 3. 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 well being.
- 4. Access to free medical check - up and other benefits :** The committee also resolved to provide Free medical checkup facilities to students in association with Rotary club of Mumbai on 3<sup>rd</sup> February 2017 and one day awareness programme on ‘ Sexual Harassment of Women at work place on 27<sup>th</sup> February 2017in association with Maharashtra state commission.
- 5. Green Initiative :** The committee resolved that the institution should take measures to promote green initiative and also save energy with regards to this following initiatives were undertaken

  
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- Use of CFL and LED bulbs and have a plastic free campus
- Printing to be done on both sides of the paper.
- Purchase of recycled papers for regular use.
- Instructing students to make paper bags for distribution in the locality.
- Environment awareness lectures to be arranged for students.
- Nature Trek in Sanjay Gandhi National Park.
- Tree plantation drive.
- Provision of saplings instead of bouquets to be used for formal functions.

**6. Student support through career advancement and placement service :**

The committee resolved to organize a guest lecture by eminent speakers Mr. Prathmesh Lawand – Dy. Commissioner of Income Tax, CA Vimal Punmiya – Senior Tax Consultant and Mr. Sanjay Gaikwad – Income Tax Officer on “Recent Trends in Taxation” on 20th February, 2017.

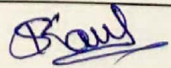
**7. Conduct of workshops, awareness program and industrial visits:** The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them. The following visits were scheduled:

- Educational Visit to Hyderabad from 24th January to 28th January, 2017
  - Educational Visit to Modern Foods Enterprises Pvt. Ltd.
  - Educational Visit to Anand Food Products – Parle Products
  - Radio City, Mumbai on 10<sup>th</sup> February, 2017
  - SEBI on 28<sup>th</sup> February, 2017
  - U S Consulate Library on 08<sup>th</sup> March, 2017
8. The committee discussed the need for providing fee concession/ scholarships to PG students and decided to put the proposal before Management Committee.

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

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*Renuka Devi Jena.*

  
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**IQAC COMMITTEE- MINUTES**  
**(FOR THE YEAR 2016-17)**

**30<sup>th</sup> March 2017**

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. Alumni Association

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 29<sup>th</sup> April 2017.
2. **Submission of Yearly Departmental Reports:** It was resolved by the committee to instruct the faculty to submit their yearly departmental reports by 10<sup>th</sup> April 2017
3. **Submission of Yearly Committee Reports :** It was resolved by the committee to instruct the staff to submit their annual committee reports by 15<sup>th</sup> April 2017
4. **Submission of API forms:** It was resolved by the committee to instruct the staff to compile and submit the API forms before 21<sup>st</sup> April 2017.

  
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5. **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, health etc.

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

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*Renuka Desai Jura.*

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