

IQAC COMMITTEE MINUTES

(FOR THE YEAR 2017-18)

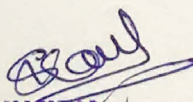
I TERM

The IQAC Committee meeting was held on 16th June 2017 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

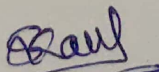
Agenda

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. Adoption of innovative teaching practices among faculty
6. Internal Examination and Evaluation
7. Student support through career advancement and placement service
8. Conduct of workshops, awareness program, industrial visits
9. Discussion about slow/ advanced learners


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1. **Submission of yearly academic lesson plans:** The Committee decided to communicate to the staff about the submission of their yearly academic lesson plans, Departmental activities, committee plans by 21st June 2018.
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 to orient them towards Innovative Methods Of Teaching, E- Filing of Income Returns, E- Commerce and Trading on stock Market, Recent trends in Taxation etc . Decision was taken to conduct workshop on “Investor Education Programme” on 15th July, 2017 and a workshop on “Awareness about Latest Developments in GST and Capital Markets” on 25th July, 2017.
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, 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 for the year:
 - 14th June, 2017-Career Guidance Workshop in association with Navbharat Times – Planet Campus
 - 15th July, 2017 -Workshop on Investor Education by Mr. Umar Farooq


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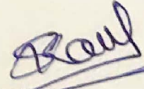
- 25th July 2017--Workshop on "Awareness about Latest Developments in GST and Capital Markets"
 - 1st August 2017-Workshop on "Financial Planning – Start Early Start Right" by Mr. Harshvardhan Roongta, CFP – Roongta Securities Pvt. Ltd.
 - 11th August 2017-Workshop on "Banking and Finance" by Mr. Harish Desai – NIIT
- 8. Conduct of workshops, awareness program, 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 with regards to this a visit to Bombay Stock Exchange was planned on 20th July, 04th and 22nd August, 2017.

9. 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 TYBA 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 proposed by IQAC coordinator.

Renuka Desai Jene.


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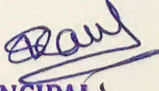
4th September 2017

Agenda

1. Conduct of additional skill acquisition program through add on courses
2. Access to library and e library resources
3. Provision of Scholarships to needy and meritorious students
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. Hosting of National and State level seminars and conferences
9. Student support through career advancement and placement service
10. Others

The IQAC Committee meeting was held on 4th September 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
Management Representative -	Adv. Sushil Kumar Vyas
Administrative staff -	Mr. Sandeep Kadam
Alumni Representative -	Ms. Bina Thakkar
Community representative -	Mr. Sharad Chintankar
Members:	Ms. Swati Vaidya
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1. Conduct of additional skill acquisition programme through add on courses:

In accordance with the feedback of teachers regarding development of employability skills of students, the Committee resolved to conduct additional skill acquisition programs for students to increase their employability skills. Student Development Programme on “Emerging Trends in Banking & Finance” was decided to be conducted in association with ICAI Business School on 16th September 2017. It was also decided to start Skill Development Training in association with Barclays, Certificate course in Creative writing in Hindi and programme on Capital Market in association with BSE.

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.

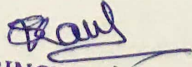
3. Provision of Scholarships to needy and meritorious students: The committee decided students should be provided with scholarships accordingly various governmental and institutional scholarships were provided to needy and meritorious students.

4. Grievance Redressal cell: The Committee resolved to solve the concerns of students through grievance redressal cell. It was decided to make suggestion boxes available to students to address their grievances on any matter which is of a concern to them.

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.

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’s Youth Festival, University Sports Competition etc. and the committee also resolved to provide students with appropriate training measures for the same.


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8. Hosting of National and State level seminars and conferences: The Committee resolved to conduct a Two Day National Seminar on, "Ek Aur Dronachary : Vividh Aayam" which will be organized by the Hindi Department on 10th-11th October 2017 .

9. Student support through career advancement and placement service: The committee resolved to organize Student Development Program on "Emerging Trends in Banking & Finance" by CMA Arun Chandarana - ICAI Business School on 16th September 2017.

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

Reneka Devi Jena .

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IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2017-18)

II TERM

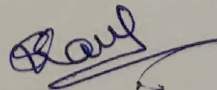
18th November 2018

Agenda

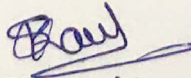
1. Community outreach programme
2. Provision of Scholarships to needy and meritorious students
3. Student Counselling
4. Access to Free Medical Check up
5. Green Initiative
6. Hosting of National and State level seminars and conferences:
7. Student support through career advancement and placement service
8. Conduct of workshops, awareness program, industrial visits
9. Conduct of additional skill acquisition programme through add on courses

The IQAC Committee meeting was held on 18th November 2018 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
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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 4th to 11th December 2017.
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 Counselling :** 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, along with access to First Aid and emergency medical care, students were also provided with free sanitary napkins for one year.
5. **Green Initiative:** The committee resolved that the institution should take measures to promote green initiative and save energy. The following initiatives were planned:
 - Use of recycled folders covered with bright printed waste cloth.
 - 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.


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6. **Hosting of National and State level seminars and conferences:** The Committee resolved to conduct a Two-Day National Seminar on, "NAAC Revised Accreditation Framework" which will be organized by IQAC, on 20-21 Dec, 2017.
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 December, 2017-Graduate Employability Test in association with NIIT
 - 23rd January, 2018-Workshop on Financial Literacy Initiative "Samrudhi" by JBIMS
 - 7th February, 2018-MBA Talent Hunt and MBA Profilerizer in association with Career Launcher
 - 10th March, 2018- Workshop on Career Guidance and Placement Opportunity for Alumni students of B.Com, B.A. and BMS by Kotak Education Foundation
8. **Conduct of workshops, awareness program, 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:
- RBI Monetary Museum on 16th December, 2017
 - Visit to IIMA- Ahmedabad on 26th December 2017
 - Visit to Amul factory at Ahmedabad on 27th Dec 2017
 - Visit to SEBI on 31st January 2018.
 - Visit to Maganlal Chikki, Lonavala and Go Cheese Unit, Pune on 24th February 2018
9. **Conduct of additional skill acquisition Activities:** The Committee resolved to conduct additional skill acquisition programs for students to increase their employability skills. A Workshop on Income generation skills – making of various handicraft Items, torans, lanterns, paper bags; cloth bags; folders with cloth binding etc. by Mrs. Kshama Tamankar was planned to be conducted on Dec 6, 2017.
- The meeting ended with a vote of thanks to the chair.

Reneka Devi Jena


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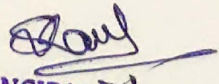
II TERM

2nd April, 2018

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. others

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 2018.
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 2018
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 2018
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.
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 guidance and help in matters relating to placement etc.

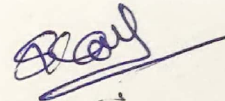

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6. Intensified Institute Industry Interaction

The committee resolved to intensify institute industry interaction by signing MOU'S with Roongta corporate services and Bombay Stock Exchange.

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

Renada Dis Jwa.



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