

MARWADI SAMMELAN'S
B.M.RUIA GIRLS' COLLEGE
ESTB. 1958
AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

(FOR THE ACADEMIC YEAR 2018-19)

Date: 28th June 2018; Time: 12.30 pm; Venue: B.M.Ruia Girls' College, Library

The IQAC meeting was held on **28th June 2018** at 12.30 pm at B.M.Ruia Girls' College, Library. The following members were present.

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
	Dr. Nooruzia Qazi
	Dr. Anita Jacob
	Dr. Kashyap Ganatra
	Ms. Kavita Patil

28TH JUNE 2018

Agenda

1. To read and confirm minutes of the meeting held on 2nd April, 2018.
2. Preparation and submission of IIQA to NAAC under revised framework.
3. Distribution of NAAC Criterion-wise responsibilities to the Staff
4. To prepare Plan of Action for the academic year 2018-19.
5. Submission of academic lesson plans, proposed departmental activities, committee plans.
6. Encourage faculty to pursue research, Minor & Major projects and participate in Seminars and Conferences.
7. Adoption of innovative teaching practices among faculty.
8. Reforms in Continuous Internal Evaluation and Examination.
9. Conduct of workshops, awareness programs and industrial visits.
10. Any other matter with the permission of the Chair.

Minutes of the meeting held on 28th June, 2018.

1. The minutes of the last meeting held on 2nd April, 2018, were read and confirmed.
2. **Preparation and submission of IIQA to NAAC under revised framework:** The committee initiated plans for preparation and submission of IIQA as per the revised Assessment and Accreditation framework for NAAC Accreditation 3rd Cycle.
3. **Distribution of NAAC Criterion-wise responsibilities to the Staff:** The committee decided to constitute various sub committees where each criterion was sub divided and the staff was allotted duties for compiling criterion wise information.
4. **To prepare Plan of Action for the academic year 2018-19:** The members discussed and planned about the academic programmes, tentative academic calendar, co-curricular and extra-curricular activities, industrial visits, add-on courses, etc. to be conducted during the academic year 2018-19. The Committee suggested that the Departments should consult the Board of Studies and propose to

conduct Content Analysis Workshops for the courses which were revised by S.N.D.T Women's University.

- 5. Submission of yearly academic lesson plans:** The Committee discussed and decided to communicate to the staff about the submission of their yearly academic lesson plans, proposed departmental activities, and committee plans for the academic year 2018-19.
- 6. Encourage faculty to pursue research, Minor & Major projects and participate in Seminars and Conferences:** Committee resolved to encourage the faculty to pursue research, Minor & Major projects in their respective fields with aid from Government and Non-Government organizations in the current academic year. The Committee resolved to regularly inform the teachers about the scheduled seminars and conferences, orientation and refresher programs for the current academic year 2018-19 and encourage them to participate.
- 7. Adoption of innovative teaching practices among faculty:** The Committee resolved to instruct staff to adopt innovative teaching practices in their teaching methodology by regular use of ICT in teaching in the form of PPT presentations, online Tests, online submission of assignments, google forms etc.
- 8. Reforms in Continuous Internal Evaluation and Examination:** The committee resolved to ensure that the question papers are submitted to the Examination Committee and the Tests assessments are done on time for minimum two Internal Assessment Tests conducted in each Semester for each course, as per the Academic Calendar for Internal Exams. The Departments should continue to schedule Parents Meeting and inform about the students' progress. There should be personal counselling for students whose names appear in the Defaulters list and Parents should be regularly informed about their progress.
- 9. Conduct of workshops, awareness programs and industrial visits:** The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students.

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

ACADEMIC YEAR 2018-19

Date: 19th September, 2018; Time: 1.00 pm; Venue: B.M.Ruia Girls' College, Library

The IQAC Committee meeting was held on **19th September 2018** at 1.00 pm at B.M.Ruia Girls' College, Library.

Following members were present.

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
	Dr. Kashyap Ganatra
	Ms. Kavita Patil

19TH SEPTEMBER 2018

The IQAC Committee meeting was held on **19th September, 2018** at 1.00 pm at B.M.Ruia Girls' College, Library.

Agenda

1. To read and confirm minutes of the meeting held on 28th June, 2018.
2. To discuss the progress of Self Study Report (SSR) preparation and submission to NAAC for Assessment and Accreditation for the 3rd Cycle of Accreditation.
3. Encourage staff to publish research papers
4. Access to library and e library resources
5. Provision of Scholarships to needy and meritorious students
6. Grievance Redressal Mechanism
7. Conducting student feedback on teachers
8. Encouraging students to participate in various competitions
9. Student support through career advancement and placement service.
10. Strengthen Alumni engagement.
11. Any other matter with the permission of the Chair.

Minutes of the IQAC meeting held on 19th September, 2018.

1. The minutes of the last meeting held on 28th June, 2018, were read and confirmed.
2. **To discuss the progress of Self Study Report (SSR) preparation and submission to NAAC for Assessment and Accreditation for the 3rd Cycle of Accreditation:** The Members were informed that the IQA was submitted on 8th September, 2018. The committee decided to conduct frequent meetings to discuss and prepare Self Study Report and compile all relevant data and supporting documents from teaching and non-teaching staff to upload on HEI Portal on NAAC. The Committee resolved to conduct guest lectures, workshops, training sessions and invite experts and eminent resource persons to guide on qualitative and quantitative metrics for preparing SSR and submitting to NAAC under the new revised framework of Assessment and Accreditation.

3. Encourage staff to publish research papers: The Committee resolved to encourage the staff to publish research papers in UGC Approved Journals, Scopus, and other reputed Journals, Books and present research papers at National, State and International Conferences and seminars.

4. 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.

5. Provision of Scholarships to needy and meritorious students: The committee resolved that all Departments should collect information about needy and meritorious students so that they can be considered for financial assistance and scholarships. All students should be informed about various government and institutional scholarships available, eligibility criteria and procedure to apply. Workshops should be organized for increasing awareness regarding available scholarships, documents required and application procedure.

6. Grievance Redressal Mechanism: The Committee resolved to increase awareness among students about the Grievance Redressal Mechanism and inform the new batch of students about the suggestion boxes available on each floor in the college.

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 for the current academic year, 2018-19. The committee also decided to provide the analysis of the feedback to the teachers to help them improve their teaching skills and to incorporate the appropriate suggestions. It was also discussed to upload the feedback analysis on institution website.

8. Encouraging students to participate in various competitions: It was decided in the meeting to encourage students to participate in various competitions organized by the University and colleges, like SNTD Women's University's Youth Festival, University Sports Competition, Research Competitions, 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. It was also resolved to provide training for competitive and entrance exams like UPSC, MPSC, Banking Jobs, NET/SET Exams, etc.

10. Strengthen Alumni engagement: 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 help for career guidance, job placement, etc.

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

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MINUTES OF THE IQAC MEETING

(FOR THE YEAR 2018-19)

Date: 3rd December, 2018; Time: 1.30 pm; Venue: B.M.Ruia Girls' College, Auditorium

The IQAC Committee meeting was held on **3rd December 2018** in the college auditorium at 1.30 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
Members:	Dr. Nooruzia Qazi
	Ms. Swati Vaidya
	Dr. Anita Jacob
	Dr. Kashyap Ganatra
	Ms. Kavita Patil

Leave of absence

Mr. Sharad Chintankar

3rd December 2018

IQAC Committee meeting was held on **3rd December 2018** in the college auditorium at 1.30 pm.

Agenda

1. To read and confirm minutes of the meeting held on 19th September, 2018.
2. To discuss the progress of Self Study Report (SSR) and submission to NAAC from HEI Portal for Assessment and Accreditation for the 3rd Cycle of Accreditation.
3. Inviting resource persons for providing guidance about submission of SSR for 3rd Cycle of Accreditation.
4. Increase Community outreach programmes
5. Any other matter with the permission of the Chair

Minutes of the IQAC meeting held on 3rd December, 2018

1. The minutes of the last meeting held on 19th September, 2018, were read and confirmed.
2. **To discuss the progress of Self Study Report (SSR) and submission to NAAC from HEI Portal for Assessment and Accreditation for the 3rd Cycle of Accreditation:** The committee was informed that after successfully answering IIQA Clarifications a mail was received from NAAC on 22 October, 2018 that the IIQA was accepted for submission of Self Study Report (SSR). The members updated regarding the progress of SSR preparation and informed about the documents and other data uploaded on the HEI Portal. The members discussed about the information and data to be uploaded on college website. The committee informed that meetings were conducted and staff was informed about the Data templates for metrics and Student Satisfaction Survey. Students too were oriented about the procedure of Student Satisfaction Survey to be conducted by NAAC.
3. **Inviting resource persons for providing guidance about submission of SSR for 3rd Cycle of Accreditation:** The committee informed about data uploaded for SSR submission and briefed about the further procedures relating to DVV Clarification. The committee resolved to invite Prof. Venkatramani Ex-Registrar, Padmashree Dr. D.Y. Patil University, for a workshop to guide, answer queries and to familiarize the

staff about Qualitative and Quantitative metrics, DVV process and Peer Team Visit as per NAAC revised framework of Assessment and Accreditation.

- 4. Increase Community outreach programme:** The committee resolved to increase community outreach programme under NSS and extension activities. For training and equipping students to meet the various needs in the community and society at large with regards to issues of social significance, it was decided to inform the NSS Unit to plan a NSS Special camp.
- 5.** The committee decided to strengthen the counselling 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.

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

ACADEMIC YEAR 2018-19

Date: 2nd March, 2019; Time: 1.30 pm; Venue: B.M.Ruia Girls' College, Library

2nd March, 2019

The IQAC Committee meeting was held on 2nd March, 2019 in B.M.Ruia Girls' College, Library, at 1.30 pm. Following members were present.

Chairperson:	Dr. Santosh Kaul
IQAC Coordinator:	Dr Renuka Devi Jena (retired on 31 st December, 2018)
	Dr. Nooruzia Qazi (from 1 st January, 2019)
Management Representative -	Adv. Sushil Kumar Vyas
Administrative staff -	Mr. Sandeep Kadam
Alumni Representative –	Ms. Bina Thakkar
Members:	Ms. Swati Vaidya
	Dr. Anita Jacob
	Dr. Kashyap Ganatra
	Ms. Kavita Patil

Leave of absence

Mr. Sharad Chintankar

2nd March, 2019

The IQAC Committee meeting was held on **2nd March, 2019** in B.M.Ruia Girls' College, Library at 1.30 pm

Agenda

1. To read and confirm minutes of the meeting held on 3rd December, 2018.
2. Preparation for NAAC Peer Team Visit
3. Collection and analysis of Feedback from Students, Teachers, Employers, Alumni and Parents, for the year 2018-19.
4. Review activities conducted during the year.
5. Submission of Departmental Reports and Committee Reports for 2018-19
6. Preparation of AQAR 2018-19
7. Submission of Self-Appraisal forms
8. Any other matter with the permission of the Chair.

MINUTES OF THE IQAC MEETING HELD ON 2ND MARCH, 2019

1. The minutes of the last meeting held on 3rd December, 2018, were read and confirmed.
2. **Preparation for NAAC Peer Team Visit:** The members were informed that the Self Study Report and filled Data File templates as per NAAC revised framework were submitted on 6 December, 2018 on HEI Portal. The committee was informed that Student Satisfaction Survey (SSS) was initiated by NAAC on 6th December, 2018. The Data Validation and Verification (DVV) process too was successfully completed and SSR was updated after inputs from DVV process. The committee was informed that the Pre-Qualification stage was successfully passed on 12th February, 2019 and the balance fees for Assessment and for Logistics was paid to NAAC on 20th February, 2019. The committee discussed regarding preparation for NAAC Peer Team Visit. The members were informed that a Guest lecture was organized for teaching and non-teaching staff on 28th February, 2019 for Documentation and Preparation for NAAC Peer Team Visit as per the new revised framework of

Assessment and Accreditation. Dr. Smriti Bhosle, Principal, LJNJ College, was invited as the eminent Resource Person who shared valuable insights and guidance. The committee discussed and informed that all staff and stakeholders should be communicated about the Peer Team Visit dates and briefed about the Peer Team interaction with Management, students, alumni, parents, external member representatives, NGO representatives, etc. It was decided to inform University about the NAAC Peer Team Visit and invite University Officials and other eminent Members, Principals, Dean, etc. It was further decided to invite Prof. Venkataramani in April, 2019 for further guidance and expertise on preparation and documentation for Peer Team Visit.

3. **Collection and analysis of Feedback from Students, Teachers, Employers, Alumni and Parents, for the year 2018-19:** The committee informed that the feedback for the II Term should be collected from students for all Programs. The Feedback from Teachers, Employers, Alumni and Parents, should be collected for the year 2018-19. It was decided that the Analyses of Feedback should be completed and uploaded on college website by May 2019.
4. **Review activities conducted during the year:** The committee briefly reviewed the activities conducted during the year 2018-19 and informed to suggest programmes, courses and activities to be planned for the next academic year.
5. **Submission of Departmental Reports and Committee Reports for 2018-19:** It was resolved by the committee to instruct the faculty to prepare and submit their departmental reports and committee reports for 2018-19 by end of June, 2019.
6. **Preparation of AQAR for 2018-19:** It was resolved by the committee to plan and start preparation of AQAR for 2018-19 from June 2019.
7. **Submission of Self-Appraisal forms:** It was resolved by the committee to instruct the staff to compile and submit the Self-Appraisal forms for the current year 2018-19, by mid June, 2019.

The meeting ended with vote of thanks to the Chair.
