

Minutes of the IQAC Meeting held on 09th March, 2020

IQAC committee meeting was held on March 09, 2020 at 10.30 am in the Auditorium.

The following members were present:

- 1) Dr. Debajit N.Sarkar, Principal, IQAC Chairperson
- 2) Mr. Shripad Tamhane, Chief Administrative Officer, Management representative
- 3) Dr. M. Z. Farooqui, Former Principal, Rizvi College
- 4) Dr. Anupama N. Nerurkar, Head, Department of Commerce, IQAC Coordinator
- 5) Mr. Mahesh Sathe, Vice Principal, Head, Department of Accountancy, Member
- 6) Dr. Seema A. Ukidve, Head, Department of Mathematics & Statistics, Member
- 7) Ms. Vaishali Pandya, Coordinator BAF, Member
- 8) Dr. Neelam Yadav, Assistant Professor, Department of Mathematics, Statistics and Computers, Member
- 9) Mrs. Pooja Yadav, Assistant Professor, Department of History, Member
- 10) Ms. Divya Kanchan, Coordinator BFM, Member
- 11) Mrs. Rupal Kore, Office Superintendent, Senior Administrative Officer, Member
- 12) Ms. Perna Mordani, Student Representative (Aided)
- 13) Ms. Aayushi Jain Student Representative (Unaided)

Leave of Absentia was granted to:

- 1) Dr. Lily Bhushan, Principal KES Shroff College, External expert
- 2) Dr. Jayashree Inbaraj, Principal, Kapila Khandwala College of Education, External Expert
- 3) Firoz Yusuf Khan, Alumini Representative
- 4) Mr. Rahul Dandekar, Assistant Professor, Department of Economics, Member

The Principal welcomed the committee members and introduced Dr. Nerurkar as new IQAC Co-ordinator and Dr. Ukidve as new Member of IQAC committee.

Item 1: To read, accept and confirm the minutes of the last IQAC Committee meeting held on October 23, 2019.

Dr. Nerurkar read the minutes of the previous meeting held on October 23, 2019 which was accepted and approved.

Item 2: To read action taken report of the minutes of the previous meeting.

The action taken report of the previous meeting was presented by Dr. Nerurkar.

Item 3: To discuss matters arising out of the minutes.

The following matters arising out of the minutes were discussed.

- a. It was suggested ideally that the documents required for the processing of CAS should be prepared three months in advance and interview should be held on the date of promotion subject to submission of files and documents in time by the candidate. CAS

file of Dr. Neelam Yadav has been verified by IQAC committee and the same will be submitted by 15th March, 2020 to the Principal. Further, the IQAC committee stated that applications of Dr. Devnani, Mr. Wandrekar, Dr. Samya Shinde and Dr. Parita Desai are received for CAS.

ATR-Due to Pandemic, physical copies are in college and were partially examined by IQAC committee. Ms. Laila Pater was promoted from stage I to stage III

- b. On inquiry by Dr. Farooqui, regarding submission of AQAR, it was stated that the AQAR of 2018-19 was submitted on 24.12.2019.
- c. Principal informed that Ms. Pooja Patwardhan has been appointed in the Department of Psychology on retirement of Dr. Chitra Munshi.
- d. Principal informed that in the current semester extra 5 teaching days i.e. 90 + 5 + 95 have been allotted.
- e. Mr. Tamhane congratulated staff for implementing the student's attendance bio-metric system effectively and systematically.
- f. Dr. Farooqui suggested online periodical test should be introduced.

ATR- From July 16th, online lectures were taken on Microsoft team platform. Class tests were conducted online.

Item 4: To report the launch of new college website.

Dr. Sarkar informed the members that the new Website of the College has already been launched and he thanked the Management for their guidance and support for the same. He asked the student's representative whether they had visited the new website. Ms. Perna Mordani, Student Representative stated that the website is user friendly. It was very useful to the student since information regarding PPT and notes of the subjects were uploaded. Students can have easy access of the timetable, results, notices etc.

Item 5: To discuss the activities done by IQAC.

The activities done by the IQAC were read by Dr. Nerurkar. The major activities included Faculty Development Programme, Conference, Workshops, Certificate Courses, Educational and Industrial visits etc. It was felt by all that there needs to be more involvement of Teaching Staff and Students in College festival UNMESH and ANNUAL DAY of the aided section.

Item 6: To discuss the work done for SSR.

Dr. Nerurkar informed that the SSR process is already started as per the revised SSR manual. There are frequent meetings and brain storming sessions of staff members. The qualitative data is presented by Criterion Heads and data collection and scanning are in progress.

ATR-Due to lockdown, SSR process has slowed down. Now IQAC committee is given priority to preparation of AQAR 2019-2020.

Item 7: To discuss the installation of BIO Composting plant as per requirement.

Principal suggested the importance of having micro BIO composting plant in the campus and it was agreed to start the same. The Principal requested Shri Tamhane to suggest name of experts for conducting Energy Audit in the campus. It was agreed to conduct Energy Audit.

ATR-Three quotations will be submitted to Principal for the same.

Item 8: To report upcoming retirement and advertisement of the vacant posts.

Dr. Sarkar informed that the recruitment of the staff will be done as per the rules and regulation for the academic year 2020-21 onwards.

ATR- Appointments were done in Commerce, Accountancy, Mathematics, Economics and Sociology in the month of October.

Item 9: Any other business with the permission of the Chair.

With the permission of the Chair the following points were discussed.

1. It was suggested by Shri Tamhane that the information regarding add-on, certificate, value added courses offered by college should be mailed to the parents, so that the parents are aware of it.

ATR-No courses are started yet due to lockdown.

2. Dr. Nerurkar suggested that professional placement agency and counsellor is required to be appointed to help student's community which was agreed.

ATR-No appointments are made due to Pandemic. IQAC appreciates the informal counselling done by all degree staff in the beginning of lectures as suggested by Ms. Neha Dalal and also by class mentors from time to time.

3. The introduction of some interdisciplinary courses or courses like script writing, film theatre, fashion designing would help the students. Dr. Farooqui suggested if possible before starting the course a survey may be conducted.

ATR-Due to Pandemic, these activities were postponed.

4. It was decided to conduct a workshop for Non-Teaching Staff on Office Automation.
5. The Management, Principal and IQAC committee thanked Dr. Sathe for his valuable contribution during his service.
6. It was suggested to apply for ISSN for College Research Journal "Search Light".

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

Anupama Nerurkar

Dr. Anupama Nerurkar
IQAC Co-ordinator

Dr. Debajit Sarkar

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Principal, IQAC Chairperson