

## **Minutes and Action Taken Report of the IQAC Meeting held on 22<sup>nd</sup> October, 2020**

**IQAC committee meeting was held on October 22, 2020 at 11.00 am in Microsoft Teams. 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. Lily Bhushan, Principal KES Shroff College, External expert.
- 5) Dr. Jayashree Inbaraj, Principal, Kapila Khandwala College of Education, External Expert
- 6) Dr. Anupama N. Nerurkar, Head, Department of Commerce, IQAC Coordinator
- 7) Dr. Seema A. Ukidve, Head, Department of Mathematics & Statistics, Member
- 8) Ms. Vaishali Pandya, Coordinator BAF, Member
- 9) Dr. Neelam Yadav, Assistant Professor, Department of Mathematics, Statistics and Computers, Member
- 10) Mrs. Pooja Yadav, Assistant Professor, Department of History, Member
- 11) Mr. Rahul Dandekar, Assistant Professor, Department of Economics, Member
- 12) Ms. Divya Kanchan, Coordinator BFM, Member
- 13) Mrs. Rupal Kore, Office Superintendent, Senior Administrative Officer, Member
- 14) Ms. Prerna Mordani, Student Representative (Aided)
- 15) Ms. Snehal Raul-Student Representative (Unaided)

### **Leave of Absentia was granted to:**

- 1) Firoz Yusuf Khan, Alumini Representative

Dr. Nerurkar welcomed the committee members to IQAC meeting.

### **Item 1: To read, accept and confirm the minutes of the last IQAC Committee meeting held on March 09, 2020.**

Dr. Nerurkar read the minutes of the previous meeting held on March 09, 2020 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. The CAS file of Dr. Neelam Yadav has been verified and submitted to the Principal.

**ATR: NA**

- b. The IQAC committee stated that applications of Dr. Devnani and Dr. Parita Desai are received for CAS.

**ATR:** Dr. Parita Desai and Dr. Devnani's file is with IQAC committee for further evaluation.

- c. Mrs. Laila Patel is promoted from stage I to stage II

**ATR:NA**

**Item 4: 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.

**ATR: NA**

**Item 5: 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: Steering Committee is reviewed and necessary changes have been implemented. It has been decided that the draft SSR should be ready by March 2021.**

**Item 6: To report upcoming retirement and advertisement of the vacant posts.**

Dr. Sarkar informed that the recruitment of the staff has been done as per the procedure and rules and regulations of the University for the academic year 2020-21 onwards.

Appointments are done in Commerce, Accountancy, Mathematics, Economics and Sociology in the month of October.

**ATR: NA**

**Item 7: Any other business with the permission of the Chair.**

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

1. To get quotations for conducting Energy Audit and Environment Audit and finalise the same and conduct Energy Audit and Environment Audit.

**ATR:** The process of getting quotations is started by Dr. Akshata Kulkarni.

2. It was suggested by Shri Tamhane to start a certificate course Composting and Bio-waste. Dr. Akshata Kulkarni to be given the responsibility for the same. Dr. Jayashree recommended that students' involvement in such projects should be encouraged.

**ATR: Due to the Pandemic this is yet to be taken up as this course requires students to be physically present in College.**

3. It was decided to appoint placement officer for which the post needs to be advertised.

**ATR: The Committee has decided to postpone it as it involves financial implications.**

4. Appointment of Counsellor. A meeting will be held with KKCE principal for finalising. Dr. Jayashree will suggest some names.

**ATR: The Committee has decided to postpone it as it involves financial implications.**

5. It was advised by Dr. Lily Bhushan that all activities mentioned in NAAC criteria should be organised. Each Criteria head will be responsible for such activities.

**ATR-IQAC committee has communicated the same to criteria heads. So far following activities are conducted related to NAAC**

**a. Professional Development programme for teaching staff**

**b. Webinar on use of Open learning resources**

**c. Internal FDP programme**

**d. Extension and outreach programme by NSS and DLLE**

**e. Celebration of National and International days**

6. All members appreciated the activities done during lockdown like workshops, webinars, competitions for students. The staff attended training programmes and workshops to equip themselves for online teaching, use of software for the same, online assessment and grading, including the conduct of online examinations. Also, experts were happy to know that majority of the teachers attended workshops related to e-content and online teaching.

Webinars, workshops, guest lectures, etc. were conducted by the various departments / associations as follows:

☐ The self- financing section conducted webinars on the following themes / topics:

☐ A one-week trading workshop on how to trade in the stock market.

☐ A Webinar on IFRS overview: standard recognition to de-recognition journey.

☐ Webinar on How to choose the right equity mutual fund to invest in.

☐ Webinar on Unconventional careers in Accountancy and Finance through Global certification CMA

☐ Webinar on Banking Jobs – Think beyond IBPS and Public Sector Banking Careers.

☐ Webinar on Careers in Financial Planning: considering the impact of pandemic.

☐ Webinar on Emerging Careers in Accountancy and International Taxation.

☐ National Webinar on “Commerce Means Business: You can, let’s do it.”

☐ A webinar on “Changing Phases of Journalism.”

☐ National webinar on “Careers in Radio Industry.”

☐ A “Mentoring Session” For the Aspiring Entrepreneurs was conducted.

☐ An Internship programme session by Motilal Oswal was organised.

☐ BSCIT organised Workshop/training (2) on GOOGLE

**PRODUCTS LIKE DOCS, SHEETS, SLIDES & FORMS for all**

**SES Staff and students.**

☐ One National level PAID workshop on MS PUBLISHER DOCUMENT, by the Mathematics and Statistics Dept. there were 33 participants.

☐ The Department of Sociology conducted a National Webinar on ‘MIGRANT LABOUR IN THE TIMES OF COVID 19.’

- The Department of Economics conducted a National Webinar on 'Statistically Tracking Covid 19 Pandemic', an International webinar on 'Perspectives on Covid 19: Law of Karma and Balance', and an Online Guest Lecture on 'Political Economy of Fiscal and Monetary Policy'.
- The Department of Psychology organised A webinar on "Coping with Changes in the Corporate Sector after Covid-19", organised an Intercollegiate Panel discussion on Media and Mental Health, and a Movie-screening -The Gloria Films- 3 approaches to Counselling.
- The Department of History organised a National Webinar on "History of Gunnery in India", and organised a Guest Lecture on Archaeology and Dating Methods
- The Department of Accountancy conducted a National Webinar on 'Decoding Atmanirbhar Bharat'
- The Department of English conducted an online workshop on 'Learning Pronunciation through Phonetic Transcription.'
- The Department of Commerce conducted a National Webinar on "Intellectual Property Rights."
- The Staff Academy organised an Online talk on 'National Digital Library of India: An Open E Learning Platform'.
- The Library conducted an Online Book Exhibition on the occasion of Gandhi Jayanti, organised a webinar on UGC's MOOC: SWAYAM – An Opportunity for Life Long Learners, and celebrated 'Vaachan Prerna Divas' on the occasion of Dr. APJ Abdul Kalam Jayanti.
- An Inter-collegiate online fest 'Trending minds' was organised by BAF for 5 days.
- The following days were celebrated on a virtual platform: Maharashtra Day, International Day for Biological Diversity, 6th International Yoga Day with the theme "Yoga for Health - Yoga at Home", Independence Day, Teachers' Day, and Talent Day.

7. Principal also informed that soon after lockdown, when there was uncertainty about examinations, nearly 98 tutorials were prepared by teaching staff and were uploaded on the website for students to practice.

8. It was inquired whether during orientation there was a mention of existing course. And if not then there is a need to advertise about the existing courses that we offer.

**ATR: Due to Pandemic, no department has come forward for such course. However, in this semester, feedback will be taken from students to explore the possibility of starting such course.**

9. Principal made a mention that there was no technical glitch in conducting online examination. All examinations of TY/ were successfully completed.

**ATR: All examinations of odd semester 20-21 are conducted successfully implementing updates as per University guidelines.**

10. Ms Snehal Raul, student representative from unaided section was nominated.

11. Shri.Sripad Tamhane suggested that all online lectures repository should be created for the future reference of students.

**ATR: Library and IT team is working on the proposal**

12. Regarding professional Development workshops organised for non-teaching staff, Mr. Sripad Tamhane suggested that the report be submitted with the outcome and how automation is implemented in office after workshop.

**ATR: Suggestion has been implemented.**

A two days webinar on “Role of Administration & Benefit of Digitalization in lockdown and Data Centricity from the NAAC perspectives” was conducted at the L.S. Raheja College of Arts and Commerce on the 21<sup>th</sup> and 22<sup>nd</sup> May, 2020 for the non-teaching staff of the College. The outcomes are as follows:

1. The outward and inward is digitalized. Hence all the staff members have access to it. No need to rely on despatch clerk.
  2. The leave record is also in the process of digitalizing. Leave applications are online and also the staff members should also apply online for leave.
  3. Personalised digital folders of newly appointed staff members for the year 2020-2021 have been prepared. Further are in the process of scanning individual documents and preparing individual folders which can be viewed by the staff member using their passwords.
13. Dr. Lily Bhushan said that Student Satisfaction Survey should be conducted on yearly basis and not only before NAAC.

**ATR: Online feedback has been conducted for unaided section and teachers have been communicated the feedback.**

14. Student representative Prerna Mordani suggested that the videos for online lectures are available for only 20 days. They should be available throughout this year.

**ATR: The videos will be made available with the help of library and IT team.**

15. Student representative Snehal Raul recommended that the location and facilities in Gymkhana should be improvised.

**ATR: The gymkhana is shifted and is under renovation.**

16. Dr. Lily Bhushan said that the brief report submitted after each activity also include outcome and be uploaded on the website.

**ATR: The Report has been updated and suggestion has been implemented.**

17. It was decided to upload AQAR 2019-2020 in December 2020.

**ATR: AQAR2019-2020 has been uploaded on 30 th Decembember.2020.**

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



Dr. Anupama Nerurkar  
IQAC Co-ordinator



Dr. Debajit Sarkar  
Principal, IQAC Chairperson



