

Minutes of the IQAC Meeting held on July 5, 2019

IQAC committee meeting was held on July 5th, 2019 at 10:30 am in the research room. The following members were present:

- 1) Dr. Debajit N.Sarkar, Principal, IQAC Chairperson
- 2) Mr. Shripad Tamhane, Chief Administrative Officer, Management representative
- 3) Dr. Lily Bhushan, Principal KES Shroff College, External expert
- 4) Dr. M. Z. Farooqui, Former Principal, Rizvi College
- 5) Dr. Chitra Munshi, Head, Department of Psychology, IQAC Coordinator
- 6) Mr. Mahesh Sathe, Vice Principal, Head, Department of Accountancy, Member
- 7) Dr. K. Venkateshwarlu, Head Department of Economics
- 8) Dr. Neelam Yadav, Assistant Professor, Department of Mathematics, Statistics and Computers, Member
- 9) Mrs. Pooja Yadav, Assistant Professor, Department of History
- 10) Mr. Rahul Dandekar, Assistant Professor, Department of Economics, Member
- 11) Ms. Divya Kanchan, Coordinator BFM, Member
- 12) Ms. Prerna Mordani, Student Representative

Leave of Absentia was granted to:

- 1) Dr. Jayashree Inbaraj, Principal, Kapila Khandwala College of Education, External Expert
- 2) Dr. Anupama Nerurkar, Head, Department of Commerce, Member
- 3) Ms. Vaishali Pandya, Coordinator BAF, Member
- 4) Mr. Satish Dalvi, Registrar, Senior Administrative Officer
- 5) Mrs. Rupal Kore, Office Superintendent, Senior Administrative Officer
- 6) Firoz Yusuf Khan, Alumini Representative

The Principal welcomed the committee members. The minutes and the action taken report of the previous meeting held on 29th January, 2019 were read and accepted.

Following are the matters discussed in the meeting:

Item 1: Dr. Sarkar informed the committee that Dr. Parita Desai, the librarian is ready with her report for library audit. However she has requested that the process of Library Audit be postponed due to renovation work in the college premises. Regarding gender audit the data has been collected and evaluated. The audit will be done in near future. Mr Shripad Tamhane enquired when will the renovation work get completed and Dr. Sarkar informed that the renovation work is in process and will get over at the earliest.

Item 2: Dr. Sarkar informed the committee that the college has successfully organised a ICSSR sponsored National Conference on Emerging Trends in Travel and Tourism which was organised by Department of Commerce. Prestigious people from academic and industry fraternity had graced the event. Dr. Sarkar also mentioned that all the papers presented were published in UGC recognised journals. It was appreciated by all committee members.

Item 3: Dr. Sarkar informed the committee that after introducing Digital Forum in the college faculty member Mr. Rahul Dandekar has completed 2 certificate course via SWAYAM. Dr. Sarkar Informed the members that Add On courses were successfully

completed like FPA, Listening Skills etc. and that we intend to continue these courses this academic year and introduce it to the new first year students after the admission process is completed. It was suggested by Dr. Lily Bhushan that the college should contact Mr. Devesh Mishra for a course suitable for B Com (Banking & Insurance) students. A course on Learning Banking by Ursa Minor will be very fruitful for BCom (Banking & Insurance) students.

Item 4: After the successful release of 1 issue of "Search Light" the college intends to continue with the work. Dr Lily Bhushan informed the committee once admission work is completed at her college she will provide her inputs in "Search Light".

Item 5: It was informed by Dr. Sarkar that a workshop on new methodologies and preparation of SSR for assessment and accreditation was successfully organised in association with I-CARE. Dr. Lily Bhushan suggested that the AQAR filing must be done very accurately. Dr. Sarkar informed that the college intends to upload the SSR in this academic year. Dr Lily Bhushan suggested that if the college is unsure about its preparation then it should postpone it by atleast two academic year. Dr Farooqui seconded the same stating that since the NAAC is 70% quantitative and 30% qualitative. So the institution needs to do some more additional programmes which will help college get better grades.

Item 6: Dr. Sarkar informed the committee members that the new website will be ready by the end of July which will be very dynamic and appealing. Mr. Tamhane suggested that IQAC must keep a close eye on the uploads on the website and monitor it at regular intervals. Dr. Lily Bhushan suggested that each department must upload information and all activities conducted by them on the website. Dr. Lily Bhushan suggested that website of NGP college, Coimbatore must be checked for ideas. Dr. Sarkar added that the website of Manipal University is also very impressive.

Item 7: Mr. Tamhane enquired if there is a way in which data is collected and recorded by the college of how many papers are presented and published. Dr. Sarkar informed that he has instructed the librarian to keep the copies of all papers that are published by the staff in the library. He further added that he has instructed to keep the UGC approved journal list updated. Dr. Lily Bhushan suggested that to encourage and motivate SFC staff to pursue PHD, monetary benefits like Rs. 25000/- or 1 increment must be given to them after completion. The suggestion was well received by the committee and Dr. Sarkar informed that he will put forth this point in front of the management.

Item 8 Dr. Lily Bhushan suggested that the vision for Sadhana Education Society must be common, however the mission must be individually drawn by L.S. Raheja college and other sister institutions.

Item 9: Mr. Tamhane enquired about the role of IQAC in CAS. Dr C. Munshi responded that IQAC keeps a check whether the file is in congruence with the UGC requirement and takes timely follow up with the applicant. Dr. Lily Bhushan added that IQAC scrutinises the CAS file and only then it goes for final approval. Dr. Farooqui seconded and also added that IQAC has a role to validate and audit the file. Mr. Tamhane was of the opinion that deadline should be given to the candidates so that they submit the required documents for the promotion in time to which Dr. Lily Bhushan and Dr. Farooqui responded that giving deadlines does not

come under the purview of IQAC and promotion is completely a personal gain and each applicant is responsible for the same.

Item 10: Dr. C. Munshi informed the committee that after confirmation with I CARE the institute is planning 2-3 additional workshops, out of which one will be for the Management

Item 11: Dr, Sarkar informed the committee that confirmation for remaining qualified faculties in SFC will come in a month's time. He added that the institute intends to apply for permanent affiliation for two SFC Programmes vis-a-vie BCom (Accounting and Finance) and BCom (Financial Markets).

Item 12: Mr. Tamhane discussed that TED talks must be made available for the students to view. He further added that purchase of Amazon firestick must be done so that students may easily access the content available online. Dr Lily Bhushan pointed that it is a very good suggestion and must be initiated so that students can be motivated and training can be given to become a speaker at TED Talks.

Item 13: Dr. Lily Bhushan suggested that due importance must be given to internship as NAAC gives high weightage to the number of students enrolled in internship. She further added that Add on course of small fee must be identified and offered by the institute to the students. Teachers must take initiative to enrol students in such add on courses. She suggested courses like Life skill program, value education, time management, certificate course on GST, TALLY can be started. Financial Literacy outreach program can be initiated towards parents as well.

Item 14: Dr. Lily Bhushan suggested that each criteria head must do GAP Analysis and must work towards it and ensure that the GAPs are filled.

Item 15: Dr. Lily Bhushan appreciated the academic and the activity calendar prepared by Dr. K. Venkateswarlu and suggested that it must be uploaded on the college website.

Item 16. Mr. Tamhane suggested IQAC to monitor the results and suggest ways of how to improve them. Dr. Sarkar asked Mr. Sathe to inform the committee as what measures were taken by the Principal. Mr. Sathe informed the committee that Dr. Sarkar had taken a series of meeting with the staff to address them about the gravity of the issue and to take constructive measure in order to improve it. He has advised the staff to improve the quality of teaching and take measures to improve attendance.

Item 17: Dr. Sarkar appreciated the Department of Psychology headed by Dr. C. Munshi for the constant efforts that she and her department colleagues put in order to enhance the quality of learning in their department. He added that there is an overwhelming response of applicants to enrol for TYBA Psychology at L. S. Raheja college all due to the active involvement by the faculties of this department.

Item 18: Dr Sarkar informed the committee that Department of Psychology has successfully organised a Inter collegiate research paper competition for students In which 6 colleges participated.

Item 19: Dr. Sarkar informed the committee that 5 students are successfully registered in Ph.D and their approvals have come from the University

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Item 20. Dr. C. Munshi informed the committee that in academic year 2019-20 3 staff members will be retiring. Dr C. Munshi in October, Dr. K. Venketeshwarlu in February and Mr M. Sathe in March. Dr. Sarkar informed that the college will then apply for respective NOCs.

Item 21: It was informed that Ms. Prerna M. has been appointed as a student representative for this academic year and Dr. Sarkar advised Dr. C Munshi that 2 more student representative from Aided section Arts and SFC must be appointed respectively.

Anupama Nerurkar

Dr. Anupama Nerurkar

IQAC Co-ordinator

Dr. Debajit Sarkar

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Principal

IQAC Chairperson

Action taken report OF IQAC meeting on July 5th, 2019.

Item 1: Dr. Sarkar informed the committee that Dr. Parita Desai, the librarian is ready with her report for library audit. However she has requested that the process of Library Audit be postponed due to renovation work in the college premises. Regarding gender audit the data has been collected and evaluated. The audit will be done in near future. Mr Shripad Tamhane enquired when will the renovation work get completed and Dr. Sarkar informed that the renovation work is in process and will get over at the earliest.

ATR: The library audit was conducted on 28/9/19 and gender audit will be conducted in the next semester.

Item 2: Dr. Sarkar informed the committee that the college has successfully organised a ICSSR sponsored National Conference on Emerging Trends in Travel and Tourism which was organised by Department of Commerce. Prestigious people from academic and industry fraternity had graced the event. Dr. Sarkar also mentioned that all the papers presented were published in UGC recognised journals. It was appreciated by all committee members.

ATR: NA

Item 3: Dr. Sarkar informed the committee that after introducing Digital Forum in the college faculty member Mr. Rahul Dandekar has completed 2 certificate courses via SWAYAM.

Dr. Sarkar Informed the members that Add On courses were successfully completed like FPA, Listening Skills etc. and that we intend to continue these courses this academic year and introduce it to the new first year students after the admission process is completed. It was suggested by Dr. Lily Bhushan that the college should contact Mr. Devesh Mishra for a course suitable for B Com (Banking & Insurance) students. A course on Learning Banking by Ursa Minor will be very fruitful for BCom (Banking & Insurance) students.

ATR: FDE REPORT 2019(ODD SEMESTER ONLY)

- **NUMBER OF STUDENTS ENROLLED FOR SWAYAM COURSES NOV.2019: 41**
- **DATE AND NUMBER OF STUDENTS WHO HAVE ATTENDED THE SWAYAM AND FDE ORIENTATION**

31.6.2019	53
30.7.2019	86
20.8.2019	83
TOTAL	222

- **NUMBER OF STUDENTS ARE MEMBERS OF FDE :63**
- **MR.RAHUL DANDEKAR HAS COMPLETED TWO REFRESHER COURSES IN MARCH 2019**

Orientation is done for add on certificate program by FPA to all the students and the enrolment is in process. Mr. Devesh Mishra was invited for orientation of URSA MINOR program for all TY students and enrolment process is in process.

Item 4: After the successful release of 1 issue of “Search Light” the college intends to continue with the work. Dr Lily Bhushan informed the committee once admission work is completed at her college she will provide her inputs in “Search Light”.

ATR: The work is in process.

Item 5: It was informed by Dr. Sarkar that a workshop on new methodologies and preparation of SSR for assessment and accreditation was successfully organised in association with I-CARE. Dr. Lily Bhushan suggested that the AQAR filing must be done very accurately. Dr. Sarkar informed that the college intends to upload the SSR in this academic year. Dr Lily Bhushan suggested that if the college is unsure about its preparation then it should postpone it by atleast two academic year. Dr Farooqui seconded the same stating that since the NAAC is 70% quantitative and 30% qualitative. So the institution needs to do some more additional programmes which will help college get better grades.

ATR: TWO workshops were done.

1. Workshop on “Role of Management and Principals as Stakeholder in Assessment and Accreditation under NIRF, NAAC etc” was organised on 27th July, 2019. There were 40 participants.

2. 3-day Workshop cum training on filling SSR was conducted on 19/9/19-21/9/19. There were 27 participants.

Item 6: Dr. Sarkar informed the committee members that the new website will be ready by the end of July which will be very dynamic and appealing. Mr. Tamhane suggested that IQAC must keep a close eye on the uploads on the website and monitor it at regular intervals. Dr. Lily Bhushan suggested that each department must upload information and all activities conducted by them on the website. Dr. Lily Bhushan suggested that website of NGP college, Coimbatore must be checked for ideas. Dr. Sarkar added that the website of Manipal University is also very impressive.

ATR: The new website is ready and will be launched in November 2019.

Item 7: Mr. Tamhane enquired if there is a way in which data is collected and recorded by the college of how many papers are presented and published. Dr. Sarkar informed that he has instructed the librarian to keep the copies of all papers that are published by the staff in the library. He further added that he has instructed to keep the UGC approved journal list updated. Dr. Lily Bhushan suggested that to encourage and motivate SFC staff to pursue Ph.D, monetary benefits like Rs. 25000/- or 1 increment must be given to them after completion. The suggestion was well received by the committee and Dr. Sarkar informed that he will put forth this point in front of the management.

ATR: NA

Item 8 Dr. Lily Bhushan suggested that the vision for Sadhana Education Society must be common, however the mission must be individually drawn by L.S. Raheja college and other sister institutions.

ATR: The work is in process

Item 9: Mr. Tamhane enquired about the role of IQAC in CAS. Dr C. Munshi responded that IQAC keeps a check whether the file is in congruence with the UGC requirement and takes timely follow up with the applicant. Dr. Lily Bhushan added that IQAC scrutinises the CAS file and only then it goes for final approval. Dr. Farooqui seconded and also added that IQAC has a role to validate and audit the file. Mr. Tamhane was of the opinion that deadline should be given to the candidates so that they submit the required documents for the promotion in time to which Dr. Lily Bhushan and Dr. Farooqui responded

that giving deadlines does not come under the purview of IQAC and promotion is completely a personal gain and each applicant is responsible for the same.

ATR: Teachers are made aware about requirement of submission of their CAS file.

Item 10: Dr. C. Munshi informed the committee that after confirmation with I CARE the institute is planning 2-3 additional workshops, out of which one will be for the Management.

ATR: It was already discussed.

Item 11: Dr, Sarkar informed the committee that confirmation for remaining qualified faculties in SFC will come in a month's time. He added that the institute intends to apply for permanent affiliation for two SFC Programmes vis-a-vie BCom (Accounting and Finance) and BCom (Financial Markets).

ATR: 8 SFC faculties have been issued confirmation letters.

Item 12: Mr. Tamhane discussed that TED talks must be made available for the students to view. He further added that purchase of Amazon firestick must be done so that students may easily access the content available online. Dr Lily Bhushan pointed that it is a very good suggestion and must be initiated so that students can be motivated and training can be given to become a speaker at TED Talks.

ATR: The college will purchase amazon firestick soon.

Item 13: Dr. Lily Bhushan suggested that due importance must be given to internship as NAAC gives high weightage to the number of students enrolled in internship. She further added that Add on course of small fee must be identified and offered by the institute to the students. Teachers must take initiative to enrol students in such add on courses. She suggested courses like Life skill program, value education, time management, certificate course on GST, TALLY can be started. Financial Literacy outreach program can be initiated towards parents as well.

ATR: Certificate course on Advanced Excel is conducted whereby 30 students enrolled at a very nominal fee of Rs300/

Certificate course in Research methodology in Social Sciences was conducted. 32 students were enrolled.

The certificate course on “An Introduction to Data Analysis using R software and MS Excel” a 4 days (20 hours) intensive course was an initiative of Department of Economics. Ms. Samiksha Jadhav, Asst. Prof, Department of Economics, was the course coordinator where as Mr. Chinmay Joshi, Asst. Prof (Ad-Hoc), Department of Mathematics and Computers was the course instructor. 49 students were enrolled

Item 14: Dr. Lily Bhushan suggested that each criteria head must do GAP Analysis and must work towards it and ensure that the GAPs are filled.

ATR: The work is in process

Item 15: Dr. Lily Bhushan appreciated the academic and the activity calendar prepared by Dr. K. Venkateswarlu and suggested that it must be uploaded on the college website.

ATR: It is uploaded on website.

Item 16. Mr. Tamhane suggested IQAC to monitor the results and suggest ways of how to improve them. Dr. Sarkar asked Mr. Sathe to inform the committee as what measures were taken by the Principal.

Mr. Sathe informed the committee that Dr. Sarkar had taken a series of meeting with the staff to address them about the gravity of the issue and to take constructive measure in order to improve it. He has advised the staff to improve the quality of teaching and take measures to improve attendance.

ATR: Efforts taken by teachers like, Sharing Subject PPTs, Work book for practise in subjects like Economics, Mathematics and Class test etc.

Item 17: Dr. Sarkar appreciated the Department of Psychology headed by Dr. C. Munshi for the constant efforts that she and her department colleagues put in order to enhance the quality of learning in their department. He added that there is an overwhelming response of applicants to enrol for TYBA Psychology at L. S. Raheja college all due to the active involvement by the faculties of this department.

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ATR-NA

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ATR-NA

Item 20. Dr. C. Munshi informed the committee that in academic year 2019-20, three staff members will be retiring. Dr C. Munshi in October, Dr. K. Venketeshwarlu in February and Mr M. Sathe in March. Dr. Sarkar informed that the college will then apply for respective NOCs.

ATR-Appointments are done.

Item 21: It was informed that Ms. Prerna M. has been appointed as a student representative for this academic year and Dr. Sarkar advised Dr. Chitra Munshi that 2 more student representative from Aided section Arts and SFC must be appointed respectively.

ATR: Ms. Ayushi Jain from SFC Section is appointed as student representative in IQAC from unaided section.

Anupama Nerurkar

S. Sarkar

Dr Anupama Nerurkar

Dr. Debajit Sarkar

IQAC Co-ordinator

Principal, IQAC Chairperson