

## Minutes of Meeting of IQAC

Minutes of the meeting of the IQAC held on 01<sup>st</sup> July 2017 at 11.30 am in room no. 04. The meeting commenced with the principal addressing the members of the IQAC. He briefed the members about the functions of the IQAC. Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
  - b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
  - c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
  - d) Dissemination of information on various quality parameters of higher education;
  - e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
  - f) Documentation of the various programmes/activities leading to quality improvement;
  - g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
  - h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
  - i) Development of Quality Culture in the institution;
  - j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
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1. The principal then informed the members about the status of the autonomy application of the college. He informed that the proposal for autonomy had been submitted.
  2. After due scrutiny the proposal shall then be forwarded. He informed the members that Board of Studies would be required to be formed in each department for the B.Com course and in case of SFC only one BOS per course would be formed. He urged all members to commence the process of formation of Board of Studies and requested them to conduct at least two meetings of BOS every year.
  3. Thereafter the IQAC Coordinator welcomed all the members and the special invitee, Mrs. Gomathi Iyer and noted the absence of Dr. Ritu Vashisht due to personal problems.
  4. The coordinator informed the members that a proposal has been received to conduct a syllabus revision workshop for B.Com, BAF and BMS course. The members after due deliberation approved the workshop and entrusted the conference committee the task of conducting the workshop. It was decided that the workshop was to be conducted in

the college premises itself. The IQAC coordinator informed that the college had also sought the necessary permission from the academic authority unit of the University of Mumbai and had received the same.

5. The Coordinator also informed the members that, Mrs. Deepa Chitnis had organized a jail visit for the students for them to study the services and opportunities provided to inmates by the jail authorities and to see the framework of rehabilitative and reformatory activities given to the prisoners. The members applauded the initiative taken by Mrs. Deepa Chitnis.
6. The Coordinator informed that Ms. Tessy Philji, Dr. Muktha Manoj and Dr. Shivesh Shukla are due for CAS and their applications for the same have been received by IQAC. It was then decided by the members that Dr. Vijayshree Anand and Mrs. Sneh Choitani shall be entrusted with the responsibility to go through the files of the CAS applicants. Based on the report submitted by them, the IQAC shall then give recommendations to the applicants.
7. One of the members also placed the case of CAS of Mrs. Nirmala Chavan for consideration of the IQAC. In her letter inwards on 3<sup>rd</sup> May 2017, she had challenged the process of her placement and requested the college to redo her placement process. After a detailed discussion, all the members agreed unanimously that the IQAC was not in the position to suo moto take up her case. The members agreed that the entire process of her placement shall be redone only if the college gets a letter from the office of the Joint Director / University of Mumbai directing to do the same.
8. It was also decided that henceforth all associations / departments shall submit a report of their activities in a specific format to the IQAC. The format of the report was decided as under:
  - a. Name of the Association / committee / department
  - b. Subject
  - c. Date of Event
  - d. Committee members present
  - e. Objective / Purpose of the activity
  - f. No. of students benefitted
  - g. Outcomes of the activity
  - h. Brief details of speaker / dignitary called for the eventIt was also agreed that all associations should inward a letter to the IQAC coordinator with specific details of all events that they wish to conduct.
9. Coordinator also entrusted Dr. Ritika Khurana and Dr. Ritu Vashisht to prepare the AQAR of academic year 2016-17. It was decided that the draft copy of the AQAR shall be distributed to all the members and then the AQAR shall be finalized in the next meeting.
10. The members also felt the need of conducting an academic audit on an immediate basis.
11. Members also expressed the desire to conduct a workshop / seminar on API calculations. Mrs. Radhika Wadke, Mrs. Vaishali Dawar and Mrs. Savita Desai were entrusted with the responsibility to find speakers and resource persons for the said event.

12. The coordinator also informed the members that a proposal was received from RUSA Maharashtra for add on course in organized retail. The proposal received was for certificate, diploma and advance diploma course. The members deliberated on the proposal and felt that a detailed study was required of the proposal. It was decided that a call shall be taken on these courses in the next meeting.
13. The meeting ended with a vote of thanks by the IQAC coordinator.