<u>**The Minutes of the IQAC Meeting held on Saturday, 25thApril , 2015 at 10.00 a.m in the Conference Room**</u>

The meeting of **Internal Quality Assurance Cell (IQAC)** was held on 25th April 2015 at 10 am in Conference Room.

Following members were present:

1) Principal Dr. N. N. Pandey , **Chairman of IQAC**
2) Lion Kanhaiyalal G Saraf, **Hon. Secretary of Governing Council**
3) Prin. K.Venkatramani, **Former Registrar of Mumbai University**
4) Prof. S.V. Chandratre
5) Prof. (Ms.) S. A. Mandavawalla, **Coordinator**
6) CA D. M. Kadhi
7) CA B. K. Patel
8) Dr. S. S. Desai
9) Ms. Sheetal Shah
10) Mr. J.V. Gomes
11) Mr. Sachin Vedpathak
12) Prof. Ms. Madhavi Nighoskar
13) Mr. Ashish Singh, **Alumni member**
14) Mr. Kamal Deep Sran, General Secretary of college

Principal informed the member that leave of absence was granted to Lion Sharad Ruia and Ms. Minaxi Kalpady.

Business transacted:

1. **Prin. Dr. N. N. Pandey,** Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.

2. The Coordinator **Prof. (Ms). S. A. Mandavawalla** read out the minutes of previous meeting was confirmed unanimously by all the members.

3. **Prof. (Ms). S. A. Mandavawalla** presented the report of various activities conducted by IQAC during the academic year 2014-15 as follows.

   - The Annual Quality Assurance Report (AQAR) for the academic year 2013-14 was sent to NAAC and is uploaded on our college website as required by NAAC guidelines.

   - A two day National level seminar on '**Revised IQAC format and documentation'** was conducted on 19th and 20th September 2014 in college auditorium. **Pro-Vice Chancellor**, **Mumbai University, Dr. Naresh Chandra** inaugurated the seminar. **Dr. M. R. Kurup**, former Principal of **Vaze-Kelkar College was invited** as the **key note speaker**. **Joint Secretary**

of Governing Council, Lion Vikas Saraf graced the occasion by his presence. The academicians from a well-known Institute, Centre for Education, Development and Administration **(CEDA),** Pune were invited as the resource persons. The resource persons enlightened the audience on new format of AQAR as follows.

Sr.No.	Resource person	Theme
1	Dr. Bina Inamdar	**Criterion – I**: Curricular Aspects **Criterion – II**: Teaching, Learning and Evaluation **Criterion – IV**: Infrastructure and Learning Resources **Criterion – VII**: Innovations and Best Practices
2.	Dr. Sanjay Kandalgaonkar	**Criterion – III:** Research, Consultancy and Extension
3.	Dr.A.D.Bhole	**Criterion – V**: Student Support and Progression
4.	Dr.A.G.Gosavi	**Criterion – VI:** Governance, Leadership and Management

The seminar was well received by the audience which comprised of librarians, IQAC coordinators, administrative staff and senior faculty from various colleges.

- **An Academic Audit** initiated by Mumbai University was carried out on **4ᵗʰ February 2015.** The peer team comprised of **Dr. Raghao Mali**, former Vice Chancellor of North Maharashtra, **Dr. V.B. Gaikwad**, former director BCUD, Pune University and **Dr. Bina Punjabi**, Principal of Guru Nanak College of Arts and Science, Mumbai University. The visit began at 10 am and concluded at 4 pm. The report and photographs are uploaded on our college website.

- IQAC collected the feedback from students about the teachers. The feedback was analysed and submitted to Principal Sir for further action.

- Under guidance of Principal Sir, IQAC facilitated validation of files of teachers due for promotion. Three members of teaching staff got promoted to higher grade.

- IQAC adopted **"Community Services Project"** as **Institutional Social Responsibility.** Various activities were conducted by the committees on this theme.
- Ms. Sheetal Shah, librarian of our college presented following best practices
  - Library Best User award
  - This best practice helps in inculcating reading habits amongst students. At the end of every academic year three students are given prize for maximum utilization of Library books.
  - Free Browsing Unit
  - 7 computers are allocated to students for Internet browsing.This practice is very popular amongst students.
  - Book Exhibition: Book exhibition is organized every year. This year Exhibition was organized on 25th and 26th November 2014. Mr. B. K. Ahire Incharge University Librarian was chief Guest.
  - 24/7 Access to Electronic Resources
  - Through N-List Programme the Library avails access to more than 6000 e-Journals and 97,000 e-Books. Remote access is possible.
  - Web-Opac is to be adopted as best practice in the academic year 2015-16

4. **Prof. Shekhar Chandratre** Vice-Principal presented academic calendar for the year 2015-16. The members approved the same.

5. **Principal Dr. N. N. Pandey** appraised the members about the in-house software, CCMS comprising of multiple modules. The software was successfully implemented by examination committee with results declared within record period of 20 days. The members congratulated the examination convener and the committee. Prin. **K. Venkatramani** said that it was always advisable to process the examination results in-house for better control over confidentiality. Principal sir said that the admission of SYBCOM and TYBCOM was smoothly carried out using the merit list generated by the software.

6. Principal Dr.N.N.Pandey informed the members that seed money of Rs. 3,00,000 was received from UGC as one time grant for the period of 5 years "to meet the establishment and strengthening expenditure of the IQAC" to be incurred on following items.

Sr. No.	Purpose of grant	Amount
1	Honorarium to Director/Coordinator , IQAC @ Rs. 1,000 x12x5	Rs. 60,000
2	Office Equipments	Rs. 60,000
3	Hiring Services for Secretarial & Technical Services	Rs. 60,000
4.	ICT Communication expenses	Rs. 70,000
5.	Contingencies	Rs. 50,000
	Total	**Rs. 3,00,000**

Lion Kanhaiyalal G Saraf, Honorary Secretary of Governing Council, approved the up gradation of IQAC room as mentioned in above heads. On the issue of purchasing Bar Code printer, **CA B. K. Patel** suggested that about 15% of library funds can be earmarked for purchasing the same. CA B. K. Patel also suggested that stock register must be maintained and all equipments and furniture must be numbered. Principal Sir said that this work will be done under his supervision.

7. **PrinK.Venkatramani** suggested toundertake some activity to sensitise the society for third gender. Dr. S.S. Desai, NSS In Charge and District Coordinator promised to undertake such an activity in next academic year.

8. Our Alumni , Mr. Ashish Singh said that Alumni Association of the college will be organising a programme to guide the current students in making contribution in development of the institution in all the aspects. **Lion Kanhaiyalal G Saraf**, Honorary Secretary of Governing Council said that Alumni should submit the blue print of their future activities.

9. Our General Secretary Kamal Deep Sran said that College Gym be made available to all students. He also said that in order to protect various utilities of the college, he has made small groups so as to monitor various facilities such as drinking water facility, canteen facility etc. He also said that housekeeping needs to improve.

10. **Lion Kanhaiyalal G Saraf**, said that college should have facility to reach out to all students in one go. **Prin K.Venkatramani** said that free Gmail for all students can be availed so that reaching out to all the students will be possible. Such facility can be used for sending mass notices. Principal Sir said that such possibility will be to explored with the help of technical team of the college.

11. **Prin K. Venkatramani** suggested that maximum faculty be enrolled for membership at University level. Principal Sir requested Prof. S. V. Chandratre to follow up with this issue.

12. Ms. S. A. Mandavawalla thanked all criterion in charges for completing with the collection of information related to RAR criterion by end of academic year in spite of their busy schedule with various examination related duties. **Lion Kanhaiyalal G Saraf** suggested that in next academic year let these criteria be assigned on rotational basis.

13. **Prin K. Venkatramani that** IQAC should undertake two major activities:
    i) A seminar for librarians under Total Quality Management and
    ii) A seminar for IQAC Coordinators of the colleges proceeding for third cycle.

The meeting ended with vote of thanks to the chair.

Ms S. A. Mandavawalla   **Dr. N. N. Pandey**
IQAC Coordinator   **Principal**