

IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2013-14)

I TERM

The IQAC Committee meeting was held on 19th June 2013 in the Principal's room at 12.30 pm and the following members attended the same.

Chairperson: Dr. Nini Gulla
IQAC Coordinator: Mrs. Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Ms. Nooruzia Qazi
Ms. Swati Vaidya
Ms. Anita Jacob

Agenda

1. Submission of yearly academic lesson plans, departmental activities, committee plans
2. Faculty participation in seminars and conferences
3. Encourage faculty to pursue research, minor & major projects in their respective fields
4. Hosting of National and State level seminars and conferences
5. Adoption of innovative teaching practices among faculty
6. Internal Examination and Evaluation
7. Student support through career advancement and placement service
8. Parents Teachers Association
9. Conduct of workshops, awareness program, and industrial visits
10. Discussion regarding action plan for slow and advanced learners

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1. **Submission of yearly academic lesson plans:** The Committee resolved to communicate to the staff about the submission of their yearly academic lesson plans, Departmental activities, committee plans by 29th June 2013.
2. **Faculty participation in seminars and Conferences, Orientation and Refresher Programs:** The Committee decided to inform the faculty to participate in seminars conferences, orientation and refresher programs for the coming academic year.
3. **Encourage faculty to pursue research, minor & major projects in their respective fields** Committee resolved to encourage the faculty to pursue research, minor & major projects in their respective fields with suitable aid from Government and Non Government organizations in the current academic year.
4. **Hosting of National and State level seminars and conferences:** The committee resolved to host an UGC sponsored National Level Seminar on Gender and Nutrition which will be organized by Economics Dept on Sept. 27& 28, 2013.
5. **Adoption of innovative teaching practices among faculty:** The Committee resolved to instruct staff to adopt innovative teaching practices in their teaching methodology like use of ICT in teaching in the form of PPT presentations, organize debate, elocution, group discussions, writing research paper competitions, E-assignments, online exams, objective type tests, institute-industry interaction, field visits, film appreciation, movie screening viva, role- play, mock interviews, dramatizing etc
6. **Internal Examination and Evaluation:** The committee resolved to ensure that the question papers and their assessments are done in time for the two internal assessment tests conducted in each Semester.
7. **Student support through career advancement and placement service :** The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops with regards to this following workshops were planned for the year:
 - 12th July, 2013 - Awareness lecture on 'Role of BSE in Capital Market' by Dr. Aditya Srinivas, COO, BSE Brokers Forum.

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- 2nd August, 2013 - Lecture on 'Prospects and Opportunities in Financial Sector' 10 day Certificate Course in Capital Market by Mr. D.K.Gupta, Head Training Manager, Inter connected Stock Exchange of India.
- 8th August, 2013 - Orientation lecture on Courses offered by NIIT.
- 21st August, 2013 - Workshop on Management, by M.E.T. (Mumbai Educational Trust).
- 27th, 28th August 2013 and 5th September, 2013 - 'Lecture on Financial Awareness' on Insurance and Soft Skills, Youth initiative by LIC by Miss Varsha Karandikar.
- 31st August, 2013 'Lecture on Awareness and Career Opportunities in Banking & Finance' by Mr. Nitin Vishwakarma, Assistant Manager, Ratnakar Co-operative Bank.

8. Parents Teachers Association: The committee resolved to conduct regular meetings with the PTA for improving academic and attendance of students, and also seek their suggestions on various matters pertaining to the overall development of the institution.

9. Conduct of workshops, awareness program, and industrial visits: The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them. The following visits were planned after discussion.

- Industrial Visit to BSE on 12th August 2013
- Industrial Visit to Polygraph, Printing Technologies, Ltd and Arihant Water Slides on 14th August, 2013
- Educational Visit to Times of India, Printing Press, Kandivali on 17th August, 2013

10. Slow & advanced learners:

The committee discussed about the report of Admission committee regarding slow and advanced learners and it was decided to conduct remedial course in English for vernacular medium students. In order to acquaint students of TYB.A Economics in elementary Quantitative Techniques it was decided to conduct bridge course for them.

Suma Desai Jena .

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The meeting ended with a vote of thanks to the chair.

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I TERM

5th September 2013

Agenda

1. Conduct of additional skill acquisition program through add on courses
2. Access to library and e library resources
3. Grievance Redressal cell
4. Encouragement given to staff to publish research papers
5. Conducting student feedback on teachers
6. Encouraging students to participate in various competitions
7. Student support through career advancement and placement service
8. Introduction of Certificate Courses

The IQAC Committee meeting was held on 5th September 2013 in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Nini Gulla
IQAC Coordinator: ~~Ms~~ Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar

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Members: Ms. Nooruzia Qazi
Ms. Swati Vaidya
Ms Anita Jacob

1. Conduct of additional skill acquisition programme through add on courses: The committee resolved to conduct the following skill acquisition programme for students

- Awareness lectures- Role of BSE in Capital Market,
- Awareness lectures 'Prospects and Opportunities in Financial Sector'
- Workshop on Time and Stress Management,
- Lecture on 'Financial Awareness' on Insurance
- Workshop on Soft Skills
- Course on 'Technology and Entrepreneurship' by Intel

2. Access to library and e library resources: The Committee resolved to conduct workshop for students and faculty to guide them in using e library resources so that they can have access to NLIST and INFLIBNET facilities.

3. Grievance Redressal cell: The Committee resolved to solve the concerns of students through grievance redressal cell. Suggestion boxes were planned to be made available to students to address their grievances on any matter which is of a concern to them.

4. Encouragement given to staff to publish research papers: The Committee resolved to encourage the staff to publish and present research papers in various conferences and seminars held in the college and elsewhere during the academic year.

5. Conducting student feedback on teachers: With a view to provide holistic and excellent teaching –learning environment the committee resolved to conduct semester end student feedback on teachers. The committee also decided to provide the analysis from the feedback to the teachers to help them improve their teaching skills.

6. Encouraging students to participate in various competitions: It was decided in the meeting to encourage students to participate in various competitions hosted by SNT Women's University like Youth Festival and Sports Competition and also give them an exposure by

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encouraging them to participate in other competitions held in the city etc and the committee also resolved to provide students with appropriate training measures for the same.

7. Student support through career advancement and placement service: The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops with regards to this following workshops were planned :

- 7th September, 2013 - Workshop on Financial Awareness 'How to Manage Money and be a smart investor', by BSE and Consumer Guidance Society Ltd. Mr. Ranjan Varma, CFP, Founder Rupee Manager.com.
- 16th September, 2013 - 'Mock Stock Workshop' by Mr. Purv Shah, Trainer and Stock Consultant, Bombay Stock Exchange.
- 18th and 19th October, 2013 - Orientation lecture on Tally. ERP 9, by CA Puneet Mehta, Aimtech.

9. Introduction of Certificate Courses

The committee decided to introduce the following diploma and certificate courses:

Certificate Courses in Tally, Technology and Entrepreneurship, Fashion Designing, Calligraphy, Spoken English, Mass Media.

Diploma Course in Banking, Financial Services and Insurance.

The meeting ended with a vote of thanks to the chair

Renada Devi Jena

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IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2013-14)

II TERM

20th November 2013

Agenda

1. Conduct of workshops, awareness program, and industrial visits
2. Community outreach program
3. Provision of Scholarships to needy and meritorious students
4. Student Counseling
5. Access to Free Medical Check up
6. Green Initiative
7. Research Initiatives
8. Student support through career advancement and placement service

The IQAC Committee meeting was held on 20th November 2013 in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Santosh Kaul
IQAC Coordinator: ~~Mr~~ Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: ~~Ms~~ Nooruzia Qazi
Ms. Swati Vaidya
~~Ms~~ Anita Jacob

1. **Conduct of workshops, awareness program, and industrial visits:** The Committee resolved to instruct the various committees to conduct workshops, awareness programs

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and industrial visits for students which are relevant to them. The following visits were planned after discussion.

- 31st January, 2014 – Industrial Visit to Aarey Milk Colony and Educational Tour to Gateway of India, Malabar Hill -Water Reservoir, Nehru Science Centre.
- 4th February, 2014 – Visit to Securities Exchange Board of India (SEBI) - Bandra Kurla Complex.
- Industrial Visit to Sula Wines, Nasik.
- Industrial visit to Small units in Ranthambore- Jodhpur- Jaipur – Jaisalmer, towns of Rajasthan

2. Community outreach programme: The committee resolved to undertake community outreach programme under NSS wing in training and equipping students to meet the various needs in the community and society at large with regards to this a number of activities was planned for students through NSS Special camp the tentative dates for the camp was decided between 16th – 22nd December, 2013

3. Provision of Government Scholarships, Free ships and monetary incentives to needy and meritorious students: The committee decided to provide facility of payment of fees on installment basis to economically weak students, apart from this it also decided to provide partial scholarships and partial free ship benefits to meritorious and needy students.

4. Student Counseling: The committee decided to strengthen the counseling cell of the college by promoting awareness among students to avail of its facilities during college hours. It also decided to hold various workshops and lectures on matters of concern relating to academics, health, career and other issues pertaining to students well being.

5. Access to free medical checkup and other benefits: The committee resolved to conduct medical check- up camps to check anemia and thalassemia, host health awareness programmes in topics related to Cancer, AIDS, etc.

6. Green Initiative: The committee resolved that the institution should take measures to promote green initiative and also save energy with regards to this following initiatives were undertaken

- Making paper bags and distribution of paper bags in the locality for creating awareness.
- Awareness lectures and visits to be organized to bring about awareness about environment and protection.

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- Nature trek to Sanjay Gandhi National park
- Tree plantation drive and Cleanliness Drive
- Visit to Water reservoir to be organized to create awareness about the importance of conservation of water.
- Awareness lecture and project on Energy Conservation to be conducted.

7. Research Initiatives: The committee resolved to publish ISBN Research Volume II titled, 'Contemporary Issues in Indian Society' with ISBN No.978-81-922913-1-4

8. Student support through career advancement and placement service: The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops with regards to this following workshops were planned:

- 23rd January, 2014 - 'Orientation lecture on Technology and Entrepreneurship' by Intel Learners Programme by Mr. Jacob and Mr. Sujit.
- 28th January, 2014 - Lecture on Awareness of Banking Products and Services by Zonal Manager, Dena Bank.
- 12th February, 2014 - Workshop on Time Management by Mr. Bhavin Shah.
- 13th March, 2014 - Workshop on Stress Management by Mr. Bhavin Shah.

The meeting ended with a vote of thanks to the chair.

Renuda Devi Jena .

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II TERM

29th March 2014

Agenda

1. Submission of Details regarding Orientation and Refresher Course Programs
2. Submission of Yearly Departmental Reports
3. Submission of Yearly Committee Reports
4. Submission of API forms
5. Intensified Institute Industry Interaction
6. Alumni Association

1. **Submission of Details regarding Orientation and Refresher Course Programs:** It was resolved by the committee to instruct the staff to submit details regarding their orientation and refresher programs they wish to attend by 30th April 2014.
2. **Submission of Yearly Departmental Reports:** It was resolved by the committee to instruct the faculty to submit their yearly departmental reports by 10th April 2014.
3. **Submission of Yearly Committee Reports:** It was resolved by the committee to instruct the staff to submit their annual committee reports by 15th April 2014.
4. **Submission of API forms:** It was resolved by the committee to instruct the staff to compile and submit the API forms before 21st April 2017.
5. **Intensified Institute Industry Interaction:** The committee resolved to intensify Institute Industry Interaction to provide the students the benefit with regards to career guidance, internships that can arise as a result of this collaboration. With regards to this the following industries were selected.

- Employability & Soft Skills Training: Lodha Foundation
- Technology and Entrepreneurship: Intel Corporation
- Campus Placement: Jet Airways

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6. **Alumni Association** : It was resolved by the committee to encourage alumni participation in the ongoing activities conducted in the college through active participation of alumni in various cultural gatherings, in conduct of various workshops, hosting guest lectures pertaining to student interest and also guidance and help in matters relating to placement, health etc.

The meeting ended with a vote of thanks to the chair.

Lenuba Desai Jena

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