



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan

B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

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Ref. No. :

Date :

INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE IQAC MEETING ACADEMIC YEAR 2019-20

.....
Date: 26th June, 2019; Time: 11.00 am; Venue: B.M. Ruia Girls' College, Library

The IQAC meeting was held on 26th June, 2019 at 11.00 am at B.M. Ruia Girls' College, Library.
The following members were present.

Chairperson:	Dr. Santosh Kaul Kak (Principal)
Management Representative -	Adv. Sushil Kumar Vyas
IQAC Coordinator:	Dr. Nooruzia Qazi
Teacher Members:	Ms. Shruti Ranade
	Ms. Swati Vaidya
	Dr. Anita Jacob
	Ms. Sumita Guha
	Dr. Kashyap Ganatra
	Dr. Kavita Patil
Administrative Staff -	Mr. Sandip Kadam
	Mr. Jitendra Ahirwar
Student Representative -	Ms. Nidhi Jain

Leave of absence:

Ms. Bina Thakkar
Mr. Sharad Chintankar

AGENDA

1. To read and confirm minutes of the meeting held on 2nd March, 2019.
2. Notification of NAAC Result for 3rd Cycle of Accreditation under revised framework.
3. Review the Grade Sheet and Criterion-wise Grade Point Average score received.
4. Preparing Plan of Action for the academic year 2019-20 focusing on Peer Team recommendations.
5. Submission of academic lesson plans, proposed departmental activities, committee plans for academic year 2019-20.
6. Research publications in UGC Approved Journals, Scopus, and other reputed Journals, and presentations at Seminars and Conferences.
7. Digitalization of all records gradually by adopting paperless office.
8. Recommend Certificate, Value added and Add-on Courses.
9. Enter into MoUs with institutions and organizations of National repute.
10. Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 26TH JUNE, 2019

Agenda 1: To read and confirm minutes of the meeting held on 2nd March, 2019

The minutes of the meeting held on 2nd March, 2019, were read and confirmed.

Agenda 2: Notification of NAAC Result for 3rd Cycle of Accreditation under revised framework:

The members were informed about NAAC Result for 3rd Cycle of Accreditation and receipt of NAAC Certificate of Accreditation, with CGPA score of 2.62 on four point scale, and 'B+' Grade, valid up to May 19, 2024. The members congratulated and appreciated the Principal, Teaching and Non-Teaching Staff Members for the result and encouraged to take efforts to score higher in the next cycle.

Agenda 3: Review the Grade Sheet and Criterion-wise Grade Point Average score received:

The Members discussed and suggested IQAC to prepare an analysis of the Grade Sheet and Graphic representation of Qualitative and Quantitative metrics received from NAAC for 3rd Cycle of Accreditation in the new revised framework of Assessment and Accreditation. It was resolved that IQAC members should list the measures and strategies to be adopted to strengthen and improve key areas.

Agenda 4: Preparing Plan of Action for the academic year 2019-20 focusing on Peer Team recommendations.

The members discussed the academic programmes, tentative academic calendar, co-curricular and extra-curricular activities, add-on courses, etc. to be conducted during the academic year 2019-20,



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focusing on the recommendations of Peer Team. It was decided to identify and concentrate on the Key Result Areas while proposing the activities. It was decided to introduce Certificate and Diploma program to enhance employment opportunities. Strengthen placement activities, establish English Language Laboratory to improve Spoken English, active student leadership participation in academic and administrative activities.

Agenda 5: Submission of academic lesson plans, proposed departmental activities, committee plans for academic year 2019-20.

The members discussed and decided to communicate to the staff regarding submission of weekly Lesson Plans, Proposed Annual Calendar by Departments and Committees and Staff Confidential Report by 29th June, 2019. It was decided that after receiving the proposed activities Calendar from the departments and committees it would be reviewed by IQAC and necessary suggestions would be given.

Agenda 6: Research publications in UGC Approved Journals, Scopus, and other reputed Journals, and presentations at Seminars and Conferences.

The members decided that teachers should increase research publications. Staff should apply for major and minor research projects sponsored by Government and non-government sources. Presentations at National, International Conferences and Seminars should be encouraged. The teachers should be regularly informed about the conferences, seminars, faculty development programmes, orientation and refresher courses scheduled.



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Agenda 7: Digitalization of all records gradually by adopting paperless office.

The members deliberated and resolved to explore office automation systems to enhance the MIS and transition to a paperless office through digitalization.

Agenda 8: Recommend Certificate, Value added and Add-on Courses.

The members discussed on the Certificate Courses, Value added Courses and Add-on Courses that can be offered to the students. It was decided to inform each department to plan and submit the proposal to IQAC for further review. It was decided to introduce GST and Tally Courses for improving employment opportunities for students.

Agenda 9: Enter into MoUs with institutions and organizations of National repute.

The members discussed to intensify the collaborative activities. It was decided that every department should identify institutions and organizations of National repute with whom the college and department can sign functional MoUs for conduct of activities, internships, visits, training, skill developments, etc.

Any other matter

It was discussed to adopt measures to increase admission in UG and PG Programmes.

It was decided that as every year, Orientation lectures and individual counseling should be given to parents and prospective Students. Advertisements in Newspapers, College Website, Flyers, Local cable channels, Facebook, WhatsApp and other Social Media, etc. should be promoted to strengthen the admission position. Teachers should visit Junior Colleges and contact Principals and Staff to create awareness about the Programmes offered by the institute.

The meeting ended with vote of thanks to the Chair.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

ACADEMIC YEAR 2019-20

.....
Date: 18th October, 2019; Time: 11.00 am; Venue: B.M. Ruia Girls' College Library
The IQAC meeting was held on **18th October, 2019** at 11.00 am at B.M.Ruia Girls' College Library.

Following members were present.

Chairperson:

Management Representative -

Local Society Representative -

IQAC Coordinator:

Teacher Members:

Dr. Santosh Kaul Kak (Principal)

Adv. Sushil Kumar Vyas

Mr. Sharad Chintankar

Dr. Nooruzia Qazi

Ms. Shruti Ranade

Ms. Swati Vaidya

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Kashyap Ganatra

Dr. Kavita Patil

Administrative Staff -

Mr. Sandip Kadam

Mr. Jitendra Ahirwar

Alumni Representative -

Ms. Bina Thakkar

Student Representative -

Ms. Nidhi Jain

Agenda

1. To read and confirm the minutes of the previous meeting held on 26th June, 2019.
2. To review the progress of preparation of AQAR 2018-19.
3. To review the workshops, guest lectures, and programs conducted.
4. To plan and approve NIRJHAR 2019 intercollegiate festival and Trade Fair 'UNNATI'.
5. To discuss proposed student visits to SEBI, BSE, and other financial institutions.
6. To conduct Certificate Programmes and Add-on Courses
7. Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 18TH OCTOBER, 2019

The IQAC meeting was held on **18th October, 2019** at 11.00 am at B.M. Ruia Girls' College, Library. The meeting commenced with the Chairperson, Principal Dr. Santosh Kaul Kak, welcoming all the members.

1. To read and confirm the minutes of the previous meeting held on 26th June, 2019.

The minutes of the previous meeting held on 26th June, 2019, were read and approved unanimously.

2. To review the progress of preparation of AQAR 2018-19.

The preparation for AQAR 2018-19 was reviewed in detail. The Criterion In-Charge provided an update on the progress of their respective criterion, highlighting completed sections and pending tasks. It was decided that the documents, reports and information should be gathered at the earliest, and necessary revisions should be made to ensure compliance with NAAC guidelines. Members agreed to finalize and submit the report by December 2019.

3. To review the workshops, guest lectures, and programs conducted

A detailed review of the academic and extracurricular activities was presented, highlighting various workshops, guest lectures, and certificate programs conducted:

- i. The Goods and Service Tax Certificate course had 28 enrollments.
- ii. Department of Hindi conducted events like Premchand Saptah and Hindi Pakhwada featured competitions, quizzes, and guest lectures. Guest Lectures: Topics included 'Premchand Ki Prasangikta', and 'Bhasha-Vigyan', Guest Lecture on 'Market Survey and Questionnaire' was conducted by Department of English.



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- iii. Workshops & Training: Covered SPSS, AQAR submission under the new NAAC methodology, income-tax e-filing, and mentorship programs.
- iv. Field Visits: Included an industrial visit to Tarapur, an educational visit to Bisleri, and a nature trail to Hanging Garden.
- v. Career & Awareness Programs: Featured an orientation for the Career Ready Program, an awareness session on the POSH Act, and participation in the Fit India Movement.
- vi. Other Activities: Faculty Development Program, International Yoga Day, and N.S.S./N.C.C. orientation and Independence Day celebrations were conducted.

The committee acknowledged the diverse range of programs and encouraged to continue the programs in the forth coming months focussing on research, entrepreneurship, collaborations, signing MoUs, etc.

4. To plan and approve NIRJHAR 2019 Intercollegiate festival and Trade Fair 'UNNATI'.

Members discussed the details for Intercollegiate Fest Smt. Sumita Shrikant Dalmia Intercollegiate Competition 'NIRJHAR 2019'. Tentatively the scheduled dates decided were 13th-14th December, 2019. The members discussed regarding the Theme of the competition, events and Chief Guest for the Prize Distribution Programme. The Annual Trade Fair 'UNNATI' was tentatively scheduled on 11th December, 2019. Tasks were delegated for smooth execution of both events.

5. To discuss proposed student visits to SEBI, BSE, and other financial institutions.

The committee discussed organizing student visits to SEBI, BSE, RBI, and other financial institutions to enhance experiential learning. These visits aim to provide insights into financial regulations, stock market operations, and trading mechanisms. It was decided to send request letters and coordinate and schedule the field visits.



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6. Conduct Certificate Programmes and Add-on Courses

The members explored various ways to integrate soft skills training into existing certificate programs to enhance students' employability and professional readiness. Key focus areas included communication skills, resume writing, interview techniques, time management, leadership, and workplace etiquette. The discussion emphasized collaborating with industry experts, training organizations, and alumni from corporate sectors to provide practical insights and hands-on sessions. Principal Madam recommended that teachers be encouraged to contribute innovative ideas and identify potential resource persons or organizations to facilitate the successful implementation of soft skills modules.

Feedback to be collected for the academic year 2019-20

The meeting concluded with vote of thanks to the Chair.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

ACADEMIC YEAR 2019-20

.....
Date: 16th December, 2019; Time: 11.00 am; Venue: B.M. Ruia Girls' College, Library

The IQAC meeting was held on 16th December, 2019 at 11.00 am at B.M. Ruia Girls' College, Library. The following members were present.

Chairperson:	Dr. Santosh Kaul Kak (Principal)
Management Representative:	Adv. Sushil Kumar Vyas
IQAC Coordinator:	Dr. Nooruzia Qazi
Teacher Members:	Ms. Shruti Ranade
	Ms. Swati Vaidya
	Dr. Anita Jacob
	Ms. Sumita Guha
	Dr. Kashyap Ganatra
	Dr. Kavita Patil
Administrative Staff:	Mr. Sandip Kadam
	Mr. Jitendra Ahirwar
Local Society Representative:	Mr. Sharad Chintankar
Alumni Representative:	Ms. Bina Thakkar
Student Representative:	Ms. Nidhi Jain

AGENDA

1. To read and confirm the minutes of the meeting held on 18th October, 2019.
2. To introduce Add-on Certificate Courses for skill development, employability, and knowledge enhancement.
3. To organize guest lectures, workshops, seminars, career guidance and entrepreneurship programs, etc.
4. To discussion about MIS, DMS Software, and ERP Implementation.
5. To discuss about the Inter-Collegiate Programmes
6. To plan Students' Research Paper Competition.
7. To conduct Workshop on Intellectual Property Rights
8. Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 16TH DECEMBER, 2019

The IQAC meeting was held on **16th December, 2019** at 11.00 am at B.M. Ruia Girls' College, Library. Chairperson, Principal Dr. Santosh Kaul Kak, welcomed all the members.

1. To read and confirm the minutes of the meeting held on 18th October, 2019.

The minutes of the previous meeting held on 18th October, 2019, were read and approved unanimously.

2. To introduce Add-on Certificate Courses for Skill Development, Employability, and Knowledge Enhancement

The committee discussed the importance of introducing Add-on Certificate Courses to enhance students' skills, employability, and academic knowledge. It was decided to launch additional certificate programs in the upcoming months, aligning with industry demands and curriculum enrichment. The courses will focus on practical skills, career readiness, and professional development. Some suggested courses included Tally, GST, Soft Skills, and Entrepreneurship Development. It was decided that a follow-up meeting would be scheduled to review course content and other details.

3. To organize guest lectures, workshops, seminars, career guidance and entrepreneurship programs, etc.

The committee discussed the need to organize guest lectures, career guidance programs, and financial literacy sessions to support students' academic growth, career readiness, and financial awareness. It was decided to invite industry experts, career counselors, and financial professionals to conduct interactive sessions on career opportunities, resume



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building, interview skills, investment planning, and financial management to bridge the gap between academic learning and real-world applications, to equip students with essential knowledge for future success. It was decided that a meeting should be scheduled to finalize topics, resource persons, dates, etc.

4. To discussion about MIS, DMS Software, and ERP Implementation

The committee reviewed and evaluated the Management Information System (MIS) and Document Management System (DMS) software received from vendors. The discussion covered the features, functionalities, and suitability of these systems for institutional needs.

The members also deliberated on the implementation of an Enterprise Resource Planning (ERP) system to streamline administrative and academic processes. The key focus areas included data management, integration capabilities, and operational efficiency.

It was decided that further assessment of MIS, DMS, and ERP software should be conducted to determine the best fit for the institution and the technical team should provide a comparative analysis of the available software options.

5. To discuss about the Inter-Collegiate Programmes

The members were briefed on the upcoming events organized by the college, including the Annual Day - Ras Phuhar and various Inter-Collegiate Competitions. Discussions covered the plans, preparations, and strategies to ensure the successful execution of these events. Key aspects such as event coordination, participation, guests, judges, and other activities were also deliberated to enhance engagement and impact.



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6. To Plan Students' Research Paper Competition

The committee emphasized the importance of organizing the research paper competition to promote academic research and student engagement. It was decided to conduct State Level Inter-Collegiate Students' Research Paper Competition. Various themes were discussed, and criteria for paper submission and evaluation were considered. The need for an expert lecture on IPR was also highlighted to enhance students' understanding of legal and ethical aspects related to intellectual property. Possible speakers from academia and industry were suggested. It was decided that the Students' Research Paper Competition will be conducted in February, 2020 on the theme 'Women and Social Media'.

7. To conduct Workshop on Intellectual Property Rights

The committee discussed and decided to conduct a Guest Lecture on Intellectual Property Rights (IPR) in the month of March, 2020. The potential speakers would be shortlisted and invitations would be sent to colleges affiliated to S.N.D.T. Women's University and Mumbai University to encourage participation. It was decided that a follow-up meeting would be scheduled to finalize details and assign responsibilities.

The meeting concluded with vote of thanks to the Chair.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

ACADEMIC YEAR 2019-20

.....
Date: 16th May, 2020; Time: 1.00 pm, Online

The IQAC meeting was held on 16th May, 2020 at 1.00 pm Online and the following members were present.

Chairperson:	Dr. Santosh Kaul Kak (Principal)
Management Representative:	Adv. Sushil Kumar Vyas
Local Society Representative:	Mr. Sharad Chintankar
IQAC Coordinator:	Dr. Nooruzia Qazi
Teacher Members:	Ms. Shruti Ranade
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	Dr. Kavita Patil
Administrative Staff:	Mr. Sandip Kadam
	Mr. Jitendra Ahirwar
Alumni Representative:	Ms. Bina Thakkar
Student Representative:	Ms. Nidhi Jain

AGENDA

1. To read and confirm the minutes of the meeting held on 16th December, 2019.
2. To conduct training on E-Learning Tools for Effective Teaching Learning.
3. Constitution of "COVID-19: Guidance and Counseling Cell.
4. To provide Training for Non-Teaching Staff.
5. To plan Webinars, Faculty Development Programs (FDPs), and Online Training Sessions
6. Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 16TH MAY, 2020

The IQAC meeting was held Online on 16th May, 2020 at 1.00 pm. Principal Dr. Santosh Kaul Kak, welcomed all the members.

1. To read and confirm the minutes of the meeting held on 16th December, 2019.

The minutes of the previous meeting held on 16th December, 2019, were read and approved unanimously.

2. To conduct training on E-Learning Tools for Effective Teaching Learning

It was unanimously decided to conduct training sessions focused on enhancing faculty proficiency in using various e-learning tools, aimed to equip faculty with the necessary digital skills to facilitate effective online teaching, learning, and assessment. Discussions included the selection of suitable platforms, scheduling of sessions, and the expected outcomes for both teachers and students.

3. Constitution of "COVID-19: Guidance and Counseling Cell.

The members deliberated on the need for constituting the COVID-19: Guidance and Counseling Cell in accordance with the guidelines issued by S.N.D.T. Women's University, Mumbai. Discussions included defining the objectives, scope, and responsibilities of the cell, ensuring it provides timely guidance and support to students, faculty, and other stakeholders. It was decided that the cell would primarily focus on academic concerns, examination-related queries, mental health support, and addressing challenges faced due to the pandemic. The modes of communication and outreach, including digital platforms, were identified to ensure seamless information dissemination and accessibility of counseling services.

4. To provide Training for Non-Teaching Staff

The members discussed the importance of training non-teaching staff to enhance their digital proficiency and improve administrative efficiency. It was decided to conduct training sessions focused on Management Information System (MIS) and Document Management System (DMS) software. The training aimed to equip staff with the necessary skills to handle data management, record-keeping, and digital documentation effectively. It was agreed that periodic feedback would be taken to assess the effectiveness of the training program and address any challenges faced.



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Agenda 5: To plan Webinars, Faculty Development Programs (FDPs), and Online Training Sessions

In light of the transition from physical to online teaching due to the COVID-19 pandemic, the committee discussed the need to equip faculty and staff with digital skills essential for effective online education. It was proposed to organize webinars, Faculty Development Programs (FDPs), and online training sessions focusing on the use of Google Forms for assessments, certificate creation, and integration with various online tools. The sessions aim to enhance faculty proficiency in conducting online examinations, student feedback collection, and automated certification for webinars and courses. The committee deliberated on the selection of resource persons and the best platforms for conducting these sessions.

It was decided that a series of webinars and FDPs will be scheduled in the coming months, with expert trainers guiding faculty on efficient online tools. A technical support team will be formed to assist faculty during and after training. The committee will finalize dates and topics in the next meeting and ensure the smooth execution of these digital initiatives.

The meeting concluded with vote of thanks to the Chair.

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