



**Dr. Santosh Kaul Kak**  
Principal

Marwadi Sammelan

# **B. M. RUIA GIRLS' COLLEGE**

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

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Ref. No. :

Date :

## **INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE IQAC MEETING ACADEMIC YEAR 2020-2021**

The IQAC meeting was held on 22<sup>nd</sup> July, 2020 at 12:30 pm Online. The following members were present:

Chairperson (Principal)

Management Representative (President)

Nominee from Local Society

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Sushil Kumar Vyas

Prof. Venkatramani

Dr. Nooruzia Qazi

Ms. Shruti Ranade

Ms. Swati Vaidya

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mr. Sandip Kadam

Mr. Pradeep Gotad

Alumni Representative

Ms. Bina Thakkar

Student Representative

Ms. Nidhi Jain

### **Agenda:**

1. To read and confirm minutes of the meeting held on 16<sup>th</sup> May, 2020
2. To prepare Plan of Action for the academic year 2020-21
3. Submission of academic lesson plans, proposed departmental activities, committee plans for academic year 2020-21
4. To review the online lectures, programmes and FDPs conducted
5. Review of AQAR 2018-19 for Submission to NAAC
6. To discuss about use of e-resources and digital tools for online teaching
7. To inform teachers to provide contact details to stakeholders to connect digitally
8. To continue initiatives to ensure good mental health and well-being of students
9. To discuss about use of LMS and other online platforms for online teaching
10. To recommend Certificate, Value added and Add-on Courses
11. To encourage Faculty participation in Workshops and Training Programs for enhancing online teaching tools, effective content creation, and lecture design.



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**Minutes of the IQAC Meeting held on 22<sup>nd</sup> July, 2020.**

**1. To read and confirm minutes of the meeting held on 16<sup>th</sup> May, 2020.**

The minutes of the last meeting held on 16<sup>th</sup> May, 2020, were read and confirmed.

**2. To prepare Plan of Action for the academic year 2020-21.**

The members discussed and decided that considering the present situation of COVID19 pandemic, since all teaching learning has shifted to online mode, the departments and committees should plan their activities and conduct webinars, guest lectures, etc. in online mode.

**3. Submission of academic lesson plans, proposed departmental activities, committee plans for academic year 2020-21.**

The members discussed and decided to communicate to the staff regarding submission of weekly Lesson Plans, Proposed Annual Calendar by Departments and Committees keeping in mind the current pandemic situation. It was decided that after receiving the proposed activities and Calendar from the departments and committees it would be reviewed by IQAC and necessary suggestions would be recommended.

**4. To review the online lectures, programmes and FDPs conducted.**

The members were informed that the Online Lectures, Webinars, Workshops and Programmes, were conducted using Online teaching tools, like Google Meet, Google Classroom, Microsoft Teams and Zoom. Teachers conducted lectures and provide additional resources, study material and links to students and solved their queries.

The members were informed that during the lockdown period, all teachers actively participated in Online training programmes, Online Workshops, Webinars, Faculty Development



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Programmes and Short-Term Courses organized by the College IQAC and other colleges for training teachers in using Online resources efficiently and effectively. One month paid subscription of Zoom Pro Account was purchased on 17 June, 2020. The College conducted Webinars, Online Meetings, Online Lectures and Programmes using the Zoom Pro Account for one month. The Committee was informed that IQAC also took the initiative to subscribe for Free G-Suite Account and created all Teachers Email Accounts on G Suite for Education with college domain address.

## **5. Review of AQAR 2018-19 for Submission to NAAC**

The Annual Quality Assurance Report (AQAR) for the academic year 2018-19 was thoroughly reviewed, focusing on each criterion outlined by the NAAC. The discussion involved a detailed examination of the report's content, with input from all relevant stakeholders. Constructive suggestions were provided to enhance the quality and accuracy of the report.

## **6. To discuss about use of e-resources and digital tools for online teaching.**

The members were informed about the One Week Online Faculty Development Program on 'Developing E-Content using Digital Tools for Online Teaching' organized by Internal Quality Assurance Cell from 13th June to 19th June 2020. It was decided to continue training teachers to use advanced e-resources and digital tools and conduct online workshops to improve ICT skills. It was decided to continue organising online workshops and training for students and staff on use of e-resources and digital tools for enhancing online teaching.



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**7. To inform teachers to provide contact details to stakeholders to connect digitally.**

The committee discussed and decided that teachers contact details (mobile no., email) should be shared on the WhatsApp Group, and Website, to enable students, parents, and alumni to connect with them digitally for queries related to academics, examination and clearing doubts.

**8. To continue initiatives to ensure good mental health and well-being of students.**

The committee discussed the importance of sustaining initiatives that promote students' mental health and well-being. It was decided to continue sharing resources, videos, and government links, including those related to the Arogya App and official health and well-being websites. It was decided that regular yoga sessions and mental health awareness programs will be conducted to benefit all stakeholders

**9. To discuss about use of LMS and other online platforms for online teaching.**

The members discussed regarding the various online tools and online meeting platforms available. It was decided that IQAC will get details and review the LMS platforms Google Meet, Microsoft Teams, Zoom, etc. and give their recommendation.

**10. To recommend Certificate, Value added and Add-on Courses**

The Committee 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





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**To encourage Faculty Participation in Workshops and Training Programs for Enhancing Online Teaching Tools, Effective Content Creation, and Lecture Design.**

The committee discussed the importance of equipping faculty with advanced online teaching tools to enhance the quality of virtual lectures and content creation. With the increasing shift towards digital education, it was emphasized that faculty members should participate in relevant workshops and training sessions to improve their skills in online pedagogy, interactive teaching methods, and digital content design.

It was decided to identify and share information on relevant workshops, Faculty Development Programs (FDPs), and certification courses that focus on learning management systems, multimedia integration, assessment tools, and student engagement strategies. It was decided that training sessions will be conducted to ensure continuous skill enhancement.

The meeting concluded with vote of thanks to the Chair.

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**IQAC Co ordinator**  
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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **MINUTES OF THE IQAC MEETING**

**ACADEMIC YEAR 2020-2021**

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The IQAC meeting was held on 8<sup>th</sup> September, 2020 at 2:00 pm Online. The following members were present:

Chairperson (Principal)

Management Representative (President)

Nominee from Local Society

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Sushil Kumar Vyas

Prof. Venkatramani

Dr. Nooruzia Qazi

Ms. Shruti Ranade

Ms. Swati Vaidya

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mr. Sandip Kadam

Mr. Pradeep Gotad

Alumni Representative

Ms. Bina Thakkar

Student Representative

Ms. Nidhi Jain

### **Agenda**

1. To read and confirm minutes of the meeting held on 22<sup>nd</sup> July, 2020.
2. To discuss about the directives issued by Government and University regarding compliance of COVID 19 protocol for 'Mission Begin Again'.
3. To discuss about the Final Examination, ATKT Examination and Internal Examination to be conducted during COVID-19 pandemic, in compliance with University guidelines.
4. To conduct orientation sessions online to guide students to appear for online exams.
5. To discuss preparation and submission of AQAR 2019-20.
6. To plan Webinars, Workshops and Guest Lectures
7. Any other matter with the permission of the Chair.



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Ref. No. :

Date :

## **Minutes of the IQAC meeting held on 8<sup>th</sup> September, 2020.**

### **1. To read and confirm minutes of the meeting held on 22<sup>nd</sup> July, 2020.**

The minutes of the last meeting held on 22<sup>nd</sup> July, 2020 were read and confirmed.

### **2. To discuss about the directives issued by Government and University regarding compliance of COVID 19 protocol for 'Mission Begin Again'.**

The members discussed the Government and University directives issued regarding compliance with the COVID-19 protocol, including social distancing measures, sanitization guidelines, usage of masks, health screenings, and staggered schedules. They also deliberated on the implementation strategies, challenges, and necessary resources to ensure smooth adherence to the protocols.

### **3. To discuss about the Final Examination, ATKT and Internal Examination to be conducted during COVID-19 pandemic, in compliance with University guidelines.**

The members discussed the modalities of conducting the Final Examination and ATKT Examination while ensuring adherence to University guidelines and COVID-19 safety protocols. It was decided that the examination mode would be online, with multiple-choice-based questions (MCQs). The preparation of a question bank for all subjects based on MCQs and regular revision sessions with students were emphasized. Members discussed that it is important to ensure safety measures for students and staff, providing technical support for online exams, making provisions for students facing connectivity issues, and establishing contingency plans to address unforeseen challenges.



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**4. To conduct orientation sessions online to guide students to appear for online exams.**

The members discussed the need to organize online orientation sessions to familiarize students with the online examination process. These sessions would cover guidelines for attempting multiple-choice-based questions, logging to the exam portal, time management strategies, technical requirements, and troubleshooting common issues. It was also suggested to conduct mock tests to help students gain confidence and address any challenges they may face during the actual examination. Faculty members were encouraged to provide continuous support and address students' queries to ensure a smooth examination process. It was decided to allocate designated faculty student-wise to ensure timely redressal of technical issues.

**5. To discuss preparation and submission of AQAR 2019-20**

The members discussed regarding preparing and submitting the Annual Quality Assurance Report (AQAR) for the academic year 2019-20. Criterion-wise distribution to Criterion In-charge was discussed. It was emphasized that all required data should be collected systematically from various departments, committees, including academic activities, research contributions, student achievements, faculty development programs, institutional best practices, etc. Responsibilities were assigned to faculty members, and timelines were defined for compiling data, ensuring accuracy, and meeting the submission deadline. Strategies for improving institutional performance based on AQAR findings were also discussed.





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Ref. No To plan Webinars, Workshops and Guest Lectures

Date :

The committee discussed the plan to organize webinars, workshops and guest lectures focusing on curriculum-related issues to enhance academic discourse and faculty development to address key challenges in curriculum design, implementation, and revision in alignment with NEP 2020 and industry trends.

It was decided to invite subject experts, academicians, and industry professionals to deliver insightful sessions on topics such as curriculum innovation, interdisciplinary learning, skill-based education, and digital integration in teaching methodologies.

The meeting concluded with vote of thanks to the Chair.

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**IQAC Co ordinator**  
B. M. Ruia Girls' College  
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Date :

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **MINUTES OF THE IQAC MEETING**

**ACADEMIC YEAR 2020-2021**

**Date: 10<sup>th</sup> December, 2020; Time: 11:30 am; Online**

The IQAC meeting was held on 10<sup>th</sup> December, 2020 in Online mode and the following members attended the same.

Chairperson (Principal)

Management Representative (President)

Nominee from Local Society

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Sushil Kumar Vyas

Prof. Venkatramani

Dr. Nooruzia Qazi

Ms. Shruti Ranade

Ms. Swati Vaidya

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mr. Sandip Kadam

Mr. Pradeep Gotad

Alumni Representative

Ms. Bina Thakkar

Student Representative

Ms. Nidhi Jain

### **Agenda**

1. To read and confirm minutes of the meeting held on 8<sup>th</sup> September, 2020.
2. Research Publications in UGC-Approved Journals, Scopus, and Other Reputed Journals, and Presentations at Seminars and Conferences.
3. To review the online activities conducted.
4. To plan for the National Webinar Series on "National Education Policy 2020".
5. Any other matter with the permission of the Chair.



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**Principal**

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Ref. No. :

Date :

## **MINUTES OF THE IQAC MEETING HELD ON 10<sup>TH</sup> DECEMBER, 2020.**

### **1. To read and confirm minutes of the meeting held on 8<sup>th</sup> September, 2020.**

The minutes of the last meeting held on 8<sup>th</sup> September, 2020 were read and confirmed.

### **2. Research Publications in UGC-Approved Journals, Scopus, and Other Reputed Journals, and Presentations at Seminars and Conferences**

The members discussed the importance of increasing research publications and emphasized that all teachers should publish only in UGC CARE-listed, peer-reviewed, and reputed journals. It was also recommended that staff apply for major and minor research projects sponsored by government and non-government agencies. Faculty members should be encouraged to actively participate in and present research at national and international conferences and seminars. To facilitate this, teachers should be regularly informed about upcoming conferences, seminars, faculty development programs, orientation, and refresher courses to enhance their academic and research contributions.

### **3. To review the online activities conducted**

The members reviewed the various online activities conducted, including lectures, guest lectures, seminars, and other academic programs. They analyzed the effectiveness of online lectures, identifying challenges such as connectivity issues, student engagement, and accessibility. The members discussed strategies to improve the delivery of online sessions, including interactive teaching methods. The committee reviewed guest lectures and seminars conducted, ensuring their alignment with academic objectives and student learning outcomes. Concerns related to student participation, feedback mechanisms, and resource availability were addressed. Proposed solutions to overcome technical challenges to enhance the overall online learning experience.





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Ref. No. **To Plan for the National Webinar Series on "National Education Policy 2020"** Date :

The committee discussed the plan to organize a National Webinar Series on "National Education Policy 2020" to facilitate interdisciplinary discussions among experts from Social Sciences and Humanities. The objective of the webinar series was to develop a deeper understanding of NEP 2020 and analyze its short-term and long-term impact on Higher Education Institutions (HEIs) in India.

It was decided to invite eminent speakers, including Vice Chancellors, Directors, Principals, and Chairpersons from universities across India, to share their insights on various aspects of the policy. The webinar would serve as a platform for dialogue, discussion, and knowledge-sharing on policy implementation. The committee also discussed tentative dates, resource persons, topics to include, etc. It was decided that a sub-committee will be formed to oversee the coordination and execution of the webinar series. Principal Madam informed that follow-up meetings should be scheduled to finalize the detailed agenda, programme schedule, speaker confirmations, duties, etc.

The meeting concluded with vote of thanks to the Chair.

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Date :

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE IQAC MEETING**

**ACADEMIC YEAR 2020-2021**

**Date: 4<sup>th</sup> May, 2021; Time: 11:30 am; Online**

The IQAC meeting was held on 4<sup>th</sup> May, 2021 in Online mode. Following members were present

Chairperson (Principal)

Management Representative (President)

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Sushil Kumar Vyas

Dr. Nooruzia Qazi

Ms. Shruti Ranade

Ms. Swati Vaidya

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mr. Sandip Kadam

Mr. Pradeep Gotad

Alumni Representative

Ms. Bina Thakkar

Student Representative

Ms. Nidhi Jain

**Agenda**

1. To read and confirm minutes of the meeting held on 10<sup>th</sup> December, 2020.
2. To discuss regarding University Exams (Online) scheduled for March/April 2021.
3. Invitation for Research Papers for ISBN Book on the National Education Policy (NEP) 2020.
4. To approve AQAR 2019-20
5. Review of departmental and committee activities and submission of the Annual Report for the academic year 2020-21.
6. To Plan topics related to Sports and Inclusivity during the National Webinar Series on "National Education Policy 2020"
7. Any other matter with the permission of the Chair.



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## **MINUTES OF THE IQAC MEETING HELD ON 4<sup>TH</sup> MAY, 2021.**

### **1. To read and confirm minutes of the meeting held on 10<sup>th</sup> December, 2020.**

The minutes of the previous meeting held on 10<sup>th</sup> December, 2020 were read and confirmed.

### **2. To discuss regarding University Exams (Online) scheduled for March/April 2021.**

The committee reviewed the schedule and necessary guidelines for the upcoming online examinations to ensure a smooth conduct. Principal Dr. Kaul instructed that an online orientation session be conducted for students and parents to address any queries regarding the exams. She commended the successful execution of the previous semester's online exams and emphasized the importance of similar planning for this term. It was decided that, as in the previous exams, teachers would be designated for student support, and the list of assigned teachers and administrative staff would be shared via the WhatsApp group. In case of technical issues during login, designated staff members would assist students promptly to minimize disruptions. Additional support measures were also suggested for students facing technical difficulties.

### **3. Invitation for Research Papers for ISBN Book on the National Education Policy (NEP) 2020**

The committee discussed the publication of ISBN book on the National Education Policy (NEP) 2020, following the successful organization of the continued Series of the National Webinar on the topic. The webinar witnessed significant participation from faculty across India and internationally, reflecting the broad interest and relevance of the subject.

Recognizing the multidisciplinary and interdisciplinary nature of NEP 2020, the committee emphasized the need for a comprehensive academic publication that explores its various



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dimensions. The members deliberated on the submission process, editorial guidelines, and key thematic areas to be covered in the book. They also highlighted the importance of encouraging research contributions that provide in-depth insights, policy analysis, and practical implications of NEP 2020.

Further, it was decided to extend invitations to academicians, researchers, and subject experts to submit their papers. The publication aims to serve as a valuable resource for educators, policymakers, and institutions navigating the evolving landscape of education reforms.

#### **4. To approve AQAR 2019-20**

The committee convened to review and approve the Annual Quality Assurance Report (AQAR) for the academic year 2019-20. The report, prepared in accordance with NAAC guidelines, was presented for discussion.

The members examined the key aspects of the AQAR, including academic and administrative achievements, quality enhancement initiatives, faculty development programs, student support activities, and others aspects as per the criteria. After addressing minor suggestions, the committee unanimously approved the AQAR for submission to NAAC.

#### **5. Review of departmental and committee activities and submission of the Annual Report for the academic year 2020-21.**

The committee conducted a comprehensive review of departmental and committee activities for the academic year 2020-21, emphasizing their impact and effectiveness. The submission process for the Annual Report was discussed, ensuring that all significant initiatives, academic contributions, and co-curricular engagements were well-documented.

It was informed that all departments and committees would submit a detailed report of their activities to be incorporated into the Annual Report for 2020-21.



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## **To Plan topics related to Sports and Inclusivity during the National Webinar Series on "National Education Policy 2020"**

The committee discussed the inclusion of Sports and Inclusivity as key topics in the National Webinar Series on "National Education Policy 2020" to highlight their significance in higher education. It was emphasized that NEP 2020 promotes sports-integrated learning and ensures inclusive education for all, including marginalized communities and students with disabilities. It was decided to invite experts in sports education, policymakers, and inclusivity advocates to discuss themes such as the role of physical education in holistic learning, policies for inclusive education, infrastructure development, and opportunities for students from diverse backgrounds. The committee will finalize specific sub-topics and speakers in the next meeting. The committee decided to form sub-committee to coordinate sessions, outreach, and execution.

The meeting concluded with vote of thanks to the Chair.

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**IQAC Co ordinator**  
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