



**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 2021-22**

The IQAC meeting was held on 14<sup>th</sup> July, 2021 at 2:30 pm Online. The 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. Hemlata Masiwal

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mr. Sandip Kadam

Mr. Pradeep Gotad

Nominee from Stakeholders

Mr. Sharad Chintankar

Alumni Representative

Ms. Bina Thakkar

Student Representative

Ms. Pooja Mahind

### **Agenda:**

1. To read and confirm minutes of the meeting held on 4<sup>th</sup> May, 2021.
2. To prepare Plan of Action for the academic year 2021-22
3. Submission of academic lesson plans for the academic year 2021-22
4. Initiating academic and co-curricular activities for the academic year 2021-22.
5. To enhance collaborative programmes.
6. To organise faculty development programmes
7. Any other matter with the permission of the Chair.



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## **MINUTES OF THE IQAC MEETING HELD ON 14<sup>TH</sup> JULY, 2021**

### **1. To read and confirm minutes of the meeting held on 4<sup>th</sup> May, 2021.**

The minutes of the previous meeting held on 4<sup>th</sup> May, 2021, were read and confirmed.

### **2. To prepare Plan of Action for the academic year 2021-22.**

The committee members discussed the Plan of Action for the academic year 2021-22, incorporating inputs and proposed activities from various departments and committees. It was unanimously agreed to continue academic and co-curricular engagements in online mode until the offline classes resume. The proposed initiatives include organizing Faculty Development Programs (FDPs), promoting research and publication activities, hosting webinars, guest lectures, and skill enhancement sessions. Principal Dr. Santosh Kaul told the departments should be encouraged to plan value-added and add-on Certificate courses and student support programs to maintain academic continuity and quality assurance during the period of remote learning.

### **3. Submission of academic lesson plans for the academic year 2021-22.**

The members discussed and decided the dates as per academic calendar for the submission of weekly lesson plans for the academic year 2021-22, considering the ongoing pandemic situation. Principal suggested to plan webinars and workshops focusing on research, gender, health, environmental and social issues, etc. and IQAC will review them and provide necessary recommendations.



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#### **4. Initiating academic and co-curricular activities for the academic year 2021-22.**

The committee recognized the significance of promoting academic excellence and holistic development of student through a multidisciplinary and collaborative approach. It was resolved that departments would initiate joint academic and co-curricular programs under the guidance of the IQAC. These initiatives will aim to encourage interdepartmental collaboration, enhance research culture, and promote active student participation. It was decided that various departments would work together under the aegis of IQAC to design and implement joint programs, ensuring a multidisciplinary approach to learning. The IQAC will facilitate coordination among departments to design and implement these programs effectively throughout the academic year 2021-22.

#### **5. To enhance collaborative programmes.**

The committee emphasized the need to strengthen collaborative academic and co-curricular programmes with internal departments as well as external institutions. It was proposed that efforts be made to establish partnerships with reputed academic bodies, industry organizations, and research institutions to promote knowledge exchange, skill development, and innovative practices. Departments and committees should collaborate with other institutions affiliated to SNDT Women's University, Mumbai University and other national renowned universities and industries and formalize such partnerships through MoUs and joint initiatives.

#### **6. To organise faculty development programmes**

The committee discussed and decided that IQAC should plan and organise Faculty Development Programmes (FDPs) in online mode in the current pandemic situation.



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Principal Madam emphasized the importance of equipping faculty with the necessary skills and knowledge to effectively integrate digital tools into the teaching-learning process. It was resolved to design and organise Faculty Development Programmes (FDPs) that focus on providing hands-on training on various Learning Management Systems (LMS). As teachers are already familiar and are using Google Classroom and Microsoft Teams they can also be trained to use other digital pedagogy such as Moodle, to enhance virtual classroom management. It was informed that IQAC should conduct workshops on creating engaging e-learning content using digital tools for interactive lesson planning and course creation. Principal Madam informed that the FDPs and Workshops should align with the principles of NEP 2020, promoting the use of technology and improve the teaching learning experience, ensuring that faculty are equipped with the latest tools and techniques to deliver quality education in a digital era. All members unanimously agreed and it was decided to schedule

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 2021-22**

The IQAC meeting was held on 16<sup>th</sup> October, 2021 at 12:30 pm Online. The 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. Hemlata Masiwal

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mr. Sandip Kadam

Mr. Pradeep Gotad

Nominee from Stakeholders

Mr. Sharad Chintankar

Alumni Representative

Ms. Bina Thakkar

Student Representative

Ms. Pooja Mahind

Agenda:

1. To read and confirm minutes of the meeting held on 14<sup>th</sup> July, 2021.
2. To discuss about college reopening after pandemic in offline mode and measures to be adopted.
3. To discuss about the Feedback Form from stakeholders.
4. To strengthen collaborative programmes and sign MoUs.
5. Any other matter with the permission of the Chair.



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## **MINUTES OF THE IQAC MEETING HELD ON 16<sup>TH</sup> OCTOBER, 2021**

### **1. To read and confirm minutes of the meeting held on 14<sup>th</sup> July, 2021.**

The minutes of the previous meeting held on 14<sup>th</sup> July, 2021, were read and confirmed.

### **2. To discuss about college reopening after pandemic in offline mode and measures to be adopted**

The committee deliberated on the reopening of the college for offline classes post-pandemic. It was agreed that a phased and well-monitored transition to offline mode would be implemented in accordance with government guidelines. It was decided that students will attend lectures in online mode. The institution will adopt necessary safety protocols, including sanitization of campus facilities, mandatory use of masks, maintenance of social distancing in classrooms, and awareness campaigns for students and staff. The IQAC will oversee the implementation of these measures to ensure a safe and smooth functioning of academic activities.

### **3. To discuss about the Feedback Form from stakeholders**

The committee discussed the significance of collecting structured feedback from various stakeholders, including students, faculty, alumni, and employers, to assess the quality and effectiveness of institutional practices. It was decided to make few changes in the feedback forms which would be circulated both online and offline to ensure wider participation. The feedback focuses on areas such as curriculum design, teaching-learning processes, infrastructure, support services, and overall student experience. IQAC will collect, analyse, and document the feedback, and share insights with concerned departments for continuous quality improvement. Review and updating the feedback form incorporating online and blended learning ensures its relevance and effectiveness.

### **4. To strengthen collaborative programmes and sign MoUs**



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The members deliberated and agreed to strengthen collaborative initiatives undertaken by various committees and departments. It was decided that each department would identify institutions and organizations of national prominence to establish functional MoUs. These partnerships would facilitate activities such as internships, industry visits, training programs, skill development sessions, and other collaborative engagements.

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 2021-22**

The IQAC meeting was held on 12<sup>th</sup> January, 2022 at 1:30 pm Online. The 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. Hemlata Masiwal

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Mr. Sandip Kadam

Mr. Pradeep Gotad

Ms. Bina Thakkar

Ms. Pooja Mahind

Senior Administrative Officers

Alumni Representative

Student Representative

**Leave of absence**

Prof. K. Venkataramani

Mr. Sharad Chintankar

**Agenda:**

1. To read and confirm minutes of the meeting held on 16<sup>th</sup> October, 2021.
2. To approve AQAR for the academic year 2020-21.
3. To discuss regarding Scholarships and Fee Concession for Students.
4. Certificate and Value-Added Courses for Students.
5. To intensify alumni engagement.
6. Any other matter with the permission of the Chair.





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## **MINUTES OF THE IQAC MEETING HELD ON 12<sup>TH</sup> JANUARY, 2022**

### **1. To read and confirm minutes of the meeting held on 16<sup>th</sup> October, 2021.**

The minutes of the meeting held on 16<sup>th</sup> October, 2021, were read and confirmed.

### **2. To approve AQAR for the academic year 2020-21.**

The committee reviewed the Annual Quality Assurance Report (AQAR) for the academic year 2020-21. After discussion and review, there were suggestions given by members. The committee unanimously approved the AQAR for submission to NAAC.

### **3. To discuss regarding Scholarships and Fee Concession for Students**

Principal Madam expressed gratitude to the Management for extending fee concessions to students during the previous academic year amidst the challenges of the COVID-19 pandemic. Principal, along with faculty representatives, requested the Management to consider continuing financial assistance to economically weak students. They proposed the provision of fee concessions and instalment-based payment options for students facing financial difficulties. Principal Dr. Kaul suggested that Management scholarship can be offered to deserving M.Com students, to promote higher education among girl students from economically weaker backgrounds. She said that banks, organisations, etc. support girl education and women empowerment under CSR activities to benefit needy students.

### **4. Certificate and Value-Added Courses for Students**

The committee was briefed on the introduction of free and paid certificate, add-on, and value-added courses aimed at enhancing the employability and skill set of students across various streams. The proposed courses include Tally Prime, Analytics with Advanced Excel and Power BI, Graphic Designing, and various Skill Development Programs. These courses are designed to complement the regular curriculum and equip students with industry-relevant competencies. The IQAC will work with respective departments to plan, schedule, and implement these programs, ensuring active student participation.

### **5. To intensify alumni engagement.**



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The members discussed and it was resolved to actively involve alumni in the college's ongoing activities by encouraging their participation in cultural events, workshops, guest lectures and online programmes. Principal Madam told the members that Alumni should also be encouraged to contribute to career guidance initiatives, job placements, and mentoring programmes.

The meeting concluded with a vote of thanks to the Chair.

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

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

**Academic Year 2021-22**

The IQAC meeting was held on 13<sup>th</sup> April, 2022 at 1:30 p.m. The 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. Hemlata Masiwal

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Nominee from Stakeholders

Alumni Representative

Student Representative

Mr. Pradeep Gotad

Mr. Sharad Chintankar

Ms. Bina Thakkar

Ms. Pooja Mahind

### **Agenda:**

1. To read and confirm minutes of the meeting held on 12<sup>th</sup> January, 2022.
2. To prepare Plan of Action for the academic year 2022-23.
3. Submission of Departmental, Committee Annual Reports for academic year 2021-22.
4. To discuss about Feedback mechanism.
5. Any other matter with the permission of the Chair.



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Date :

## **MINUTES OF THE IQAC MEETING HELD ON 13<sup>TH</sup> APRIL, 2022**

### **1. To read and confirm minutes of the meeting held on 12<sup>th</sup> January, 2022.**

The minutes of the meeting held on 12<sup>th</sup> January, 2022, were read and unanimously approved.

### **2. To prepare Plan of Action for the academic year 2022-23.**

The committee deliberated on the formulation of a structured Plan of Action for the academic year 2022–23, aimed at enhancing the overall quality and functioning of the institution. It was proposed that the plan would include key focus areas such as strengthening the teaching-learning process through ICT-enabled methods, introducing new certificate and value-added courses aligned with industry needs, and encouraging faculty and student research initiatives. Emphasis will also be laid on conducting Faculty Development Programs, promoting student internships, organizing community outreach and extension activities, and enhancing alumni engagement. The committee also suggested integrating green practices and sustainability initiatives, upgrading infrastructure, and improving stakeholder feedback mechanisms. All departments and cells will be requested to submit their proposals, which will be consolidated by IQAC to draft the final Plan of Action.

### **3. Submission of Departmental, Committee Annual Reports for academic year 2021-22.**

The committee emphasized the importance of timely submission of Annual Reports from all academic departments and functional committees for the academic year 2021–22, for documentation, quality assessment, and preparation of AQAR. It was decided that each department and committee will submit a detailed report highlighting key activities, academic achievements, student participation, collaborations, and outcomes achieved during the year. IQAC will review and compile the reports.

### **4. To discuss about Feedback mechanism.**





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The committee emphasized the need for robust feedback mechanisms to ensure continuous improvement in academic and administrative processes. It was proposed to collect feedback from stakeholders, including students, faculty, alumni, and employers, through structured surveys and interactive sessions in April. These inputs will be systematically analyzed to identify strengths, areas of improvement, and emerging trends. The committee also resolved to implement an action plan based on the feedback to address concerns and enhance the quality of education and support services. Additionally, regular follow-up reviews will be conducted to monitor the effectiveness of changes made.

The meeting concluded with a vote of thanks to the Chair.

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