



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan

B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd 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 2022-23

The IQAC meeting was held on 17th June, 2022 at 2:30 pm in Room No. 11. 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

Dr. Hemlata Masiwal

Dr. Anita Jacob

Ms. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mrs. Sharmila Sharma

Mr. Pradeep Gotad

Mrs. Pallavi Sawant

Nominee from Stakeholders

Mr. Sharad Chintankar

Alumni Representative

Ms. Kusum Waghela

Student Representative

Ms. Pooja Mahind

Agenda:

1. To read and confirm minutes of the meeting held on 13th April, 2022.
 2. To plan for academic and extracurricular activities.
 3. Faculty to apply to University for Ph.D. guideship.
 4. To enhance faculty participation in research and development.
 5. Strengthening institutional collaborations for academic growth.
 6. Submission of academic lesson plans for the academic year
 7. To discuss on updating college website.
 8. Strengthening the PTA engagement.
- Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 17TH JUNE, 2022

1. To read and confirm minutes of the meeting held on 13th April, 2022.

The minutes of the previous IQAC meeting held on 13th April 2022 were read and confirmed by the members. No corrections were proposed.

2. To plan for academic and extracurricular activities.

The committee discussed the academic and co-curricular calendar for the upcoming academic year which was submitted by departments and committees. It was decided that departments would plan interdisciplinary activities, workshops, seminars, field visits, student competitions, and cultural events. The IQAC will collaborate with departments and committees to facilitate smooth operations and ensure outcomes.

3. Faculty to apply to University for Ph.D. guideship.

Principal Dr. Santosh Kaul Kak encouraged eligible faculty members to apply to University for Ph.D. guideship.

4. To enhance faculty participation in research and development.

The committee emphasized the importance of increased faculty engagement in research activities. It was resolved that departments would motivate faculty to publish in UGC-



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CARE/Scopus-indexed journals, apply for research grants, participate in conferences, and undertake consultancy or extension projects.

5. Strengthening institutional collaborations for academic growth.

The members discussed strategies to expand academic collaborations through MoUs with industry partners, academic institutions, NGOs, and professional bodies. Principal, Dr. Santosh Kaul Kak, proposed that departments explore new tie-ups for certificate courses, internships, and collaborative research.

6. Submission of academic lesson plans for the academic year.

The members discussed the submission dates to convey all faculty members to submit their lesson plans for the academic year, including academic content, methods of delivery, evaluation strategies, and use of ICT tools. The plans will be reviewed by IQAC for monitoring and quality assurance.

7. To discuss on updating the college website.

It was decided to review and update the college website. Each department and committee will verify their respective information and submit updates to the Website Committee by first week of July, 2022.



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8. Strengthening the PTA Engagement

To strengthen PTA engagement post-COVID-19, the committee emphasized the need for effective communication with students and parents to support their transition from online to offline learning. It was decided to conduct regular PTA meetings to discuss students' progress, address challenges, and enhance parent-teacher collaboration. Parents will be encouraged to actively participate in institutional activities and share their insights for holistic development. Additionally, workshops on student well-being, career planning, and academic support will be organized to equip parents with the necessary guidance to assist their children effectively.

As there was no other matter to be discussed, the meeting ended with vote of thanks to the Chair.

PRINCIPAL
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IQAC Co ordinator
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE IQAC MEETING
Academic Year 2022-23

The IQAC meeting was held on 19th September, 2022 at 12:00 noon in Room No. 11. 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
Dr. Hemlata Masiwal
Dr. Anita Jacob
Ms. Sumita Guha
Dr. Ganatra Kashyap
Dr. Kavita Patil
Mrs. Sharmila Sharma
Mr. Pradeep Gotad
Mrs. Pallavi Sawant
Mr. Sharad Chintankar
Ms. Kusum Waghela
Ms. Pooja Mahind

Senior Administrative Officers

Nominee from Employers/ Industrialists/ Stakeholders
Alumni Representative
Student Representative

Agenda:

1. To read and confirm minutes of the meeting held on 17th June, 2022.
 2. Review of academic and extracurricular events.
 3. Planning student-centric and research activities.
 4. Encouraging faculty research grant applications.
 5. Discussion on Implementation of National Education Policy (NEP) 2020
 6. Submission of Blueprint of Question Papers
 7. Intensify community outreach activities.
 8. Planning and Coordination for Collecting Data and Preparation of AQAR 2021-22.
 9. Preparation and Application for Conducting Academic Audit.
 10. Monitoring and Evaluation of Quality Initiatives
- Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON SEPTEMBER 19, 2022

Agenda 1. To read and confirm minutes of the meeting held on 17th June, 2022.

The minutes of the previous IQAC meeting held on 17th June, 2022 were read and confirmed.

Agenda 2. Review of academic and extracurricular events.

The committee reviewed the academic and extracurricular activities conducted since June 2022. It was noted that a wide range of activities had been organized across departments, including seminars, guest lectures, certificate courses, workshops, cultural events, sports competitions, and awareness drives. The IQAC appreciated the efforts of faculty and student coordinators in successfully executing these events despite various challenges.

The members highlighted the need to document these activities systematically for inclusion in the Annual Report and AQAR. It was also suggested that departments enhance student participation, focus on interdisciplinary themes, and align future activities with institutional goals such as skill development, research promotion, and community engagement.

The committee encouraged the use of digital tools for wider outreach and effective event reporting.

Agenda 3. Planning student-centric and research activities.

The committee emphasized the need to promote a research culture and student engagement through innovative and participatory initiatives. It was decided to organize student-centric activities such as research paper competitions, poster presentations, skill enhancement workshops, field-based learning, and interactive guest lectures to develop critical thinking, creativity, and practical knowledge among students. The IQAC encouraged departments to integrate these activities within the academic calendar and provide students the opportunity to showcase their ideas and research capabilities.



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Agenda 4. Encouraging Faculty Research Grant Applications.

The committee discussed the importance of promoting a strong research culture among faculty members and encouraged them to actively apply for research grants from government agencies such as UGC, ICSSR, and other funding bodies. Principal Dr. Santosh Kaul Kak emphasized the need for faculty to engage in meaningful research that contributes to academic advancement.

It was suggested that departments identify potential research areas and funding schemes and circulate the relevant information among faculty members. The IQAC proposed organizing a workshop or orientation session on writing effective research proposals and understanding grant application procedures. It was also recommended to create a support mechanism within the college to assist faculty in preparing proposals and documentation. The committee unanimously agreed to promote faculty research through timely communication of funding opportunities, capacity-building initiatives, and institutional support.

Agenda 5. Discussion on Implementation of National Education Policy (NEP) 2020.

The committee held an in-depth discussion on the implementation of the National Education Policy (NEP) 2020 and its implications for curriculum design, assessment reforms, interdisciplinary learning, and skill integration. It was acknowledged that NEP emphasizes holistic, flexible, and outcome-driven education.

The members suggested that all departments begin aligning their academic practices with NEP recommendations, including multidisciplinary approaches, credit-based assessment, value-added courses, and the promotion of Indian knowledge systems. The committee proposed to continue organizing awareness and orientation programmes for faculty, students, and other stakeholders to enhance understanding of the key features and



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guidelines of the National Education Policy (NEP) 2020, especially in light of its upcoming implementation by the University.

It was noted that several faculty members are part of the Board of Studies (BoS), and they were encouraged to communicate and represent the recommendations gathered from student and stakeholder feedback during curriculum review discussions. These suggestions may include the introduction of multidisciplinary topics, skill-based modules, internships, value-added courses, and flexible credit systems.

The committee emphasized the need for departments to begin planning towards curriculum alignment with NEP through the integration of research components, project-based learning, and experiential learning methods, ensuring a smooth transition in future academic years.

Agenda 6. Submission of Blueprint of Question Papers.

The committee discussed the importance of standardizing assessment practices and aligning them with Course Outcomes (COs) and Bloom's Taxonomy. It was proposed that each faculty member submit a blueprint of their question papers along with the question paper, clearly indicating the weightage given to various units, difficulty levels, and types of questions.

This initiative will ensure transparency, uniformity, and alignment with the Outcome-Based Education (OBE) model. The IQAC recommended that the blueprint be prepared in a structured format and submitted prior to the conduct of examinations for quality review and academic audits.

Agenda 7. Intensify Community Outreach Activities

The committee discussed the importance of enhancing the institution's role in community development and social responsibility. It was unanimously agreed that departments and



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NSS units would be encouraged to design and conduct impactful community outreach and extension activities. These would focus on areas such as health awareness, environmental sustainability, digital literacy, women empowerment, financial literacy, and education for underprivileged groups. The IQAC suggested collaborating with NGOs, government bodies, and local communities for wider reach and sustainability of initiatives. It was also proposed to document these activities effectively for inclusion in AQAR and to align them with Sustainable Development Goals (SDGs) where applicable.

Agenda 8. Planning and Coordination for Collecting Data and Preparation of AQAR 2021–22

The committee discussed the submission of the Annual Quality Assurance Report (AQAR) for 2021–22 as per the NAAC format. It was decided that all departments, and committees would be requested to submit their activity reports and documentation to the Criterion in-charges. IQAC members emphasized the need for uniformity in data reporting and proper evidence compilation, including photographs, attendance records, feedback forms, and reports. The deadline for submission was proposed to ensure time for review and formatting.

Agenda 9. Preparation and Application for Conducting Academic Audit.

Principal Dr. Kaul informed the members that the college has to formally apply for Academic Audit, either through the affiliating university or a recognized external peer team. The IQAC recommended that each department prepare a detailed Departmental Report highlighting key academic achievements, teaching-learning innovations, research activities, student support practices, and best practices implemented during the year. Formats for departmental reports and audit criteria were discussed.



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Agenda 10: Monitoring and Evaluation of Quality Initiatives

The IQAC resolved to implement initiatives that enhance the overall quality of academics, administration, and student development in alignment with institutional goals and NAAC guidelines. It was decided to strengthen faculty training programs, integrate technology into teaching-learning processes, and promote student engagement through experiential learning activities. Measures for improving stakeholder feedback mechanisms were approved to ensure continuous quality enhancement. Additionally, initiatives to inculcate human values, ethical leadership, and awareness of Indian heritage through workshops, educational visits, and outreach programs were prioritized. Regular monitoring and review mechanisms were also established to assess the effectiveness of these initiatives.

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 2022-23

The IQAC meeting was held on 3rd December, 2022 at 11:30 am in Room No. 11. The following members were present:

Chairperson (Principal)
Management Representative (President)
IQAC Coordinator
Teacher Members

Senior Administrative Officers

Alumni Representative
Student Representative

Dr. Santosh Kaul Kak
Adv. Sushil Kumar Vyas
Dr. Nooruzia Qazi
Ms. Shruti Ranade
Dr. Hemlata Masiwal
Dr. Anita Jacob
Ms. Sumita Guha
Dr. Ganatra Kashyap
Dr. Kavita Patil
Mrs. Sharmila Sharma
Mr. Pradeep Gotad
Mrs. Pallavi Sawant
Ms. Kusum Waghela
Ms. Pooja Mahind

Agenda:

1. To read and confirm minutes of the meeting held on 19th September, 2022.
 2. Planning for upcoming Inter-Collegiate Programmes
 3. Discussion on organization of NSS Special Camp
 4. Review and Discussion on NEP 2020 Implementation Strategies
 5. Proposal for upgradation of Digital Infrastructure
 6. Presentation and review of AQAR 2021-22 for suggestions
 7. Strengthening Alumni Engagement and Contribution
- Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 3RD DECEMBER, 2022

Agenda 1: To read and confirm minutes of the meeting held on 19th September, 2022.

The minutes of the IQAC meeting held on 19th September, 2022 were read and confirmed.

Agenda 2: Planning for upcoming Inter-Collegiate Programmes

The committee discussed the upcoming inter-collegiate events. It was decided that departments and committees would plan competitions, seminars, Annual Day and inter-collegiate competitions promoting academic and cultural exchange.

Agenda 3: Discussion on organization of NSS Special Camp

The members discussed about the NSS Special Camp to be held in the adopted village Umroli, Palghar District. The tentative dates decided were from 16th to 22nd December, 2022. The committee emphasized focusing on social outreach themes such as health awareness, digital literacy, and environmental responsibility.

Agenda 4: To discuss about NEP 2020 implementation

Principal Dr. Santosh Kaul Kak briefed the committee members that SNDT Women's University, Mumbai University and many other colleges and universities in Maharashtra are organizing Seminars, Conferences, Workshops, etc. on NEP 2020 to be implemented from the



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next academic year 2023-24. She also conveyed about the directives received from SNDT Women's University in the circular regarding implementation of NEP 2020 and introducing short term add-on, multi-disciplinary Courses and CHETNA Courses for First Year students of Undergraduate and Post-Graduate Programmes.

Principal Dr. Kaul informed the members that the college will be conducting 'Saral Hindi' and 'English for Career Advancement' Add-on Courses. She informed that the college would be signing an MOU with Saraswati Seva Pratishthan and 'Marwadi Sammelan's B.M. Ruia Girls' College Skill Development Centre' to offer Government Skill Development Courses which include Skill India, National Skill Development Corporation (NSDC), Sector Skill Councils (SSC), etc.

Agenda 5: Proposal for upgradation of Digital Infrastructure

The need to upgrade digital teaching-learning facilities, including smart classrooms, improved Wi-Fi connectivity, LMS, and access to digital learning resources for students and faculty was discussed.

Agenda 6: Presentation and review of AQAR 2021-22 for suggestions

The draft AQAR 2021-22 was presented to the committee members. After review they provided their inputs and recommendations.



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Agenda 7: Strengthening Alumni Engagement and Contribution

The committee emphasized the need to enhance alumni engagement by organizing interactive events, skill-based workshops, and networking opportunities. It was proposed to conduct alumni-led sessions to share industry insights, career guidance, and entrepreneurial experiences with current students and alumni. Initiatives to encourage alumni contributions in the form of mentorship programs, guest lectures, and financial or resource support for institutional development were discussed. Additionally, skill-based workshops, such as income-generating activities, were suggested to promote entrepreneurial spirit among students. The committee unanimously agreed to implement structured alumni engagement strategies to strengthen alumni-institution relations and leverage their expertise for holistic student development.

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 2022-23

The IQAC meeting was held on 26th April, 2023 at 12:30 am in Room No. 11, 4th Floor. The following members were present:

Chairperson (Principal)	Dr. Santosh Kaul Kak
Management Representative (President)	Adv. Sushil Kumar Vyas
IQAC Coordinator	Dr. Nooruzia Qazi
Teacher Members	Ms. Shruti Ranade
	Dr. Hemlata Masiwal
	Dr. Anita Jacob
	Ms. Sumita Guha
	Dr. Ganatra Kashyap
	Dr. Kavita Patil
Senior Administrative Officers	Mrs. Sharmila Sharma
	Mr. Pradeep Gotad
	Mrs. Pallavi Sawant

Leave of absence was granted to the following members:

1. Prof. K. Venkataramani
2. Mr. Sharad Chintankar
3. Ms. Kusum Waghela
4. Ms. Pooja Mahind

Agenda:

1. To read and confirm minutes of the meeting held on 3rd December, 2022.
2. Preparation for 4th Cycle of NAAC Assessment and Accreditation.
3. To discuss about NEP 2020 new credit structure received from the University to be implemented from academic year 2023-24 and to enhance library resources.
4. To discuss about Add-on Course proposals, recognitions & SNTDWU CHETNA
5. To encourage faculty to apply for Ph.D. Guideship and College to apply for Research Centre Status.
6. To intensify collaborations with industry and institutions.
7. Preparation for Academic and Administrative Audit (AAA)
8. To strengthen admission for the Academic Year 2023-24.
9. Promoting Research Culture and Ethical Academic Writing.
10. Feedback from stakeholders.

Any other matter with the permission of the Chair.



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MINUTES OF THE IQAC MEETING HELD ON 26TH APRIL, 2023

Agenda 1: To read and confirm minutes of the meeting held on 3rd December, 2022.

The minutes and Action Taken Report of the IQAC meeting held on 3rd December, 2022 were read and confirmed.

Agenda No. 2: Preparation for 4th Cycle of NAAC Assessment and Accreditation

The committee deliberated on the preparatory measures necessary for initiating the 4th Cycle of NAAC Assessment and Accreditation, as the validity of the 3rd Cycle accreditation is up to May 19, 2024. Principal Dr. Santosh Kaul emphasized the need to begin data compilation and documentation immediately to ensure the timely submission of the Institutional Information for Quality Assessment (IIQA) and the Self-Study Report (SSR), ideally six months prior to the expiry of the current accreditation cycle. She directed that work be strategically allocated among departments and criterion in-charges and that a clear Plan of Action be developed to ensure systematic and timely progress.

Agenda 3: To discuss about NEP 2020 new credit Structure received from the University to be implemented from academic year 2023-24

The Principal informed the committee that the college has received the revised credit structure for the proposed four-year undergraduate programme under NEP 2020, as communicated by the University. The structure was shared with all faculty members for review.

Departments were requested to study the document in detail and evaluate its implications, particularly with regard to curriculum design, workload distribution, and teaching hours. Faculty members were encouraged to share their observations, feedback, and suggestions with



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the IQAC. The Principal further assured that any concerns raised by the staff would be appropriately discussed, and relevant suggestions would be compiled by IQAC and forwarded to the University for consideration, as and when required.

The committee discussed the need to upgrade library resources, including the addition of new books, e-resources, and subscriptions to academic journals. It was decided that faculty members would provide book recommendations for the upcoming semester, aligning with the NEP (National Education Policy) guidelines. A budget proposal would be submitted accordingly.

Agenda 4: To discuss about Add-on Course proposals, recognitions & SNDTWU CHETNA

The Principal informed the committee that, as per SNDT Women's University guidelines, it is now mandatory for first-year students to complete either two 2-credit courses or one 4-credit add-on/value-added/skill-based course. In 2022–23, the college successfully implemented this requirement.

For the academic year 2023–24, students must opt for courses from the university's CHETNA portal, MOOCs, SWAYAM, or equivalent platforms. Faculty were encouraged to develop 2 or 4 credit courses aligned with CHETNA guidelines and submit proposals to the university for approval. If courses are conducted under MoUs with other institutions or NGOs, proposals must be submitted to the CHETNA Cell for university recognition and credit transfer.

Agenda 5: To encourage faculty to apply for Ph.D. Guideship and College to apply for Research Centre Status

The committee emphasized the importance of strengthening the institution's research cell by encouraging eligible faculty members to apply for Ph.D. guideship under SNDT



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Women's University. The IQAC Coordinator informed that, as per university guidelines, the college must have a minimum of two recognized Ph.D. guides and be offering postgraduate programmes in relevant subjects to be eligible for recognition as a Research Centre. The committee agreed to initiate the necessary steps and complete the required formalities at the earliest to pursue Research Centre status.

Agenda 6: To intensify collaborations with industry and institutions

The committee discussed the need to strengthen and expand the institution's industry-academia linkages to enhance academic quality, skill development, and student employability. It was proposed that departments identify potential collaborations with industries, research organizations, NGOs, and higher education institutions for activities such as internships, training programs, guest lectures, research projects, and certificate courses.

Principal Dr. Kaul, encouraged faculty members to explore Memoranda of Understanding (MoUs) and institutional tie-ups that align with the curriculum and offer practical exposure to students. She told IQAC Coordinator to share a draft MoU with the faculty and told to guide departments in drafting proposals and coordinating follow-ups with external bodies.

Principal Dr. Santosh Kaul Kak, informed about the Two Days National Seminar on National Education Policy "Nai Rashtriya Shiksha Niti aur Bhartiya Bhashayen" organized by the Department of Hindi in collaboration with Maharashtra Rajya Hindi Sahitya Akadami, Mumbai, on 23rd and 24th March, 2023. Hon'ble Vice Chancellor Madam, Prof. Ujwala Chakradeo, Vice Chancellor, SNTD Women's University, Mumbai was the Chief Guest; Professor T. V. Kattimani, Vice Chancellor, Central Tribal University of Andhra Pradesh, was the Keynote Speaker; Adv. Sushil Vyasji,



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President, Marawadi Sammelan, Chaired the Inaugural Session; Dr. Sheetla Prasad Dubey, Executive Chairman, Maharashtra Rajya Hindi Sahitya Akadami, Shri Shrikant Dalmiaji, Trustee and Convenor of B. M. Ruia Girls' College, Guest of Honour, and eminent speakers from all over India were subject experts in every session held on both the days. Around 12 Indian languages like Sanskrit, Marathi, Konkani, Maithili, Tamil, Bangla, Punjabi, etc. were discussed.

Agenda 7: Preparation for Academic and Administrative Audit (AAA)

The committee discussed the preparation for Academic and Administrative Audit (AAA). Departments were advised to update all records, and maintain documentation.

Agenda 8: To strengthen admission for the Academic Year 2023–24

Principal Dr. Kaul informed the committee of the strategies being planned to enhance admissions for the upcoming academic year. A list of school principals from nearby localities is being compiled for outreach and collaboration to improve enrolment. To support this, promotional materials including brochures, e-brochures, pamphlets, and flyers will be prepared and distributed in schools, and also circulated via social media platforms and professional networks of faculty and principals.

She shared that initial discussions have already taken place with heads of both Hindi and English medium schools. During these interactions, information sessions were held with Std. XII students and their parents, highlighting the potential implementation of the National Education Policy (NEP) from 2023–24 and the anticipated academic changes. Efforts are being made to involve local school principals and teachers as guests, experts, and resource persons in college events to build institutional visibility and awareness. The committee agreed that all staff members should actively contribute to strengthening admission.



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Agenda 9: Promoting Research Culture and Ethical Academic Writing

The committee discussed the need to enhance research engagement among faculty and students and emphasized the importance of ethical research practices. It was proposed to organize a *Workshop on Research Writing and Ethics* in collaboration with the Department of Commerce, Department of Hindi, and the Research Cell. The workshop aimed to provide guidance on structuring research papers, conducting literature reviews, using plagiarism detection tools, and selecting UGC CARE-listed journals for publication.

Dr. Antonette Lobo from SIES College, Mumbai, was identified as the resource person for the session. The workshop would also focus on ethical research practices, citation techniques, and best practices in academic publishing. The initiative aimed to equip faculty and students with essential research skills, encourage high-quality publications, and foster an institutional research culture. The committee agreed to conduct follow-up sessions on advanced research methodologies and funding opportunities to further strengthen research initiatives.

Agenda 10: Feedback from stakeholders

The committee discussed the feedback received from students, faculty, alumni, and employers through structured surveys and discussions. It was noted that the feedback highlighted key areas for improvement in academic programs, teaching methodologies, and infrastructure. It was decided that the collected feedback would be communicated to faculty members and department heads, who would then convey it to the University Board of Studies for Hindi, English, Economics, Sociology, and Commerce in UG and PG programmes. The committee also decided to integrate relevant suggestions into curriculum development and teaching-learning processes under the NEP framework. Action plans would be formulated to address identified gaps and enhance academic quality.

The meeting ended with vote of thanks to the Chair.

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