



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 2023-24

**Date: 16<sup>th</sup> June, 2023; Time: 11.30 am; Venue: Room No. 11, B.M. Ruia Girls' College.**

The IQAC meeting was held on 16<sup>th</sup> June, 2023 at 11.30 am at Room No. 11, B.M. Ruia Girls' College. The following members were present.

Chairperson, IQAC (Principal)

Management Representative (President)

Nominee from Local Society

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Shri. Sushil Kumar Vyas

Prof. Venkatramani

Dr. Nooruzia Qazi

Smt. Shruti Ranade

Dr. Hemlata Masiwal

Dr. Anita Jacob

Dr. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mrs. Sharmila Sharma

Mr. Pradeep Gotad

Mrs. Pallavi Sawant

Nominee from Employers/ Stakeholders

Mr. Sharad Chintankar

Alumni Representative

Ms. Kusum Waghela

Student Representative

Ms. Sejal Shukla

#### Agenda:

1. To read and confirm minutes of the meeting held on 26<sup>th</sup> April, 2023.
2. Preparing Plan of Action for the Academic Year 2023-24.
3. Submission of Academic Lesson Plans, Proposed Departmental Activities, and Committee Plans for the Academic Year 2023-24.
4. To invite and review proposals for organizing seminars and publication of a book with ISBN number.
5. To discuss and decide on the application for the Maharshi Karve Best College Award organized by SNDT Women's University.
6. To deliberate on the implementation of the National Education Policy (NEP) for Postgraduate programmes starting from the academic year 2023-24.
7. Strategies to enhance admissions.
8. Any other matter with the permission of the Chair



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## MINUTES OF THE IQAC MEETING HELD ON 16<sup>TH</sup> JUNE, 2023

The meeting commenced with the Principal welcoming the IQAC members.

### **Agenda 1: To read and confirm minutes of the meeting held on 26<sup>th</sup> April, 2023.**

The minutes of the meeting held on 26th April, 2023, were read and confirmed.

### **Agenda 2: Preparing Plan of Action for the Academic Year 2023-24.**

A detailed discussion was held to formulate the Plan of Action for 2023–24. Departments were advised to align their initiatives with the institution's vision, mission, and student-centric goals. Emphasis was placed on the integration of subject-specific workshops, expert lectures, and interactive learning methodologies into the academic calendar. It was resolved to increase the number of intercollegiate and national-level events to boost student participation and academic engagement. Departments and Committees were encouraged to diversify extracurricular activities to include extension, cultural, sports and other programmes.

### **Agenda 3: Submission of Academic Lesson Plans for the Academic Year 2023-24.**

The members discussed the dates of submission of the academic lesson plans by faculty for the academic year 2023–24. It was emphasized that the lesson plans should be aligned with the academic calendar, program outcomes (POs), and course outcomes (COs). IQAC Coordinator said that the plans be submitted in both hard and soft copies for departmental records and IQAC documentation.

### **Agenda 4: To invite and review proposals for organizing seminars and publication of a book with ISBN number**

Principal informed that departments should submit seminar proposals along with tentative dates and budgets for consideration. She also emphasised that the College ISBN Book is due for publication and faculty should contribute chapters in it.

### **Agenda 5: To discuss and decide on the application for the *Maharshi Karve Best College Award* organized by SNDT Women's University.**

Principal Dr. Santosh Kaul Kak informed that the college should apply for the '*Maharshi Karve Best College Award*' conducted by SNDT Women's University. IQAC should plan and submit the application along with all the supporting documents before the due date.

### **Agenda 6: To deliberate on the implementation of the National Education Policy (NEP) for Postgraduate programmes from the academic year 2023–24.**

The members were informed that the University will implement NEP in PG programmes from the academic year 2023-24.



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## **Agenda 7: Strategies to enhance admissions**

The committee discussed strategies to enhance admissions for UG and PG programmes. It was decided that, as in previous years, personalized counseling sessions would be conducted for parents and prospective students. To strengthen the admission process, promotional efforts should be intensified through advertisements in newspapers, the college website, flyers, local cable channels, and social media platforms such as Facebook and WhatsApp. Additionally, faculty members will visit junior colleges and engage with principals and staff to raise awareness about the institute's academic programmes.

The meeting ended with vote of thanks to the Chair.

**PRINCIPAL**

**B.M. Ruia Girls' College**  
**Grant Rd., MUMBAI-7.**

**IQAC Co ordinator**  
**B. M. Ruia Girls' College**  
**Grant Road, Mumbai-7.**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE IQAC MEETING

#### ACADEMIC YEAR 2023-24

**Date:** 9<sup>th</sup> September, 2023; **Time:** 1.00 pm;  
**Venue:** Room No. 11, B.M. Ruia Girls' College

The IQAC meeting was held on 9<sup>th</sup> September, 2023 at 1.00 pm, Room No. 11, B.M. Ruia Girls' College. The following members were present.

Chairperson, IQAC (Principal)  
Management Representative (President)  
Nominee from Local Society  
IQAC Coordinator  
Teacher Members

Senior Administrative Officers

Alumni Representative  
Student Representative

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

#### Agenda:

1. To read and confirm the minutes of the previous meeting held on 16th June, 2023.
2. To discuss about preparation for NAAC 4th Cycle of Assessment and Accreditation
3. To discuss about Skill development, Chetna & other courses
4. To discuss and decide about Budget for Research & Library books.
5. To discuss about MOUs with different Colleges & Institutes.
6. To discuss about Environment & Other Audits
7. To discuss and decide about forming Alumni Association
8. Intensifying Career Guidance and Placement Cell activities.
9. Any other matter with the permission of the Chair





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## **MINUTES OF THE IQAC MEETING HELD ON 9<sup>TH</sup> SEPTEMBER, 2023**

The Principal welcomed the IQAC members and the meeting commenced.

### **Agenda 1: To read and confirm minutes of the meeting held on 16<sup>th</sup> June, 2023.**

The minutes of the meeting held on 16th June, 2023, were read and unanimously confirmed by the members.

### **Agenda 2: To discuss about preparation for NAAC 4<sup>th</sup> Cycle of Assessment and Accreditation.**

Principal Madam informed that the College NAAC Accreditation is valid till May 19, 2024, and the committee is working for applying for Assessment and Accreditation 4<sup>th</sup> Cycle.

Dr. Nooruzia Qazi, IQAC Coordinator, briefed the Committee about the work done towards preparation for NAAC 4<sup>th</sup> Cycle of Assessment and Accreditation. She told about the meetings conducted and plan of action proposed to achieve targeted benchmarks for each criterion. She further said that the teachers were assigned duties for collating criteria-wise materials to prepare the Self Study Report.

Prof. K Venkataramani mentioned that Internal Quality Assurance Cell (IQAC) of the college can discuss about the benchmarks decided by NAAC for various metrics such as POs & COs, Student Enrollment, Pass Percentage of Students, Student Scholarships, etc. He said that IQAC can arrange sessions inviting guest experts to speak on the topics.

### **Agenda 3: To discuss about Skill development, Chetna & other courses**

The members were apprised of the Skill Development courses conducted by the College. It was informed that the examinations for these courses are scheduled to be held in October 2023, following which certificates will be issued to the students who successfully qualify the exam.



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Dr. Anita Jacob, Chetna Coordinator informed the Committee that the College proposes to apply for the inclusion of its courses in the University's Chetna Pool of Courses.

#### **Agenda 4: To discuss and decide about Budget for Research & Library books.**

The Committee deliberated on the allocation of budget for research activities and procurement of library books. It was resolved that a specific provision should be made in the departmental budget to encourage faculty research and support student research initiatives. The Committee also approved the purchase of new reference books and journals to enhance the library's academic resources.

#### **Agenda 5: To discuss about MOUs with different Colleges & Institutes**

Principal Madam informed that the discussions are on for signing MOUs with different colleges with SNDT Women's University and Mumbai University. IQAC Coordinator Dr. Nooruzia Qazi informed the Committee about the proposed MOUs with Shri. M.D Shah Mahila College, Malad; Shri. MMP Shah Women's College, Matunga; Maniben Nanavati College, Vile Parle and P.N Doshi Women's College, Ghatkopar.

#### **Agenda 6: To discuss about Environment & Other Audits.**

IQAC Coordinator Dr. Nooruzia Qazi briefed the members about conducting an Environmental, Energy, and Green Audit during 2023-24.

#### **Agenda 7: To discuss and decide about forming Alumni Association.**

Principal Madam discussed forming the Alumni Association. It was unanimously agreed to include Ms. Bina Thakkar Alumnus of the College, in the framing process.



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## **Agenda 8: Intensifying Career Guidance and Placement Cell Activities**

The members discussed and decided that to enhance career guidance initiatives and strengthen the Placement Cell, several strategic measures have to be implemented. Regular industry interactions and expert-led seminars should be organized to provide students with insights into various career opportunities, emerging job trends, and recruitment processes across different sectors. Efforts to be made to establish partnerships with financial institutions, corporate organizations, and government bodies to facilitate internships, training programs, and campus recruitment drives. Special sessions should be introduced to guide students through the application and selection processes for competitive exams, such as banking jobs, and other government sector roles. The Placement Cell should actively encourage student participation in career counseling sessions, resume-building workshops, and mock interview training to enhance employability skills. mentorship programs should be introduced after career seminars to provide personalized guidance to students, ensuring they receive step-by-step support in their job search and application process.

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 2023-24

Date: 27<sup>th</sup> January, 2024; Time: 1.00 pm;  
Venue: Room No. 11, B.M. Ruia Girls' College

The IQAC meeting was held on 27<sup>th</sup> January, 2024 at 12.30 pm, Room No. 11, B.M. Ruia Girls' College. The following members were present.

Chairperson, IQAC (Principal)

Management Representative (President)

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Shri. Sushil Kumar Vyas

Dr. Nooruzia Qazi

Smt. Shruti Ranade

Dr. Hemlata Masiwal

Dr. Anita Jacob

Dr. Sumita Guha

Dr. Ganatra Kashyap

Dr. Kavita Patil

Senior Administrative Officers

Mrs. Sharmila Sharma

Mr. Pradeep Gotad

Mrs. Pallavi Sawant

Alumni Representative

Ms. Kusum Waghela

Student Representative

Ms. Sejal Shukla

#### Agenda:

1. To read and confirm the minutes of the previous meeting held on 9<sup>th</sup> September, 2023.
2. To discuss about Inter-college events such as Nirjhar, Bhajan Competition, etc. and NSS Special Camp.
3. To discuss about NEP Implementation from A.Y. 2024-25 for UG Programmes.
4. Review progress of NAAC 4th Cycle of Assessment and Accreditation.
5. Submission of Research Proposals for Research Grant.
6. To discuss about Scholarship for the year 2023-24 to be given to students.
7. Promoting Research culture through Multidisciplinary Research Paper Presentation Competitions.
8. Any other matter with the permission of the Chair





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## **MINUTES OF THE IQAC MEETING HELD ON 27<sup>TH</sup> JANUARY, 2024**

The Principal welcomed the IQAC members and the meeting commenced.

**Agenda 1: To read and confirm the minutes of the previous meeting held on 9<sup>th</sup> September, 2023.**

The minutes of the previous IQAC meeting conducted on 9<sup>th</sup> September, 2023 were read. It was resolved to approve the minutes.

**Agenda 2: To discuss about Inter-college events such as Nirjhar, Bhajan Competition, etc. and NSS Special Camp.**

The members discussed about the Intercollegiate Competitions scheduled on 2<sup>nd</sup> and 3<sup>rd</sup> February, 2024 - Smt. Sumita Shrikant Dalmia Intercollegiate Competition- 'NIRJHAR'; 9<sup>th</sup> February, 2024 – Intercollegiate Bhajan Competition, 10<sup>th</sup> February, 2024 - Intercollegiate Kavita Pratiyogita.

Dr. Hemlata Masiwal, NSS PO, briefed the members about the NSS Special Camp held between 16<sup>th</sup> to 22<sup>nd</sup> December, 2023 at the adopted village, Umroli, in Palghar District. Dr. Hemlata Masiwal also mentioned that the five-year period of community service in the adopted village at Umroli was completed with the last camp conducted in December, 2023 and therefore new adopted area has to be identified for conducting extension activities and community service.



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### **Agenda 3: To discuss about NEP Implementation from A.Y. 2024-25 for UG Programmes**

The committee members discussed about the Government and University Circulars received regarding implementation of National Education Policy 2020 for UG Programmes from the academic year 2024-25. It was informed that the University is going to have various meeting of Boards, and workshops for stakeholder to understand the NEP implementation procedure. After discussing, it was decided that all teaching and non-teaching staff members should be encouraged and motivated to update themselves in this matter by attending meetings, workshops, FDPs.

### **Agenda 4: Review progress of NAAC 4th Cycle of Assessment and Accreditation**

Dr. Nooruzia Qazi briefed the members about the work done towards preparation for the NAAC 4th Cycle of Assessment and Accreditation. She said Workshops on Research Methodology, Outcome-based education, Mapping P.O.s, C.O.s, applying Bloom's Taxonomy Level, Intellectual Property Rights, etc., are scheduled.

### **Agenda 5: Submission of Research Proposals for Research Grant.**

The members were informed about a circular received from the University regarding the provision of Research Grants for faculty members interested in undertaking research projects. Under this initiative, the financial responsibility will be shared between the University and the College Management in a 40:60 ratio. The University has invited all affiliated colleges to submit research proposals for consideration.

### **Agenda 6: To discuss about Scholarship for the year 2023-24 to be given to students.**

A proposal for awarding scholarships to 38 students was presented. After due consideration, it was resolved to approve the proposed list of beneficiaries and forward the same to the management for final approval.



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## Agenda 7: Promoting Research Culture through Multidisciplinary Research Paper Presentation Competitions

The IQAC emphasized the need to strengthen research culture among students by organizing multidisciplinary research paper presentation competitions in collaboration with other institutes. It was decided to organise a Research competition on *Sustainable Development Goals (SDGs)*, for students in the month of March under MOU with Shri M.D. Shah Mahila College of Arts and Commerce. Research Cell and IQAC conduct the Research Paper Presentation competition annually to encourage students' research pursuits. It was decided to conduct Workshops on Research Methodology, on research writing, data collection, and analysis to enhance research quality. The committee appreciated the initiative and encouraged more student-driven research activities to enhance academic excellence and interdisciplinary learning.

The meeting ended 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 2023-24

**Date: 27<sup>th</sup> April, 2024; Time: 12.45 pm; Venue: B.M. Ruia Girls' College.**

The IQAC meeting was held on 27<sup>th</sup> April, 2024 at 12.45 pm at B.M. Ruia Girls' College. The following members were present.

Chairperson, IQAC (Principal)

Management Representative (President)

IQAC Coordinator

Teacher Members

Dr. Santosh Kaul Kak

Adv. Shri. Sushil Kumar Vyas

Dr. Nooruzia Qazi

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Senior Administrative Officers

Mrs. Sharmila Sharma

Mr. Pradeep Gotad

Mrs. Pallavi Sawant

Alumni Representative

Ms. Kusum Waghela

#### Agenda:

1. To read and confirm minutes of the meeting held on 27<sup>th</sup> January, 2024.
  2. Preparing Plan of Action for the Academic Year 2024-25.
  3. To conduct training and development programmes for Non-Teaching Staff.
  4. To inform faculty to submit API Files.
  5. To discuss and review the feedback collected from stakeholders.
  6. To discuss the School Connect Programme and admissions for the academic year 2024–2025.
  7. Preparedness for NAAC Accreditation.
- Any other matter with the permission of the Chair.





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## **MINUTES OF THE IQAC MEETING HELD ON 27<sup>TH</sup> APRIL, 2024**

The Principal welcomed the IQAC members and the meeting was duly commenced.

### **Agenda 1: To read and confirm minutes of the meeting held on 27<sup>th</sup> January, 2024.**

The minutes of the meeting held on 27<sup>th</sup> January, 2024, were read and confirmed.

### **Agenda 2: To prepare Plan of Action for the Academic Year 2024-25**

The Committee discussed the formulation of the Plan of Action for the academic year 2024–25. Suggestions were invited from all departments regarding curricular, co-curricular, and extracurricular activities, faculty development programmes, student support initiatives, and quality enhancement measures. It was decided that the IQAC would compile the inputs received and prepare a comprehensive Plan of Action for the academic year 2024-25 focusing on the goals and NAAC parameters.

### **Agenda 3: To conduct training and development programmes for Non-Teaching Staff**

Principal Dr. Kaul emphasized the importance of enhancing the efficiency of office staff through skill-based training. She proposed that staff members be encouraged to enroll in Tally and other advanced software courses, as these are essential for improving administrative functioning. To support this initiative, she suggested offering time concessions during working hours. Principal recommended organizing in-house sessions on personality development, communication and correspondence skills, email and letter writing, and ICT skill development. After discussion, the Committee agreed on the need for such programmes and resolved to facilitate and implement them in a phased manner.

### **Agenda 4: To inform faculty to submit API Files.**

The Principal informed the Committee that all faculty members are required to submit their API (Academic Performance Indicator) files for the academic year 2023–24. Faculty were



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advised to complete the documentation with all necessary supporting evidence and submit it to IQAC by June 30, 2024.

## **Agenda 5: To discuss and review the feedback collected from stakeholders**

The Committee reviewed the feedback collected from students, alumni, faculty, and employers for the academic year 2023–24.

- Student Feedback highlighted satisfaction with faculty support and teaching methodologies. Suggestions included more industrial visits, and placements.
- Alumni Feedback emphasized the need for stronger alumni engagement, professional development skills, career guidance and networking events.
- Faculty Feedback focused on the need for more faculty development programmes and infrastructural upgrades.
- Employer Feedback recommended enhancing students' soft skills and industry exposure through internships, guest lectures, Job Fairs, etc.

It was resolved to prepare an action plan based on the feedback and implement feasible suggestions in the upcoming academic year.

## **Agenda 6: To discuss the School Connect Programme and admissions for the academic year 2024–2025.**

Principal Dr. Kaul briefed the Committee on the communications received from the University through emails and meetings regarding the implementation of the School Connect Programme. She informed the members that the University has directed faculty members, accompanied by 2–3 students, to visit schools and junior colleges. The purpose of these visits is to orient staff and students on the NEP 2020 structure and its implementation, to raise awareness about SNDT Women's University, and to promote the various programmes and courses offered by the University and our college.



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Date :

## **Agenda 7: Preparedness for NAAC Accreditation**

During the IQAC meeting, the committee discussed the institution's preparedness for NAAC accreditation. It was emphasized that all departments must systematically maintain reports, feedback analyses, and action-taken records in a standardized format. To ensure compliance with NAAC requirements, checking of documentation will be conducted, with Criterion in-charges and faculty members reviewing and verifying records. Necessary corrective measures will be taken based on the observations. The committee also stressed the importance of faculty participation in capacity-building workshops focused on NAAC quality benchmarks, covering best practices in documentation, assessment parameters, and continuous quality improvement strategies.

The meeting ended with vote of thanks to the Chair.

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