

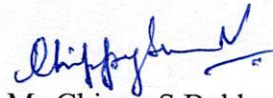
NOTICE

13th June 2020

This is to inform all the members that online meeting of IQAC will be held on Saturday 20th June 2020 at 12 noon to discuss the following:

Agenda:

- 1) To read and approve the minutes of the last meeting.
- 2) To discuss and deliberate on the academic and co-curricular activities of the year affected due to pandemic.
- 3) To propose workshops and infrastructure to conduct online lectures.
- 4) To discuss the collaboration/MOUs for the curriculum framing for BVOC.
- 5) To organise a musical concert.
- 6) Any other matter with the permission of the chair


Ms. Chippy S. Bobby
IQAC Coordinator



SUBJECT: MINUTES OF THE MEETING HELD ON JUNE 20th 2020 AT 12 NOON .

Members Present:-

Principal and IQAC Chairperson - : Dr. CA. Kishore Peshori

Management Member - Ms. Padma Shah

NAAC Coordinator and VP - Dr. Megha Somani

Vice Principal - Mr. Mani Iyer

IQAC Coordinator - Ms. Chippy Susan Bobby

Asst. Coordinator - Dr. Shreekumar Menon

Senior Faculty - Dr. Meenakumari

Senior Faculty- Dr. Vishal Tomar

Librarian - Ms. Ligimol Benny


Alumni - Mr. Shashikant Manghani

Principal Dr.CA. Kishore Peshori, Vice Principal, IQAC coordinator and all the Staff members of Degree college were present for the online meeting . IQAC Coordinator Ms.Chippy S. Bobby read out the minutes of the last meeting held. The minutes were approved by the members attending the meeting.


The staff members met online to discuss and deliberate on the academic and co-curricular activities of the year .

The following matters were deliberated and discussed in each criterion.

- 1) As academic curriculum and sessions are being conducted online for PG programs, IQAC appreciated the efforts of faculty and IT team who have been instrumental in supporting.
- 2) IQAC also discussed if the online lectures were to be continued. It is important to improve the online infrastructure and train the visiting as well as inhouse faculty to use the Online platforms.
- 3) Faculty also need to sensitize the student issues in pandemic and ensure support to the students without compromising curriculum delivery by scheduling revision and doubt clearing sessions online.
- 4) Principal ensured support to all staff and encouraged them to focus on health and follow government guidelines of social distancing.
- 5) Principal recommended that all students' activities regarding skill development and value added courses and training be continued on an online medium.
- 6) Principal suggested taking it in subsequent meetings.
- 7) Principal suggested that Collaborations/linkages has to be established to make B VOC course industry/market oriented.


Dr.(CA) Kishore S. Peshori
Principal

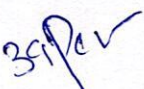



Ms.ChippyS.Bobby
IQAC Coordinator


Action Taken Report

Sr.No.	Suggestions	Implementation
1	Guest lectures by industry professionals	Industry oriented activities to be continued via online medium.
2	Academic calendar on college website	The academic calendar and other important details for students are to be posted on the college website on a regular basis by the IT team.
3	Use of ICT in teaching-learning process	Dr. Megha Somani in coordination with alumni Mr. Sudhir Widge explored the MS-TEAM platform for the institute. Hands-on training for using online mediums has to be conducted with TSEC for Faculty and visiting faculty for the effective delivery.
4	Bridge course and remedial lectures	The college conducted a bridge course in Mathematics for students. Online Remedial lectures are also conducted for academically weaker students.
5	MOUs to be inked down to make the BVOC more industry oriented	Principal took initiative and was in talks with many chartered accountants for framing of BVOC syllabus.
6	FDP on 'FUNDAMENTALS OF RESEARCH WRITING'	FDP from 3rd June 2020 to 6th June 2020 .
7	STC on "Financial and Investment Planning"	Dr. Mani Iyer organised STC from 19 th April,2021 to 24 th April,2021
8	Organise a Musical concert	A musical concert has been decided to launch in association with all the colleges of the HSNC Board.

The meeting ended with a vote of thanks to the arrangement committee and to the chair.


 Prof.(Dr.) CA Kishore S. Peshori
 Principal




 Ms.Chippy S.Bobby
 IQAC Coordinator

NOTICE

12th September 2020

This is to inform all the members that meeting of IQAC will be held on Thursday 17th September 2020 at 12 noon to discuss the following:

Agenda:

1. To read and approve the minutes of the last meeting
2. To discuss and deliberate on the academic and co-curricular activities
3. To finalise data for AQAR – Criterion 1,2,3,4
4. To review vision and roadmap for the future.
5. To communicate the MOUs inked for Vocational courses.
5. Any other matter with the permission of the chair
6. Vote of thanks to the chair



Ms. Chippy S. Bobby
IQAC Coordinator



SUBJECT: MINUTES OF THE MEETING HELD ON SEPT. 17th 2020 AT 12 NOON .

Principal Dr.CA. Kishore Peshori, Vice Principal, IQAC coordinator and all the Staff members of Degree College were present for the online meeting. IQAC Coordinator Ms.Chippy S.Bobby read out the minutes of the previous meeting. The minutes were approved by the members present. After that the presentation was made by the Criterion 3 team.

The AQAR team presented the AQAR data for 2019-2020 .

Criterion-1 presented its data and discussed the following points

As part of Curriculum planning and implementation, the Institution has the mechanism for well-planned curriculum delivery and documentation.

Dr. Aashish Jani discussed about Teaching and Lesson plans practice .

Principal asserted that teachers continue attending Orientation Courses, Refresher courses and Short-Term specialized courses.

All our self-financed courses to continue inviting Industry Professionals.

Interactive Web-site, College Prospectus and Social-Media update were implemented and found to be helpful.

As part of Curriculum enrichment, Internship with Employability, Field Visit/Industry visit/ Experiential learning Project was encouraged by the committee as plans for the coming time.

The institution plans to start B.Voc in several disciplines such as in Finance, Tax, Media and Wealth Management.

Criterion-2

Criterion-2 presented its data and discussed the following points

1. Ms.Asha Bhat informed that there has been a steady increase in the number of applications received by the college for admission to different courses. Our UG and PG courses are much sought after in Western suburbs of Mumbai.

2. Due consideration is given to various reservations as per Maharashtra government rules while admitting students to various courses.

3.. The college continues assessing the learning levels of the students through semester-end exams, assignments, presentations, viva-voce etc.on regular basis via online and offline mediums if available.

4. IQAC appreciated special programmes organised for the students both advanced learners and slow learners.

5.Advanced learners are constantly guided and encouraged for participation in various competitions like International Economics Convention, paper presentation, poster presentation etc.

9. Interactive learning, problem solving, discussions, seminars, paper presentation, quiz etc. are some methods used by faculty members to make teaching learning an interesting process.

10. The college library provides internet facilities, access to textbooks, reference books etc.



11. All the teachers are using ICT for effective teaching and E-learning resources. Preparation of e-resources in various subjects in the form of PPTs, digital material has created a repository of knowledge.
12. Staff room and library have networked internet connections.
13. IQAC suggested the faculty members to attend training workshops on digital tools.
14. The college has a well-structured, transparent and continuous Internal evaluation of students.
15. Mechanism to deal with internal examination related grievances is transparent, time-bound and effective.
16. After the outbreak of the covid 19 pandemic, online mode of exam was adopted keeping government guidelines in mind.
17. Ms. Asha Bhat informed that the Mathematics & Statistics Department launched a Certificate course in Basic Maths for Non-Maths students .
18. The college provides Advanced learners the choice to select their subject at SY level, extra library cards are given to them, special seminars are conducted for them.
19. Experiential learning in the form of FC projects, industrial visits in self -financing courses, visiting faculty from industry are some important aspects of the teaching –learning process.
20. IQAC emphasised that in catering to student diversity, we intend to organize more special programmes for both slow and advanced learners. Integration of technology along with student centric methods such as experiential learning, participative learning, and problem-solving methods for enhancing learning experiences.

Criterion Three:

Criterion-3 presented its data and discussed the following points

1. Under Research, Innovations and Extensions, College has a full-fledged research centre in Commerce (Business Policy and Administration) subject and applied to University of Mumbai for research centre in Accountancy subject.
2. It was also showcased that the number of teachers have published their research papers in UGC Approved/ Peer reviewed journals.
3. College has published its own Journal “ACE” in 2019-20 and continues it with pride having a greater number of Research papers/contributions from scholars.
4. Teachers are continuously upgrading their research knowledge by undertaking minor research projects sanctioned by University of Mumbai.
5. Our college in collaboration with Western India Regional Council (WIRC) of ICAI has started the Skill Enhancement Course Train Earn Learn (TEL) for commerce students.
6. Principal suggested that by undergoing the above mentioned course shall be eligible for applying for an internship with CA firms.
7. Under Extension & outreach programmes, College’s NSS unit has organized 10 activities in the academic year 2019-20 collaborating with bodies like Holy family hospital, Mumbai university etc. for the welfare of the society.
8. College has also won 2 awards in the year 2019-20 from NSS unit, D.H.T.E. Govt of Maharashtra & J.J. Mahanagar Government blood bank.



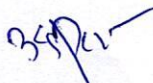
In Research, Innovations and Extensions, following suggestions were put forward for future by the committee:

- a) Encouraging more PhD registrations from faculty who have not enrolled.
- b) Encourage research culture among postgraduate students.
- c) Publication of "students' journal" with their good and quality research papers.
- d) Collaboration with the other Universities/Institutes/Organisation for faculty exchange/students' exchange.
- e) Collaborations with placement agencies.


Next, the Criterion 4 team did the online presentation.

CRITERION 4 – INFRASTRUCTURE

1. A concise view of infrastructure enhancement in the year 2019-20 is given by presenting the existing and the new infrastructure in terms of class rooms, equipment, etc.
2. The existing facilities include computerisation of the library using software such as SLIM 21.
3. Vast array of library services are being made available such as e-books, e-journals, digital database, NLIST membership apart from Book bank facility.
4. Computer, Internet access and training facilities are provided to administrative, faculty, students and non-teaching staff.
6. The goal relating to infrastructure is to utilise the existing space optimally, provide flexible class rooms with natural light and air spaces, and provide facilities for differently abled. Towards the end, the requirements in terms of physical and ancillary facilities were listed.
7. For optimum utilisation of resources, it has been decided to track the usability, user capacity and present the scope for future development.
8. The report identified the requirements in terms of physical infrastructure, library facilities, IT infrastructure, maintenance of campus facilities which are considered as adequate facilities for teaching-learning, cultural, Sports, ICT-Enabled facilities, Smart class, LMS, etc. along with expenditure for infrastructure augmentation.
9. It was recommended as part of best practices that a skill based learning environment be created, there should be e-waste, solid waste, paper waste and water management, solar energy to be used wherever possible.
10. Principal communicated that MOUs have been signed with Jailaxmi education Society, Acme Events for BVOC courses.


Prof. (Dr.) CA Kishore S. Peshori
Principal




Ms. Chippy S. Bobby
IQAC Coordinator

Action Taken Report

Sr.No.	Suggestions	Implementation
<u>1</u>	Research Centre in Accountancy	The college has applied to Mumbai University for starting a Research Centre in Accountancy and LIC visit is awaited.
<u>2</u>	Optimum utilization of resources	For optimum utilisation of resources, it has been decided to track the usability, user capacity and present the scope for future development.
<u>3</u>	Training to administrative staff	Office staff are encouraged to attend all training programmes conducted by Mumbai University and Joint Director , Higher Education for upgradation of their skills.
<u>4</u>	MOUs inked	MOUs have been signed with Jailaxmi education Society, Bhavesh & Associates chartered Accountants, Acme Events for BVOC courses.
<u>5</u>	FDP on 'FUNDAMENTALS OF RESEARCH WRITING'	FDP was conducted from 3RD JUNE 2020 TO 6TH JUNE 2020 .
<u>6</u>	Musical Concert	Musical concert has been streamed on June 21,2020

Prof.(Dr.) CA Kishore S. Peshori
Principal

Ms.Chippy S.Bobby
IQAC Coordinator



NOTICE

5th December 2020

This is to inform all the members that meeting of IQAC will be held on Thursday 10th December 2020 at 12 noon to discuss the following:

Agenda:

- 1.To read and approve the minutes of the last meeting
- 2.To finalise data of Criteria Five,Six and Seven for AQAR
- 3.Any other matter with the permission of the chair
4. To conduct investor awareness programs online in collaboration
- 5.Vote of thanks to the chair



Ms.Chippy S.Bobby
IQAC Coordinator



Subject:-Minutes of the IQAC meeting held on December 10th 2020 at 12 noon

Principal Dr.CA. Kishore Peshori, Vice Principal , IQAC coordinator and all the Staff members of Degree college were present for the online meeting . The meeting started with the reading of the minutes of the previous meeting .They were approved by all the members attending the meeting.

Criteria five made the presentation.

1. Active placement cell, visiting faculty from industry are important aspects of the college.
2. New certificate courses have been introduced to make students employment ready.

Criterion Six

Criteria Six made the presentation and following points were discussed,

1. In the presentation it was stated that the institution leadership is very proactive and sensitive towards the needs of the staff and students.
2. Regular meetings are conducted of non-teaching staff which is headed by the Registrar for office related work.
3. Dissemination of information through college website and other electronic modes is being done .
4. Syllabus is framed by the university, many faculty members are members of the academic council and Board of Studies and play an active role in framing the syllabus. Syllabus Revision Workshops are organized by the college.
5. Various measures like remedial coaching, intensive coaching, orientation programme for UG and PG students, industrial visits and guest lectures from industry experts have been adopted and important features of the college.
6. Conduct of exams as per university guidelines and unbiased evaluation of answer books, moderation is done
- 7.The college has been using Tally ERP software for entering voucher, receipts, fees details, student name wise entry and MKCL is software of Mumbai University for enrollment purpose.
8. The college encourages teachers to attend professional development programmes, viz, Orientation programme, Refresher course, short term course, faculty development programme .A number of teachers avail of the benefit.
9. There are a number of welfare schemes for non-teaching staff members like advance salary during festival time, uniform, fee concession for their ward etc. Student scholarships, group insurance, book bank scheme are available for students.
- 10.External audit are done and the college maintains a reserve and corpus fund.
- 11.IQAC is actively involved in continuous review of quality measures and the college adopts excellence in all academic and administrative aspects.



Criterion Seven:

Criteria Seven made the presentation and following points were discussed,

The focus of the criteria is on practices adopted by the Institute in respect of Gender Equity, Environmental consciousness, Sustainability, Inclusiveness and Professional ethics. It deals with the manner in which these issues are addressed and acclimatized in carrying out academic, administrative and organizational functions.

- a) The College has initiated several programs relating to Gender Promotion, Environmental Consciousness & Sustainability initiatives, Differently abled friendliness programs, activities for promotion of Human values and Professional Ethics. Several Eco Friendly initiatives were also undertaken.
- b) The institute plans to revamp infrastructure, undertake Energy and Green audit, install Bio degradable waste facilities and Rain Water harvesting, adopt BRAILLE software for DIVYANG students.
- c) Principal asked the committee to initiate the process of Career mapping for students of M.Com , TYBCom and Self finance Courses. This could be done in Coordination with TSEC, as they have already initiated the process. This could be adopted as a best practice for the criterion.

IQAC suggested to conduct some investor awareness programs online in collaboration with Global dialogue foundation

The meeting ended with the vote of thanks to the chair.




Prof.(Dr.) CA Kishore S. Peshori
Principal




Ms.Chippy S.Bobby
IQAC Coordinator

Action Taken Report

Sr.No.	Suggestions	Implementation
<u>1</u>	To conduct a Faculty Development Programme and Short Term Course	A short term course was organised by IQAC from 19th April to 25 th April 2021 on behalf of the University academic staff college
<u>2</u>	BVoc programme	The college got permission to start four BVoc programmes from 2021-22.
<u>3</u>	To conduct online investor awareness program	BAF Coordinator has been asked to take the lead and assist the college for signing the MOU with the Global dialogue foundation.


Prof.(Dr.) CA Kishore S. Peshori
Principal


Ms. Chippy S. Bobby
IQAC Coordinator



NOTICE

3rd May 2021

This is to inform all the members that meeting of IQAC will be held on Thursday 5th May 2021 at 4pm to discuss the following :

Agenda:

1. To read and approve the minutes of the last meeting
2. To discuss Certificate courses for students
3. Discussion on the webinars attended by faculty during lockdown period
4. To schedule conducting online CDC election
5. To review of social distancing measures and initiating offline classes
6. To approve about the college tie up with BFSI
7. To discuss on the possibilities of having MOUs with other sector skill councils -NASSCOM and MESC
8. To collect the feedback from all the stakeholders
9. Any other matter with the permission of the chair
10. Vote of thanks to the chair



Ms. Chippy S. Bobby

IQAC Coordinator



Minutes of the IQAC meeting held on 5th May 2021

The meeting started at 4 pm . It was attended by Principal Dr. CA Kishore Peshori, Vice Principals Dr. Mani Iyer, Ms. Asha Bhat , Dr. Aashish Jani ,NAAC Coordinator Dr. Megha Somani and IQAC Coordinator ,Ms. Chippy Bobby.

The Principal introduced the topic of starting of certificate courses for the benefit of students during the summer vacation . Dr. Mani Iyer explained that these courses will help to enhance the employability of students and help in upgrading their skills. We would start immediately with the GST course and course in International Trade and Business . Other courses like Basic Mathematics, Soft skills, Yoga also may be started in future.

It was proposed to name this Programme as Late Shri Sanjay Dagia Memorial certificate courses , in remembrance of our beloved faculty,Late Shri Sanjay Dagia , who served our college and National college together for nearly three decades.

This was put forward for discussion.Both NAAC Coordinator and IQAC coordinator appreciated and agreed that this proposal should be put forward to the Management for approval.

Principal then discussed with the members the need to conduct CDC elections. Because of the Lockdown, the elections have been postponed for a long. He asked the members to explore the possibility of online elections and also to put forward a proposal to the management with regard to this.

Principal advised that the Academic calendar was to be updated and Minutes of the departmental meetings were to be kept ready for NAAC.

Principal said that the webinars attended by the faculty need to be constantly updated on a Google document for the smooth and easy availability of information.

IQAC appreciated the conduct of STC and encouraged it to continue with such activities again.

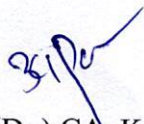
IQAC requested principal to ensure social distancing guidelines in case government guidelines come out for opening colleges for offline classes

Principal conveyed about the college tie up with BFSI

IQAC discussed on the possibilities of having MOUs with other sector skill councils -NASSCOM and MESC

Principal directed VP-academics to collect the feedback from all the stakeholders

The meeting concluded with a vote of thanks.



Prof.(Dr.) CA Kishore S. Peshori
Principal



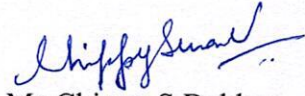
Ms.Chippy S.Bobby
IQAC Coordinator

Action Taken Report

Sr.No.	Suggestions	Implementation
<u>1</u>	Certificate courses for students	Various courses were planned and conducted for the benefit of the students .
<u>2</u>	Covid Guidelines	College ensured social distancing guidelines and made hand sanitizers available at all touch points.
<u>3</u>	Inked down the MOUs with other sector skill councils -NASSCOM and MESCC	BVoc coordinator Ms. Asha Bhat has been entrusted to take the lead on this.
<u>4</u>	Feedback from the stakeholders	Principal directed VP-academics Dr. Jani to collect the feedback from all the stakeholders



Prof.(Dr.) CA Kishore S. Peshori
Principal



Ms.Chippy S.Bobby
IQAC Coordinator

