**Minutes of meetings & Action Taken Reports for IQAC meetings held during academic year 2020-21**

1. **Minutes of IQAC meeting (online mode) dated 15th October 2020**

A meeting of IQAC members (internal) was held on 15th October, 2020 scheduled at 12 noon with the following agenda:

1. Committee and department proforma formats and review of those received in April 2020.
2. To shortlist the committee plans to be reviewed and suggestions to be given.
3. To discuss transfer of data from old to new IQAC drive.
4. Review of AQAR format, distribution of criteria incharges and uploading dates to be checked on NAAC website.

The following points/aspects were discussed:

1. IQAC decided to focus on 2-3 shortcomings during the previous accreditation cycle or SSR and mobilize bridging the same. The aspects that were fleshed out of the discussion were: plagiarism software, value education, alumni formation, training of non-teaching staff and to continue with the practice of audits.

In response to the above, it was decided to review and suggest to the following committees as under:

|  |  |  |
| --- | --- | --- |
| Committee name | Suggestion | Person who would follow up/execute |
| Library/Research committee | To subscribe to Plagiarism software ‘Urkund’ recommended by UGC | Mr. Sanam Pawar |
| Course on value education | Curriculum copy with 30 hours of blended curriculum delivery, registration of students, certificates & report | Mr. Ravikant Sangurde |
| Alumni Committee | Process of alumni association formation, registration & meeting | Dr. V Rama Kiran |
| Feedback committee | Feedback mobilization from multiple stakeholders and analysis | Mr. Dhaval Bhatt |
| Training program for non-teaching staff | On topics relevant to administrative audit and data mobilization for IQAC | To be done in coordination with Office Incharge as per the suggestion of Manali madam (I/C principal & convener, IQAC) |
| Nature Club | Environment audit | Mr. Rajendra Ichale & Dr. Amit Naik |
| WDC | Gender audit | Ms. Vaishali Kharat |
| Computer lab & practical committee | IT audit | Ms. Deepashri Hadphadkar |
| Other audit | Academic audit | IQAC |

1. New email & drive for IQAC along with transfer of data related to AQAR 2018-19 and 2019-20 from old IQAC drive to the new one--- This responsibility given to Mr. Sanam Pawar and Mr. Nizam Sayyed.
2. The process of AQAR is cumbersome and in given circumstances to be also largely executed in online mode. Besides there is also a change in the composition of IQAC. In view of the above concerns were expressed and it was suggested by many members that we approach Dr. Manali Londhe madam and sincerely request her the following:

* Office representative or coordinator for IQAC work
* Office person incharge for conduction of training program for office staff under IQAC
* Co-opting teaching faculty members for the work of AQAR 2019-20.
* Principal madam/ IQAC Convener chair the meeting for committee plan review meeting.

The above aspects (in point number 3 to be discussed at length with Manali madam by IQAC coordinator & members at the earliest).

1. IQAC plan for the academic year 20-21: 1. Discussion panel/webinar on COVID 19 (done), 2. Committee review meetings (Next week i.e. 3rd week of October 2020 as per the suitable schedule and with the presence of Dr. Manali Londhe), 3. AQAR 2019-20 (to be completed on/before 30/12/2020), 4. Training program for non-teaching staff (tentatively in November last week or December 1st week 2020) and 5. Audits (tentatively in the 2nd term of 20-21-Jan or Feb 2020).
2. For departments which have submitted proformas only additional information on courses/FDPs attended during April & May 2020 and programs/events organized to be mobilized. For all departments and committees that had not submitted their proformas for 2019-20, notice along with the proforma formats be emailed. (This work of reviewing and then sending out emails jointly allotted to Dr. Nigaar Patel and Ms. Aarti Nayak).
3. Sample of AQAR 2018-19, SSR 2019 and tabular formats of the criteria metrics to be emailed to all IQAC members for reference (Work allotted to Dr. Sujata Khadilkar).
4. Criterion-II of AQAR has learning outcomes which need to be re-thought and we need to wait for the University results for the evaluation that is included in the criterion. Best practices in criterion- 7 for the year 2019-20 to be also modified & re-worked.
5. Minutes of this meeting to be prepared by Dr. Sujata Khadilkar and further meetings minutes will be done by each IQAC member on rotation basis.
6. Criteria wise distribution of Incharges for preparation of AQAR 2019-20 as follows:

1: Dr. Nigaar Patel, 2: Mr. Arun Dubey, 3. Ms. Chitra Kelkar, 4. Mr. Sanam Pawar, 5: Ms. Shilpa Sable, 6: Ms. Aarti Nayak and 7: Mr. Deepak Chavan.

AQAR part A, query resolutions & suggestions in the process of various criteria and: Dr. Sujata Khadilkar & Mr. Nizam Sayyed.

Criterion wise data mobilization & verification work, proof reading of qualitative metrics: IQAC members & co-opted members.

The members present for the meeting:

Dr. Sujata Khadilkar- IQAC Coordinator

IQAC members:

Dr. Nigaar Patel

Ms. Chitra Kelkar

Ms. Shilpa Sable

Mr. Deepak Chavan

Ms. Aarti Nayak: Leave of absence prior intimation on account of lectures (NB: followed up for the discussions & work to be done later in the day)

Mr. Nizam Sayyed: Leave of absence prior intimation on account of lectures

Mr. Arun Dubey: informed about his absence on the day on account of a family medical emergency

Mr. Sanam Pawar: Absent.

The meeting ended with greetings and vote of thanks.

1: 36 pm

**Action taken Report for above meeting held on 15th October 2020:**

1. Application for subscription of Plagiarism software ‘Urkund’ was submitted.
2. Training session for non-teaching staff on ‘Financial awareness’ was conducted on 11th November 2020.
3. Separate Somaiya email ID with more drive space was created.
4. Appointment letter with composition of IQAC (all internal members included) was issued dated 17.07.2020.
5. Meeting with value education committee was conducted on 26.10.2020 and suggestions were given by IQAC regarding the curriculum & conduction of the course. Value education committee thereafter submitted a proposed syllabus which was reviewed by IQAC, modifications suggested and approved.
6. Internal academic audit was conducted by IQAC during May-June 2021 and two senior teachers- Dr. Charlotte Braganza & Dr. V. Rama Kiran were co-opted to recommend suggestions.
7. Initial talks/discussion with Head of Environmental Studies department and guidance was sought by IQAC with regards to environmental audit in May-June 2020.
8. The IQAC activity plan for 2020-21 chalked out and executed during the year.
9. **Minutes of IQAC meeting (online mode) dated 26th October 2020**

**26th October 2020**

**2.30 pm**

**Agenda**

* Discussion of plan, suggestions and agenda of activities for certain specific committees
* Co-opting members for IQAC
* Co-opting office staff for IQAC
* Any other matter with permission of Principal Madam.

A online meeting for the purpose of discussion of plan, suggestions and agenda of activities for the academic year 2020-21 for certain specific committees (Value Orientation, Alumni, Library, WDC, Nature Club, Computer Practical & Lab, Feedback) has been held on 26th October 2020 at 2.30 pm. The meeting was chaired by Principal Dr.Manali Londhe.

With the permission of Dr.Manali Londhe, IQAC Coordinator Dr.Sujata Khadilkar started the recording of meeting.

Committee wise discussion is as follows:

1. **Feedback**

* As per NAAC requirements, Feedback committee is asked to take the feedback from various stakeholders like students, teachers, alumni and parents.
* After a proper analysis of feedback action taken report for the same has to be prepared.
* Feedback collected from all stakeholders is to be available on college website
* Parents feedback can be collected through class mentors during Parents-Teachers Meeting
* Student Satisfaction Survey (SSS) for year wise AQAR will also be conducted by Feedback committee under the guidance of IQAC.
* Dr.Manali Londhe has asked the Feedback committee convener Mr.Dhaval Bhatt to collect feedback from all classes on every weekend (since in online mode) so that necessary improvement measures can be taken up in case of any grievance raised by students.
* Dr.Nigaar Patel will be sharing specimen feedback form on curriculum (for all stakeholders) with feedback committee, who in turn will draft the final feedback form.

1. **Library :**

* Urkund plagiarism software is to be purchased by college.
* As per the university guidelines, this software is to be purchased from a authorized vendor and some procedural formalities for the same has to be completed with University of Mumbai. Mr.Sanam Pawar will be taking the follow up for the same.
* Within 8-10 days the above formalities have to be finalasied.
* Library Committee mainly Dr.Sindhu Sara Thomas and Librarian Mr.Sanam Pawar will be managing the plagiarism software.

1. **Value Orientation Committee :**

* Well Structured Syllabus (30 hours) has to be design for value orientation committee.
* Lectures will be conducted by value orientation committee members and students activities (For those students who will attend the lecture by VO Committee) will be taken up by class mentors.
* Syllabus has to be designed based on six universal values shared by NAAC.
* 30 Hours will be divided as follows :
* 6 Hours – Lectures
* 6 Hours \_ Talks
* 12 Hours \_ Skit/Role Play
* 6 Hours \_ Book Review/Presentation
* Mr. Ravikant Sangurde will be submitting syllabus as well as entire details of VO course by Saturday, 31st October 2020.

1. **Alumni**

* Registration for Alumni Association is to be done. Dr.V.Rama Kiran has to coordinate with Mr.Nachiket dave for the same.
* IQAC need the following data from Alumni cell from the information collected from our previous year students on the day of convocation:
* Course wise number of students taking higher education
* Course wise number of students taking employment.

1. **Nature Club :**

* BMM students are to be encouraged to make documentary on environment in coordination with VO committee.
* At least one eco friendly practice in campus is to be taken up in second term.
* Dr.Sujata Khadilkar suggested that activity of eco-friendly practice can be taken up in collaboration with NGO such as Enviro Vigil.

1. **Women Development Cell (WDC)**

* Gender audit will be conducted in the second term of academic year 2020-21.
* Mr. Harishchandra. Sharma has been co-opted in WDC.

1. **Computer Practical & Lab :**

* IT audit is to be conducted every year.
* For current academic year, IT audit will be conducted in second term.
* Mr.Nachiket, Mr Dhaval and Mr.Aziz will be helping in IT Audit.
* Mrs.Aarti Nayak shared Gender Audit and IT Audit reports with Mrs.Vaishali Kharat and Mrs Deepashri Hadhphadkar respectively.

At the end, Mrs.Chitra Kelkar gave a vote of thanks and concluded the meeting.

**Members Attended:**

* Dr. Manali Londhe (Principal)
* Dr.Sujata Khadilkar (IQAC – Coordinator)
* Mrs.Chitra Kelkar (IQAC – Member)
* Mrs. Aarti Nayak (IQAC – Member)
* Dr.Nigaar Patel (IQAC – Member)
* Mr. Deepak Chavan (IQAC – Member)
* Mr.Sanam Pawar (IQAC – Member)
* Mr.Dhaval Bhatt
* Mr.Ravikant Sangurde
* Dr.V.Rama Kiran
* Mr.Rajendra Ichale
* Dr.Amit Naik
* Mrs.Vaishali Kharat
* Mrs. Deepashri Hadhphadkar
* Mr.Anant Phirke

**Action Taken Report for IQAC meeting held on 26th October 2020**

1. Proposed syllabus & activities to be conducted with guidelines were provided by IQAC to select committees such as Library, Feedback committee, Value orientation, Alumni, Women Development cell, Nature club and Computer Practical/ IT committees.
2. Four faculty members (Dr. Sindhu Sara Thomas, Mr. Kiran Temkar, Ms. Pooja Maniyal & Ms. Pradnya Ahire) were co-opted to IQAC for a specific duration, so as to assist in the task of result analysis and select AQAR preparation work.
3. Mr. Ajit Palnitkar from the office staff was included in the IQAC specifically to coordinate for mobilizing information from the college office and for submission of information to AISHE portal.
4. Due to certain constraints nature club and computer practical & lab committee did not comply with the suggestions. Alumni association registration process not started.

3.**Minutes of IQAC meeting held in online mode on 31st march 2021 (including internal & external members and student representatives)**

MINUTES OF IQAC MEETING HELD ON 31ST MARCH 2021, WEDNESDAY 11:30 AM ONWARDS

Dr. Manali Londhe, I/c Principal & Convener, IQAC welcomed all the external experts, in-house members, student representatives & alumni representatives.

The following members were granted leave of absence:

Mr. Sachidanand Shukla- Industry expert

Ms. Komal Phutane- Alumni Representative

The following major points and aspects were discussed during the meeting:

1. The minutes of the previous meeting held on 6th August 2019 were confirmed.
2. Dr. Manali Londhe madam presented the Action-Taken-Report of previous IQAC meeting held on 6/8/2019.
3. Mr. Bimal Mehta sir expressed his concern about whether the fire safety equipment needs change and is in place. Dr. Manali Londhe madam stated that the college will have to pay due attention to the same and will take necessary steps & precautions in the building the college has shifted to.
4. Dr. Manali Londhe madam expressed her concern regarding the implications of decline in self-financing programs and how this is to be dealt with in the future in terms of expenditures as well as from NAAC accreditation point of view. She also informed that the admissions for BA & Bcom programs for 2020-21 got a good response and full intake capacity is received.
5. Dr. Manali Londhe further informed that the autonomy proposal is being redone, the registration of alumni association is being looked into and the institution intends to start a number of training programs next academic year for students aspiring for CA, CMA, CS, UPSC & MPSC. Mr. Bimal Mehta sir informed that he would get in touch with Mr. Manish Sampat of CA association, Bombay chapter who would be able to guide the college of conducting training program for students aspiring to be CAs.
6. Dr. Manali Londhe further made a special mention of the 4-day placement drive that was organized by the placement cell of the college in spite of the odds posed by the pandemic situation. This was received with a positive response from all members and Mr. Bimal Mehta sir expressed that he would be glad to contribute to mobilize internship opportunities & that the college inform him about the sectors & job profiles the college placement cell is looking out for the students.
7. This discussion was followed by presentation of the IQAC report by Dr. Sujata Khadilkar, IQAC coordinator. A host of activities and initiatives taken by IQAC during the early lockdown period as well as throughout the academic year 2020-21 was briefed out. The activities were conducted focusing on benefit to all major stakeholders including faculties, non-teaching staff, students and even parents. Both the external experts: Mr. Bimal Mehta sir & Ms. Sujata Roy madam were highly appreciative of the activities and initiatives taken including the involvement of all stakeholders**. (detailed report attached)**
8. Ms. Sujata Roy madam expressed that their association of family-managed Business will provide all support for the Entrepreneurship Development cell activities the college plans to undertake in the future. Mr. Bimal Mehta sir mentioned that the current BA & Bcom course students should be also encouraged to participate & collaborate with Riidl.
9. Dr. Manali Londhe madam also brought to attention of all the members that necessary assistance is being provided to students whose families have lost their livelihood or are facing extreme financial difficulties on account of the pandemic.
10. Dr. Nigaar Patel presented the review of the online teaching-learning program. She briefed out the innovative, interactive assignments faculties in various subjects have been engaging their students with. To name a few: projects based on case studies, survey, application of statistical tools & forecasting in economics, role modeling & illustrative examples in psychology, visualization & copyrights in advertising and literary forum events & blog writing in English and the use of tools such as excel, One-Note application and Pen-tablet being done by few faculties in accountancy etc. She further informed that all teachers use advanced G-suite applications and Microsoft teams facilitated by IT department, Somaiya campus. All members were satisfied with the online TLP leading to the student involvement and interest. **(report attached).**
11. Mr. Arunkumar Dubey mentioned about IFST- the add-on course coordinated by Industry-Academia interface committee, conducted in 2020-21. He briefed about placement cell activities and stated that the cell would approach Bimal Mehta sir for further insights & inputs for the ‘skillomatics’ training program and for referrals of companies for placement.
12. Alumni Representative Mr. Lobhas Ingle informed that his own start up can offer few internship opportunities to students. He emphasized on conduction of workshops for students to continually upgrade their IT skills. He also expressed his interest & willingness to conduct a webinar on ‘New technologies for the workplace’ for the BA & Bcom students.
13. Mr. Devang Joshi, student representative pointed out & appreciated the conduction of a variety of fests and events online by many courses, departments & committees. He also drew attention to the opportunities offered by the interesting events conducted by the college’s ‘Debating society’ to enrich students’ talents.
14. Ms. Sujata Roy madam suggested that the college can think of going for designing & conduction of long term online courses. She also expressed the importance of arranging mentoring sessions by entrepreneurs.
15. Ms. Chitra kelkar presented a very brief overview of department activities and accomplishments. **(Detailed report attached)**
16. All external experts, student representatives & alumni representatives complimented on the initiatives taken during the online mode of functioning and stated that the activities & programs conducted by the college are commendable.
17. Dr. Sujata Khadilkar, IQAC coordinator proposed a formal vote of thanks.

**The following IQAC members were represent:**

Dr. Manali Londhe- I/c Principal & Convener, IQAC

Mr. Bimal Mehta- Management Representive & Industry expert

Ms. Sujata Roy- Representative from academia, Educationist & faculty from S.P.Jain Institute of Management

**Alumni Representatives:** Mr. Lobhas Ingle, Mr. Rishabh Singh

**Student Representatives:** Mr. Devang Joshi- TYBMS, Lixi Shambhulal Vyas- SYBcom F and Khan Seema Arshi- FYBA

Dr. Sujata Khadilkar: IQAC Coordinator

**IQAC members:** Ms. Chitra Kelkar, Ms. Nigaar Patel, Ms. Aarti Naik, Mr. Arunkumar Dubey, Mr. Deepak Chavan, Ms. Shilpa Sable, Mr. Nizam Sayyed, Mr. Sanam Pawar.

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**Action Taken Report for IQAC meeting held on 31.3.2021**

1. Autonomy committee’s work on preparing the proposal is in progress.
2. Financial assistance provided to needy students particularly in the context of the pandemic through students’ welfare committee.
3. Online guest lecture on “How to set up your own Start-Up” by Computer Science Alumni Mr.Lobhas Ingle was organized by Entrepreneurship Development Cell.
4. **Minutes of IQAC meeting held on 3rd April 2021 (online mode)**

**11 am to 01:35 pm**

Agenda:

1. Final checking of all criteria of AQAR part B & submission of AQAR 2019-20.

Concerned IQAC member along with coordinator went through the criteria, information provided & excel sheets attached to the metrics. Final review was taken and AQAR 2019-20 was submitted.

**The following members were present:**

1. **Dr. Sujata Khadilkar- IQAC Coordinator**

**IQAC Members:**

1. **Dr. Nigaar Patel**
2. **Mr. Arunkumar Dubey**
3. **Mr. Nizam Sayyed**
4. **MS. Chitra Kelkar**
5. **Mr. sanam pawar**
6. **MS. Shilpa Sable**
7. **Dr. Aarti Nayak**
8. **Mr. Deepak Chavan**

**Action Taken Report for IQAC meeting held on 03.4.2021**

The AQAR 2019-20 was submitted well in time on 3rd April 2021. On account of pandemic COVID 19 NAAC had postponed the last date for submitting the AQAR to 31st may 2021.

1. **Minutes of IQAC meeting (online mode) held on 22nd April 2021**

Agenda: To plan the conduction of internal academic audit.

The following points were discussed:

1. An IQAC meeting of select members was called, in order to initiate the task of internal academic audit. It was decided to review the performance for the 2 academic years 2019-20 and 2020-21.
2. The criteria/parameters for the audit were discussed and the task of reviewing was allocated.
3. It was decided to co-opt 2 senior faculties to make recommendations and suggestions for the future functioning and initiatives to be taken up by IQAC.

The following members were present:

1. Dr. Sujata Khadilkar- IQAC Coordinator

IQAC Members:

1. Dr. Nigaar Patel
2. MS. Chitra Kelkar
3. Dr. Aarti Nayak
4. Mr. Deepak Chavan
5. Mr. Sanam Pawar

**Action Taken Report for IQAC meeting held on 22nd April 2021:**

The internal academic audit report containing review of academic performance, research work, co-curricular activities and the online TLP was conducted and prepared by the 6 member team and presented to the 2 external co-opted senior faculty members for their suggestions and comments in May 2021. The 2 co-opted members, made their recommendations and the final draft of the internal academic audit report was submitted and a copy of the same was emailed to I/c Principal and IQAC Convener Dr. Manali Londhe on 5th July 2021.

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