

Bunts Sangha's

S. M. Shetty College of Science, Commerce and Management Studies

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

&

Action Taken Report

2023-24.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 18th July, 2023

Members present:

- Dr. Sirdhara Shetty
- Dr. Liji Santosh
- CS Sandesha Shetty
- Dilip Khemani
- Smita Ravindranath
- Nidhi Chandorkar
- Sahana Raviprasad
- Kalpana Menon
- Dr. Tushar Sambare
- Rohini Shetty
- Disha Bhakta
- Himani Shukla
- John Menenzes

Agenda:

1. Attendance mechanism
2. Documentation format from academic year 2023-24
3. Event Calendar
4. Activities to be organised as per the requirement of higher education
5. Any other matters to be discussed with the permission of the chair

Agenda 1. Attendance mechanism

It was unanimously decided by all members present that attendance will be taken as per the format followed and Library attendance will be taken through SOUL software

Agenda 2. Event Calendar

Physical copy to be circulated and all will follow the calendar meticulously in order to avoid clashes. Last Date to enter event dates in calendar is 24th July, 2023.

Agenda 3. Documentation format from academic year 2023-24

All documents prepared will follow the format as per NAAC and other agency requirements. However, a general format will be

- Circular
- Report
- Photos
- Attendance with signature
- Feedback
- ATR

Agenda 4. Activities to be organised as per the requirement of higher education

Discussion was held as per NAAC criterion

1. Certificate course

- Each department will conduct two certificate courses per year
- Mandatory courses like Gender sensitivity, Human Values and Ethics, Environmental sustainability will be conducted by following committees
 - Women Development Cell - Gender sensitivity
 - Nature Club - Environmental sustainability
 - Student Council - Human Values and Ethics

2. Career Guidance

- Competitive examination cell will be organising sessions on competitive exams and related career monthly
- Career guidance Cell will be organising sessions related to soft skills and other career related areas.

3. Students' Council activities

Student council will organise all commemorative days and festivals of India in the college.

- #### **4. Collaboration:** Departmental collaborations will be encouraged. Current collaborations will be strengthen with activities.

5. Research

- Departments will organise Avishkar workshops for students and will encourage quality research papers
- Information related to Minor research and research through other funding agencies will be disseminated through Research Cell of the college.

- Teachers are requested to publish individually not through student papers
- Research Methodology workshop will be conducted annually through IQAC
- Teachers will be publishing Papers through valid conferences with ISBN only. Teachers will be encouraged publish papers through UGC care, scopus and H index.
- IJAIR publication for student papers
- Minimum one paper from each faculty should be published

6. Faculty Development Programmes (FDP)

- Faculty members will be encouraged to attend the Faculty Development Programmes (FDP) preferably organised by UGC HRDC or related agencies of higher education of seven days duration only.
- Certificates for attendance and financial assistance should be rooted through IQAC only.
- Faculty should inform IQAC through e mail before attending the said programmes.
- Autonomy and NEP related training through IQAC

7. Participative learning and experiential learning : capsule activities will conducted in the classes and departments will take the responsibility of documenting the same

8. CO PO Attainment and Mapping

- CO PO Attainment and Mapping should start from internal examination.
- In order to sharpen the skill, teachers require a training programme on the same.

9. Cultural and Sports participation

- Participation should happen through SR and CL.
- Maximum participation should be encouraged

10. Library

- Reference books should be purchased by library and promoted amongst students
- Subject teachers will refer to reference books and recommend the same to students.

11. Feedback

All feedback mechanisms will have one open ended question
Feedback on teachers will be conducted twice in a year.

12. Any other matters with the permission of chair

- Restructuring of IT Lab on 6th Floor
- Purchase of laptops for teaching-learning
- Learning Management System (LMS) to be purchased for effective documentation

Dr. Liji Santosh

Coordinator, IQAC

Dr. Sridhara Shetty

Principal and Chairperson, IQAC

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 30th November, 2023

Members present:

- Dr. Sirdhara Shetty
- Dr. Liji Santosh
- CS Sandesha Shetty
- Dilip Khemani
- Smita Ravindranath
- Nidhi Chandorkar
- Sahana Raviprasad
- Kalpana Menon
- Dr. Tushar Sambare
- Rohini Shetty
- Disha Bhakta
- Himani Shukla
- John Menenzes

Agenda:

1. ISO Processes
2. AQAR 2022-23
3. Annual day 2023
4. Avishkar 2023
5. Any other matter with the permission of the chair

Agenda 1 : ISO

- ISO processes received from MR is mailed to all process owners for revision and updation
- Internal audit may happen in the month of January 2024.

Agenda 2 : AQAR 2022-23

The circular received from NAAC says Since we have been accredited in the academic year 2022-23, you need to submit the AQAR for 2023-24 onwards(after the completion of the academic year) and we were asked to submit AQAR in the affiliated UG/PG institution type from next academic year.

Agenda 3 : Annual day 2023

Annual day themes were discussed and decided as “G20 Nations for global progress: Harmony in diversity” and nations were distributed accordingly.

Agenda 4 :Avishkar 2023

Teacher mentors were encouraged to participate in Avishkar 2023-24. In all 50 students participated and won one zonal winner from Post-graduation

Agenda 5 Any other matter with the permission of the chair

A session will be organised in association with Economics club of Mumbai on Transformation of Energy in Maharashtra with Columbia University Professor Dr. Kaushik Deb. Members requested to include students too.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 22nd January, 2024

Members present:

- Dr. Sirdhara Shetty
- Dr. Liji Santosh
- CS Sandesha Shetty
- Dilip Khemani
- Smita Ravindranath
- Nidhi Chandorkar
- Sahana Raviprasad
- Kalpana Menon
- Dr. Tushar Sambare
- Rohini Shetty
- Disha Bhakta
- Himani Shukla
- John Menezes

Agenda:

1. ISO processes
2. Autonomy status received for UGC
3. NEP implementation from academic year 2024-25
4. Any other matter with the permission of the chair

Agenda 1 : ISO

- All Internal audits of the college got over by 31st January 2024
- Final and external audit will be held in January 2024.

Agenda 2 : Autonomy status received for UGC

Principal congratulated all members on the receipt of autonomous status from UGC. The details on going with autonomy and NEP will be a challenge.

Agenda 3 : NEP implementation from academic year 2024-25

As per the regulations of University of Mumbai all colleges across Maharashtra state will be implementing NEP 2020 to the first year classes. Two sessions on orientation will be organised for better understanding of NEP in the month of February 2024. Two resource persons were identified in the meeting. Mr. Subhash Krishnan Associate Professor from KJ Somaiya College Vidyavihar and Dr. Sonali Pednekar, Principal MCC.

Agenda 4 : Any other matter with the permission of the chair:

Implementation of autonomous status was discussed in depth. Forming of BOS Academic council and Governing Body was the matter of discussion. All related bodies will be formed once we receive notification from University of Mumbai.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 22nd March, 2024

Members present:

- Dr. Sirdhara Shetty
- Dr. Liji Santosh
- CS Sandesha Shetty
- Dilip Khemani
- Smita Ravindranath
- Nidhi Chandorkar
- Sahana Raviprasad
- Kalpana Menon
- Dr. Tushar Sambare
- Rohini Shetty
- Disha Bhakta
- Himani Shukla
- John Menezes

Agenda:

1. ISO processes
2. NEP implementation from academic year 2024-25
3. Any other matter with the permission of the chair

Agenda 1 : ISO

- ISO external process will be held on

Agenda 2 : NEP implementation from academic year 2024-25

- NEP structure preparation in progress
- Syllabus will be framed once courses finalised

Agenda 3 : Faculty Development Programme on NEP

All faculty members have attended the FDP organised by UGC MMMTTC and obtained certificates

Annual Report of Internal Quality Assurance Cell (IQAC)

Action Taken Report

Internal Quality Assurance Cell (IQAC) of the college is to ensure and enhance the quality of education and various other aspects of institutional functioning. This annual reports is to summarize the activities and achievements during the academic year 2023-24

- 1. Second cycle of NAAC:** College has successfully completed the Peer Team Visit of NAAC on 27th and 28th June 2023. Dr. Dr. Ravi Bheemaiah Krishnan, Vice-Chancellor Koppala University, Government Engineering College Campus, Talakal, Koppala as Chairperson, Dr. Nasib Singh Gill Professor and Head Department of Computer Science and Applications, Director, Digital Learning Centre M. D. University Rohtak as Member Co-ordinator and Dr. Jatinder Kaur Sidhu, Principal, Guru Gobind Singh College for Women, Sector 26 Chandigarh as member was appointed by NAAC. The visit had Principal presentation, Departmental presentation, visits to departments and facilities, interaction with various stakeholders and interaction IQAC. The visit was successfully concluded with exit meeting. The results of the NAAC second cycle were declared on 17th July 2023. College secured 3.32 CGPA with A+ grade.
- 2. Best College Award:** After obtaining A+ Grade in NAAC college applied for Best College Award from University of Mumbai.
- 3. 12(b) from UGC:** College obtained 12(b) from UGC for research grants in October 2023.
- 4. Autonomous Status to College:** We applied for autonomous status to the college on 10th November 2023 and received notification from UGC on 31st January 2024. College will be functioning with academic autonomous status with our own curriculum by adopting NEP 2020 from the academic year 20204-25.
- 5. Deeksharambh:** Deeksharambh – Student Induction Programme 2022-2023 as per UGC Guidelines was organized on 14th and 15th July 2023. We have customized the programme as per the requirement of the college students and kept it for three days. Three days comprehensive Induction programme given to students. **Day 1** with introduction to institution, student council, counselling centre, **Day 2** with introduction to departments and orientation to various committees and associations of the college.
- 6. Collaborations:**

College entered into collaboration with Devjyot Pyramid meditation, Mulund east, Mumbai on 22nd September, 2022. We organized a Programme called as art of meditation.

The Department of Information Technology of the college entered into an academic collaboration with ICL College, Khed, Maharashtra on 16th Sept, 2022. We continued

the association this year too. Students of ICL Khed College was invited by our college and 30 students stayed in our students homes and learned the culture of our college. Similarly our students visited their village and college and learned new things.

7. **Parental and Alumni workshop:** Parental Workshops on nurturing youth, parenting the young adult and Alumni annual meet was organised as an annual practice.
8. **Research Centre in Commerce:** University of Mumbai has approved Ph.D. centre in the faculty of Commerce and in the subject ‘Business Policy and Administration’ leading to Ph.D. degree from October 2017 onwards. Eight students are already registered.

The Student Research Forum has encouraged students to develop a research bent of mind and scientific temper to involve in research activities. Students are encouraged and guided to actively participate and present research papers in ‘Avishkar’, a State level Research Convention in our college. 51 students participated in Avishkar 2023-24, and Mr. Waman Dhuri of M.Com got selected for the final round.

Research Cell: Research Cell is very active and organizes several programmes to augment research activities. Research Cell of the college has taken the initiative to promote Research among faculty and students. To encourage Research, ‘Seed Money’ is provided both to the faculty and students. During the academic year 2023-24, our faculty members have published Research Papers and participated in more than 100 Workshops/Webinars/FDP’s/Conferences.

During this academic year Dr. Liji Santosh received research grant of Rs. 90000 from Indian Council of Social Science Research (ICSSR) for her research proposal.

9. **Certificate Courses:** College could successfully complete 13 certificate courses for the academic year 2022-23.

Department	Courses conducted
BCOM	<ul style="list-style-type: none"> ● Digital Marketing & E-CRM ● Research Methodology ● Tally ERP-9 plus GST
BBI & BAF	<ul style="list-style-type: none"> ● Networking and G-Suite ● Certified Capital Market Expert
BMS	<ul style="list-style-type: none"> ● Excel for Working Professionals ● HRM for Working Professionals ● Google Certification- Digital Marketing (Online)
BAMMC	<ul style="list-style-type: none"> ● Film Making & Audio Editing
BSCIT	<ul style="list-style-type: none"> ● Robotic Process Automation ● Microsoft Security, Compliance, and Identity Fundamentals
IQAC	<ul style="list-style-type: none"> ● Gender Sensitivity ● Environment & Sustainability ● Human Ethics & Values

10. Faculty Development Programmes: -

- **Induction Programme:** Induction programme for the newly recruited was conducted on 15th July 23. The new recruits were introduced to the organization culture, policies, teaching methodologies and National Education Policy 2020.
- **Training on Outcome Based Education:** In order to finetune mapping of COs and POs we invited Dr. Mahendra Parihar, Associate Professor, NMIMS University, Mumbai to give us a training for the same. The event was held on 1st September 2023 in the college audio visual room.
- **Fire Safety training:** Fire safety training for the staff was conducted on 19th August, 2023. The fire marshal team for the Fire force gave training for the same. All staff members attended the same.
- **Moving Forward towards Autonomy:** As the college is preparing to obtain autonomy from University Grant Commission(UGC) , a session was organised on Moving forward towards autonomy to orient the teachers about how an autonomous status will benefit the college. Dr.Ancy Jose, Director, Nagindas Khandwala was invited as resource person and the event was held in audio visual room on 1st November 2023.
- **Winning Personalities:** Motivation is important to all at any stage of the profession to excel in their dominant field. IQAC has invited Mr. Deepak Redgaonkar, Motivational Speaker, Senior Training Consultant & Success Coach to deliver a session and motivate our participants. The event was organised on 14th October 2023 at 11.30 am.
- **Seminar on Energy Transformation in Maharashtra:** We were fortunate to receive a lecture from the most eminent person in the field Dr.Kaushik Deb, Senior Research Scholar Centre on Global Energy Policy Columbia University & School for International & Public Affairs on Saturday, 9th December,2023 at 11:00 am. In all 90 participants including students and teachers .
- **National seminar on Transforming Education- India's National Education Policy 2020: Issues, Challenges and Opportunities:** National Seminar on Saturday, 20th January 2024 on "Transforming Education- India's National Education Policy 2020: Issues, Challenges and Opportunities" sponsored by Indian Council of Social Science Research (ICSSR). The event was held in the conference room of SM Shetty College of Commerce and Management studies and was graced by special guests and participants from various other colleges. Chairman Powai Education Committee Sri Ratnakar Shetty Mundkur and Chief Guest was Dr. Shobhana Vasudevan, Principal, R A Podar College of Commerce and Economics, Matunga.

In all there were four sessions. First session was on Outcome Based Education- Demystifying CO's and PO's, Dr. Sreela Dasgupta, Associate Professor of Chemistry, Jai Hind College was the resource person. Second session was on Inclusion and Equity in Higher Education Dr. Vasumathi Badrinathan, Associate Professor, Department of French, University of Mumbai, was the speaker. Dr. Vinod Kumar Kanvaria, Associate Professor (ET and ICT), University of Delhi was the speaker for the third session - "ICT in Education and NEP 2020". The final session was conducted by Ms. Kalpana Chavan, Assistant Professor, St. Xavier's Institute of Education (Autonomous) on "Indian

Knowledge System”. Study of ancient civilization creates a foundation in understanding the Indian Knowledge System and also promotes the Indian systems of science, mathematics and architecture.

- **Implementation of NEP & Autonomy:** Mr. Subhash Krishnan, Head, Department of Mathematics, KJ Somaiya College of Science and Commerce was invited to clarify the nitty gritty of implementing NEP 2020 along with autonomy in the college. This training session was held on Wednesday, 7th February 2023 at 11:30 am. All staff members participated and benefitted from the session.
- **Orientation Session for NEP and Autonomy:** This workshop was held on 16th February 2024, aimed to understand the process and the path towards autonomy. The workshop provided a platform for faculty members to collaborate, share insights, and get familiar with the process for autonomy. Resource person for the session was Dr. Sonali Pednekar, Principal, Mulund College of Commerce, Mumbai.

11. Participation in NIRF: College has participated in National Institutional Ranking Framework (NIRF) 2024 and the report was uploaded on college website.

12. ISO 21001:2018: We have successfully completed the audit for Quality Management System ISO 21001:2018 in the month of April 2024.

13. The Women Development Cell successfully submitted the Gender audit for the academic year 2023-24.

14. Feedback

- Structure for teaching learning and evaluation was revisited and conducted it online. The survey was uploaded on institutional website.
- Feedback is obtained for curriculum for all stakeholders
- Annual alumni feedback is taken

Dr. Liji Santosh

IQAC Coordinator