

**Bunts Sangha's S. M. Shetty College of Science, Commerce and Management Studies,  
Powai**

**Internal Quality Assurance Cell**

**Circular**

04/06/2019

The First Meeting of IQAC will be held on 10/06/2019 in the conference room. All members of IQAC are requested to attend.

**IQAC Coordinator**

**Chairperson IQAC**

**The agenda of the meeting:**

1. Formation of IQAC
2. Theme and plan for 2019-20
3. National conference in September,2019
4. Any other matter with the permission of the chair

### Minutes of the Meeting of IQAC held on 10/06/2019

The first meeting of IQAC for academic year 2019-20 was held on 10/06/2019 at 11:30 a.m. in the Conference Room of the college.

#### Members present:

| Name  | Signature |
|---|-----------|
| • Dr. Sridhar Shetty, Principal and Chairperson IQAC    | •         |
| • Dr. Liji Santosh, Vice Principal and Coordinator IQAC | •         |
| • Prof. Sandesh Shetty – Vice Principal                 | •         |
| • Ms. Smita Ravindranath                                | •         |
| • Ms. Nidhi Chandorkar                                  | •         |
| • Ms. Kalpana Rai Menon                                 | •         |
| • Prof. Sahana Ravi Prasad                              | •         |
| • Dr. Tushar Sambare                                    | •         |
| • Mrs. Rohini Shetty                                    | •         |
| • Ms. Disha Deliwala                                    | •         |
| • Ms. Prachi Agarwal                                    | •         |
| • Mr. Dilip Khemani                                     | •         |
| • Ms. Asha Shetty                                       | •         |
| • Ms. Divya Shaj  | •         |

#### The agenda of the meeting:

1. Formation of team IQAC
2. Theme and plan for 2019-20
3. National conference in September, 2019

4. Any other matter with the permission of the chair

The following points were put forth, discussed and accepted in the meeting:

**a. Agenda 1: Formation of the Team**

Principal revisited the formation of the team and changed the student member of the team and remaining team he kept as intact.

|                                    |                                       |
|------------------------------------|---------------------------------------|
| • Dr Sridhar Shetty, Principal     | - Chairperson                         |
| • Mr. Nityanad Hegde               | - Management Representative           |
| • Mr.Javed Khan                    | - Entrepreneur                        |
| • Mrs. Vijeta Shetty               | - Educationist                        |
| • Mr. Venkataramani                | - Academic Advisor                    |
| • Mrs. Elsy Gabriel                | - Local representative                |
| • Dr. Liji Santosh, Vice Principal | - Coordinator, IQAC                   |
| • Prof. Sandesh Shetty             | - Vice Principal                      |
| • Ms. Smita Ravindranath           | - Librarian                           |
| • Prof. Sahana Ravi Prasad         | - Head, Parent Teacher Association    |
| • Dr. Tushar Sambare               | - Examination committee in-charge     |
| • Mrs. Rohini Shetty               | - Sports Representative               |
| • Prof. Kalpana Rai Menon          | - In charge, Grievance Redressal Cell |
| • Prof. Nidhi Chandorkar           | -Faculty                              |
| • Ms. Prachi Agarwal               | - Faculty Member                      |
| • Ms. Disha Deliwala               | - Website Committee in charge         |
| • Mr. Dilip Khemani                | - Registrar                           |
| • Ms. Asha Shetty                  | - Sr.Clerk                            |

|                      |                                 |
|----------------------|---------------------------------|
| • Mr. Armand D’Costa | - President, Alumni Association |
| • Ms. Divya Shaj     | - Student Representative        |

**b. Agenda 2 : Theme and planning for academic year 2019-20**

Theme: The members discussed the theme and finalised the theme as

“Greening the Blue with Millenials” and the team committed to organise events accordingly

**The proposed programmes of IQAC for the academic year 2019-2020**

- Theme of the year
- NAAC preparations
- Teacher enrichment programmes
- Extension activities in association with University of Mumbai
- Research activities for Students and teachers – in collaboration with university of Mumbai
- Parental workshop
- Collaboration with leading Indian Colleges
- International Collaboration
- Faculty Development Programmes
- Workshop for non-teaching staff on advanced Excel
- National Conference in Information Technology
- International Conference on Multidisciplinary area
- Audits –Administrative, Gender, Green and Library
- ISO Audit
- NIRF Participation
- Incubation centre development measures
- More certificate and valued added courses by each department
- Wellness for staff and students
- Alumni Meet

**Agenda3: National conference in September,2019** – IQAC in collaboration with department of Information Technology will be organising a national conference on Changing Scenario on IT: challenges and prospectus. Dr.Tushar Sambhare will be the conference convenor and papers will be published in peer reviewed journal.

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

The following was worked out for the NAAC preparation:

A session for teachers on NAAC Reaccreditation process: Principal Dr. Sridhara Shetty assured the members that he will be inviting a good resource person to address the staff members

Prof. Sandesha Shetty read out the certificate courses proposed to conduct during academic year 2019-20. Following courses were approved by the members

**From IT Department**

1. Microsoft Certification on (Advanced Excel and Ethical Hacking )
2. International Software Testing Quality Board (ISTQB)
3. Network Security
4. Data Science
5. Basic Computer Application course

**From BCOM, BAF, BBI and BMS Departments**

1. Financial Markets
2. Digital Marketing
3. Tally ERP 9 with GST
4. National Stock Exchange [NSE] Certification on Financial Markets[NCFM]
5. National Institute of Securities market[NISM] – Mutual Fund Distribution course
6. Direct Taxation
7. Centre of Banking Excellence
8. Commercial Banking

**From BMM Department**

1. Graphic Designing
2. Script Writing,
3. Editing
4. Documentary Film making
5. Social Media marketing

Ms. Prachi Agarwal, presented the training calendar prepared by the team to the members

| <b>ACADEMIC TRAINING</b> |   |   |
|--------------------------|---|---|
| 1                        | Intellectual Property Rights              | 18 <sup>th</sup> September,2019                 |
| 2                        | Blooms Taxonomy                           | 27 <sup>th</sup> September,2019                 |
| 3                        | E-Content Development – Two days workshop | 13 <sup>th</sup> to 14 <sup>th</sup> March 2020 |
| 4                        | Research Methodology workshop             | 11 <sup>th</sup> April,2020                     |
| 5                        | NET/SET Workshop                          | 18 <sup>th</sup> April,2020                     |
| <b>NON ACADEMIC</b>      |   |   |
| 6                        | Teacher as Counsellors                    | 4 <sup>th</sup> July,2019                       |
| 7                        | Emotional Synergy                         | 22 <sup>nd</sup> October,2019                   |
| 8                        | Fire Safety                               | 23 <sup>rd</sup> November,2019                  |
| 9                        | Zumba workshop for teachers               | 25 <sup>th</sup> April,2020                     |

**Revisit to our website:** Dr. Tushar Sambare pointed out the requirement of website modifications to address NAAC related issues especially DVV.

The Principal thanked the members present and appealed to the members to work together for the NAAC reaccreditation process.

**Bunts Sangha's S. M. Shetty College of Science, Commerce and Management Studies,  
Powai**

**Internal Quality Assurance Cell**

**Circular**

01/09/2019

The First Meeting of IQAC will be held on 10/09/2019 in the conference room. All members of IQAC are requested to attend.

**IQAC Coordinator**

**Chairperson IQAC**

**The agenda of the meeting:**

1. Participation in NIRF
2. ISO audit
3. Organising a multidisciplinary international conference
4. AQAR submission
5. Any other matters with the permission of the chair

## Minutes of the Meeting

The following members were present on 10/09/2019

|                                    |                                       |
|------------------------------------|---------------------------------------|
| • Dr Sridhar Shetty, Principal     | - Chairperson                         |
| • Mr. Nityanad Hegde               | - Management Representative           |
| • Dr. Liji Santosh, Vice Principal | - Coordinator, IQAC                   |
| • Prof. Sandesh Shetty             | - Vice Principal                      |
| • Ms. Smita Ravindranath           | - Librarian                           |
| • Prof. Sahana Ravi Prasad         | - Head, Parent Teacher Association    |
| • Dr. Tushar Sambare               | - Examination committee in-charge     |
| • Mrs. Rohini Shetty               | - Sports Representative               |
| • Prof. Kalpana Rai Menon          | - In charge, Grievance Redressal Cell |
| • Prof. Nidhi Chandorkar           | -Faculty                              |
| • Ms. Prachi Agarwal               | - Faculty Member                      |
| • Ms. Disha Deliwala               | - Website Committee in charge         |
| • Mr. Dilip Khemani                | - Registrar                           |
| • Ms. Asha Shetty                  | - Sr.Clerk                            |

### The agenda of the meeting:

1. Participation in NIRF
2. ISO audit
3. Organising a multidisciplinary international conference
4. AQAR submission
5. Any other matters with the permission of the chair

IQAC Coordinator welcomed the members to the meeting



### **Agenda 1: confirmation of minute of the previous meeting held on 10/06/2019**

IQAC Coordinator read the minutes of the meeting held on 10/06.2019 and was approved by all members present.

### **Agenda 2: Participation in NIRF**

All the members present for the meeting were agreed to the participation of the college in National India Ranking Framework (2020) NIRF. Dr. Liji Santosh, the IQAC Coordinator was asked to coordinate with Office and do the needful

### **Agenda 3: ISO Audit**

As per the information received from HR of the college, information about the upcoming ISO audit was informed to the members

**Agenda 4: Organising a Multidisciplinary International Conference:** Principal initiated the talk on a multidisciplinary international conference. and the organising committee was decided in the meeting. The members agreed to organise the conference in the month of March,2020 , with publishing the papers on UGC care list journals.

**Agenda 5: AQAR Submission:** IQAC Coordinator informed the members that annual submission of AQAR to NAAC will be through NAAC portal for which the registration has been completed. The last date to submit the AQAR is 31<sup>st</sup> December. All criterion heads were given the task to complete the respective area with the help of the team and submit to IQAC before the last date. AQAR will be presented before CDC during the upcoming meeting

### **Agenda 6: Any other matters with the permission of the chair**

Ms.Nidhi Chandorkar spoke about the upcoming RBNQA team visit in the first week of December, 2019. And the members discussed about the plan

Prinicpal, chairperson of IQAC thanked all members

## **Internal Quality Assurance Cell**

### **Circular**

24/12/2019

The First Meeting of IQAC will be held on 10/01/2020 in the conference room. All members of IQAC are requested to attend.

**IQAC Coordinator**

**Chairperson IQAC**

#### **The agenda of the meeting:**

1. Confirmation of the minutes of the meeting held on 10/09/2020
2. Functional MOUs
3. New collaborations
4. International Conference
5. Any other matters with the permission of the chair

## Minutes of the Meeting

Following members were present for the meeting:

|                                    |                                       |
|------------------------------------|---------------------------------------|
| • Dr Sridhar Shetty, Principal     | - Chairperson                         |
| • Mr. Nityanad Hegde               | - Management Representative           |
| • Dr. Liji Santosh, Vice Principal | - Coordinator, IQAC                   |
| • Prof. Sandesh Shetty             | - Vice Principal                      |
| • Ms. Smita Ravindranath           | - Librarian                           |
| • Prof. Sahana Ravi Prasad         | - Head, Parent Teacher Association    |
| • Dr. Tushar Sambare               | - Examination committee in-charge     |
| • Mrs. Rohini Shetty               | - Sports Representative               |
| • Prof. Kalpana Rai Menon          | - In charge, Grievance Redressal Cell |
| • Prof. Nidhi Chandorkar           | -Faculty                              |
| • Ms. Prachi Agarwal               | - Faculty Member                      |
| • Ms. Disha Deliwala               | - Website Committee in charge         |
| • Mr. Dilip Khemani                | - Registrar                           |
| • Ms. Asha Shetty                  | - Sr.Clerk                            |

IQAC Coordinator welcomed the members to the meeting

### **Agenda 1: confirmation of minute of the previous meeting held on 10/06/2019**

IQAC Coordinator read the minutes of the meeting held on 10/09/2019 and was approved by all members present.

## **Agenda 2. Functional MOUs**

Principal informed the members about the functional MOUs we have with Loknete Vyankarrao College, Panchvati Nashik. And he also informed the staff the Dr. Liji Santosh will be visiting the college for a NAAC seminar and she will be charing a session as a part of our collaboration.

Ms. Sahana Raviprasad is appointed as the new chairperson for the steering committee of TISS NUSSD programme. This collaboration we have since 2014 for skill development programmes. This collaboration is also one our functioning MOUs.

Other functional MOUs we signed in the same academic year are with Red Ribbon club and Kotak Education. Both collaborations are helping to sensitize our students towards societal needs.

**Agenda 3. New collaborations:** As a part of strengthening the college and benchmarking the best practices of other colleges, our college seeks for a national level collaboration. Principal informed about the new collaboration happening with Saraswat Vidyalaya's Sridora Caculo College of Commerce, Mapusa, Goa . It will be an academic and research collaboration.

**Agenda 4. International Conference :** A multi disciplinary international conference will be held on 21 st March. Research Papers will be invited for peer reviewed journal. Mr. Sandesha Shetty, will be the conference convenor.

## **Agenda 5. Any other matters with the permission of the chair**

IQAC coordinator informed all the members about the e content development workshop to be held in March 2020 folowed by other capacity building programmes for the teachers

Meeting ended with vote of thanks by Nidhi Chandorkar

## **Circular**

05/04/2020

The First Meeting of IQAC will be held on 10/04/2020 in the conference room. All members of IQAC are requested to attend.

**IQAC Coordinator**

**Chairperson IQAC**

### **The agenda of the meeting:**

1. Confirmation of the minutes of the meeting held on 10/01/2020
2. E-content development programme
3. Online International Conference
4. Online conduct of Post graduate courses to cover the syllabus
5. Webinars on NAAC
6. Any other matters with the permission of the chair

## Minutes of the Meeting

Following members were present for the meeting:

|                                    |                                       |
|------------------------------------|---------------------------------------|
| • Dr Sridhar Shetty, Principal     | - Chairperson                         |
| • Mr. Nityanad Hegde               | - Management Representative           |
| • Dr. Liji Santosh, Vice Principal | - Coordinator, IQAC                   |
| • Prof. Sandesh Shetty             | - Vice Principal                      |
| • Ms. Smita Ravindranath           | - Librarian                           |
| • Prof. Sahana Ravi Prasad         | - Head, Parent Teacher Association    |
| • Dr. Tushar Sambare               | - Examination committee in-charge     |
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| • Prof. Nidhi Chandorkar           | -Faculty                              |
| • Ms. Prachi Agarwal               | - Faculty Member                      |
| • Ms. Disha Deliwala               | - Website Committee in charge         |
| • Mr. Dilip Khemani                | - Registrar                           |
| • Ms. Asha Shetty                  | - Sr.Clerk                            |

IQAC Coordinator welcomed the members to the meeting. Principal and Chairperson of IQAC narrated about the ongoing situation of pandemic in the world and requested to embrace changes going to happen in the new normal

**Agenda 1: confirmation of minute of the previous meeting held on 10/04/2020.**

IQAC Coordinator read the minutes of the meeting held on 10/09/2019 and was approved by all members present.

**Agenda 2. E-content development programme**

IQAC coordinator Dr.Liji Santosh explained the need for e content development workshop in order to embrace the normal. Dr. Tushar Sambare supported her and taken up the responsibility of organising the programme by department of Information Technology. Sandesha Shetty expressed his views to make it as a national level workshop. The members agreed to organise a two-day national level workshop on e-content development.

**Agenda 3 :Online International Conference :** The multidisciplinary international conference scheduled on 21<sup>st</sup> March,2020 had to postpone due to nationwide lockdown announce by Prime minister of India due to Novel Corona Pandemic 2019. Sandesha Shetty, the Convenor of the conference informed the team that the conference will be held online on 21<sup>st</sup> May,2020. Overall, 206 papers were received for the conference. Zoom was chosen as a digital platform to conduct the conference.

**Agenda 4:** Online conduct of Post graduate courses to cover the syllabus: The Vice Principal (Academics) informed the members that post graduate courses will be held online to complete the syllabus. Zoom was chosen as a digital platform to conduct the classes.

**Agenda 5: Webinars on NAAC:** Dr. Liji Santosh discussed the need for uplifting the NAAC work with online sessions with Principal. A series of webinars was attended by members on NAAC organised by IQAC Cluster. Annual Presentations of Departments and committee was also decided to organise online. Members presented agreed to the same.

**Agenda 6. Any other matters with the permission of the chair :** Chairman gave best wishes to all members to face the challenging times. The meeting was ended with vote of thanks by Sandesha Shetty.