

**Jan Seva Sangh's**  
**Shri Ram College of Commerce Arts and Science**  
**Datta Mandir Road, Bhandup West , Mumbai-78**

**2<sup>nd</sup> June 2018**

**Notice and Agenda**

A meeting of the **IQAC** committee of the college will be held **on 28<sup>th</sup> June 2018** at **10.00 am** in the Board room. All the members are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Minutes of meeting held on 7<sup>th</sup> march 2018
2. Briefing about the progress of the NAAC committee's visit to the campus
3. Formation of College Development Committee per the University circular.
4. Admission process and various reach out programs
5. Formation of the Alumni Association.
6. Any other matter with the permission of chair.

Dr. Veena Prasad

Principal

## **Minutes of the meeting held on 28<sup>th</sup> June, 2018**

### **Item No. 1**

Minutes of the meeting held on 07<sup>th</sup> March 2018 were read and confirmed by members present.

Proposed by Dr. Arun B Mule

Seconded by Mr Felix Anthony

**ATR:-** Dr. Sunita S Yadav read out the minutes in details after the Chairperson asked her to do so.

### **Item No. 2**

It was decided to organize a demo presentation by each of the committee conveners in the 1<sup>st</sup> week of July 2018 about the various activities organized by each of the committees

Proposed by Mrs. Pratima Singh

Seconded by Ms. Jyoti Yadav

#### **ATR:**

On 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> July 2019 each of the committee members had given a presentation of their individual activities. Each of the committee's had also presented their plans for NAAC visit.

### **Item No.3**

As per the university circular, formation of College Development Committee (CDC) was to be done on an urgent basis. It was also decided that the formation would be as the recommendation of the Maharashtra Act 2016 implemented from 2017

Proposed by Dr. Mrunal Mule

Seconded by Ms. Jyoti Yadav

#### **ATR:**

Draft regarding constitution of CDC was prepared. An election was also conducted among the teaching staff for electing teachers nominees to CDC. After that the final committee was constituted was finalized for execution

### **Item No. 4.**

Review of Admission procedure which was done by the admission committee was put up for discussion before the IQAC committee. There were some areas that needed to be discussed were

like awareness developing of various career associated with different courses, awareness of different courses in the college, etc.

Proposed by Ms. Jyoti Yadav

Seconded by Mr. Vaibhav Chavan

**ATR:-**

On the basis of the recommendations of the Admission committee, an awareness and guidance program was organized for students of class 12 who had were coming for admission. It was a counseling sessions on a one to one basis.

**Item No. 5**

As per the need of the hour, we found that there was a need formation of the Alumni Association of our college had been in existence for last 8yrs. It was also stated that the Alumni play a very vital role in admission and placement

Proposed by Mrs Mangala Devrukhkar

Seconded by Dr. Veena Prasad

**ATR:**

Mr. Vaibhav Chavan was given the charge for forming the Alumni Association. He will be assisted by 4 of our staff members as well as the student's council members. A Tea with the past was also arranged on 15th Aug 2018

**Item No. 6**

With the permission of the Chair, a proposal for International Conference was placed on the table for discussion.

Proposed by Dr. Mrunal Mule

Seconded by Ms. Jyoti Yadav

**ATR:**

Committee was formed for the conduction of International conference, theme was to be finalizes after the staff meeting, designing of brochures and the marketing strategies too were planned

## Members of IQAC Committee Present

1	Dr. Veena Prasad	Principal	Chairperson
2	Dr. Arun B Mule	Hon. General Secretary	Member
3	Mrs. Pratima Singh	Vice Principal & Coordinator Chandrabhan Sharma College	External Member
4	Mrs Mangala Devrukhkar	CSR Manager, CEAT Company	External Member
5	Dr. Mrunal Mule	Assistant Professor	Member
6	Ms. Jyoti Yadav	Assistant Professor	Member
7	Mr. Felix Anthony	Assistant Professor	Member
8	Mr.Pravin S Tondwalkar	Head Clerk	Office Representative
9	Mr. Jebestin Nadar	Student	Girls Representative
10	Ms. Manisha Pal	Student	Boys Representative
11	Mr. Vaibhav Chavan	Alumni	Member
12	Dr. Sunita S Yadav	Vice Principal	Coordinator

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**1<sup>st</sup> Sept 2018**

**IQAC**  
**Notice and Agenda**

A meeting of the **IQAC** committee of the college will be held **on 21<sup>st</sup> Sept , 2018 at 9.00 am** in the Board room. All the members are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Confirmation of the minutes of the last meeting held on 28<sup>th</sup> June, 2018.
2. Briefing about the NAAC committee's visit to the campus on 10-11<sup>TH</sup> Sept 2018
3. Training to staff on E-content development.
4. Steps to be taken for conducting Green Audit in the campus.
5. Registration of Alumni Association.
6. Any other matter with the permission of chair.

Dr. VEENA PRASAD

Principal

## **Minutes of the meeting held on 21<sup>st</sup> September 2018**

**Item No. 1** Confirmation of the minutes of the last meeting held on 28<sup>th</sup> June, 2018.

- Minutes of the meeting held on 28<sup>th</sup> June 2018 were read and confirmed by members present.

Proposed by Dr. Arun B Mule

Seconded by Mrs Mangala Devrukhkar

### **ATR**

**Item No. 2** Briefing about the NAAC committee's visit to the campus on 10<sup>th</sup>-11<sup>th</sup> Sept 2018

- A brief discussion session between the members of the committee regarding the recent visit of NAAC Committee was undertaken
- Various measures, scope for improvement, suggestions by the NAAC committee were discussed further
- A future action plan regarding necessary changes to be incorporated and the strategy for the same was made
- Staff and non- teaching staff were informed regarding the required changes to be made.

Proposed by Dr. Mrunal Mule

Seconded by Ms. Jyoti Yadav

**ATR:**

**Item No.3** Training to staff on E-content development.

- To incorporate different teaching aids, a brief training session on e-content development programme was conducted
- The staff were encouraged to attend the same and learn various skills for developing digital content
- The benefits and effective results of the same for the students were also discussed

Proposed by Dr. Veena Prasad

Seconded by Mr. Felix Anthony

**ATR:**

**Item No. 4.** Steps to be taken for conducting Green Audit in the campus.

- As suggested, a proposal for conducting Green Audit in the campus was put forward
- Various benefits of Green Audit were also discussed
- Future action plan to conduct Green Audit and resources required for the same was listed
- The same was approved by the concerned authority

Proposed by Mrs Mangala Devrukhkar

Seconded by Mr. Vaibhav Chavan

**ATR:-**

**Item No. 5** Registration of Alumni Association.

- As discussed in the previous meeting, the registration of the Alumni Association as per the University Guidelines was done
- The concerned authority was intimated about the same.

Proposed by Dr. Sunita S Yadav

Seconded by Mrs. Pratima Singh

**Item No. 6** Any other matter with the permission of chair.

Proposed by Mr. Felix Anthony

Seconded by Ms. Jyoti Yadav

**Members of IQAC Committee Present**

1	Dr. Veena Prasad	Principal	Chairperson
2	Dr. Arun B Mule	Hon. General Secretary	Member
3	Mrs. Pratima Singh	Vice Principal & Coordinator Chandrabhan Sharma College	External Member
4	Mrs Mangala Devrukhkar	CSR Manager, CEAT Company	External Member
5	Dr. Mrunal Mule	Assistant Professor	Member
6	Ms. Jyoti Yadav	Assistant Professor	Member
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8	Mr.Pravin S Tondwalkar	Head Clerk	Office Representative
9	Mr. Jebestin Nadar	Student	Girls Representative
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**16<sup>th</sup> Nov. 2018**

**IQAC**  
**Notice and Agenda**

A meeting of the **IQAC** committee of the college will be held **on 8<sup>th</sup> December, 2018 at 9.30 a.m.** in the Board room. All the members are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Confirmation of the minutes of the last meeting held on 21<sup>st</sup> Sept. 2018
2. Proposal of college events to be conducted in the month of October & November
3. Approval of funds for the events by respective committee member
4. Discussion regarding the progress of conducting Green -Audit
5. Proposal for various activities to be conducted in college campus
6. Discussion regarding the place and date for Industrial Visit and convocation
7. To conduct inter- college competitions to provide more exposure to students
8. Any other matter with the permission of chair.

Dr. VEENA PRASAD

Principal

## **Minutes of the meeting held on 8<sup>th</sup> December 2018**

**Item No. 1** Confirmation of the minutes of the last meeting held on 21<sup>st</sup> Sept. 2018

- Minutes of the meeting held on 21<sup>st</sup> September, 2018 were read and confirmed by members present.

Proposed by Dr. Arun B Mule

Seconded by Mrs. Pratima Singh

### **ATR**

**Item No. 2** Proposal of college events to be conducted in the month of October & November

- Various events such as dialogue writing, essay competition etc were proposed
- Events that would leads to the empowerment of student's soft skills and more emphasis was placed on memory, reading and critical thinking abilities of the students
- The dates of such events, the resources required , the event heads were also finalized

Proposed by Dr. Mrunal Mule

Seconded by Mr. Felix Anthony

**ATR:**

**Item No.3** Approval of funds for the events by respective committee member

- Funds required for sourcing various things required for successful conducting of the events were also proposed before the committee members
- The committee members reviewed and approved the same
- The order for required items was also placed through proper channel

Proposed by Dr. Sunita S Yadav

Seconded by Mr. Vaibhav Chavan

**ATR:**

**Item No. 4.** Discussion regarding the progress of conducting Green -Audit

- A brief discussion regarding the Green Audit to be conducted in the college campus was done
- Various strategies and steps to be undertaken for the same were discussed

Proposed by Dr. Veena Prasad

Seconded by Ms. Jyoti Yadav

**ATR:-**

**Item No. 5** Proposal for various activities to be conducted in college campus

- Various events on account of national and international day celebration were proposed
- Activities such as Pot Painting, Kid Day, Self defense etc were suggested by different department heads

- The proposed activities were reviewed and some of the activities were short listed
- The dates for the same were finalized by the committee heads and approved by the concerned authority

Proposed by Ms. Jyoti Yadav

Seconded by Mr. Felix Anthony

**Item No. 6** Discussion regarding the place and date for Industrial Visit and convocation

- Various suggestions were put forward by the committee members for conducting Industrial Visit for college students
- Also different safety measures to be adopted were discussed

Proposed by Mr. Felix Anthony

Seconded by Dr. Sunita S Yadav

**Item No. 7** Any other matter with the permission of chair.

Proposed by Dr. Sunita S Yadav

Seconded by Mr. Vaibhav Chavan

## Members of IQAC Committee Present

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2	Dr. Arun B Mule	Hon. General Secretary	Member
3	Mrs. Pratima Singh	Vice Principal & Coordinator Chandrabhan Sharma College	External Member
4	Mrs Mangala Devrukhkar	CSR Manager, CEAT Company	External Member
5	Dr. Mrunal Mule	Assistant Professor	Member
6	Ms. Jyoti Yadav	Assistant Professor	Member
7	Mr. Felix Anthony	Assistant Professor	Member
8	Mr.Pravin S Tondwalkar	Head Clerk	Office Representative
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**18<sup>th</sup> Feb. 2019**

**IQAC**  
**Notice and Agenda**

A meeting of the **IQAC** committee of the college will be held **on 7<sup>th</sup> March, 2019 at 10.00 a.m.** in the Board room. All the members are requested to make it convenient to attend the meeting.

**AGENDA OF THE MEETING**

1. Confirmation of the minutes of the last meeting held on 8<sup>th</sup> Dec., 2018
2. Analysis of the event reports and suggesting measures for improvement
3. Proposal for college events and their funds approval for December and January
4. Deciding on the dates for internal examination and supervision allocation
5. Any other matter with the permission of chair.

Dr. VEENA PRASAD

Principal

## **Minutes of the meeting held on 7<sup>th</sup> March, 2019**

### **Item No. 1**

Minutes of the meeting held on 8<sup>th</sup> December, 2018 were read and confirmed by members present.

Proposed by: Mrs. Pratima Singh

Seconded by Dr. Sunita S Yadav

### **ATR**

#### **Item No. 2 Analysis of the event reports and suggesting measures for improvement**

- It was decided to analyze the reports of the events organized by each committee.
- For correcting the loopholes in the organized event, necessary suggestions were invited.
- It was also resolved that the committees and the departments should come up with more number of student centric events.

Proposed by Mr. Felix Anthony

Seconded by : Ms. Jyoti Yadav

**ATR:**

**Item No.3** Proposal for college events and their funds approval for December and January

- The board resolved to organise the annual the inter-collegiate fest in the college during the next academic year i.e. 2019-2020.
- The funding and the sponsorship should also be decided in advance and the application to be made for releasing of funds to the college treasurer.
- Decision regarding activities to be performed at intra collegiate events/ competitions & their funding was also laid down.

Proposed by Dr. Veena Prasad

Seconded by Mrs Mangala Devrukhkar

**ATR:**

**Item No. 4.** Deciding on the dates for internal examination and supervision allocation

- As academics are equally important, hence, taking this picture, the meeting resolved that the conduct of the first half internal examinations has to done on priority basis.
- The supervision duties allocation should be framed in advance, in order to avoid last minute rush.

Proposed by Dr. Arun B Mule

Seconded by Ms. Jyoti Yadav



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