



Jana Seva Sangh Sanchalit

Shri Ram college of Commerce

(Affiliated to University of Mumbai)

NAAC ACCREDITED BY "B"

ISO 9001:2015 Certified



Ref. No. : IQAC/2019-20/01

Date : 8th May 2019

8TH May 2019

IQAC Notice and Agenda

A meeting of the IQAC committee of the college will be held on **8th June, 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 7th March 2019
2. Result analysis of the last academic year- 2018-19
3. Academic planning for 2019-2020
4. Formation of College Development Committee
5. Revive of the actions taken by CDC as per NAAC TEAM REPORT of cycle -1
6. Purchase and Printing of college stationary
7. Formation of various students activity committees for 2019-2020
8. Request for proposals for students and faculty development programmes.
9. Any other matter with the permission of chair.


Dr. VEENA PRASAD

Principal



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Ref. No. : _____

Date : _____

Minutes of the meeting held on 8th June, 2019

Item No. 1

Minutes of the meeting held on 7th March 2019 were read and confirmed by members present.

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

Item No. 2

Result analysis of the last academic year- 2018-19

It was decided that complete analysis of the college result would be taken in order to assess the growth and development of the college

Proposed by Mr. Arun B Mule
Seconded by Mr. Pravin S Tondwalkar

ATR :-

It was decided that the Departmental Heads would take the Gazette copy from the office and would prepare the result analysis which would be presented in the next meeting

Item No.3

Academic planning for 2019-2020

The Academic calendar had to be prepared in accordance to the University of Mumbai's academic calendar.

Proposed by Mr. Felix Anthony
Seconded by Ms. Jyothi Yadav

ATR:

It was decided that Ms. Jyothi Yadav and Ms. Priti Mahajan will be preparing the Academic calendar in accordance to the University of Mumbai's academic calendar. Till then the class timetable for all courses along with Second year and Third year should be followed.

Item No. 4

Formation of College Development Committee

For the development of the college and students, new college development committee had to be constituted for which election is mandatory.



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Ref. No. : ~~Proposed by Mr. Felix Anthony~~
Seconded by Ms. Retuja Bhosala

Date : _____

ATR:

It was decided that the election for the formation of college development committee would be conducted on 22nd June at 1pm in the staff room. Dr. Sunita Yadav would be the Chief Election officer for the said.

Item No. 5

Revive of the actions taken by CDC as per NAAC TEAM REPORT of cycle -1

Keeping in mind the overall development of the students, staff and college, the CDC placed before the committee the different actions that they have taken during last year and their plans for this year.

Proposed by Dr. Pratima Singh
Seconded by Dr. Varadarj Bapat

ATR:

It was decided that the Ms. Jyothi Yadav along with Dr. Sunita Yadav would initiate the formation of various committees and will also be allocating faculty members in the committee that would work on the guidelines(SWOC) laid down by the NAAC TEAM REPORT of cycle -1 .

Item No. 6

Purchase and Printing of college stationary

For proper functioning of the college certain stationary items like replacing old printers, printing of library cards, receipt books, results, etc

Proposed by Dr. Mrunal B Mule
Seconded by Mr. Felix Anthony

ATR:

- It was decided that the Lab technician –Mr. Pritesh would be call immediately to assess all the printers in the campus along with all the computers in order to check their operational quality.
- Printing of receipts and other documents would only be proceed after getting 3 different quotations from 3 different printers.

Item No. 7

Formation of various students activity committees for 2019-2020

For the over all development of the students, various committee for activities had to be constituted under the guidance of 2-3 teachers.

Proposed by Dr. Pratima Singh
Seconded by Dr. Varadarj Bapat



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Ref. No. : ATR:

It was decided that the Ms. Jyothi Yadav along with Dr. Sunita Yadav would initiate the formation of various committees and will also be allocating faculty members in the committee.

Item No. 8

Request for proposals for students and faculty development programmes.

For the improvement of the college, all the members of IQAC are requested to come up with new thoughts and processes by which we can enrich our students and make the industry viable

Proposed by Dr. Varadraj Bapat

Seconded by Dr. Mrunal B Mule

ATR:

- It was decided that the coordinator of IQAC will immediately send proposal request to all the mails and set a deadline by which they need to submit their suggestion. The coordinator would later comply all the proposals and place before the committee in the next meeting.

Members of IQAC Committee Present

1	Dr. Veena Prasad	Principal	Chairperson	
2	Dr. Arun B Mule	Hon. General Secretary	Member	
3	Mrs. Pratima Singh	Principal Chandrabhan Sharma College	External Member	
4	Mrs Mangala Devrukhkar	CSR Manager, CEAT Company	External Member	
5	Dr. Varadraj Bapat	Associate Professor-IIT Mumbai	External Member	
6	Dr. Mrunal Mule	Assistant Professor	Member	
7	Ms. Jyothi Yadav	Assistant Professor	Member	
8	Mr. Felix Anthony	Assistant Professor	Member	
9	Mr. Pravin S Tondwalkar	Head Clerk	Office Representative	
10	Ms. Rituja Bhosale	Student	Girls Representative	
11	Mr. Prathamesh Kumbhar	Student	Boys Representative	
12	Mr. Vaibhav Chavan	Alumni	Member	
13	Dr. Sunita S Yadav	Vice Principal	Coordinator	

Gen. Sec. : Dr. Arun Mule (Ph.d., D.H.E., M.Com)

M.D.: Dr. Mansi Mule (Ph.D.MBA, M. Com, B.Ed.)



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Ref. No. : IQAC/2019-20/02

Date : 2nd Sept 2019.

2nd Sept, 2019

IQAC Notice And Agenda

A meeting of the IQAC committee of the college will be held on **21st Sept, 2019 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 8th June, 2019.
2. Training to staff on E-content development.
3. To Discuss on the recommendations for quality enhancements as per NAAC guidelines.
4. Steps to be taken for conducting Green Audit in the campus.
5. Registration of Alumni Association.
6. Preparation for the upcoming odd semester University examination.
7. Any other matter with the permission of chair.

Dr. VEERA TALUKDAR

Principal



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University of Mumbai

Ref. No. : _____

Date : _____

Minutes of the meeting held on 21st September 2019

Item No. 1 Confirmation of the minutes of the last meeting held on 8th June, 2019.

- Minutes of the meeting held on 8th June 2019 were read and confirmed by members present.

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

Item No.2 Training to staff on E-content development.

In order to be at par with the technology usage of the young generation, it was decided that there should be some form of e-teaching

Proposed by Dr. Veera Talukdar

Seconded by Ms. Jyothi Yadav

ATR:

- 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

Item No. 3 To Discuss on the recommendations for quality enhancements as per NAAC guidelines

In order to improve quality of education and infrastructure in the campus different suggestions and recommendations were put before the committee for their interventions.

Proposed by Dr. Mrunal Mule

Seconded by Mr.Felix Anthony

ATR

- As suggested, a proposal was put forth for conducting areview in the
- Various suggestions were also discussed and some of them were approved for actions

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

To make the campus environment friendly, we did take up certain steps and it is in that direction that we plan to go for green audit.

Proposed by Dr. Mrunal Mule

Seconded by Mr.Felix Anthony



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University of Mumbai

Ref. No. : _____

Date : _____

ATR

- 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

Item No. 5 *Registration of Alumni Association.*

In order to seek guidance for our current year students, the past students wanted to create an Alumni Association which was agreed to in the last year meeting.

Proposed by Dr. Veera Talukdar

Seconded by Mr.PravinTondwalkar

ATR:

- As discussed in the previous year meeting, the registration of the Alumni Association as per the University Guidelines was to be done.
- With the permission of the concerned authority a committee was form with Mr. Vaibhav Chavan as the Convenor of the same.

Item No. 6 *Preparation for the upcoming odd semester University examination.*

For the upcoming examination in October and November 2019, we need to do some amount of preparation both in terms of stationery and staff.

Proposed by Mr. Felix Anthony

Seconded by Ms. Jyothi Yadav

ATR:

- As discussed , we need to purchase pen, paper, thread, glue sticks, stapler and its pins etc for the smooth functioning of the exams.
- With the permission of the concerned authority the exams committee will be making the invigilators duty.
- Moreover it was also decided that no leave will be granted until the completion of the examination. Emergency leave will only be granted by the Principal only.



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Ref. No. : _____

Date : _____

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

The meeting was kept open and the convenor asked if anyone in the meeting was to raise any point of discussion.

Proposed by Dr. Mrunal Mule

Seconded by Dr. Pratima Singh

Members of IQAC Committee Present

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



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Ref. No. : IQAC / 2019-20 / 03

Date : 7th Dec 2019

7th Dec, 2019

IQAC Notice and Agenda

A meeting of the **IQAC** committee of the college will be held on **23rd December, 2019 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 21st Sept. 2019
2. Proposal of online 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. Planning for Inter college Fest –AYDHYODAM
6. Review of AQAR to be submitted in the NAAC Portal for 2019-2020
7. Any other matter with the permission of chair.

V. Talukdar

Dr. Veera Talukdar

Principal



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Ref. No. : _____

Date : _____

Minutes of the meeting held on 23rd December 2019

Item No. 1 *Confirmation of the minutes of the last meeting held on 21st Sept. 2019*

- Minutes of the meeting held on 21st September, 2019 was read and confirmed by members present.

Proposed by Dr. Arun B Mule

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

There was a proposal for incorporation of technology in the teaching learning process during the current academic year.

Proposed by Dr. Mrunal Mule

Seconded by Mr. Felix Anthony

ATR:

- Various events were planned such as quizzes, debates, etc were proposed
- The dates of such events, the resources required , the event heads were also finalized.

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

It was decided by the Management that some amount of funds would be allocated to individual committees for conducting various activities for all around development of the students.

Proposed by Dr. Sunita S Yadav

Seconded by Mr. Vaibhav Chavan

ATR:

- Funds required for sourcing various things required for successful conducting of the events were also proposed before the committee members
- The convenor of each of the committee would be allocated the fund and they would have to submit the expenses every 3 months to the accounts department along with bills and vouchers.

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

As per our previous meeting, we had proceeded for auditing of e-waste and usage of plastics in the college campus.



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Proposed by Dr. Veera Talukdar

Seconded by Ms. Jyothi Yadav

ATR:

- A brief presentation regarding the progress in Green Audit was presented by the members of Criteria 7 before the committee.
- Various strategies and steps that are taken or to be taken were placed before the committee.

Item No. 5 Planning for Inter college Fest –AYDHYODAM

Planning and preparation for Inter college Fest –AYDHYODAM had to started. Fund allocation for the fest is also to be discussed.

Proposed by Dr. Sunita S Yadav

Seconded by Mr. Vaibhav Chavan

ATR:

- A brief layout of the list of events to be organized in the fest was put before the committee for their approval
- A abridged budget on fest was too prepared and presented before the committee for their approval.

Item No. 6 Review of AQAR to be submitted in the NAAC Portal for 2019-2020

Report of Seven different criteria was put forward by the IQAC coordinator for evaluation. Discussion had taken place for improvement and development of the college and students as per the suggestion of the NAAC committee's REPORT

Proposed by Dr. Veera Talukdar

Seconded by Dr. Pratima Singh

ATR:

- A brief layout of the list of events to be organized under different criteria was put before the committee for their approval
- A budget for the events was also prepared and presented before the committee for their approval.



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Date : _____

Item No7 Any other matter with the permission of chair.

The meeting was kept open and the convenor asked if anyone in the meeting was to raise any point of discussion.

- Proposed by Dr. Mrunal Mule
- Seconded by Dr. Pratima Singh

Members of IOAC Committee Present

1	Dr. Veera Talukdar	Principal	Chairperson	
2	Dr. Arun B Mule	Hon. General Secretary	Member	
3	Mrs. Pratima Singh	Principal Chandrabhan Sharma College	External Member	
4	Mrs Mangala Devrukhkar	CSR Manager, CEAT Company	External Member	
5	Dr. Mrunal Mule	Assistant Professor	Member	
6	Ms. Jyothi Yadav	Assistant Professor	Member	
7	Mr. Felix Anthony	Assistant Professor	Member	
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10	Mr. Prathamesh Kumbhar	Student	Boys Representative	
11	Mr. Vaibhav Chavan	Alumni	Member	
12	Dr. Sunita S Yadav	Vice Principal	Coordinator	



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Ref. No. : IQAC/2019-20/04.

Date : 2nd March 20

2nd March, 2020

IQAC Notice and Agenda

A meeting of the IQAC committee of the college will be held on **16th March, 2020** 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 23rd Dec, 2019
2. Analysis of the *AYDHYODAM* event along with reports and suggestive measures for improvement
3. Deciding on the dates for internal examination and supervision allocation.
4. Planning for Even semester examination 2020
5. Declaration of results for Sem 2 and sem 4 along with KT exams.
6. Finalization of AQAR report and date for uploading it on the NAAC site.
7. Any other matter with the permission of chair.

V. Talukdar

Dr. Veera Talukdar

Principal



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Ref. No. : _____

Date : _____

Minutes of the meeting held on 16th March, 2020

Item No. 1 Minutes of the meeting held on 23rd December, 2019 were read and confirmed by members present.

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

Item No. 2 Analysis of the AYDHYODAM event along with reports and suggestive measures for improvement

It was decided to analyze the reports of the events that was organized by various committee during Inter college fest Ayodhdam

Proposed by Dr Veera Talukdar

Seconded by Ms. Jyothi Yadav

ATR:

- For correcting the loopholes in the organized event along with necessary suggestions for improvement in future events.
- It was also resolved that the committees and the departments should come up with more number of student centric events where their potentials could be exposed.

Item No. 3. Deciding on the dates for internal examination and supervision allocation

Internal exams dates along with dates for the practical exams for IT & CS were to be finalized.

Proposed by Dr. Veera Talukdar

Seconded by Ms. Jyothi Yadav

ATR:

- As academics are equally important, hence, it was resolved to conduct the second half internal examinations on a priority basis.
- The supervision duties allocation should be framed in advance.
- Time table of internal exams to be displayed on the notice board and on the website.

Item No. 4. Planning for Even semester examination 2020

Dates for External exams / project viva voca for self financing courses along with practical exams for IT & CS were to be displayed on the Notice board as well as on the website .

Proposed by Dr. Veera Talukdar

Seconded by Ms. Jyothi Yadav



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ATR:

- As the even semester exams are the final exams of that year, so care should be taken that all the collect their hall tickets.
- The supervision duties allocation should be finalized. No leave to be granted during exams tenure.

Item No. 5. Declaration of results for Sem 2 and sem 4 along with KT exams.

Result declaration date should be informed before hand to the students as the students will be leaving for their home town. Moreover it will also help in admission of the students for the next year.

Proposed by Dr. Arun B Mule

Seconded by Mr. Prathamesh Kumbhar

ATR:

- Result declaration Dates are to be announced by 20th March to all the students. It should be 45 -50 days after the completion of the exams.
- As soon as results are declared, students can take admission for next year.
- Leave list for non teaching staff to be decided so that result distribution duty could be allocated.

Item No. 6. Finalization of AQAR report and date for uploading it on the NAAC site.

Result declaration date should be informed before hand to the students as the students will be leaving for their home town. Moreover it will also help in admission of the students for the next year.

Proposed by Dr. Arun B Mule

Seconded by Dr. Veera Talukdar

ATR:

- Result declaration Dates are to be announced by 20th March to all the students. It should be 45 -50 days after the completion of the exams.
- As soon as results are declared, students can take admission for next year.
- Leave list for non teaching staff to be decided so that result distribution duty could be allocated.



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University of Mumbai

Ref. No. : _____

Date : _____

Item No7 Any other matter with the permission of chair.

The meeting was kept open and the convenor asked if anyone in the meeting was to raise any point of discussion.

- Proposed by Dr. Mrunal Mule
- Seconded by Dr. Pratima Singh

Members of IOAC Committee Present

1	Dr. Veera Talukdar	Principal	Chairperson	
2	Dr. Arun B Mule	Hon. General Secretary	Member	
3	Mrs. Pratima Singh	Principal Chandrabhan Sharma College	External Member	
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6	Ms. Jyothi Yadav	Assistant Professor	Member	
7	Mr. Felix Anthony	Assistant Professor	Member	
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11	Mr. Vaibhav Chavan	Alumni	Member	
12	Dr. Sunita S Yadav	Vice Principal	Coordinator	