



Shri Ram college of Commerce

(Affiliated to University of Mumbai)
NAAC ACCREDITED BY "B"
ISO 9001:2015 Certified



Ref. No. : _____

Date : 05/06/2020

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

5TH JUNE 2020

IOAC Notice and Agenda

A meeting of the IOAC committee of the college will be held on **20th June, 2020 at 10.00 a.m.** on the **Zoom platform**. 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 16th March 2020
2. Academic planning for 2020-2021
3. **Implementation on different modes of Online Education**
4. Result analysis of the last academic year- 2019-20
5. Online Formation of College Development Committee
6. Formation of various students activity committees online for social cause for 2020-2021
7. Online students and faculty development programmes in order to meet the pandemic situation
8. Any other matter with the permission of chair.

V. Talukdar

Dr. Veera Talukdar

Principal

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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Jana Seva Sangh Sanchalit

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University of Mumbai

Ref. No. : _____

Minutes of the meeting held on 20th June, 2020

Date: 22/6/2020

Item No. 1

Minutes of the meeting held ONLINE on 16th March, 2020 were read and confirmed by members present.

ATR :- Prof. Jyothi Yadav read out the minutes in details after the Chairperson asked her to do so.

Item No. 2 Academic planning for 2020-2021

As **lockdown** was imposed due to the COVID -19 pandemic, so a different mode of online education was to be started. It was decided that the teachers would be starting online lectures for Second year and Third year students.

Proposed by **Dr. Arun B Mule**

Seconded by **Mr. Pravin S Tondwalkar**

ATR :-

It was decided that the Departmental Heads would take the lead in deciding the online platforms that the teachers will be using for online teaching. Moreover each of the departments will be making a rough academic calendar to be followed temporary as no clear guidelines were issued by the University of Mumbai

Item No.3 Implementation on different modes of Online Education

With the view of the current pandemic situation, we have to look for alternate modes of imparting knowledge. Though the Academic calendar was roughly prepared in absence of guidelines from University of Mumbai hence had to looked for different modes of education by which we could reach to the students

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 for online training sessions for the teachers to impart online lecture. They will be making a list of online softwares and sources that are available for teaching. Till then the class timetable for all courses along with Second year and Third year would also be prepared and kept for further notice.

Item No. 4 Result analysis of the last academic year- 2019-20

In order to enhance academically, the results of previous year are analyzed. This helps us to find out the subjects that needs more attention and search for different ways for the development of the students.

Proposed by Dr. Veera Talukdar

Seconded by Ms. Retuja Bhosala

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

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Ref. No. : ATR_____

Date : 22/6/2020

It was decided that Mr. Felix Anthony with head a committee that would collect the online gazette copy of the results and do the analysis. The report of the result analysis would be placed before thye committee in the next meeting.

Item No. 5 Online Formation of College Development Committee

For proper functioning of the college both academically and administratively, a College Development Committee was formed online through online voting.

Proposed by Dr. Mrunal A Mule

Seconded by Dr. Veera Talukdar

ATR:

- It was decided that the Lab technician –Mr. Pritesh would organize the online voting and declaration of the result.
- The committee formed will then inform the Principal about their plan of actions.

Item No. 6 Formation of various students committees online for social cause for 2020-2021

For the overall development of the students and reach out programmes for the society, need for various committee for activities had arised.

Proposed by Dr. Pratima Singh

Seconded by Dr. Mayuresh A Mule

ATR:

It was decided that the Ms. Jyothi Yadav and Mr. Vaibhav Chavan will initiate the formation of various committees and would constitute it under the guidance of 2-3 teachers.

Item No. 7 Online students and faculty development programmes to meet the pandemic situation

In order to face the current pandemic situation, we plan to switch to imparting education on virtual mode. For this, we plan to conduct some online sessions both for the students and the faculty members in order to make them well verse with online learning and teaching.

Proposed by Dr. Mayuresh A Mule

Seconded by Dr. Veera Talukdar

ATR:

- It was decided that the coordinator of IQAC will immediately decide upon the dates for the development programmes for both the students and the faculty on a regular bases.

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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Date : 22/6/2020

Members of IQAC Committee Present

1	Dr. Veera Talukdar	Principal	Chairperson	<i>V Talukdar</i>
2	Dr. Arun B Mule	Hon. General Secretary	Member	<i>Arun B Mule</i>
3	Dr. Mrunal A Mule	Management Member	Management Representative	<i>Dr. Mrunal A Mule</i>
4	Dr. Mayuresh A Mule	Vice Principal-S.K Somaiya college	External Member	<i>M Mule</i>
5	Mrs. Pratima Singh	Principal, Chandrabhan Sharma College	External Member	<i>P Singh</i>
6	Mrs. Mangala Devrukhkar	CSR Manager, CEAT Company	External Member	<i>M Mangala</i>
7	Mr. Felix Anthony	Assistant Professor	Member	<i>Felix</i>
8	Mr. Pravin S Tondwalkar	Head Clerk	Office Representative	<i>P S Tondwalkar</i>
9	Mr. Prathamesh Kumbhar	Student	Boys Representative	<i>P Kumbhar</i>
10	Ms. Rutuja Bhosale	Student	Girls Representative	<i>Rutuja Bhosale</i>
11	Mr. Vaibhav Chavan	Alumni	Member	<i>V Chavan</i>
12	Prof. Jyothi Yadav	Assistant Professor	Co-Ordinator	<i>Jyothi</i>

Arun B Mule

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

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Ref. No. : _____

Date : 2/9/2020

Shri Ram College of Commerce Arts and Science Datta Mandir Road, Bhandup-West, Mumbai-78

2nd Sept, 2020

IQAC Notice And Agenda

A meeting of the **IQAC** committee of the college will be held on **21st Sept , 2020** at **10.00 am** on the **Zoom platform**. 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 20th June, 2020.
2. Training staff on different E-teaching methods and platforms.
3. Procurement of Software for Online Education and examination
4. Steps to be taken to help students face the pandemic situation .
5. Methods adopted for making results of First Year and Second Year students.
6. Preparation to be made for handling the upcoming even semester ONLINE University examination.
7. Any other matter with the permission of chair.

Dr. Veera Talukdar

Principal

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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University of Mumbai

Ref. No. : _____ **Minutes of the meeting held on 21st September 2020**

Date : 22/9/2020

Item No. 1 *Confirmation of the minutes of the last meeting held on 20th June, 2020.*

- Minutes of the meeting held on 20th June 2020 were read and confirmed by members present.

ATR Prof. Jyothi Yadav read out the minutes in details after the Chairperson asked her to do.

Item No. 2 *Training staff on different E-teaching methods and platforms.*

In order to cope up with the current pandemic situation, use of technology was the only means to reach out to the students for imparting knowledge. As a result, it was decided that the teachers should be made aware of the latest online teaching apparatus and software's that are available to communicate to the students.

Proposed by Dr. Veera Talukdar

Seconded by Ms. Jyothi Yadav

ATR:

- To incorporate different teaching methods /aids, a brief training session / workshops on online teaching ways were conducted
- The staff were encouraged to attend the same and implement their various skills for developing digital content in order to reach out to the students.
- The merits and demerits of the same for the students were also discussed

Item No. 3 *Procurement of Software for Online Education and examination*

As per the guidelines of the UGC and University of Mumbai, the final year examination was going to be conducted ONLINE. It is in this respect that the colleges were divided in clusters and each of the clusters. Each of the clusters were to procure their own software and have their own question papers.

Proposed by Dr. Mrunal A Mule

Seconded by Dr. Veera Talukdar

ATR

- As suggested, a proposal for coordinating with the lead college in the cluster.
- Amount to be spent for the procurement of the software was also discussed.
- Future action plan was also discussed for conducting the final year exams through online mode.
- All of the same was approved by the concerned authority

Item No. 4 *Steps to be taken to help students face the pandemic situation.*

In order to help students to cope up with the pandemic situation both mentally, physically and financially, different committees were developed to establish contact with the students. It helped us to develop database of students, their mobile numbers, email ids, location, etc. and establish contact with various agencies that were extending help in different areas and the students who needed that help.

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

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Ref. No. Proposed by Dr. Veera Talukdar
Seconded by Dr. Mayuresh A Mule

Date : 22/9/2020

ATR:

- As discussed in the previous meeting, student reach out program was started as per the University Guidelines.
- With the permission of the concerned authority a committee was formed with Mr. Vaibhav Chavan as the Convener of the same.
- The database was to be created and handed over to the different committees for their next line of actions.

Item No. 5 *Methods adopted for making results of First Year and Second Year students.*

As per the instructions and the formula provided by the University Of Mumbai, the results of First Year and Second Year students were prepared and the marks were going to be updated on the University portal. Students were also informed about their results online.

Proposed by Ms. Priti Mahajan
Seconded by Ms. Jyothi Yadav

ATR:

- As discussed , we need to make the results of First Year and Second Year students as per the formula provided by the university.
- Results were displayed online and the mark sheet was also send to the students on their mobile numbers.
- Moreover the students were also provided with online admission link for the next academic session.

Item No. 6 *Preparation for handling the upcoming even semester ONLINE University examination*

For the forthcoming Sem VI University examination which was going to be online , emphasis was made to gather the details of the students and their current locations. Demo examination links were send to the students to have hands on training on the software and the process how to give the online exams.

Proposed by Dr. Mayuresh A Mule
Seconded by Ms. Jyothi Yadav

ATR:

- As discussed , we need to make the students aware of the online exam pattern and process.
- Will be organize a 2 day workshop for exposing the students to the online examination process.
- database creation was the most important aspect for online examinations. Students who did not had smart phones were also identified and alternative provisions were made .

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

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

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

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

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Ref. No. : _____

Date : 22/9/2020

Members of IQAC Committee Present

1	Dr. Veera Talukdar	Principal	Chairperson	V Talukdar
2	Dr. Arun B Mule	Chairman	Jan Seva Sangh, Member	Arun B Mule
3	Dr. Mrunal A Mule	Hon. General Secretary	Management Representative	Mrunal A Mule
4	Dr. Mayuresh A Mule	Vice Principal- S.K Somaiya college	External Member	Mayuresh A Mule
5	Mrs. Pratima Singh	Principal, Chandrabhan Sharma College	External Member	Pratima Singh
6	Mrs. Mangala Devrukhkar	CSR Manager, CEAT Company	External Member	Mangala Devrukhkar
7	Ms. Priti Mahajan	Assistant Professor	Member	Priti Mahajan
8	Mr. Pravin S Tondwalkar	Head Clerk	Office Representative	Pravin S Tondwalkar
9	Mr. Nikhil Khedekar	Student	Boys Representative	Nikhil Khedekar
10	Ms. Jyothi Tikone	Student	Girls Representative	Jyothi Tikone
11	Mr. Vaibhav Chavan	Alumni	Member	Vaibhav Chavan
12	Prof. Jyothi. Yadav	Assistant Professor	IQAC Co-Ordinator	Jyothi. Yadav

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. : _____

Jan Seva Sangh's

Date : 7/2/2021

Shri Ram College of Commerce Arts and Science Datta Mandir Road, Bhandup West , Mumbai-78

7thFeb, 2021

IOAC Notice and Agenda

A meeting of the IOAC committee of the college will be held on **23rd February, 2021 at 10.30 a.m.** on the **Zoom platform**. 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. 2020
2. Feedback on online teaching and learning process in the odd sem 2020.
3. Proposal for online intra and inter college competitions
4. Approval of funds for upgrading and maintenance of computer lab
5. Discussion regarding the staffing for next academic session.
6. Organize online workshop on revised NAAC Assessment and Accreditation for both teaching and non teaching staff.
7. Any other matter with the permission of chair.

V. Talukdar

Dr. Veera Talukdar

Principal

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. : _____

Date : 24/2/2021

Minutes of the meeting held on 23rd February 2021

Item No.1 Confirmation of the minutes of the last meeting held on 21st Sept. 2020

- Minutes of the meeting held on 21st September, 2020 was read and confirmed by members present.

Proposed by Dr. Arun B Mule

Item No.2 Feedback on online teaching and learning process in the odd sem 2019

Tried to get a feedback on the merits and demerits of Online teaching. Moreover, proposals were invited for incorporation of new technology in the teaching - learning process for the next academic year.

Proposed by Dr. Mrunal Mule

Seconded by Prof. Jyothi Yadav

ATR:

- Feed back was collected both from teachers and students on Google form and analyzed in order to get a better understanding of the system. It also helped to understand the problems and find ways to overcome the hindrances.
- Various online 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 Proposal for online intra and inter college competitions

It was decided by the Management that some kind of online activities to be arranged for uplifting the moral of the students. As a result, individual committees for conducting various activities for all around development of the students was constituted.

Proposed by Dr. Veera Talukdar

Seconded by Mr. Vaibhav Chavan

ATR:

- Different committees and their members were decided and each of them were to conduct educational and entertaining online games and events for the students.
- The convener of each of the committee would be allocated some fund for prizes been paid and they would have to submit the expenses to the accounts department along with bills and vouchers.

Item No.4. Approval of funds for upgrading and maintenance of computer lab

Estimated cost of Computer Lab up gradation of software and maintenance was submitted before the committee. This was done keeping in mind the current pandemic situation and the measures were taken to handle the extreme situation and for reaching out to the students.

Proposed by Dr. Veera Talukdar

Seconded by Ms. Jyothi Yadav

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

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Ref. No. : _____ ATR:_____

Date : 24/2/2021

- A brief presentation regarding the up gradation of software needed in the computer lab. It reflected the effects of the up gradation and its utility both for the students and the teachers .
- Various strategies and steps that are taken or to be taken were placed before the committee.

Item No. 5 Discussion regarding the staffing for next academic session.

Planning and make preparation for the next academic session. Planning to Start online courses that will add value to the students in their career

Proposed by Jyothi Yadav

Seconded by Mr. Vaibhav Chavan

ATR

- A brief layout of the online courses to be put before the committee for their approval
- A budget on online courses was also to be prepared and presented before the committee for their approval.

Item No. 6 Organize workshop on revised NAAC Assessment and Accreditation for teachers

Proposed by Dr. Mayuresh A Mule

Seconded by Dr. Veera Talukdar

ATR

- A brief layout on the revised NAAC Assessment and Accreditation was to be discussed and it is in this respect that we plan to organize a workshop.
- This workshop will be open to all the teachers both for in-house faculties and faculties outside the college.

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

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

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

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. : _____

Date : 24/2/2021

Members of IOAC Committee Present

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2	Dr. Arun B Mule	Chairman-	Jan Seva Sangh Member	<i>Arun Mule</i>
3.	Dr. Mrunal A Mule	Hon. General Secretary	Management Representative	<i>Mrunal Mule</i>
4.	Dr. Mayuresh A Mule	Vice Principal-S.K Somaiya college	External Member	<i>M Mule</i>
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7	Ms. Jyothi Yadav	Assistant Professor	Member	<i>Jyothi</i>
8	Mr. Felix Anthony	Assistant Professor	Member	<i>Felix</i>
9	Mr. Pravin S Tondwalkar	Head Clerk	Office Representative	<i>Pravin</i>
10	Mr. Prathamesh Kumbhar	Student	Boys Representative	<i>Prathamesh</i>
11	Ms. Rutuja Bhosale	Student	Girls Representative	<i>Rutuja Bhosale</i>
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13	Ms. Jyothi Yadav	Assistant Professor	Co-Ordinator	<i>Jyothi</i>

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