

Internal Quality Assurance Cell

**Minutes of the Meeting and Action Taken Report
2020-2021**

Internal Quality Assurance Cell

Circular

01/08/2020

The First Meeting of IQAC will be held on 08/08/2020. All members of IQAC are requested to attend. Kindly login to zoom link:

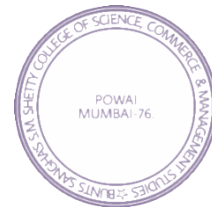
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IQAC Coordinator



Chairperson IQAC



The agenda of the meeting:

1. Formation of IQAC
2. Theme and plan for 2020-21
3. Recommendations from various departments and associations
4. Any other matters with the permission of the chair

Minutes of the Meeting of IQAC held on 08/08/2020

The first meeting of IQAC for academic year 2020-21 was held on 08/08/2020 at 12:30 pm.

Online platform: Zoom

Members present:

Name of the members present
● 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

**Bunts Sangha's S. M. Shetty College of Science, Commerce and Management
Studies, Powai
Internal Quality Assurance Cell (IQAC) 2020-21**

The agenda of the meeting:

1. Formation of team IQAC
2. Theme and plan for 2020-21
3. Recommendations from various departments and associations
4. Any other matter with the permission of the chair

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

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

**Bunts Sangha's S. M. Shetty College of Science, Commerce and Management
Studies, Powai
Internal Quality Assurance Cell (IQAC) 2020-21**

● Mr. Dilip Khemani	- Registrar
● Ms. Asha Shetty	- Sr.Clerk
● Mr. Armand D'Costa	- President, Alumni Association
● Ms. Divya Shaj	- Student Representative

Agenda 2 : Theme and planning for academic year 2020- 21

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

“Creating awareness with digital campaigns” and the team committed to organise events accordingly

The proposed programmes of IQAC for the academic year 2020-2021

Theme of the year

NAAC preparations

Teacher enrichment programmes

Extension activities in association with University of Mumbai

Research activities for Students and teachers

Revisiting of existing policies due to Pandemic and online education

Parental workshop

Collaboration with leading Indian Colleges

International Collaboration

Faculty Development Programmes

Workshop for non-teaching staff on advanced Excel

National webinars

National Conference on Multidisciplinary area

Audits – Gender

ISO Audit

NIRF Participation

Incubation centre development measures – participation in ARIIA

More certificate and valued added courses by each Department

Wellness for staff and students

Alumni webinars and events

Agenda 3: Recommendations from various departments and associations.

Infrastructure

1. Replacing conventional lighting with LEDs.

Academics

1. Online training programs due to ongoing pandemic situations & training on E-content development workshops & use of various e-platforms for online teaching.
2. Registering for Institution Innovation Council (IIC)
3. More collaborations to enhance education.
4. Participation in NIRF.
5. Research Methodology workshop for teachers.
6. ISO 21001:2018.
7. Participation in ARIIA
8. Parental & Alumni Workshop.
9. M.Com in Management.
10. Revisiting feedback structure for teaching learning & evaluation.
11. New Software for examination.

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

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 resource person to address the staff members.

Certificate courses proposed to conduct during academic year 2020-21 were read out.

Following courses were approved by the members

From IT Department

1. Cross platform Mobile application Development

From BCOM, BAF, BBI and BMS Departments

1. Financial Markets
2. Direct Tax

3. Microsoft certification on Advanced Excel
4. Basics of banking
5. Equity and Mutual funds

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

ACADEMIC TRAINING		
1	Gamification of online Education	31 st October 2020
2	NAAC Training	March 2021
3	Intellectual Property Rights:	March 2021
4	Research Methodology workshop	April,2021
5	NET/SET Workshop	April 2021
6	Session on Research Etiquettes	May 2021
NON ACADEMIC		
7	Advanced Excel	For Non-teaching staff – May 2021
8	Zumba workshop for teaching and non-teaching faculty	May2021

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

Principal thanked the members present and appealed to the members to work together for the NAAC re accreditation process.

Circular

02/09/2020

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Kindly login to zoom

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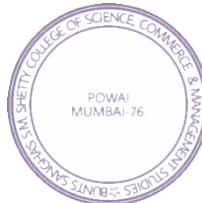
IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. ISO 21000: 2018
 - a. Faculty Development Programme
 - b. Any other matter with the permission of the chair



Minutes of the Meeting

The following members were present

● Dr Sridhar Shetty, Principal	- Chairperson
● 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
● Ms. Divya Shaj	- Student Representative

Dr. Liji Santosh IQAC coordinator read out minutes of last meeting held on 08.08.2020 and confirmed.

Principal Dr. Sridhara shetty introduced the new ISO standard the institution is going for. The responsibilities of going ahead with new standard was entrusted upon IQAC team

Faculty Development Programme on 'Gamification of online education' was approved in the meeting and Resource person Prof. Ragesh Raju from Mangalore University was decided in the meeting

IQAC team was asked to take a lead in weeklong Gandhi Jayanti celebrations in association with NSS, IC, DLLE and WDC

Circular

01/10/2020

Meeting of IQAC will be held on 12/10/2020. All members of IQAC are requested to attend.
Kindly login to zoom link

<https://zoom.us/j/95614036958?pwd=eDBLdUFEaCtkSm91UUVGUWxCLytWZz09>



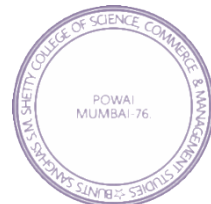
IQAC Coordinator



Chairperson IQAC

Agenda

1. ISO internal audit
2. Work allocation to FDP
3. Any other matter with the permission of the chair



Minutes of the Meeting

Following members were present:

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● Mr. Dilip Khemani	- Registrar
● Ms. Divya Shaj	- Student Representative

Dr. Liji Santosh IQAC Coordinator read out minutes of last meeting held on 10.09.2020

New ISO objectives were discussed in the meeting. And also the dates of upcoming internal audit and preparations were briefed by members

Faculty Development Programme on 'Gamification of online Education' was decided to organize on 31st October, 2020. Mr. Ragesh Raju was invited as the resource person for the same.

Circular

01/11/2020

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IQAC Coordinator



Chairperson IQAC

Agenda

1. ISO external audit
2. NIRF
3. AQAR submission
4. Participation in Atal Ranking of Institutions on Innovation Achievements (ARIIA)
5. Any other matter with the permission of the chair



Minutes of the Meeting

The following members were present:

● Dr Sridhar Shetty, Principal	- Chairperson
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● Ms. Prachi Agarwal	- Faculty Member
● Ms. Disha Deliwala	- Website Committee in charge
● Mr. Dilip Khemani	- Registrar
● Ms. Asha Shetty	- Sr.Clerk
● Ms. Divya Shaj	- Student Representative

Dr. Liji Santosh IQAC Coordinator read out minutes of last meeting held on 12.10.2020

Fine tuning of ISO report as per the suggestions from internal audit

Preparations for NIRF data collection. Administrative office Registrar Dilip Khemani and Senior Clerk Asha Shetty was assigned with admin data and IQAC team will be completing the overall work.

AQAR submission work was discussed and divided criterion wise

An initiative to participate in Atal Ranking of Institutions on Innovation Achievements (ARIIA) for the first time and also Establishing Institution's Innovation Council (IIC). Incubation Centre In-charge Mrs. Nidhi Chandorkar was given the overall in-charge of establishing IIC in the campus

Circular

02/01/2021

Meeting of IQAC will be held on 11/01/2021. All members of IQAC are requested to attend.
Kindly login to zoom link.

<https://zoom.us/j/95614036958?pwd=eDBLdUFEaCtkSm91UUVGUWxCLytWZz09>



IQAC Coordinator



Chairperson IQAC

Agenda

1. Workshop on Data Verification and validation
2. Faculty Development Programme on Research Methodology in Social Sciences
3. Webinar on Intellectual Property Rights (IPR)
4. New Software for Examinations
5. Annual feedback on teaching learning and evaluation
6. Any other matter with the permission of the chair



Minutes of the Meeting

The following members were present:

● Dr Sridhar Shetty, Principal	- Chairperson
● Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
● Prof. Sandesh Shetty	- Vice Principal
● Ms. Smita Ravindranath	- Librarian
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● Ms. Prachi Agarwal	- Faculty Member
● Ms. Disha Deliwala	- Website Committee in charge
● Ms. Asha Shetty	- Sr.Clerk
● Ms. Divya Shaj	- Student Representative

Dr. Liji Santosh IQAC Coordinator read out minutes of last meeting held on 01.11.2020 and confirmed the minutes

A workshop on Data Validation and verification was decided to organize on 10th March to 17th March 2021. Resource persons proposed was from IQAC Cluster colleges. Dr. Ayub Shaikh and Dr. Deepak Nanaware will be invited for the sessions

Faculty Development Programme on Research Methodology in Social Sciences will be organized in the month of April 2021

New software for examinations will be purchased. Eklavya software for examinations for approved by all members. Will be implemented from April Examinations.

Feedback structure for teaching learning and evaluation was revisited and decided to conduct it online

As an annual feature of IQAC a webinar on Intellectual Property Rights (IPR) will be organized as per the calendar . Mr. Sajid Shaikh – National Law University was suggested as resource Person for the same and will be organised on 25th March 2021

Circular

02/04/2021

Meeting of IQAC will be held on 11/04/2021. All members of IQAC are requested to attend.
Kindly login to zoom link below.

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IQAC Coordinator



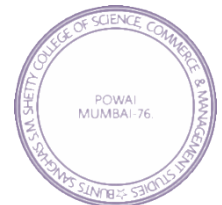
Chairperson IQAC

Agenda

1. Faculty Development Programme on Research Methodology in Social Sciences
Session on Zumba

Webinars to be organized in the month of May

Other webinars decide to organize in the month of May



Minutes of the Meeting

The following members were present:

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● Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
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● Mr. Dilip Khemani	- Registrar
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● Ms. Divya Shaj	- Student Representative

Dr. Liji Santosh IQAC Coordinator read out minutes of last meeting held on
11.01.2021

Faculty Development Programme on Research Methodology in Social Sciences
was decided to organize on **21.04.2021 TO 29.04.2021**. Resource person proposed
during the meeting were :

Dr. Anil Sutar – TISS

Dr. Khyati Vora – Hinduja College

Ca Vijay Agarwal – Excel Trainer

Dr. Sridhara Shetty – Principal, S.M. Shetty College

This FDP was decided to organise in collaboration with Research Centre of the college.

Session on Zumba for teaching and non teaching staff was decided to organize in association with Sports Department of the college in the month of May

Other webinars decide to organize in the month of May were:-

- a. Webinar and workshop on Advanced Excel by Mr. Mithilesh Chauhan for non-teaching staff
- b. Webinar in association with Placement cell on competitive examinations
- c. Webinar in association with Accountancy Management on Scholarships abroad
- d. Webinar in association with Library on Research Etiquettes

Circular

03/05/2021

Meeting of IQAC will be held on 20/05/2021. All members of IQAC are requested to attend.
Kindly login to zoom link

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IQAC Coordinator



Chairperson IQAC

Agenda

- Planning for new Academic year 2021-22
- Orientation to first year students – Deeksharambh
- Need based online certificate courses



Minutes of the Meeting

The following members were present:

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● Dr. Liji Santosh, Vice Principal	- Coordinator, IQAC
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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
● Ms. Divya Shaj	- Student Representative

Minutes of last meeting held on 11.04.2021 was read and approved

New academic year will be commenced as per circular of University of Mumbai

Need based certificate courses are requested to frame by Programme coordinators

Deeksharambh an induction programme as per UGC guidelines for first year students will be organized from the ensuing academic year

ACTION TAKEN REPOPRT

1. Collaborations:

New collaborations added in the academic year:

- To promote incubation and preincubation activities in the campus, MOU was signed with AIC NITTE Incubation Center Nitte karkala Mangalore on 20th Decemebr 2020.
 - Outreach programme for underprivileged children along with Composit School, Barkhohara, Uttar Pradesh in January 2021
 - As a part our green initiative, an MOU was signed with Mission Green India for Ecobricks.
 - For promoting E-wate management awareness activitiesin the college premises college has entered into an MOU with **Aavni Environment and Sustainability Consultancy** on 30th April 2021.
 - For managing the **Dry Waste** and addressing the issue of plastic pollution of the college has signed another MOU was signed on 30th Aril 2021 with Athak Foundation.
 - Inorder to create and promote internship opportunities for students, we have entered into collaboration with **Break the Code LLP**, to conduct campus interviews and provide internships for students.
 - To campaign and publicise gender parity in the campus, MOU was signed **with Akshara Foundation**. This foundation will help to establish Gender Equality Club in the campus along with organising the workshops for the students.
2. **Awards and Rewards:** During 2019-20 academic year college has won the toughest prestigious Ramkrishna Bajaj National Quality Certificate of Merit. The award ceremony took place in April 2021 through online platform. College has added to a new feather in the cap by obtaining the latest ISO certificate 21001-2018.
3. **Parental and Alumni workshop:** Parental Workshops on nurturing youth, Alumni programme on e-gurukul was organised as an annual practice.
4. **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. Currently, five Research Scholars are pursuing their Doctoral Programme which is duly approved by Research Review Committee (RRC) of University of Mumbai from our centre. Principal, Dr. Sridhara Shetty is guiding the research scholars. Centre has successfully conducted the course work for the scholars.
5. **Research Cell:** 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 2020-21, our

faculty members have published more than 50 Research Papers and participated in more than 200 Workshops/Webinars/FDP's/Conferences.

Student Research Forum has encouraged students to develop 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. 47 students participated in Avishkar 2020-21, and two teams emerged as zonal winners and reached the final round of Avishkar organized by University of Mumbai.

6. Faculty Development Programmes: -

- **Gamification of online Education:** - An online training programme for faculty to teach gamification and make online classes more enjoyable. The training was organised on 31st October, 2020 and the resource person was Mr. Ragesh Raju from St. Joseph College of Engineering, Mangalore University.
- **NAAC Training:** Experts in the field from IQAC cluster was called and they have conducted five days training programme to teaching and non-teaching. Dr. Deepak Nanaware and Dr. Ayub Shaikh from IQAC Cluster were the resource persons.
- **Session on Intellectual Property Rights:** Session on Intellectual property Rights (IPR) was organised on 25th March 2021 and the resource person invited was Dr. Sajid shaikh from National Law University, Mumbai.
- **Research Methodology in Social Sciences - 21.04.2021 to 29.04.2021:** - A seven day faculty development programme were conducted by IQAC at national level and the resource persons were Dr. Anil Sutar – TISS, Dr. Khyati Vora – Hinduja College, CA Vijay Agarwal – Excel Trainer, Dr. Sridhara Shetty – Principal, S. M. Shetty College. The areas covered were 'How to raise a research problem, how to review literature of the pertinent study and how to identify research gaps, conceptual framework and theoretical background of research, 'Formulation of Hypothesis' and the 'Art of developing Questionnaire, 'Sampling and Different Sampling Techniques', 'Use of Advanced Excel in Data Analysis, 'Writing Doctoral Thesis and its key Components. The FDP had 335 participants across the nation.
- **Session on Research Etiquettes:** A session to know more on scholarly publishing, plagiarism, bibliometrics and Mendeley reference management was organised in association with Learning resource Centre of the college on 28th May 2021. The Resource Person was Dr. Satish Kanamadi, Librarian, Tata Institute of Social Sciences, Mumbai

- **Session on Advanced Excel:** This session was organised exclusively for non-teaching faculty was held on 27th May 2021. Mr. Mithilesh Chavan from department of Information Technology was the Resource Person for the same.
 - **Session on Zumba:** - As an initiative to promote physical wellbeing a Zumba session was organised to staff members on 21st may,2021. Ms. Prachi Aher, Professional Zumba trainer conducted the session for teaching and non-teaching faculty.
7. **Certificate Courses:** To enrich the curriculum and to enhance employability of our students, short term certificate courses such as Microsoft Certification on Advanced Excel, Financial Markets, Direct Tax, Basics of Banking, Equity and Mutual funds, and Cross Platform Mobile Application Development.
 8. **Participation in NIRF:** College has participated in National Institutional Ranking Framework (NIRF) 2020 and the report was uploaded on college website.
 9. **Participation in ARIIA and establishment of Institutional Innovation Council:** IQAC has taken the initiative of participating in *Atal Ranking of Institutions on Innovation Achievements (ARIIA)* is an initiative of Ministry of Education (MoE), Govt. of India to systematically rank the innovations at higher education. Subsequently we have also registered for membership under MoE's Institutional Innovation Council and established our Institutional Innovation Council (IIC) and innovation ambassadors are appointed.
 10. **ISO 21001:2018:** We have successfully Quality Management System in pursuance to ISO 21001:2018. This new audit of ISO is exclusively meant for education management.
 11. The **Women Development Cell** of the college of aims to promote gender sensitivity amongst masses. Gender audit was taken care by the team and presented the report to IQAC.
 12. **Permanent Affiliation:** College has applied for permanent affiliation from University of Mumbai for B. Com programme. The duly constituted committee of University of Mumbai has visited the college and after verification and scrutiny has recommended permanent affiliation to the college from University of Mumbai.
 13. **M.Com in Management:** Committee has visited the college in the month of January and college has given permission to start M. Com in Management from the academic year 2021-22 onwards.

14. **Webinars organised:** 180 online events were organised amidst pandemics. All academic and non-academic activities were organised to engage our students and faculty throughout the year.
15. **Revisiting the Policies:** Several existing policies were demanding a relook due to changing working scenario. The policies which were redefined and revisited were Mentoring policy, remedial learners' policy, academic delivery policy, research policy and maintenance policy.
16. **Feedback structure for teaching learning and evaluation** was revisited and conducted it online. The survey was uploaded on institutional website
17. **New software for Examinations:** New software for conducting online examinations Eklavya was purchased and implemented during April 2021 examinations. And same software will be used in future for conducting online examinations.
18. Quotations for **new website** were passed and website committee was assigned with the work.

