

Bunts Sangha's
S.M.Shetty College of Science, Commerce & Management Studies, Powai.
Permanently Affiliated to University of Mumbai.
ISO 21001:2018 CERTIFIED
IMC RBNQ CERTIFICATE OF MERIT 2019

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting and Action Taken Report 2021-2022

Internal Quality Assurance Cell

Circular

14/06/2021

The First Meeting of IQAC will be held on 21/06/2021. All members of IQAC are requested to attend. Kindly login to zoom link:

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



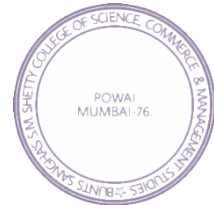
IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. Formation of IQAC
2. Theme and plan for 2021-22
3. Planning for certificate courses
4. Recommendations from various departments and associations
5. Any other matters with the permission of the chair



Minutes of the Meeting of IQAC held on 21/06/2021

The first meeting of IQAC for academic year 2021-22 was held on 21/06/2021 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
● Mr. Dilip Khemani
● Ms. Asha Shetty
● MR. Ratin Sawant

The agenda of the meeting:

1. Formation of team IQAC
2. Theme and plan for 2021-22
3. Planning for certificate courses
4. Recommendations from various departments and associations
5. Any other matter with the permission of the Chairperson.

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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 added new members after discussion with the team

Dr. Sridhara Shetty, Principal	- Chairperson
Shri B.R. Shetty	- Management Representative
Dr..Ashok Mahajan	- Educationist
Mr. Javed Khan	-Entrepreneur
Ms. Anamika Sharma	- Local representative
Prof. Sandesha Shetty	- Vice Principal
Ms. Smita Ravindranath	- Librarian
Dr. Tushar Sambare	-Examination committee incharge
Ms. Sahana Ravi Prasad	-Incharge- Alumni Association
Mrs. Rohini Shetty	- Sports Representative
Ms. Kalpana Rai Menon	- In charge, Grievance Redressal Cell
Ms. Nidhi Chandorkar	-President- IIC
Ms. Disha Bhakta	- Website Committee in charge
Ms. Himani Shukla	Faculty member
Mr. John Menenzes	-Representative – Extension activities
Mr. Dilip Khemani	- Registrar
Ms. Asha Shetty	- Sr. Clerk
Mr. Armand D'Costa	- President, Alumni Association
Mr. Ratin Sawant	- Student Representative
Dr. Liji Santosh	- Coordinator, IQAC

Agenda 2: Theme and planning for academic year 2021- 22

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

“**Skilling for New normal**” and the team committed to organise events accordingly

The proposed programmes of IQAC for the academic year 2021-2022

- Theme of the year
- NAAC preparations
- Teacher enrichment programmes Training on CO-PO
- Deeksharambh – Student induction programme
- 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
- Greening the campus
- Collaboration with leading Indian Colleges
- International Collaboration
- Faculty Development Programmes
- Workshop for non-teaching staff
- National webinars
- National Conferences
- Audits – Gender, Administrative , academic and library and environment
- ISO Audit
- NIRF Participation
- Incubation centre development measures – IIC
- More certificate and valued added courses by each Department
- Wellness for staff and students
- Alumni webinars and events

Agenda 3: Planning for certificate courses

- Department wise and committee wise certificate courses were proposed

Agenda 4: Recommendations from various departments and associations.

Infrastructure

1. Renovation of audio visual room.
2. Solar panels for energy conservation.
3. Rain water harvesting.
4. Renovated washroom for ladies on 6th floor.

Academics

1. Revisiting & revision of various policies.
2. Introducing D-pace repository.
3. Deeksharambh- A UGC initiative orientation programme for new entrants.
4. Permanent Affiliation.
5. Website modification.

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6. Participation in NIRF.
7. Research Methodology workshop for teachers.
8. Parental & Alumni Workshop.
9. B.Sc.Data Science for the academic year 2022-2023.

Agenda 5: Any other matter with the permission of the chairman

- The training calendar for teaching and non-teaching staff was presented and approved by the chairman
- Deeksharambh the student induction programme will be organized for the first year students as per UGC guidelines
- New website work was started and updates were presented in the meeting
- Alumni sports meet and alumni meet was proposed
- More and vigorous audits for academics, gender, library, environment and green audit
- Water harvesting plans discussed
- Getting solar energy plan implemented through college ground

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Internal Quality Assurance Cell

Circular

01/08/2021

The Meeting of IQAC will be held on 23/08/2021. All members of IQAC are requested to attend.

Venue: Conference room

Time: 12.30 PM



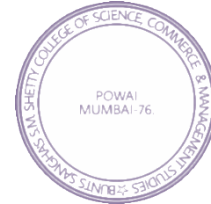
IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. Deeksharambh
2. Training programme on teaching methodology



Minutes of the Meeting of IQAC held on 23/08/2021

- Organizing student induction programme 'Deeksharambh' as per UGC guidelines. After discussions it was decided to conduct it online for the newly enrolled students and customized it for three days. Schedule was prepared and dates decided were 6, 7, and 8th September, 2021.

- To train teachers on teaching pedagogy a training session will be arranged on "Emerging Learning Designs for Engaging Classrooms in Higher Education" and Prof. Kalpana Chavan from St. Xaviers College of Education was decided as Resource Person

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Internal Quality Assurance Cell

Circular

04/01/2022

The Meeting of IQAC will be held on 15/01/2022. All members of IQAC are requested to attend.

Venue: Conference room

Time : 12.30 PM



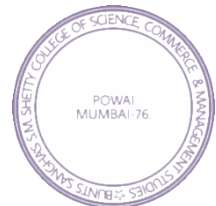
IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

1. Upcoming audits
2. Applying for ICSSR sponsorships for research methodology workshop



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Minutes of the Meeting of IQAC held on 15/01/2022

- Decision was taken on going for administrative audit, academic audit and library audit
- Administrative audit was decided to conduct in the month of February'22
- Academic audit in the month of March'22
- Library audit in the month of April'22
- Dates for the audits will be decided as per the availability of the auditors in the decided month
- Applying for financial assistance from Indian Institute of Social Sciences was decided and the proposed dates were April 18 to April 28.

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Circular

05/03/2022

The Meeting of IQAC will be held on 16/03/2022. All members of IQAC are requested to attend.

Venue : Conference room

Time : 12.45 PM



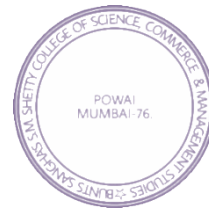
IQAC Coordinator



Chairperson IQAC

The agenda of the meeting:

- Session on National Education Policy
- IQAC annual presentations



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Minutes of the Meeting of IQAC held on 16/03/2022

- A session on National Education Policy 2020 to orient teachers of higher education will be organized on 9th April at 9.30 am in the audio visual room. Resource person invited is Dr. Ashok Salvi from S.N.D.T women's University.
- Annual presentation of departments and committees an annual feature of IQAC will be held on 30th April 2022
- May Day/ Maharashtra day will be celebrated.

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03/04/2022

The Meeting of IQAC will be held on 12/04/2022. All members of IQAC are requested to attend.

Venue: Conference

room Time: 12.45 PM

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Minutes of the Meeting of IQAC held on 12/04/2022

- Research Methodology workshop sponsored by WRC ICSSR to be held between April 18 and April 28. Zoom platform will be used.
- Hon Vice Chancellor of Mangalore University Dr. Yadapadithaya will be the Key note speaker.
- First year examinations will commence from May 4 onwards offline
- Annual Presentations an annual feature of IQAC will be held on 30th April 2022
- NAAC documentation work to be completed by 21st May 2022

Action Taken Report 2021-22

1. **Collaborations:** Collaborative activities were conducted in association with Saraswat College, Goa. Librarians Day 12.08.2021, Prof. Sahil from Saraswat College Goa visited us on 28.08.2021 as part of Faculty Exchange Programme, Basics of Research Session organised by Saraswat College and our faculty members participated Debbie James, Mahesh Savale, Sreelaxmi Pai, Adya Bharati, Ashwini Devadiga, Utkarsh Kapadia
2. **Deeksharambh:** Deeksharambh – Student Induction Programme 2021-2022 as per UGC Guidelines was organized on 6, 7 and 8th September, 2022. We have customized the programme as per the requirement of the college students and kept it for three days. Three days comprehensive Induction programme given to students. **Day 1** with introduction to institution, student council, counselling centre, **Day 2** with introduction to departments and **Day 3** orientation to various committees and associations of the college.
3. **Parental and Alumni workshop:** Parental Workshops on nurturing youth, parenting the young adult and Alumni annual meet 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. Five students are already registered and during this academic year three more students got registered. Total eight students are there in Research Centre.

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 2021-22, and three teams emerged as zonal winners and reached the final round of Avishkar organized by University of Mumbai.

5. **Research Cell:** Research Cell is very active and organizes several programmes to augment research activities. 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 Research Papers and participated in more than 100 Workshops/Webinars/FDP's/Conferences.

Dr. Liji Santosh, Dr. Vijay Vishwakarma and Mr. John Menenzes submitted Minor Research Project funded by University of Mumbai

Dr. Vijay Vishwakarma was awarded with patent publication on the invention: A Skill Matrix System and Method for Job Recruitment during this academic year.

6. Research Methodology Workshop in Social Sciences:

College was fortunate to get grants from Western Regional Centre (WRC) Indian Institute of Social Sciences (ICSSR) to conduct research methodology programme in social sciences and it was organised from 18 April 2022 to 28 April 2022.

The Research methodology Programme in social Science was inaugurated on 18 April 2022 at 10. Am. Chief Guest and Keynote speaker was Hon. Vice Chancellor of Mangalore University Dr. P.V. Yadapadithaya. In his keynote address he stressed on the need of research in social sciences to and the need of Social Scientists in India. He appreciated the initiatives of the college to promote and propagate research amongst social science faculties across the nation. The session was presided over by Chairman Powai Education Committee B R Shetty and welcome speech was delivered by Principal Dr. Sridhar Shetty.

Day 1: Session 1 and 2: Basics of Research and Literature Review and Critical Reading and Review -finding gaps taken up by Prof. P.K. Sudharshan for goa Business School, goa University Goa. The Resource Person has explained in detail from basics to finding the gap in research and carry research

Day 2: Session 1 and 2: Research Design and Selection and Identification of Research Problem, Resource person was Dr. S Ramesh from Mount Carmel college Bangalore explained in depth about research design and why identification of research problem is important for successful completion of research

Day 2: Session 3: Developing hypothesis taken up by Dr. Khyati Vora from Hinduja College Mumbai. Step by step development of hypothesis for carrying out research was explained for.

Day 3: Session 1: After developing the hypothesis, Dr. Khyati Vora continued her session on **testing of hypothesis** and explained the participants the ways to test hypothesis

Day 3: Session 2: Sampling is the most essential part of research, and the session was carried out Dr. Anil Sutar Associate Dean Research Methodology TISS Mumbai Campus simplified various types of sampling methods to be applied for different types of research to be carried out

Day 3: Session 3: After learning sampling it was indeed necessary to learn sample size determination. this session was taken by Dr. Priyanka **School of Health Sciences from TISS Campus Mumbai**

Day 4: Session 1: Prof. Bino Paul from Associate Dean, Centre for Human Resources Management and Labour Relations, School of Management and Labour Studies - Tata Institute of Social Sciences took the session on analytics in social Science Research

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Day 4: Session 2: To know the importance of Multidisciplinary and interdisciplinary Research Dr. Medha Tapiawala Professor, Mumbai School of Economics and Public Policy University of Mumbai explained it in detail to the participants

Day 5: Session 1: Questionnaire Designing a vital part of all social Science Research was taken up by Prof. C.P Gupta from University of Delhi and taken up the session with ease for the participants

Day 5: Session 2: Data Processing, Field Notes, Coding and Analysis an essential part of research was taken up by Prof. Kripa AnanthPur Associate Professor, Madras Institute of Development Studies Chennai, Tamil Nadu

Day 5: Session 3: Observational Research and case study method was explained in depth to participants by Dr. Liji Santosh

Day 6: Session 1: Quality of survey Data and survey Estimates was an area to be followed up by the participants for authentic research. Dr. Liji Santosh continued her session with essential of finding quality in the surveys conducted

Day 6: Session 2: Basics of Statistics is necessary to carry out research in social Sciences. by Dr. Priyanka School of Health Sciences from TISS Campus Mumbai did this session and taught the participant all basics in statistics

Day 6: Session 3: SPSS a statistical package was taught to the participants by Prof C.P. Gupta from Delhi University

Day 7: Session 1: Dr. Somnath Vibhute explained to the participants about the quantitative and qualitative research.

Day 7: Session 2 &3: Advanced Excel in Data Analysis a session which is so important to research aspirants was taken up in depth by CA Vijay Agarwal from New Delhi

Day 8: Session 1and 2: R Prgramming a research language to be used in social science Research was explained with ease to all the beginners by Beena Kapadia from Vidyalankar Institute of Technology

Day 8: Session 3: Digital Data Collection- Writing and Presenting Data and Results another essential area to carryout research successfully was conducted by Prof. Kripa AnanthPur Associate Professor, Madras Institute of Development Studies Chennai, Tamil Nadu

Day 9: Session 1: Writing doctoral Thesis was an another enchanting session by Dr. Sridhara Shetty Principal of our college to explain in details about the nitty-gritty of thesis writing

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Day 9: Session 2 and 3: Academics Writing, Editing and Publishing and Reference Manger and citation an integrated part of research was explained to the participants by Dr. Satish Kanamadi Librarian TISS Mumbai

Day 10: Session 1 and 2: Ethics in Academic Writing -Plagiarism an unavoidable part of research was elegantly carried out Dr. Shantashree SenGupta Librarian Modern College, Pune and she continued her session with archival data collection too.

Day 10: Session 3: The last session of the workshop was by Dr. Sarika Sawant Assistant Professor SHPT School of Library Science, SNTD Women's University. Mumbai, on Publishing in Journals: Publication Process, Indexing database (Web of Science, Scopus, UGC-CARE), Open Access, Predatory Publishing.

Day 10: Valedictory: The concluding session was addressed by the course coordinator and Principal of the College for the successful completion of ten days of workshop. Dr. Liji Santosh the course coordinator expressed gratitude all for the successful culmination of the programme.

7. **Certificate Courses:** College could successfully complete 24 certificate courses for the academic year 2021-22.

Department	Courses conducted
BCOM	<ul style="list-style-type: none"> ● Mutual Fund Distributors by NISM ● Digital Marketing & E - CRM' ● Research Methodology ● Tally ERP 9 and GST
BBI AND BAF	<ul style="list-style-type: none"> ● Equity and Advanced Equity Research ● Networking and G-Suite Fundamentals ● Financial Plan Construction
BMS	<ul style="list-style-type: none"> ● Financial Markets ● Microsoft ● Human Resource Management(HRM) ● Direct Tax
BAMMC	<ul style="list-style-type: none"> ● Film Making ● Graphic design
BSCIT	<ul style="list-style-type: none"> ● Microsoft CPM ● Advance Python ● Ruby on Rail ● Office Automation ● Digital Design
MUSIC CLUB	<ul style="list-style-type: none"> ● Basics of Guitar
LANGUAGE CLAB	<ul style="list-style-type: none"> ● Basics of Marathi
ECONOMICS	<ul style="list-style-type: none"> ● Behavioral Economics

8. Faculty Development Programmes: -

Induction Programme: Induction programme for the newly recruit was conducted on 17th July 22. The new recruits were introduced to the organization culture, policies, teaching methodologies and National Education Policy 2020.

Nurturing the Young adult: The first session was taken by Ms.Natasha Mehta, counselor for the college to the faculty members on nurturing the young adults in the classrooms. Session was held on 14th June, 2022. All faculty members attended the same.

Training on Outcome Based Education: Outcome based education was introduced to the staff in the earlier years too. To upgrade and sharpen it IQAC has organised another session on Outcome Based Education on 16th June 2022 and the Resource Person was Dr. Prashant Borkar. We have invited Dr. Prashant Borkar again to continue the discussion on Programme Outcome and Course Outcome on 19th June 2022. The session was very fruitful.

Emerging Learning Designs for Engaging Classrooms in Higher Education:

-Introducing new pedagogies to the faculty is very essential to fine-tune the teaching skill in the classrooms. Prof. Kalpana Chavan from St. Xavier's College of Education was invited for a workshop on Emerging Learning Designs for Engaging Classrooms in Higher Education on 24th September 2022.

Webinar on Nutritious Phonics : A Roadmap for Disease Free Life was organised on 14th October, 2021. Resource Person was Dr. Monica Chada, Dietitian, Lucknow. She guided the teaching and non-teaching faculty members to guide a disease free life.

National level webinar on ITR filing for the Assessment Year 2021-22 w.r.t. individual assesses was organised in association with The Department of

Accountancy and Financial Management 24th December, 2021. The resource persons were Mr. Sairaj Shetty and Shashmith Shetty (our Alumni), Tax consultants. In all, 97 participants attended the webinar.

"Video Making for enhancement of online teaching" was organised on 27th January, 2022. The resource person was Dr. Mangesh Karandikar, Director, MET Institute of Mass Media. Video making skills were imparted to the faculty members.

'Super Brain Power Asana' was organized on 29th January, 2022. This workshop for stimulating brain with exercises was organised for teaching and non-teaching staff of our college. The resource person was Ms. Sony Pasi, Trainer, Feed the Soul Trust.

NAAC Preparations: Two days training session was organised on 24th and 25th February, 2022. Two days training was conducted covering all the 7 criteria and Data Verification and Validation (DVV). Dr. Narendra Chotaliya from Rajkot was invited to deliver the session.

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Inclusive Education: An LGBTQ perspective on 26th February, 2022. The resource person was Pallav Patankar from AVEGEN India.

Session on Intellectual Property Rights(IPR) in association with National IP Awareness Mission as a part of Azadi ke Amritostav was organised on 5th March 2022. Resource Person was Ms. Ujjwal Jaipal Singh – Examiner of Patens and Design – Indian Patent Office.

'National Education Policy 2020' on 9th April 2022 for a detailed orientation on the new paradigm in education. The Resource Person was **Dr. Ashok Salvi**, Campus Director, Shriwardhan Campus, SNDT Women's University.

UGC NET/SET training: The IQAC in association with M.Com Department of our college organized a workshop on UGC NET/SET training from 14th April, 2022 to 17th April, 2022. In all, 30 participants attended the session.

9. Audits

Administrative Audit: Ms. Trupti Yogendra Mody, Dean Administration, KES Shroff College of Arts and Commerce, Kandivali and Mr. Joaquim Vincent Gomes, Registrar, Prahladrai Dalmia Lions College of Commerce & Economics, Malad, Mumbai were the Committee members.

Academic Audit held on 6th April, 2022. Dr. Mahadappa Gangaram Gonda, Principal, Sterling College of Arts, Science, and Commerce, Navi Mumbai and Dr. Gopal Krishnarao Kalkoti, Principal, MV Mandalis College of Commerce and Science, Andheri, were the Committee Members.

Library Audit was organised 29.04.2022. Auditors were Dr. Alka from KES Shroff college, Knadivli, Mumbai and Dr. Neelam Chavan from Khalsa College, Matunga, Mumbai

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10. **B.Sc.(Data Science)from the Academic Year 2022-23:** -Expert Committee visited the college on 17th February, 2022 to verify the infrastructure and other documents.

They recommended B.Sc.(Data Science) programme to the college. Expert Committee of the University consists of : Dr. Shrikant Sawant, Principal, Patkar College, Mr. Shashikant Zore, Senate Member, UOM and Dr. Vinayak Kulkarni, Professor Department of Mathematics, University of Mumbai.

11. **Participation in NIRF:** College has participated in National Institutional Ranking Framework (NIRF) 2020 and the report was uploaded on college website.

12. **ISO 21001:2018:** We have successfully complete the surveillance audit for Quality Management System ISO 21001:2018 in the month of March 2022.

13. **The Women Development Cell** successfully submitted the Gender audit for the academic year 2021-22.

14. **Feedback structure for teaching learning and evaluation** was revisited and conducted it online. The survey was uploaded on institutional website.

15. Green Initiatives:

Rain Water harvesting work was carried out successfully and is functional now Solar Panels installed for Solar energy in the ground.

TIVONA NATURE CLUB in association with IQAC organized Webinar On "Climate Change" on 17th March, 2022 at 11:30 AM. Resource person for the same Mr. Omkar Khare - State Disaster Management and Climate Consultant at UNICEF.

16. **Institutional Repository: D space** Library Institutional Repository installed where in all in-house publications will be posted.

17. **New website launched** www.smsheettycollege.edu.in with several modifications to accommodate changes.