

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 2022-2023**

**Internal Quality Assurance Cell**

**Circular**

**15/06/2022**

The First Meeting of IQAC will be held on 22/06/2022. All members of IQAC are requested to attend.

Venue: Conference room

Time 11.30 am



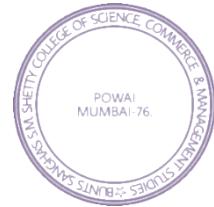
**IQAC Coordinator**



**Chairperson IQAC**

**The agenda of the meeting:**

1. Formation of IQAC
2. Theme and plan for 2022-23
3. NAAC accreditation 2<sup>nd</sup> cycle
4. Planning for certificate courses
5. Major events for the year
6. Any other matters with the permission of the chair



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**Minutes of the Meeting of IQAC held on 21/06/2022**

The first meeting of IQAC for academic year 2022-23 was held on 22/06/2022 at 11:30 am.

**Members present:**

<b>Name of the members present</b>
• 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
• Ms. Shetty

**The agenda of the meeting:**

1. Formation of team IQAC
2. Theme and plan for 2022-23
3. Planning for certificate courses
4. Major events for the year
5. Any other matter with the permission of the chair

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

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**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	- Faculty member
Ms. Himani Shukla	Faculty member
Mr. John Menezes	-Representative – Extension activities
Mr. Dilip Khemani	- Registrar
Ms. Asha Shetty	- Sr. Clerk
Mr. Armand D'Costa	- President, Alumni Association
Ms. Ishika Shetty	- Student Representative
Dr. Liji Santosh	- Coordinator, IQAC

**Agenda 2: Theme and planning for academic year 2022- 23**

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

“Giving wings to dreams” and the team committed to organise events accordingly

**The proposed programmes of IQAC for the academic year 2022-23**

- Theme of the year

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- NAAC preparations
- Teacher enrichment programmes Training on CO-PO
- Deeksharambh – Student induction programme
- Research activities for Students and teachers
- Revisiting of existing policies
- Parental workshop
- Greening the campus
- Collaboration
- International Collaboration
- Faculty Development Programmes
- Workshop for non-teaching staff
- National webinars
- National Conferences
- 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:** NAAC accreditation 2<sup>nd</sup> cycle: As our NAAC certification expired on November 2021, more vigorous preparation for completion of NAAC cycle 2. IQAC Coordinator was entrusted with preparations of NAAC cycle 2.

**Agenda 4: Planning for certificate courses**

- Department wise and committee wise certificate courses were proposed

Proposed certificate courses were:

1	B.Com	Digital Marketing & E-CRM
2	B.Com	Research Methodology
3	B.Com	Tally ERP-9 plus GST
4	BAF & BBI	Capital Market
5	BAF & BBI	Networks & G-Suite Fundamentals
6	B.Sc.IT	Robotic Process Automation
7	B.Sc.IT	Angular JS
8	B.A.M.M.C	Film Making & Audio Editing

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9	BMS	HRM basic for Working Professional
10	BMS	Certificate Course on Direct Tax
11	Mathematics	Quantitative Aptitude and Logical Reasoning
12	IQAC	Gender Sensitization
13	IQAC	Human Values & Ethics
14	IQAC	Environmental Awareness

**Agenda 4:** Any other matter with the permission of the chair

- 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
- Alumni sports meet and alumni meet was proposed
- As a part of 25 years of our educational institution college will be participating in many more areas of activities
- Scipalooza research convention will be organized by college in the month of November'22
- ISO internal audit will be conducted in the month of December and January .  
Surveillance audit will be conducted in the month of March/April.
- More and vigorous audits for academics, gender, library, environment and green audit

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**Internal Quality Assurance Cell**

**Circular**

**23/06/2022**

The Meeting of IQAC will be held on 30/06/2022. All members of IQAC are requested to attend:

Venue : Conference room

Time : 12.30 PM



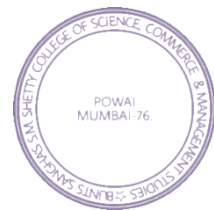
**IQAC Coordinator**



**Chairperson IQAC**

**The agenda of the meeting:**

1. Deeksharambh
2. Staff Induction



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**Minutes of the Meeting of IQAC held on 30/06/2022**

- To induct newly recruited teachers staff induction programme will be conducted by HR of the institution Ms. Pavitra Karthik on 9<sup>th</sup> July at 10.30 a,m All new and old faculty members will be a part of the program
- Organizing student induction programme 'Deeksharambh' as per UGC guidelines. After discussions it was decided to conduct in the auditorium for the newly enrolled students and customize it for three days. Schedule was prepared and dates decided were 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> July 2022.



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**Internal Quality Assurance Cell**

**Circular**

**04/08/2022**

The Meeting of IQAC will be held on 12/08/2022. All members of IQAC are requested to attend.

Venue : Conference room

Time : 11.30 AM



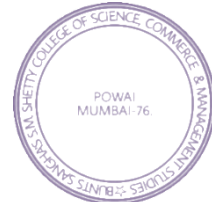
**IQAC Coordinator**



**Chairperson IQAC**

**The agenda of the meeting:**

1. A Programme On Meditation
2. A Collaboration



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**Minutes of the Meeting of IQAC held on 12/08/2022**

- A session meditation is planned for teachers and staff on 22<sup>nd</sup> September 2022 in association with health club of the college
- A collaboration with Devjyot Pyramid Meditation Center for further programmes

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**Internal Quality Assurance Cell**

**Circular**

**16/11/2022**

The Meeting of IQAC will be held on 19/11/2022. All members of IQAC are requested to attend.

Venue: Conference room

Time: 12.45 PM



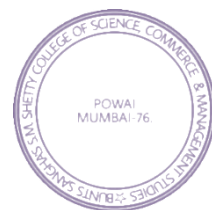
**IQAC Coordinator**



**Chairperson IQAC**

**The agenda of the meeting:**

- Training session on NAAC
- Submission of IIQA
- ISO internal audits
- NIRF participation



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**Minutes of the Meeting of IQAC held on 19/11/2022**

- In order to enhance the documents prepared by staff, we will be keeping a training session on NAAC documentation on 7<sup>th</sup> December 2022. And the resource person will be Dr. Narendra Chotaliya.
- IIQA will be submitted either on 15<sup>th</sup> or 16<sup>th</sup> December,2023.
- ISO internal audit preparations will start soon process wise
- IQAC members were informed about NIRF participation and requested to collect data needed for the same.

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**Internal Quality Assurance Cell**

**Circular**

**03/01/2023**

The Meeting of IQAC will be held on 12/01/2023. All members of IQAC are requested to attend.

Venue: Conference room

Time: 12.45 PM



**IQAC Coordinator**



**Chairperson IQAC**

**The agenda of the meeting:**

- A session on " Teachers as counselors " on 14th February 2023
- NAAC SSR submission in the month of February



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**Internal Quality Assurance Cell**

**Circular**

**01/03/2023**

The Meeting of IQAC will be held on 03/03/2023. All members of IQAC are requested to attend.

Venue: Conference room

Time: 12.45 PM



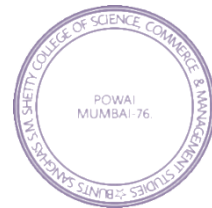
**IQAC Coordinator**



**Chairperson IQAC**

**The agenda of the meeting:**

- DVV submission
- Annual presentations 2023



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**Minutes of the Meeting of IQAC held on 03/03/2023**

- DVV queries will be submitted on 6<sup>th</sup> March 2023
- Annual presentations'23 of all departments and committees will be held on 29<sup>th</sup> April 2023 tentatively. If University exams fall on this date, it will be postponed to 2<sup>nd</sup> May 2023.

### **Action Taken Report 2022-23**

**1. Second cycle of NAAC:** College was in due for the completion of second cycle of NAAC. The academic year 2022-23 was dedicated for the preparation of submission of NAAC SSR. College could successfully submit Institutional Information on Quality Accreditation (IIQA) on 16<sup>th</sup> December 2022. And submitted SSR on 10<sup>th</sup> February 2023. We could deal with all queries of DVV and submit it on 6<sup>th</sup> March 2023. We have completed the dates of our choice of team visit which is due in the month of June or July.

**2. Collaborations:** Collaborative activities were conducted in association with Saraswat College, Goa. Saraswat College has organised a national level conference on intensifying financial literacy in India – Relooking strategy', held on 13<sup>th</sup> April 2023. Two faculty members presented papers in the conference.

College entered into collaboration with Devjyot Pyramid meditation, Mulund east, Mumbai on 22<sup>nd</sup> September, 2022. Organized a Programme called as art of meditation.

The Department of Information Technology of the college entered into an academic collaboration with ICL College, Khed, Maharashtra on 16<sup>th</sup> Sept, 2022. 20 Students and two faculty members of ICL College visited our college on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Jan, 2023 as part of student exchange programme. 20 students and two faculty members of our college visited ICL College on 27<sup>th</sup>, 28<sup>th</sup> February and 1<sup>st</sup> and 2<sup>nd</sup> March 2023 and conducted activities as a part of student exchange programme.

**3. Deeksharambh:** Deeksharambh – Student Induction Programme 2022-2023 as per UGC Guidelines was organized on 6<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> July 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.

**4. Parental and Alumni workshop:** Parental Workshops on nurturing youth, parenting the young adult and Alumni annual meet was organised as an annual practice.

**5. 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. Eight students are already registered.

Student Research Forum has encouraged students to develop research bent of mind and scientific temper to involve in research activities. Students are encouraged and



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guided to actively participate and present research papers in 'Avishkar', a State level Research Convention in our college. 30 students participated in Avishkar 2022-23, and five teams emerged as zonal winners and reached the final round of Avishkar organized by University of Mumbai.

6. **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 2022-23, our faculty members have published Research Papers and participated in more than 100 Workshops/Webinars/FDP's/Conferences.
7. **Scipalooza:** Scipalooza a research convention to promote scientific temper among the faculty members were organised on 19<sup>th</sup> November 2022. In all 12 teachers presented papers on the relevant domain.
8. **Certificate Courses:** College could successfully complete 13 certificate courses for the academic year 2022-23.

Department	Courses conducted
<b>BCOM</b>	<ul style="list-style-type: none"> <li>• Digital Marketing &amp; E-CRM</li> <li>• Research Methodology</li> <li>• Tally ERP-9 plus GST</li> </ul>
<b>BBI AND BAF</b>	<ul style="list-style-type: none"> <li>• Capital Market</li> <li>• Networks &amp; G-Suite Fundamentals</li> </ul>
<b>BMS</b>	<ul style="list-style-type: none"> <li>• HRM basic for Working Professional</li> <li>• Certificate Course on Direct Tax</li> </ul>
<b>BAMMC</b>	<ul style="list-style-type: none"> <li>• Film Making &amp; Audio Editing</li> </ul>
<b>BSCIT</b>	<ul style="list-style-type: none"> <li>• Robotic Process Automation</li> <li>• Angular JS</li> </ul>
<b>IQAC</b>	<ul style="list-style-type: none"> <li>• Gender Sensitivity</li> <li>• Environment &amp; Sustainability</li> <li>• Human Ethics &amp; Values</li> </ul>

**9. Faculty Development Programmes: -**

- **Induction Programme:** Induction programme for the newly recruit was conducted on 9<sup>th</sup> July 22. The new recruits were introduced to the organization culture, policies, teaching methodologies and National Education Policy 2020.

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- **Teachers as Counselors:** 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 14<sup>th</sup> February, 2023. 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 Cos and POs on 20<sup>th</sup> June 2022.and the Resource Person was our own Vice Principal CS Sandesha Shetty. The session was very fruitful.
  - **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 24<sup>th</sup> December, 2021. The resource persons were Mr. Sairaj Shetty and Shashmith Shetty (our Alumni), Tax consultants. In all, 97 participants attended the webinar.
  - **'The art of meditation** was organized on 22<sup>nd</sup> September , 2022. This workshop for stimulating brain with exercises was organised for teaching and non-teaching staff of our college. The resource person was B.D.Rambabu from (Guruji In-charge)Devjyot Pyramid Meditation Center (Mulund) .
  - **NAAC Preparations:** One day training session was organised on 7<sup>th</sup> December, 2022. One day 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.
  - **Fire Safety training:** Fire safety training for the staff was conducted on 7<sup>th</sup> January, 2023. The fire marshal team for Fire force gave training for the same. All staff members attended the same.
  - **Session on Intellectual Property Rights(IPR)** in association with National IP Awareness Mission as a part of Azadi ke Amritostav was organised on 5<sup>th</sup> March 2022. Resource Person was Ms. Ujjwal Jaipal Singh – Examiner of Patens and Design – Indian Patent Office.
- 10. Participation in NIRF:** College has participated in National Institutional Ranking Framework (NIRF) 2020 and the report was uploaded on college website.
- 11. ISO 21001:2018:** We have successfully complete the surveillance audit for Quality Management System ISO 21001:2018 in the month of April 2023.
- 12. The Women Development Cell** successfully submitted the Gender audit for the academic year 2022-23.

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**13. Feedback**

- Structure for teaching learning and evaluation was revisited and conducted it online. The survey was uploaded on institutional website.
- Feedback is obtained for curriculum for all stakeholders
- Annual alumni feedback is taken

**14. Green Initiatives :**

- Rain Water harvesting
- Solar Panels started execution