

# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Minutes of the IQAC Meeting of 4<sup>th</sup> March 2023

The Internal Quality Assurance Cell (IQAC) meeting was held on 04.03.2023 at 11:30 a.m. in room number 101, new building, where in which the following members were present.

1. Prin. Dr. Ravindran Karathadi	Chairman
2. Dr. Hinduja Srichand P.	Coordinator
3. Shri N. Sasidharan	Management Representative
4. Shri N. Mohandas	Special Invitee
5. Shri O.K.Prasad	Special Invitee
6. Smt. Jayasree V.	Teaching Faculty
7. Smt. Vandana Gupta	Teaching Faculty
8. Dr. Karishma Kasare	Teaching Faculty
9. Smt. Tulsi Adal	Teaching Faculty
10. Smt. Naveena Suresh	Teaching Faculty
11. Ms. Rishita Shukla	Teaching Faculty
12. Mrs. Mamata Meghnani	Teaching Faculty
13. Smt. Sneha Jagdale	Teaching Faculty
14. Dr. Sumi Nijith	Teaching Faculty
15. Shri Janardhan M. V	Aided Office In-charge
16. Smt. Nalini Shelke	Self Finance Office In-charge
17. Shri Aditya Ingle	Student Member


Principal Dr. Ravindran Karathadi welcomed the members of IQAC. He informed the meeting that due to some unavoidable reasons, Prin. K. Venkataramani and Shri. Saurabh Shinde were absent for the meeting. The following agendas were discussed and decided upon.

### ❖ Reading & approving the minutes of the previous meeting:

Dr. Hinduja Srichand P. has read out the minutes of the previous meeting of the IQAC and the following points came for the discussion;

- Ms. Rishita Shukla informed the meeting that the Certificate Course offered by the department of BMS was completed with 426 students.
- Smt. Jayasree V. informed the meeting that PAR Certificate course will be starting from March 2023 with 37 selected students out of 98 who appeared for the aptitude test. She also informed the meeting that lectures for the same will be from 2 pm to 4 pm every day for 60 hours as computer lab is feasible at that time. The evaluation will be based on 2 assignments and the presentations.
- Shri O.K. Prasad suggested that the College website is to be updated and redesigned on an urgent basis. Prin. Dr. Ravindran Karathadi informed the meeting that a decision for the same was already taken in the last CDC meeting and based on that quotations from Website developers have been collected by Mrs. Tulsi Adal. Mrs. Tulsi Adal informed the meeting that one demo of the site was arranged on 25.02.2023, however, the members of the I.T. Committee and the Principal were not satisfied, hence, another demo is to be arranged with another developer. Shri N. Mohandas showed his dissatisfaction on the delay of the work and also suggested that professionals should be called and hired for website designing and personal



  
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contacts should be avoided. Shri N. Sasidharan opined that the money should not be the criteria for the selection of the developer for the website and all the members agreed upon it. Shri N. Mohandas suggested forming a separate committee for the same.

*“Resolved that a committee is appointed under the chair of Smt. Jayasree V. with Dr. Hinduja Srichand and Mrs. Tulsi Adal as members and the responsibility of finalizing the website was allotted to the committee. It was further resolved to develop the website for the Alumni Association and to link the same with the College Website.”*

- Shri N. Sasidharan has expressed dissatisfaction on the reports for Mentoring and also on the departmental research projects. Dr. Sumi Nijith informed the meeting that there are 5 Departmental Research Projects, which are to be approved by our Research Advisory Committee formed with two members i.e. Dr. Poonam Kakkad and Prof. Dr. Sangeeta Pawar, along with special invitee Dr. Madhu Nair. Prin. Dr. Ravindran Karathadi informed that two meetings were held with the Research Advisory Committee and they have suggested measures to improve the research culture at the College level. Dr. Sumi Nijith was instructed to get the proposals approved by the committee by 15<sup>th</sup> March 2023 which is the initial stage and later these proposals can be sent to corporates for sponsorships. Shri N. Mohandas and Shri O.K. Prasad have agreed to recommend some sponsors.
- Prin. Dr. Ravindran Karathadi informed that as per the suggestion given by Dr. M.P. Rajan, mentor for NAAC, the College will give the full reimbursement of the publications and other research activities to faculties.
- Shri N. Sasidharan raised the question regarding non-approval for the budget of the State Level Kabaddi Tournament to be conducted by the College, Prin. Dr. Ravindran Karathadi informed all that due to financial constraints, management has not given the approval for the same. Shri N. Mohandas suggested to re-send the proposal with more details like the fees to be collected from the participants, the funds available with the College for sports activity, the additional funds required for the same, etc. requesting the management for approval.

*“Resolved that proposal for State Level Kabaddi Tournament to be conducted by the College be re-sent with the details of fees to be collected and the additional funds required to the management.”*

With the above suggestions and discussions, the minutes of the previous meeting were approved by the members of IQAC.

❖ **Reading and approving the action taken report on the decisions taken in the previous meeting:**

Dr. Hinduja Srichand P. read out the action taken report on the decisions taken in the previous meeting. The following points were discussed and decided upon the same.

- Shri N. Sasidharan asked about the updation on External AAA (Academic and Administrative Audit) and the Green Audit. Dr. Hinduja Srichand P. informed that External AAA will be done under the chairmanship of Prin. K. Venkataramani, who has given the format and it is in the process. He also informed the meeting that by the end of March 2023 it would be done. He further informed that for Green Audit the proposal of the budget was sanctioned

  
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by the management, the advance of Rs. 5,000 is already paid to Greenvio Solutions, the agency for conducting the green audit, and most positively the entire process will get over by the end of March 2023. Shri N. Mohandas has promised that he will recommend the energy audit. Dr. Hinduja Srichand P. suggested that the energy audit can be done in the academic year 2023-24.

- Shri O.K. Prasad asked about the development in the membership in the Alumni Association and the activities conducted by them. Mrs. Vandana Gupta informed all that elections for the constitution of Office Bearers of the SNG Alumni Association got over, however, activities are not done so far. Shri N. Sasidharan expressed his disappointment on the same and suggested that on an urgent basis a meeting should be called with all the office bearers of the SNG Alumni Association with the management representatives. Shri N. Mohandas suggested calling the meeting in the evening time, as the Alumni must be working or busy with business.

***“Resolved that the meeting of office bearers of SNG Alumni Association and management representatives of SNMS be called before 18<sup>th</sup> March 2023.”***

- It was observed that many students have not yet registered with Digilocker and have not got the ABC (Academic Bank for Credit) ID. It was suggested to inform the students to write the ABC ID number along with their seat number while writing the examination. This measure will make the students get the ABC ID at the earliest.
- Prin. Dr. Ravindran Karathadi informed that Shri M.I. Damodaran, President, SNMS, have agreed to buy 70 new computers (50 for B.Sc. Data Sciences and 20 for M.Sc.I.T.) and to make room number 307 and 112 as the computer labs for B.Sc. Data Sciences and M.Sc. I.T respectively. He also informed all that the permission has been granted and the needful will be done by June 2023. Shri N. Mohandas suggested collecting the quotations and submitting them to management along with comparative analysis at the earliest.

***“Resolved that the quotation for purchase of new computers and construction of computer labs for B.Sc. Data Sciences and M.Sc. I.T. to be collected and the proposal along with comparative analysis to be submitted to the management.”***

Shri O.K. Prasad suggested to mention about Koha Software for the library and granting permission for financial support also if required from management.

- Smt. Tulsi Adal informed all that there is a need for Computer Lab Assistant and she also informed that Mr. Narendra Mahajan, Lab Assistant in Media Lab does not have many responsibilities for Media Lab. Hence, it was decided to shift Mr. Narendra Mahajan to Computer Lab as Computer Lab Assistance.
- Shri N. Mohandas opined that the Oasis, Intercollegiate Cultural and Sports competitions were not conducted in a professional manner and non-planning was also observed in it, he suggested that in the next year, these things can be avoided. Principal Dr. Ravindran Karathadi informed that this year's Oasis was a grand success and had a record-breaking number of college and student participation, however, in the next year it would be kept in mind and it will be surely in a perfectly organized manner.





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- Smt. Naveena Suresh informed the meeting that operating Koha software at the library requires special training and also informed that the computers should be with the compatibility of operating Koha. She also informed everyone that there is a need for Library Assistant. Shri O.K. Prasad suggested making an advertisement in the newspaper for the post.

*"Resolved that the advertisement for the post of Library Assistance to be given in the newspaper, requiring a qualified person with experience in operating Koha."*

- Shri O.K. Prasad instructed Shri Aditya Ingle to communicate with the student body and inform them to take care of the infrastructure and cleanliness. He also informed all that the new caterer has been approached for the contract of College canteen. He suggested to call a meeting with all the Class Representatives with management representatives and Dr. Sumi Nijith was given the charge to call the meeting of all the Class representatives, Students Council, and management representative at the earliest.
- Shri O.K. Prasad expressed that to improve the attendance of the students, the parents should be informed on a regular basis and if students remain absent for more than 3 days then the parents should be called. Shri N. Sasidharan asked about the result improvement initiatives, Mrs. Jayasree V., informed all that teachers are taking remedial lectures for weak students and the improvement has been noticed.
- Prin. Ravindran Karathadi informed the meeting that there is a need to call the students in batches in AY 2023-24  
The First Batch will be from 7:30 a.m. to 11:30 a.m.  
The Second Batch will be from 11:30 a.m. to 3.30 p.m.  
However, there will not be any change in the timing for the students of the B.Sc. (I.T.) program.

❖ **Discussing and deciding about the remaining activities to be conducted before year-end.**

Dr. Hinduja Srichand P. informed that under the banner of IQAC 10 seminars/workshops have been conducted on quality improvement, research, career guidance, etc. He also informed the meeting that this year we have offered 13 Certificate Courses to the students. He informed all that in the remaining days of the year, one workshop on IPR is to be conducted along with sessions on career guidance and soft skill.

❖ **Discussing and recommending the number of faculties required for the year 2023-24:**

Prin. Dr. Ravindran Karathadi informed the Committee that since, we have started 2 New UG and 1 PG program, next year there would be a need for more number of faculties. He said that depending upon the subject allocation, the number of teachers will be decided and will be presented in the CDC meeting for final approval.

❖ **Any other matter with the permission of the Chair.**

- Shri N. Sasidharan enquired about the sessions for quality improvement with Dr.M.P. Rajan, Prin. Dr. Ravindran Karathadi informed that with the guidance of Dr.M.P. Rajan and as per benchmarks given by NAAC & the efforts taken by the College, it is expected to score Grade A in the next cycle.

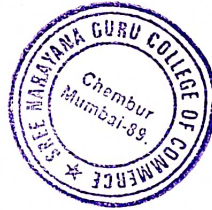
  
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- Dr. Hinduja Srichand P. requested the members to add Ms. Shankari Iyer, Coordinator, BAMMC, and Ms. Mehjabeen Khan, Coordinator, B.Sc. (Data Sciences) as the members in IQAC as special invitees, all the members have agreed with it unanimously.  
***“Resolved that Ms. Shankari Iyer and Ms. Mehjabeen Khan be included in IQAC as Special Invitees.”***
- Dr. Hinduja Srichand P. informed the meeting that the Academic Calendar for the year 2023-24 is not yet finalized as the University of Mumbai has not come out with the re-opening date for the colleges for the year 2023-24, however, if the normal practices are continued then there are chances of getting more number of teaching days in the odd semester as compared to even semester, hence, he suggested to conduct all the departmental activities and seminars in the odd semester.
- Shri. N. Mohandas suggested having a new computer with an inbuilt CPU for the IQAC room and also suggested replacing the iron cupboards with the wooden cupboards which will improve the look of overall IQAC room.

The meeting was concluded at 2.30 p.m. with the vote of thanks by Mrs. Jayasree V.



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