

SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of the IQAC Meeting of 10th July, 2021

The online IQAC (Internal Quality Assurance Cell) Meeting was held on 10th July, 2021 on Zoom Platform at 4 p.m. and the following members were present for the same.

1	Prin. Dr. Ravindran Karathadi	Chairman
2	Prof. Dr. Hinduja Srichand	Co-Ordinator
3	Shri. N. Sasidharan	Management Representative
4	Mrs. Jayasree Venkatachalam	Teaching Faculty
5	Mrs. Vandana Gupta	Teaching Faculty
6	Dr. Karishma Kasare	Teaching Faculty
7	Mrs. Saraswati Nadi	Teaching Faculty
8	Mrs. Naveena Suresh	Teaching Faculty
9	Ms. Rishita Shukla	Teaching Faculty
10.	Ms. Mamta Meghnani	Teaching Faculty
11.	Ms. Rosline Swami Dasan	Special Invitee
12.	Mr. Mohd. Jabir	Special Invitee
13.	Dr. Sumi Nijith	Special Invitee
14.	Mr. Janardanan V.	Aided Office in charge
15.	Mrs. Nalini S.	Self-Finance Office in charge
16.	Shri. K. Venkatramani	Local Society Member
17.	Mr. Rahul Gupta	Alumni Member

The meeting started with Welcome Address by Principal Dr. Ravindran Karathadi.

The following Agenda were discussed and decided upon


- **Introduction and welcome of new members of IQAC.**

Dr. Hinduja Srichand informed that as per decision taken in the CDC meeting of 7th May, 2021, it was decided to add the Program Coordinators as member in the Statutory Committee of IQAC and following members have been introduced to the committee.

Ms. Rishita Shukla	-	Coordinator BMS
Ms. Mamta Meghnani	-	Coordinator BAF
Dr. Prasadhini Gautam	-	Coordinator BAMMC
Ms. Rosline Swami Dasan	-	Coordinator BFM
Dr. Sumi Nijith	-	Coordinator M.Com.

Principal Dr. Ravindran Karathadi welcomed all the newly added members and conveyed the good wishes for the same.




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- To discuss and approve the minutes and action taken report on decisions made in previous meeting held on 20th April 2021.

Dr. Hinduja Srichand P. read out the minutes and action taken on the decisions made in the previous meeting of IQAC on 20th April, 2021. He informed that the certificate courses started by BBI Department on "How to appear for competitive exam" and by Mathematics department on "Basic Mathematics" got over along with three more certificate courses conducted by English Club of the College. He also informed that the certificates are pending and suggested to have a small ceremony online for the students who have successfully completed the certificate course. The Principal suggested to have such program after First year starts as it would be inspirational for the newly admitted students. **"Resolved that online ceremony on distribution of certificate to be held in the month of September, 2021 by inviting First Year students also as guests".**

It was also informed that from 14th June, when the Academic Year 2021-22 started, College has conducted four webinars at University and National Level by BAF, BMS and BMM departments on the topics like Digital Marketing, Stock Market, Emerging opportunities for youth employment through virtual learning and on myths and facts of news paper reporting. It was suggested to keep such types of webinars for the benefit of students.

Dr. Hinduja Srichand suggested to conduct one FDP on new pedagogy of teaching and learning for all the teachers by registering with short term course offered by Ministry of Human Resources Development, Government of India which will benefit the teachers.

"Resolved that the proposal for FDP of the teaching faculties to be put before CDC (College Development Committee) for the approval".

It was informed that the syllabus of the certificate course on 'Teachings of Sree Narayana Guru is almost completed and the committee is planning to launch the same on 23rd August, 2021 on auspicious occasion of Sree Narayana Guru Jayanthi.

"Resolved that Certificate Course on Teachings of Sree Narayana Guru to be launched on the said date after getting approval from CDC".

President Shir N. Sasidharan suggested to introduce more number of Career oriented skill based certificate courses and also suggested let it be introduced by each department of the College.

"Resolved that all the program coordinators will have to come out with an idea of specific certificate course along with syllabus designed to be completed in 30 hours by 19th July, 2021".

Dr. Hinduja Srichand informed that one special committee has been formed in the previous meeting of IQAC to monitor on Internship of the students under the chairman ship of Dr. Hinduja Srichand. He informed that committee has conducted the survey in College and got registration from 149 students who are really interested in getting internship. He also informed that committee has collected the resumes from the students and also have approached IIDE, for giving internship on digital marketing to the students. The reply is awaited.



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Dr. Hinduja Srichand informed that for Green Audit, the quotations have been received from couple of agencies for online and on the site inspection. He suggested that the authenticity of the same is to be evaluated and should wait for some more agencies' quotations. However, Principal Dr. Ravindran Karathadi suggested to have on the site inspection rather than online inspection. Dr. Hinduja Srichand informed that for AAA (Academic and Administrative Audit) which is to be done by external committee can be postponed till the lockdown is lifted, however, the internal audit for the year 2020-21 can be conducted by the following committee.

Responsibility	Name
Overall Coordination	Dr. Hinduja Srichand and Mrs. Jayasree V
Criterion 1	Ms. Rishita Shukla
Criterion 2	Mrs. Saraswati Nadi and Ms. Mamta Meghnani
Criterion 3	Dr. Karishma Kasare
Criterion 4	Mrs. Vandana Gupta
Criterion 5	Dr. Prasadhini Gautam
Criterion 6	Dr. Sumi Nijith
Criterion 7	Mrs. Naveena Suresh

The members have agreed upon the same and it was suggested to add the faculties as members in each and every criterion to help the in charge of the same. Dr. Hinduja Srichand suggested to add at least 2 faculties as member in every criterion for the smooth functioning of the same.

Dr. Hinduja Srichand informed that for Solar Panel and Rain water Harvesting, the separate committee was appointed under the chairmanship of Mr. Mod. Jabir and Mr. Priyadarshan Shede. Mr. Jabir informed that he has collected one quotation from one vendor for rain water harvesting, who are ready to do the feasibility study on site by charging a fee of INR 5,000 which can be deducted from their actual services charges after completion of the entire project. He also informed that for Solar Panel he enquired from MCC College, who have that system in their college and was waiting for it. Principal Dr. Ravindran Karathadi suggested Mr. Jabir to collect the detailed information from respective colleges and to submit a proposal to him so that it can be presented in the next CDC meeting.

- To discuss and approve the Academic Calendar for the A.Y. 2021-22.**

Dr. Hinduja Srichand informed to all the members that tentative Academic Calendar for the AY 2021-22 has been sent to the members and also informed that the Academic Calendar is consisting of all the important activities including the internal examination to be conducted by various departments and committees. He also informed that University of Mumbai has not issued any official Academic Calendar for the year 2021-22 except the start and end dates of odd and even semesters, a care has been taken to keep the examinations of odd semesters in the month of October 2021 and for even




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semester in the month of March 2022. He informed by considering all these things the number of teaching days comes to 91 for odd semester and 110 for even semester.

“Resolved that the Academic Calendar 2021-22 is passed subject changes as per instruction of University of Mumbai if any”.

- **To discuss and decide upon applying for STARTING new degree programmes from the A.Y. 2022-23**

Dr. Ravindran Karathadi informed to the members that our College has started 4 innovative programs in the year 2013-14, but these programs are not popular among students and our College struggles to get the students for such programs. He also added that if we go for any other new program then a care must be taken to select the program which is in demand by the students. Shri N. Sasidharan suggested that the programs in B.A such as Economics, Political Science, Administration etc. are popular among the students and suggested to make an enquiry about such programs. Prof. Venkataramani also suggested the same.

“Resolved that Dr. Hinduja Srichand will make a study of various programs in B.A. offered by University of Mumbai and make a proposal of start of feasible programs from the year 2022-23”.

- **Review of draft of AQAR 2019-20.**

It was discussed and decided that the committee which has been formed for Internal Audit will go through the draft of AQAR 2019-20 criterion wise and will put their suggestions for fine tuning of the same. Shri N Sasidharan suggested to focus on the specific achievements in the particular year and to highlight the same in the AQAR.

- **To allocate the work of Internal Audit and AQAR for the A.Y. 2020-21.**

The allocation of the work of Internal Audit for the A.Y. 2020-21 was discussed and were agreed upon the members. It was further decided that the format of Internal Audit will be based on AQAR, hence, the same committee will be working on the AQAR for the same year so the work can be done in a smooth manner. Dr. Hinduja Srichand requested to give permission to completed the work of Internal Audit by 30th September, 2021 and to submit the final report of the same by 15th October, 2021.

“Resolved that the Internal Audit work for the year 2020-21 to be completed by 30th September, 2021 and the final submission of the report to the Principal as 15th October, 2021”.

- **To discuss about strengthening the mentoring system & results improvement.**

It was discussed that the results of Sem.II are lower as compared to Sem. IV for the year 2020-21. It was observed that students of first year require more attention as they are very new to the system, however, the students of second year are already knowing the system and are comfortable with it. It was further discussed that to improve the results, the mentoring system can be strengthened. Shri N. Sasidharan suggested to take help of some good students in the mentoring system. Dr. Hinduja Srichand shared his observation of Birla College, where the good students take lectures for some topics, where the other students get comfort zone of asking the questions and doubts and to clarify the same. Mrs. Jayasree V suggested that the number of students are more in B.Com. hence, the allotment

of mentees to the mentors should be done carefully so that students should get the benefit of mentoring. It was also informed to all the coordinators to share the mentoring experiences of last year with IQAC Coordinator so that correct measures can be taken to improve it.

“Resolved that the good students to be selected from each class to take some lectures on specific topics in the class, which will motivate the students. It was further resolved to issue certificate of appreciation to such students”.

- **To discuss about strengthening the Alumni involvement for the development of the College.**

Dr. Karishma Kasare informed that it is bit difficult to approach the students and convincing them for registration in Alumni Association. Shri N Sasidharan said that it has been already suggested to have data base of the alumni students and to keep in touch with them though mail for registration in the Alumni Association. Principal suggested to organise one program for alumni and to make them understand the importance of association and registration of the same. Dr. Karishma Kasare requested to give her 2 weeks' time to collect the data of maximum students so that a good number of alumni can be approached.

- **Any other matter with the permission of the chair.**

Dr. Hinduja Srichand requested to make some changes in the work allotment of the working committees among the faculties for the year 2021-22. Principal also pointed out that some of the senior teachers are only members in the working committees and not the chairperson by giving example of Dr. Sumi Nijith. He also instructed to re-draft the working committees list by allotting the equal amount of work among the faculties.

Dr. Hinduja Srichand also informed that since, for AQAR 2020-21 the committees have been formed criterion wise and there are some information which are common for few criterion, hence, there are chance that different teachers may approach to office for getting the same information, hence, he requested to the administrative staff representatives to cooperate with it as maximum information is to be collected from office. Principal also informed to the admin staff for the same.

Coordinators have informed that the online lectures are taking place strictly as per time table and the recording of the same is shared with the students. They also shown the gesture of satisfaction on the overall teaching and learning process of every department.

The meeting was concluded with formal vote of thanks by Mrs. Vandana Gupta at 5.50 p.m.

Dr. Hinduja Srichand P
IQAC Coordinator




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