

# SREE NARAYANA GURU COLLEGE OF COMMERCE

Date: 5<sup>th</sup> June, 2019

Notice is hereby given that Internal Quality Assurance Cell (IQAC) meeting will be held on 21<sup>st</sup> June, 2019, at 11:00 am in IQAC Room, 3<sup>rd</sup> Floor, New College Building to transact the following agenda.

## Agenda


1. Reading of minutes of the previous meeting.
2. Discussing preparation of NAAC Peer Team Visit.
3. Discussing about the MoUs with various industries for guidance and Placement of students.
4. Reviewing of MoU with Bhojraj Hassomal Charitable Trust for Scholarship of students.
5. Any other matter with the permission of the Chair.

  
Mr. Srichand P. Hinduja  
IQAC Coordinator

To,

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| 1. Principal Dr. Ravindran Karathadi | : Chairman                         |
| 2. Mr. Srichand P. Hinduja           | : IQAC Coordinator                 |
| 3. Shri N. Sasidharan                | : Management Representative        |
| 4. Shri M.I.Damodharan               | : Management Representative        |
| 5. Shri Venkitaramani                | : Local Society Member             |
| 6. Prin. Dr. Gopalkrishn             | : Local Society Member             |
| 7. Prof. Jayasree V                  | : Teaching Faculty (Aided Section) |
| 8. Mrs. Vandana Gupta                | : Teaching Faculty (Aided Section) |
| 9. Mrs. Naveena Suresh               | : Teaching Faculty (SFS)           |
| 10. Mrs. Karishma Kasare             | : Teaching Faculty (SFS)           |
| 11. Mrs. Saraswati Nadi              | : Teaching Faculty (SFS)           |
| 12. Mrs. Lakshnichaya Kale           | : Teaching Faculty (SFS)           |
| 13. Ms. Rishita Shukla               | : Teaching Faculty (SFS)           |
| 14. Mrs. Prasadini Gautham           | : Teaching Faculty (SFS)           |
| 15. Ms. Mamata Meghnani              | : Teaching Faculty (SFS)           |
| 16. Ms. Rosline Swamidasan           | : Teaching Faculty (SFS)           |
| 17. Shri. M.V. Janaradhanan          | : Non Teaching Staff Member        |
| 18. Ms. Nalini Shelke                | : Admin Incharge (SFS)             |
| 19. Ms. Shanti Semanathan            | : Student                          |
| 20. Mr. Rahul Gupta                  | : Alumni Representative            |

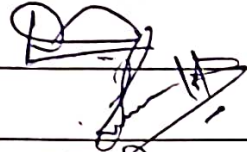
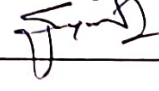
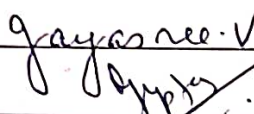
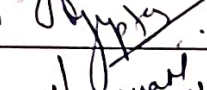
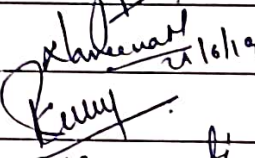
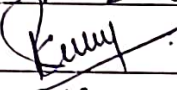
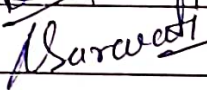
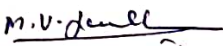
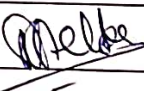


  
Principal  
Sree Narayana Guru  
College of Commerce  
P. L. Lokhande Marg,  
Chembur, Mumbai 400 039.

# SREE NARAYANA GURU COLLEGE OF COMMERCE

Attendance of IQAC Members who have attended IQAC Meeting held on  
21<sup>st</sup> June, 2019 at 11:00 am in IQAC Room.

- ✓ 1. Principal Dr. Ravindran Karathadi
- ✓ 2. Mr. Srichand P. Hinduja
- ✓ 3. Shri N. Sasidharan
4. Shri M.I.Damodharan
5. Shri Venkitaramani
6. Prin. Dr. Gopalkrishn
- ✓ 7. Prof. Jayasree V
- ✓ 8. Mrs. Vandana Gupta
- ✓ 9. Mrs. Naveena Suresh
10. Mrs. Karisma Kasare
- ✓ 11. Mrs. Saraswati Nadi
12. Mrs. Lakshnichaya Kale
13. Ms. Rishita Shukla
14. Mrs. Prasadini Gautham
15. Ms. Mamata Meghnani
16. Ms. Rosline Swamidasan
- ✓ 17. Shri M.V. Janaradhanan
- ✓ 18. Ms. Nalini Shelke
19. Ms. Shanti Semanathan
20. Mr. Rahul Gupta

  
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# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Internal Quality Assurance Cell (QAC) Meeting

### Minutes of meeting held on 21<sup>st</sup> June, 2019

Internal Quality Assurance Cell (IQAC) meeting was held on 21<sup>st</sup> June, 2019 at 11 a.m. in IQAC Room, where in which the following members were present.

- |                                 |                               |
|---------------------------------|-------------------------------|
| • Prin. Dr. Ravindran Karathadi | Chairman                      |
| • Mr. Hinduja Srichand          | Co-Ordinator                  |
| • Shri. N. Sasidharan           | Management Representative     |
| • Mrs. Jayasree Venkatachalam   | Teaching Faculty              |
| • Mrs. Vandana Gupta            | Teaching Faculty              |
| • Mrs. Saraswati Nadi           | Teaching Faculty              |
| • Mrs. Naveena Suresh           | Teaching Faculty              |
| • Mr. Janardanan V.             | Aided Office In charge        |
| • Mrs. Nalini S.                | Self-Finance Office In charge |

Principal Dr. Ravindran Karathadi welcomed every member who was present and the following agenda was discussed and decisions were taken.

- To read and approve the minutes of the previous meeting held on 24.04.2019.  
The minutes of the previous meetings were read, Shri N. Sasidharan has asked that whether the Academic Calendar for the year 2019-20 has been prepared, the Principal replied that it has been prepared and published in our College prospectus. The minutes of the previous meeting were approved.
- To discuss the preparation of NAAC Peer Team, Visit for Third cycle of Re-accreditation:

Mr. Hinduja Srichand informed that the SSR has been successfully submitted on 10<sup>th</sup> May, 2019. The DVV has raised the queries on 1<sup>st</sup> June, 2019, which has been resolved and the SSR was submitted on 16<sup>th</sup> June, 2019. He expressed that any time the NAAC Peer Team Visit may take place and there is urgent need to call the meeting of Teaching and Non-teaching staff to form the committees and to delegate the work for getting involvement of every staff member.

*“It was resolved to call the meetings of teaching and non-teaching staff at the earliest and under the observation of Principal the various committees to be formed and the work should be assigned for the smooth functioning of Peer Team Visit”.*

- To discuss about MoUs for Career Guidance and Placement of students.

It was discussed that the students are getting training on skill development by TISS (Tata Institute of Social Sciences) under the scheme of NUSSD (National University of Students' Skill Development) under various programs conducted in our College. However, there is need to provide special training to the students for Career Development in various other fields. Mrs. Navina Suresh expressed that the Placement Committee has received one proposal from Techno Serve Consultants and they have shown their interest to groom our students by providing the training on how to appear for the interview and over all development of personality.

*“Resolved that to enter into MoU with Techno Serve Consultants and to start the training program offered by them”.*

- To discuss about the MoU with Charitable Trust for Scholarship for deserving students. Mr. Hinduja Srichand informed that one charitable trust (Bhojraj Hassomal Charitable Trust) is offering the scholarships to the students of self financed programs and which may be upto 50% of fees paid by the students. He also expressed that we can also approach them and can request them to offer the scheme to the needy and deserving students of our College.

*“Resolved that the Bhojraj Hassomal Charitable Trust should be approached and the necessary formalities should be followed up for the benefit of the students' scholarships”.*

- Any other matter with the permission of the Chair.

Mr. Hinduja Srichand informed that Certificate Course on Communication Skill and Personality Development was good and many students have requested to start the course once again.

*“Resolved that to continue the Certificate Course on Communication Skill and Personality Development which comprises the duration of 30 hours for the interested students and start of other benefiting Certificate Course by Language Club”.*

The meeting was concluded at 1 p.m. with Vote of thanks by Mrs. Sarswati Nadi



IQAC Coordinator



Principal

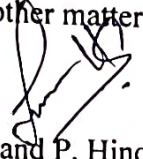
# SREE NARAYANA GURU COLLEGE OF COMMERCE

Date: 18<sup>th</sup> September, 2019

Notice is hereby given that Internal Quality Assurance Cell (IQAC) meeting will be held on 27<sup>th</sup> September, 2019, at 11:00 am in IQAC Room, 3<sup>rd</sup> Floor, New College Building to transact the following agenda.

## Agenda

1. To review of NAAC Peer Team Visit Report.
2. To discuss plan of action for the recommendations given by NAAC Peer team.
3. To discuss the preparation of AQAR 2018-19.
4. Any other matter with the permission of chair.

  
Mr. Srichand P. Hinduja

IQAC Coordinator

To,

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| 1. Principal Dr. Ravindran Karathadi | : Chairman                         |
| 2. Mr. Srichand P. Hinduja           | : IQAC Coordinator                 |
| 3. Shri N. Sasidharan                | : Management Representative        |
| 4. Shri M.I.Damodharan               | : Management Representative        |
| 5. Shri Venkitaramani                | : Local Society Member             |
| 6. Prin. Dr. Gopalkrishn             | : Local Society Member             |
| 7. Prof. Jayasree V                  | : Teaching Faculty (Aided Section) |
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| 12. Mrs. Lakshnichaya Kale           | : Teaching Faculty (SFS)           |
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| 18. Ms. Nalini Shelke                | : Admin Incharge (SFS)             |
| 19. Ms. Shanti Semanathan            | : Student                          |
| 20. Mr. Rahul Gupta                  | : Alumni Representative            |



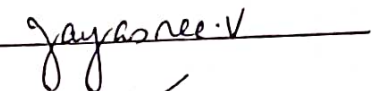
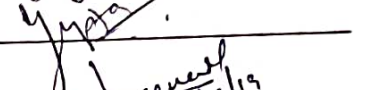
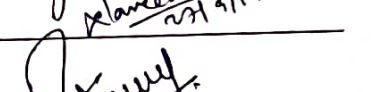
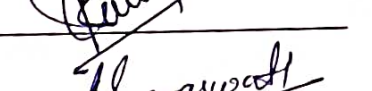
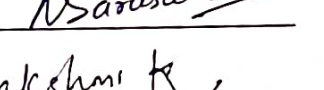

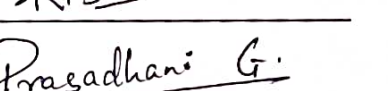


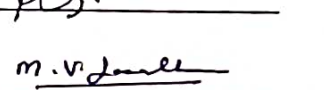



  
Principal

Sree Narayana Guru  
College of Commerce  
P. L. Lokeshade Merg.  
Chembur, Mumbai 400 039.

**SREE NARAYANA GURU COLLEGE OF COMMERCE**  
Attendance of IQAC Members who have attended IQAC Meeting held on  
27<sup>th</sup> September, 2019 at 11:00 am in IQAC Room.

- ✓1. Principal Dr. Ravindran Karathadi
- ✓2. Mr. Srichand P. Hinduja
- ✓3. Shri N. Sasidharan
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# SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of IQAC Meeting held on 27<sup>th</sup> September, 2019

A meeting of IQAC was held on 27.09.2019 at 11:00 a.m. in IQAC Room and the following members were present for the same.

1. Principal Dr. Ravindran Karathadi	: Chairman
2. Mr. Srichand P. Hinduja	: IQAC Coordinator
3. Shri N. Sasidharan	: Management Representative
4. Prof. Jayasree V	: Teaching Faculty (Aided Section)
5. Mrs. Vandana Gupta	: Teaching Faculty (Aided Section)
6. Mrs. Naveena Suresh	: Teaching Faculty
7. Mrs. Saraswati Nadi	: Teaching Faculty
8. Dr. Sumi Nijith	: Teaching Faculty
9. Mrs. Karishma Kasare	: Teaching Faculty Invitee
10. Mrs. Lakshnichaya Kale	: Teaching Faculty Invitee
11. Ms. Rishita Shukla	: Teaching Faculty Invitee
12. Mrs. Prasadhini Gautam	: Teaching Faculty Invitee
13. Ms. Mamata Meghnani	: Teaching Faculty Invitee
14. Ms. Rosline Swamidasan	: Teaching Faculty Invitee
15. Shri. M.V. Janaradhanan	: Non Teaching Staff Member

The following matters were discussed and decisions were taken.

## ❖ Review of NAAC Peer team visit experience

Members expressed their experience of facing the NAAC Peer Team visit on 16<sup>th</sup> and 17<sup>th</sup> September, 2019. Based on the experience of the visit & rejection of claims by DVV, College has made analysis and has derived certain points to implement in the next 5 years to improve the quality. The following points have been discussed and was decided to present it in the next CDC meeting.

- Applying for applied component course of Finance for B.M.S. program for the year 2020-21.
- Allowing the students of any program with the permission to sit for the same subjects taught in other programs w.e.f. 16.11.2019.
- To startup of some clubs like music, sports etc. with the consultation of Students' Council.
- Research Committee to monitor the activities related to research and publications. It was also decided that research committee will come up with their procedures for making it compulsory for the teachers to proceed with research publications. The teachers will get the reimbursement of fees of participation and duty leave with the approval of IQAC after submission of the certificates and publication copies to IQAC.
- Mrs. Jayasree V. has been given the charge to take care of MoUs related to faculty exchange and students exchange with neighboring colleges by visiting and meeting the authorities of the colleges, it was further decided that Mrs. Karishma Kasare and IQAC Coordinator will be the members for the same.
- Principal Dr. Ravindran Karathadi suggested that faculties presenting papers at various conferences, should present the same in the college also for the guidance of other new teachers and it was decided to keep such sessions from this year.

- To start the practice of inviting gynecologist on regular interval by WDC incharge.
  - It was discussed to make the proposal for installing solar panel on the terrace of new college building and rain water harvesting to be presented in CDC meeting to get approval for the same.
  - Library committee will invite the list of reference books from faculties to be procured in the current year by providing the catalogue of the books. It was further decided to re-shuffle the books and keep in department wise to show as departmental library.
  - Student's welfare cum Scholarship committee will take care of the various scholarships available for the students and see that maximum students are getting benefited out of it.
  - Mrs. Jayasree V will find out some sponsorships from industries under CSR and to encourage the internships of the students in industries by signing MoUs. It was further decided that Mrs. Karishma Kasare will help the Alumni Association to encourage the involvement of alumni in providing job opportunities for the students.
  - To put up the proposal in CDC for the increment of salaries of self-finance teachers and also to frame the policies for the promotions and also to put proposal for timely release of salary for the aided faculties as the practice of management.
  - To start VET certificate courses related to dress designing, mehendi, beautician, stitching, etc., can be started by charging nominal fees from the students by making Ms. Reshma and Ms. Rashida Khan as incharge of the these courses.
  - To conduct the FDP and training sessions for non-teaching staff by IQAC twice in a year. It was further decided that Mrs. Vandana Gupta and Mr. Janaradhanan will be assisting the IQAC for collection of Performance Appraisal forms from teaching and non-teaching staff by 31<sup>st</sup> of March of every year and to check the completion of it.
  - Mrs. Lakshnichaya Kale was informed to prepare the manual on course on human values which will be based on Sree Narayana Guru's teachings to put up in CDC meeting to get the approval of the same and to start in the second half of the academic year 2019-20.
- ❖ **To discuss the preparation of AQAR for 2018-19**  
 Mr. Srichand Hinduja, informed that the College submitted SSR up to the year 2017-18 and the NAAC Peer Team visited College in September, 2019, hence, the accreditation will be from September, 2019 and the academic year 2018-19 will be gap. The portal to submit the AQAR of 2019-20 will be starting only after one year. It was decided to keep the records ready for AQAR 2018-19 with IQAC and if the matter comes to submit the AQAR for 2018-19, it can be submitted without any delay.
- ❖ **Any other matter with the permission of chair.**  
 It was decided to conduct one free seminar on New Education Policy by inviting speakers in second semester.

The meeting was concluded with formal vote of thanks at 1:15 p.m.

PRINCIPAL

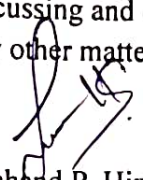


# SREE NARAYANA GURU COLLEGE OF COMMERCE

Notice is hereby given that Internal Quality Assurance Cell (IQAC) meeting will be held on 20<sup>th</sup> December, 2019, at 11:00 am in IQAC Room, 3<sup>rd</sup> Floor, New College Building to transact the following agenda.

## Agenda

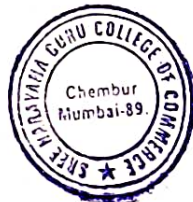
1. Reading of minutes of the previous meeting.
2. Discussing Industrial visit and cultural activities.
3. Discussing and deciding on organizing workshop on IPR
4. Any other matter with the permission of the Chair.


  
Mr. Srichand P. Hinduja  
IQAC Coordinator

To,

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| 1. Principal Dr. Ravindran Karathadi | : Chairman                         |
| 2. Mr. Srichand P. Hinduja           | : IQAC Coordinator                 |
| 3. Shri N. Sasidharan                | : Management Representative        |
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| 17. Shri. M.V. Janaradhanan          | : Non Teaching Staff Member        |
| 18. Ms. Nalini Shelke                | : Admin Incharge (SFS)             |
| 19. Ms. Shanti Semanathan            | : Student                          |
| 20. Mr. Rahul Gupta                  | : Alumni Representative            |

Date: 5<sup>th</sup> December, 2019



  
Principal

Sree Narayana Guru  
College of Commerce  
P. L. Lokhande Marg,  
Chembur, Mumbai 400 089.

# SREE NARAYANA GURU COLLEGE OF COMMERCE

Attendance of IQAC Members who have attended IQAC Meeting held on  
20<sup>th</sup> December, 2019 at 11:00 am in IQAC Room.


✓ 1. Principal Dr. Ravindran Karathadi



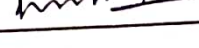
✓ 2. Mr. Srichand P. Hinduja



✓ 3. Shri N. Sasidharan



✓ 4. Shri M.I.Damodharan



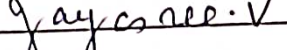
5. Shri Venkitaramani



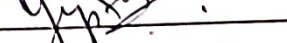
6. Prin. Dr. Gopalkrishn



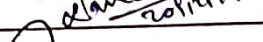
✓ 7. Prof. Jayasree V



✓ 8. Mrs. Vandana Gupta



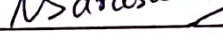
✓ 9. Mrs. Naveena Suresh



10. Mrs. Karisma Kasare



✓ 11. Mrs. Saraswati Nadi



12. Mrs. Lakshnichaya Kale



13. Ms. Rishita Shukla



14. Mrs. Prasadini Gautham



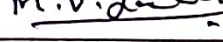
15. Ms. Mamata Meghnani



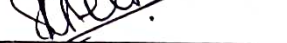
16. Ms. Rosline Swamidasan



✓ 17. Shri M.V. Janaradhanan



✓ 18. Ms. Nalini Shelke



19. Ms. Shanti Semanathan



20. Mr. Rahul Gupta



# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Internal Quality Assurance Cell (QAC) Meeting

### Minutes of meeting held on 20<sup>th</sup> December, 2019

Internal Quality Assurance Cell (IQAC) meeting was held on 20<sup>th</sup> December, 2019 at 11 a.m. in IQAC Room, where in which the following members were present.

- |                                 |                               |
|---------------------------------|-------------------------------|
| • Prin. Dr. Ravindran Karathadi | Chairman                      |
| • Mr. Hinduja Srichand          | Co-Ordinator                  |
| • Shri. N. Sasidharan           | Management Representative     |
| • Shri. M.I. Damodaran          | Management Representative     |
| • Mrs. Jayasree Venkatachalam   | Teaching Faculty              |
| • Mrs. Vandana Gupta            | Teaching Faculty              |
| • Mrs. Saraswati Nadi           | Teaching Faculty              |
| • Mrs. Naveena Suresh           | Teaching Faculty              |
| • Mr. Janardanan V.             | Aided Office In charge        |
| • Mrs. Nalini S.                | Self-Finance Office In charge |

Principal Dr. Ravindran Karathadi welcomed every member who was present and the following agenda was discussed and decisions were taken.

- To read and approve the minutes of the previous meeting.  
The minutes of the previous meeting which was held on 27<sup>th</sup> September, 2019 were read out. Dr. Ravindran Karathadi informed that most of the decisions taken in the meeting are getting followed up and also informed that all the committee chairpersons are working on it. The minutes of the previous meeting were approved.
- To discuss about the Industrial Visit.  
*“Resolved that to arrange Industrial Visit in the month of January, 2020 by giving charge to Ms. Rishita Shukla and Mr. Md. Jabir”.*
- To discuss about the cultural and sports activities.  
Mrs. Naveena Suresh informed that Cultural Committee which is headed by Ms. Rishita Shukla have done a very good job by conducting Intra class cultural competitions under the banner of ‘Sanskriti’ on 7<sup>th</sup> December, 2019 where in which 579 students participated in 24 events. She also conveyed that the oral feedback taken from the students have reflected their satisfaction. It was also expressed that other cultural activities conducted were succeeded in the performance. It was discussed to finalise the dates of Annual and Prize Distribution day in the month of January, 2020.

*“Resolved that the Annual and Prize Distribution day to be celebrated on 25.01.2020 by Cultural Committee along with all the faculty members”.*

- To discuss on organisation of Workshop on IPR  
Mr. Hinduja Srichand informed that like last year, IQAC is planning to conduct University level workshop on IPR by inviting experts to deliver the key note address for the same to the students and teachers.

*“Resolved that IQAC will be conducting University level workshop as ‘IPR and its role’ before the commencement of even semester examination by inviting experts from the concerned field”.*

- Any other matter with the permission of the chair.

There was no other matter

The meeting was concluded at 12.30 p.m. with vote of thanks by Mr. Hinduja Srichand.



Mr. Hinduja Srichand  
IQAC Coordinator



Dr. Ravindran Karathadi  
Principal

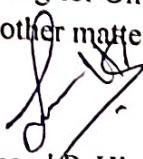
# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Notice of IQAC Meeting

It is hereby informed to all the members of Internal Quality Assurance Cell (IQAC) that meeting of IQAC is scheduled on 21<sup>st</sup> March, 2020 at 10:30 a.m. in IQAC room. Following will be the agenda for the same. All the members are requested to make it convenient to attend the meeting in time.

### Agenda

1. Reading of minutes of the previous meeting.
2. Discussing and deciding about Academic Calendar for A.Y. 2020-21.
3. Planning for Online lectures due to Covid situations.
4. Any other matter with the permission of the Chair.

  
Mr. Srichand P. Hinduja  
IQAC Coordinator

To,

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| 1. Principal Dr. Ravindran Karathadi | : Chairman                         |
| 2. Mr. Srichand P. Hinduja           | : IQAC Coordinator                 |
| 3. Shri N. Sasidharan                | : Management Representative        |
| 4. Shri M.I.Damodharan               | : Management Representative        |
| 5. Shri Venkitaramani                | : Local Society Member             |
| 6. Prin. Dr. Gopalkrishn             | : Local Society Member             |
| 7. Prof. Jayasree V                  | : Teaching Faculty (Aided Section) |
| 8. Mrs. Vandana Gupta                | : Teaching Faculty (Aided Section) |
| 9. Mrs. Naveena Suresh               | : Teaching Faculty (SFS)           |
| 10. Mrs. Karishma Kasare             | : Teaching Faculty (SFS)           |
| 11. Mrs. Saraswati Nadi              | : Teaching Faculty (SFS)           |
| 12. Mrs. Lakshnichaya Kale           | : Teaching Faculty (SFS)           |
| 13. Ms. Rishita Shukla               | : Teaching Faculty (SFS)           |
| 14. Mrs. Prasadini Gautham           | : Teaching Faculty (SFS)           |
| 15. Ms. Mamata Meghnani              | : Teaching Faculty (SFS)           |
| 16. Ms. Rosline Swamidasan           | : Teaching Faculty (SFS)           |
| 17. Shri. M.V. Janaradhanan          | : Teaching Faculty (SFS)           |
| 18. Ms. Nalini Shelke                | : Non Teaching Staff Member        |
| 19. Ms. Shanti Semanathan            | : Admin Incharge (SFS)             |
| 20. Mr. Rahul Gupta                  | : Student                          |
|                                      | : Alumni Representative            |

Date: 7<sup>th</sup> March, 2020



  
Principal

Sree Narayana Guru  
College of Commerce  
P. L. Lokhande Marg,  
Chembur, Mumbai 400 089.

# SREE NARAYANA GURU COLLEGE OF COMMERCE

Attendance of IQAC Members who have attended IQAC Meeting held on  
21<sup>st</sup> March, 2020 at 10:30 am in IQAC Room.

1. ✓ Principal Dr. Ravindran Karathadi

2. ✓ Mr. Srichand P. Hinduja

3. ✓ Shri N. Sasidharan

4. ✓ Shri M.I.Damodharan

5. Shri Venkitaramani

6. Prin. Dr. Gopalkrishn

7. ✓ Prof. Jayasree V

8. ✓ Mrs. Vandana Gupta

9. ✓ Mrs. Naveena Suresh

10. Mrs. Karisma Kasare

11. ✓ Mrs. Saraswati Nadi

12. Mrs. Lakshnichaya Kale

13. Ms. Rishita Shukla

14. Mrs. Prasadini Gautham

15. Ms. Mamata Meghnani

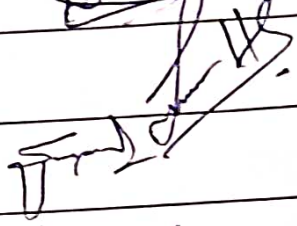
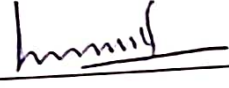
16. Ms. Rosline Swamidasan

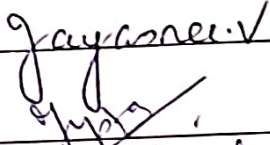
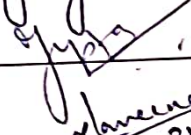
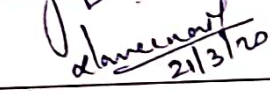
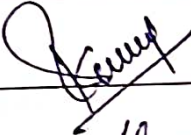
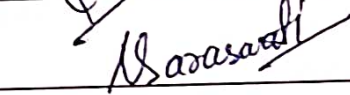
17. ✓ Shri M.V. Janaradhanan

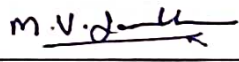

18. ✓ Ms. Nalini Shelke

19. Ms. Shanti Semanathan

20. Mr. Rahul Gupta

# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Internal Quality Assurance Cell (QAC) Meeting

### Minutes of meeting held on 21<sup>st</sup> March, 2020

Internal Quality Assurance Cell (IQAC) meeting was held on 21<sup>st</sup> March, 2020 at 10.30 a.m. in IQAC Room, where in which the following members were present.

- |                                 |                               |
|---------------------------------|-------------------------------|
| • Prin. Dr. Ravindran Karathadi | Chairman                      |
| • Dr. Hinduja Srichand          | Co-Ordinator                  |
| • Shri. N. Sasidharan           | Management Representative     |
| • Shri. M.I. Damodaran          | Management Representative     |
| • Mrs. Jayasree Venkatachalam   | Teaching Faculty              |
| • Mrs. Vandana Gupta            | Teaching Faculty              |
| • Mrs. Saraswati Nadi           | Teaching Faculty              |
| • Mrs. Naveena Suresh           | Teaching Faculty              |
| • Mr. Janardanan V.             | Aided Office In charge        |
| • Mrs. Nalini S.                | Self-Finance Office In charge |

Principal Dr. Ravindran Karathadi welcomed every member who was present and the following agenda was discussed and decisions were taken.

- To read and approve the minutes of the previous meeting.

The minutes of the previous meeting which was held on 20<sup>th</sup> December, 2019 were read out. It was highlighted that the decisions taken in the meeting have been followed and the activities have been conducted smoothly. It was also highlighted the Academic Year 2019-20 was bit engaging year as NAAC Third Cycle Re-accreditation process was completed. It was also informed that College has Appealed the NAAC to re-evaluate the data and SSR for improvement in the CGPA and Grade allotted by the NAAC, however, the decision of NAAC has been communicated with the response of No Change in the Grade and CGPA.

- To discuss Academic Calendar for the year 2020-21.

Principal informed the members that from 17<sup>th</sup> March, 2020, the University of Mumbai has issued the circular for Work from home for the teachers and considering the uncertain situations it would be bit difficult to frame the Academic Calendar, however the draft based on previous experience has been made but it can not be published on College website without knowing the dates of re-opening of the College in the next year.

- To discuss on Online lectures due to Covid situations.

Principal informed that as per University of Mumbai, the teachers are allowed to work from Home in the Covid situations. Hence, there is need to deliver the Online lectures for the students, specially for final year students whose examination has been postponed due to the same reason. Mrs. Saraswati suggested that Zoom platform allows to use 40 minutes lecture at a time, however in the licenced version the time can be customised and can be increased with the facilities of other features.

*“Resolved that the online lectures can be held by using the licenced version of Zoom and Mrs. Saraswati Nadi and Mr. Suhas Deshmukh will do the needful to purchase the 5 licenced versions”.*

Any other matter with the permission of the chair.

There was no other matter.

The meeting was concluded with the Vote of thanks by Mrs. Naveena Suresh at 11.30 a.m.



IQAC Coordinator  
Dr. Hinduja Srichand P.



Principal  
Dr. Ravindran Karathadi



# SREE NARAYANA GURU COLLEGE OF COMMERCE

## ACTION TAKEN REPORT OF IQAC

2019020

Date of IQAC Meeting	Decision taken	Action Taken (2019-20)
21.06.2019	NAAC Peer Team Visit	The NAAC Peer Team Visit was scheduled on 17 <sup>th</sup> and 18 <sup>th</sup> September, 2019 for the 3 <sup>rd</sup> cycle of Re-accreditation of the College successfully and College scored Grade B with CGPA of 2.45.
21.06.2019	Career Guidance and Placement of students	<ul style="list-style-type: none"><li>• MoU was entered with Techno Serve Consultants for providing training to our students. Techno Serve Consultants conducted Career guidance sessions on 30<sup>th</sup> July, 2019 class wise and guided the students about job opportunities in Banking, Finance and other sectors. Total 100 students got registered and got the training in two batches: Batch one was consisting 65 students and 35 for Batch two. The training session was 100 hours.</li><li>• Campus Placement on 24.01.2020 where 14 colleges participated with 235 students and 13 different companies. In this drive 45 students of our College got selected.</li><li>• Software training was provided to 21 students of T.Y.B.SC. (Information Technology) and 13 students were selected for it on 24.02.2020.</li></ul>
21.06.2019	Certificate Courses	<b>1. Communication Skill and Personality Development (30 hours)</b> 02.05.2019 to 17.05.2019            17 students 03.08.2019 to 10.09.2019            25 students <b>2. Spoken English</b> 05.12.2019 to 15.02.2020            90 students.
21.06.2019	Scholarships for students	Rs.3,00,000 has been received from Bhojraj Hassomal Trust for self-finance students, total 22 students got benefited.
27.09.2019	Permitting students to attend the lectures of same subjects in another program taught by another teacher.	The subject of Business Communication was found common in First Year students of B.Com. and B.M.S., hence, Mrs. Lakshmichaya Kale (B.M.S) and Mrs. Sneha Jagdale (B.Com.) allowed the students to attend on reciprocal basis with prior permission from respective teachers. The feedback of the students on this initiative was favourable. The records of the same are with respective teachers.

27.09.2019	Starting of clubs with help of students' council	<p>Movie Club was started by B.M.M. Department. 2 activities have been conducted by the club where in which some motivational movies were shown to the students of all the programs.</p> <p>Nature Club was formed by N.S.S. Unit, and activities like tree plantation, poster competition and debate were conducted.</p> <p>Sports Club was established by Sports Committee and Oasis was conducted with the help of sports club of the College.</p>
27.09.2019	Research Publications encouragement	19 Research Papers got published. Out of this 10 in recognised Journals with ISSN/ISBN and 9 in UGC Care Listed Journals.
27.09.2019	Faculty Exchange Program	Meetings were held with Principal of Jaihind College but the final output could not be achieved. However, Dr. Hinduja Srichand was invited as resource person in the Kalyan Ambernath chapter of ICMA (Institute of Cost and Management Accountant) for modular training for final year students.
27.09.2019	Inviting gynaecologist by WDC of College	Enquiry was made and it has been found that gynaecologist was busy and also observed that voluntary they were not ready to visit. A proposal will be made to CDC to sanction funds for this activity, however, WDC has conducted activities like Essay writing and Poster Making competitions.
27.09.2019	Library committee to invite the list of reference books from faculties	Book exhibition was kept in the library and all the teachers have recommended the books to be purchased for library for the benefit of students and teachers. The final approval was made by management and the books worth Rs.1,07,000 have been purchased.
27.09.2019	FDP and training for staff	20.01.2020 FDP on Data analysis in research was conducted by inviting experts from Binary Semantic Ltd. where in which 22 faculties participated.
27.09.2019	Sponsorship for Research work	<p>Mrs. Jayasree V. and Mrs. Karishma Kasare got University sponsorship for Minor Project which was completed in the year 2020-21</p> <p>Sponsorship of Rs.10,000 each from Sterlite Industries and Elmac Packages was received.</p>
27.09.2019	AQAR 2018-19	AQAR for the year 2018-19 was completed on 23 <sup>rd</sup> March, 2020, however, due to Covid19 situations the NAAC has extended the dates of submission of

		AQAR, hence, it was decided to once again go through it and submit it later. The AQAR for the year 2018-19 was submitted on 31.10.2020.
20.12.2019	National Level Seminar	1. One National Level Multidisciplinary Seminar was conducted on 22.02.2020 on "Changes in Economic Policies in India since 2014", where 38 Research papers were presented and published in UGC care listed journal.
20.12.2019	Industrial Visit	2. Industrial visit to Barclays was arranged on 19.07.2019 where 15 students got benefited 3. One day Industrial Visit was arranged to Yusuf Meharali Centre, where 351 students got benefited on 12.02.2020
20.12.2019	Annual Day and Prize distribution day.	The Annual day and Prize distribution day was celebrate on 25 <sup>th</sup> January, 2020.
20.12.2019	Workshop on IPR	IQAC has conducted One day University level workshop on "IPR and its role" on 6 <sup>th</sup> March, 2020, by inviting Adv. Devansh Malhotra. The workshop was attended by 176 students and 22 teachers.
21.03.2020	Academic Calendar for the year 2020-21	Due to uncertain Covid 19 situations, the draft of Academic Calendar for the year 2020-21 was not finalised for the publishing on College website. It was decided to wait for University of Mumbai Circular for the same.
21.03.2020	Online Lectures	5 Licenced versions of Zoom has been purchased to deliver the online lectures and faculties were asked to use it on rotation basis.

  
**PRINCIPAL**  
**Principal**  
 Sree Narayana Guru  
 College Of Commerce  
 P. Lokhande Marg  
 Mumbai - 400 029

