

## Minutes of meeting of IQAC held on 26/06/2021

The First Meeting of IQAC for Academic year 2021-2022 was held on 26/06/2021 at 11.00 a.m. in the Learning Centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. CA Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri. Kailash Kejriwal	Trustee, Management
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Shri Jaywant Wagh	Senior Clerk
6	Shri. BhalchandraKerker	Junior Clerk
7	Dr. Ashwat Desai	Coordinator - IQAC
8	Dr. Lipi Mukherjee	Teacher Representative-Self Finance Course
9	Dr. Anju Bohra	Teacher Representative-B. Com
10	Dr. Neha Joshi	Librarian
11	Prof.Yogita Mahimkar	Teacher Representative- Self Finance Course
12	Prof. Mansi Dangarwala	Teacher Representative- Self Finance Course
13	Mr. Aniket Bagwe	Student Representative

### Granted leave of Absence:

1. Shri. Kailash Parasrampur, Trustee, Management
2. Shri. Vinay Saraf, Nominee from Industry
3. Ms. Usha Agarwal, Nominee from Alumni

The agenda of the meeting:

1. Academic performance for Academic Year 2020-21
2. Academic Calendar for 2021-22
3. Formation of various committees to conduct various activities for 2021-22.
4. Submission of IIQA report to NAAC and Preparation for Submission of Self Study Report ( SSR).
5. Any other matter with the permission of the chair.

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



### **Agenda 1: Academic performance for Academic Year 2020-21:**

- Prof. Gopal Sonar and Prof. Prasanna Choudhari– Exam –In charge of B. Com and Self-Finance Courses respectively informed that due to Covid19 Pandemic situation prevailing in the state, all Examination were conducted online as per the circular of the University. The contract of conducting the online examination was assigned to a professional company“SplashGain Technology Solution private limited, Pune, popularly known as Eklavya”. This company provides services such as admission, assessment and evaluation to many Government Universities, Autonomous Institutions , colleges , multinational corporates in domestic and international markets. The company has won many awards.

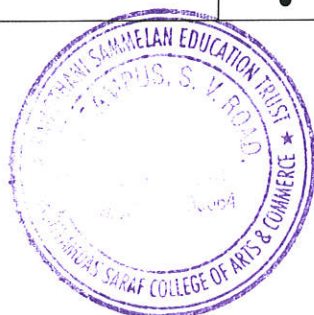
**Agenda 2: Academic Calendar for 2021-2022:** Discussed and approved the Academic Calendar prepared for 2021-2022 which was presented in the last meeting held on 5<sup>th</sup> April, 2021.

### **Academic Calendar for the Year 2021-22**

<b>Month</b>	<b>Academic Calendar</b>
May-2021	<ul style="list-style-type: none"><li>• E- Prospectus designed.</li><li>• Online meeting with parents and students of junior college (XI<sup>th</sup> Standard) for academic counselling.</li><li>• Online Admission of the students.</li><li>• Interviews and continuation of un-aided staff.</li></ul>
June-2021	<ul style="list-style-type: none"><li>• Online admission of F.Y.B.Com, BMS, BMM, BCAF, BCBI, B.Sc(IT) by putting up three merit list and finalizing the admission list.</li><li>• Time table preparation by Time Table Committee.</li><li>• Meeting of Principal with Teaching and Non-Teaching Staff on the re-opening day.</li><li>• Formation of various committees.</li><li>• Meeting of the Principal with respective departments and committees.</li><li>• Online admission procedure for M.Com.</li><li>• Online commencement of F.Y, S.Y., T.Y. and M.Com Part-II lectures.</li></ul>
July-2021	<ul style="list-style-type: none"><li>• Planning Online examination schedule.</li><li>• Virtual event of Guru Purnima celebration by Marathi Literary Association.</li></ul>



	<ul style="list-style-type: none"> <li>• Different virtual events like project on waste segregation, content creation, fests by Rotaract Club etc.</li> </ul>
August-2021	<ul style="list-style-type: none"> <li>• Preparation of F.Y. &amp; S.Y. ATKT Online examination.</li> <li>• Online Remedial lectures for ATKT students.</li> <li>• Planning Forum will organise Online Elocution.</li> <li>• Online Training programmes/orientation for students carrying out extension activities.</li> <li>• Independence Day Celebration.</li> <li>• Committee Activities.</li> </ul>
September-2021	<ul style="list-style-type: none"> <li>• Online Hindi Divas Celebration.</li> <li>• Firing training at colaba for NCC students</li> <li>• F.Y. and S.Y. Online (Sem-I &amp; Sem-III) examination.</li> <li>• Blood Donation Drive will be conducted by NCC.</li> </ul>
October-2021	<ul style="list-style-type: none"> <li>• Centralized Assessment of Sem- I &amp; III answer books.</li> <li>• Processing of results and collection of mark sheets.</li> <li>• Beach cleaning drive by NCC students.</li> </ul>
November-2021	<ul style="list-style-type: none"> <li>• Processing of results and declaration of Sem-I &amp; III results.</li> <li>• Placement Activities</li> <li>• Online Career Guidance Activities for TY Students</li> <li>• Online webinar by DLLE.</li> </ul>
December-2021	<ul style="list-style-type: none"> <li>• Annual training cadre by NCC.</li> <li>• EBSB camp will be conducted by NCC.</li> <li>• Online examination for TY(Sem V)</li> <li>• Different Committee Activities</li> <li>• Online Sports Events</li> <li>• Christmas Vacation.</li> </ul>
January-2022	<ul style="list-style-type: none"> <li>• Online cultural events.</li> <li>• Online Remedial lectures for ATKT students.</li> <li>• Commerce Association will Organise Online Commerce Quiz.</li> </ul>
February-2022	<ul style="list-style-type: none"> <li>• Virtual events will be conducted by Rotaract club.</li> <li>• Online webinar will be organised by WDC.</li> <li>• Indoor Sports events will be conducted by sports club.</li> </ul>
March-2022	<ul style="list-style-type: none"> <li>• Sem-II &amp; IV Examinations.</li> <li>• Conducting T.Y University examination.</li> <li>• CAP for Sem-II &amp; IV examination.</li> <li>• Collection of mark sheets of semester examination.</li> </ul>



April-2022	<ul style="list-style-type: none"> <li>• Processing checking and declaration of results.</li> <li>• CAP for T.Y. assessment.</li> <li>• Term end meeting of teaching staff.</li> </ul>
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**Agenda 3:** Formation of various committees to conduct various activities for 2021-22. It was decided that all activities should be conducted through Zoom Portal or Google meet .

Following is the table showing various committees formed for 2020-21 along with their conveners:

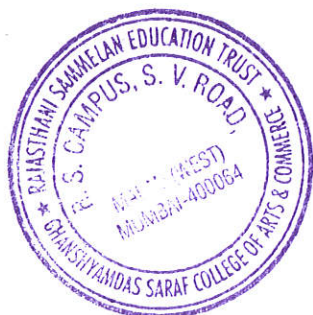
Sr. No.	Name of Committee/Association	Name of Convener
01	IQAC/ NAAC/ LIC	Shri Ashok Saraf- President RSET
02	Examination Committee	Prof. Gopal Sonar and Prof. Prasanna Choudhary
03	Students' Council	Dr. (CA) Ashwat Desai
04	Cultural Committee	Prof. Prajna Shetty
05	National Service Scheme (NSS)	Prof. Rajkumar Jaiswal
06	National Cadet Corp (NCC)	Prof. Preeti Jha
07	Sports	Prof Alok Hardikar
08	Department of Life Long Learning & Extension (DLLE)	Dr. Seema Agarwal
09	Women Development Cell (WDC)	Dr. Mmahek Chhabria
10	English Literary Association	Prof. Gargi Gothe
11	Hindi Literary Association	Prof. Preeti Jha
12	Marathi Literary Association	Prof Alok Hardikar
13	Gujarati Literary Association	Prof. Nilesh Gadoya
14	Career Guidance and Placement Cell	Dr. Jayant Apte
15	Unfair means Committee	Dr. (CA) AmeyaTanawade
16	Anti-Ragging Committee	Dr. (CA) Ashwat Desai
17	Planning Forum	Prof Rekha Mishra
18	Academic Mentor	Dr. Ashwat Desai and Prof Mamta Chhajer
19	Attendance committee	Prof Gurunathan Pillai & Dr. Megha



		Khedekar
20	Alumni Association	Dr. Jayant Apte
21	Research Cell	Dr. Ashwat Desai
22	Library Committee	Dr. Neha Joshi
23.	Discipline Committee	Dr. Jayant Apte
24	Student's Welfare Committee	Dr. Anil Dhimdhome
25	Time Table Committee	Dr. Jayant Apte
26	Staff Academy	Prof. Yogita Mahimkar
27	Media Cell (Magazine and Website Committee)	Prof. Sonali Khade
28	Student Grievance Committee	Dr. Jayant Apte
29	Revaluation Committee	Prof. Rajkumar Jaiswal & Prof. Angira Narvekar
30	Admission Committee	Dr. Seema Agarwal
31	Rotaract Club	Dr. Rupa Shah
32	Green initiatives	Dr. Anil Dhimdhome
33	E-Cell	Prof. Mmahek Chhabria
34	Scoop club	Prof. Gargi Gothe
35	Sort club	Prof. Swati chandak
36	Internal Complaint Committee-WDC	Dr. Lipi Mukherjee
37	Industrial Visit-Self Finance	Prof. Alok Hardikar
38	Departmental Activities	Dr. Jayant Apte
39	Prize Distribution Committee	Prof. Urvi Pillai
40	Prospectus Committee	Dr. Ameya Tanawade

**Agenda 4:** Submission of IIQA Report to NAAC and Preparation for Submission of Self Study report (SSR).

- Dr. Ashwat Desai, Coordinator IQAC informed the members that IIQA has been submitted to NAAC on 18/05/2021 and the approval for the same has been received on 24/06/2021. He further informed that the next step will be to submit self-study report (SSR) of the college for the period from 2015-16 to 2019-20. Within 45 days. For this purpose, Criterion wise committees have been formed so that the submission can be done before the due date.



**Agenda 5:** Any other matter with the permission of the chair

- Principal Dr. (CA) Jayant Apte appreciated the efforts of the teachers for developing E-Content for the students of F.Y., S.Y. and T.Y. He informed that the teachers need to gear up for conducting Online Lectures. Further, he also informed that college is taking all the efforts for enhancing Wi-fi connectivity in the campus for conducting online lectures.
- Principal Dr. (CA) Jayant Apte asked teachers to focus more on ICT enable teaching.

The meeting concluded with the vote of thanks to the Chair.

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1	Dr. CA Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri. Kailash Kejriwal	Trustee, Management
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Shri Jaywant Wagh	Senior Clerk
6	Shri. Bhalchandra Kerkar	Junior Clerk
7	Dr. Ashwat Desai	Coordinator - IQAC
8	Dr. Lipi Mukherjee	Teacher Representative-Self Finance Course
9	Dr. Anju Bohra	Teacher Representative-B. Com
10	Dr. Neha Joshi	Librarian
11	Prof. Yogita Mahimkar	Teacher Representative -Self Finance Course
12	Prof. Mansi Dangarwala	Teacher Representative- Self Finance Course
13	Mr Aniket Bagwe	Student Representative



*Jayant Apte*

**PRINCIPAL**

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## Minutes of meeting of IQAC held on 27<sup>th</sup> January 2022

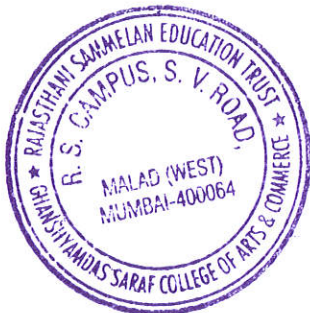
The Second Meeting of IQAC for Academic year 2021-2022 was held on 27<sup>th</sup> January, 2022 at 10.00 a.m. in the Learning Centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. (CA) Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri Kailash Parasrampur	Trustee, Management
4	Shri Vinay Saraf	Nominee from Industry
5	Ms. Usha Agarwal	Nominee from Alumni
6	Shri. Jaywant Wagh	Senior Clerk
7	Shri. Bhalchandra Kerkar	Junior Clerk
8	Dr. Ashwat Desai	Coordinator - IQAC
9	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
10	Dr. Anju Bohra	Teacher Representative- B.Com
11	Prof. Yogita Mahimkar	Teacher Representative- Self finance Course
12	Prof. Mansi Dangarwala	Teacher Representative- Self finance Course
13	Dr. Neha Joshi	Librarian
14	Mr. Aniket Bagwe	Student Representative

### Granted leave of Absence:

1. Shri. Kailash Kejriwal, Trustee, Management
2. Mrs. Mangala Marathe, Nominee from Local Society



### **The agenda of the meeting:**

1. Confirm the minutes of the last meeting.
2. Discuss the implementation of plans submitted by sub- committees and Review programs and events conducted in the first term.
3. Discuss the conduct and analysis of Semester Examinations.
4. Submission of Self Study Report (SSR).
5. Any other matter with the permission the chair.

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

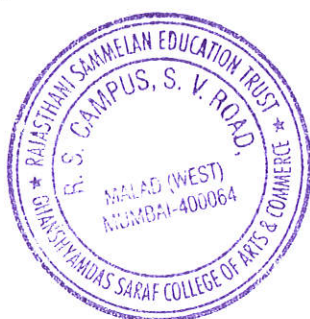
**Agenda 1:** Confirm the minutes of last meeting: The minutes were read out and confirmed by the members present.

**Agenda 2:** Principal Dr. Jayant Apte informed that due to Covid19 Pandemic situation and as per the circular received from University from time to time, teachers were conducting online lectures. No offline activities of the students were conducted for safety reasons. However, a lot of activities were conducted online because of active support and cooperation of the teachers and students. A detailed report of these online activities/programmes conducted on various dates by different committees were taken on record, discussed and reviewed.

**Agenda 3:** Prof. Gopal Sonar and Prof. Prasanna Choudhary In-charge of Exam Committee briefed about the conduct of Online SEM-I, SEM-III & SEM-V Examinations. These examinations were in the form of Multiple-Choice Questions (MCQs). The duration of exam was one hour and conducted through online portal of Eklavya. Mock Test was also conducted before the main examination for the practice of students. The examination was conducted as per the directives received from the University.

**Agenda 4:** Submission of Self Study Report (SSR).

- Dr. Ashwat Desai, Coordinator IQAC informed the members that Self Study Report( SSR) has been successfully submitted to NAAC on 23/07/2021 and the approval for the same has also been received. He further informed that





the Process of Data validation and verification (DVV) has also been successfully completed within the time limit specified by NAAC.

- He also informed that the Peer team visit of NAAC has been finalized on 29<sup>th</sup> March 2022 and 30<sup>th</sup> March 2022. It is decided that Power Point Presentations will have to be prepared by HODs of every department as well as In- Charges of Activities/ Club/ Associations. Everyone in the College is gearing up for this event.

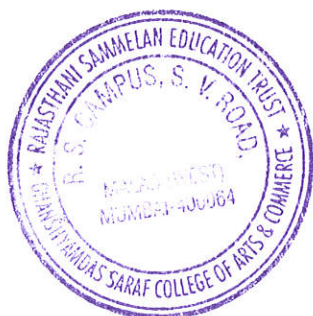
**Agenda 5:** Any other matter with the permission the chair:

- Dr Jayant Apte, Principal appreciated the efforts of IQAC team for Successful submission of SSR and complying with the DVV Process.
- The Principal Congratulated Dr. Ashwat Desai for being appointed as the Vice Principal of Ghanshyamdas Saraf College of Arts and Commerce with effect from 1<sup>st</sup> July 2021. He further congratulated Prof. Preeti Jha for successfully completing the NCC Training Programme and being conferred with rank of “Leutnant”
- The class facilitators of F.Y.B. Com and Self-Finance programmes organized Online ‘Orientation’ lecture from 6<sup>th</sup> to 7<sup>th</sup>September 2021 to introduce them to the course, the college and its various committees and extracurricular activities.

Sr. No.	Name	Designation
1	Dr. (CA) Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri Kailash Parasrampuria	Trustee, Management
4	Shri Vinay Saraf	Nominee from Industry
5	Ms.Usha Agarwal	Nominee from Alumni
6	Shri Jaywant Wagh	Senior Clerk
7	Shri. BhalchandraKerker	Junior Clerk
8	Dr. Ashwat Desai	Coordinator – IQAC
9	Dr. LipiMukharjee	Teacher Representative-Self Finance Course



10	Dr. Anju Bohra	Teacher Representative- B.Com
11	Prof. Yogita Mahimkar	Teacher Representative- Self finance Course
12	Prof. Mansi Dangarwala	Teacher Representative- Self finance Course
13	Dr. Neha Joshi	Librarian
14	Mr. Aniket Baghwe	Student Representative



*Jayanti*

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### Minutes of meeting of IQAC held on 4<sup>th</sup> March 2022

The Third Meeting of IQAC for Academic year 2021-2022 was held on 4<sup>th</sup> March, 2022 at 10.00 a.m. in the Learning Centre of the college.

#### Members Present:

Sr. No.	Name	Designation
1	Dr. (CA) Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri Kailash Parasrampuria	Trustee, Management
4	Shri Vinay Saraf	Nominee from Industry
5	Ms.Usha Agarwal	Nominee from Alumni
6	Shri. Jaywant Wagh	Senior Clerk
7	Shri. Bhalchandra Kerkar	Junior Clerk
8	Dr. Ashwat Desai	Coordinator - IQAC
9	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
10	Dr. Anju Bohra	Teacher Representative- B.Com
11	Prof. Yogita Mahimkar	Teacher Representative- Self finance Course
12	Prof. Mansi Dangarwala	Teacher Representative- Self finance Course
13	Dr. Neha Joshi	Librarian
14	Mr. Aniket Bagwe	Student Representative

#### Granted leave of Absence:

1. Shri. Kailash Kejriwal, Trustee, Management
2. Mrs. Mangala Marathe, Nominee from Local Society

#### The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. The Last NAAC review meeting
3. Preparations for upcoming NAAC visit.

4. Discuss about the presentations to be done for NAAC visit.
5. Any other matter with the permission the chair.

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

**Agenda 1:** Confirm the minutes of last meeting: The minutes were read out and confirmed by the members present.

**Agenda 2:** Review of Last NAAC Meeting

Principal Dr. Jayant Apte briefed about the last NAAC review meeting. The discussion took place about the strengths and weaknesses. Principal reminded about the upcoming NAAC visit. Further the discussion took place solutions and precautions about upcoming NAAC visit.

**Agenda 3:** Preparation for Upcoming NAAC Visit

- Principal Dr. Jayant Apte informed about the preparations to be done for NAAC Visit.
- Dr. Ashwat Desai, IQAC coordinator suggested about the preparations to be done for floor plans, the classroom preparation, Departmental physical presentations in to the allotted classrooms etc.
- It was discussed among all members and responsibilities got allotted to various members to follow up.
- It was also decided to prepared handouts with all details about activities and important things about each committee. As decided the standard format would be given by Prof. Anju Bohra.

**Agenda 4:** preparing presentations for NAAC visit

- Dr. Jayant Apte, Principal informed about the presentations to be done for NAAC Visit. The discussion took place about the contents and the flow of presentation of IQAC Coordinator.
- It was also discussed that the presentations will be prepared by 32 different departments and committees.
- The standard template would be provided by IQAC team. The mock will get conducted for the same.

**Agenda 5:** Any other matter with the permission the chair

- The committee was informed to be proactive and in coordination with each other for upcoming NAAC visit.
- Dr. Jayant Apte, Principal informed that the meeting of all faculty will be conducted to create an awareness about significance of the NAAC visit.

Sr. No.	Name	Designation
1	Dr. (CA) Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri Kailash Parasrampurua	Trustee, Management
4	Shri Vinay Saraf	Nominee from Industry
5	Ms. Usha Agarwal	Nominee from Alumni
6	Shri. Jaywant Wagh	Senior Clerk
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8	Dr. Ashwat Desai	Coordinator - IQAC
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13	Dr. Neha Joshi	Librarian
14	Mr. Aniket Bagwe	Student Representative



*Jayant Apte*

**PRINCIPAL**

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**Minutes of meeting of IQAC held on 26<sup>th</sup> April 2022**

The Fourth Meeting of IQAC for Academic year 2021-2022 was held on 26<sup>th</sup> April, 2022 at 10.30 a.m. in the Learning Centre of the college.

**Members Present:**

Sr. No.	Name	Designation
1	Dr. (CA) Jayant Apte	Principal
2	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
3	Shri Kailash Parasrampuria	Trustee, Management
4	Shri. Kailash Kejriwal	Trustee, Management
5	Mrs. Mangala Marathe	Nominee from Local Society
6	Shri. Jaywant Wagh	Senior Clerk
7	Shri. Bhalchandra Kerkar	Junior Clerk
8	Dr. Ashwat Desai	Coordinator - IQAC
9	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
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11	Prof. Yogita Mahimkar	Teacher Representative- Self finance Course
12	Prof. Mansi Dangarwala	Teacher Representative- Self finance Course
13	Dr. Neha Joshi	Librarian

**Granted leave of Absence:**

1. Shri. Vinay Saraf, Nominee from Industry
2. Ms. Usha Agarwal Nominee from Alumni
3. Mr. Aniket Bagwe, Student Representative

**The agenda of the meeting:**

1. Confirm the minutes of the last meeting.
2. NAAC visit Review.
3. Discuss about NAAC result.
4. Any other matter with the permission the chair.

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

**Agenda 1:** Confirm the minutes of last meeting: The minutes were read out and confirmed by the members present.

**Agenda 2:** NAAC visit Review

Principal Dr. Jayant Apte briefed about the NAAC visit. The result was declared on 5<sup>th</sup> April 2022 which was read in detail. The discussion took place about the comments made by the committee.

**Agenda 3:** Discuss about NAAC result

- Dr. Jayant Apte, Principal informed about the deficiencies shown by the NAAC.
- Dr. Ashwat Desai, IQAC coordinator read the report in detail.
- The analysis of the result was done by all the members. The discussion took place about the shortcomings were really in place and the data not matched with the numbers. All the criteria were discussed and re-evaluated by members.
- It was also decided that college should go in appeal against the result. Dr. Jayant Apte, Principal and Dr. Ashwat Desai, IQAC coordinator informed about the procedure for going in appeal and the work required to be done for the same.
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**Agenda 4:** Any other matter with the permission the chair

- The committee was informed to work on given guidelines with deadlines.

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*Jayant Jha*  
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