

## Minutes of meeting of IQAC held on 14/07/2016

The First Meeting of IQAC for Academic year 2016-2017 was held on 14/07/2016 at 11.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri Kailash Kejariwal	Nominee from Stakeholder
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Ms. Usha Agarwal	Nominee from Alumni
6	Shri Jaywant Wagh	Office Superintendent
7	Shri. Bhalchandra Kerkar	Head Clerk
8	Ms. Aishwarya Tandekar	Cultural Secretary
9	CA Ashwat Desai	Coordinator
10	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
11	Dr. Vandana Dube	Teacher Representative-B.Com
12	Mrs. Neha Joshi	Librarian
13	Prof. Sonali Khade	Teacher Representative-B.Com

### Granted leave of Absence:

1. Shri Vinay Saraf

The agenda of the meeting:

1. Academic performance for Academic Year 2015-16.
2. Academic planner for 2016-17.
3. Formation of various committees to conduct various activities for 2016-17.
4. 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 2015-16:** Report on academic performance of B.Com and Self Finance students for academic year 2015-16 was placed on record by Prof. Gopal Sonar and Prof. CA Gurunathan Pillai – Exam –In charge of B.Com and Self Finance Coerces Respectively. The result analysis was discussed in detail. It was decided to conduct 'Remedial Lectures' for slow learners.

**Agenda 2: Academic planner for 2016-2017:** Discussed and approved the Academic planner prepared for 2016-2017 which was presented in the last meeting held on 28<sup>th</sup> April 2016.



## Academic Calendar for the Year 2016-17

Month	Planner
May-2016	<ul style="list-style-type: none"> <li>• Printing prospectus.</li> <li>• Scrutiny of application and admission forms of S.Y. B.Com, T.Y. B.Com, BMS, BMM, BCBI &amp; BCAF.</li> <li>• Meeting with parents and students of junior college (XIIth Standard) for academic counselling.</li> <li>• Admission of the students.</li> <li>• Interviews and continuation of un-aided staff.</li> </ul>
June-2016	<ul style="list-style-type: none"> <li>• 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>• Admission procedure for M.Com.</li> <li>• Commencement of F.Y, S.Y., T.Y. and M.Com Part-II lectures.</li> </ul>
July-2016	<ul style="list-style-type: none"> <li>• Planning examination schedule.</li> <li>• Tree plantation by NSS volunteers.</li> <li>• Students' enrolment for extension activities.</li> <li>• Address by Principal to F.Y. students.</li> <li>• Orientation of final year students for projects.</li> </ul>
August-2016	<ul style="list-style-type: none"> <li>• Preparation of F.Y. &amp; S.Y. ATKT examination.</li> <li>• Remedial lectures for ATKT students.</li> <li>• Formation of Students' Council.</li> <li>• Training programmes/orientation for students carrying out extension activities.</li> <li>• Blood donation Camp and Thalesmia organised by NSS.</li> <li>• Periodical test for F.Y., S.Y. &amp; T.Y. students.</li> <li>• Independence Day Celebration.</li> </ul>
September-2016	<ul style="list-style-type: none"> <li>• Seminar on "Micro Finance- A supportive tool for development".</li> <li>• Essay &amp; Debate competition by Planning Forum.</li> <li>• Antakshari competition.</li> <li>• Talent contest.</li> <li>• Hindi Divas Celebration.</li> <li>• Teachers' Day Celebration.</li> <li>• F.Y. and S.Y. additional periodical test.</li> <li>• F.Y. and S.Y. (Sem-I &amp; Sem-III) examination.</li> <li>• Second periodic test for T.Y.</li> <li>• Meeting parents of those students have less attendance.</li> <li>• Indoor games tournaments.</li> <li>• LMC and Governing Council meetings.</li> </ul>
October-2016	<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>• Garba Ras by Students' Council.</li> <li>• Staff Academy Guest Lecture.</li> <li>• Giving home assignments to slow learners of T.Y.</li> <li>• Term end meeting of teaching staff.</li> </ul>



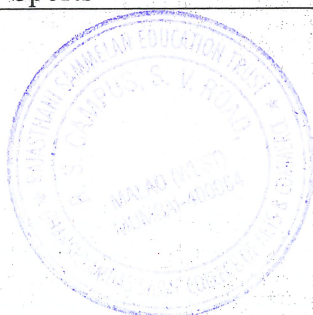


November-2016	<ul style="list-style-type: none"> <li>• Processing of results and declaration of Sem-I &amp; III results.</li> <li>• NSS residential camp.</li> </ul>
December-2016	<ul style="list-style-type: none"> <li>• Annual Sports Day.</li> <li>• Inter-collegiate festival "Mauj".</li> <li>• Blood donation and Thalessemia checking camp.</li> <li>• Study tour to Hyderabad during Christmas vacation.</li> <li>• Sem-I &amp; III additional examination.</li> </ul>
January-2017	<ul style="list-style-type: none"> <li>• National Conference</li> <li>• Faculty Development Programme</li> <li>• Elocution competition for selecting best speaker.</li> <li>• Planning Forum's A.D. Shroff's elocution competition.</li> <li>• Quiz competition.</li> <li>• Kabaddi &amp; Kho-Kho Tournaments.</li> <li>• Annual Day.</li> <li>• Prize distribution.</li> <li>• Participation in "Udaan Festival".</li> <li>• Remedial lectures for ATKT students.</li> <li>• F.Y., S.Y. and T.Y. periodical test.</li> </ul>
February-2017	<ul style="list-style-type: none"> <li>• F.Y. and S.Y. ATKT examinations.</li> <li>• Mentoring of T.Y. students.</li> <li>• Preliminary examination of T.Y. students.</li> <li>• Visit to "Punarvaas School for mentally challenged students."</li> <li>• Industrial visit and visit to local news paper press.</li> <li>• Farewell to final year students.</li> </ul>
March-2017	<ul style="list-style-type: none"> <li>• Sem-II &amp; IV examinations.</li> <li>• Conducting T.Y. B.Com University examination.</li> <li>• CAP for Sem-II &amp; IV examination.</li> <li>• Collection of mark sheets of semester examination.</li> </ul>
April-2017	<ul style="list-style-type: none"> <li>• Processing checking and declaration of results.</li> <li>• Staff academy guest lecture.</li> <li>• CAP for T.Y. assessment.</li> </ul>

**Agenda 3:** Formation of various committees to conduct various activities for 2016-17.

Following is the table showing various committees formed for 2016-17 along with their conveners:

Sr. No.	Name of Committee/Association	Name of Convener
01	IQAC/ NAAC/ LIC	Shri Ashok Sharaf
02	Examination Committee	Prof. Gopal Sonar and Prof. CA Gurunathan Pillai
03	Students' Council	CA Ashwat Desai
04	Cultural Committee	Dr. Shripad Joshi
05	National Service Scheme (NSS)	Prof. Rajkumar Jaiswal
06	National Cadet Corp (NCC)	Dr. Deepika Chatterjee
07	Sports	Prof. Rupa Shah





08	Department of Life Long Learning & Extension (DLLE)	Dr. Seema Agarwal
09	Women Development Cell (WDC)	Dr. Sujata Karmarkar
10	English Literary Association	Dr. Deepika Chatterjee
11	Hindi Literary Association	Dr. Vandana Dube
12	Marathi Literary Association	Prof. Ameya Tanawade
13	Gujarati Literary Association	Prof. Daksha Kapadia
14	Career Guidance and Placement Cell	Dr. Jayant Apte
15	Unfair means Committee	Dr. Seema Agarwal
16	Anti-Ragging Committee	CA Ashwat Desai
17	College Annual Day Committee	CA Nilima Majumdar
18	Planning Forum	Prof. Daksha Kapadia
19	Prize Distribution Committee	Prof. Daksha Kapadia
20	Commerce Association	Prof. Gopal Sonar
21	Attendance committee	Prof. Daksha Kapadia and Dr. Lipi Mukharjee
22	Alumni Association	Prof. Bhavana Vaidya
23	MAUJ ( Inter collegiate Fest)	DR. Shripad Joshi
24.	Research Cell	Dr. Shripad Joshi
25.	Library Committee	Mrs. Neha Joshi
26.	Magazine committee	Prof. Sonali Khade
27	Discipline Committee	Dr. Jayant Apte
28	Student's Welfare Committee	Dr. Anil Dhimdhome
29	Time table Committee	Dr. Jayant Apte
30	Academic Mentor	Dr. Sujata Karmarkar
31	Staff Academy	Dr. Vandana Dube
32	Purchase Committee	Dr. Sujata Karmarkar
33	Website Committee	Dr. Jayant Apte
34	Student Grievance Committee	Dr. Jayant Apte
35	ISO	Dr. Vandana Dube
36	Revaluation Committee	Prof. Rajkumar jaiswal
37.	Admission Committee	Dr. Deepika Chatterjee
38	Prospectus Committee	Prof. Ameya Tanawade
.39	Rotaract Club	Prof. Rupa Shah

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

1. Sr. Vice Principal Prof. Bhavana Vaidya suggested that our college needs to team up with reputed organizations in order to enhance job skills and create employability for our students through Career Guidance and Placement Cell.

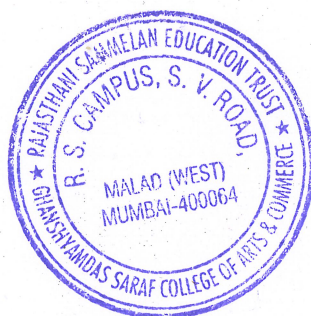




The meeting concluded with the Vote of thanks to the Chair.

### Signature

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri Kailash Kejariwal	Nominee from Stakeholder
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Ms.Usha Agarwal	Nominee from Alumni
6	Shri Jaywant Wagh	Office Superintendent
7	Shri. Bhalchandra Kerkar	Head Clerk
8	Ms. Aishwarya Tandekar	Cultural Secretary
9	CA Ashwat Desai	Coordinator
10	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
11	Dr. Vandana Dube	Teacher Representative-B.Com
12	Mrs. Neha Joshi	Librarian
13	Prof. Sonali Khade	Teacher Representative-B.Com



*S. S. S.*  
**PRINCIPAL**  
Rajasthani Sammelan Education Trust  
Ghanshyamdas Saraf College  
Of Arts & Commerce

## Minutes of meeting of IQAC held on 06/10/2016

The Review Meeting of IQAC for Academic year 2016-2017 was held on 06/10/2016 at 10.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri. Vinay Saraf	Nominee from Industry
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Ms. Usha Agarwal	Nominee from Alumni
6	Shri Jaywant Wagh	Office Superintendent
7	Shri. Bhalchandra Kerkar	Head Clerk
8	Ms. Aishwarya Tandekar	Cultural Secretary
9	CA Ashwat Desai	Coordinator
10	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
11	Dr. Vandana Dube	Teacher Representative-B.Com
12	Mrs. Neha Joshi	Librarian
13	Prof. Sonali Khade	Teacher Representative-B.Com

### Granted leave of Absence:

1. Shri. Kailash Kejariwal

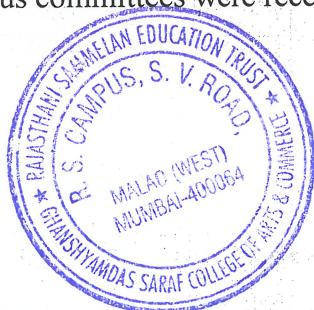
### The agenda of the meeting:

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 of first and third semester examination.
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:** Discuss the implementation of plans submitted by sub-committees and Review programs and events conducted in the first term: Review of Implementation of Plans: Reports submitted by various committees were received and their reports were discussed and reviewed.



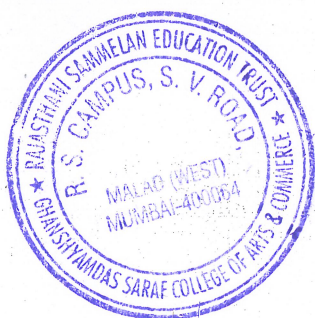


**Agenda 3:** Prof. Gopal Sonar and Prof. CA Gurunathan Pillai In-charge of Exam Committee briefed about the conduct of SEM-I & SEM-III Examinations. They informed that SEM-I Examination will start from second week of November and SEM-III Examination will commence from second week of October.

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

1. The Principal was pleased to inform that our college has entered in to MoUs with various institutions such as ISDC (International Skill Development Corporation, Bengaluru), ACCA(Association of Chartered Certified Accountants) and EduEdge Pro Pvt. Ltd. for career guidance and to help the students in providing specialized training in professional and vocational education.
2. There being no other matter, the Principal thanked the members present for the meeting.

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri. Vinay Saraf	Nominee from Industry
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Ms. Usha Agarwal	Nominee from Alumni
6	Shri Jaywant Wagh	Office Superintendent
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8	Ms. Aishwarya Tandekar	Cultural Secretary
9	CA Ashwat Desai	Coordinator
10	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
11	Dr. Vandana Dube	Teacher Representative-B.Com
12	Mrs. Neha Joshi	Librarian
13	Prof. Sonali Khade	Teacher Representative-B.Com



## Minutes of meeting of IQAC held on 25/01/2017

The Review Meeting of IQAC for Academic year 2016-2017 was held on 25/01/2017 at 11.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri Vinay Saraf	Nominee from Industry
4	Shri Kailash Kejariwal	Nominee from Stakeholder
5	Mrs. Mangala Marathe	Nominee from Local Society
6	Ms. Usha Agarwal	Nominee from Alumni
7	Shri Jaywant Wagh	Office Superintendent
8	Shri Balchandra Kerkar	Head Clerk
9	CA Ashwat Desai	Coordinator
10	Dr. Vandana Dube	Teacher Representative-B.Com
11	Dr. Lipi Mukherjee	Teacher Representative- Self Finance Course
12	Mrs. Neha Joshi	Librarian

### Granted leave of Absence:

1. Prof. Sonali Khade, Member
2. Ms. Aishwarya Tandekar

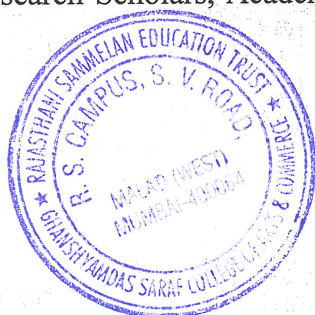
The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Inter-disciplinary National Conference held on 08/12/2016.
3. Analysis of SEM-I & SEM-III Examination results.
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:** IQAC and Self Finance Department of our college organised Inter-disciplinary National Conference on "Recent Trends in Digital Empowerment in Emerging Economies" on 08/12/2016. The Chief Guest for this conference was Mr. Harshit Desai- Digital Transformation and Associate Director- Management Consulting KPMG. The conference observed a huge response from Research Scholars, Academicians, and Corporates from within and outside state





of Maharashtra. As many as 102 research papers were received and published in UGC approved Journal.

### Agenda 3:

1. Prof. Gopal Sonar and Prof. CA Gurunathan Pillai In-charge of Exam Committee submitted his report on conduct of first and third semester end examination. They further informed that T.Y.B.Com assessment of answer books has been completed within the time frame determined by University.

### Agenda 4: Any other matter with the permission the chair:

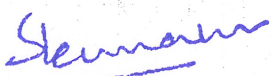
The Principal informed that Career Guidance and Placement Committee headed by our Vice Principal Dr. Jayant Apte conducted various workshops, seminars for the students. Various organizations such as Capital First Ltd., BSE Institute Ltd., Visara Technologies Services LLP and many more visited our college for conducting interviews.

There being no other matter, the Principal thanked the members present for the Meeting.

### Signatures:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri Vinay Saraf	Nominee from Industry
4	Shri Kailash Kejariwal	Nominee from Stakeholder
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## Minutes of meeting of IQAC held on 27/04/2017

The Review Meeting of IQAC for Academic year 2016-2017 was held on 27/04/2017 at 10.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampur	Trustee, Management
3	Shri Vinay Saraf	Nominee from Industry
4	Shri Kailash Kejariwal	Nominee from Stakeholder
5	Mrs. Mangala Marathe	Nominee from Local Society
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7	Shri Jaywant Wagh	Office Superintendent
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9	Ms. Aishwarya Tandekar	Cultural Secretary
10	CA Ashwat Desai	Coordinator
11	Dr. Vandana Dube	Teacher Representative-B.Com
12	Dr. Lipi Mukherjee	Teacher Representative- Self Finance Course
13	Ms. Sonali Khade	Teacher Representative-B.Com
14	Mrs. Neha Joshi	Librarian

**Granted leave of Absence: NIL**

The agenda of the meeting:

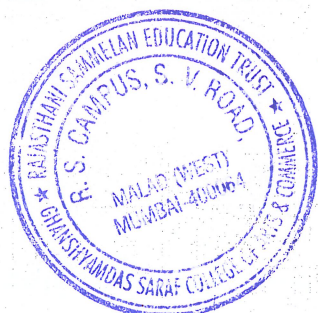
1. Confirm the minutes of the last meeting.
2. Discuss the conduct of second and fourth semester examination.
3. Preparation of Academic Planner for academic year 2017-18.
4. Any other matter with the permission the chair.

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:** Discuss the conduct of second and fourth semester examination: Prof. Gopal Sonar informed that the Term End Examinations were conducted smoothly as per the schedule. He further informed that all the faculty members of T.Y.B.Com are carrying on assessment of papers as scheduled.

**Agenda 3:** The Principal informed the members that Academic Planner for academic year 2017-18 needs to be prepared.



*S. Sonar*  
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**Agenda 4:** Any other matter with the permission the chair:

1. IQAC in-charge informed that reports have been submitted by conveners of various committees giving detailed information about the various activities conducted by them during the academic year 2016-17. The highlights were as follows:
  - a. Vice Principal Dr. Jayant Apte has been recognised as “Professor” by University of Mumbai.
  - b. College organised Inter-disciplinary National Conference on 08/12/2016.
  - c. Ms. Sayali Jadhav (S.Y/BCBI) is selected for Indian Camp of Kabaddi. She represented the State of Maharashtra nine times at National level. She also played in MKL League from Ratnagiri Raiders and won the first place.
  - d. Ms. Trupti Sonawane (T.Y.B.Com) has represented University of Mumbai and Maharashtra at National level. She has also played in MKL League for Pune Panthers.
  - e. Ms. Pratiksha Mandavkar (F.Y.BCBI) also represented University of Mumbai and Maharashtra in Kabaddi. She played in MKL League from Mumbai Devils.
  - f. Mr. Ganesh Yadav and Mr. Rohit Mishra who won the Gold Medal and Bronze Medal respectively at National Level in Kick Boxing were also selected to play at Asian Games.
  - g. Inter-Collegiate Festival Mauj-2016 was a huge success. 1855 students from 92 colleges across Mumbai/Maharashtra participated in this event.
  - h. The Career Guidance and Placement Cell of the college could provide placement to more than 200 students of our college by conducting On-Campus and Off-Campus Interviews.
  - i. Large number of activities/programs were conducted by various committees/associations to promote social, environmental awareness among the students.

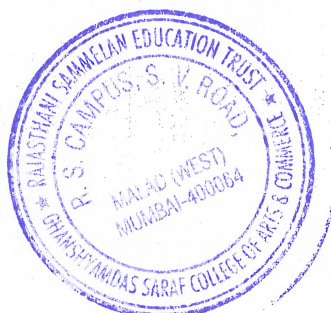


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There being no other matter, the Principal thanked the members present for the meeting.

**Signatures:**

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