

Minutes of meeting of IQAC held on 01/07/2014

The First Meeting of IQAC for Academic year 2014-2015 was held on 01/07/2014 at 10.30 a.m. in the Learning centre of the college.

Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal/Chairperson
2	Shri. Kailash Parasrampuria	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 Ramesh Rathod	Office Superintendent
8	Mrs. Flory D'souza	Head Clerk
9	Ms. Aishwarya Tandekar	Cultural Secretary
10	CA Ashwat Desai	Coordinator
11	Ms. Sonali Khade	Teacher Representative-B.Com
12	Ms. Rupali Sawant	Assistant Librarian

Granted leave of Absence:

Dr. Vandana Dube
Prof. Shubhangi Dharma

The agenda of the meeting:

1. Academic performance for Academic Year 2013-14.
2. Academic planner for 2014-15.
3. Formation of various committees to conduct various activities for 2014-15.
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 2013-14: Report on academic performance of B.Com and Self Finance students for academic year 2013-14 was placed on record and discussed. It was decided to conduct 'Remedial Lectures' for academically weaker students.

Agenda 2: Academic planner for 2014-2015: Discussed and approved the Academic planner prepared for 2014-2015 which was presented in the last meeting held in April 2014.



Academic Calendar for the Year 2014-15

Month	Planner
May-2014	<ul style="list-style-type: none"> • Printing prospectus. • Scrutiny of application and admission forms of S.Y. B.Com, T.Y. B.Com, BMS, BMM, BCBI & BCAF. • Meeting with parents and students of junior college (XIIth Standard) for academic counselling. • Admission of the students. • Interviews and continuation of un-aided staff.
June-2014	<ul style="list-style-type: none"> • Admission of F.Y.B.Com, BMS, BMM, BCAF, BCBI, B.Sc(IT) by putting up three merit list and finalizing the admission list. • Time table preparation by Time Table Committee. • Meeting of Principal with Teaching and Non-Teaching Staff on the re-opening day. • Formation of various committees. • Meeting of the Principal with respective departments and committees. • Admission procedure for M.Com. • Commencement of F.Y, S.Y., T.Y. and M.Com Part-II lectures.
July-2014	<ul style="list-style-type: none"> • Planning examination schedule. • Tree plantation by NSS volunteers. • Students' enrollment for extension activities. • Address by Principal to F.Y. students. • Orientation of final year students for projects. •
August-2014	<ul style="list-style-type: none"> • Preparation of F.Y. & S.Y. ATKT examination. • Remedial lectures for ATKT students. • Formation of Students' Council. • Training programmes/orientation for students carrying out extension activities. • Blood donation Camp and Thalesmia organised by NSS. • Periodical test for F.Y., S.Y. & T.Y. students. • Independence Day Celebration.
September-2014	<ul style="list-style-type: none"> • Seminar on "Micro Finance- A supportive tool for development". • Essay & Debate competition by Planning Forum. • Antakshari competition. • Talent contest. • Hindi Divas Celebration. • Teachers' Day Celebration. • F.Y. and S.Y. additional periodical test. • F.Y. and S.Y. (Sem-I & Sem-III) examination. • Second periodic test for T.Y. • Meeting parents of those students have less attendance. • Indoor games tournaments. • LMC and Governing Council meetings.
October-2014	<ul style="list-style-type: none"> • Centralized Assessment of Sem- I & III answer books. • Processing of results and collection of mark sheets. • Garba Ras by Students' Council. • Staff Academy Guest Lecture. • Giving home assignments to slow learners of T.Y. • Term end meeting of teaching staff.
	<ul style="list-style-type: none"> • Processing of results and declaration of Sem-I & III results.



November-2014	<ul style="list-style-type: none"> NSS residential camp.
December-2014	<ul style="list-style-type: none"> Annual Sports Day. Inter-collegiate festival "Mauj". Blood donation and Thalesamia checking camp. Study tour to Hyderabad during Christmas vacation. Sem-I & III additional examination.
January-2015	<ul style="list-style-type: none"> National Conference Faculty Development Programme Elocution competition for selecting best speaker. Planning Forum's A.D. Shroff's elocution competition. Quiz competition. Kabaddi & Kho-Kho Tournaments. Annual Day. Prize distribution. Participation in "Udaan Festival". Remedial lectures for ATKT students. F.Y., S.Y. and T.Y. periodical test.
February-2015	<ul style="list-style-type: none"> F.Y. and S.Y. ATKT examinations. Mentoring of T.Y. students. Preliminary examination of T.Y. students. Visit to "Punarvaas School for mentally challenged students." Industrial visit and visit to local news paper press. Farewell to final year students.
March-2015	<ul style="list-style-type: none"> Sem-II & IV examinations. Conducting T.Y. B.Com University examination. CAP for Sem-II & IV examination. Collection of mark sheets of semester examination.
April-2015	<ul style="list-style-type: none"> Processing checking and declaration of results. Staff academy guest lecture. CAP for T.Y. assessment.

Agenda 2: Formation of various committees to conduct various activities for 2014-15. Following is the table showing various committees formed for 2014-15 along with their conveners:

Sr. No.	Name of Committee/Association	Name of Convener
01	IQAC	CA Ashwat Desai
02	Examination Committee	Prof. Gopal Sonar
03	Students' Council	CA Ashwat Desai
04	Cultural Committee	Prof. Snehalata Sharma
05	National Service Scheme (NSS)	Prof. Rajkumar Jaiswal
06	National Cadet Corp (NCC)	Dr. Deepika Chatterjee
07	Sports	CA Narendra Shah
08	Department of Life Long Learning & Extension (DLLE)	Dr. Seema Agarwal
09	Women Development Cell (WDC)	Dr. Shagun Srivastava
10	English Literary Association	Dr. Deepika Chatterjee



11	Hindi Literary Association	Dr. Vandana Dube
12	Marathi Literary Association	Dr. Shripad Joshi
13	Gujarati Literary Association	Prof. Daksha Kapadia
14	Placement Cell	Prof. Rupa Shah
15	Unfair means Committee	CA Ashwat Desai
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

Agenda 3: Any other matter with the permission of the chair

1. Vice Principal CA Jayant Apte pointed out a few corrections in the college website. The website team to take up the work

The Principal thanked the members present and appealed to the members to work together for AQAR Preparations.



[Handwritten Signature]
PRINCIPAL
 Rajasthani Sammelan Education Trust
 Gyanshyamdas Saraf College
 Of Arts & Commerce