

## Minutes of meeting of IQAC held on 26/06/2017

The First Meeting of IQAC for Academic year 2017-2018 was held on 26/06/2017 at 10.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal
2	Prof. Bhavana Vaidya	Sr. Vice Principal
3	Dr. Jayant Apte	Vice Principal
4	Shri. Kailash Parasrampur	Trustee, Management
5	Shri Vinay Saraf	Nominee from Industry
6	Mrs. Mangala Marathe	Nominee from Local Society
7	Ms. Usha Agarwal	Nominee from Alumni
8	Shri Jaywant Wagh	Office Superintendent
9	Shri. Bhalchandra Kerkar	Head Clerk
10	Mr. Ashish Prasad	Cultural Secretary
11	CA Ashwat Desai	Coordinator
12	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
13	Dr. Anju Bohra	Teacher Representative-B.Com
14	Mrs. Neha Joshi	Librarian
15	Dr. Ameya Tanawade	Teacher Representative-B.Com

### Granted leave of Absence:

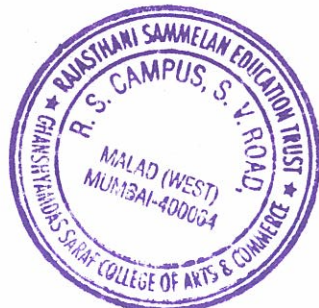
1. Shri Kailash Kejariwal
2. Dr. Jayant Apte

### The agenda of the meeting:

1. Academic performance for Academic Year 2016-17
2. Academic planner for 2017-18.
3. Formation of various committees to conduct various activities for 2017-18.
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 2016-17:** Report on academic performance of B.Com and Self Finance students for academic year 2016-17 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 2017-2018:** Discussed and approved the Academic planner prepared for 2017-2018 which was presented in the last meeting held on 27<sup>th</sup> April 2017.

### Academic Planner for the Year 2017-18

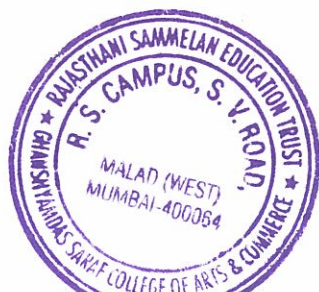
Month	Planner
May-2017	<ul style="list-style-type: none"> <li>• Printing prospectus.</li> <li>• Scrutiny of application and admission forms of S.Y.B.Com, T.Y.B.Com, BMS, BMM, BCBI &amp; BCAF.</li> <li>• Meeting with parents and students of junior college (XIIth Standard) for academic counselling.</li> <li>• Admission of the students.</li> <li>• Interviews and continuation of un-aided staff.</li> </ul>
June-2017	<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-2017	<ul style="list-style-type: none"> <li>• Planning examination schedule.</li> <li>• MKCL enrolments.</li> <li>• Students' enrolment for extension activities.</li> <li>• Address by Principal to F.Y. students.</li> <li>• Guru Pornima celebration by Marathi Literary Association.</li> <li>• Tree Plantation by NSS.</li> <li>• Activities by various Committees.</li> </ul>
August-2017	<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>• Independence Day Celebration.</li> <li>• Flag collection rally /08/2017.</li> <li>• Crowd Control during Ganapati Festival</li> </ul>
September-2017	<ul style="list-style-type: none"> <li>• Hindi Divas Celebration.</li> <li>• F.Y. and S.Y. (Sem-I &amp; Sem-III) examination.</li> <li>• Meeting parents of those students have less attendance.</li> <li>• .Activities by various Committees</li> </ul>
October-2017	<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 during Navaratri Festival .</li> <li>• 7 Days Special Residential Camp by NSS .</li> <li>• Activities by various Committees</li> </ul>



November-2017	<ul style="list-style-type: none"> <li>• Processing of results and declaration of Sem-I &amp; III results.</li> <li>• Activities by various Committees</li> </ul>
December-2017	<ul style="list-style-type: none"> <li>• Educational Tour</li> <li>• Activities by various Committees</li> <li>• Sports Day</li> <li>• Annual Fest - MAUJ</li> </ul>
January-2018	<ul style="list-style-type: none"> <li>• Remedial lectures for ATKT students.</li> <li>• . Activities by various Committees</li> <li>• Annual prize distribution ceremony</li> <li>• Annual day</li> </ul>
February-2018	<ul style="list-style-type: none"> <li>• Annual Graduation Day Ceremony</li> <li>• F.Y. and S.Y. ATKT examinations.</li> <li>• Mentoring of T.Y. students.</li> <li>• Farewell to final year students.</li> </ul>
March-2018	<ul style="list-style-type: none"> <li>• Sem-II &amp; IV examinations.</li> <li>• Departmental Activities.</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-2018	<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>

**Agenda 3:** Formation of various committees to conduct various activities for 2017-18. 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. Shagun Shrivastava



10	English Literary Association	Dr. Deepika Chatterjee
11	Hindi Literary Association	Prof. Preeti Jha
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. Shripad Joshi
31	Staff Academy	Dr. Rupa Shah
32	Purchase Committee	Prof. Bhavana Vaidya
33	Website Committee	Dr. Jayant Apte
34	Student Grievance Committee	Dr. Jayant Apte
35	Revaluation Committee	Prof. Rajkumar jaiswal
36	Admission Committee	Dr. Deepika Chatterjee
37	Prospectus Committee	Prof. Ameya Tanawade
.38	Rotaract Club	Prof. Rupa Shah

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

1. I/C Principal Prof. Bhavana Vaidya suggested that, the college plans to increase our efforts for the career guidance and placements of our students. The College intend to have more tie ups and collaborations with well established companies who can provide students with internships and placements.
2. Further, the college also plan to create more opportunities for students to enroll for add-on courses in order to develop their professional skills. The objective is to increase their employability in the job market.
3. Further, the college also plans to make progress in our Faculty development, whether it be in Research or in curriculum development or presenting research papers etc. The college



also plan to make efforts to establish our own Research Cell, since we have faculty members who are recognized as Ph.D guides by the University of Mumbai.

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

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal
2	Prof. Bhavana Vaidya	Vice Principal
3	Shri. Kailash Parasrampuria	Trustee, Management
4	Shri Vinay Saraf	Nominee from Industry
5	Mrs. Mangala Marathe	Nominee from Local Society
6	Ms.Usha Agarwal	Nominee from Alumni
7	Shri Jaywant Wagh	Office Superintendent
8	Shri. Bhalchandra Kerkar	Head Clerk
9	Mr. Ashish Prasad	Cultural Secretary
10	CA Ashwat Desai	Coordinator
11	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
12	Dr. Anju Bohra	Teacher Representative-B.Com
13	Mrs. Neha Joshi	Librarian
14	Dr. Ameya Tanawade	Teacher Representative-B.Com



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**PRINCIPAL**  
Rajasthani Sammelan Education Trust  
Ghanshyamdass Saraf College  
Of Arts & Commerce

## Minutes of meeting of IQAC held on 03/10/2017

The Review Meeting of IQAC for Academic year 2017-2018 was held on 03/10/2017 at 10.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal
2	Prof. Bhavana Vaidya	Sr. Vice Principal
3	Dr. Jayant Apte	Vice Principal
4	Shri. Kailash Parasrampurua	Trustee, Management
5	Shri Kailash Kajariwal	Nominee from Stakeholder
6	Shri Vinay Saraf	Nominee from Industry
7	Mrs. Mangala Marathe	Nominee from Local Society
8	Ms.Usha Agarwal	Nominee from Alumni
9	Shri Jaywant Wagh	Office Superintendent
10	Shri. Bhalchandra Kerkar	Head Clerk
11	Mr. Ashish Prasad	Cultural Secretary
12	CA Ashwat Desai	Coordinator
13	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
14	Dr. Anju Bohra	Teacher Representative-B.Com
15	Mrs. Neha Joshi	Librarian
16	Dr. Ameya Tanawade	Teacher Representative-B.Com

### 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.

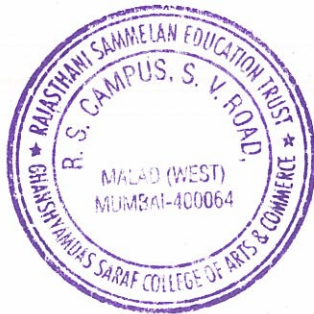


**Agenda 3:** Prof. Gopal Sonar and Prof. CA Gurunathan Pillai In-charge of Exam Committee briefed about the conduct of SEM-I & SEM-III Examinations. They informed that SEM-I Examination will start from second week of November and SEM-III Examination will commence from second week of October.

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

1. The Principal was pleased to inform that our college has established an arrangement with the Skill Development and Vocational training Institute of India with the aim of providing students with additional Skills to upgrade and improve their employability.
2. Principal also informed that the College is in the process of establishing Bloomberg Terminals in the college.
3. There being no other matter, the Principal thanked the members present for the meeting.

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal
2	Prof. Bhavana Vaidya	Sr. Vice Principal
	Dr. Jayant Apte	Vice Principal
3	Shri. Kailash Parasrampurua	Trustee, Management
4	Shri Kailash Kaijariwal	Nominee from Stakeholder
5	Shri Vinay Saraf	Nominee from Industry
6	Mrs. Mangala Marathe	Nominee from Local Society
7	Ms.Usha Agarwal	Nominee from Alumni
8	Shri Jaywant Wagh	Office Superintendent
9	Shri. Bhalchandra Kerkar	Head Clerk
10	Mr. Ashish Prasad	Cultural Secretary
11	CA Ashwat Desai	Coordinator
12	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
13	Dr. Anju Bohra	Teacher Representative-B.Com
14	Mrs. Neha Joshi	Librarian
15	Dr. Ameya Tanawade	Teacher Representative-B.Com



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

## Minutes of meeting of IQAC held on 13/01/2018

The Review Meeting of IQAC for Academic year 2017-2018 was held on 13/01/2018 at 11.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Prof. Bhavana Vaidya	I/C Principal
2	Dr. Jayant Apte	Vice Principal
3	Shri. Kailash Parasrampurua	Trustee, Management
4	Shri Kailash Kaijariwal	Nominee from Stakeholder
5	Shri Vinay Saraf	Nominee from Industry
6	Mrs. Mangala Marathe	Nominee from Local Society
7	Ms.Usha Agarwal	Nominee from Alumni
8	Shri Jaywant Wagh	Office Superintendent
9	Shri. Bhalchandra Kerkar	Head Clerk
10	Mr. Ashish Prasad	Cultural Secretary
11	CA Ashwat Desai	Coordinator
12	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
13	Dr. Anju Bohra	Teacher Representative-B.Com
14	Mrs. Neha Joshi	Librarian

### Granted leave of Absence:

1. Dr. Ameya Tanawade, Member

### The agenda of the meeting:

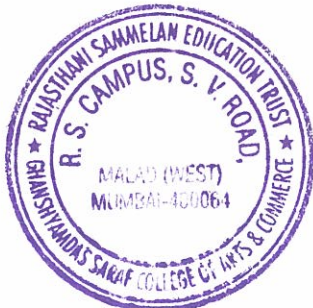
1. Confirm the minutes of the last meeting.
2. Analysis of SEM-I & SEM-III Examination results.
3. Any other matter with the permission the chair.

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:

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 3:** Any other matter with the permission the chair:

The Principal informed that the Self Finance Department will be Conducting Various Innovative Departmental Activities in March 2018.

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

**Signatures:**

Sr. No.	Name	Designation
1	Prof. Bhavana Vaidya	I/C Principal
2	Dr. Jayant Apte	Vice Principal
3	Shri. Kailash Parasrampuria	Trustee, Management
4	Shri Kailash Kaijariwal	Nominee from Stakeholder
5	Shri Vinay Saraf	Nominee from Industry
6	Mrs. Mangala Marathe	Nominee from Local Society
7	Ms.Usha Agarwal	Nominee from Alumni
8	Shri Jaywant Wagh	Office Superintendent
9	Shri. Bhalchandra Kerkar	Head Clerk
10	Mr. Ashish Prasad	Cultural Secretary
11	CA Ashwat Desai	Coordinator
12	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
13	Dr. Anju Bohra	Teacher Representative-B.Com
14	Mrs. Neha Joshi	Librarian



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**I/C PRINCIPAL**  
Rajsthani Sammelan Education Trust  
Ghanshyamdas Saraf College  
Of Arts & Commerce

## Minutes of meeting of IQAC held on 12/04/2018

The Review Meeting of IQAC for Academic year 2017-2018 was held on 12/04/2018 at 10.00 a.m. in the Learning centre of the college.

### Members Present:

Sr. No.	Name	Designation
1	Prof. Bhavana Vaidya	I/C Principal
2	Dr. Jayant Apte	Vice Principal
3	Shri. Kailash Parasrampurua	Trustee, Management
4	Shri Kailash Kaijariwal	Nominee from Stakeholder
5	Shri Vinay Saraf	Nominee from Industry
6	Mrs. Mangala Marathe	Nominee from Local Society
7	Ms.Usha Agarwal	Nominee from Alumni
8	Shri Jaywant Wagh	Office Superintendent
9	Shri. Bhalchandra Kerkar	Head Clerk
10	Mr. Ashish Prasad	Cultural Secretary
11	CA Ashwat Desai	Coordinator
12	Dr. Lipi Mukharjee	Teacher Representative-Self Finance Course
13	Dr. Anju Bohra	Teacher Representative-B.Com
14	Mrs. Neha Joshi	Librarian
15	Dr. Ameya Tanawade	Teacher Representative-B.Com

### 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 2018-19.
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 2018-19 needs to be prepared.

**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 2017-18. The highlights were as follows:
  - a. Vice Principal Dr. Jayant Apte has been appointed as Member of board of Studies of Accountancy by Hon. Vice Chancellor of University of Mumbai. He is also appointed as Vice Chancellor nominee of finance Committee of Bhartiya Vidhya Bhavan's Sardar Patel Institute of Technology (Autonomous ) for Two Years..
  - b. Dr. Shropad Joshi , Associate Professor, Department of Commerce has been appointed as Member of "Board of Studies" of Business Management by Hon. Vice Chancellor of University of Mumbai.
  - c. Prof. Rupa Shah , Assistant Professor, Department of commerce, bagged Gold Medal at University Level in Teachers Category for her Research project Titled " Influence of Surrogate Advertising on Consumers". She was also part of University of Mumbai Contingent were she secured Silver Medal at Mahatma Phule Krishi Vidhyapeeth , Rahuri , Ahmadnagar.
  - d. Prof.CA Ameya Tanawade, Lecture, Department of Accountancy , bagged Gold Medal at University Level in PPG Category.
  - e. The Principal was Pleased to Inform that College has started Certificate Courses in varied subjects such as E –Taxation, and English Speaking and Personality Development.
  - f. Bloomberg Terminals are established in Our College. Using these terminals our Students can perform historical market analysis and evaluate complex financial instruments.
  - g. Career Guidance Cell undertook multiple initiatives with several well known corporate to provide students with placement jobs and internships.
  - h. Dr. Lipi Mukharjee , Prof. Prajana Shetty , Prof. Prasanna Choudhary and Prof Mamta Chajjer have authored text books for Students off Self finance Courses.
  - i. Ms. Sayali Jadhav student of TY BCBI represented Indian Kabaddi Team which won the international Asia Kabaddi championship held in Iran in November,2017.
  - j. Our Students Mr. rohit bhafana – SY BFM and Mr. Shahied Shaikh – SY BMS achived First position in Carrom Competition at University Level held at SIES College , Mumabai.
  - k. Various exhibitions were conducted by different Departments of Self finance courses.



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

**Signatures:**

Sr. No.	Name	Designation
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2	Dr. Jayant Apte	Vice Principal
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