

## Minutes of meeting of IQAC held on 16/07/2020

The First Meeting of IQAC for Academic year 2020-2021 was held on 16/07/2021 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       | Mrs. Mangala Marathe        | Nominee from Local Society                 |
| 5       | Shri Jaywant Wagh           | Senior Clerk                               |
| 6       | Shri. Bhalchandra Kerkar    | Junior Clerk                               |
| 7       | Dr. Ashwat Desai            | Coordinator                                |
| 8       | Dr. Lipi Mukherjee          | Teacher Representative-Self Finance Course |
| 9       | Dr. Anju Bohra              | Teacher Representative-B. Com              |
| 10      | Dr. Neha Joshi              | Librarian                                  |
| 11      | Dr. Ameya Tanawade          | Teacher Representative-B. Com              |
| 12      | Mr. Aditya Chavan           | Student Representative                     |

### Granted leave of Absence:

1. Shri. Kailash Kejriwal, 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 2019-20
2. Academic Calendar for 2020-21
3. Formation of various committees to conduct various activities for 2020-21.
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 2019-20:

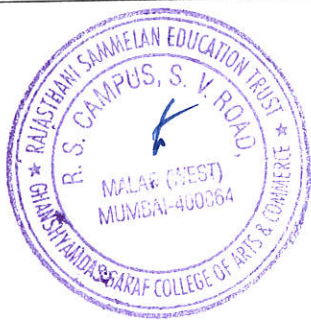
Prof. Gopal Sonar and Prof. Prasanna Choudhari– Exam –In charge of B. Com and Self-Finance Courses respectively informed that the T.Y. Examinations have been postponed by the University due to Covid19 Pandemic situation prevailing in the state. They further informed that the University has resolved to promote all F.Y. and S.Y. students to the next class.



**Agenda 2: Academic Calendar for 2020-2021:** Discussed and approved the Academic Calendar prepared for 2020-2021 which was presented in the last meeting held on 14<sup>th</sup> March 2020.

### Academic Calendar for the Year 2020-21

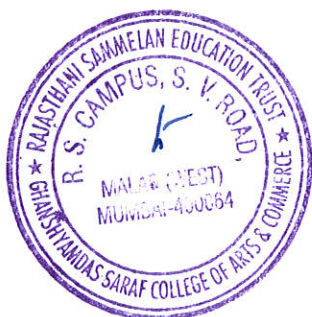
| Month          | Academic Calendar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May-2020       | <ul style="list-style-type: none"> <li>• Printing Prospectus.</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-2020      | <ul style="list-style-type: none"> <li>• Admission of F.Y.B.Com, BMS, BMM, BCAAF, 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-2020      | <ul style="list-style-type: none"> <li>• Planning examination schedule.</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>• Different Activities like Tree Plantation, Activities by Rotaract Club etc.</li> </ul>                                                                                                                                                                                                                         |
| August-2020    | <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>• Planning Forum will organise A.D. Shroff Memorial Elocution</li> <li>• Training programmes/orientation for students carrying out extension activities.</li> <li>• Independence Day Celebration.</li> <li>• Committee Activities</li> </ul>                                                                                                                                                                                   |
| September-2020 | <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 students who are defaulters in attendance.</li> <li>• Blood Donation Drive will be conducted by Rotaract Club and NSS.</li> </ul>                                                                                                                                                                                                                                                                                     |



|               |                                                                                                                                                                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October-2020  | <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>7 Days Special Residential Camp by NSS volunteers.</li> </ul>              |
| November-2020 | <ul style="list-style-type: none"> <li>Processing of results and declaration of Sem-I &amp; III results.</li> <li>Placement Activities</li> <li>Career Guidance Activities for TY Students</li> </ul>                                             |
| December-2020 | <ul style="list-style-type: none"> <li>Educational Tour/Industrial Visit</li> <li>Different Committee Activities</li> <li>Sports Day</li> <li>Degree Distribution Ceremony</li> <li>Annual Day</li> <li>Christmas Vacation.</li> </ul>            |
| January-2021  | <ul style="list-style-type: none"> <li>Intercollegiate Festival "MAUJ"</li> <li>Remedial lectures for ATKTK students.</li> <li>Commerce Association will Organise Commerce Quiz.</li> </ul>                                                       |
| February-2021 | <ul style="list-style-type: none"> <li>Farewell to final Year Students</li> <li>National Conference</li> <li>Job Fair</li> </ul>                                                                                                                  |
| March-2021    | <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-2021    | <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 2020-21  
Following is the table showing various committees formed for 2020-21 along with their conveners:

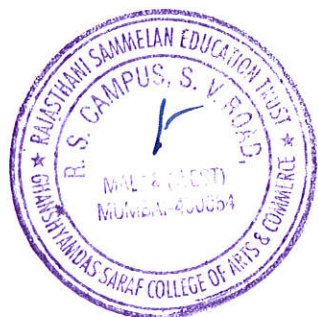
| Sr. No. | Name of Committee/Association | Name of Convener                                     |
|---------|-------------------------------|------------------------------------------------------|
| 01      | IQAC/ NAAC/ LIC               | Shri Ashok Saraf                                     |
| 02      | Examination Committee         | Prof. Gopal Sonar and<br>Prof. Prasanna<br>Choudhary |
| 03      | Students' Council             | Dr. (CA) Ashwat Desai                                |
| 04      | Cultural Committee            | Dr. Shripad Joshi                                    |
| 05      | National Service Scheme (NSS) | Prof. Rajkumar Jaiswal                               |



|     |                                                     |                                             |
|-----|-----------------------------------------------------|---------------------------------------------|
| 06  | National Cadet Corp (NCC)                           | Prof. Preeti Jha                            |
| 07  | Sports                                              | Dr. Rupa Shah                               |
| 08  | Department of Life Long Learning & Extension (DLLE) | Dr. Seema Agarwal                           |
| 09  | Women Development Cell (WDC)                        | Dr. Lipi Mukherjee                          |
| 10  | English Literary Association                        | Prof. Gargi Gothe                           |
| 11  | Hindi Literary Association                          | Prof. Preeti Jha                            |
| 12  | Marathi Literary Association                        | Dr. Ameya Tanawade                          |
| 13  | Gujarati Literary Association                       | Prof. Nilesh Gadoya                         |
| 14  | Career Guidance and Placement Cell                  | Dr. Jayant Apte                             |
| 15  | Unfair means Committee                              | Dr. (CA) Ashwat Desai                       |
| 16  | Anti-Ragging Committee                              | Dr. (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                                | Dr. Shripad Joshi                           |
| 21  | Attendance committee                                | Prof. Daksha Kapadia and Dr. Lipi Mukharjee |
| 22  | Alumni Association                                  | Dr. Rupa Shah                               |
| 23  | MAUJ ( Inter collegiate Fest)                       | DR. Shripad Joshi                           |
| 24. | Research Cell                                       | Dr. Shripad Joshi                           |
| 25. | Library Committee                                   | Mrs. Neha Joshi                             |
| 26  | Discipline Committee                                | Dr. Gurunathan Pillai                       |
| 27  | Student's Welfare Committee                         | Dr. Anil Dhindhime                          |
| 28  | Time Table Committee                                | Dr. Jayant Apte                             |
| 29  | Academic Mentor                                     | Dr. Shripad Joshi                           |
| 30  | Staff Academy                                       | Dr. Rupa Shah                               |
| 31  | Media Cell (Magazine and Website Committee)         | Prof. Sonali Khade and Prof. Mamta Chhajer  |
| 32  | Student Grievance Committee                         | Dr. Jayant Apte                             |
| 33  | Revaluation Committee                               | Prof. Rajkumar jaiswal                      |
| 34  | Admission Committee                                 | Dr. Deepika Chatterjee                      |
| 35  | Prospectus Committee                                | Dr. Ameya Tanawade                          |
| .36 | Rotaract Club                                       | Dr. Rupa Shah                               |
| 37  | Green initiatives                                   | Dr. Anil Dhindhime                          |
| 38  | E-Cell                                              | Prof. Mmahek Chabaria                       |

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

- Principal Dr. (CA) Jayant Apte urged that we need to make extra efforts 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 the IT Department of our college is making every effort to conduct training sessions for the teachers. He also

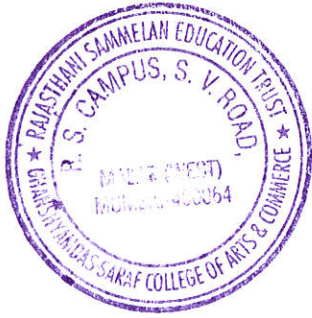


requested all the teachers to attend online webinars conducted by various colleges across the nation.

- Principal Dr. (CA) Jayant Apte asked for momentum to be given to the activities of the Research Cell and encouragement to be given to more faculty members to do research.

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

| 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       | Mrs. Mangala Marathe        | Nominee from Local Society                 |
| 5       | Shri Jaywant Wagh           | Senior Clerk                               |
| 6       | Shri. Bhalchandra Kerkar    | Junior Clerk                               |
| 7       | Dr Ashwat Desai             | Coordinator                                |
| 8       | Dr. Lipi Mukherjee          | Teacher Representative-Self Finance Course |
| 9       | Dr. Anju Bohra              | Teacher Representative-B. Com              |
| 10      | Dr. Neha Joshi              | Librarian                                  |
| 11      | Dr. Ameya Tanawade          | Teacher Representative-B. Com              |
| 12      | Mr. Aditya Chavan           | Student Representative                     |



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

## Minutes of meeting of IQAC held on 14/12/2020

The Second meeting of IQAC for Academic year 2020-2021 was held on 14/12/2020 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       | Mr. Nitin Joshi            | Cultural Secretary                         |
| 9       | Dr. Ashwat Desai           | Coordinator                                |
| 10      | Dr. Lipi Mukharjee         | Teacher Representative-Self Finance Course |
| 11      | Dr. Neha Joshi             | Librarian                                  |
| 12      | Dr. Ameya Tanawade         | Teacher Representative-B. Com              |

### Granted leave of Absence:

1. Shri. Kailash Kejriwal, Trustee, Management
2. Dr. Anju Bohra, Teacher Representative-B. Com
3. Mrs. Mangala Marathe, Nominee from Local Society
4. Mr. Aditya Chavan, Student Representative

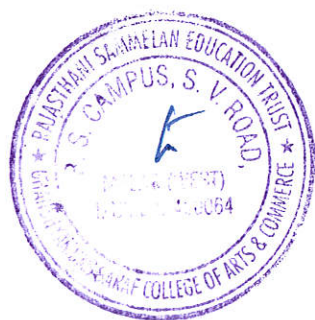
### The agenda of the meeting:

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. 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 instructions 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.

Further, the Principal informed that the college has taken active interest in “SWAYAM” Courses conducted by MHRD, Government of India. Seven students of our college successfully completed this course.

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

The college organized Online “Disha-Guidance for Prospective Career Paths Programme” designed to guide the students about career prospectus after HSC from 23<sup>rd</sup> to 28<sup>th</sup>, July 2020.

The class facilitators of F.Y.B. Com organized Online ‘Orientation’ lecture from 7<sup>th</sup> to 12<sup>th</sup> December 2020 to introduce them to the course, the college- its various committees and extracurricular activities.

The college will be conducting Green Audit & Gender Audit in January-2021.

**Signature:**

| Sr. No. | Name                       | Designation                                |
|---------|----------------------------|--------------------------------------------|
| 1       | Dr. (CA) Jayant Apte       | Principal                                  |
| 2       | Mrs. Bhavana Vaidya        | Administrator (Nominee of Management)      |
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| 4       | Shri Vinay Saraf           | Nominee from Industry                      |
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| 10      | Dr. Lipi Mukharjee         | Teacher Representative-Self Finance Course |
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| 12      | Dr. Ameya Tanawade         | Teacher Representative-B. Com              |



  
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## Minutes of meeting of IQAC held on 05/04/2021

The Third meeting of IQAC for Academic year 2020-21 was held on 05/04/2021 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 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       | CA Ashwat Desai             | Coordinator                                |
| 9       | Dr. Lipi Mukharjee          | Teacher Representative-Self Finance Course |
| 10      | Dr. Anju Bohra              | Teacher Representative-B. Com              |
| 11      | Dr. Neha Joshi              | Librarian                                  |
| 12      | Dr. Ameya Tanawade          | Teacher Representative-B. Com              |

### Granted leave of Absence:

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

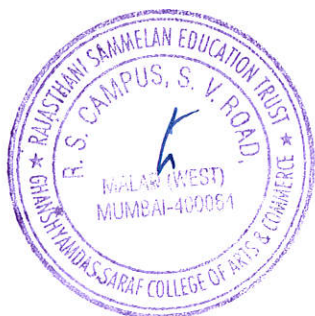
The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Conduct of Examination
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:** The Principal informed that the lectures for SEM-II, SEM-IV & SEM-VI were conducted online, and the syllabus was completed by the teachers on time. A detailed report of all the online activities/programmes conducted on various dates from January-2021 to March-2021 by different committees were taken on record, discussed and reviewed. Green Audit was conducted by Dr. Rajshekhar Patil and a detailed report was submitted by him. Gender Audit was also conducted in January-2021 by Dr. Hema Mehta and CS. Aruna Naik.



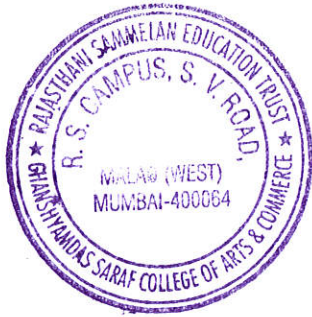


**Agenda 3:** Any other matter with the permission the chair:

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

**Signatures:**

| 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                 |
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