

Minutes of meeting of IQAC held on 09/07/2015

The First Meeting of IQAC for Academic year 2015-2016 was held on 09/07/2015 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 Parasrampurua	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	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

Granted leave of Absence:

1. Prof. Sonali Khade
2. Ms. Usha Agarwal

The agenda of the meeting:

1. Academic performance for Academic Year 2014-15.
2. Academic planner for 2015-16.
3. Formation of various committees to conduct various activities for 2015-16.
4. Any other matter with the permission of the chair.

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

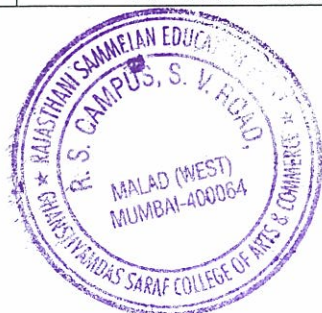
Agenda 1: Academic performance for Academic Year 2014-15: Report on academic performance of B.Com and Self Finance students for academic year 2014-15 was placed on record and discussed. It was decided to conduct online test for FY, SY, TY students and 'Remedial Lectures' for slow learners.

Agenda 2: Academic planner for 2015-2016: Discussed and approved the Academic planner prepared for 2015-2016 which was presented in the last meeting held on 28th April 2015.

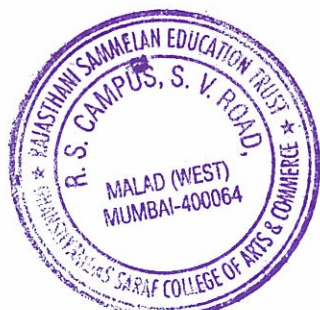


Academic Calendar for the Year 2015-16

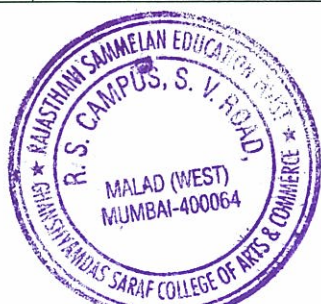
Month	Planner
May-2015	<ul style="list-style-type: none"> • Printing prospectus. • Scrutiny of application and admission forms of S.Y.B.Com, T.Y.B.Com, BMS, BMM, BCBI & BCAF. • Meeting with parents and students of junior college (XIth Standard) for academic counselling. • Admission of the students. • Interviews and continuation of un-aided staff. • NCC Cadets participated in Hospital Attachment Camp at Military Hospital, INS,-Ashwini from 25th May, 2015 to 05th June, 2015. • Annual NCC training camp was held at S.D. College Palghar, between 27th May, 2015 to 05th June, 2015.
June-2015	<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. • NSS Volunteers planted 150 plants on 05th June, 2015 on account of Tree Plantation drive organised by University of Mumbai. • NCC Officer and Cadets participated International Yoga Day Celebration at KES College. Also NCC Cadets participated in Yoga Day Camp at Garrison Ground Colaba from 14th June, 2015 to 23rd June, 2015.
July-2015	<ul style="list-style-type: none"> • Planning examination schedule. • MKCL enrolments. • Students' enrolment for extension activities. • Address by Principal to F.Y. students. • Guru Purnima celebrated by Marathi Sahitya Parishad. • NSS volunteers attended Dengue and Malaria Awareness Programme organised by BMC and KES College during July-2015. • Area based project was undertaken by NSS volunteers at M.W. Hospital during July-2015, where volunteers helped hospital staff for smooth functioning of hospital. • NSS volunteers in July-2015 formed group of 10 to 12 students to work at Punarvas School at Goregaon (W) for betterment of mentally challenged students. • NCC Cadets participated in Group Selection Camp (1) & Camp (2) for Thal Sainik Camp at Ghatkopar from 08th July, 2015 to 17th July, 2015 and 19th July, 2015 to 28th July, 2015. • NCC Officer Major Deepika Chaterjee attended Combined Annual Training Camp at Fulpada, Virar from 08th July, 2015 to 17th July, 2015. •
	<ul style="list-style-type: none"> • Preparation of F.Y. & S.Y. ATKT examination. • Remedial lectures for ATKT students. • Formation of Students' Council.



August-2015	<ul style="list-style-type: none"> • Training programmes/orientation for students carrying out extension activities. • Periodical test for F.Y., S.Y. & T.Y. students. • Independence Day Celebration. • Paper Bag making project was organised by NSS volunteers from 1st week of August. 800 Paper Bags were made and distributed to the vendors and general stores. • Tree plantation was organised by NSS Volunteers on 20th August, 2015 in Punarvas School. 25 Saplings were planted. • Flag collection rally was organised by NSS volunteers on 15th August, 2015 where they collected flags from streets from Sunder Nagar to Malad Station. • Blood Donation Drive in association with J.J. Hospital Blood Bank and Lions Club was conducted by NSS Unit of college on 28th August, 2015. • NCC Cadets participated in Pre-Thal Sainik Camp held at Pune from 08th August, 2015 to 17th August, 2015. • A talk on “know thyself” was organised by WDC on 20th August, 2015. The guest speaker was Rotarian Dr. Nilima Inamdar- President of Rotary Club.
September-2015	<ul style="list-style-type: none"> • Essay & Debate competition by Planning Forum. • Antakshari competition. • Talent contest. • Planning Forum’s A.D. Shroff’s elocution competition. • Students’ Council organised Student-Teacher Competition on account of Teachers’ Day 05th September, 2015 to inculcate and promote teaching ability in students and develop teachers of tomorrow. • Hindi Divas 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. • NSS volunteers participated in the workshop on Anhashraddha Nirmulan conducted by S.M. Shetty College, Disaster Management Workshop by Niranjana Majithia College, Road Safety Workshop by KES College, participated in Red Ribbon Club i.e. HIV/AIDS awareness orientation conducted by MDACS. • DLLE organised essay writing and poster making competition to sensitise about the social and women related issues in September-2015. • DLLE organised in September-2015 Slogan Writing Competition and Poetry Recitation Competition on theme of Social issues and Women’s issue. Also Quiz competition was organised on same theme.
October-2015	<ul style="list-style-type: none"> • NSS volunteers took part in Bhajan Sandhya on Mahatma Gandhi Birth Anniversary at Gateway of India on 02nd October, 2015. • Centralized Assessment of Sem- I & III answer books. • Processing of results and collection of mark sheets. • Garba Ras by Students’ Council. • Giving home assignments to slow learners of T.Y. • NCC cadets participated in National Integration Camp at K.V. School, Colaba from 17th October, 2015 to 28st October, 2015. • Term end meeting of teaching staff.



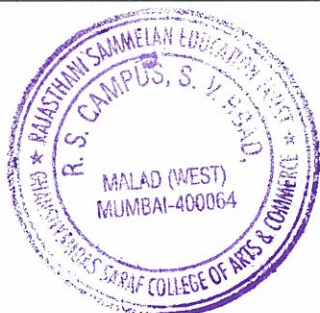
	<ul style="list-style-type: none"> • 23 NSS volunteers participated in special residential camp under the theme of health and cleanliness at Zila Parishad School, Betegaon, Boisar from 26th October to 01st November, 2015. • DLLE volunteers conducted a survey on status of women in our society with special reference to area in vicinity of college campus.
November-2015	<ul style="list-style-type: none"> • Processing of results and declaration of Sem-I & III results. • A BSE Program was conducted on 4th November, 2015 for 80 students. Also study visit was organised to BSE on 23rd November, 2015. • NCC Cadets participated in NCC Day Camp held at Colaba from 15th November, 2015 to 24th November, 2015. • NCC Cadets participated in Basic Leadership Camp held at Kolhapur from 16th November, 2015 to 25th November, 2015. • NSS volunteers performed street play at Malad Station on Youth Empowerment on 29th November, 2015.
December-2015	<ul style="list-style-type: none"> • NSS volunteers conducted HIV AIDS awareness campaign in college campus on 1st December, 2015. • NSS volunteers participated in 'International Day of persons with Disabilities' rally held on 03rd December, 2015. • The Rotary Club (West Coast) organised a 3 day residential 'Success Camp' on 3rd, 4th and 5th December, 2015 near Nilshi, Lonawala. • Annual Sports Day. • WDC organised Prompt Speech Competition on 11th December, 2015. • Inter-collegiate festival "Mauj". • Study tour to Kerala during Christmas vacation. • Sem-I & III additional examination.
January-2016	<ul style="list-style-type: none"> • Kabaddi & Kho-Kho Tournaments. • Elocution competition for selecting best speaker by English Literary Association. • Quiz competition. • Annual Day. • Prize distribution. • Participation in "Udaan Festival". • Placement Team organised seminar in association with T.I.M.E. Education on "Aptitude Test, Group Discussion and Interviewing" for third year students on 16th February, 2016. • Remedial lectures for ATKT students. • F.Y., S.Y. and T.Y. periodical test.
February-2016	<ul style="list-style-type: none"> • Commerce Department of college organised Two Day UGC Sponsored Inter-Disciplinary National Conference on 1st & 2nd February, 2016. It was based on the theme, "Contemporary issues in New Governance with Perspective Version-2020". • F.Y. and S.Y. ATKT examinations. • Students of WDC, celebrated Valentines' Day i.e. 14th February, 2016 with children of Daya Vihar Ashram an orphanage. • Mentoring of T.Y. students.



	<ul style="list-style-type: none"> • Farewell to final year students. • Preliminary examination of T.Y. students.
March-2016	<ul style="list-style-type: none"> • DLLE volunteers celebrated Womens' Day and Parents' Day on 08th March, 2016 at Old Age Home named Assisi Bhavan. • 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-2016	<ul style="list-style-type: none"> • Processing checking and declaration of results. • CAP for T.Y. assessment. • Term end meeting of teaching staff.

Agenda 2: Formation of various committees to conduct various activities for 2015-16. Following is the table showing various committees formed for 2015-16 along with their conveners:

Sr. No.	Name of Committee/Association	Name of Convener
01	IQAC/ NAAC	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	Dr Anil Dhindhime
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	Career Guidance	Dr. Jayant Apte
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
21	Attendance committee	Prof. Ameya Tanawade
22	Alumni Association	Prof. Bhavana Vaidya
23	MAUJ (Inter collegiate Fest)	Prof. Snehlata Sharma
24.	Placement Cell	Prof. Rupa Shah



25.	Library Committee	Mrs. Neha Joshi
26.	Magazine committee	Prof Saurabh Deshpande
27	Discipline Committee	Dr. Jayant Apte
28	Student's Welfare Committee	Dr. Shagun Srivastava
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	Dr. Sujata Karmarkar

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

1. Sr.Vice Principal Prof. Bhavana Vaidya suggested displaying Posters related to No Tobacco No Smoking in the college campus.

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

Signature

Sr. No.	Name	Signature
1	Dr. Sujata Karmarkar	
2	Shri. Kailash Parasrampurua	
3	Shri Vinay Saraf	
4	Shri Kailash Kejariwal	
5	Mrs. Mangala Marathe	
6	Shri Jaywant Wagh	
7	Shri. Bhalchandra Kerkar	
8	Ms. Aishwarya Tandekar	
9	CA Ashwat Desai	
10	Dr. Lipi Mukharjee	
11	Dr. Vandana Dube	
12	Mrs. Neha Joshi	



Sujata

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

Minutes of meeting of IQAC held on 10/09/2015

The Review Meeting of IQAC for Academic year 2015-2016 was held on 10/09/2015 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 Parasrampurua	Trustee, Management
3	Ms. Usha Agarwal	Nominee from Alumni
4	Shri Kailash Kejariwal	Nominee from Stakeholder
5	Mrs. Mangala Marathe	Nominee from Local Society
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	Sonali Khade	Teacher Representative-B.Com

Granted leave of Absence:

1. Shri Vinay Saraf

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 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 submitted his report on conduct of first semester end examination.

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

Vice Principal Dr. Jayant Apte suggested displaying Posters related to “Anti Ragging” in the college campus.

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

Signatures:

Sr. No.	Name	Signature
1	Dr. Sujata Karmarkar	
2	Shri. Kailash Parasrampurua	
3	Ms. Usha Agarwal	
4	Shri Kailash Kejariwal	
5	Mrs. Mangala Marathe	
6	Shri Jaywant Wagh	
7	Shri. Bhalchandra Kerkar	
8	Ms. Aishwarya Tandekar	
9	CA Ashwat Desai	
10	Dr. Lipi Mukharjee	
11	Dr. Vandana Dube	
12	Mrs. Neha Joshi	
13	Sonali Khade	



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

Minutes of meeting of IQAC held on 26/11/2015

The Review Meeting of IQAC for Academic year 2015-2016 was held on 26/11/2015 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 Parasrampurua	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	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	Prof. Sonali Khade,	Teacher Representative-B.Com
12	Mrs. Neha Joshi	Librarian

Granted leave of Absence:

1. Dr. Vandana Dube , Member
2. Ms. Usha Agarwal

The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Organising Seminar in January / February 2016.
3. Completion of assessment of T.Y. B.Com Papers.
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: The Commerce Department of Our Institution is planning to organise a State Level/ National Level Seminar in January/ February, 2016. Committees are being formed for this purpose.



Agenda 3: Completion of assessment of T.Y. B.Com Papers: The Exam Committee in-charge informed the members 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 :

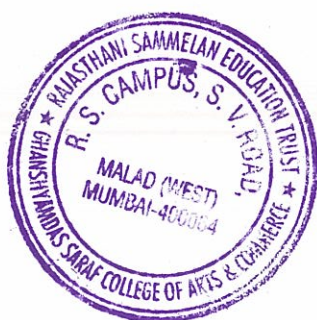
The Principal informed that R.A.D.A.V had organised inter-collegiate Kabbaddi event for Women at Bhandup between (21st October to 26th October 2015). She was happy to announce that our college bagged the First Prize. 48 college teams had participated in this event.

She further informed that the chances of some of our students being selected in Kabbaddi team to represent at State Level are good.

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

Signatures:

Sr. No.	Name	Signature
1	Dr. Sujata Karmarkar	
2	Shri. Kailash Parasrampuria	
3	Shri Vinay Saraf	
4	Shri Kailash Kejariwal	
5	Mrs. Mangala Marathe	
6	Shri Jaywant Wagh	
7	Shri. Bhalchandra Kerkar	
8	Ms. Aishwarya Tandekar	
9	CA Ashwat Desai	
10	Dr. Lipi Mukharjee	
11	Prof. Sonali Khade,	
12	Mrs. Neha Joshi	



S. S. S.

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

Minutes of meeting of IQAC held on 28/04/2016

The Review Meeting of IQAC for Academic year 2015-2016 was held on 28/04/2016 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 Parasrampurua	Trustee, Management
3	Shri Vinay Saraf	Nominee from Industry
4	Shri Kailash Kejariwal	Nominee from Stakeholder
5	Ms. Usha Agarwal	Nominee , 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	Prof. Sonali Khade,	Teacher Representative-B.Com
13	Mrs. Neha Joshi	Librarian

Granted leave of Absence:

1. Mrs. Mangala Marathe

The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Discuss the conduct of second semester examination.
3. Preparation of Academic Planner for academic year 2016-17.
4. Any other matter with the permission the chair.

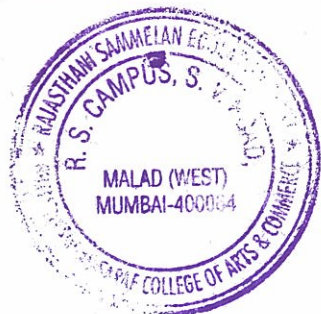
The following points were put forth, discussed and accepted in the meeting:

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 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: Preparation of Academic Planner for academic year 2015-16:

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



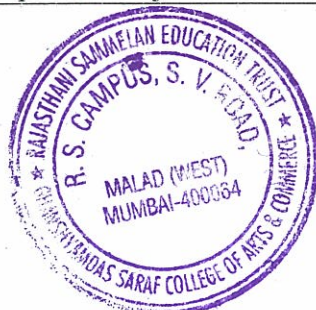
1. The Principal informed that Commerce Department of our College organised Two Days UGC Sponsored Inter- Disciplinary National Conference based on the theme, “Contemporary issues in New Governance with Perspective Vision-2020 on 1st and 2nd February 2016. Participation was in large number and from various colleges.
2. The Principal further informed that our Institution has made lot of efforts to promote sports during last few years. The efforts and the motivation given to students have shown result during the year. Various Indoors and Outdoor games were conducted on the Sports day such as Carom (Singles and doubles) , Table Tennis (Singles and doubles), Chess , Boxing ,Kick Boxing, Cricket, Football, Volley Ball , Kabbaddi and Kho-Kho , Running race, Long jump, Discuss throw , Javelin throw, Short-put throw for boys and girls. There was overwhelming response from students as they participated in large number. The college also announces the **Best Girl Athlete and Best Boy Athlete** of the year.
 - At inter-collegiate Kabbaddi for Women, organised by R.A.D.A.V College , Bhandup (21st October – 26th October 2015) , our college bagged the First Prize. 48 college teams had participated in this event.
 - 3rd National Tebma Martial Arts (Kick Boxing) was Organised at Badlapur. Our Students won 5 Gold,4 Silver and 3 Bronze Medals in Different Catogary. Two students Mr. Ganesh Yadav and Miss Jyoti Gupta bagged the “Best fighter” title in their respective categories. Our college won the 2nd position at this National Level tournament.
 - 5th national Kungfu championship was held at Goregaon on 27/12/2015. Our students bagged 5 Gold, 4 Silver and 1 Bronze Medal.

Our Star performers were Miss Sayali Jadhav and Miss Trupti Sonavane who represented Mumbai University Kabaddi team at all India level and Open Women Maharashtra Team at National Level.

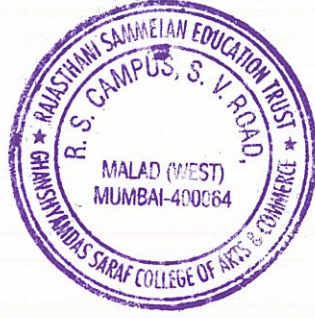
There being no other matter, the Principal thanked the members present for the meeting.

Signatures:

Sr. No.	Name	Signature
1	Dr. Sujata Karmarkar	
2	Shri. Kailash Parasrampurua	
3	Shri Vinay Saraf	
4	Shri Kailash Kejariwal	
5	Ms. Usha Agarwal	
6	Shri Jaywant Wagh	
7	Shri. Bhalchandra Kerkar	
8	Ms. Aishwarya Tandekar	
9	CA Ashwat Desai	
10	Dr. Lipi Mukharjee	



11	Dr. Vandana Dube	
12	Prof. Sonali Khade,	
13	Mrs. Neha Joshi	



Sumantra

PRINCIPAL

Rajasthani Sammelan Education Trust
Ghanshyamdas Saraf College
Of Arts & Commerce