

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions***

*(AQAR format in line with the revised manual of Autonomous Colleges,
with effect from the academic year 2020-21)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

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National Assessment and Accreditation Council (NAAC)

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Printed at:

Benefits

IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement;
- b) Ensuring internalization of quality culture;
- b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- c) Providing a sound basis for decision-making to improve institutional functioning;
- d) Acting as a dynamic system for quality changes in HEIs; and
- e) Building a sound methodology for documentation and internal communication.

Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting/nominating these members, several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.



Ghanshyamdas Saraf
college of arts & commerce

RSET Campus, S. V. Road,
Malad (W), Mumbai – 400064.
Tel No.: 022 4520 7766
www.sarafcollege.org
gsgc@rajasthanian.org.in

IQAC MEMBERS - 2023-2024

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri Kailash Parasrampur	Trustee, Management
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	Head Clerk
10	Shri Balchandra Kerkar	Senior Clerk
11	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
12	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
13	CA Gurunathan Pillai	Vice Principal-B.Com
13	Dr. Anju Bohra	Teacher Representative – B.Com
14	Dr. Neha Joshi	Librarian
15	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
16	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
17	Ms. Deepanshi Gupta	Student Representative



A Rajasthani Sammelan
Educational Endeavour

Ashwat Desai

Dr. (CA) Ashwat Desai,

PRINCIPAL

Rajasthani Sammelan Education Trust
Ghanshyamdas Saraf College
Of Arts & Commerce



Ghanshyamdas Saraf
college of arts & commerce
EDUCATION EMPOWERS

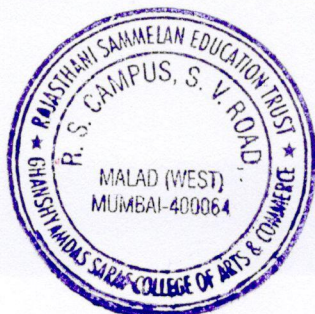
R.S.Campus, S.V. Road
Malad (W), Mumbai – 400 064
Tel.No. 022-4520 7766
www.sarafcollege.org.in
gsgc@rajasthan.org.in

Minutes of meeting of IQAC held on 22/06/2023

The First Meeting of IQAC for Academic year 2023-24 was held on 22/06/2023 at 11:00 am in the Learning Centre of the college.

Members Present:

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Mrs. Mangala Marathe	Nominee from Local Society
6	Shri Jaywant Wagh	Head Clerk
7	Shri Balchandra Kerkar	Senior Clerk
8	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
9	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
10	CA Gurunathan Pillai	Vice Principal-B.Com
11	Dr. Anju Bohra	Teacher Representative – B.Com
12	Dr. Neha Joshi	Librarian
13	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
13	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
14	Ms. Deepanshi Gupta	Student Representative



Granted leave of Absence:

1. Shri. Kailash Parasrampur, Trustee, Management
2. Shri. Vinay Saraf, Nominee from Industry
3. Ms. Usha Agarwal, Nominee from Alumni

The agenda of the meeting:

1. Review of Academic performance for Academic Year 2022-23
2. Academic Calendar for 2023-24
3. Formation of various committees to conduct various activities for 2023-24.
4. Discussion for conduct of National Level Faculty Development Programme on Research Methodology.
5. Proposal for organizing inter-collegiate events.
6. Any other matter with the permission of the chair.

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

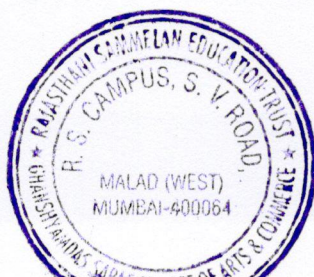
Agenda 1: Academic performance for Academic Year 2022-23:

Dr. Seema Agarwal and Prof. Prasanna Choudhary In-charge of exam briefed about the conduct of Sem-II & Sem-IV Examinations. They further informed that the results also have been declared on time. They also informed that T.Y.B.Com and self-Finance Courses assessment of answer books has been completed within the time frame determined by the University.

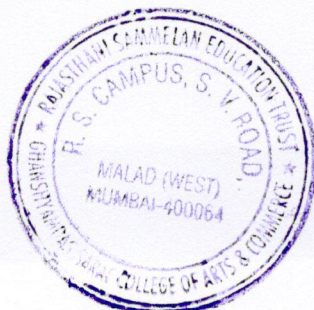
Agenda 2: Academic Calendar for 2023-24: Discussed and approved the Academic Calendar prepared for 2023-24.

Academic Calendar for the Year 2023-24

Month	List of Activities
JUNE 2023	<ul style="list-style-type: none">• Printing Prospectus.• Scrutiny of application and admission forms of S.Y.B.Com, T.Y.B.Com, BMS, BScIT, BCBI, BFM & BCAF..• Admission of the students.• Interviews and continuation of teaching and non-teaching un-aided staff.• 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. Commencement of S.Y and T.Y.lectures.



JULY 2023	<ul style="list-style-type: none"> • IQAC Committee meeting. <p>Admission of F.Y.B.Com, BMS, BMM, BCA, BCBI, B.Sc(IT) by putting up three merit list and finalizing the admission list.</p> <ul style="list-style-type: none"> • Admission procedure for M.Com. • Commencement of F.Y and M.Com Part-II lectures. • Planning examination schedule. • Students' enrolment for extension activities. • Address by Principal and Vice Principal to F.Y. students. • Guru Purnima celebration. <p>Different Activities to be conducted by various committees.</p>
AUGUST 2023	<ul style="list-style-type: none"> • Preparation of F.Y. & S.Y. ATKT examination. • Remedial lectures for ATKT students. • Planning Forum will organize A.D. Shroff Memorial Elocution. • Training programs/orientation for students carrying out extension activities. • Independence Day Celebration. • Committee Activities. <p>Intercollegiate event.</p>
SEPTEMBER 2023	<ul style="list-style-type: none"> • Mentoring session for students. • Hindi Divas Celebration. • Internal examination. • Parent's teacher meeting. • Blood donation drive. • Inter collegiate departmental activities <p>Committee Activities.</p>
OCTOBER 2023	<ul style="list-style-type: none"> • Semester III end exams • Mentoring session for students. <p>Committee Activities.</p>
NOVEMBER 2023	<ul style="list-style-type: none"> • Semester I end exams • Centralized Assessment of Semester- I & III answer books. • Placement Activities. • Career Guidance Activities for TY Students. • Committee Activities. <p>IQAC committee meeting.</p>
DECEMBER 2023	<ul style="list-style-type: none"> • Semester V end exams • Processing of results and declaration of Semester-I & III results. • Educational Tour/Industrial Visit. • Committee Activities. • Sports Day. • 7 Day Residential Camp by NSS volunteers. <p>Christmas Vacation</p>
JANUARY 2024	<ul style="list-style-type: none"> • Annual Day celebration. • Committee Activities. • Intra collegiate Departmental activities. • Mentoring session for students.



	Degree Distribution Ceremony.
FEBRUARY 2024	<ul style="list-style-type: none"> • Remedial lectures for ATKT students. • National / International Conference. • IQAC Committee meeting. • Intra collegiate Departmental activities. • Committee Activities. Workshop by Research cell
MARCH 2024	<ul style="list-style-type: none"> • Semester -I, III & V ATKT Examinations. • Conducting T.Y. B.Com University exam • Committee Activities.
APRIL 2024	<ul style="list-style-type: none"> • IQAC Committee meeting. • Collection of mark sheets of semester examination. • Processing checking and declaration of results. • Semester II, IV & VI exams • Term end meeting of teaching staff with the principal, vice principals and HODs.

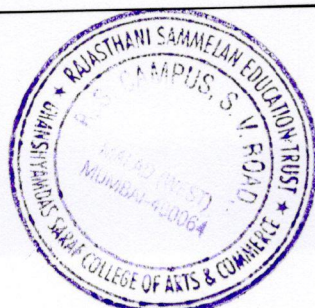
Agenda 3: Formation of various committees to conduct various activities for 2023-24.

Following is the table showing various committees formed for 2023-24 along with their conveners:

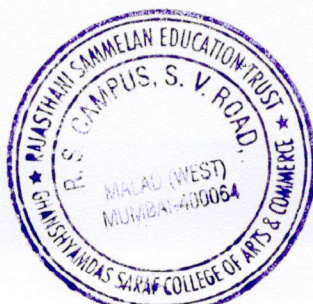
Sr. no	Committee name		Members	Signature
1	<u>Academic Mentor B.Com</u>	Dr.	Seema Agarwal	
		Prof.	Mamta Chhajer	
		Prof.	Simmi Mulgaonkar	
2	<u>Admission Committee B.Com</u>	Dr.	Anil Dhimdime	
		Prof.	Rajkumar Jaiswal	
		Prof.	Sonali Khade	
		Prof.Lt	Preeti Jha	
		Prof.	Srishti Shetty	
		Prof.	Prachi Pandey	
		Prof.	Amit Bansode	
		Prof.	Ramkrishna Shikare	



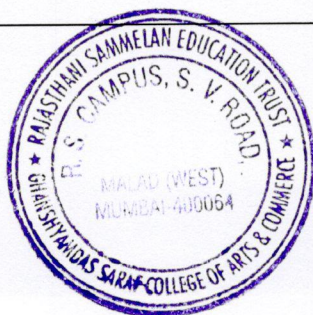
	Self Finance	Prof.	Shreya Phanse	
		Dr.	Mmahek Chhabria	
		CFP	Prasad Anareddy	
		Prof.	Anita Agarwal	
		Prof.	Swati Chandak	
		Prof.	Namrata Pathak	
		Prof.	Shraddha Kokate	
		Prof.	Yogita Naik Khatti	
		Prof.	Hiral Rawal	
3	Alumni Association	Dr.	Ashwat Desai	
		Dr.	Rupa Shah	
		Dr.	Urvi Pillai	
		Prof.	Prajna Shetty	
		Dr.	Mittal Shah	
		Prof.	Alok Hardikar	
		Prof.	Shilpa Sharma	
4	Anti Ragging Committee	Prof.	Gurunathan Pillai	
		Prof.	Prasanna Choudhari	
5	Attendance Committee BCom	Prof.	Gurunathan Pillai	
	Self Finance	Prof.	Anita Agarwal	
			All Class facilitators of FY/SY/TY	
6	Career Guidance	Dr.	Ashwat Desai	
	& Skill Academy	Prof.	Mamta Chhajer	
		Dr.	Anju Bohra	
		Prof.	Swati Sharma	
		Prof.	Mehrab Khan	



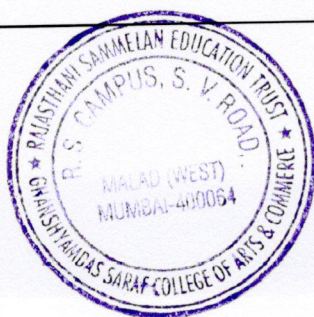
7	Cultural Association	Prof.	Shreya Phanse	
	*Intercollegiate Competition	Dr.	Mmahek Chhabria	
	* Events within college	Prof.	Alok Hardikar	
	*Annual Day	Prof.	Lokesh Gupta	
	* Mauj	Prof.	Heta Pandya	
	*Other cultural programmes	Prof.	Dipti D Parmar	
	*To make Subcommittees as needed	Prof.	Kunjan Nancy	
		Prof.	Prachi Pandey	
		Prof.	Kreena Modi	
		Prof.	Mebin Verghese	
8	Department of Life Long Learning & Extension	Dr.	Mittal Shah	
	(Membership of DLLE to be made mandatory for FY students)	Prof.	Aswathi Nair / Niyati Kalyanpur	
		Prof.	Aradhana Jha	
		Prof.	Yogita Naik Khatti	
		Prof.	Hiral Rawal	
		Prof.	Simmi Mulgaonkar	
9	Departmental Activities	Dr.	Ashwat Desai	
			ALL HODs	
		Prof.	Ruddhi Wadadekar	
		Prof.	Aswathi Nair	
		Prof.	Mebin Varghese	
		Prof.	Sangeeta Sahoo	
		Prof.	Laxman Chaudhary	
10	Discipline Committee	Dr.	Ashwat Desai	
		Dr.	Lipi Mukherjee	
		Prof.	Gurunathan Pillai	
		Dr.	Seema Agarwal	



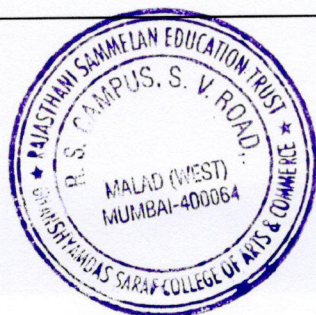
		Dr.	Rupa Shah	
		Prof.	Alok Hardikar	
		Prof.	Prasanna Choudhari	
		Prof.	Prasad Anareddy	
		Prof.	Sonali Khade	
		Dr.	Anju Bohra	
		Dr.	Rajendra Patil	
		Prof.	Lokesh Gupta	
		Prof.	Dipti Parmar	
		Mr.	Umesh Pandey	
			All Class Facilitators	
11	Entrepreneurship Cell(E-Cell)	Dr.	Mmahek Chhabria	
		Prof.	Namrata Pathak	
		Prof.	Niyati Kalyanpur	
		Prof.	Ramson Menezis	
		Prof.	Ruddhi Wadadekar	
12	Exam Committee B.Com	Dr.	Seema Agarwal	
	Sem I & II	Dr.	Mittal Shah	
	(Regular & KT Exam)	Prof.	Rajkumar Jaiswal	
	Sem III and IV	Prof.	Srishti Shetty	
	(Regular & KT Exam)	Prof.	Simmi Mulgaonkar	
	Sem V and Sem VI	Prof.	Gurunathan Pillai	
	(Regular & KT Exam)	Prof.	Rajendra Patil	
	Self Finance	Prof.	Prasanna Choudhari	
	Sem I and II	Prof.	Mamta Chhajer	
	(Regular & KT Exam)	Prof.	Mansi Dangarwala	
		Prof.	Lokesh Gupta	



	Sem III and IV	Prof.	Prajna Shetty	
	(Regular & KT Exam)	Prof.	Yogita Mahimkar	
		Prof.	Nikita Rastogi	
	Sem V and VI	Prof.	Urvi Pillai	
	(Regular & KT Exam)	Prof.	Alok Hardikar	
		Prof.	Shraddha Kokate	
	MCom	Prof.	Bhumika Shah	
		Dr.	Megha Khedekar	
13	Green Initiatives	Prof.	Anil Dhindhime	
		CFP	Prasad Anareddy	
		Prof.	Triveni Sharma	
		Prof.	Yogita Naik Khatti	
		Prof.	Kunjan Nancy	
14	Hygiene & Wellness Committee	Dr.	Megha Khedekar	
		Prof.	Swati Chandak	
		Prof.	Sweta Singh	
		Prof.	Aradhana Jha	
		Prof.	Ramson Menezis	
		Prof.	Ramkrishna Shikare	
		Mr.	Jayesh	
		Ms.	Selvi	
15	Industrial Visit Self Finance	Prof.	Alok Hardikar	
		Prof.	Laxman Chaudhary	
		Prof.	Nikita Rastogi	
		Prof.	Ruddhi Wadadekar	
		Prof.	Sweta Singh	



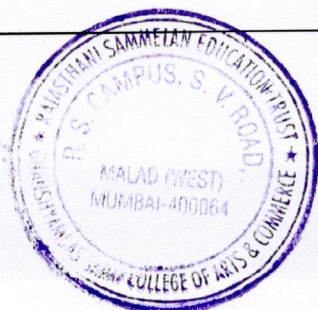
16	Internal Complaint Committee	Dr.	Neha Joshi	
		Dr.	Rupa Shah	
		Prof.	Prasanna Choudhari	
		Prof.	Namrata Pathak	
		Prof.	Ruddhi Wadadekar	
		Mr.	Bhalchandra Kerkar	
		Ms.	Mangala Marathe-Swadhar	
17	Library Committee	Dr.	Neha Joshi	
		Dr.	Ashwat Desai	
			All HODs	
			All Course Coordinators	
18	Literary Association			
	English	Prof.	Amit Bansode	
		Prof.	Hiral Rawal	
	Hindi	Prof.Lt	Preeti Jha	
		Prof.	Swati Sharma	
	Marathi	Prof.	Anil Dhindhime	
		CFP	Prasad Anareddy	
	Gujarati	Dr.	Megha Khedekar	
		Prof.	Heta Pandya	
19	Media Cell(Website/Magazine etc)	Prof.	Sonali Khade	
		Prof.	Mamta Chhajer	
		Dr.	Anju Bohra	
		Prof.	Mansi Dangarwala	
		Prof.	Niyati Kalyanpur	
		Dr.	Neha Joshi	



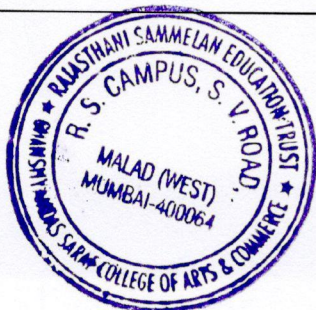
20	NAAC/IQAC/LIC	Mr.	Ashok Saraf	
		Mr.	Kailash Parasrampur	
		Prof.	Bhavana Vaidya	
		Dr.	Ashwat Desai	
		Dr.	Lipi Mukherjee	
		Prof.	Gurunathan Pillai	
		Dr.	Seema Agarwal (IQAC- Convenor)	
		Dr.	Anju Bohra	
		Prof.	Yogita Mahimkar	
		Prof.	Mansi Dangarwala	
		Dr.	Neha Joshi	
		Prof.	Kreena Modi	
21	NCC	Prof.Lt.	Preeti Jha	
		Prof.	Lokesh Gupta	
		Prof.	Srishti Shetty	
22	NSS	Prof.	Rajkumar Jaiswal	
		Prof.	Yogita Mahimkar	
		Prof.	Nikita Rastogi	
23	Placement Cell	Dr.	Ashwat Desai	
		Prof.	Swati Chandak	
		Prof.	Rajendra Patil	
		Prof.	Sangeeta Sahoo	
		Prof.	Ramson Menezis	
		Prof.	Ramkrishna Shikare	
		Prof.	Aradhana Jha	
24	Planning Forum	Prof.Lt.	Preeti Jha	



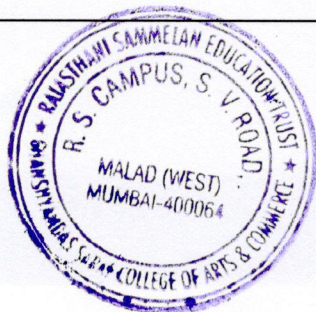
		Prof.	Prachi Pandey	
		Prof.	Kreena Modi	
		Prof.	Mebin Verghese	
25	Prize Distribution Committee	Prof.	Urvi Pillai	
		Dr.	Mittal Shah	
		Prof.	Bhumika Shah	
		Prof.	Yogita Naik Khatti	
		Prof.	Swati Sharma	
26	Research Cell & Conference	Dr.	Ashwat Desai	
		Dr.	Lipi Mukherjee	
		Dr.	Rupa Shah	
		Dr.	Seema Agarwal	
		Dr.	Megha Khedekar	
		Dr.	Neha Joshi	
		Prof.	Mehrab Khan	
		Prof.	Heta Pandya	
		Prof.	Seema Hanchate	
27	Revaluation Committee			
	B Com	Prof.	Mehrab Khan	
		Prof.	Heta Pandya	
	Self Finance	Prof.	Shreya Phanse	
		Prof.	Anita Agarwal	
		Dr.	Aswathi Nair/ Shilpa Sharma	
28	Rotaract Committee	Dr.	Rupa Shah	
		Dr.	Anil Dhimdhome	
		Prof.	Shraddha Kokate	



		Prof.	Ruddhi Wadadekar	
		Prof.	Kunjan Nancy	
		Prof.	Ramkrishna Shikare	
29	Scoop Club	CFP	Prasad Anareddy	
		Prof.	Heta Pandya	
		Prof.	Prachi Pandey	
		Prof.	Hiral Rawal	
30	Sports Committee	Prof.	Alok Hardikar	
		Pof.	Anita Agarwal	
		Prof.	Rajendra Patil	
		Prof.	Laxman Chaudhary	
		Prof.	Ramson Menenzis	
		Prof.	Shilpa Sharma	
		Prof.	Sweta Singh	
		Prof.	Triveni Sharma	
		Prof.	Amit Bansode	
31	Prospectus Committee	Prof.	Sonali Khade	
		Prof.	Mamta Chhajer	
32	Staff Academy	Prof.	Prajna Shetty	
		Dr.	Neha Joshi	
		Prof.	Apoorva D Thorve	
33	Student's Council	Dr.	Seema Agarwal	
		Prof.	Prajna Shetty	
		Dr.	Mittal Shah	
		Prof.	Shreya Phanse	
		Prof.	Swati Chandak	



		Prof.	Mehrab Khan	
		Prof.	Sangeeta Sahoo	
		Prof.	Laxman Choudhari	
34	Students Welfare	Prof.	Anil Dhimdhime	
		Prof.	Bhumika Shah	
35	Student's Grievance Cell	Dr.	Ashwat Desai	
		Dr.	Lipi Mukherjee	
		Prof.	Gurunathan Pillai	
36	Time Table Committee BCom	Dr.	Seema Agarwal	
		Dr.	Rajkumar Jaiswal	
		Prof.	Swati Sharma	
	Self Finance	Dr.	Lipi Mukherjee	
		Prof.	Urvi Pillai	
		Prof.	Mansi Dangarwala	
		Prof.	Shraddha Kokate	
37	Unfair Means Committee	Prof.	Sonali Khade	
		Dr.	Anju Bohra	
		Prof.	Preeti Jha	
		Prof.	Mehrab Khan	
		Prof.	Niyati Kalyanpur	
		Dr.	Yogita Naik Khatti	
		Prof.	Dipti Parmar	
38	Women Development Cell	Dr.	Lipi Mukherjee	
		Prof.	Sonali Khade	
		Prof.	Prasanna Choudhari	
		Prof.	Namrata Pathak	



		Dr.	Aswathi Nair/ Seema Hanchate	
		Prof.	Triveni Sharma	
		Prof.	Apoorva D. Thorve	
		Mr.	Bhalchandra Kerkar	
		Ms.	Mangala Marathe-Swadhar	

Agenda 4: Discussion for conduct of Faculty Development Programme on Research Methodology.

To enhance the faculty competencies in the area of research, FDP to be organised for faculty members, researchers, and students. The programme aims at enhancing the research skills and capabilities of educators and academic professionals in an academic institution. The following actions were proposed:

- The IQAC will form a subcommittee to organize the FDP
- The subcommittee will identify and invite experts in the respective field.
- The FDP schedule, content, and participant registration process will be determined by the subcommittee.

Agenda 5: Proposal for organizing inter-collegiate events.

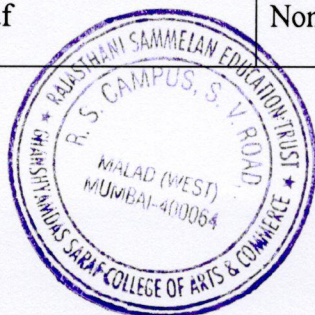
To promote collaboration and healthy competition among educational institutions, the IQAC Proposed organizing intercollegiate events, including academic competitions, sports, cultural activities, and other co-curricular events.

Agenda 6: Any other matter with the permission of the chair

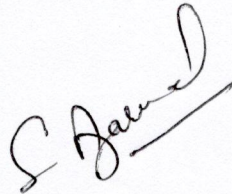
There being no other matter, the meeting concluded with the vote of thanks to the Chair.

Signature:

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri Kailash Parasrampur	Trustee, Management
6	Shri. Vinay Saraf	Nominee from Industry

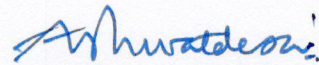


7	Mrs. Mangala Marathe	Nominee from Local Society
8	Ms. Usha Agarwal	Nominee from Alumni
9	Shri Jaywant Wagh	Head Clerk
10	Shri Balchandra Kerkar	Senior Clerk
11	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
12	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
13	CA Gurunathan Pillai	Vice Principal-B.Com
13	Dr. Anju Bohra	Teacher Representative – B.Com
14	Dr. Neha Joshi	Librarian
15	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
16	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
17	Ms. Deepanshi Gupta	Student Representative



Dr. Seema Agarwal

Vice-Principal, IQAC- Coordinator
IQAC Coordinator
 Rajasthani Sammelan Education Trust's
 Ghanshyamdas Saraf College of
 Arts & Commerce.



Dr. Ashwat. R Desai

Principal
PRINCIPAL
 Rajasthani Sammelan Education Trust
 Ghanshyamdas Saraf College
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college of arts & commerce
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Minutes of meeting of IQAC held on 05/10/2023

The Second Meeting of IQAC for Academic year 2023-24 was held on 05/10/2023 at 11:00 am in the Learning Centre of the college.

Members Present:

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri. Vinay Saraf	Nominee from Industry
6	Ms. Usha Agarwal	Nominee from Alumni
7	Shri Jaywant Wagh	Head Clerk
8	Shri Balchandra Kerkar	Senior Clerk
9	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
10	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
11	CA Gurunathan Pillai	Vice Principal-B.Com
12	Dr. Anju Bohra	Teacher Representative – B.Com
13	Dr. Neha Joshi	Librarian
13	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
14	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
15	Ms. Deepanshi Gupta	Student Representative



Granted leave of Absence:

1. Shri. Kailash Parasrampur, Trustee, Management
2. Shri. Mangala Marathe, Nominee from Local Society

The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Discuss the importance of conducting a Workshop on seeking grants for Research from government agencies
3. Discussion to organize an International-level conference.
4. Proposal for organizing intra-collegiate events.
5. Discuss the conduct and analysis of Semester Examinations.
6. Any other matter with the permission of 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 importance of conducting a Workshop on seeking grants for Research from government agencies

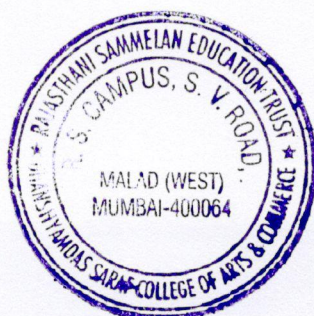
The IQAC discussed the importance of conducting a Workshop to on seeking grants for research from government agencies was discussed.

Key points raised were as below:

- Difficulty in navigating the grant application process.
- Need for faculty development in grant writing skills.
- Potential benefits for the institution through increased research funding.

The following actions were proposed:

- The IQAC will form a subcommittee including the Research Cell Committee Members to plan and coordinate the workshop.
- The subcommittee will identify potential resource persons with expertise in this area and invite them to conduct session.
- The workshop's duration, schedule, target audience and ideal workshop format will be determined by the subcommittee in consultation with the head of the concerned department.



Agenda 3: Discussion to organize an International-level conference.

The IQAC emphasized the need to organize an international-level conference to promote research dissemination and academic discussions. The conference is intended to attract scholars, researchers, and students from various institutions. It will provide an opportunity for faculty and student exchange. The following actions were proposed:

- The IQAC will appoint an organizing committee with representation from different departments to plan and manage the conference.
- Potential themes for the conference will be identified by the organizing committee, considering the institution's academic focus and current research trends.
- The organizing committee will issue a call for papers, inviting research contributions from scholars across the country.
- Reviewing of submitted papers will be carried out through a peer-review process to ensure quality.
- The committee will finalize the dates, venue, and other logistical arrangements for the conference.

Agenda 4: Proposal for organizing intra-collegiate events.

To promote collaboration and healthy competition among educational institutions, the IQAC proposed organizing intracollegiate events, including academic competitions, sports, cultural activities, and other co-curricular events.

Agenda 5: Discuss the conduct and analysis of Semester Examinations.

Dr. Seema Agarwal and Prof. Prasanna Choudhary In-charge of exam briefed about the tentative dates for the conduct of SEM-I & SEM-III Examinations. They further reviewed the current examination procedures to be followed during the exams. They also informed that T.Y.B.Com assessment of answer books has been completed within the time frame determined by the University.

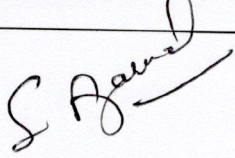
Agenda 6: Any other matter with the permission of the chair.

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



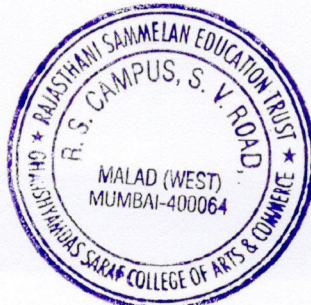
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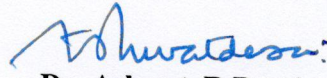
Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri Kailash Parasrampur	Trustee, Management
6	Shri. Vinay Saraf	Nominee from Industry
7	Mrs. Mangala Marathe	Nominee from Local Society
8	Ms. Usha Agarwal	Nominee from Alumni
9	Shri Jaywant Wagh	Head Clerk
10	Shri Balchandra Kerkar	Senior Clerk
11	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
12	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
13	CA Gurunathan Pillai	Vice Principal-B.Com
13	Dr. Anju Bohra	Teacher Representative – B.Com
14	Dr. Neha Joshi	Librarian
15	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
16	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
17	Ms. Deepanshi Gupta	Student Representative


Dr. Seema Agarwal

Vice-Principal, IQAC- Coordinator

IQAC Coordinator
Rajasthan Sammelan Education Trust's
Ghanshyamdas Saraf College of
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Dr. Ashwat R Desai

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Minutes of meeting of IQAC held on 9th February 2024

The Third Meeting of IQAC for Academic year 2023-24 was held on 9th Feb, 2024 at 10:00 am in the Learning Centre of the college.

Members Present:

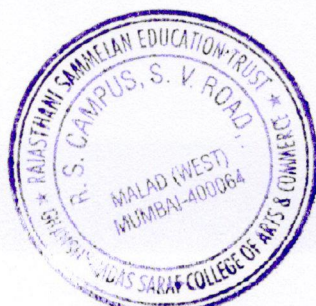
Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Shri Kailash Parasrampur	Trustee, Management
4	Shri. Vinay Saraf	Nominee from Industry
5	Ms. Usha Agarwal	Nominee from Alumni
6	Shri Jaywant Wagh	Head Clerk
7	Shri Balchandra Kerkar	Senior Clerk
8	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
9	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
10	CA Gurunathan Pillai	Vice Principal-B.Com
11	Dr. Anju Bohra	Teacher Representative – B.Com
12	Dr. Neha Joshi	Librarian
13	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
13	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
14	Ms. Deepanshi Gupta	Student Representative

Granted leave of Absence:

1. Mrs. Bhavana Vaidya, Administrator (Nominee of Management)
2. Shri. Kailash Kejriwal, Trustee, Management
3. Mrs. Mangala Marathe, Nominee from Local Society

The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Review of Conference feedback report
3. Analysis of feedback of teachers from the students
4. Discussion on areas of improvement



5. Feedback of curriculum from Teachers
6. Discussion for autonomous Status for the college
7. 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. Review of Conference Feedback Report

The conference feedback report was reviewed by the members of conference committee. Key findings and areas requiring further action were discussed.

Agenda 3. Analysis of Feedback of Teachers from Students

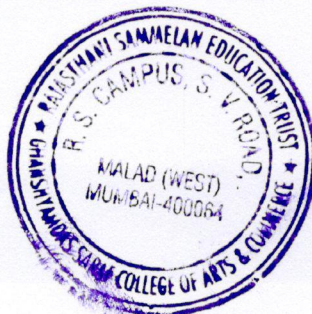
The IQAC recognizes the significance of obtaining feedback from students about their learning experiences and interactions with faculty members. The feedback will help identify effective teaching practices, areas for improvement, and opportunities for faculty development. The following actions were proposed:

- The IQAC facilitate the distribution of a teacher feedback form to students for each course they are enrolled in.
- The feedback solicit students' opinions on teaching effectiveness, communication, approachability, and overall classroom experience.
- The IQAC will ensure that the feedback remains anonymous to encourage honest and unbiased responses.
- Principal and Vice Principal will conduct one to one meeting with the faculties and report the analysis of the feedback. Recommendations to improve their performance, if required will be conveyed to the concerned faculties based on the feedback report.

The analysis of student feedback on teachers was presented. Key findings and areas requiring further action were discussed. It was decided to investigate the student feedback and report.

Agenda 4 Discussion on areas of improvement

The members shared their perspectives and insights regarding identified areas of recommendation, considering its feasibility and potential impact on the institution. It was decided to prioritize certain areas, such as faculty development, research output, infrastructure upgradation, and student support services



Agenda 5: Feedback of Curriculum from Teachers:

To ensure continuous improvement in the curriculum and teaching methodologies, the IQAC intends to gather feedback from faculty members about the existing academic programs. The feedback will focus on the strengths and weaknesses of the curriculum, opportunities for enhancement, and alignment with the latest industry trends. The following actions were proposed:

- The IQAC will design a structured feedback form to be distributed among all teaching faculty. The form will seek inputs on various aspects of the curriculum, including content relevance, learning outcomes, assessment methods, and teaching resources.
- The IQAC will collate and analyze the feedback to identify areas for curriculum improvement.

Agenda 6. Discussion for Autonomous Status for the College

A discussion was held regarding the possibility of applying for autonomous status for the college. It was decided to research the process and requirements for obtaining autonomous status and present a report at the next meeting.

Agenda 7: Any other matter with the permission the chair

Based on the discussion, it was proposed to form working groups to develop detailed action plans for each identified area. The groups would consist of members from various departments and would be responsible for conducting an in-depth analysis, setting goals, establishing timelines, and outlining the required resources.

Signature:

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri Kailash Parasrampuria	Trustee, Management
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	Head Clerk
10	Shri Balchandra Kerkar	Senior Clerk
11	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC



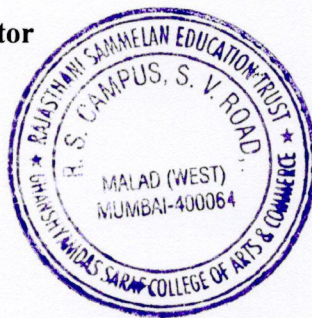
12	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
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16	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
17	Ms. Deepanshi Gupta	Student Representative

S. Agarwal

Dr. Seema Agarwal

Vice-Principal, IQAC- Coordinator

IQAC Coordinator
Rajasthani Sammelan Education Trust's
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Ashwat R. Desai

Dr. Ashwat. R Desai

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Minutes of meeting of IQAC held on 26/04/2024

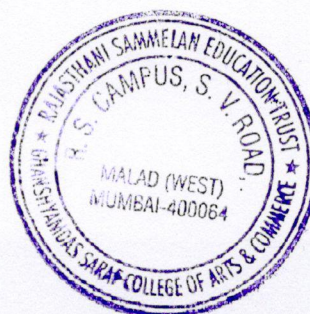
The Fourth Meeting of IQAC for Academic year 2023-24 was held on 26/04/2024 at 10:30 am in the Learning Centre of the college.

Members Present:

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Shri. Kailash Kejriwal	Trustee, Management
4	Mrs. Mangala Marathe	Nominee from Local Society
5	Shri Balchandra Kerkar	Senior Clerk
6	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
7	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
8	CA Gurunathan Pillai	Vice Principal-B.Com
9	Dr. Anju Bohra	Teacher Representative – B.Com
10	Dr. Neha Joshi	Librarian
11	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
12	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
13	Ms. Deepanshi Gupta	Student Representative

Granted leave of Absence:

1. Mrs. Bhavana Vaidya, Administrator (Nominee of Management)
2. Shri. Vinay Saraf, Nominee from Industry
3. Shri Kailash Parasrampur, Trustee, Management
4. Shri Jaywant Wagh, Head Clerk
5. Ms. Usha Agarwal Nominee from Alumni



The agenda of the meeting:

1. Confirm the minutes of the last meeting.
2. Submission of Annual Reports of all Committees, Associations and Clubs.
3. Implementation of NEP
4. Student Satisfaction Survey.
5. Strategic Plan for Next Academic Year
6. Any other matter with the permission of 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.

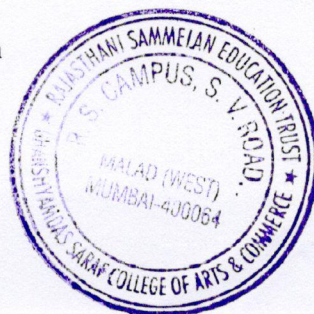
Agenda 2: Submission of Annual Reports of all Committees, Associations, and Clubs

The IQAC highlighted the importance of collecting and reviewing annual reports from various committees, associations, and clubs operating within the institution. The purpose is to assess their activities, achievements, and impact on the overall academic and co-curricular environment. The following actions were proposed:

- The IQAC will communicate with all committees, associations, and clubs to request their annual reports for the previous academic year.
- The respective coordinators of these entities will be responsible for providing comprehensive reports to the IQAC by 29th April, 2024
- The IQAC will review the reports and compile an overview of their contributions to the institution's development.

Agenda 3. Implementation of NEP

- Strategic Plan for Implementing NEP for the Academic Year 2024-25.
- Areas of focus, challenges, resources needed were discussed in detail. Following actions were proposed:
 1. Align curriculum with NEP guidelines
 2. Enhance teacher training and professional development
 3. Foster innovation and research culture
 4. Strengthen infrastructure and technology integration



5. Promote inclusivity and diversity.
6. Establish mechanisms for ongoing assessment and feedback on NEP implementation

Agenda 4: Student Satisfaction Survey

To gauge the level of satisfaction among students regarding their overall college experience, academic support, and campus facilities, the IQAC plans to conduct a Student Satisfaction Survey. The survey will provide valuable insights into student perspectives and help in making informed decisions to enhance the learning environment. The following actions were proposed:

- The IQAC will form a subcommittee to design a comprehensive student satisfaction survey questionnaire.
- The survey will cover various aspects such as teaching quality, infrastructure, library facilities, co-curricular activities, and student support services.
- The survey will be administered to all students across different programs and academic years.
- The subcommittee will be responsible for analyzing the survey results and preparing a report with actionable recommendations.

Agenda 5. Strategic Plan for Next Academic Year

The development of a strategic plan for the next academic year was initiated.

- It was agreed upon to develop a strategic plan outlining specific goals, objectives, and action steps for the next academic year.
- Committees were formed to oversee different aspects of the plan, and timelines were established for completion of tasks.
- Circulate the draft plan for feedback and revisions.
- Finalize the plan and communicate it to all stakeholders for implementation.

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

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri Kailash Parasrampur	Trustee, Management



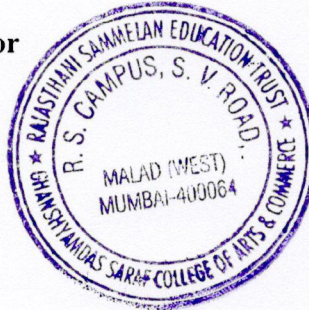
6	Shri. Vinay Saraf	Nominee from Industry
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Ashwat R. Desai
Dr. Ashwat. R Desai

Principal

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