

KIHE Society's
MAHARASHTRA COLLEGE OF ARTS, SCIENCE & COMMERCE
IQAC – MEETING MINUTES
(2019 – 2020)

1) IQAC Meeting held on 19th of June, 2019

The IQAC had called up for its first meeting of the academic year 2019-2020 on 19th June, 2019 to discuss the plan for the current academic session. The meeting was scheduled at 11 a.m. in the management room on 7th floor. The following members were present for the meeting.

1. Dr. Sirajuddin Chougale, Principal ----- Chairman
2. Dr. Rakhshandah Hani ----- Coordinator
3. Dr. Julekha Shaikh _Jt. Coordinator
4. Prof H. Kalaniya : Management representative
5. Mr. I. R. Mulani: Administrative office representative
6. Mr. Anwar H.M.: ”
7. Dr. Wasim Hydery: Teacher/ Member
8. Dr. Ugeshkumari singh ”
9. Prof Mayurakshi Mitra ”
10. Dr. Bushra Shaikh ”
11. Prof Sachin Gosavi ”
12. Prof Mujahid Khan ”
13. Dr. Shahzad Ateeque ”
14. Dr. Saima Shaikh ”
15. Mr. Shivpal Dubey: Nominee Local Society

Agenda:

The agenda for the meeting was the following:

1. To update college website
2. To form sub committees for different criteria for efficient data collection and documentation
3. Selection of Alumni representative
4. To consider introducing student representative in IQAC
5. To expedite CAS process

Announcements:

1. Dr. Bushra Shaikh had been introduced in IQAC as alumni representative and in charge of criteria 1.
2. Dr. Shahzad was introduced as in charge of Criteria 4.

Suggestions:

1. For the convenience of data collection and better functioning of each of the criteria, formation of sub committees was suggested.

The suggestion was unanimously accepted by all the members and members were allocated the following criteria

Criteria 1: Dr. Bushra Shaikh and Prof. Rehana Vadgama

Criteria 2: Dr. Saima Shaikh and Prof Yassira Anware

Criteria 3: Prof Mayurakshi Mitra, Dr. Arshad Ali and Prof Satish Bhalerao

Criteria 4: Prof Shahzad and Prof Mujahid

Criteria 5: Prof Wasim and Prof Prof Mazhar Thakur

Criteria 6: Prof. Mujahid and Dr. Riyaz dar

Criteria 7: Dr. Ugeshkumari singh and Dr. Poonamlata Yadav

2. To introduce students representatives in IQAC
3. To invest Mr. Shivpal Dubey with the responsibility of coordinating with local newspaper, media and alumni.
4. To introduce comment book for all the visitors including resource person, guest lecturers and other visitors.

Resolutions:

1. To expedite the CAS process, Mr. Mulani, the registrar of the college had been invested with the responsibility of coordinating with the respective authorities in the University of Mumbai and Joint Director's office.
2. To upload the minutes of IQAC meeting in the college website

Adjournment:

The joint coordinator of IQAC, Dr. Julekha Shaikh proposed a vote of thanks and thereafter the meeting was adjourned by the coordinator, Dr. Rakhshandah Hani.

2) IQAC Meeting held on 7th of October, 2019

The IQAC had called up for its second meeting of the academic year 2019-2020 on 7th of October, 2019. The meeting was scheduled at 11.30 a.m. in the Principal's office. The following members were present for the meeting.

1. Dr. Sirajuddin Chougale, Principal : Chairman
2. Dr. Rakhshandah Hani : Coordinator
3. Dr. Julekha Shaikh : Jt. Coordinator
4. Prof H. Kalaniya : Management representative
5. Mr. I. R. Mulani : Administrative office representative
6. Mr. Anwar H.M.: “
7. Dr. Wasim Hydery: IQAC Member
8. Dr. Ugeshkumari Singh
9. Prof Mayurakshi Mitra
10. Dr. Bushra Shaikh
11. Prof sachin Gosavi
12. Prof Mujahid Khan
13. Dr. Shahzad Ateeque
14. Dr. Saima Shaikh
15. Mr. Shivpal Dubey: Nominee Local Society

Agenda:

1. To update the college website and make it user friendly
2. To assess the progress in work/ data collection of each of the criteria.
3. To explore ways to keep the college website updated with all the necessary documents and geo-tagged photos of all the events/ programmes conducted by each of the departments.
4. To enlist the number of excel sheets required for quantitative metrics for each of the criteria.

Proposals/ Suggestions:

- 1) To introduce Google forms that will bring together all the notices, pictures and other details of the events with feedback.
- 2) The name of Dr. Jayshree Menon had been proposed as someone who would take the responsibility of coordinating with the web designer and update the website.
- 3) CVs of teacher staff to be introduced
- 4) To raise the issue of campus maintenance and work out plan for the same in CDC meeting.
- 5) To equip the computer labs for OSM assessment.

Resolutions:

1. Dr. Sachin Gosavi will introduce a google form for collating all the information related with any event organized by the college.
2. Dr. Saima Shaikh will introduce Dr. Jayshree Menon to the website designer for further discussion on updating the college website
3. The teaching staff of all the departments to give their CV within a month's time.

Adjournment: The Meeting that had a very fruitful discussion was brought to an end by vote of thanks delivered by Dr. Julekha Shaikh and was adjourned by the coordinator of the IQAC, Dr. R. Hani.

3) IQAC Meeting held on 6th of December, 2019

The IQAC had called up for a meeting on 6th of December, 2019 at 10.30 a.m. in the Principal's office. The following members were present for the meeting.

1. Dr. Sirajuddin Chougale, Principal : Chairman
2. Dr. Rakhshandah Hani : Coordinator
3. Dr. Julekha Shaikh : Jt. Coordinator
4. Dr. Wasim Hydere: IQAC Member
5. Dr. Ugeshkumari Singh
6. Dr. Mayurakshi Mitra
7. Dr. Bushra Shaikh
8. Prof Sachin Gosavi
9. Prof Mujahid Khan
10. Dr. Shahzad Ateeque
11. Dr. Saima Shaikh
12. Special Guest for the meeting : Dr. Nigvendra Sharma, HoD, Physics

Leave of Absence;

- 1) Prof H. Kalaniya : Management representative
- 2) Mr. I. R. Mulani : Administrative office representative
- 3) Mr. Anwar H.M.: ”
- 4) Mr. Shivpal Dubey: Nominee Local Society

Matter on the Agenda:

1. To decide on the new deadline for online submission of AQAR 2018-19
2. To plan a workshop on CAS
3. To conduct a session for non-teaching staff on soft skills.
4. To discuss in detail the format of AQAR as discussed and guidelines provided by the IQAC cluster team at the workshop held at Kalsekar College.
5. To plan and execute a certificate course in self Defense.
6. To organize a workshop on Mental Health in collaboration LalaLajpatrai College of Commerce and Economics
7. To conduct a session for non-teaching staff.

1. During the Meeting:

1. All the criteria in-charges were handed over excel sheets as required by their respective criteria. A detailed discussion on the requirements of descriptive/ qualitative metrics were also done. The members were also briefed on other forms of data collection like web links etc.
2. The in charges were requested to work on the new format and resubmit their data in the new format.
3. Planning of the Workshop on CAS:
4. Ms. Yogini Ghare, Deputy Registrar of the University of Mumbai was decided as the resource person of the workshop.
5. Dr. Nigvendra Sharma, HoD of Physics, was selected as the coordinator of the workshop.
6. The registration fees of 600/- per candidate was suggested by the committee and it was unanimously accepted by all the members of the committee. For the convenience of planning for refreshments and lunch, online registration, that can provide a fair idea on the number of participants, was suggested.

Suggestions:

1. The names of the following members were suggested and were allotted various responsibilities related with the workshop.
Dr. Wasim Hyderey and Dr. Shahzaad Ateeque: Registration, Preparation of workshop kit and feedback forms.
Dr. Saima Shaikh: Refreshments, lunch and certificates
Dr. Sachin Gosavi: Banner and Momento
Dr. Ugeshkumari Singh: Accounts
Dr. Mayurakshi Mitra: Announcement
Dr. Julekha Shaikh: Vote of Thanks
2. It was also suggested that the second half of the workshop should be utilized for case studies, where participants from other colleges will get an opportunity to present their case and seek clarification on the same.
3. The number of case studies for each college was fixed with an upper limit of 2 per college.
4. Separate registration link for case studies was also proposed. The registration link should make attaching of a gist of the case mandatory for the convenience of the study and preparation of the case.
5. New e-mail id for registration of case study was also proposed.
6. To plan a schedule for interactive session of final year students of all streams with Principal.

Resolutions:

1. To efficiently and immaculately plan, arrange and conduct the CAS workshop.
2. To submit AQAR 2018-19 in the new format by February 2020.
3. A workshop on ‘Mental Health’ to be organized in collaboration LalaLajpatrai College of Commerce and Economics on 18th February 2020 with renowned psychiatrist Dr Yusuf Matcheswala as resource person.
4. A session on soft skills for non-teaching staff was decided to be conducted in the month of March 2020.

Adjournment: The meeting was adjourned by the coordinator, Dr. R. Hani after a formal vote of thanks.

4) IQAC Meeting held on 5th of March, 2020

The IQAC had called up for its second meeting of the academic year 2019-2020 on 5th of March, 2020 to discuss the plan for the current academic session. The meeting was scheduled at 10.30 a.m. in the Principal's office. The following members were present for the meeting.

1. Dr. Sirajuddin Chogle, Principal : Chairman
2. Dr. Rakhshandah Hani : Coordinator
3. Dr. Julekha Shaikh : Jt. Coordinator
4. Dr. Wasim Hydere: IQAC Member
5. Dr. Ugeshkumari Singh
6. Dr. Mayurakshi Mitra
7. Dr. Bushra Shaikh
8. Prof Sachin Gosavi
9. Prof Mujahid Khan
10. Dr. Shahzad Ateeque
11. Dr. Saima Shaikh

Leave of Absence;

- 1) Prof H. Kalaniya : Management representative
- 2) Mr. I. R. Mulani : Administrative office representative
- 3) Mr. Anwar H.M.: “

Agenda:

1. To take a note on the progress of data collection and documentation by each criteria in charge for the upcoming AQAR submission.
2. To focus on the problematic areas in the new AQAR, as cited by the members, for detailed discussion
3. To discuss and follow up the outcome of the workshop on CAS held in January and evaluate the feedback received for the same.
4. To finalize the date of online submission of AQAR.
5. To conduct a document verification camp.

Suggestions/Proposals:

1. In order to accelerate data submission by the departments, a meeting of the HoDs was suggested and date for the same was decided.
2. The members were suggested to seek information from the concerned faculties and committees at the earliest for filling in the required data in their criteria.
3. A period of 10 to 12 days' time was suggested to be given to the in – charges to finish the necessary data collection and documentation for filling in their respective criteria.

Resolution:

1. The coordinator after discussion with the principal decided to give a period of 10 days' time to finish the documentation and finalizing all the criteria.
2. A session on soft skills for non-teaching staff was decided to be conducted on 6th of March 2020 with Vice Principal, Dr Majid Ansari as resource person.
3. A Document Verification Camp in collaboration with NGO Star Foundation to be conducted on 9th of March 2020 to assist the teaching and non-teaching staff in identifying discrepancies in their personal documents like Aadhar Card, PAN Card, etc.
4. To organize a formal programme on the occasion of International Women's day.

Adjournment: The Meeting was brought to an end by vote of thanks delivered by Dr. Wasim and was adjourned by the coordinator of the IQAC, Dr. R. Hani

5) IQAC Meeting 9th of May, 2020

Due to the corona pandemic online meeting of IQAC was held on 9th of May, 2020 at 4.00 pm on Zoom platform.

Attendees

The following members were PRESENT

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. coordinator	Dr. Julekha Shaikh
Members	Dr. Wasim Hyderey
	Dr. Ugesh Kumari Singh
	Dr. Mayurakshi Mitra
	Dr. Bushra Shaikh Dr. Saima Shaikh Prof. Mujahid Khan Dr. Shahzad
	Dr. Sachin Gosavi

Agenda:

1. To create You Tube channel of the college to reach out to all the stakeholders.
2. Addressing the students through virtual platform and create awareness on Covid-19
3. Conducting webinars
4. Conducting online quizzes and other activities to create awareness on COVID
5. To prepare a tentative teaching plan
6. To train teachers w.r.t online teaching techniques

Suggestions:

1. Amidst the corona pandemic, there were lots of news and confusing messages in circulation on exams and college re-opening, so it was suggested by IQAC committee to create a You Tube channel of the college so as to connect with all the stakeholders and provide various instructions from time to time.
2. Webinars to be conducted for the teachers so as to enable them to adapt to online teaching techniques.
3. Webinar on Intellectual property rights to be conducted,
4. Dr. Sachin and Dr. Sharma were asked to attend online training on RUSA Web based software application.
5. IQAC suggested a webinar on upholding ethical values during the pandemic.
6. International Yoga Day to be celebrated through online platform.

Key Decisions

1. It was decided that a tentative plan for teaching learning process for the academic year 2020 – 21 will be prepared and shared with the stake holders. After consultation with the HoDs and staff the plan will be submitted to Joint director.
2. Principal will address the students on You Tube channel regarding their well-being, precautionary measures, examination and re-opening of college.
3. To create awareness on Covid-19 and educate the younger generation about the Pandemic, various departments of the institution will organize intercollegiate quiz competitions for students.

4. IQAC decided to organize National level webinar on Guidance for UGC-NET/SET in collaboration with other departments.
5. A virtual panel discussion on “Impact of Covid-19 on campus Placement and Corporate Performance” on 28th May 2020 to prepare the participants to face the challenges into an uncertain future post COVID.
6. A national webinar on “Teaching with Technology” was decided to be conducted on 30th May 2020 with resource person Mr. Awesh Bhornya so as to prepare academicians to shift from traditional classroom to online classroom and give information on all the available online tools.
7. A national Webinar on ‘Upholding Ethical Values during the Pandemic’ with resource persons Dr. Rakhsandah Hani and Dr. Abdul Majid Ansari to be 15th June 2020 in association with Lala Lajpatrai College of Commerce and Economics.
8. A national level webinar on Intellectual Property Rights was decided to be organized in June 2020 with Mr. Awab Habib Fakih as resource person.

Meeting was adjourned at 6:30 pm by Dr. Rakhshandah Hani.

6) IQAC Meeting 22nd of July, 2020

The following is an account of the minutes taken at the IQAC meeting held on 22nd of July, 2020 at 4:30 pm on Zoom.

Attendees

The following members were PRESENT

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Wasim Hydery
	Dr. Ugesh Kumari Singh
	Dr. Mayurakshi Mitra
	Dr. Bushra Shaikh Dr. Saima Shaikh Prof. Mujahid Khan Dr. Shahzad
	Dr. Sachin Gosavi

Agenda:

1. To organize a webinar for Principal's jointly with Bhavan's Hazarimal Somani College in collaboration with the University of Mumbai.
2. Start preparation of AQAR 2019 - 20
3. To purchase Microsoft Teams as an online platform for conducting classes of Degree College.
4. Planning of timetable for online classes and conduct examinations for the final year students,

Suggestions:

1. The Principal's webinar to be organised jointly with Bhavan's Hazarimal Somani College in collaboration with the University of Mumbai. The webinar will involve extensive discussion on the various parameters of an educational institute that challenge the traditional role of a principal as the academic and administrative head of an institution and demand the emergence of principals as visionary CEOs. The 4 day long webinar will have 2 sessions each day and will cover important aspects of administration, budgeting, statutory bodies, academics, stakeholders, students' welfare and future trends in higher education.
2. All the notices w.r.t Timetable, admission procedures, Roll nos list, examinations to be updated on website from time to time.
3. The college will purchase online platform of Microsoft Teams and will provide credentials to every student so that they will be able to access all study materials uploaded by their teachers.
4. The timetable committee will prepare a scheduled timetable for online classes of the academic year 2020 – 21 and the exam committee will prepare a timetable for final year examinations of 2020 batch on the guidelines issued by the University of Mumbai after completion of admission process.

Key Decisions

- 1) Webinar on 'New Principal as a Visionary CEO' to be conducted from 11th August to 14th August 2020.
- 2) Training to be given to teachers and students regarding the use of Microsoft Teams platform.
- 3) Students will be provided with credentials to log in for lectures.

- 4) Timetable, Roll no list, User manual (demo videos) of Microsoft Teams to be made available to students through whatsapp groups and website.
- 5) National Level Webinar on Women and Work to be organized jointly with Dept of Economics on 27th August 2020.

7) IQAC Meeting 10th of October, 2020

The following is an account of the minutes taken at the IQAC meeting held on 10th of October, 2020 at 5.00 pm on Zoom platform.

Attendees

The following members of (AGC) were PRESENT

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Wasim Hyderey
	Dr. Ugesh Kumari Singh
	Dr. Mayurakshi Mitra
	Dr. Bushra Shaikh Dr. Saima Shaikh Prof. Mujahid Khan Dr. Shahzad
	Dr. Sachin Gosavi

Minutes Recorder	Pro. Mayurakshi Mitra
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Reason for Meeting:

1. Introduction of RUSA software for generating Annual Quality Assurance Report, 2019-20
2. To discuss and decide a comprehensive method of uploading all the documents and data required for AQAR.
3. Analysis of feedback report.

Approval of the Agenda: The agenda was unanimously approved by all the members of the committee.

Meeting Agenda

The objective of the meeting was

- to introduce RUSA software to the members of the IQAC meeting
- to observe and study the range of different information required under different categories
- to brainstorm on the various ways of collecting data for AQAR
- To formulate a convenient and user friendly method/technique for collecting data of various activities conducted by different committees, cells and departments.

2. Suggestions:

1. For a better understanding of the RUSA Software, the Chairperson as well as the IQAC coordinator suggested that the members of the IQAC committee should be given sufficient time to study the software before brainstorming on various methods of data collection.
2. The IQAC coordinator suggested that a PPT along with a video should be incorporated in the staff meeting for a better understanding of the technique of uploading of data. Dr. Sachin Gosavi was given the responsibility to make and present the PPT and video to explain the technique.
3. The feedback data collected from students through Google forms to be analyzed at the earliest.

4. Key Decisions

1. Based on the above discussion and the suggestions put by the Chairman and coordinators of the committee it was decided that the Coordinator's login id for RUSA software will be shared

with the members for studying how the requirements of various categories of AQAR are spread over different heads in the software and whether any extra information required either in the AQAR that is not covered in the software. Hence all the members were given a certain time slot for logging in the software for the above mentioned work. The slots are as follows:

Mayurakshi 9:30 to 11:30 on 14th October

Shehzad 11:30-1:30 pm on 14th October

Ugesh 2-4 on 14th October

Mujahid 4-6 on 14th October

Saima 7:30-9:30 on 14th October

Wasim 9:30 pm onwards on 14th October

Bushra 6:30-8:30 pm on 15th October

2. The IQAC committee decided to create a user friendly technique for collecting data. The use of Google drive link for uploading various data was unanimously accepted by the IQAC committee.
3. After finalizing on the method/technique of data collection for RUSA software and AQAR, the Coordinator along with the committee members finalized a date for staff meeting to introduce the software and explain how to fill the faculty profile.
4. Student feedback form analysis to be completed and a action taken report to be prepared.

Meeting was adjourned at 6:50 pm by Dr. Rakhshandah Hani.

8) IQAC Meeting 28th of October, 2020

The following is an account of the minutes taken at the IQAC meeting held on 28th of October, 2020 at 4:30 pm on Zoom platform.

Attendees

Total 52 staff members were present for the meeting.

Reason for Meeting: Introduction of RUSA software to all the staff members of the college.

Meeting Agenda

The objective of the meeting was

- to introduce RUSA software to all the staff members of the college.
- to explain the significance of RUSA software and its distinctiveness.
- to guide the staff members on how to fill the details required under faculty profile
- to explain the technique adopted by IQAC for uploading data.

Details of the Meeting: The Chairman of the committee, Dr. Sirajuddin Chougale initiated the meeting with his opening address where he emphasized on the significance of RUSA software and the responsibility of each and every member of the college towards filling complete information and uploading each and every document supporting the activities conducted by the committees, cells and departments.

The coordinator of the IQAC committee, Dr. Rakhshandah Hani introduced the RUSA software to all the staff members and discussed in detail how to fill the data in the software. Her presentation was followed by an elaborate presentation made by Dr. Sachin Gosavi.

Key Decisions: The Chairman along with the coordinator of the committee decided on the last date of filling profile details and uploading of data for AQAR by 20th of November, 2020.

Dr. Julekha Shaikh delivered vote of thanks and Dr. Rakshandah Hani adjourned the meeting at 6:10 pm.

Summary of Action Taken Report Based on IQAC Meetings held in the academic year 2020-21

Sr. No	Proposal/ suggestions	Action taken
1	Mentorship Programme	Issues faced by students were identified and appropriate measures were taken for student improvement.
2	Updating College Website	The college website was updated to provide information related to Admission, Examination, Student Details, etc.
3	Promotion of Research	A good number of research papers were published by the faculty members in reputed journals.
4	Admission process	Implementation of Online Admission process for all courses online Payment option planning was done.
5	Introducing Online Teaching	A National Webinar on “Teaching with Technology” was conducted to introduce the teachers to different Online Teaching platforms.
5	Digitization of office records	IQAC proposed digitization of office records and the process is initiated. Online Admission system is implemented for all the courses
6	ISR activities	Chalk boards were provided to colleges affected by Nisarg Cyclone. Food Distribution Programme was carried out during the Pandemic. A Webinar was organized on ‘Mumbai Floods and finding solution with Citizen Participation’.
7	Value Education	A National Webinar was organized on ‘Upholding Ethical Values During the Pandemic’. The IQAC conducted a Course on Value Education to instil strong moral values among students to make them better human beings.
8	Placement of Teachers	IQAC organized One day Workshop on ‘CAS and API Calculations under the 7 th Pay Commission’. 46 teachers participated in the workshop and benefitted from the presentations.
9	Skill Enhancement	A Session on ‘Soft Skills’ was organized for the benefit of Non - Teaching Staff Webinar on "Introduction of Data Analytics on Microsoft Excel" National Webinar on "Product Development And Consumer Psychology – The Key Drivers" Webinar on ‘Introduction to Modern Landscaping and Business Opportunities’ National Webinar on Intellectual Property Rights One Day National Level Yoga Training Session A Four-Day Webinar “New Principal as a Visionary CEO” was organized for the

		Principals to enhance their Administrative Skills.
10	Pursuance of CAS	IQAC organised a session for teachers to discuss the CAS form under the UGC 4 th amendment implemented from June 2017 and provide the necessary guidelines. Applications of 19 teachers along with subject experts were sent to the University and response from the university was awaited.