

KIHE Society's
MAHARASHTRA COLLEGE OF ARTS, SCIENCE & COMMERCE
IQAC MEETING MINUTES
(2022-23)

1) IQAC Meeting held on 17th June, 2022

The following is an account of the online minutes taken at the IQAC meeting held on 17th of June, 2022 at 9:30 am in the Principal's office.

Attendees

The following members of the IQAC 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. Saima Shaikh Dr. Mayurakshi Mitra Dr. Bushra Shaikh Prof. Rehana Vadgama Prof. Mujahid Khan Dr. Shahzad Ateeque Dr. Sachin Gosavi
Minutes Recorder	Dr. Mayurakshi Mitra

Meeting Agenda

The objective of the meeting were as follows

- To discuss and finalise the submission dates of AQAR 2021-22.
- To expedite data collection for SSR
- To plan IQAC events/ activities for the new academic session 2021-22.
- To finalize with the various tabs for updating the website

Suggestions: The Chairman of the IQAC, Principal Dr. Sirajuddin Chougale, suggested that most of the data collection for SSR should be done before filling in IIQA. After a detailed discussion on the time required for completion of data collection for SSR, he suggested application for IIQA should be forwarded.

The IQAC Coordinator, Dr. Rakhshandah Hani forwarded the invite sent by the Ministry of Commerce and Industry, Department for Promotion of Industry & Internal Trade Office of the Controller General of Patents, Designs and Trade Marks, Government of India to organize an awareness programme in our college.

Resolution

- After a detailed discussion on the availability of time for the submission of AQAR 2021-22, IIQA and SSR in the academic year 2022-23, the Principal along with the coordinator and Joint coordinator, decided 31st of August as the last date for AQAR submission, followed by IIQA submission by the end of December, 2022.
- Prof Saima Shaikh was requested to take the responsibility of upgrading the college website as per the requirements of the new AQAR and SSR submission.
- IQAC Coordinator proposed the name of Dr. Mayurakshi Mitra as the organizer of the awareness programme on IPR in collaboration with the Ministry of Commerce and Industry, Department for Promotion of Industry.
- The cell proposed second or third week of September as the most suitable time for conducting the seminar.
- F. Y. B. Sc Orientation program was to be conducted once the first year classes start in the month of August and a schedule was planned.
- The members for various committees for the National Conference on ‘Commercialization of Education: Impact on Marginalized Sections of Society’ was formed.

Meeting was adjourned around 12: 00 noon by the coordinator, Dr. Rakhshandah Hani.



Khairul Islam higher Education Society's

Maharashtra College

OF ARTS, SCIENCE & COMMERCE

Ref No _____

Date 14/06/2022

NOTICE

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Friday, 17th June, 2022 at 9.30 am in the Principals room.

All concerned members are requested to take a note of the same and attend the meeting accordingly

Rhani

IQAC COORDINATOR

Members:

1. Prin. Dr.SirajuddinChougale
2. Dr.Rakshandah A. Hani
3. Dr.Julekha Shaikh
4. Prof H.N. Kalaniya
5. Dr.Bushra Shaikh
6. Mr. Anwar Hussain
7. Dr.Ugeshkumari Singh
8. Dr.Wasim A. Hydery
9. Dr.Saima Shaikh
10. Dr.MayurakshiMitra
11. Dr. Sachin Gosavi
12. Pof. Mujahid Khan
13. Dr.ShehzadAteeque
14. Prof.RehanaVadgama
15. Mr. Shivpal Dubey

Singh
PRINCIPAL

- Chairman *Singh*
- Coordinator *Rhani*
- Joint Coordinator *17/6/22*
Julekha
- Management. Representative
- Alumni Representative *Shaikh*
17/6/22
- Admin. Office Representative
- Teacher / Member *Gov*
- Teacher / Member *WB*
- Teacher / Member *Gov*
- Teacher / Member *Gov*
17/6/22
- Teacher / Member *Gov*
- Teacher / Member *Gov*
17/6/22
- Teacher / Member *Gov*
17/6/22
- Teacher / Member *Gov*
17/6/22
- Nominee of Local Society *Rehana*

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008

TEL : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

2) IQAC Meeting held on 10th September 2022

The following is an account of the minutes taken at the IQAC meeting held on 10th September, 2022 at 11:00 am in the Principal's office.

Attendees

The following members of the IQAC 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. Rehana Vadgama
	Prof. Mujahid Khan
	Dr. Shahzad Ateeque
	Dr. Sachin Gosavi
Minutes Recorder	Dr. Mayurakshi Mitra

Meeting Agenda

- To review the AQAR and finalise the time frame for SSR date.
- To work on the Institutional Preparedness for NEP 2020
- To finalise the date of awareness programme on IPR in collaboration with Ministry of Commerce and Industry, Department for Promotion of Industry
- To review and present the AQAR & SSR before submitting IIQA
- To address the issues of NEP that has been recently added in AQAR
- To organize various activities for teaching, non-teaching staff and students.

Resolution

- The IQAC coordinator and Jt. Coordinator decided to start with IIQA after the SSR data is ready
- The timeline from AQAR submission to SSR submission was planned.
- The committee finalised 21st of September for the workshop/awareness programme on IPR.
- Dr. Mayurakshi Mitra, organiser of the workshop on IPR formed a core committee for the workshop and distributed the work load for the same.
- An interactive session with non teaching staff to be organized to discuss the documentation and accreditation processes.

- Since 19 teachers of the college are due for placement, a workshop was decided to be organized by IQAC on 'Filling CAS forms as per New UGC regulations (7th Pay)'. The meeting was adjourned around 1: 30 pm by the coordinator, Dr. Rakshandah Hani.



Khairul Islam Higher Education Society's

Maharashtra College OF ARTS, SCIENCE & COMMERCE

07/09/2022

Ref. No. _____

Date _____

NOTICE

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Saturday, 10th September, 2022 at 11.00 am in the Principals room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

Rhani

IQAC COORDINATOR

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
3. Dr. Julekha Shaikh
4. Prof H.N. Kalaniya
5. Dr. Bushra Shaikh
6. Mr. Ajay Desai
7. Mr. Anwar Hussain
8. Dr. Wasim A. Hydery
9. Dr. Ugeshkumari Singh
10. Dr. Saima Shaikh
11. Dr. Mayurakshi Mitra
12. Prof. Ms. Rehana Vadgama
13. Prof. Mujahid Khan
14. Dr. Shehzad Ateeque
15. Dr. Sachin Gosavi
16. Mr. Shivpal Dubey

Singh
PRINCIPAL

- Chairman *Singh*
- Coordinator *Rhani*
- Joint Coordinator *Julekha*
- Management Representative
- Alumni Representative *S*
- Admin. Office Representative
- Admin. Office Representative
- Teacher / Member *Wah*
- Teacher / Member *Gm*
- Teacher / Member *Julekha*
- Teacher / Member *Ans*
- Teacher / Member *Rehana*
- Teacher / Member *Shehzad*
- Teacher / Member *Sachin*
- Nominee of Local Society

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3) IQAC Meeting held on 3rd January 2023

The following is an account of the minutes taken at the IQAC meeting held on 3rd January, 2023 at 11:00 am in the Principal's office.

Attendees

The following members of the IQAC 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. Rehana Vadgama Prof. Mujahid Khan Dr. Shahzad Ateeque Dr. Sachin Gosavi
Minutes Recorder	Dr. Mayurakshi Mitra

Meeting Agenda

The objectives of the meeting were as the following:

- To review the status of 2F and 12B letter issued by the UGC
- To rectify the dates of introduction of different programmes
- To make the payment of IIQA within one week from the date.
- To finalise all the data collected for SSR
- To review the data for SSR that requires attestation of the principal/ management nominees.
- To finalise a date for data review and finalization of the same as per the given data template
- To organize a workshop on NEP in January, 2023.
- To develop the content for the display screen on the ground floor

Resolution

- In order to expedite the status on 2F and 12B, the principal assigned special responsibility to Mr. Ajay, Head clerk of the college.
- The coordinator after a fruitful discussion on the complex areas of data collection confirmed one to one meeting with each criteria head as per their availability for data review and finalization.
- The members unanimously proposed the name of Dr. Sachin Gosavi as the coordinator of the Workshop on NEP 2020.

- The principal proposed the name of Dr, Vijay Joshi or Dr. Kulkari as the chief resource person of the workshop.
- Dr. Sachin Gosavi was requested to form a committee for conducting the workshop.
- IQAC coordinator suggested organizing a program for girl students on the topics of Legal Awareness and Importance of self defence in association with Mumbai Aman Committee - Ladies Wing.

The meeting was adjourned around 1: 30 pm by the coordinator, Dr.Rakhshandah Hani.



Khairul Islam Higher Education Society's
Maharashtra College
OF ARTS, SCIENCE & COMMERCE

23/12/2022

Ref. No. _____

Date _____

NOTICE

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Tuesday, 3rd January, 2023 at 11.00 am in the Principals room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

Rhani

IQAC COORDINATOR

Prin

PRINCIPAL

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
3. Dr. Julekha Shaikh
4. Prof H.N. Kalaniya
5. Dr. Bushra Shaikh
6. Mr. Ajay Desai
7. Mr. Anwar Hussain
8. Dr. Wasim A. Hydery
9. Dr. Ugeshkumari Singh
10. Dr. Mayurakshi Mitra
11. Dr. Saima Shaikh
12. Prof. Ms. Rehana Vadgama
13. Prof. Mujahid Khan
14. Dr. Shehzad Ateeque
15. Dr. Sachin Gosavi
16. Mr. Shivpal Dubey

- Chairman
- Coordinator *Rhani*
- Joint Coordinator *Tulsi*
- Management Representative
- Alumni Representative *Shaikh*
- Admin. Office Representative
- Admin. Office Representative
- Teacher / Member *wh*
- Teacher / Member *Giri*
- Teacher / Member
- Teacher / Member *Shah*
- Teacher / Member *Rehana*
- Teacher / Member
- Teacher / Member *shaf*
- Teacher / Member
- Nominee of Local Society

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4) IQAC Meeting held on 24th February 2023

The following is an account of the minutes taken at the IQAC meeting held on 24th February, 2023 at 10:00 am in the Principal's office.

Attendees

The following members of the IQAC 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. Rehana Vadgama
	Prof. Mujahid Khan
	Dr. Shahzad Ateeque
	Dr. Sachin Gosavi
Minutes Recorder	Dr. Mayurakshi Mitra

Meeting Agenda

The objectives of the meeting were as the following:

- To review the SSR of all the criteria
- To discuss the new questions in the SSR
- To sort and arrange all the data that must be uploaded in the college website
- To finalise the qualitative answers of each criterion
- To form a core committee for CAS of 19 teachers.
- To conduct a faculty exchange program in collaboration with NSS college.
- To finalise the dates for TY interaction with the principal
- To finalise the questions for students' feedback.

Resolution

- The IQAC coordinator along with the joint coordinator reviewed the SSR data of each criterion. The entire team discussed the format of answer for some of the new questions given in the SSR.
- The team came to a consensus to have a new tab titles SSR data for uploading all the files.
- Dr. Saima Shaikh was given the responsibility of uploading all the data in their respective folders on the college website.

- The coordinator finalised 20th March as the last date for forwarding all the data with proper labelling to be uploaded on the website.
- Third year students interaction with Principal was scheduled on 13th, 16th & 17th March 2023 and Dr. M. Z. Shahid was made the coordinator.
- The principal and the coordinator finalized 15th March for conducting CAS interviews of 19 teachers. Dr. Mazid Kazi was made in charge of CAS Hospitality team. Some members of IQAC and CAS scrutiny committee were also requested to report for smooth execution of the work.
- A faculty Exchange Program was planned in collaboration with NSS College from 13th March 2023 to 18th March 2023 especially for T. Y. B. Com students to gain in-depth knowledge from different faculties with regard to their specialized subjects as well as their experiences.
- Camps for updating Aadhaar Card for students, teaching and non teaching staff was to be organized in the month of April
- Dr. Sachin Gosavi was requested to take the lead for collecting students' feedback.

The meeting was adjourned around 1:00 pm by the coordinator, Dr. Rakhshandah Hani.



Khairul Islam Higher Education Society's

Maharashtra College

OF ARTS, SCIENCE & COMMERCE

20/02/2023

Ref. No. _____

NOTICE

Date _____

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Friday, 24th February, 2023 at 10.00 am in the IQAC room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

IQAC COORDINATOR

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
3. Dr. Julekha Shaikh
4. Prof H.N. Kalaniya
5. Dr. Bushra Shaikh
6. Mr. Ajay Desai
7. Mr. Anwar Hussain
8. Dr. Wasim A. Hyderi
9. Dr. Ugeshkumari Singh
10. Dr. Mayurakshi Mitra
11. Dr. Saima Shaikh
12. Prof. Ms. Rehana Vadgama
13. Prof. Mujahid Khan
14. Dr. Shehzad Ateeque
15. Dr. Sachin Gosavi
16. Mr. Shivpal Dubey

PRINCIPAL

- Chairman
- Coordinator *Rhoni*
- Joint Coordinator *Julekha*
- Management Representative
- Alumni Representative *24/2/23*
- Admin. Office Representative
- Admin. Office Representative
- Teacher / Member *Wah*
- Teacher / Member *Om*
- Teacher / Member *Rah*
- Teacher / Member *24/2/23*
- Teacher / Member *Rehana*
- Teacher / Member *24/2/23*
- Teacher / Member *24/2/23*
- Teacher / Member *24-2-23*
- Nominee of Local Society

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Summary of Action Taken Report based on IQAC Meetings held in the academic year 2022-23

Sr. No.	Plan of Action	Achievements/Outcomes
1.	Student Related Activities	<p>In order to provide a brief overview of the functions and activities of college, Orientation programme was held for the first year from classes 11th to 13th August, 2022 of all faculties.</p> <p>Interactive session of final Year students on 13th, 16th & 17th March 2023 so as to have a transparent discussion with the Principal and present their observations and recommendations freely.</p> <p>The IQAC of Maharashtra College and NSS College conducted a Faculty Exchange Programme specifically for T. Y. B. Com students to gain in-depth knowledge from different faculties with regard to their specialized subject as well as their experiences. It also included Presentation Skills and Motivational Skills on how to present their papers at the University level. The six-day programme included lectures from professionals in Cost Accounting, Economics, Financial Accounting, HRM, Export Marketing, and Indirect Taxation (GST).</p>
2.	Initiatives for Faculty	<p>Workshop on 'Filling CAS forms as per New UGC regulations (7th Pay)' was organised on October 20, 2022 for benefit of all teachers and their queries were solved.</p> <p>CAS</p> <p>On March 15, 2023 CAS interviews were conducted for these teachers by inviting respective subject experts and representatives from the University and State Government. The process was completed for 6 teachers as Associate Professors and 13 in various stages of Assistant professorship.</p>
3.	Environmental Consciousness	<p>An online national-level E-Quiz on "Environmental Sustainability" was conducted on June 5, 2022 to promote sustainable environmental practice.</p> <p>On July 12, 2022, Paper Bag Day was observed by informing students about the significance of World Paper Bags Day. The students were encouraged to use paper or cloth bags every day and to avoid using plastic as much as</p>

		<p>possible in order to reduce our reliance on paper.</p> <p>On May 17, 2023, a national webinar on 'Energy Conservation and Lifestyle for Environment' was organised to support the Government of India's initiatives in the energy and resources sector, as well as to promote the prime minister's vision for LIFE (Lifestyle for Environment) pertaining to an environmentally sustainable lifestyle. All three presenters, Ms. Rania Lampou, Mr. Rudra Prasad Ghimire, and Mr. Sohail Shaikh, offered their perspectives on the many facets of the issue.</p>
4.	Healthcare	<p>Cancer Awareness and screening camp was conducted on February 4, 2023 in collaboration with and Cancer Patients Aid Associations (CPAA)and Service to Humanity Charitable trust. The objective was to create awareness about the fear and misconceptions about cancer and encourage larger number of individuals to sign up for the screening of oral cancer, Uterine cancer, cervical cancer and breast cancer. 110 BMC workers,42 college staff and 62 college students avail this free checkup facility</p>
5.	Social Outreach	<p>An Aadhaar card updation camp was organized for the teaching and non-teaching staff on April 20, 2023 as it is required by government guidelines to update Aadhaar cards every ten years. 22 teaching staff, 8 non-teaching staff and 16 students were benefitted from camp.</p>
6.	Gender Sensitization	<p>On February 7, 2023, a special programme for female students was organised in collaboration with the Mumbai Aman Committee - Ladies Wing. Advocate Hurya Patel gave a presentation on simple processes for applying, updating, rectifying, linking, and receiving crucial papers such as PAN Card, Aadhaar Card, Passport, Domicile, and so on. Mrs Munira Gigani taught the girls how to attain success by loving and respecting their parents, putting in hard work, and creating and achieving goals with sincerity and commitment. She advised them on how to become successful by being passionate about their goals and avoiding distractions. Ms Gazala Aazad spoke on the need of self-defense and offered some demonstration methods. She mentioned that women should be cautious, vigilant while exchanging personal information with friends or on any internet platform.</p>

7.	Patriotism	<p>A mega Awareness rally to create awareness of Har Ghar Tiranga initiative of Government of India was conducted on August 13, 2022. The rally was attended by 75 NCC cadets, 25 NSS volunteers, and 15 College staff members, including the supervisor and Principal. The objective of rally was to encourage people to bring home the Tiranga (Tricolour) and to hoist the national flag to commemorate India's 75th year of independence. The purpose of the campaign is to instill a sense of patriotism in people and raise awareness of the Indian National Flag.</p>
8.	Research oriented activities	<p>National Conference on ‘Commercialization of Education: Impact on Marginalized Sections of Society’ was organized on 27th& 28th August 2022 with an objective to discuss the impact of commercialization and privatization in education, studying the impact of coaching institutes in the deprivation of marginalized students, formulating a well-informed opinion about equal opportunity for all in education, and analyzing the issues faced by poor students while attempting NEET & JEE exams without being able to acquaint themselves with the issues faced by poor students. The conference was able to hold relevant discussions by presenting research papers on various topics related to commercialization/privatization. The speakers presented an excellent collection of ideas, leaving the audience torn between the benefits and drawbacks of commercialization.</p> <p>Under the National Intellectual Property Awareness Mission (NIPAM), the Government of India organized an Intellectual Property Rights Awareness Programme in collaboration with the Ministry of Commerce and Industry, the Department for Promotion of Industry, and the Internal Trade Office of the Controller General of Patents, Designs, and Trademarks on September 21, 2022. The program's resource person largely focused on the aims of IPR in stimulating innovation and creativity, particularly among businesses and higher education institutions, as well as processes to apply for it and strategies to defend it. All participants received certificates from the Government of India.</p>

9.	Program for non-teaching staff	An interactive discussion with non-teaching employees to explore the paperwork and accreditation processes was conducted on September 21, 2022. The IQAC team thoroughly addressed the seven criteria and the documents required for each requirement. The Principal discussed the softwares used for various purposes such as admission, examination, attendance, and so on, and instructed all non-teaching staff to learn how to use such softwares. They were also made aware of their obligations, rights, and the significance of discipline.
10.	Promotion of Values	To improve students' understanding of life's qualities, a workshop on 'Self Purification and Development' was conducted on 27 th September 2022. Dr. Rakhshandah Hani, the resource person, emphasised the core notions of self-purification such as having a good heart, good behaviour, and good intentions, self-discipline, forgiving, giving up unwanted cravings, self-analysis, and so on. She told the students that knowledge without education or self-purification is dangerous because it creates ego and hubris, which can lead to a person pursuing the world in a destructive and corrupt manner. A variety of instances were used to demonstrate to the pupils the importance of personality development and self-purification.
11.	NEP Preparedness	On January 12, 2023, a workshop titled "New Education Policy-2020: Implications for the Future" was held to better understand the framework of NEP-2020 and the college's preparedness for the NEP. The resource person, Dr. Vijay Joshi, explained the inadequacies in the current education system and how NEP intends to produce more skilled students who are ready to become entrepreneurs or job-ready right away. He largely focused on the structural changes that will occur as a result of the NEP's implementation, particularly in academia and administration. Furthermore, he provided a clear understanding of what critical adjustments must be made so that they can immediately apply the NEP.