



**SHREEMATI NATHIBAI DAMODAR THACKERSEY COLLEGE OF ARTS
& SHREEMATI CHAMPABEN BHOGILAL COLLEGE OF
COMMERCE & SCIENCE FOR WOMEN**

1, Nathibai Thackersey Road, Mumbai - 400 020.

Phone : 2209 3789

2203 1879

Extn. : 219 & 220


Internal Quality Assurance Cell

Notice

Date: 14.06.2018

The following members of IQAC are hereby informed and requested that the meeting of the IQAC will be held on 17.06.2018 at 02.00 pm in Principal's office. The agenda of the meeting is enclosed herewith. Kindly remain present for the meeting.


Coordinator
(IQAC)


for Chairperson
(IQAC)

Sr. No.	Name	Designation
1	Principal Ms. Rajani Pathak.	Chairperson
2	Mr. Pandurang V Barkale	IQAC Coordinator
3	Dr. Kalpana Chavan	Teacher Representative
4	Ms. Sonali Deshbhratar	Teacher Representative
5	Ms. Sonakshi Vichare	Teacher Representative

6	Ms. Sushma Ahire	Teacher Representative
7	Mr. Dnyaneshwar Mankare	Teacher Representative
8	Smt. Ragini Kate	Office Representative
9	Ms. Sayma Qureishi	Student Representative
10	Dr. Smruti Bhosale	Alumni Representative
11	Ms. Fatema Kachwala	Parent Representative
12	Dr. Virandra Nagarale	External Member
13	Dr. Subhash Chavan	External Member
14	Ms. Smeeta Gulvady	Industry Representative
15	Dr. Meena Kute	Management Representative

IQAC Meeting

Date: 17.06.2018

Agenda

1. Review of the last meeting.
2. Formalization of IQAC and Placement Cell of the college
3. Continuation with the same academic and administrative committees
4. Interviews of the temporary and CHB staff
- 5) Formation of scholarship cell
- 6) Formation College Development Committee (CDC)
- 7) Inviting new members to IQAC
- 8) Signing an MoU with IQAC Cluster
- 9) Any other matter with the permission of the Chair.

Internal Quality Assurance Cell

Minutes


Date – 17.06.2018

Following decisions were taken in the meeting of IQAC:

1. The review of the last meeting was conducted. The progress in implementing the agenda fixed in the first meeting was measured.
2. It was mentioned in the peer Team visit report that college should effect a formalization of IQAC and Placement Cell of the college. It was resolved in the meeting that the college will get a formal approval for the Placement cell and IQAC of our college from the parent university. Formalization of IQAC and Placement Cell of the college.
3. It was decided in the meeting that college will continue with the same academic and administrative committees that were formed in the previous year and will not make any changes in them.
4. There are several vacant posts of teaching staff in the college and college wanted to ensure that teaching should not get affected by these vacant posts. Hence it was decided in the meeting that the college will conduct interviews to recruit the temporary and CHB teaching staff with the approval of University.
5. College students are entitled to various scholarships and freeships. Many a times students are not aware of it. Sometimes the college administration fails to reach out to the beneficiary students. To bridge this divide college decided to form a scholarship cell. The cell will have a member of teaching staff Mr Prashant Kamble and two students-Miss Bhagyashri Chavan and Prajakta Dhumale in it to work as a link between students and college administration.
6. As per Maharashtra Public Universities Act, 2016- 97(i), it was observed that our college needs to form a College Development Committee (CDC). The same was brought to the notice by University authorities also. It was resolved in the meeting that the college will form a College Development Committee (CDC) soon.
7. With the retirement of Principal (IQAC chairperson) Dr.B.B.Pradhan and a teaching representative Mr. Ashok Jain, there was a need to invite a new member to IQAC.

It was decided in the meeting that there would be further changes in the members of IQAC. In place of a retired teaching staff member Mr Ashok Jain, Ms Sushma Ahire was invited as a member. In place of Ms. Rajani Pathak (who became a chairperson of IQAC as an in-charge principal), Mr Dnyaneshwar Mankare was invited as a member. In place of a student representative Zahabia Gulamabass, Miss Sayma Qureishi was invited as a member. As a new parent representative Ms. Fatema Kachwala was called in. As a new external representative Dr. Virendra Nagrale and Dr Subhash Chavan were invited. As a new alumni representative, the name of Dr. Smruti Bhosle was finalized. Dr. Meena Kute, the registrar of the university agreed to be a management representative.

8. Maharashtra IQAC Cluster is a group of IQAC coordinators from various colleges in Maharashtra who took an initiative to work for Quality insistence, maintenance, Promotion, assurance and to encourage Quality culture in and other organizations with the vision of *"Co-operation and not competition for successful academics within colleges."* The cluster had also tried to invite our IQAC to become in the Lead College in the Cluster. In this view, it was agreed that our college will sign an MoU with the lead college of IQAC Maharashtra Cluster, Maniben Nanavati Women's College, Vile Parle (West), Mumbai on 27th July 2018.


**Coordinator
(IQAC)**


**Chairperson
(IQAC)**



Estb.: 1931

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Internal Quality Assurance Cell

Notice

Date: 17.10.2018

The following members of IQAC are hereby informed and requested that the meeting of the IQAC will be held on 20.10.2018 at 02.00 pm in Principal's office. The agenda of the meeting is enclosed herewith. Please attend the meeting.


Coordinator
(IQAC)


Chairperson
(IQAC)

Sr. No.	Name	Designation
1	Principal Dr. Rajendra G Gurao	Chairperson
2	Mr. Pandurang V Barkale	IQAC Coordinator
3	Dr. Kalpana Chavan	Teacher Representative
4	Ms. Sonali Deshbhratar	Teacher Representative
5	Ms. Sonakshi Vichare	Teacher Representative

6	Ms. Sushma Ahire	Teacher Representative
7	Mr. Dnyaneshwar Mankare	Teacher Representative
8	Smt. Ragini Kate	Office Representative
9	Ms. Sayma Qureishi	Student Representative
10	Dr. Smruti Bhosale	Alumni Representative
11	Ms. Fatema Kachwala	Parent Representative
12	Dr. Virandra Nagarale	External Member
13	Dr. Subhash Chavan	External Member
14	Ms. Smeeta Gulvady	Industry Representative
15	Dr. Preeti Verma	Management Representative

IQAC Meeting

Date: 20.10.2018

Agenda

1. Review of the last meeting.
2. AQAR submission of 2017-18
3. IQAC FDP participation
4. International Lecture by Mr. Archis Gore
5. Appointment of Staff Secretary
6. Inauguration of staff academy
7. Receipt of letter from NAAC and a New Questionnaire for AQAR
- 8) Any other matter with the permission of the Chair.


Internal Quality Assurance Cell


Minutes

Date -20.10.2018

Following decisions were taken in the meeting of IQAC:

1. The review of the last meeting was conducted. The progress in implementing the agenda fixed in the first meeting was measured.
2. AQAR submission of the college for the academic year 2017-18 was long overdue after first cycle of the NAAC assessment. Hence it was decided in the meeting that the AQAR submission has to be treated as a priority work. IQAC had already emailed all heads of the department and committee in-charge teachers a questionnaire seeking a data needed for AQAR. It was resolved that all departments, units and committees will email their data by the end of this month.
3. IQAC, Mumbai University had organized a 3 day FDP for IQAC in collaboration with RUSA from 22-24th October 2018. As per the university directives two persons' names were finalized from the college to participate in this workshop.
4. Mr. Archis Gore, the Chief Technology Officer (Polyverse Corporation) was in India. IQAC decided to the most of his presence by arranging his talk on "Gender perspective of the recruiter" on 23rd October 2018.
5. For the smooth functioning of the college and establishing coordination among teaching staff it was necessary that there has to be teacher's representative who would work as a connective link between the college management and the teaching staff members. It was decided in the meeting that Ms. Sonakshi Vichare appointed as Staff Secretary of the college.
6. It was necessary to have a Staff Academy at our college to inspire and motivate teachers for participation in group discussions, paper presentations and development of Research Aptitude. It was decided that the college will establish a Staff Academy. The inauguration of the staff academy was planned on 11th December 2018 at the hands of hon'ble Vice Chancellor of our university Prof. Dr Shashikala Vanjari.
7. The college received of letter from NAAC stating that the pending AQAR of the college should be send by 31st of December. It was also pointed out that the AQAR can be sent in the old format. As a result, new AQAR questionnaire was prepared and sent to all staff members according to old format of AQAR, expecting the data in a weeks' time.


Coordinator
(IQAC)


Chairperson
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Internal Quality Assurance Cell

Notice

Date: 08.12.2018

The following members of IQAC are hereby informed and requested that the meeting of the IQAC will be held on 10.12.2018 at 02.00 pm in Principal's office. The agenda of the meeting is enclosed herewith. Kindly remain present for the meeting


Coordinator
(IQAC)


Chairperson
(IQAC)

Sr. No.	Name	Designation
1	Principal Dr. Rajendra G Gurao.	Chairperson
2	Dr. Pandurang V Barkale	IQAC Coordinator
3	Dr. Ramkumar Pradhan	Teacher Representative
4	Ms. Sonali Deshbhratar	Teacher Representative
5	Ms. Sonakshi Vichare	Teacher Representative
6	Ms. Sushma Ahire	Teacher Representative

7	Mr. Dnyaneshwar Mankare	Teacher Representative
8	Dr. Kishor Kadam	Teacher Representative
9	Ms. Meera Sawant	Teacher Representative
10	Ms. Chitra Lele	Teacher Representative
11	Smt. Ragini Kate	Office Representative
12	Smt. Asha Ladke	Office Representative
13	Ms. Sayma Qureishi	Student Representative
14	Dr. Smruti Bhosale	Alumni Representative
15	Dr. Renuka Prajapati	Alumni Representative
16	Ms. Fatema Kachwala	Parent Representative
17	Dr. Subhash Chavan	External Member
18	Dr. Preeti Varma	External Member
19	Ms. Smeeta Gulvady	Industry Representative
20	Dr. Meena Kute	Management Representative

IQAC Meeting

Date: 10.12.2018

Agenda

1. Review of the last meeting.
2. Appointment of the criteria in-charge teachers.
3. Reading of the AQAR in staff meeting
4. Inviting new members on IQAC
5. Planning a meeting with Vice Chancellor's representative to discuss AQAR
6. Appointing the in charge of the committee for preparing academic calendar and the collection and analysis of feedback from stake holders
7. Appointing a research coordinator of the college.
- 9) Any other matter with the permission of the Chair.

Internal Quality Assurance Cell

Minutes

Date –10.12.2018

Following decisions were taken in the meeting of IQAC:

1. The review of the last meeting was conducted. The progress in implementing the agenda fixed in the first meeting was discussed.
2. Major chunk of the AQAR work was done by IQAC. To involve the teachers' participation in AQAR work it was decided that there would be the appointment of the criteria in-charge teachers for all 7 criteria.
3. It was decided that on 14th and 15th December, there would be a staff common meeting for the reading and discussion of AQAR. The aforementioned criteria in-charge teachers would read the AQAR criteria prepared by IQAC and the reading would be followed by discussion. The in-charge teachers were also expected to incorporate the changes suggested in the meeting in their concerned criteria.
4. It was decided in the meeting that the criteria in-charge teachers who read the AQAR would be invited to IQAC as teacher representative. It was decided that one external member (Dr. Preeti Varma) and one from alumni, college office would be added to IQAC. As per the suggestion of Vice Chancellor's representative on IQAC, Dr. Preeti Varma number of management representative was made from one to four after inclusion of Hon'ble Vice Chancellor, Pro-Vice Chancellor, Officer on Special Duty and preexistent member, the Registrar of the University.
5. After the reading and discussion of the AQAR was successfully conducted, it was decided that the draft of AQAR has to be approved by the Vice Chancellor's representative, since our college is the conducted college of the University. Vice Chancellor madam, on our principal's telephonic conversation with her, had suggested the name of Dr. Preeti Varma as her representative. It was decided to get the convenient date and time of Dr. Varma for the said discussion.
6. It was also decided in the meeting that some of the IQAC members would work as in-charge of the committees formed for preparing academic calendar and the collection and analysis of feedback from stake holders.

7. In this meeting it was announced by the chairperson that Ms. Chitra Lele would be the research coordinator of the college and she would be given a letter stating so.


**Coordinator
(IQAC)**


**Chairperson
(IQAC)**

**SNDT COLLEGE OF ARTS & SCB COLLEGE OF COMMERCE &
SCIENCE FOR WOMEN CHURCHGATE MUMBAI-20**

Internal Quality Assurance Cell

Minutes of the Heads of the departments' meeting held on 8th January 2019

Date: 08-01-2019

Venue: Principal's Cabin

Heads of the departments were called for a meeting in Principal's Cabin on 8th January 2019 at 12:00pm. The following issues were discussed in the meeting.

Agenda of the Meeting

- 1) The issue of departmental workload and CHB teachers.
- 2) Semester examination March-April 2019.
- 3) AQAR submission for the year 2018-19.
- 4) About attendance of the students and teachers.
- 5) Magazine committee formation.
- 6) Website augmentation

Members Present for the Meeting

Sr.No	Name	Name of the Department
1)	Dr. Nilendra Lokhande	Commerce
2)	Ms.Sonali Deshbhratar	Psychology
3)	Dr. Preeti Srivastava	Sanskrit
4)	Ms.Chitra Lele	Political Science
5)	Ms.Kalpana Jain	Music
6)	Dr. Kalpana Chavan	History
7)	Dr. Hetal Barot	Gujarati
8)	Mr.Sanjay Ranveer	B.SCIT
9)	Mr.Vijay .V Khandare	B.M.S
10)	Dr. Vandana Sharma	Hindi
11)	Dr. Madhuri Sutey	Marathi
12)	Mr.D.R Mankare	Geography

Minutes

Following decisions were taken in the meeting of IQAC:

- 1) It was observed that there is discrepancy in the number of lectures put by CHB teachers in their payment form. It was brought to the notice of the Heads of the department that they have to be careful while signing the payment forms of the CHB teachers. It was also resolved that the Heads of the department have to keep track of the numbers of the lectures actually conducted by the CHB teachers. This record has to be submitted by the heads to the principal in the first week of February every year.
- 2) It was resolved that the 'Movement Register' would be maintained at college for the teachers who have to move out of campus for academic work.
- 3) It was decided that every department's head will submit the copy of time table and workload to the Staff Secretary Ms Sonakshi Vichare.
- 4) As per the circular received from Examination Section of the University, it was expected that the college has to convey the name and contact details of the Superintendent of the Semester examinations scheduled to be held in March-April 2019. It was resolved that the following Heads of the department would be appointed as Assistant Superintendent of the University Examinations, besides Principal being a Superintendent of the Examinations. The examination Committee would ensure the timely submission of examinations of the students with the help of office staff. The said examination committee members make take assistance from other Teaching and Non-teaching staff whenever needed. They may also add their names in the stream-wise exam committee to be formed. The examination committee members are expected to prepare a flowchart of the members they would be adding to their respective committees at their level. Staff Secretary Ms Sonakshi Vichare would be overall observer of the examination work.

Exam committee:

	Principal Dr. Rajendra G Gurao	Superintendent of University Exams
Sr.No	Faculty	Name of the Asst Superintendent
1	Commerce	Dr Nilendra Lokhande
2	Arts	Ms.Sonali Deshbhratar
3	BMS	Mr. Vijay Khandare
4	BSc.IT	Mr. Sanjay Ranveer
5	B.V.A	Ms. Meera Sawant

- 5) It was decided that the AQAR of the academic year 2018-19 has to be submitted in time. It was also resolved that the teachers who attended the NAAC related seminars and workshop would be preferred for this work. It was also advised that the staff Academy of the college would organize the Expert Lecture of Dr Preeti Varma, IQAC Coordinator of the University on the changed pattern of the (online) submission of NAAC AQAR.
- 6) It was resolved that the IQAC members (pre-existent and the newly added) would be encouraged to participate in the seminars and workshops on NAAC. They may share their views during the sessions in Staff Academy.
- 7) In this meeting the names the teaching representative on IQAC were finalized. These teaching representatives would be responsible for the respective criteria work. Principal/Chairperson IQAC, Coordinator and IQAC Coordinator of the University (External member) would be the default members of IQAC. Criteria-wise in-charge were appointed out of IQAC members in the following order:

Sr.No	Name of the Criteria	Name of the In-Charge Teachers
1	Curricular Aspects.	Ms.Shushma Ahire
2	Teaching-Learning and Evaluation.	Ms.Sonali Deshbhratar
3	Research, Consultancy and Extension.	Ms Chitra Lele
4	Infrastructure and Learning Resources.	Mr. Dnyaneshwar Mankare
5	Student Support and Progression.	Dr. Hetal Barot
6	Governance, Leadership and Management.	Dr Ram Pradhan
7	Innovations and Best Practices.	Ms.Meera Sawant

- 8) The aforementioned criteria in-charge teachers may take a few more teachers with them for criteria work. The names of these teacher associates to criteria work may be proposed criteria in-charge teachers in the next IQAC meeting.
- 9) It was decided that the Best Practice for Criteria VII would be 'The placement Cell' and the Art Exhibition "Avishkar" of BVA Department. Dr. Kishor Kadam, the placement Cell officer of the college would assist the in-charge of criteria-VII for Best Practice.
- 10) It was discussed the biometric attendance of teachers may be linked to their salary as per the recent university circular. Hence it was instructed that the teachers have to remain in the campus for the stipulated hours.
- 11) Magazine committee was also to be formed. It was resolved that Dr. Vandana Sharma would be the Editor of the college magazine. She may add few more members in the committee in the magazine committee meeting.

- 12) It was resolved that the college website would be augmented. The concerned work would be completed under the leadership of Mr. Sanjay Ranveer, in-charge of B.Sc.IT department



Coordinator IQAC.



Dr. Rajendra G. Gurao
Principal & Chairperson IQAC