



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

1, Nathibai Thackersey Road, Mumbai - 400 020.

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Prin. Dr. Rajendra G. Gurao
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Internal Quality Assurance Cell (IQAC)

Minutes of the Admission Committee Meeting held online on 21st July 2020

Online Platform: Zoom

<https://us04web.zoom.us/j/78908312422?pwd=Yk83MUpiOHUyaU5EMUpGUGl0Tjgzdz09>

Meeting ID: 789 0831 2422
Passcode: 2020

Online meeting of the Admission Committee Members (Arts stream) from teaching faculty was held online under the aegis of Internal Quality Assurance Cell (IQAC) on **21st July 2020** at 03:15pm to 4:30 pm to discuss the issues related to FYBA Admission for the academic year 2020-2021

Members Present for the Meeting

- | | |
|---------------------------|---|
| 1. Dr. Rajendra. G. Gurao | (Principal) |
| 2. Dr. Pandurang Barkale | (IQAC Coordinator) |
| 3. Dr. Sonakshi Vichare | (Staff secretary & In charge of Arts Admission Committee) |
| 4. Dr. Hetal Barot | (CDC Member) |
| 5. Prof. Sanjay Ranveer | (BSC IT Admission in charge) |

Agenda of the Meeting

- 1) To decide the scheduling of the admission process step by step that is to decide the dates for online submission of forms, declaration of the merit list, documents uploading by the students selected in the merit list, fees token generation and finally the fees payment.

- 2) To decide the student quota in Aided & Unaided division.
- 3) To decide the subject wise quota for English & Marathi medium.

Minutes of the Meeting

Following decisions were taken in the Admission Committee meeting with regards to aforesaid agenda:

1. In the meeting it was decided to follow the following step by step procedure for the admission as per the agenda number one.

Step I : Weekly Schedule for the reviewing and checking of forms submitted by the students

| Days of the week | Schedule of collecting form data by Prof. Sanjay Ranvir | Conducting meeting for Viewing the Data by various Faculty |
|------------------|---|--|
| Monday | Arts Data | BVA & BSC. IT Meeting |
| Tuesday | BCom Data | BA Meeting |
| Wednesday | BMS Data | BCom Meeting |
| Thursday | Arts Data | BMS Meeting |
| Friday | BCom Data | BA Meeting |
| Saturday | BVA & BSC. IT Data | BCom Meeting |

Step II: Declaration of merit list

Declaration of First merit list for BA & BCom : 31st July 2020

Declaration of First merit list for BVA, BMS & BSC.IT : 1st August 2020

Step III: Sending emails to students to upload the documents on 03/08/2020

Step IV: Uploading documents by students on 03/08/2020 to 06/08/2020

Step V: Issuing of fees token on 6th to 8th August 2020

Step VI: Payment of Fees By 11th August 2020

The similar process will be followed for the consecutive merit lists and weeks

2. **Following decision were taken with regard to agenda number II that is to decide the student quota in Aided & Unaided division.**

Aided Division :120 students

Unaided Division : 80 students

3. **Following decision were taken with regard to agenda number III that is subject wise quota for English & Marathi medium.**

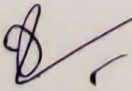
English Medium subject wise quota for students from Aided subject

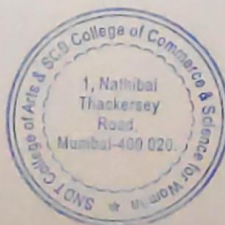
| Departments | Number of students |
|--------------------|--------------------|
| Psychology | 25 |
| Sociology | 25 |
| English literature | 25 |
| Economics | 15 |
| Music | 10 |
| Hindi | 10 |
| Sanskrit | 10 |

After filling of these quota those who wish to take History and Political Science, Psychology and additional students belonging from various departments will be accommodated in the unaided division.

Marathi Medium subject wise quota for students from Aided subject

| Departments | Number of students |
|-------------------|--------------------|
| Hindi | 10 |
| Marathi | 12 |
| Sanskrit | 05 |
| Sociology | 12 |
| Economics | 12 |
| Psychology | 14 |
| History | 12 |
| Geography | 16 |
| Political science | 16 |
| Music | 10 |


Dr. Rajendra G. Gurao
(Principal, Chairman IQAC)





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31st December, 2020

Internal Quality Assurance Cell (IQAC)

NOTICE

All members of the teaching staff are hereby informed that a Staff General Meeting concerning the following agenda has been scheduled on Saturday, 2nd January, 2021 at 12:00 pm. in the Staffroom.

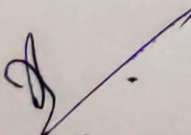
Agenda:

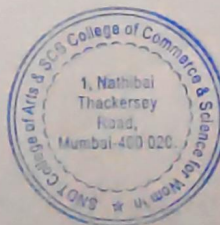
Reading and discussion of the AQAR -2019-20

- 1) Criterion I. Curricular Aspects
- 2) Criterion II. Teaching Learning and Evaluation
- 3) Criterion III. Research, Innovations and Extension
- 4) Criterion IV. Infrastructure and Learning Resources

Thank you.

Yours Sincerely


Dr. Rajendra G Gurao
Principal





S.N.D.T. College of Arts & S.C.B. College of Commerce & Science for Women Mumbai-400020.

Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Date: 02/01/2021

Time: 12.00 a.m.

Venue: Room no-108

A Staff General meeting under the aegis of Internal Quality Assurance Cell (IQAC) was held on 2nd January, 2021 at 12:00 pm. in the Staffroom. Reading and discussion of the AQAR - 2019-20, Criterion I-IV was the principal agenda of the meeting.

Following members of the teaching staff were present for the meeting:

| S.N.D.T. COLLEGE OF ARTS & S.C.B. COLLEGE OF COMMERCE & SCIENCE FOR WOMEN, MUMBAI - 400 020. | | |
|--|--------------------------|----------------------------|
| AQAR Reading Meeting Senior College 2.01.2021 | | |
| Sr. No. | Name of the Teacher | Signature |
| 1. | Dr. Vandana Sharma | |
| 2. | Dr. Savita Tayde | |
| 3. | Dr. Lata Chavan | |
| 4. | Dr. Smt. Madhuri Sutey | Dr. M. Sutey 02/01/2021 |
| 5. | Dr. Nilendra Lokhande | Dr. N. Lokhande 02/01/2021 |
| 6. | Smt. Meena Patil | |
| 7. | Smt. Sonakshi Vichare | S. Vichare |
| 8. | Smt. Sushama Ahire | Sushama |
| 9. | Smt. Kalpana Jain | K. Jain |
| 10. | Dr. Ramkumar Pardhan | R. Pardhan 02/01/2021 |
| 11. | Smt. Sonali Deshbhratar | S. Deshbhratar 02/01/2021 |
| 12. | Smt. Meera Sawant | M. Sawant 02/01/2021 |
| 13. | Shri Suresh W. Garud | S. Garud 02/01/2021 |
| 14. | Shri Dnyaneshwar Mankare | D. Mankare 02/01/2021 |
| 15. | Dr. Pandurang Barkale | P. Barkale 02/01/2021 |
| 16. | Dr. Smt. Namrata Ganneri | N. Ganneri 2.01.2021 |
| 17. | Dr. Kishor Kadam | K. Kadam 2.01.2021 |
| 18. | Shri Suhas Chavan | S. Chavan 2.01.2021 |
| 19. | Dr. Sonali Hajare | S. Hajare 2.1.2021 |
| 20. | Shri Prashant Kamble | P. Kamble 2.1.2021 |
| 21. | Dr. Preeti Srivastava | P. Srivastava 02/01/2021 |
| 22. | Smt. Chitra Lele | |
| 23. | Dr. Hetal Barot | H. Barot 02/01/2021 |
| 24. | Shri Rahul Shinde | |
| 25. | Shri Rahul Shinde | |
| 26. | Rekha Yadav | |
| 27. | Shruti Admashali | |
| 28. | Poonika Sunawanshi | |
| 29. | Sushama Shetty | |
| 30. | Saugar Ranveer | |

Dr. Rajendra G. Gurao
Principal

Welcome and Introduction

Before proceeding with the business on the agenda, Dr. Sonakshi Vichare, the staff secretary of the college formally welcomed all the staff members present at the IQAC Meeting and gave brief introduction of the agenda of the meeting. Post introduction by Dr. Vichare, Dr. Rajendra Gurao, Principal and Chairperson of the Internal Quality Assurance Cell (IQAC) took over the reins of the meeting and expressed a deep concern about the declining attendance for the staff/IQAC meetings off late. He pondered over punitive measures to rein in the meager attendance of the teachers for the meetings.

It was advised by the principal that the mentors should convene a meeting with their mentees in the coming week, since women are allowed to travel by local train after 11:00 am. In this meeting students information such as subject code, examination form, DC subject. It was decided that Ms. Sonali Deshbhatar, the college exam officer would prepare a format which will be duly filled by the mentees in the mentor's meeting.

It was also resolved that a separate email id 'internalexam2021' would be created by the exam department and the mark-sheet format would be prepared to collect the internal marks of the odd semesters presently.

Agenda Item 1: Criterion I. Curricular Aspects

Discussion: Before Ms. Sushma Ahire, the convener of the Criterion I-Curricular Aspects started reading draft of the criterion, Dr. Pandurang Barkale, IQAC Coordinator read out the NAAC's review about the 1st Criterion.

It was discussed and resolved that under **1.2.1 – New programmes/courses introduced during the academic year**, we can show the newly introduced unaided divisions of History and Political Science (English Medium) as new programmes/courses introduced during the academic year

For 1.1.2 – Certificate/ Diploma Courses introduced during the academic year,

It was also resolved for this point that some new certificate courses need to be introduced. Dr. Nilendra Lokhande from Commerce and Dr. Ramkumar Pradhan from Arts stream were given the responsibility to plan for the introduction of some new certificate courses and submit the updates in this regard by March 2021.

BSc.IT department and B.V.A Department was urgent to plan some bridge courses in this year.

Under 1.3.1 – Value-added courses imparting transferable and life skills offered during the year, it was decided that the criterion convenor would coordinate with Dr. Kishor Kadam, the Placement officer of the college and obtain the said data from commerce and BSc.IT department.

For the question 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?, it was decided that the rank holder students in the online external and internal examinations can be honoured by publishing their names on college website.

Agenda Item 2: Criterion II. Teaching Learning and Evaluation

Discussion:

The criterion convenor Dr. Sonakshi Vichare informed it to the attendees and the chairperson of IQAC that admission data of the students is awaited from the office. Except that data, the criterion is almost ready.

It was observed that the teacher's data from **2.2.1 – Student - Full time teacher ratio** was discrepant. The data used for the same information in criterion 6th was different from this criterion. Considering the transparent DVV process of NAAC, it was decided that such discrepancy should be ruled out.

Considering the newer ICT tools used by the teachers for online teaching during lockdown, it was resolved that in **2.3.1 E-resources and techniques used**, there would be fresh addition.

For **2.3.2 – Students mentoring system available in the institution? Give details**, it was decided that the meetings conducted for the mentees should be minuted and the said record should be maintained by the mentor. The recording link of the mentorship meeting can be pasted in the tabulated data of the mentors meeting.

In the same point of the criterion where it was written that the teachers help students with personal issues, Dr. Namrata Ganneri, assistant professor in history raised a query asking if we are trained to solve the students' personal issues. Principal suggested that the write-up could be forwarded to Dr. Ganneri for necessary editing. Dr. Sonali Deshbhrata, head of psychology department asked if teachers' financial help to the students be considered as a type of mentoring.

For **2.5.2 – Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level**, it was instructed by the principal that every department will schedule a review meeting with the principal to update him about the process of internal test and its outcomes. To motivate students who scored high marks in internal marks, the college can display their names on college website or college FB page.

For **2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters**, it was resolved that Dr. Preeti Shrivastava, Head of Sanskrit and Ms. Rekha Yadav, BMS In-charge would prepare the academic calendar of the college for the present year. The criterion convenor and the staff secretary of the college Dr. Sonakshi Vichare was directed to collect the teaching plan of the teachers.

Agenda Item 3: Criterion III. Research, Innovations and Extension

Discussion: Dr. Preeti Shrivastava, Head of Sanskrit, and the present criterion convenor informed the chairperson and the gathering that main draft of the criterion is with Ms. Chitra Lele, the assistant coordinator of IQAC. Dr. Shrivastava offered to read the data available with her.


Principal suggested that every teacher should create a teachers' profile which will include all activities, publication, achievements of the teacher. The teachers profile data for the year 2020-21 was instructed to be emailed to the principal.

Agenda Item 4: Infrastructure and Learning Resources

Discussion: Dr. Hetal Barot, the present criterion convenor informed the chairperson and the gathering that the data for criterion 4th is being collected from office and the library.

It was decided that the next AQAR Committee meeting would be held on Wednesday 06/01/2021.

The meeting ended with the vote of thanks to the chair.

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Principal & Chairperson IQAC



Date: 07/1/2021



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Date: 02.02.2021

Internal Quality Assurance Cell (IQAC)

NOTICE

All members of the teaching staff are hereby informed that a Staff General online Meeting under the aegis of Internal Quality Assurance Cell (IQAC) concerning the following agenda has been scheduled on 2nd February 2021 at 3:00 pm.

Online Platform: Zoom

Joining Link:

<https://us02web.zoom.us/j/85802970230?pwd=RXNXUHlyRU9uOEIPODR6RHd4czFWZz09>

Meeting ID: 858 0297 0230

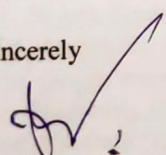
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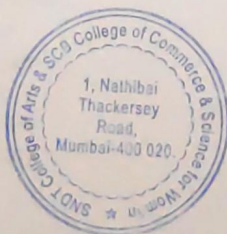
Agenda:

- 1) Discussion on the preparation for the Academic Audit
- 2) Allotment of work for Academic and Administrative Audit of our college.
- 3) Formation of Academic Audit Committee

Thank you.

Yours Sincerely


Dr. Rajendra G Gurao
Principal



Minutes of the online Meeting of Work Distribution of AAA

Internal Quality Assurance Cell (IQAC) Meeting with the main agenda of the work distribution of Academic and Administrative Audit of our college the college was held online on 2nd February 2021.

Academic and Administrative Audit of our college was scheduled on 31th March 2021. University had appointed following experts to conduct the Academic and Administrative Audit of the college:

1) Dr.Meena Kute

Principal, PVDT College of Education
Chairman

2)Dr.Sachin Deore

Professor& Head, Dept of Geography
Member

3) Dr.Madhavi Kulkarni

Vice Principal, SNDT Arts& Commerce College, Pune
Member

Following members were present for the meeting

1. Dr. Vandana Sharma
2. Dr. Savita Tayde
3. Dr. Lata Chavan
4. Dr. Smt. Madhuri Sutey
5. Dr. Nilendra Lokhande
6. Smt. Meena Patil
7. Dr. Sonakshi Vichare
8. Smt. Sushama Ahire
9. Smt. Kalpana Jain
10. Dr. Ramkumar Pardhan
11. Smt. Sonali Deshbhratar
12. Dr. Meera Sawant
13. Shri .Suresh W. Garud
14. Shri Dnyaneshwar Mankare
15. Dr. Pandurang Barkale
16. Smt. Namrata Ganneri
17. Dr Kishor Kadam
18. Shri Suhas Chavan
19. Dr. Sonali Hajare
20. Dr.Prashant Kamble
21. Dr. Preeti Srivastava
22. Smt. Chitra Lele
23. Dr. Hetal Barot
24. Shri Rahul Shinde
25. Mr. Sanjay Ranveer

26. Ms.Rekha Yadav

Introduction:

Dr.Sonakshi Vichare, the Staff Secretary of the college gave a brief introduction to the agenda of the meeting. She announced the date finalised for the Academic and Administrative Audit of the college i.e 31th March 2021 and the expert panel members visiting our college to conduct the said audit.

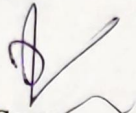
Agenda 1: A fair discussion was conducted about the preparation for the Academic Audit of the college. It was observed that the substantial amount of work was still to be done

Agenda 2&3: It was deemed necessary to allot the Academic and Administrative Audit work to specific persons for timely completion of the said tasks. In this regard the following committee was formed and the work mentioned below in the table was allotted to the teachers/criteria in charge /committee convenors.

Academic Audit Committee

| <u>Sr.No</u> | <u>Name of the Teacher</u> | <u>Criterion no.</u> | <u>Role in the Academic Audit</u> |
|---------------------|--|--|--|
| 1 | Ms.ShushmaAhire & Ms.Pranita Suryavanshi Dr. SonakshiVichare& Dr. Sonali Hazare Ms. ChitraLele& Dr. Preeti Shrivastav Dr. Vandana Sharma& Dr. Hetal Barot Mr.Rahul Shinde& Suresh Garud Dr. Ram Pradhan& Dr. SavitaTayde, Dr.KishorKadam & Dr. Mera Sawant | I II III IV V VI VII | providing information pertaining to their Criteria |
| 2 | Ms.Sonali Deshbhratar | | Information related to Exam/results etc. |
| 3 | Mr.Dnyaneshwar Mankare& Dr.Prashant Kamble | | Obtaining data from College Office |
| 4 | Ms. Meena Patil& Ms. Kalpana Jain | | Cultural Committee information |
| 5 | Dr. Lata Chavan(Ms. Kore& Ms.Meenakshi) | | Data of NCC, NSS & Sport |
| 6 | Ms.Rekha Yadav& Ms. Sushma Shetye | | For unaided Courses at the college |
| | Dr.Madhuri Sutey | | Hospitality of the Expert Team |
| 8) | Mr.Sanjay Ranveer | | Secretarial assistance and computer facility |

The said committee members were given a time of 10 days to prepare and submit the data in the format provided to them. The meeting ended with the Staff Secretary proposing vote of thanks to the attendees.



Dr. Rajendra G. Gurao
(Principal, Chairman IQAC)

