



Ismail M. Kanga Educational Campus, Penkarpada, Mira Road (E), Dist. Thane - 401 107.

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25/8/21

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### Minutes of the IQAC Meeting held on 23<sup>rd</sup> August 2021

After studying the Peer Team Report and individual matric performance scores, the IQAC members identified the following Low Performance Indicators and deliberated on improvement strategies for the same.

1. **IQAC processes:** It was resolved that the IQAC be made more dynamic by implementing the following:
  - a) Inviting veteran Academicians as honorary members for meetings to gain from their knowledge and expertise. The name of Dr. Lily Bhushan (Principal, KES Shroff College) was suggested.
  - b) Senior Alumni from industry to be invited to strengthen Industry-Academia engagement.
  - c) Streamlining data collection and reports submission processes and maximizing output by use of ICT. All reports and data (including Administrative office, NSS & NCC) must be saved on the Department/IQAC Drive.  
The members were informed that the new AQAR format will be applicable for the A.Y. 2021-22.
2. **Alumni Engagement:** It was resolved that the Alumni Association be strengthened by adopting the following strategies:
  - a) Increasing Alumni registration, Registration form link to be put on website
  - b) A fee of Rs. 2,500 for life membership and Rs.500 as yearly membership fee was proposed by the members
  - c) Batch-wise focused enrollment drive was decided for effectiveness. It was proposed that the enrolment drive be focused on the 2014-15 Batch for this academic year.
  - d) It was suggested that the Alumni Association Committee member chalk out an annual schedule of activities. The following activities were suggested by IQAC for deliberation by the Alumni Committee – Placement and Internship assistance, Expert talks, Health check-up camps, Sports coaching, Incubation Centre
  - e) Subject teachers should encourage the passing out batch students to enroll.  
The members were informed that the Alumni Association account has been opened and receipt book has been printed.  
The members also suggested that part of the Alumni fund corpus be placed in FD and the accrued interest be used as scholarship.
3. **Corpus Generation:** The members were informed that the NAAC did not accept our claim of donations received by the Parent Trust as Corpus generated. The members resolved that the deliberation for this be taken up in the next meeting.
4. **Mobilisation of Grants:** It was unanimously resolved that the College must apply for DBT & DST grants from this academic year. A committee for the same must be constituted urgently. The members proposed the following composition for the committee:
  - a) IQAC members
  - b) Research committee members
  - c) 1 member each from the concerned subject departments.

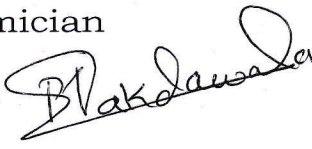










The Research committee members will be a liaison between the funding agency and the departments of the College.

5. **Audit (Administrative, Green) :** To be taken up in the next meeting
6. **Sports Activities:** To be taken up in the next meeting
7. **Feedback Mechanisms :** To be taken up in the next meeting
8. **Staff Development Programmes for Non-teaching Staff:** To be taken up in the next meeting

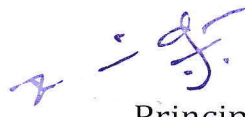
The next meeting was scheduled for 7/9/21 to deliberate on the pending points of the agenda.

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

The following members were present:

- 1) Dr. Vikas Vaidya – Principal and Chairperson
- 2) Ms. Kamala Arunachalam – Academician
- 3) Ms. Maleka Bootwala – Coordinator 
- 4) Ms. Zainab Valikarimwala – Management Representative 
- 5) Ms. Afroz Shattari - Management Representative 
- 6) Dr. Aqeela Qureshi – Teacher 
- 7) Dr. Juliet Miranda – Teacher 
- 8) Ms. Zamanat Syed – Teacher 
- 9) Dr. Sanchita Datta – Teacher 
- 10) Mr. Kamal Rohra – Teacher 
- 11) Dr. Chitralekha – Teacher 
- 12) Ms.. Tabassum – Teacher 
- 13) Ms. Anita Dhareshwar – Administrative Staff Representative 



  
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SCIENCE & COMMERCE  
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9/9/21

## Minutes of the IQAC Meeting held on 7<sup>th</sup> September 2021

A meeting of the IQAC was convened to discuss the pending points of the agenda of the last meeting (held on 23/8/21)

1. **Audit :** It was resolved that the following audits be undertaken to strengthen the process of evaluation and feedback mechanisms:
  - a) **Administrative Audit:** The auditing agency to shortlisted by Ms. Zainab Valikarimwala (Trustee and Registrar) in consultation with Prof. Harish Pingle (IQAC Coordinator, Sangamner College, Pune University)
  - b) **Academic Audit** by the University
2. **Sports Activities:** Resolved that post pandemic the institution shall extend its sports facilities to other schools and organisations  
 Resolved that Commando training, Taekwondo, and Self-Defence training so far conducted only for College girl students be extended to the College boys and neighbourhood community (only females). separate batches for all.  
 Keeping in mind the institutional facilities and student profile, it was decided that the Institution will focus its Sporting efforts on the following games: Basketball, Chess & Carrom including special coaching for the same.  
 The members were informed that the renovation of the Basketball court will be undertaken in the next academic year.
3. **Feedback Mechanisms:** Resolved that the feedback mechanism processes must be further strengthened by introduction of the following:
  - a) Quantitative Performance Appraisal of Teaching staff (current TAQ form to be modified) and appraisal with Head of Department
  - b) Quantitative Performance Appraisal of Non-teaching staff.
  - c) Introduction of Club/Society Teachers In-charge Appraisal to be explored
4. **Corpus Generated:** Deliberations on this point were kept pending for the next meeting after receiving clarifications from other institutions
5. **Approval of Certificate Courses for skill enhancement and personality development:** After review the following courses have been approved for this academic year:-
  - a) Certificate Course in Research Methodology by Dept. of Chemistry
  - b) Certificate Course in Fundamentals of Accounting by Dept. of BAF
  - c) Certificate Course in Digital Marketing by Dept. of BMS

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

The following members were present:

1) Dr. Vikas Vaidya – Principal and Chairperson

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## Action Taken Report

### IQAC Meeting held on 23<sup>rd</sup> August 2021

1. Prof. (Dr.) Lily Bhushan , Principal, KES Shroff College, advised on possibility of multidisciplinary courses.
2. Ms. Mukata Bangde, an alumna, facilitated visit of our F.Y.B. Sc. (Microbiology) students to CSSD Department of Bhakti Vedanta Hospital. She also guided the tour of our students through the CSSD unit.
3. Mr. Sooraj Sreenath, a Research fellow at CSIR Bhavnagar, was the resource person for a module on Research Methodology- a certificate course conducted by the department of Chemistry.
4. The format for data collection for AQAR was categorized resource wise and made accessible to all through a common Google drive. The shared formats can be filled on real time basis.
5. Alumni contributed as resource persons for 11 talks organized by various departments through the year.
6. Application for grant under DBT Star College Scheme has been submitted and the response is awaited.
7. 548 Alumni registered under the newly formed Alumni Welfare Association

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Principal

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Coordinator

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## Action Taken Report

### IQAC Meeting held on 7th September 2021

1. The college will undertake academic and administrative audits by external agencies in the academic year 2022-2023.
2. The proposed sports activities were kept on hold due to ongoing COVID protocols.
3. Teacher Assessment Questionnaire was modified for evaluation of online / hybrid mode of teaching and learning process.
4. The following certificate courses were conducted online
  - a) Research methodology
  - b) Fundamentals of Accounting
  - c) Digital marketing

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