

**KES Shroff College of Arts and Commerce, Bhulabhai Desai Rd.,
Kandivali (W), Mumbai 400067**

**Minutes of the IQAC full bench Meeting' held on 31.07.2021
at 12.00 noon on Zoom platform to discuss the following Agenda**

<https://us02web.zoom.us/j/85447433029>

Meeting ID: 854 4743 3029

1. ATR on the Last Full bench meeting held on 17 March 2021
2. Activities of IQAC till date
3. Activities of IQAC under Paramarsh till date
4. IQAC's Plans for the year 2021-22
5. Any other matter, with the permission of Chair

The following members were present:-

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| 1. Prin. Dr. L. Bhushan | Chairperson of IQAC | Offline |
| 2. Shri Mahesh Chandrana | Management Representative | Online |
| 3. Shri Mahesh Shah | Management Representative | Offline |
| 4. Dr. Shrirsh Chindade | External Expert | Online |
| 5. Dr. Vinayak Shirgurkar | External Expert | Online |
| 6. Dr. Farooqui | External Expert | Offline |
| 7. Vice Prin. Dr. V. S. Kannan | Teaching Staff Representative | Offline |
| 8. Dr. Vanitha Esaimani | - - | Online |
| 9. Mrs. Jigna Vyas | - - | Offline |
| 10. Mrs. Rajshree Dakhane | - - | Offline |
| 11. Dr. Alka Wadhwana | - - | Offline |
| 12. Mrs. Nandini Katti | - - | Offline |
| 13. Dr. Sangeeta Unadkat | - - | Offline |
| 14. Dr. A. Madhavi | - - | Offline |
| 15. Dr. Vishesh Srivastava | - - | Online |
| 16. Dr. Vaibhav Ashar | - - | Offline |
| 17. Mr. Samrat Srivastav | - - | Offline |
| 18. Mrs. Anubhti Singh | - - | Online |
| 19. Mrs. Trupti Mody | Non- Teaching Staff Representative | Offline |
| 20. Dr. Sumant Sovani | Coordinator & Member Secretary | Offline |

| No. | Minutes of the Meeting | Follow up to be done by | Remark |
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| 1. | <p>Opening Remarks:</p> <p>The meeting began with giving condolence to Late Dr. Ravindra Deshmukh by observing silence for one minute.</p> <p>Dr. Sumant Sovani welcomed all the members present online and off line.</p> | | |
| 2. | <p>Agenda 1:</p> <p>ATR on the last full bench meeting held on 17 March 2021</p> <p>Paramarsh Scheme:</p> <p>Dr. Sovani informed about inclusion of Jalan College under Paramarsh Scheme. The Principal said that letter about including Jalan College has been sent to UGC. Dr. Sovani informed about the workshop on E documentation to be held on 4th August 2021 for which participation of mentee colleges is free. He said that SSS for the year 2020-21 was mainly on teaching- learning process and infrastructure was excluded due to lockdown. He informed about completion of academic audit of KES Law College and Majithia College by IQAC of our college.</p> <p>Dr. Sovani informed that 12 policies prepared under the guidance of late Dr. Deshmukh are uploaded on the college website. He requested for replacement of Dr. Deshmukh for framing the pending policies. The principal agreed to this. Mr. Mahesh Shah suggested to appoint different experts for different policies for smooth and fast functioning. The principal accepted the suggestion. She asked Dr. Chindade and Dr. Shirgurkar for their assistance in framing the policies. Dr. Chindade showed his willingness to help in framing policies. He recommended a book 'New Approaches to Academic and Administrative Audits of Colleges' written by Dr. H. V Deshpande for framing the policies.</p> | | |

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| | <p>Dr. Sovani informed that workshop on E-content development is in pipeline.</p> <p>Dr. Sovani said that entrance test for the admission of M.Sc, Finance, M.Sc. Data Science and M.A Business Economics programmes was conducted. He said that entrance test for those UG programmes can be conducted where demand ratio is high. He said that entrance test will have no meaning unless we provide hostel facility. The principal said that this can be resolved by hiring one flat on rent that can be shared by the students. However we have to take care of security aspects also.</p> <p>Dr. Sovani informed about the growth in admission of 45 certificate courses offered by the college. The principal said that 10 extra credits to these courses have increased the admission. She also instructed to inform about this extra credits to the students who have opted B.A with Psychology. Shri Mahesh Shah suggested to inform these students about mandatory earning of 10 extra credits within a year through mail and to take conformation and undertaking from the students. The principal approved this suggestion. Dr. Vaibhav Ashar said that drop out students should also be informed about extra credits.</p> <p>Dr. Sovani informed that IT Dept. has conducted workshop on OBE. Shri Mahesh Shah said that a training of teachers on OBE must be time bound and each teacher must appear for the test after completion of training. The principal said that OBE is dense and difficult to understand. It requires dept. wise one week training for one hour each day in an offline mode. Each teacher must be master in OBE, so that they can be resource persons. Dr. Kannan said that in every question mapping is</p> | | |
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| | <p>not possible. For internal exams mapping of K1 and K2, where as for external exams mapping of K3 and K4 can be done. He said that after completion of 3rd year of autonomous we can evaluate the COs and POs with the help of expert committee. First batch has to be mapped for internal and external exams before finalizing COs and POs for the next year after modifying them in the month of December.</p> <p>Dr. Sovani said that approval of Governing Body for Masters degree by research is pending. Dr. Farooqui suggested that for Masters degree by research also two theory papers should be compulsory like M. Phil.</p> <p>Dr. Sovani said that construction of disable friendly toilets will be taken in the next cycle of renovation work.</p> <p>Dr. Sovani summarised for appointment of personnel for</p> <ol style="list-style-type: none"> 1) HR 2) Data Management 3) Marketing of college courses and 4) Alumni Management <p>He also recapped for publication of the Newsletter.</p> | | |
| 3. | <p>Agenda 2: Activities of IQAC till date</p> <p>Dr. Sangeeta Undkat said that draft of Perspective plan to be implemented from the year 2022-23 is prepared and sent to Dr. V. S. Kannan for his suggestions. Dr. Shirugurkar suggested that while preparing the perspective plan, institutional development plan for the next 5 years should be kept in mind and it should be in context of NEP. It is also necessary to focus on the structure of curriculum.</p> <p>Dr. Sovani informed about the participation of teachers in 8 days Quality Improvement</p> | Criteria-VI Team | - |

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| | <p>Programme (QIP) on NEP which was appreciated by Dr. Chindhade.</p> <p>The principal informed about some of the ideas on implementation of NEP suggested by Dr. Chindhade.</p> <p>Dr. Sovani said that new format of teaching plan as per the suggestion of criterion II is shared with all the teachers. This includes each lecture's outcome and pedagogical method used by the teacher. The Principal said that lesson analytics should be done and asked Ms. Jigna Vyas to take the responsibility of conducting offline workshop on it.</p> <p>The Principal instructed that 'First Saturday Meet' of IQAC must be off line and at the fixed time. Dr. Sovani said that timing can't be fixed as lectures timetable of the teachers have to be considered. Dr. Shrigurkar appreciated the initiative of conducting monthly meeting of IQAC.</p> | <p>Departments to monitor</p> <p>IQAC</p> | |
| 4. | <p>Agenda 3:</p> <p>Activities of IQAC under Paramarsh till date</p> <p>Discussed along with Agenda 1</p> | | |
| 5 | <p>Agenda 4:</p> <p>IQAC's Plans for the year 2021-22</p> <p>Entrance Test for all PG programmes irrespective of demand ratio and for UG programmes where demand ration is 4 and above:</p> <p>Shri Mahesh Shah suggested that for UG programmes where demand ratio is 3 times, entrance exams should be conducted. However before implementing the entrance exam consent of the management is required. Dr. Kannan said that from the academic year 2022-23 entrance tests for BMS and BAF can be started. The Principal said that the vision of the</p> | <p>Departments / Course Coordinator to ensure</p> | |

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| | <p>college should include that admission in KESSC is only through CET.</p> <p>Suggestion for T-L Reforms: Psychometric test for all SY and TY classes</p> <p>The Principal said that the psychometric test is like career of counselling. Dr. Farooqui suggested to start Psychometric test with FY students as the career can be decided in the beginning only. The Principal also agreed to this.</p> <p>Internal Audit of all Departments</p> <p>The Principal said that though this audit is at internal level, expert from outside must be invited. She said that apart from University's format, being an autonomous college we can have our own format for departmental audit. Dr. Sangeeta Unadkat asked about the frequency of the audit. The Principal said that it should be conducted yearly. Dr. Farooqui suggested conducting the audit semester wise as it will help in finding the outcome. Dr. Sangeeta Unadkat suggested that instead of internal audit it should be called IQAC audit of departments. This was accepted unanimously. It was decided to conduct IQAC audit of departments yearly with 2 internal members and minimum 1 outside expert.</p> <p>Framing of at least 13 policies in a year (7 Policy documents in this quarter)</p> <p>The Principal said that instead of 13 policies all the remaining policies should be framed.</p> | <p>Counselling Cell</p> <p>IQAC and Concerned Department</p> <p>IQAC</p> | |
| 6. | <p>Agenda 5:</p> <p>Any other matter,</p> <p>with the permission of Chair</p> <p>Dr. Vaibhav Ashar suggested to frame SOPs of all the activities. The Principal asked Ms. Nandini Katti to get revised SOPs of the</p> | | |

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| | activities from the concerned in-charge and send it for uploading on the college website. | | |
| 7 | Dr. Sovani suggested the next full bench meeting will be in the last week of November 2021, which was accepted by all. | IQAC | |
| 8 | The Meeting ended with a vote of thanks to the chair and all members. | | |

Dr. Sumant Sovani
Member Secretary and
College IQAC Coordinator

31st July 2021