

Minutes of the IQAC full bench meeting held on 17th March 2021

Agenda

- 1) Activities of IQAC till date
- 2) Plan for the year 2021-22
 - a) Framing at least 25 Policy documents and up-loading on college website
 - b) Teachers training on E-content
 - c) Ensuring normalcy even in pandemic situation
 - d) Teachers training on Documentation and e-documentation
- 3) Admission Reforms- Entrance Test for all PG programmes irrespective Demand Ratio and for UG programmes where Demand Ration is 4 and above
- 4) Review of 45 certificate courses WRT admission, Demand Ratio and success ratio
- 5) Exam Reforms:
 - a) At least one survey based project
 - b) Blooms taxonomy based Q Paper setting and evaluation
- 6) Workshop for teachers on-Blooms taxonomy
- 7) Adopting following Policy Documents for implementation
 - a) Board of Studies with Academic feedback
 - b) Academic Calendar
 - c) Maintenance policy
 - d) ICC
 - e) Grievance Redressal
 - f) Anti-ragging
 - g) Exam Committee
 - h) Research
 - i) Collaborations
- 8) Any other matter, with the permission of Chair

Following members were present for the Full Bench IQAC Meeting held on Wednesday, the 17th March, 2021 at 11.30 a.m. in the Gymkhana of Main Bldg.

1	Dr. L. Bhushan	Principal and Chairperson of IQAC
2	Shri Mahesh Chandarana	Management Representative Attended through Zoom Meeting
3	Shri. Mahesh Shah	Management Representative
4	Dr. Shirish Chindhade	External Expert
5	Prin. Vinayak Shirgurkar	External Expert Attended through Zoom Meeting
6	Prin. Dr. Farooki	External Expert
7	Prin. Ravindra Deshmukh	Special Invitee
8	Vice Prin.Dr. Kannan	Teaching Staff Representative
9	Dr. Vanita Esaimani	Teaching Staff Representative
10	Jigna Vyas	Teaching Staff Representative
11	Rajshree Dakhane	Teaching Staff Representative

12	Dr. Alka Wadhvana	Teaching Staff Representative
13	Nadini Katti	Teaching Staff Representative
14	Dr. Sangeeta Unadkat	Teaching Staff Representative
15	Dr. A. Madhavi.	Teaching Staff Representative
16	Sanjay Deore	Teaching Staff Representative
17	Dr. Vishesh Shrivastava	Teaching Staff Representative
18	Trupti Mody	Office Staff Representative
19	Devendra Shinde	Non-Teaching Staff Representative Attended through Zoom Meeting
20	Sheetal Khade	Non-Teaching Staff Representative
30	Dr. Sumant Sovani	Coordinator and Member Secretary of IQAC

The Meeting was chaired by Principal. Dr. L. Bhushan

No.	Minutes of the meeting	Follow-up to be done by...	ATR as on
1	Opening Remarks: Dr. Sumant Sovani welcomed all the members to the meeting of IQAC. He also introduced Dr. Ravindra Deshmukh and welcomed him. Dr. Sovani informed that Shri Mahesh Chandarana, Dr. Shirish Chindhade and Devendra Shinde are attending the meeting online.	-	
2	Agenda-1 Activities of IQAC till date: Dr. Sovani gave information about the following activities conducted by IQAC: <ol style="list-style-type: none"> 1. Attended RUSA meeting at K C College and submitted report of Paramarsh on behalf of college on 18 May 2020 2. Conducted the Proceedings of Academic Council Meeting as Member Secretary on 30 May 2020 3. IQAC Meeting on Quality Initiatives on 3, 4, 6 and 9 June 2020 4. Conducted the Proceedings of Academic Council Meeting as Member Secretary on 22 June 2020 5. Conducted an online one day national workshop on 'Designing and Drafting of Policy Documents' on 4 August 2020. 100 participants attended the workshop which included 50 inhouse participants, 	-	

	<p>20 participants from mentee Colleges and about 35 participants from other colleges all over the nation.</p> <ol style="list-style-type: none"> 6. AQAR for the year 2019-20 was submitted on 18 December. The Principal told that we submitted the AQAR on time though the date for the same was extended by NAAC 7. Submitted NIRF data on 4 February 2021 8. Registration process of College, HoDs, Account Officer, Training and Placement Officer and Learning Resource Centre of College on RUSA Portal was done during August 2020 to February 2021. Updating of information on RUSA portal was done from July to September 2020 and January to March 2021. 9. Criterion wise IQAC meeting with Dr. Ravindra Deshmukh for preparing policies were conducted from 24 December 2020 to 12 March 2021 once a week generally on Saturday. 11 policies were prepared under his guidance till 13 March. <p>Activities under PARAMARSH SCHEME</p> <ol style="list-style-type: none"> 1. A seven day FDP on 'Designing and Developing Blended Classroom Teaching-Learning with MOOCS' was jointly conducted by IQAC and Dept. of Business Economics, KES Shroff College from 9 to 17 March 2021 in which in-house and mentee college teachers participated 2. Dr. Sovani attended RUSA PARAMARSH Mentor Mentee College Meeting organised by RUSA and K. C. College on 18 May 2020 3. IQAC of KES Shroff organised a Mentoring Session by Prin. Dr. Chindhade for all the 5 Mentee Colleges on 7 July 2020 		
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	<p>4. For gap analysis, Criterion wise 90 meetings with Mentee Colleges were conducted by IQAC of KES Shroff College from 8 to 30 July</p> <p>5. Academic Audit of two Mentee Colleges- Niranjan Majithia College and KES Law College - was done by IQAC of KES Shroff College on 12 and 13 January 2021 respectively. Two other mentee colleges have submitted their data but have not gone for academic audit as they are shifting the college building.</p> <p>6. Dr. Sovani and Dr.V. S. Kannan visited the mentee college - Niranjan Majithia College - for infrastructure audit.</p> <p>7. Report of the same was submitted to RUSA on 19 January 2021 Prin. Bhushan said that all mentee colleges should go for NAAC. However, out of 5 mentee colleges one college is not obeying and following the guidelines given by mentor college. Ghanshyamdas Jalan College of Malad East is willing to be mentee College under KES Shroff College and sign MoU. Shri Mahesh Shah suggested to remove the mentee college who is not following the guidelines. Dr. Sovani said that we can't remove that college as MoU is active. Dr. Deshmukh suggested that this should be informed to the UGC and UGC should take the decision.</p> <p>Plan for the Remaining Period for the Year</p> <p>1. A workshop on 'E-Content Making' in April 2021(only for inhouse staff). The Principal suggested to include mentee colleges teachers also.</p> <p>2. Random SSS on online teaching learning process Dr Sovani said that the Feedback committee will conduct a random</p>	<p>IQAC</p> <p>Feedback Committee</p>	
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	<p>online Student's Satisfaction Survey (SSS) by the end of April 2021. Questionnaire with limited time window for submitting the response will be mailed to 10% of total intake students from each division with 60% and above attendance.</p> <p>The Principal said that though our NAAC grade is valid till 2024, the SSS must be conducted every year. Shri. Mahesh Shah asked about coverage in SSS. Dr. Sovani said that this time SSS will be conducted only on teaching- learning process as students have not visited the college due to lockdown. The principal suggested to take the help of Dr. Farooqui for analysis of the data.</p> <p>3. Academic Audit for 2 or 3 more Mentee Colleges.</p> <p>Dr. Chindhade said that under the Paramarsh scheme mentor college teachers can provide training to mentee college teachers about COs, POs and PEOs. The Principal said that our college teachers are taking training by Baba Gyan Kumar, faculty of Kristu Jayanti College, Bangalore. Once our teachers get mastery then we can arrange the training programme for the mentee colleges. Dr. Chindhade said that NAAC is not asking for evaluation of FDP. However Asst. Prof. Jigna Vyas said that in Criterion 2 there is a question on 'How you evaluate FDP organised'. The principal said that even if it is not asked in NAAC evaluation of FDP conducted must be done.</p>	IQAC	
3	<p>Agenda-2</p> <p>Plan for the year 2021-22</p> <p>a) Framing at least 25 Policy documents and up-loading on college website</p> <p>Dr. Sovani said that in total, 44 policies need to be prepared. 11 policies are ready and can be uploaded on the website once they</p>	IQAC	

	<p>are approved. Shri Mahesh Shah said that HR policy and Performance Appraisal Policy should be framed and finalised on priority. The Principal also agreed to this and said that it has to be implemented from next academic year and she also informed that some teaching and non-teaching staff received ex gratia payments for their performance during lock down.</p> <p>b) Teachers training on Documentation and E-Documentation</p> <p>c) Teachers training on E-content -Part 2 The Principal said that discrepancy and ambiguity should not be there. Dr. Sovani said that each module will be of 30 hours.</p> <p>d) Ensuring normalcy even in pandemic situation Dr. Sovani said that online teaching has created saturation for students as well as teachers. The Principal said that if things will be normal, FY students in batches of 20 to 30 can be called in the college for physical interaction with each subject teacher of their class.</p>	<p>IQAC</p> <p>IQAC</p> <p>-</p>	
4	<p>Agenda-3</p> <p>Admission Reforms- Entrance Test for all PG programmes irrespective of Demand Ratio and for UG programmes where Demand Ratio is 4 and above</p> <p>Principal said that the entrance test is conducted for MA Economics and M.Sc Finance at PG level. For other PG programmes also some tests should be taken for gap analysis and accordingly bridge courses should be introduced. For UG it is a big job but this can be done for the programmes where the demand ratio is high.. She said that like Xavier's College all India entrance test can be conducted for BMS. Dr. Farooqui suggested that for such programmes instead of class room teaching case study method, project</p>	<p>Respective Departments</p>	

	<p>work experiential teaching should be introduced as good students need something different and of an advanced level. Dr. V.S Kannan asked about the period of conducting the entrance exam. Dr. Farooqui said that the students who have filled the form of the college indicates that he/she is interested in taking admission in the college. Hence even before filling the university form, the entrance test can be conducted. Dr. Sovani said that even before HSC results it can be conducted. The principal said that the admission of the student must be based on performance in the entrance test and HSC result. Dr. Farooqui said that 50% seats can be reserved for outsiders and 50% seats for inhouse students.</p> <p>The principal said that if we have a hostel facility then we get better students. She asked Dr. Vaibhav Ashar to get the accreditation of the department of Accountancy and BMS by an international body.</p> <p>Dr. Sovani said that some content has to be revised. The Principal said that a survey about the college can be conducted with the help of google form from students of different other colleges. She said that marketing of the college has to be done and a special person for the same has to be recruited. Dr. V. S. Kannan said that students from Gujarat and Rajasthan need hostel facilities. Dr. Vishes Srivastava suggested that different batches for students from UP and Bihar for UG programmes can be introduced as their HSC result declaration dates are different. Shri Mahesh Shah said that the provision of hostel facilities for the outstation students can be discussed with the management. He said that possibilities of such provision are there and accommodation can be provided from Dahisar to Virar. The Principal said that we can start the hostel facility with 15 to 20</p>		
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	<p>students. Shri Mahesh Shah asked to prepare a proposal for Boys and Girls students. Dr. V. S. Kannan suggested that we can tie up with some hostels. Shri Mahesh Shah said that the students are aware about paying guests. Hence the college should take the responsibility of providing accommodation facilities. He asked to prepare a committee and put the white paper mentioning the number of rooms and other facilities in front of the management. Dr. Farooqui said that some quota for admission of inhouse students should be kept. Dr. Sovani said that all the details about the entrance test, admission, reservation of the seats and hostel facility for the out station students can be put in the proposal by the committee.</p>		
5	<p>Agenda-4 Review of 45 certificate courses WRT admission, Demand Ratio and success ratio Dr. Soavani said that on the basis of analysis of 45 certificate courses, decisions should be taken regarding discontinuation of the courses which are not demanded by the students. The Principal agreed to this.</p>	Respective Departments	
6	<p>Agenda-5 Exam Reforms: a) At least one survey based project Dr. Farooqui said that for the programmes where the students strength is 120, assessment of individual projects with different topics will be difficult for the teachers. Hence the project on 6 to 7 topics should be assigned to the group of 20 students. The Principal said that in a group project only few students work sincerely. Dr. V. S Kannan said that all the self finance courses students have projects in third year. Only BA and BCom students don't have projects. But as an autonomous college we can introduce that. The Principal agreed for</p>	Respective Departments Monitored by Exam Committee	

	<p>one survey based project but how to go about it that has to be decided.</p> <p>b) Bloom's taxonomy based Q Paper setting and evaluation</p> <p>Dr. Shirgurkar suggested to map COs and POs while setting question papers. Dr. V. S. Kannan said that CO1 should map with K1 & K2, CO2 should map with K3 and CO3 should map with K4 for UG students. The Principal said that K5 and K6 are for PG students.</p>		
7	<p>Agenda-6</p> <p>Workshop for teachers on-Bloom's taxonomy</p> <p>The Principal said that more workshops for teachers on bloom's taxonomy should be organised. So that the teachers get mastery and can be the resources person. Dr. Chindade suggested Mr. Waikar as the resource person for the workshop on bloom's taxonomy.</p>	IQAC	
8	<p>Agenda-7</p> <p>Adopting following Policy Documents for implementation</p> <ol style="list-style-type: none"> 1) Board of Studies with Academic feedback 2) Academic Calendar 3) Maintenance policy 4) ICC 5) Grievance Redressal 6) Anti-ragging 7) Research Collaborations 8) Waste Management 9) Policy for disabled friendly environment (divyang students) 10) Gender equity promotion policy 11) Code of Ethics Policy <p>Dr. Sovani informed that all the above 11 policies are prepared in consultation with Dr. Ravindra Deshmukh. The Principal approved all the policies and will be taken for approval in CDC</p>	<p>IQAC</p> <p>CDC</p>	
9	<p>Agenda-8</p> <p>Any other matter with the permission of the Chair.</p> <p>Suggestions from IQAC:</p>	Respective Departments	

	<p>1. Research based Project / Paper of 100 Marks at UG (Sem-VI) and PG (Sem-IV) The Principal said that resolutions should be passed for incorporating projects like dissertation in partial fulfillment of PG programmes. Dr. Vaibhav Ashar said that at UG level only BCom students do not have research level projects or papers. Dr. Sovani said that this can be introduced for the aided section. Dr. Ravindra Deshmukh suggested the introduction of a separate Master's degree programme with research which will consist of papers in the first year and research project in the second year. One year of research work will improve the quality of research. Dr. Sovani suggested to take up this suggestion in the governing council.</p> <p>2. Disabled friendly Toilet The Principal said that in the main building Disable friendly toilets has to be provided.</p> <p>3. Separate Arrangement for Data / Records Management The Principal suggested the appointment of a separate person exclusively for data entry.</p> <p>Suggestions from Dr. Chindhade:</p> <p>1. Fortnightly / Monthly Newsletter to external Stakeholders Shri Mahesh Shah said that in corporates, this is practiced. It should have a functional model with a special department to gather the information and person in charge with good command on language and marketing skills. He suggested that the BMM department can take care of this. Dr. Farroqui said that this newsletter should not be restricted for external stakeholders but</p>	<p>College Office</p> <p>College</p> <p>IQAC and BMM</p>	
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	<p>should include internal stakeholders also. Dr. Sovani accepted to include all the stakeholders. Shri Mahesh Shah pointed out to take care of what not to say in this newsletter. Dr. Chindhade suggested to identify 25 toppers of the college in the last decade and ask them to give in writing 5 things that they have learnt in the college and how they remember in their college. This may have good content for the newsletter. Shri Mahesh Shah said that if this practice is continued successfully for 5 years it will make good change. .</p> <p>2. FAQ Touch screen for routine information</p> <p>The Principal said that Kiosk will be provided for FAQs.</p> <p>Dr. Sovani presented a booklet containing 11 policies. The Principal accepted all the 11 policies. She said that research policy should include the procedure for distribution of research funds to the individual researcher received from the funding agency.</p> <p>Dr. Sovani said that all the 11 policies will be taken up in the Governing Body/ CDC for finalization and then they can be uploaded on the website by May end.</p>	College with IQAC	
10	<p>The next IQAC Full bench Meeting is scheduled in 1st week of July 2021</p> <p>Meeting ended with a vote of thanks to the chair</p>	IQAC	

Dr. Sumant Sovani
 Member Secretary and IQAC Coordinator
 KES Shroff College
 18 March 2021