

Mumbai Pradesh Arya Vidya Sabha's  
**GURUKUL COLLEGE OF COMMERCE**

(Tilak Road, Ghatkopar E, Mumbai-400077)

*Affiliated to the University of Mumbai*

**NAAC Accredited B Grade**

**Notice and Agenda of IQAC Meeting**


Dear Sir/Madam,

The IQAC meeting is scheduled to be on Friday, 12<sup>th</sup> October 2018 at 9.30a.m. in the IQAC room of the college (2<sup>nd</sup> Floor) to discuss the following:

1. To read and confirm the minutes of the previous meeting
2. To inform about activities held from June to September 2018
3. To inform about Fast track additional Division for F.Y. B.Com and F.Y.B.Com (A&F) one division each for Academic year 2018-19 and application made to start and UG/PG courses wef 2019-2020
4. To inform about Procedure for Grant in aid to colleges started before 21<sup>st</sup> November 2001
5. To brief about Add on Courses and Research activities undertaken.
6. To inform about Appointment of Librarian and Director of Physical Education
7. To discuss about Conference/Workshop to be held in the next Semester
8. To discuss about filling of AQAR report to be submitted to NAAC
9. To invite suggestions on overall quality improvement in Academics and Administration
10. Any Other matter with the permission of the chair.



Dr. Asif Baig  
IQAC Co-ordinator



Dr. Nandita Roy  
Principal



### Minutes of the IQAC meeting held on 12<sup>th</sup> October 2018

A meeting of the IQAC was held on 12<sup>th</sup> October, 2018 in the IQAC room of the college at 9.30 a.m.

The IQAC members present were as under:

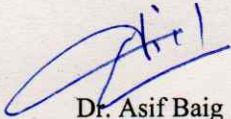
1. Dr. Nandita Roy
2. Dr. Parvathi Venkatesh
3. Mr. Rajprakash Kamdar
4. Dr. Prakash Joshi
5. Dr. Asif Baig
6. Ms. Janhavi Rao
7. Dr. Hemal Vora
8. Ms. Minal Baig
9. Ms. Bhoomi Patel

Leave of absence was granted to the members who were not present

1. The minutes of the previous meeting held on 11<sup>th</sup> April, 2018 was read and confirmed by the members present.
2. The members were informed about various activities conducted in the college between June to Sept 2018 that were as under:
  - Syllabus Revision Workshop of BAF & BBI in association with University of Mumbai was held on 19<sup>th</sup> June 2018
  - Orientation/ Freshers meet for FY on 23<sup>rd</sup> July, 2018.
  - Hosted Cultural University Youth Festival (Zone II) – Fine Arts & Literary Arts on 14<sup>th</sup> August, 2018.
  - Release of Annual Research Journal Shodh Sagar.
  - Various meetings of PTA, Alumni held in the month of August/September.
  - Blood Donation Camp and other social activities were conducted by the NSS Unit.
  - Placement drives were conducted to enhance employability of students.
3. The Principal Dr. Nandita Roy informed that the college has received permission to start one division B.Com & B.Com (A&F) through fast track mode for A.Y. 2018-19. Also it was informed that the college has applied for BMS, Additional division of BAF, M.Com (Advance Accountancy & Business Management)
4. Principal Dr. Nandita Roy informed that the college has submitted details to the Joint Director office for Grant-In-Aid of one division of B.Com. This was applicable to all colleges established before November, 2001. The process is initiated and approval is pending from the Government.
5. The members were informed that the college has started 3 Additional Add on Course after seeking approval from the CDC meeting held on 13<sup>th</sup> April, 2018 & 10<sup>th</sup> August, 2018. It was also informed that actions to enhance research for students & teachers will be conducted.



6. Principal Dr. Nandita Roy informed that the college has advertised for the post of Librarian & Director of physical Education as per the norms of the University. The interview is scheduled to be held on 16<sup>th</sup> October, 2018.
7. It was also discussed that the college has to conduct a conference or a workshop. The topics for the workshop/conference were discussed like Emotional intelligence, Goal post for NAAC, Feedback System etc. It was decided that the conference in any one of the topics be held in the next semester.
8. The IQAC Co-ordinator was informed to prepare the AQAR for 2017-18 and submit to the NAAC as per their guidelines and deadlines.
9. Suggestions for overall quality enhancement were given as under
  - To start online examination for students (internal Exam) & online assessment.
  - To conduct Academic & Admin Audit
  - To apply for additional extension Unit.
  - To conduct workshop for Teaching & Non-Teaching staff.
  - To initiate MOU's with institution & Organization's.
10. The Actions taken report of the previous meeting was discussed which is attached for perusal. It was decided that Ms. Bhoomi Patel from TYBAF be inducted as the student representative of IQAC



Dr. Asif Baig  
IQAC Co-ordinator



Dr. Nandita Roy  
Chairperson/Principal

### Action Taken Report - October 2018

Sr No	Suggestion	Action Taken Report
1.	Online Exam	Implemented
2.	IDOL Centre	Started Centre for IDOL from December 2018 for PCP for B. Com and M. Com
3.	Academic & Admin Audit	Academic and Admin Audit was conducted on 4 <sup>th</sup> December 2018.
4.	Additional NSS Unit	NSS has received one Unit of 100 student w e f 2018-19
5.	Workshop for Teaching & Non-Teaching	Teaching Workshop on Fitness Fusion was held on 2 <sup>nd</sup> Feb 2019. Workshop for Non-Teaching to be held on 2 <sup>nd</sup> March 2019 on Increasing efficiency in office administration
6.	National Conference	Conference on Emotional Intelligence to be held on 23 <sup>rd</sup> February 2019
7.	MOU's with Organisation/Institutions	MOU was signed with Brightwayz for Preparation of MBA entrance. MOU was Signed with Bhartiya Vidyapeeth Institute to promote education and knowledge between two institutions.





Mumbai Pradesh Arya Vidya Sabha's  
**GURUKUL COLLEGE OF COMMERCE**

(Tilak Road, Ghatkopar E, Mumbai-400077)

*Affiliated to the University of Mumbai*  
NAAC Accredited B Grade

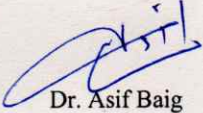
**Notice and Agenda of IQAC Meeting**

Dear Sir/Madam,

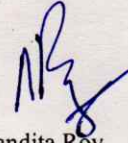
A meeting of the IQAC is scheduled to be held on 3<sup>rd</sup> Dec. 2018 at 11.00 a.m. in the IQAC room of the college to discuss the following:

1. To read and confirm the minutes of the previous meeting.
2. To discuss the AQAR for 2017-18.
3. Any other matter.

You are requested to be kindly be present for the same.



Dr. Asif Baig  
IQAC Co-ordinator



Dr. Nandita Roy  
Principal

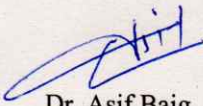
### Minutes of the IQAC meeting held on 3<sup>rd</sup> December 2018

A meeting of the IQAC was held on 3<sup>rd</sup> December 2018 at 11.00 a.m. in the IQAC room of the college. The members present were as under.

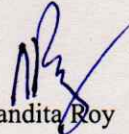
1. Prof. Venkataramani K.
2. Shri Rajprakash Kamdar
3. Dr. Nandita Roy
4. Ms. Janhavi Rao
5. Mrs. Priti Ghag
6. Mr. Hemal Vora
7. Ms. Minal Vanjare
8. Dr. Asif Baig
9. Ms. Bhoomi Patel

Leave of absence was granted to the members who were not present.

1. The minutes of the previous meeting was read and confirmed by all members.
2. The co-ordinator Dr. Asif Baig discussed criteria wise the contents of the AQAR. The AQAR was discussed in length and suggestions given by Prof. Venkataramani was told to the incorporated. It was informed that on finalization of the AQAR, the same will be presented to the College Development Committee for approval. It was decided that the AQAR be submitted on or before 23<sup>rd</sup> December 2018.
3. As there were no matters the meeting ended successfully.

  
Dr. Asif Baig  
IQAC Co-ordinator



  
Dr. Nandita Roy  
Chairperson/Principal

### Action Taken Report – December 2018

Sr No	Suggestion	Action Taken Report
1.	AQAR to be submitted	AQAR has been submitted on 20 <sup>th</sup> December 2018



Mumbai Pradesh Arya Vidya Sabha's  
**GURUKUL COLLEGE OF COMMERCE**

(Tilak Road, Ghatkopar E, Mumbai-400077)

*Affiliated to the University of Mumbai*  
NAAC Accredited B Grade


**Notice and Agenda of IQAC Meeting**

Dear Sir/Madam,


A meeting of the IQAC is scheduled to be held on 6<sup>th</sup> February 2019, at 11.00 a.m. in the IQAC room of the college to discuss the following:

1. To read and confirm the minutes of the previous meeting.
2. To brief about activities to be conducted by IQAC.
3. To review ATR of the previous meeting.
4. To invite suggestions for quality improvement.
5. Any other matters.

You are requested to be kindly be present for the same.

  
Dr Asif Baig  
IQAC Co-ordinator



  
Dr. Nandita Roy  
Principal

## Minutes of the IQAC meeting held on 6<sup>th</sup> February 2019

A meeting of the IQAC was held on Tuesday 6<sup>th</sup> February 2019 at 11.00 a.m. in the IQAC room of the college. The following members were present.


1. Prof. Venkataramani K.
2. Dr. Parvathi Venkatesh
3. Shri Rajprakash Kamdar
4. Dr. Nandita Roy
5. Ms. Janhavi Rao
6. Mr. Hemal Vora
7. Mrs. Priti Ghag
8. Dr. Asif Baig
9. Mrs. Minal Vanjare
10. Mr. Sagar Salgaonkar
11. Ms. Bhoomi Patel

Leave of absence was granted to the members who were not present.

1. The minutes of the previous meeting was read which was approved by the members present.
2. The IQAC co-ordinator presented the activities conducted by the college and also informed about the activities to be held by the IQAC which were as under
  - a) FDP conducted for teaching faculty of Gurukul Campus on fitness fusion.
  - b) National conference to be held on 23<sup>rd</sup> February 2019.
  - c) Workshop for non-teaching staff to be held on 2<sup>nd</sup> March 2019.
3. The ATR of the previous meeting was reviewed which has been attached.
4. Suggestions for quality improvement were discussed and they were as under
  - a) It was suggested that online feedback should be taken from the students, analysed and placed in the next IQAC meeting.  
Also feedback from other stakeholders to be taken like parents, Alumnus, employees etc. and suggestions there in to be placed in the IQAC.
  - b) Provision for scholarships of the students to be considered. Therefore, the IQAC Co-ordinator was informed to make a plan and present it for further approval.
  - c) Upgradation of computer lab to be budgeted and considered for approval by CDC.
  - d) The Academic Performance Indicators of the faculties have to be taken. Also a performance appraisal system for the non-teaching staff should be implemented to assess the performance of teaching and non-teaching staff. It was informed that the Management of Mumbai Pradesh Arya Vidya Sabha already has set a performance appraisal system that has been implemented by the college.




5. The principal informed the members that three of our faculties Mr. Piyush Anam, Mr. Hemal Vora and Mr. Mahesh Kumar have submitted their proposal for Minor Research of the University of Mumbai. As Mrs. Seema Saraf (Librarian) resigned in June 2018, Sagar Salgaonkar was incorporated in the IQAC as the representative of Library.

  
Dr. Asif Baig

IQAC Co-ordinator



  
Dr. Nandita Roy

Chairperson/Principal

### Action Taken Report – February 2019

Sr No	Suggestion	Action Taken Report
1.	Online Feedback	Online Feedback was taken from students. Also feedback from parents, Alumni and Employers was obtained in physical form.
2.	Scholarship for Students	The Proposal was presented in the CDC meeting on 23 <sup>rd</sup> April 2019 which was accepted and approved to be implemented w.e.f. Academic year 2019-20
3.	Upgradation of Computer Lab	The proposal was accepted & approved in the CDC meeting held on 23 <sup>rd</sup> April 2019.
4.	API	The Academic Performance Indicators (API) was Submitted by the staff on 30 <sup>th</sup> April 2019.





Mumbai Pradesh Arya Vidya Sabha's  
**GURUKUL COLLEGE OF COMMERCE**

(Tilak Road, Ghatkopar E, Mumbai-400077)

*Affiliated to the University of Mumbai*

**NAAC Accredited B Grade**


**Notice and Agenda of IQAC Meeting**

Dear Sir/Madam,

A meeting of the IQAC is scheduled to be held on 2<sup>nd</sup> May, 2019 at 11.00 a.m. in the IQAC room of the college to discuss the following.


1. To read and confirm the minutes of the previous meeting.
2. To review ATR of the previous meeting.
3. To discuss the plan for the Academic Year 2019-20.
4. To inform the decisions taken in the CDC meeting held on 23<sup>rd</sup> April, 2019.
5. Any other matter with the permission of the chair.

You are requested to kindly be present for the same.

  
Dr. Asif Baig

IQAC Co-ordinator



  
Dr. Nandita Roy

Principal

### Minutes of the IQAC meeting held on 2<sup>nd</sup> May 2019

A meeting of the IQAC was held on 2<sup>nd</sup> May, 2019 at 11.00 a.m. in the IQAC room of our college. The following members were present for the same.

1. Prof. K. Venkataramani
2. Dr. Parvathi Venkatesh
3. Shri. Rajprakash Kamdar
4. Dr. Nandita Roy
5. Ms. Janhavi Rao
6. Dr. Hemal Vora
7. Dr. Priti Ghag
8. Dr. Asif Baig
9. Mrs. Minal Vanjare
10. Mr. Sagar Salgaonkar
11. Ms. Bhoomi Patel

Leave of absence was granted to the members who were not present in the meeting.

1. The minutes of the meeting held on 6<sup>th</sup> February, 2019 were read and confirmed by all the members present.
2. The ATR of the previous meeting was reviewed and attached for reference.
3. The plan for the forthcoming A.Y. 2019-20 was discussed.
  - It was decided that the college adopt a digital attendance system to strengthen the student attendance.
  - On discussion it was suggested that Add on Course/ certificate courses be further increased to suit the corporate requirements & impart adequate employability skills and opportunities to the students.
  - IQAC Co-ordinator stated that the college will focus on increasing internship for the college students and also enhance soft skills of the students. This will be conducted by a training programme in association with various institutions and organisations.
  - Also the principal informed that the college will intimate and encourage students to appear for State Government Competitive Examinations by giving the students training from Professionals.
4. Principal Dr. Nandita Roy informed the members about the decisions taken in the CDC meeting.
  - Approval from CDC regarding up gradation of computer lab along with all the computers in the college premises.
  - Scholarships from the Trust were considered by the CDC and the Trust has approved to provide scholarships to students under the schemes recommended by the college.
  - As a measure to motivate the staff towards research, it was decided that the faculties pursuing Ph.D be given 10 DL's in the tenure of their Ph.D by producing



adequate and relevant documents. The leaves can be utilised for course work, Viva-Voce or any other Ph.D related work.

5. Suggestions were invited from the members where in it was recommended that activities like student exchange/ faculty exchange/research oriented activities be undertaken by signing MOU's with Institutions/Organisations or Universities.
6. The online feedback received from students was placed in the IQAC. It was analyzed by the members. It was observed that the students are satisfied with the teaching of the college. The brief analyses has been attached for reference in the file. Also feedback from Alumini , Parents and Employers was obtained.



Dr. Asif Baig

IQAC Co-ordinator



Dr. Nandita Roy

Chairperson/Principal

#### Action Taken Report – May 2019

Sr No	Suggestion	Action Taken Report
1.	Digital Attendance System	Implemented
2.	Increase internship for Students	Process initiated
3.	Enhance Add- on Course	Proposed to increase 4 more add on course which will be presented to the CDC for approval.
4.	Centre for Competitive Exams	Association with reputed institutions is being considered.
5.	Strengthen MOU	Process Initiated