**MALINI KISHOR SANGHVI COLLEGE OF COMMERCE & ECONOMICS**

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL**

The meeting of Internal Quality Assurance Cell of Malini Kishor Sanghvi College of Commerce & Economics

was held on Thursday, 11th January, 2018 at 10.30 a.m. at Ritambhara Vishva Vidyapeeth’s Conference

Room, Trust Office. Following Internal Quality Assurance Cell members were present.

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|  | 1. Principal Dr. (Mrs.) Krushna Gandhi | Chairperson |
|  | 2. Prof. Rajesh Dharawat | Co-ordinator |
|  | 3. Prof. Reshmi Achyuthan | Member |
|  | 4. Prof. Amita Johnson | Member |
|  | 5. Dr. Sujata Dhopte | Member |
|  | 6. Prof. Dhimant Kapadia | Member |
|  | 7. Dr. Manisha Dandgawhal | Member |
|  | 8. Prof. Neha Mehta | Member |
|  | 9. Shri Ashwinbhai Mehta (President)  Ritambhara Vishva Vidyapeeth | Management Member |
|  | 10. Shri Kishorbhai Sanghvi (Managing Trustee)  Ritambhara Vishva Vidyapeeth | Management Member |
|  | 11. Dr. Sushma Poudwal (External Expert) | External Member  [Librarian, (Retd) SNDT  Women’s University] |
|  | 12. Shri Apurvabhai Patel (Executive Trustee)  Ritambhara Vishva Vidyapeeth | Management Member  Invitee |
|  | 13. Bharatiben Sarvaiya (Dy. Secretary)  Ritambhara Vishva Vidyapeeth | Invitee |
|  | 14. Mrs. Mandakini Jani | Invitee |
|  | **Following IQAC members were granted leave of absence : -** |  |
|  | 1. Dr. Madhav Welling (External Expert) | External Member  [Advisor -President -SVKM  Chancellor NMIMS] |
|  | 1. Prin Dr. Ancy Jose (External Expert) | External Member  Prin.Nagindas Khandwala College |
|  | 1. Prof. Venkatramni, (External Expert) | External Member  Former Registrar  University of Mumbai |
|  | 4. Prof. Archana Singh | Member |

Principal Dr. Krushna Gandhi, Chairperson of Internal Quality Assurance Cell presided over the meeting.

**ITEM NO.1**:- **To approve the minutes of previous meeting held on 13th October, 2017.**

Dr. Krushna Gandhi, welcomed the members and circulated the Minutes of the previous meeting held on 13th October, 2017 and the same were confirmed unanimously. **..2..**

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**ITEM NO.2**:- **Report of the activities of Malini Kishor Sanghvi Degree College from 6thOctober, 2017 to 5th January, 2018.**

**Dr. Gandhi highlighted the college activities from 6th October, 2017 to 5th January, 2018.**

Principal informed the members about the regular college activities like Seminar/Guest Lectures/Association activities, NCC/NSS/WDC/Extension activities, Hobby Exhibition, Career & Placement drive, Sports & Cultural activities etc and congratulated the staff and students for participation and winning prizes.

* Gujarati Programme “Hasya Kavi Sammelan” was organised on 18th November, 2017 in the College seminar hall.
* College Library organised 11th Annual Book Exhibition cum Sale on 12th and 13th December, 2017 in the college library.
* Annual Fest “Crescendo” was organised from 14th to 18th December, 2017 in our College.
* Industrial Visits for Self Financing Courses was organized:

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| Faculty | Place | Date |
| FY/SY/TY  BMS,BMM,BFM | Bangalore, Maysore, Ooty, | 19th to 25th December, 2017 |
| FY/SY/TY  BBI,BAF & BIM | Pondicherry  Chennai | 19th to 25th December, 2017 |

* Non teaching staff workshop on Work and Mental Health was conducted on 28th December, 2017 by student’s counselor Ms. Ankita Dandekar.
* Mrs. Pearly Ketan Salot, Trustee Ritambhara Vishva Vidyapeeth and Renowned Artist Ms. Venus K. Sanghvi have taken the lead to organize ‘Rang Barse – Rangoli Spectacle’, extraordinary Rangoli by well-known Artists of Gujarat under the guidance of Shri Rajendra Dindorkar at our college seminar hall from 29th December 2017 to 7th January, 2018. Principal appreciated the Rangoli exhibition ‘Rang Barse’ which was organized as the initiative of Ritambhara Vishva Vidyapeeth Management members and by Trustee Mrs. Perly Salot.

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**ITEM NO.3**:- **To inform the members about the implementation of recommendations given by NAAC Pear team members.**

Principal Dr. Gandhi informed the members about recommendations given by NAAC Peer Team members and how far they are implemented.

**Recommendation/suggestions by NAAC Peer Team Members :**

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| **Sr.**  **No** | **Recommendation/Suggestions by NAAC Peer Team Members** | **Compliance Justification/ Fulfillment and Implementations by the College** |
| 1 | Very Few Faculty members with Ph.D | Now more have completed and more are pursuing |
| 2 | Very Few University Rankers | We will try hard for the same but now University is not sending the members of merit holders. University giving Grades only. |
| 3 | No Specific Allocation for Research & Development in the budget | Though Management is ready for sponsoring research projects but nobody has come forward, but specific amount has to be allocated for research. |
| 4 | No Major research project | As we have not received UGC- 2 (f) 12 (b), we cannot have the fund from the UGC. University one staff member applied but was not sanctioned. |
| 5 | No paid consultancy being done | Dr. Welling, Prof. Venkatramani & Dr. Ancy Jose can give their suggestion for the same if it is in their colleges. |
| 6 | College needs to sign more MOU with reputed Academic Institution/Industry | We have very few MOUS. Management can help for getting through more MOUS using their contacts. |
| 7 | I.T Lab needs complete revamping | Management has taken this comment very seriously and recently we have purchased 50 LCD monitors and renovation work is completed in computer Lab (40 in computer Lab & others in office staff room) |
| 8 | The college to follow NAAC norms for IQAC composition | It is as per NAAC norms only. |
| 9 | No Hostel facility | It is very difficult to provide hostel facility. |
| 10 | No generator/Solar Light System | Generator is not required. Solar system is under the consideration and Apurvabhai is trying very sincerely to implement it. |

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| 11 | No UGC 2 (f) 12 (b) | First we have to get Permanent Affiliation & for that more than 50% teachers should be approved. Now we have received the approval of Teachers. Next Committee will come for Permanent Affiliation & if we get, we can apply for UGC 2(f) 12(B) |
| 12 | To introduce new Add-on /Professional Courses | At present we have Tax Procedure &Practice – Certificate, Diploma & Advance Diploma & Functional English, Certificate Course started. |
| 13 | Should try for Autonomous status CPE | After Permanent Affiliation, getting sanction for UGC 2(f) 12(B), and after next NAAC we can think about it. |
| 14 | More PG courses needs to be started | At present we have M.Com (Management), we can start M.Com in Accountancy also. And probably MMS also can be started in future. |
| 15 | To setup coaching centre CA/ICWA and other competitive examinations may be explored | With the help of all C.A. Professors we can start |
| 16 | Research quality has to do stepped up | International Research Journal is published every year, more Research papers represented by the teachers, more teachers have registered for Ph.D’s. We can organize National & International level Seminar. |
| 17 | Calendar for all events and staff development programme for non-teaching staff to be organised | Annual planner is prepared & at least 2 Workshops in a year are organized for Non-Teaching staff. |
| 18 | Transport facility from Local bus stand/station to the college | Very difficult to organize bus for students. But we can try for, Andheri Bus station to our nearby Bus depot, to be arranged at particular time. |
| 19 | Value added and job oriented courses need to be introduced | Members can suggest useful job oriented courses which can be started. |

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**ITEM NO.4** :- **Suggestions from members for the further improvement of the college.**

**a) Institutional Opportunities:** NAAC Peer team strongly recommended scope for introduction of new add-on or professional courses. Dr. Gandhi pointed out limitations as not getting more number of students for new add-on courses. However Shri Kishorbhai Sanghvi, Managing Trustee, guided the members to start private courses in the institution like GST course. Dr. Sushma Poudwal recommended to start online courses. Shri Apurvabhai, Executive Trustee suggested to takeup INLTS Trading course and Tally training program. Vice Principal, Prof. Rajesh Dharawat recommended to start coaching Centre for CA, ICWA. Mrs. Jani showed her interest to join for the formation and efforts of such centre. She also recommended to start M.Com with Accountancy.

**b)** Dr. GaGandhi expressed the requirement of mini auditorium for college. Shri Apurvabhai said that college also can utilize the mini auditorium facility of R.N.Shah High Scholl and if it is very frequently used, management can think about it but Management has granted sanction for IT facilitated Lecture hall.

**c)** Dr. Sushma Poudwal and Prof. Amita Johnson suggested to conduct faculty development programs. Principal directed Dr. Sujata Dhopte to conduct IT oriented Faculty Development programme.

**d)** Dr. Gandhi also informed about Late Shri B.K.Sanghvi Memorial Lecture which was organized on 9th January, 2018, Shri Bhagyeshbhai Jha, IAS Officer, Prominent Government Administrator & Former Chairman of Gujarat Sahitya Academy was the key note speaker and the topic of lecture was Bhagavad Gita & Modern Management’. It was a memorable and thought provoking lecture. Everybody appreciated the lecture.

**ITEM NO.5:**- **Any other matter with permission of the Chair.**

Dr. Gandhi requested the management to sanction the budget for the M.K.Sanghvi College Silver Jubilee year celebration from September 2018 to September2019 for conducting various activities by various departments and the grand finale at Bhaidas hall. Shri Ashwinbhai Mehta and Shri Kishorbhai Sanghvi expressed their happiness and instructed Mrs. Gandhi to prepare the outline of activities with budget and Management will look into the matter.

Principal thanked the Management and all the members for their constant support in all the matters.

The meeting then ended with a vote of thanks to the Chair.

**Dr (Mrs) Krushna Gandhi Shri Ashwinbhai Mehta**

**Principal – Chairperson IQAC President – Management Member –IQAC**