**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 Wednesday, 30th January, 2019 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 | IQAC Co-ordinator |
|  |  3. Prof. Reshmi Achyuthan | Member |
|  | 4. Prof. Amita Johnson | Member |
|  |  5. Prof. Dhimant Kapadia | Member |
|  | 6. Dr. Sujata Dhopte | Member  |
|  |  7. Prof. Archana Singh | Member |
|  |  8. Dr. Manisha Dandgawhal | Member |
|  |  9. Prof. Neha Mehta | Member |
|  |  10. Shri Ashwinbhai Mehta (President)  Ritambhara Vishva Vidyapeeth  | Management Member  |
|  |  11. Shri Kishorbhai Sanghvi (Managing Trustee)  Ritambhara Vishva Vidyapeeth | Management Member  |
|  | 12.Prof. K.Venkatramani, (External Expert)  | External Member Former Registrar, University of Mumbai&Adviser, SIES Groupof Educational Institutes  |
|  |  13. Dr. Sushma Poudwal (External Expert)   | External Member [Librarian, (Retd) SNDTWomen’s University] |
|  |  14. Shri Umeshbhai Sanghvi (Executive Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  |  15. Shri Apurvabhai Patel (Executive Trustee) Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 16. Bharatiben Sarvaiya (Dy. Secretary)  Ritambhara Vishva Vidyapeeth | Invitee |
|  |  17. Mrs. Mandakini Jani (Chief Financial Officer) Ritambhara Vishva Vidyapeeth | Invitee |
|  | **Following IQAC members were granted leave of absence : -** |  |
|  | 1. Prin Dr. Ancy Jose (External Expert)
 | External Member Prin.Nagindas Khandwala College  |
|  |  2. Dr. Madhav Welling (External Expert) | **External Member** **[Advisor to President, SVKM & Former Pro. Vice Chancellor**  **NMIMS Deemed University**  |

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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** 27th July, 2018

 Dr. Krushna Gandhi, welcomed the members and circulated the Minutes of the previous meeting held on 27thJuly, 2018 and the same were confirmed unanimously.

 **ITEM NO.2**:- **Report of the activities of Malini Kishor Sanghvi Degree College from 26th**

 **July, 2018 to 22nd January, 2019.**

 **Dr. Gandhi highlighted the college activities from** 26th July, 2018 to 22nd January, 2019.

 Principal informed the members about the regular college activities like Seminars/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 conducting, participating and winning prizes.

* NSS unit of the college organised a **Blood Donation Camp** on 1st August, 2018 in our college in association with Tata Memorial Hospital. **100 Units** of blood were collected.
* **DLLE, University Of Mumbai conducted First Term Training Programme on 2nd August 2018 in the college auditorium.** Another programme which was conducted with the neighbouring cluster colleges was ‘Mumbai Ki Hodi’. It was conducted to create awareness about road safety.
* **Intra-collegiate festival ‘Risers’** was organised on 23rd August, 2018 in the college auditorium.
* First grand programme **‘Hindi Hasya Kavi Sammelan’** for Ritambhara Vishva Vidyapeeth’s magnificent 51 year completion and MKS College Silver Jubilee Celebration was organised by Hindi Department on 1st September, 2018 in the college auditorium. Renowned Poets Shri Shobhit Desaiji, Shri Ashkaran Atalji, Shri Basant Aryaji and Shri Rohit Sharmaji were invited as the Guests Speakers of the programme. It was extremely joyful and entertaining programme.
* **BMM students under the guidance of Prof. Venus Sanghvi, painted College Campus outside wall** on 1st September, 2018 as a part of Ritambhara Vishva Vidyapeeth’s magnificent 51 year completion and MKS College Silver Jubilee Celebration. They have painted journey of child from nursery to college student life, traffic rules awareness etc.

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* **Teachers’ Day celebration** was celebrated on 5th September, 2018 at the college seminar Hall/Dhyan Room. Dr. Vandana Chakrabarti, Former Pro-Vice Chancellor & Director, Life Long Learning & Extension, SNDT Women’s University was invited as a Chief Guest.
* **Hobby Exhibition** was organised on 26th September, 2018 at the College Auditorium.
* **Hindi Diwas** was celebrated on 29th September, 2018. Rangoli, Mehndi, Hindi Essay Writing, competitions and Traditional Day were held for the staff and students.
* Career Placement Cell’ Pathmakers’ organised **Business Meet on the theme ‘Bridging the Gap Between Campus and Corporate’** on 29th September, 2018 in the college auditorium.
* On the eve of **Mental Health week a workshop on prevention of suicide ‘The Shrink and The Nut’** was organised in collaboration with Rotary Club of Bombay Airport on 3rd October, 2018 in the college auditorium.
* **BMM Film Club & Universal Marathi organised ‘6th My Mumbai International Short Film**

**Festival’** from 19th to 21st October, 2018 in the college auditorium.

* **Gujarati Musical Programme ‘Gujarati Sadabahar Gitoni Surili Mahefil’** was organised on

29th November, 2018 in the College Auditorium. Renowned Gujarati Music Director and

Singer Shri Uday Mazumdar and his group members Ms. Rekha Trivedi, Akshat Parikh and

Ms. Shraddha Shridharini sang various melodious Gujarati songs in this musical programme.

* **Industrial Visits** for Self Financing Courses was organized**:**

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| Faculty | Place | Date |
| FY/SY/TY/ BBI & B.SC (IT)/BIM | Amritsar & Dalhousie |  17th to 23rd December, 2018 |
| FY/SY/TY/BMS/BFM | Pondicheri | 117th to 23rd December, 2018 |

* NSS Dept. organised **Seven Days Non-Residential Camp** in the College from 24th December to 30th December, 2018. Various activities in college campus & outside, National Park Cleanliness, visit to Old Age Home & Survey, teaching school children etc. were organised.
* College Library organised **12th Annual Book Exhibition cum Sale** on 3rd & 4th January, 2019

In the college library.

* **Annual Fest ‘Crescendo’** was organised from 6th,7th & 8th January, 2019 in our college. Many celebrities and judges were invited. On 8th January, 2019 well known Folk Singer Chetan Gadhavi and his troupe performed live, folk songs. Everybody appreciated the enthusiasm of the students. The programme was a grand success with the efforts of students and Teachers.

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* **Sports Day** was organised in a college ground for students and teaching & nonteaching staff members on 11th January, 2019. Large no. of students participated in various event. Winners were given medals and certificates.
* **Eighth ‘Late Shri B.K.Sanghvi Memorial Lecture’** instituted by Managing Trustee, Ritambhara Vishva Vidyapeeth, Shri Kishorbhai Sanghvi in the memory of his father was conducted on 12th January, 2019 in the college seminar hall. The topic of the lecture was ‘New Frontiers in Education and Pathways to Success through Education’ delivered by Shri. Dr. V. Shankar, President.Shri Sanmukhanand Fine Arts of Sangit Sabha.
* Career & Placement Cell organised a workshop on ‘**Soft Skills’** **by Tata Power** from 17th,18th & 19th January, 2019 for B.Com & Self Finance Courses students.

 **ITEM NO.3**:- **To approve Annual Quality Assurance Report for the academic**

 **year 2017-18.**

 Vice Principal & IQAC, Co-ordinatior Prof. Rajesh Dharawat informed the members with

 regret that the AQAR was in the process of being finalized and would be ready in a few days.

**ITEM NO.4**:- **To discuss about the progress of Online Admission Process.**

Dr. Sujata expressed her doubt that the impact of autonomy of the neighbouring colleges is whether affecting our admission as the numbers of cancellations have increased. Dr. Gandhi informed that during the academic year 2018-19 the same number of cancellations is like every year and she also said that, “we have to observe the impact of autonomy of neighbouring colleges but that is also a reason that increased no. of Self Finance Courses are affecting the B.Com admissions.

Prof. Venkataramani suggested that the college could consider going for autonomy and then they will have the freedom to design their curriculum. Principal Dr. Gandhi said that the College needs to go first for permanent affiliation. Prof. Venkataramani agreed that when the college has approved teachers & Principal, College can first apply for permanent affiliation and later autonomy.

 **ITEM NO.5**:- **To discuss about students’ attendance in the class.**

 In order to improve attendance of the students in the class following points were discussed.

* Students should be given Identity Cards at the time of admission, so

 that attendance can be monitored from day one.

* Regular messages should be sent to defaulters.
* Teachers should declare in beginning of the term only, the importance of maintaining 75% attendance in each class.
* Regular defaulter lists could be put up on notice board.

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 **ITEM NO.6** :- **To consider suggestions from members for the further improvement of the**

 **college.**

* Alumni Mr. Viresh Sethi informed about smoking and quarrels and drugs outside the college and suggested that student counselor could be involved to settle the issues. Principal Dr. Gandhi said that sometimes it is beyond the student counselor to solve the issues.
* Prof. Dhimant Kapadia said that parking of vehicles on the sides of the lane causes quarrels. Dr. Gandhi said that Police Van could be asked for patrolling the area. Prof. Venkataramani suggested the involvement of Drugs and de-addiction department to help solve the problem, and to take help of NSS unit. Dr. Gandhi informed that Rotary Club agreed to take some steps to help for solving the issue and can co-ordinate with college and Anti-Drug Cell.
* Student representative, Pankil Parekh also suggested that Canteen should be made more hygienic and quality of food should be improved. Shri Apurvabhai Patel, Executive Trustee said it was decided to shift the sink of canteen to the outer wall of the canteen for better hygiene.
* Alumni, Mr. Viresh Sethi appreciated that the college infrastructure has improved which is noteworthy.
* Student Council General Secretary Mr. Pankil Parekh also said that our college infrastructure is very nice but activity of cultural committee should be monitored more closely.
* Mr. Pankil also assured that Student Council will take up the problem of student smoking around the campus and will have the regular visits outside the campus to make students aware about the dangers of smoking.

**ITEM NO.7:**- **Any other matter with permission of the Chair.**

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**