**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, 8th February, 2017 at 1.00 p.m. at Ritambhara Vishva Vidyapeeth’s Conference

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

|  |  |  |
| --- | --- | --- |
|  | 1.Principal Dr. (Mrs.) Krushna Gandhi  | Convener  |
|  | 2. Prof. Rajesh Dharawat | Co-ordinator |
|  | 3. Prof. Reshmi Achyuthan | Member |
|  | 4. Prof. Amita Johnson | Member |
|  | 5. Prof. Archana Singh | Member |
|  | 6. Dr. Sujata Dhopte | Member  |
|  |  7. Prof. Dhimant Kapadia | Member |
|  |  8. Dr. Manisha Dandgawhal | Member |
|  |  9. Prof. Neha Mehta | Member |
|  |  10. Shri Ashwinbhai Mehta (President)  Ritambhara Vishva Vidyapeeth  | Management Member  |
|  | 1. Shri Kishorbhai Sanghvi (Managing Trustee)

Ritambhara Vishva Vidyapeeth | Management Member  |
|  | 12. Shri Apurvabhai Patel (Executive Trustee) Ritambhara Vishva Vidyapeeth | Management Member |
|  | 13. Bharatiben Sarvaiya (Dy. Secretary) Ritambhara Vishva Vidyapeeth 14. Dr. Sushma Poudwal (External Expert)   | Management Member External Member [Librarian, (Retd) SNDTWomen’s University] |
|  |  15. Mrs. Mandakini Jani | Invitee |
|  |  **Following IQAC members were granted leave of absence : -** |  |
|  | 1. Shri Umeshbhai Sanghvi (Executive Trustee)

Ritambhara Vishva Vidyapeeth | Management Member |
|  | 1. Dr. Madhav Welling (External Expert)
 | External Member [Advisor -President -SVKMChancellor 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 |
|  | 1. Dr. SKG. Sundaram (External Expert)
 | External Member Head,P.G. Dept. (Retd)SNDT Women’s University |
|  | 1. Ms. Sadaf Alyani , SYB.Com
 | Student Member |
|  |  |  **...2…** |

**...2…**

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**

 **10thAugust, 2016.**

 Dr. Krushna Gandhi, Principal & Secretary welcomed the members and circulated the

 Minutes of the previous meeting held on 10th August, 2016 and the same were

 confirmed unanimously.

 **ITEM NO.2**:- **Report of the activities of Malini Kishor Sanghvi Degree College from 1st**

 **August, 2016 to 1st February, 2017.**

 **Dr. Gandhi highlighted the college activities from 1st August, 2016 to 1st February, 2017.**

* Various Guest Lectures, exam guidance lectures, seminars, workshops were organised on regular basis and teachers have presented and published research papers in State, National and International seminar.
* Intracollegiate festival ‘Risers’ was organized on 4th & 5th August, 2016.
* Gender Audit of the college staff and students were conducted on 12th

 August, 2016.

* Teacher’s Day celebration was organized on 5th September, 2016 at the college Seminar Hall/ Dhyan Room.
* A New Skill India Course ‘World of Banking’ started on 7th September, 2016.
* Hobby Exhibition was organized on 28th September, 2016 at the College Auditorium.
* National Assessment & Accreditation (NAAC) Peer Team, Bangalore visited on 15th, 16th and 17th September, 2016.
* Gujarati Programme ‘ Hasta Rahiye’ was organized on 24th November, 2016 at the College Auditorium.
* Sixth Late B.K.Sanghvi Memorial Lecture’ instituted by Managing Trustee, Ritambhara Vishva Vidyapeeth, Shri Kishorbhai Sanghvi in the memory of his father was conducted 10th January, 2017 at the College Seminar Hall. The topic of the lecture was ‘Cyber Crimes’ delivered by Shri D. Sivanandhan, Former C.P Mumbai & D.G.P Maharashtra.
* College Library organized 10th Annual Book Exhibition cum Sale on 7th and 8th December, 2016 in the College Library.
* Annual Fest ‘Crescendo’ was organized from 12th, 13th & 14th December, 2016.
* Industrial visit for Self Finance Courses students was organized from 16th to 22nd December, 2016 at Haridwar, Mussoorie and Dehradun.
* NSS Unit conducted seven days Special Residential Camp from 8th to 14th January, 2017 at Bordi.

..3..

..3..

* Career and Placement Cell ‘Pathmakers’ organized a Job Fair in the College campus for Final year B.Com, Self-Finance Courses & M.Com students on 25th January, 2017.
* Celebration for receiving ‘A’ Grade by NAAC & Annual Prize Distribution Function was held on 30th January, 2017.

**ITEM NO.3**:- **To discuss about the results of all courses.**

Principal Dr. Krushna Gandhi informed the members that the results of B.Com and BMM Programme have been declared. She also informed that the B.Com result for Semester V was 78.57% and BMM result for Semester V was 88.06%. She said that the result of the programmes were always better than the University results except for B.SC (IT) Programme.

**ITEM NO.4** :- **To discuss about the further development in infrastructure facilities.**

Principal thanked the Management and specially Shri Apurvabhai Patel, Executive Trustee for taking keen interest in the upgradation of infrastructure and for the beautification of the college. Shri Kishorbhai Sanghvi, Managing Trustee informed that first and second floor would be taken up for renovation and work would be carried out during vacation period. Shri Apuvabhai Patel also suggested that a maintenance register be maintained for smooth and effective repair and maintenance work. Principal Dr. Gandhi suggested that the possibility of constructing a mini auditorium, amplifier theatre be explored and all classrooms are equipped with ICT facility to which the Management agreed. Shri Apurvabhai also said that B.Sc (IT) Lab monitors would be gradually be phased out replaced by LCD monitors.

**ITEM NO.5:**- **To discuss about NAAC Peer Team recommendations for quality enhancement.**

Principal informed the members about the strengths, weaknesses and suggestions/ recommendations given by the NAAC Peer Team in their report.

* The NAAC Peer Team recommended that the procedure for consultancy services provided by the college should be formalized.
* They also recommended the college should institute new courses and more certificate and Diploma Programmes.

Regarding institutional weakness, the NAAC members remarked on low number of Ph.D teachers and also about very few students securing University rankers.

* The NAAC Peer Team members commented that College has no specific budget as per the PTR. It appreciated that the overall result in all courses except B.Sc (IT) was good.

Regarding Learning Resources, Principal informed that B.Sc (IT) Computer Lab monitors need to be replaced. Shri Apurvabhai suggested that they could be gradually phased out and new LCD monitors could be bought.

..4..

..4..

Principal Dr. Gandhi informed that more MOUS with industry need to be signed. She asked for suggestion for enhancing ‘Innovating and Best Practices provided by the institute. Dr. Sushma Poudwal, External Member, IQAC also suggested that the college International Journal for Interdisciplinary knowledge could be digitized.

Principal suggested that some methodology could be developed for the monitoring of students progression.

Dr. Gandhi informed that the college was following all UGC norms regarding IQAC constitution. She suggested that a mechanism be evolved to take feedback from all stakeholders. While the college is taking feedback from students, conducting peer review of teachers. She insisted the college website information also needed to be updated periodically. Dr. Sushma Poudwal suggested that department wise plan for the entire year could be considered, Shri Apurvabhai informed about the new domain name available for our college ‘mkscollege.edu.in.’

**ITEM NO.6:**- **Information about research activities.**

**Principal Dr. Gandhi informed the members about research activities :**

* More teachers are participating in National/International seminars and presenting their research papers.
* College has published International Journal for Interdisciplinary knowledge with ISSN No. & 3rd issue was released on 10th January, 2017.
* Prof. Rajiv Karnik has submitted his Ph.D thesis to University of Mumbai and 9 teachers are pursuing their Ph.D.
* Dr. Gandhi informed that college does not have UGC 2(f) & 12 (B) and hence we are not entitled to receive any grants for Minor/Major Research Projects. Shri Ashwinbhai Mehta, President said that if anybody wants to do any research work, Management will try to help them.

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

Shri Apurvabhai Patel informed all members that all admission would become on-line from academic year 2017-18 and also discussed about the procedure to be followed. He also insisted the teachers to improve attendance of the students. Dr. Gandhi praised the efficient work by the administrative staff and specially Mr. Shinde who is putting intensive efforts for on-line affiliation work of the college. She also praised Mr. Girish Pethe and Mr. Arun Chavan for sincerely working in the exam process of Degree and Junior College, specially when the University is adding more and more responsibility on the colleges.

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**