**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, 26th May, 2021 at 10.30 a.m. at Ritambhara Vishva Vidyapeeth’s Conference Room, Trust Office. Following Internal Quality Assurance Cell members were present.

|  |  |  |
| --- | --- | --- |
|  | 1. Dr. Keshav Ghorude, Principal
 | Chairperson  |
|  | 2. Dr. Sujata Dhopte, Assoc. Prof. | IQAC Co-ordinator |
|  |  3. Ms. Reshmi Achyuthan, Assoc. Prof. | Member |
|  | 4. Ms. Amita Johnson, Assoc. Prof. | Member |
|  |  5. Mr. Dhimant Kapadia, Asst. Prof.  | Member |
|  | 6. Dr. Archana Singh, Assoc. Prof. | Member |
|  |  7. Dr. Manisha Dandgawhal, Librarian  | Member |
|  |  8. Ms. Neha Mehta, Asst. Prof.  | Member |
|  |  9. Shri Ashwinbhai Mehta (President)  Ritambhara Vishva Vidyapeeth  | Management Member  |
|  | 10. Prof. K.Venkataramani  Former Registrar, University of Mumbai&Adviser, SIES Groupof EducationalInstitutes | External Member   |
|  |  11. Dr. Chaitaly Chakraborty  Principal, Thakur College  | External Member  |
|  |  12. Shri Umeshbhai Sanghvi (Managing Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  |  13. Shri Apurvabhai Patel (Executive Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 14. Smt. Pearly Salot (Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 15. Shri Shamik Dave (Trustee) Ritambhara Vishva Vidyapeeth  | Management MemberInvitee |
|  | 16. Bharatiben Sarvaiya (Dy. Secretary)  Ritambhara Vishva Vidyapeeth | Invitee |
|  | **Following IQAC members were granted leave of absence : -** |  |
|  | 1. Dr. Ancy Jose (External Expert)

Principal .Nagindas Khandwala College | External Member  |
|  | 1. Dr. Madhav Rajawade  (External Expert

Principal, Sathaye College | External Member   |
|  | 1. Dr. Sushma Poudwal (External Expert)

 [Librarian, (Retd.) SNDT Women’s University]  | External Member  |

Principal Dr. Keshav Ghorude, Chairperson of Internal Quality Assurance Cell presided over the meeting. He welcomed new External Expert Principal, Dr. Chaitali Chakraborty, Thakur College of Science and Commerce and also welcomed Management Members and IQAC members.

**..2..**

**...2…**

**ITEM NO.1**:- **To approve the minutes of the previous meeting held on 29th February, 2020.**

Dr. Keshav Ghorude circulated the Minutes of the previous IQAC meeting held on 29th February, 2020 and the same were confirmed unanimously.

 **ITEM NO.2**:- **Report of the activities of Malini Kishor Sanghvi Degree**

 **College from 21st February, 2020 to 25th May, 2021.**

 Dr. Ghorude highlighted the college activities from 21st February, 2020 to

 25th May, 2021.

* Ritambhara Life Care Centre - An oxygen supported Covid19 treatment facility with 25 beds has been set up in conjunction with the BMC, under the aegis of Ritambhara Vishva Vidyapeeth at Malini Kishor Sanghvi College Annexe. Ritambhara Vishva Vidyapeeth’s trustees have lauded megastar Mr. Amitabh Bachchan and Mr. Anant Pandit of the Lotus Foundation for their generous donation which has enabled the realization of the center.
* College has developed MKS Knowledge Hub is a digital learning experience to nurture thousands of MKS students. It is a digital curriculum platform with Microsoft Teams. Ritambhara Vishva VIdyapeeth Management supported MKS Knowledge Hub with investment in infrastructure augmentation to support instruction, learning, grading, collaboration and assessment during pandemic.
* Career & Placement Cell organized Training program from ‘Campus to

Corporate’ for third year had been started on 5th September, 2020 by

 Technoserve .It was 50 hours program where students have got placed in

 prestigious corporates like IndusInd Bank, SBI CAP Securities, ICICI

 Prudential, Hinduja Global Solutions, etc. after training.

* Career & Placement Cell organised intercollegiate Corporate Fest

‘Paradigm’ on 23rd and 24th October, 2020.

* DLLE First Term Online Training Program as on 3rd November, 2020 for the 24 Colleges under Dr. Sujata Dhopte and Prin.Dr. Jitendra Aherkar as

 University Field Coordinators.

* Principal, Dr. Keshav Ghorude addressed the attendees of first term training programme of DLLE, University of Mumbai, hosted by K. J Somaiya College of Science and Commerce and encouraged the teachers and students for DLLE community work on 9th November, 2020. In the same University training programme, Dr. Sujata Dhopte District Field Coordinator Mumbai University gave training to around 300 Colleges teachers and student managers as resource person.
* Women Development Cell organised a women empowerment guest lecture

 on the topic “Know your Rights” for B.Com students on 5th December, 2020

 conducted by Dr. Deepa Chitnis from N.M College.

* College has enrolled for Rural Entrepreneurship Development Cell Action Plan (REDC)” under Mahatma Gandhi National Council of Rural Education (MGNCRE) as on 21st December, 2020.

**..3..**

**...3…**

* NSS Volunteers participated in Quiz competition on Netaji Subhash Chandra Bose organised by University of Mumbai and S.M. Shetty College of Science and Management as on 23rd January, 2021.
* English Literary Association ’Wordsworth’organised group discussions on

 2nd & 3rd February, 2021.

* The Department of Bachelor of Management Studies organized Webinar on the Topic ‘Entrepreneurship- How to get the next big startup idea’ on 11th February, 2021.The speaker for the webinar was Kriya Doshi.
* The Department of BMM/BAMMC organized an inter-collegiate webinar on the topic of 'Integrated Marketing Communication with special focus on Digital Marketing' on 12th February, 2021 by Mr. Dhananjay Sahastrabuddhe, Vice President at Pixelated Egg Digital Ventures.
* Department of Bachelor of Commerce (Financial Markets) (BFM) organized Inter-Collegiate webinar on the topic ‘Rating Analyst: Way We Work’ held on 13th February, 2021.The speaker for the webinar was Mr. Milan Kakkad, Head Lead Analyst, CRISIL.
* IQAC & Department &College Counselling Cell organized an intercollegiate webinar on the ‘Alzheimer's’ to provide us with an overview of what Alzheimer's is all about But it will also sensitize us towards the Challenges faced by them. The honoured Speaker: Dr Avinash De Souza, Psychiatrist & Psychotherapist delivered speech on 13th February 2021.
* NSS Unit, organized Mission Compassion 2021 Virtual Tour and Vegan

Outreach on 23rd February 2021.

* Bachelor of Commerce (Investment Management) organized an intercollegiate webinar ‘Investure 2021 – An I.D.I.O.T.’ Way of Creating Wealth’ on 3rd March, 2021. The webinar was led by the resource person, Mr. Nikhil Kamat, Vice President - Sales at DSP Investment Managers Pvt. Ltd.
* Women Development Cell organized a workshop on ‘Gender sensitization’ on 4th March, 2021 conducted by Mr. Pravin Thote from MAVA NGO for Degree & Self Finance Courses students.
* Women Development Cell Organised an intercollegiate ‘google quiz on

 International women’s Day on 8th March, 2021.

* English Literary Association ’Wordsworth’ organised an extempore

 Elocution Competition for FY B.Com students on 10th March, 2021.

* DLLE Second Term End Online Meeting conducted by Field Cordinator

 Dr. Jitendra Aherkar as on 20th April, 2021.

* M.Com Coordinator Dr. Sujata Dhopte & Ms. Khushboo Wadhwan, Asst. Prof. organized webinar on Topic ‘Let Your Credit Score Roar’ on 22nd May, 2021. Resource person was MS. Priyanka Singh from J.P Morgan Chase.
* Department of Mathematics & Statistics” Organized an Intercollegiate Webinar on “Research Methodology: Statistical Tools & Techniques on 24th May, 2021. The Webinar was delivered by Resource Person Dr. Prabha Rastogi, Ex Faculty Bhavan’s College, Andheri (W) Maths Department, JJT University, Rajasthan.
* M.Com Coordinator Dr. Sujata Dhopte, organized a workshop on "Global

Best Practices in Retail - A virtual Journey" on 25th May, 2021. The

 Workshop was conducted by senior academician Dr. Shobhana Vora.

**..4..**

**...4…**

* IQAC &Department B.Com (Banking & Insurance) organized a webinar on ‘Financial Planning and Management of Business Units in India’ on 27th May 2021. The Webinar was led by Resource person Mr. Manish Sanghai senior Director of Thermofisher.
* Teach India ‘Spoken English’ Certificate student’s batch with 14 students

(2020- 2021) was successfully conducted on the online mode.

* Career and placement Cell provided various internship/ placement

 opportunities like HDFC bank, TCS, Neosoft Technologies, and Leap up,

 iprocess and many more.

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

 **academic year 2019- 2020.**

 Dr. Sujata Dhopte, IQAC Coordinator informed the IQAC members that the

 Annual Quality Assurance Report is ready for the academic year 2018-19 and

 2019-20 and will be uploaded in a month.

 **ITEM NO.4** :- **To maintain the Teachers Appraisal Report & Syllabus**

 **Completion Report for the academic year 2020-21.**

 Principal Dr. Keshav Ghorude suggested to have Teachers Appraisal &

 Syllabus Completion report during the academic year to be filled by all the

 teachers for NAAC purpose.

 **ITEM NO.5** :- **To consider suggestions from members for the further**

 **improvement of the College.**

* Principal Dr. Keshav Ghorude mentioned that our college has applied for Permanent Affiliation. He said college is expected to get it very soon.
* Management members recommended for all the faculty members to compulsorily write two research papers in an academic year.
* Executive Trustee Shri Apurvabhai Patel asked to take suggestions from

BAMMC students regarding the Geo Tag camera which is a new camera with internet so that the photographs clicked on it would be automatically geo tagged and could be then uploaded on the website. This will also be required for uploading pictures online of SSR report for NAAC.

* Prof. K.Venkataramani advised that our college to undertake Green Audit, Gender audit and Administrative Audit and Academic Audit to be conducted for NAAC purpose. He also said that setup audits and come up with a proposal for the same and mentioned that once in two years one internal audit and one external audit should be conducted by the college.
* Prof. K.Venkataramani advised management members to start application process for autonomous status and suggested that before starting any NAAC work first ensure that your website is in order.
* Dr. Sujata Dhopte, IQAC coordinator will set some goals under IQAC for teachers apart from taking lectures as they are work from home. Basically it will be like a roadmap. She mentioned about having Faculty Exchange Program wherein our college can sign MOUs with various colleges across Mumbai. She also informed the members that they are conducting a National Conference on ‘Building the Future with Current Trends’ to be organised by Department of Masters of Commerce on 29th May, 2021. ..5..

**...5…**

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

* Our college Annual magazine ‘Aakaar’ (Academic Year 2019-20) was released on 26th May, 2021 in IQAC meeting by the IQAC members.
* Degains software consultancy has introduced mobile app for admission purpose. President Shri Ashwinbhai Mehta inaugurated the MKS E- pravesh mobile app. This is being developed for our college students for easy access where students can fill the admission form, see the merit list, pay the fees and also download the fee receipt.

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. Keshav Ghorude Shri Ashwinbhai Mehta**

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

**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, 13th October, 2021 at 11.00 a.m. at Ritambhara Vishva Vidyapeeth’s Conference Room, Trust Office. Following Internal Quality Assurance Cell members were present.

|  |  |  |
| --- | --- | --- |
|  | 1. Dr. Keshav Ghorude, Principal
 | Chairperson  |
|  | 2. Dr. Sujata Dhopte, Assoc. Prof. | IQAC Co-ordinator |
|  |  3. Ms. Reshmi Achyuthan, Assoc. Prof. | Member |
|  | 4. Ms. Amita Johnson, Assoc. Prof. | Member |
|  |  5. Mr. Dhimant Kapadia, Asst. Prof.  | Member |
|  |  6. Dr. Manisha Dandgawhal, Librarian  | Member |
|  |  7. Shri Ashwinbhai Mehta (President)  Ritambhara Vishva Vidyapeeth  | Management Member  |
|  | 8. Prof. K.Venkataramani  Former Registrar, University of Mumbai&Adviser, SIES Groupof EducationalInstitutes | External Member   |
|  |  9. Dr. Madhav Rajawade   Principal, Sathaye College | External Expert |
|  |  10. Shri Umeshbhai Sanghvi (Managing Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  |  11. Shri Apurvabhai Patel (Executive Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 12. Bharatiben Sarvaiya (Dy. Secretary)  Ritambhara Vishva Vidyapeeth | Invitee |
|  | **Following IQAC members were granted leave of absence : -** |  |
|  | 1. Dr. Ancy Jose (External Expert)

Principal .Nagindas Khandwala College | External Member  |
|  |  2. Dr. Chaitaly Chakraborty  Principal, Thakur College  | External Member  |
|  | 3. Smt. Pearly Salot (Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 4. Shri Shamik Dave (Trustee) Ritambhara Vishva Vidyapeeth  | Management MemberInvitee |
|  | 5. Dr. Archana Singh, Assoc. Prof. | Member |
|  |  6. Ms. Neha Mehta, Asst. Prof.  | Member |

Principal Dr. Keshav Ghorude, Chairperson of Internal Quality Assurance Cell presided over the meeting. He welcomed new External Expert Principal, Prin.Dr. Madhav Rajawade, Sathaye College of Science, Commerce and Arts and also welcomed Management Members and IQAC members.

**..2..**

|  |  |
| --- | --- |
|  |  |

**...2…**

**ITEM NO.1**:- **To approve the minutes of the previous meeting held on**

**26th May, 2021.**

Dr. Keshav Ghorude circulated the Minutes of the previous IQAC meeting held on 26th May, 2021 and the same were confirmed unanimously.

**ITEM NO.2**:- **Report of the activities of Malini Kishor Sanghvi Degree College from 26th May to 30th September, 2021.**

Dr. Ghorude highlighted the college activities from 26th May to 30th

September, 2021.

* Academic & Administrative Audit’ for NAAC was conducted on 1st July, 2021.
* ‘Gender Audit’ for NAAC was held on 5th July, 2021.
* A workshop for administrative staff was organized on 24th July, 2021 on the topic ‘Documentation & Data Centricity with NAAC Perspective.’ by Resource Person Ms. Keyaa Mukherjee, Office Superintendent, Maniben Nanavati Women’s College.
* ‘Risers’ intracollegiate fest was celebrated on 8th & 9th July, 2021 in the College Seminar Hall.
* ‘Environmental Audit’, ‘Green Audit’ and ‘Waste Management Audit’

 for the NAAC was conducted in the month of July, 2021.

* The Women and Gender Development Cell of the College organized the

 online guest lecture for second year and third year students of all the courses on the topic ‘Careers for Women in Defence and Experience Sharing’ by Resource Person, Major Deepshika Gupta, Ex-Indian Army 102, Engineer Regiment on 8th August, 2021.

* On 11th August, 2021 students attended under the aegis of swachhata pakhwada students attended awareness and orientation on ‘Prevention Of Plastic Pollution And Solid Waste Management’ organised by NSS – Mumbai suburban district – zone1 and R.D. and S.H. National College, Bandra. Mr. Chandrakant Tambe form MCGM addressed the students.
* On 13th August, 2021 students attended online webinar under the scheme of swacchta pakhwada ‘Waste Segregation’. The speaker was Ms. Reena Augustine (sanitary inspector, solid waste department) organised by St. Arnold’s Night Degree College, Mumbai University NSS, Mumbai Suburb and MCGM.
* ‘Crescendo’ College Annual youth festival for the (academic year 2020-21)

 was celebrated on 11th, 12th and 13th August, 2021 in the Seminar Hall.

* PadmashreeDr. S.R. Ranganathan, father of Library Science in India, Birth Anniversary celebrated as a National Librarian’s Day was celebrated on 12th August, 2021.
* On 1st September, 2021 NSS unit organised a talk on ‘Animal Care During Present Time’. The speaker was Ms. Brinda Upadhyay (Founder of NGO named ASHA).

**..3..**

|  |  |
| --- | --- |
|  |  |

**..3..**

* Teachers’ day was celebrated in the College library on 4th September, 2021.
* College Mentoring Cell organised a webinar for Degree College students on

 ‘Understanding the Counselling Needs Of Your Near And Dear Ones’ during

 Covid on 7th September, 2021. The students were very responsive and over 50

 students attended the online webinar conducted by Ms.Abhilasha, Associate

 Professor.

* From 7th to 9th September, 2021 volunteers of NSS attended University level activity ‘Series of webinar in First-Aid training’ organised by Nagindas Khandwala College of Commerce, Arts and Management and Fortis Hospital. The series was conducted by Dr. Manjeet Singh Arora (National First Aid Trainer).
* From 13th to 15th September, 2021 NSS volunteers attended online programme on ‘Covid Care Immunity Booster For Students’ organised by Mumbai University NSS Cell in association with the Art of living for Malini Kishor Sanghvi College.
* Career & Placement Cell organized ‘Paradigm 2021’ an intercollegiate corporate fest held on 15th & 16th September, 2021.
* The Women and Gender Development Cell of the College organized workshop on ‘Understanding Masculinity’ on 23rd September, 2021 for Degree College students. The workshop was conducted by Mr. Pravin Thote, NGO representative from MAVA.
* On 26th September, 2021 students attended district level online workshop on ‘Cardiac Arrest Resuscitation’ organised by NSS units of TSEC and MMK in association with I Care Holy Family Hospital.

**ITEM NO.3**:- **To inform the members about University of Mumbai**

**Sanctioned the Additional Divisions for BMS (One) and BAMMC (One) on Fast Track Basis from the Academic Year 2021-2022.**

Principal Dr. Ghorude informed the members about University of Mumbai Sanctioned the Additional Divisions for BMS (One) and BAMMC (One) on Fast Track Basis from the Academic Year 2021-2022.

**ITEM NO.4** :- **To inform the members that College has applied for Additional Two Divisions for BMS, BAF & BFM from the Academic Year 2022-20.**

Principal Dr. Ghorude informed the members that the college has completed the required process for applying for Additional Two Divisions for BMS, BAF & BFM from the Academic Year 2022-2023.

**..4..**

|  |  |
| --- | --- |
|  |  |

**..4..**

**ITEM NO.5** :- **To inform the members that College has applied for New Degree Course B.A. (Film, Television and New Media Production) from the Academic Year 2022-2023**.

Principal Dr. Ghorude informed the members the college has completed the required process for applying New Degree Course B.A. (Film, Television and New Media Production) from the Academic Year 2022-2023. Executive Trustee Shri Apurvabhai Patel instructed to prepare detail report about faculty and other resources required to commence the above mentioned new Degree Course.

**ITEM NO.6** :- **To approve the report of IQAC for the Academic Year**

 **2019- 2020 and 2020-2021.**

 IQAC for the Academic Year report 2019- 2020 and 2020- 2021 was presented by Principal Dr. Ghorude. The report covered various activities conducted by IQAC for the progress of the institution which was highly appreciated by the members.

**ITEM NO.7** :- **To inform the members about progress of NAAC SSR**

**Report for third Cycle of NAAC.**

IQAC Coordinatior Dr. Sujata Dhopte informed the members that 04 AQAR are submitted and college is prepared to submit IIQA in the next week. Mrs. Amita Johnson gave detailed report about the process of data base creation for SSR criteria. Management Advisor, Prof. K. Venkaktaramani instructed to expedite the SSR submission. President Shri Ashwinbhai Mehta has directed to maintain committed efforts to sustain NAAC ‘A’ Grade of the institution.

**ITEM NO.8** :- **To consider suggestions from members about further**

**improvement of the College.**

Principal Dr. Madhav Rajwade has suggested to use google drives for database management. Managing Trustee has instructed to focus more on placements of the students to avail them good career opportunities.

**ITEM NO.9** :- **Any other matter with permission of the Chair.**

IQAC coordinator Dr. Sujata Dhopte requested to conduct international symposium on World E- Waste Management Day. It was granted by the Management.

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. Keshav Ghorude Shri Ashwinbhai Mehta**

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