**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, 16th March, 2022 at 11.00 a.m. at Ritambhara

Vishva Vidyapeeth’s Conference Room, Trust Office. Following Internal Quality Assurance

 Cell members were present.

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|  | 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. Dr. Archana Singh, Assoc. Prof. | Member |
|  |  6. Mr. Dhimant Kapadia, Asst. 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. 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 of Science & Comm.  | External Member  |
|  |  3. Dr. Madhav Rajawade   Principal, Sathaye College | External Member   |
|  |  4. Prof. K.Venkataramani  Former Registrar, University of Mumbai&Adviser, SIES Groupof EducationalInstitutes | External Member  |
|  |  5. Dr. Sushma Poudwal  Librarian, (Retd) SNDTWomen’s University  | Management Nominee |
|  |  6. Smt. Pearly Salot (Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 7. Shri Shamik Dave (Trustee) Ritambhara Vishva Vidyapeeth  | Management MemberInvitee |

Principal Dr. Keshav Ghorude, Chairperson of Internal Quality Assurance Cell presided over the meeting. He welcomed Management Members and IQAC members.

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

**13th October, 2021.**

Dr. Keshav Ghorude circulated the Minutes of the previous IQAC meeting held on 13th October, 2022 and the same were confirmed unanimously.

**ITEM NO.2**:- **Report of the activities of Malini Kishor Sanghvi Degree College from 1st October 2021 to 10th March, 2022**.

Dr. Ghorude highlighted the college activities from 1st October 2021 to 10th March, 2022.

* Our College NAAC SSR (3rd cycle) submitted for re-accreditation. Data Verification and Validation (DVV) and Student satisfaction Survey (SSS) work for NAAC is successfully completed. NIRF report is also submitted.
* Economiq Association, ‘EconomiQ’ organiesd a webinar on ‘Audio Visual Session Based on Application of Economic Theories & Concepts in the Real World’ on 30th September, 2021.
* Commerce Association ‘Comworld’ organized a webinar on ‘Insights in Digital Marketing/Advertising’ on 8th October, 2021 by Resource Persons Dr. Harshita Kumar and Mr. Mayur Gawhankar, IBS, Powai.
* DLLE organized an Awareness and Sensitization online workshop ‘Antrachakshu - The Eye Within’ by guests speakers Mr. Krishna Warrier, Faculty St. Xavier’s and IIT Bombay and Mr. Ganesh Phalke, Visually inspired himself and working in IT firm. The workshop is on the lives of the visually challenged.
* An Innovative idea was initiated by IQAC and BAMMC Department, named ‘Vdesign’ first photography Intracollege event. The logo was designed under the guidance of Ms. Venus Sanghvi. It was an online platform. The purpose of creating this platform is to give an opportunity to creative minds and encourage them to delve deeper into their artistic abilities on held 10th October, 2021.
* On 29th October, 2021 on occasion of Vigilance Week celebration NSS volunteers attended a talk on Role of Youth in Stopping Corruption by Additional SP Mr. Hemant Sawant is organised by NSS Cell, UNIVERSITY OF MUMBAI. The webinar was be joined by Mr. D Carthigueane NSS Regional Director, Govt.of India, Prof. Prabhakar Desal, SLO NSS Govt. of Maharashtra & Prof. Sudhir Puranik, Registrar University of Mumbai.
* On 1st November, 2021 a Data of Number of NSS volunteers vaccinated was collected and analysed by our NSS volunteers themselves.
* NSS Cell Volunteers participated in, University of Mumbai and S.S.T.College of Arts and Commerce, Ulhasnagar-4 is jointly organised online University level Leadership Training Programme from 17th November to 21st November, 2021. **..3..**

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* IQAC and BAMMC Department organised intercollegiate Photography event ‘College In Pixels’ on 23rd December, 2021.
* Our College was exam center for (CA Foundation and Intermediate) in the

 month of December, 2021 . Exams were successfully completed at our institute.

* ‘Azadi ka Amrit Mahotsav’ was celebrated on 31st December, 2021, NSS volunteers participated in ‘Say Yes to Life, No to Drugs’ pledge and himself to consciously cooperate in stopping drug abuse and stay away from drugs to live a healthy life. The event was organised by Narcotics Control Bureau, Ministry of Home affairs.
* DLLE student Manager and Extension Work Teachers participated in Extension work Training Programme hosted by K.J.Somaiya College of Science and Commerce in association with University of Mumbai in online mode on 10th January, 2022.
* On 25th January, 2022 to celebrate voter’s day NSS and DLLE jointly organised on-line talk on ‘Voting Rights’. The speaker was MS. Medhavi Natoo, Retired Principal of Chogle High School and Chogle Jr. College, Borivali (East).
* Our Degree College offline lectures were started from 1st February, 2022.
* On 12th February, 2022 Nature Club visited Bombay Municipal Corporations Nakshatra Garden (Botanical garden). Students Cleaned the Garden by picking up Non-biodegradable waste. They handed over the waste collected packets to the common collection centre.
* On 12th February, 2022 NSS volunteers carried out cleanliness drive in the streets of Moragaon. Students were provided with the gloves, garbage collection bags and broom to the participants in the drive. The entire stretch of Mora Village was cleaned by the NSS students of M.K. Sanghvi College, and all the collected waste (plastic, cloths, cans, bottles, etc.) in the village was handed over the waste to collection Centre. They also cleaned the College Campus.
* WDC orgaised Gender Sensitization Programme titled ‘Samwad Se Samarth Let Law Be Your Support’ with Dr. Deepa Chitnis, from N.M.College on 24th February, 2022.
* Career and Placement Cell- ‘Pathmakers’ conducted a ‘Soft Skill’ workshop in association with TATA POWER on 12th February, 2022 for Degree and Professional Courses students. Guest speakers were Mr. Kamlesh Shah, Ms. Judy Menezes & Mr. Venkatesh from Tata Power.
* Marathi Vangmay Mandal of the College celebrated Chatrapati Shivaji Maharaj Jayanti and Jagatik Marathibhasha Gaurav Diwas on 26th February, 2022.

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* WDC orgainesd anti ragging Nirbhaya Squad, ad IT Act with Mumbai Police

 on 28th February, 2022.

* College Career and Placement Cell - ‘Pathmakers’ organized ‘Job Fair’ on 2nd March, 2022 for Degree and Professional Courses student’s jobs and internship. 23 reputed companies has shown interest for our institute.
* New course and additional division expert committee visited to our institution on 25th February and 4th March, 2022 respectively.
* DLLE student of our College won third prize in Poster Making and Creative writing in Uddan Festival conducted by University of Mumbai in online mode on 8th March, 2022.

**ITEM NO.3**:- **To inform the members that College has applied for Additional Two Divisions for BMS, BAF & BFM and B.A. (Film, Television and New Media Production) from the Academic Year 2022-2023 and University Scrutiny Committee has sanctioned the proposal.**

Principal Dr. Ghorude informed the members that the college would be starting new programme B.A. (Film, Television and New Media Production) from the Academic Year 2022-2023 He also informed that the college has applied for additional two Divisions for BMS, BAF & BFM and Mumbai University Scrutiny Committee has sanctioned the proposal.

**ITEM NO.4** :- **To inform the members about progress of NAAC SSR Report &**

**DVV for third Cycle of NAAC.**

Principal Dr. Ghorude informed the members that the college has successfully uploaded the SSR report for the third cycle of NAAC. He further informed that DVV for the same has been completed and the preparations for the NAAC visit are going on in full swing. He informed that three Mock NAACs are planned by the IQAC. IQAC coordinator Dr. Sujata Dhopte informed that the preparations for NAAC are being taken up in excellent manner.

**ITEM NO.5**:- **To consider suggestions from members about further improvement of the College.**

* Shri Apurvabhai Patel, Executive Trustee raised the issue of falling no. of students admission in F.Y.B.Com and asked the members the reasons for the same and suggestion to improve the enrolment rate toe F.Y.B.Com. Principal Dr. Ghorude informed the members that there is a fall in the enrolment rate for traditional B.Com course across all colleges of Mumbai. The interactions with the members brought forth the necessity of promoting F.Y.B.Com course with the Junior college students.
* It was decided to highlight the activities and the achievements of the college in the college magazine, prospectus, website etc. Shri Apurvabhai Patel, Executive Trustee suggested that a system of allocating houses to students and organizing competitions among them to help in improving the attendance of students in classrooms. ..5..

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**ITEM NO.6** :- **Any other matter with permission of the Chair.**

Managing Trustee Shri Umeshbhai Sanghvi announced that the college will no longer have petty cash system. All payments need to be planned and approval for the same need to be sought in advance. 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 COLLEGE DEVELOPMENT COMMITTEE**

The Minutes of the College Development Committee meeting held on Wednesday, 13th October, 2021 at 10.30 a.m. at Ritambhara Vishva Vidyapeeth’s Conference Room,

Trust Office. Following College Development Committee members were present.

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|  |  1. Shri Ashwinbhai Mehta (Chairperson)  Ritambhara Vishva Vidyapeeth  | Management Member  |
|  |  2. Shri Umeshbhai Sanghvi (Managing Trustee)  Ritambhara Vishva Vidyapeeth | Management Member  |
|  | 3. Prof. K.Venkataramani, (External Expert) Former Registrar, University of Mumbai&Adviser, SIES Group of Educational Institutes  | Management Nominee |
|  |  4. Dr. Madhav Rajawade   Principal, Sathaye College | Management Nominee  |
|  | 5. Mr. Viresh Sethi (Alumni)  | Management Nominee |
|  | 6. Dr. Sujata Dhopte, Assoc. Prof. | IQAC Member |
|  | 7. Ms. Reshmi Achyuthan, Assoc. Prof.  | Member **(Head of the Department)**  |
|  | 8. Mr. Bharatbhushan Gupta, Asst. Prof.  | Member **(Teaching Staff Representative)** |
|  |  9. Mr. Sampurnanand Varma, Asst. Prof. | Member **(Teaching Staff Representative)** |
|  |  10. Dr. Rajiv Karnik, Asst. Prof.  | Member**(Teaching Staff Representative)** |
|  |  11. Mr. Bhavesh Yagnik | Member **(Nonteaching Staff Representative)** |
|  |  12. Dr. Keshav Ghorude  | Principal & Secretary  |
|  | 13. Shri Apurvabhai Patel (Executive Trustee) Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  | 14. Bharatiben Sarvaiya (Dy. Secretary)  Ritambhara Vishva Vidyapeeth | Invitee |

**Following member’s granted leave of absence :-**

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| 1. Ms. Neha Savla  | Management Nominee |
|  2. Dr. Sushma Poudwal  Librarian, (Retd) SNDTWomen’s University  | Management Nominee |
|  3. Smt. Pearly Salot (Trustee)  Ritambhara Vishva Vidyapeeth | Management MemberInvitee |
|  4. Shri Shamik Dave (Trustee) Ritambhara Vishva Vidyapeeth  | Management MemberInvitee |

**Shri Ashwinbhai Mehta, Chairperson, College Development Committee, presided over the meeting.**

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

 **13th October, 2021.**

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

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**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 by Library Dept. 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).
* 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. ..3..

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* 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 approve the Budget for the Financial Year 2021-2022.**

A draft Budget for the academic year (2021-2022) was presented before the members by the Principal for approval. The members discussed and deliberated on it.

**ITEM NO.4 : - 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.5 :**  **To inform the members that College has applied for**

 **Additional Two Divisions for BMS, BAF & BFM from the**

 **Academic Year 2022-2023.**

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.

**ITEM NO.6 : 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.

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**ITEM NO.7 :**  **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.8** :- **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 & Secretary Chairperson - CDC**

**MALINI KISHOR SANGHVI JUNIOR COLLEGE OF COMMERCE**

The Minutes of the Junior College School Committee meeting held on Wednesday, 13th October, 2021 at 11.30 a.m. in Ritambhara Vishva Vidyapeeth’s Conference Room.

**Following members were present**: -

1. Shri Ashwinbhai Mehta President & Chairperson
2. Shri Umeshbhai Sanghvi Member (Management Nominee)

 & Managing Trustee

1. Shri Apurvabhai Patel Member (Management Nominee)
2. Bharatiben Sarvaiya Dy. Secretary (Management Nominee)
3. Ms. Archana Shriniwas Vice Principal, Member (Teaching Staff)
4. Mr. Mohit Prasad Supervisor , Member (Teaching Staff)
5. Mrs. Pratima Patki Member (Teaching Staff)
6. Mrs.Mansi Gurav Member (Non-Teaching Staff)
7. Shri Shamik Dave Member (Management Nominee)
8. Dr. Keshav Ghorude Principal & Secretary

Shri Ashwinbhai Mehta, Chairperson of School Committee presided over the

meeting.

 **ITEM NO.1:- To approve the minutes of the previous School Committee**

 **meeting held on 29th February, 2020 .**

 Dr.Keshav Ghorude Principal & Secretary, welcomed the members

 and circulated the Minutes of the previous meeting held on 29th

February, 2020 and the same were approved unanimously by all the

members.

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

 **from 1st March, 2020 to 30th September, 2021.**

**Vice Principal Ms. Archana Shriniwas highlighted the college activities from 1st March, 2020 to 30th September, 2021.**

* ‘Risers’ intracollegiate fest was celebrated on 8th & 9th July, 2021 in the college Seminar Hall.
* ‘Crescendo’ College Annual Youth Festival for the (academic year 2020-21)

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

* Padmashree Dr. S.R. Ranganathan, father of Library Science in India, Birth Anniversary celebrated as a National Librarian’s Day was celebrated on 12th August, 2021.
* Teachers’ day was celebrated in the College Library on 4th September, 2021.
* Admission process for FYJC for the academic year 2021-22 is going on.
* Results of HSC for the academic year 2020-21 is declared 100%

 **ITEM NO.3:- To approve the Leave Applications of Junior College**

 **teachers from 1/3/2020 to 30/9/2021**.

The Principal informed the members about the leave applications of the teaching staff from **1/3/2020 to 30/9/2021** which was approved by the Chairperson**.**

 **ITEM NO.4:- To approve the Confidential Report for the Academic Year**

 **2019-20 & 2020-21.**

**ITEM NO.5:- To approve the Budget for the Academic Year 2021-2022.**

A draft Budget for the academic year (2021-2022) was presented before the members by the Principal for approval. The members discussed and deliberated on it.

**ITEM NO.6 : - To inform the members that Dy. Director of Education,**

 **Mumbai granted the permission for new subjects**

 **Information Technology and French from the Academic**

 **Year 2020-2021.**

 **ITEM NO.7 :- Any other matter with the 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. Keshav Ghorude Shri Ashwinbhai Mehta**

 **Principal & Secretary President & Chairperson**

 **of the Committee**