



**S.I.W.S.**

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND**

**SMT. THIRUMALAI COLLEGE OF SCIENCE**

PLOT NO. 337, SEWREE - WADALA ESTATE,

MAJOR R. PARAMESHWARAN MARG, WADALA, MUMBAI – 400 031

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**I.Q.A.C.**

**MINUTES OF THE MEETING  
&  
ACTION TAKEN REPORT**

**ACADEMIC YEAR**

**2020 - 2021**

**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 12<sup>th</sup> June, 2021  
at 12.30 p.m. in Online Mode**

**Members present:**

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mr. R Radhakrishnan	Management Representative
4. Mr. M.N. Ramamurthy	Management Representative
5. Mrs. Neeta Khanolkar	Teaching Faculty
6. Dr. Kirti Nakhare	Teaching Faculty
7. Dr. Swapnesh Rangnekar	Teaching Faculty
8. Dr. Sunita Shirvalkar	Teaching Faculty
9. Mrs. Subhashini Iyengar	Teaching Faculty
10. Mr. Ayyappan Iyer	Teaching Faculty
11. Mr. Vijay Rayamane	Industry Representative
12. Mr. P. Manoharan	Registrar
13. Ms. Sonal Kanojia	Student Member
14. Mr. Shivkumar Singh	Alumni

The meeting commenced at 12.30 p.m. as there was adequate quorum

**1. Approval of Minutes of the earlier Meeting on 28<sup>th</sup> February, 2021**

The I.Q.A.C. Co-ordinator read out the Minutes of the earlier meeting and same was approved.

**2. Preparation of Quantitative Matrix information for SSR preparation**

The Principal and I.Q.A.C. Coordinator discussed with the members the revised NAAC guidelines for affiliated colleges for framing of Self Study Report (SSR) The I.Q.A.C. Coordinator put forth the Standard Operating Procedures laid down by NAAC and advised the Criteria in-charges to prepare for the quantitative matrix information and collect the relevant documents simultaneously.



### 3. Certificate Courses for Students

Academic Committee of the college suggested the certificate courses to be conducted to improve the employable skills of the students and the syllabus of the following courses to be conducted in First term of the academic year 2021-22 was approved.

1. Entrepreneurial Development Programme
2. Basics of E-filing under Corporate Laws
3. Basics of E-filing under Income Tax Laws
4. Communication in Contemporary Context
5. Introduction to Disaster Management
6. Data Science – Beginners Level 1
7. Campus to Corporate Careers Program
8. Opportunities after Graduation
9. Holistic Development Level 1
10. Computational Technique in Vedic Mathematics
11. Guidance for NET/SET Examination
12. Campus to Corporate Soft Skills

### 4. AQAR for the year 2019-20

The Draft AQAR for the year 2019-20 as per the revised format was presented to the IQAC for approval. Suggestions were given by the members for improving the presentation. The draft AQAR subject to correction was approved for submission to NAAC within the due date.

### 5. Any other Matter

Following suggestions were given by the members

- i) Organize webinars for enriching the knowledge of teaching and non-teaching staff
- ii) Improve the ICT infrastructure facilities and setting up of smart class-rooms.



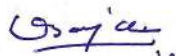


## 6. Action Taken Report

- i) Online Panel Discussion on 'NEP 2020 – Relevance to Teachers' was organized by I.Q.A.C. on 14<sup>th</sup> May, 2021 with the objective to enable teachers to understand the dimensions about NEP 2020 and what teachers need to do proactively.
- ii) All the examinations of summer session were conducted in online mode using proctoring tools provided by Biyani Technologies.
- iii) Website of the college is being redesigned with the help of Whitecode, an external service provider.
- iv) A webinar on 'Cloud Computing: Platforms, Development and Applications' was organized by the Department of Computer Science on 23<sup>rd</sup> March, 2021. The insights on Cloud Computing, making participants familiar with the upcoming area of Cloud Computing and its applications were shared with the students.
- v) Live webinar on the Topic 'Career Opportunities for graduating students post Covid - The web19 and Personality Transformation' was organized by I.Q.A.C. and Career Guidance & Placement Cell in collaboration with IEIBS Akademia on 8<sup>th</sup> April, 2021.
- vi) The second batch of Campus to Corporate Certificate Course was organized by the Department of Commerce in collaboration with Technoserve – a U.S. based N.G.O. from 5<sup>th</sup> April to 5<sup>th</sup> May, 2021.
- vii) Webinar on Investment Opportunities for Beginners' was organized by I.Q.A.C. and Department of Accountancy on 10<sup>th</sup> April, 2021 which focused on investments through mutual funds.

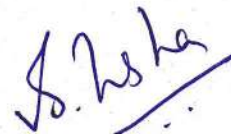
## 7. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



**IQAC Co-ordinator**

**Date : 27<sup>th</sup> August, 2021**



**Principal & Chairperson**

**PRINCIPAL**  
**S.I.W.S. N.R. Swamy College of**  
**Commerce & Economics &**  
**Smt. Thirumalai College of Science,**  
**Wadala, Mumbai 400 031**



**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 28<sup>th</sup> February, 2021  
at 2 p.m. in Board Room of the College**

**Members present:**

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mr. M. Ananthasubramanian	Management Representative
4. Mrs. Neeta Khanolkar	Teaching Faculty
5. Dr. Kirti Nakhare	Teaching Faculty
6. Dr. Swapnesh Rangnekar	Teaching Faculty
7. Dr. Sunita Shirvalkar	Teaching Faculty
8. Mrs. Subhashini Iyengar	Teaching Faculty
9. Mr. Ayyappan Iyer	Teaching Faculty
10. Mr. Vijay Rayamane	Industry Representative
11. Mr. P. Manoharan	Office Superintendent
12. Ms. Jayashree Mhatre	Head Clerk
13. Ms. Sonal Kanojia	Student Member

The meeting commenced at 2.00 p.m. as there was adequate quorum

**1. Approval of Minutes of the earlier Meeting on 18<sup>th</sup> January, 2021**

The I.Q.A.C. Coordinator read out the Minutes of the earlier meeting and same was approved.

**2. Preparation of Qualitative Matrix information**

The Principal and I.Q.A.C. Coordinator discussed with the members the revised NAAC guidelines for affiliated colleges for framing of Self Study Report (SSR). The I.Q.A.C. Coordinator put forth the Standard Operating Procedures laid down by NAAC and advised the Criteria in-charges to frame the write up in designated word limits and collect the relevant documents simultaneously.

**3. Any other Matter**

Following suggestions were given by the members






- i) Take suggestions of senior faculty members from University or experts for NAAC related documentation and preparation
- ii) Extend library facilities in online mode to the teachers for the preparation of e-content
- iii) Re-designing of the college website by taking help for the external service provider
- iv) Use of software for conduct of proctored online examination
- v) Organize webinars for enriching the knowledge of teaching, non-teaching staff and students

#### 4. Action Taken Report

- i) In order to strengthen the website as per the suggestions received in previous I.Q.A.C. meeting, an expert guidance for making college website as per NAAC guidelines was taken. A series of online meetings were held by the Principal, Vice Principals and website committee with the website administrator to customize website as per college requirements.
- ii) Webinar titled 'Introduction to the Stock Market' organized by I.Q.A.C. and the Department of Business Economics on 13<sup>th</sup> February, 2021 to acquaint students on working knowledge on stock market.
- iii) Microbia 2021 was organized by the Department of Microbiology in online mode on 21<sup>st</sup> February, 2021. Events organized were Flash card making, Bio-poetry, Microbiology Quiz, Meme Circle, Crossword and Symbiotic pairs, Word search and Microbiological Antakshari.
- iv) A talk on the topic 'CHED-CHAD' was organized by Women Development Cell in collaboration with 'Stree Mukti Sanghatana' on 27<sup>th</sup> February, 2021

#### 5. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



**IQAC Co-ordinator**

**Date: 12<sup>th</sup> June, 2021**



**Principal & Chairperson**



**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 18<sup>th</sup> January, 2021  
at 2 p.m. in Board Room of the College**

**Members present:**

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mr. M.N. Ramamurthy	Management Representative
4. Mrs. Neeta Khanolkar	Teaching Faculty
5. Dr. Kirti Nakhare	Teaching Faculty
6. Dr. Swapnesh Rangnekar	Teaching Faculty
7. Dr. Sunita Shirvalkar	Teaching Faculty
8. Mrs. Subhashini Iyengar	Teaching Faculty
9. Mr.. Ayyappan Iyer	Teaching Faculty
10. Mr. Vijay Rayamane	Industry Representative
11. Mr. P. Manoharan	Office Superintendent
12. Ms. Jayashree Mhatre	Head Clerk
13. Ms. Sonal Kanojia	Student Member

The meeting commenced at 2.00 p.m. as there was adequate quorum

**1. Approval of Minutes of the earlier Meeting on 24<sup>th</sup> October, 2020**

The I.Q.A.C. Coordinator read out the Minutes of the earlier meeting and same was approved.

**2. Preparation of Draft SSR - Qualitative Matrix**

The Principal and I.Q.A.C. Coordinator discussed with the members the revised NAAC guidelines for affiliated colleges for framing of Self Study Report (SSR). The highlights of activities done in the last five years pertaining to the seven NAAC criteria were presented by the Principal. The seven NAAC criteria in-charges were asked to finalize their draft so that it can be approved by authorities. The members gave valuable suggestions on certain points that were documented and were incorporated in the draft.



### 3. Any other Matter

Following suggestions were given by the members

- i) Avail guidance of senior faculty or expert for NAAC related documentation and preparation
- ii) Extend library facilities in online mode to the teachers so that authentic information can be used for teaching students
- iii) The current status of various courses run by college was examined. The scope for future expansion of existing courses and starting of new courses was discussed.
- iv) Strengthening of college website

### 4. Action Taken Report

- i) All the UG and PG examinations of winter session conducted smoothly in online mode by the Examination Department. The marks were informed promptly to the University for timely declaration of the result.
- ii) A series of online / offline meetings were conducted by the Principal and I.Q.A.C. Coordinator to brief the teachers about the NAAC information to be provided.
- iii) Thirty hour Campus to Corporate online training program organized by the Department of Commerce in collaboration with Technoserve – a U.S. based N.G.O. commencing from 16<sup>th</sup> December, 2020 onwards to prepare students for interviews, group discussions, personality development, communication skills and corporate skills.

### 5. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



**IQAC Co-ordinator**

**Date: 28<sup>th</sup> February, 2021**



**Principal & Chairperson**



PRINCIPAL  
S.I.W.S. N.R. Swamy College of  
Commerce & Economics &  
Smt. Thirumalai College of Science,  
Wadaia, Mumbai - 400 031



**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 24<sup>th</sup> October, 2020  
at 12 noon in online mode**

**Members present:**

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mr. M. Ananthasubramanian	Management Representative
4. Mrs. Neeta Khanolkar	Teaching Faculty
5. Mr. Ayyappan Iyer	Teaching Faculty
6. Dr. Sunita Shirvalkar	Teaching Faculty
7. Mrs. Subhashini Iyengar	Teaching Faculty
8. Dr. Kirti Y Nakhare	Teaching Faculty
9. Mr. Vijay Rayamane	Industry Representative
10. Mr. P. Manoharan	Office Superintendent
11. Ms. Jayashree Mhatre	Head Clerk
12. Ms. Sonal Kanojia	Student Member

The meeting commenced at 12.15 p.m. as there was adequate quorum

**1. Approval of Minutes of the earlier Meeting on 14<sup>th</sup> March, 2020**

The Co-ordinator read out the Minutes of the earlier meeting and same was approved.

**2. Initiatives of Quality improvement in College activities**

It was suggested that following activities to be attended to

- a) Conducting student centric activities for the benefit of fast and slow learners
- b) Documentation of NAAC criteria information as per prescribed Standard Operating Procedures provided by NAAC
- c) Documentation of the Events and simultaneously updating the same on college website



### 3. Conducting student centric activities with special attention to their counselling

In the wake of the global crisis due to covid-19 pandemic, it is necessary to pay special attention to the health issues and psychological well-being of the students. Therefore, it was decided that the departments should organize expert lectures on personality development programs and counselling on mental health issues to overcome the trauma and stress faced by the students during the pandemic.

### 4. Action Taken Report

- i) In the pandemic driven world, all the University level examinations of the 2019-20 batch were organized by the Examination Department of college in completely online mode as per the guidelines prescribed by the University. The marks were promptly submitted to the University for smooth declaration of results.
- ii) Student centric activities conducted in online mode from March to October, 2020 which included guest lectures, webinars, quiz competitions, online cultural competitions, yoga training, etc.
- iii) Three short term courses namely '**Graphic Design**' and '**Business Setup & Online Marketing**' by Department of Computer Science in collaboration with IDEMI, Mumbai (Under Ministry of MSME, Government of India) and '**Tally**' by the Department of Accountancy in collaboration with CBD IT Solutions Private Limited conducted to improve entrepreneurship and employability skills of the students.
- iv) '**Communicare** - An Online Lecture Series on Communication for Students' by the Department of Business Communication (27-30 May, 2020) and Six days National webinar on '**Essentials Skills Enhancement Programme**' (26-31 May, 2020) by DLLE in collaboration with R A H – Your Path to Excellence was organized to improve communication skills of students and prepare them for interviews / group discussions.



- v) National Webinar on “**Importance of Life Insurance & Financial Planning in the Current COVID-19 scenario**” organized by the Department of Business Economics on 13<sup>th</sup> June, 2020 to make students prepare for the adversities in post COVID-19 world.
- vi) An Online Training Program titled ‘**Leadership Training Program**’ organized by the Planning Forum in association with Forum of Free Enterprise & M.R. Pai Foundation to in which Vital Skills, Importance of Habits, Understanding Yourself and others, importance of planning, relationship building, personal power, adaptability quotient were the topics discussed.
- vii) Student Guidance Webinar on First Year Online Admission Process was organized by I.Q.A.C. on 24<sup>th</sup> August, 2020 to help H.S.C. pass out students to understand first year admission procedure and avoid mistakes while taking admission for First Year Commerce & Science Courses.

The meeting concluded with Vote of Thanks to the Chair.



**IQAC Co-ordinator**

**Date: 18<sup>th</sup> January, 2021**



**Principal & Chairperson**

**PRINCIPAL**  
**S.I.W.S. N.R. Swamy College of**  
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**S.I.W.S.**

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND  
SMT. THIRUMALAI COLLEGE OF SCIENCE**

**Plot No. 337, Sewree - Wadala Estate,  
Major R. Parameshwaran Marg, Wadala, Mumbai – 400 031**

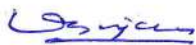
**Action Taken Report for the Academic Year 2020-21**

- 1) Student Guidance Webinar on First Year Online Admission Process conducted by IQAC on 24<sup>th</sup> August, 2020.
- 2) College was the center for NEET Medical entrance examination. The examination was conducted on 13<sup>th</sup> September, 2020 following the norms of social distancing given by NTA-MHRD.
- 3) Eleven Certificate Courses conducted in this academic year focusing on **employability and holistic development** of the students
- 4) AQAR for the Academic Year 2018-19 submitted successfully as per the new NAAC format on Saturday, 26<sup>th</sup> December, 2020
- 5) Online workshop on '**Stress Management and Emotional Intelligence**' was conducted by DLLE on 30<sup>th</sup> January, 2021.
- 6) Online Intercollegiate event **Rasashastra** was conducted on 13<sup>th</sup> February, 2021. A series of intellectual and fun events were held virtually, to boost the knowledge of Chemistry in a lively and active way such as Chem-E-Poster, Chem-Talk, Chem-Crossword, Chem-O-AD and Chem-Mask were organized in this intercollegiate event.
- 7) Webinar titled '**Introduction to the Stock Market**' was conducted by I.Q.A.C. & Department of Business Economics on 13<sup>th</sup> February, 2021
- 8) Online intercollegiate event **Microbia 2021** was conducted on 21<sup>st</sup> February, 2021. The various events organized were Flash card making, Bio-poetry, Microbiology Quiz, Meme Circle, Crossword and Symbiotic pairs, Word search and Microbiological Antakshari.
- 9) A talk on the topic '**Ched-Chad**' was conducted by Women Development Cell in collaboration with N.G.O. 'Stree Mukti Sanghatana' on 27<sup>th</sup> February, 2021.
- 10) Online workshop on "**How to make Google form**" was conducted by DLLE on 11<sup>th</sup> March, 2021.
- 11) Webinar on '**Goal Setting and Mind Management**' was organized by the Department of Computer Science on 22<sup>nd</sup> March, 2021
- 12) **Cloud Computing: Platforms, Development and Applications** webinar was organized by the Department of Computer Science on 23<sup>rd</sup> March, 2021
- 13) **Career Counselling Webinar** was organized by I.Q.A.C., Career Guidance and Placement Cell and Department of Business Economics in association with BSS Foundation and Garware Institute of Career Education and Development, University of Mumbai on 25<sup>th</sup> March, 2021



- 14) A talk on '**Gender Equality**' was organized by Women Development Cell in collaboration with N.G.O. Stree Mukti Sanghatana an N.G.O. on 27<sup>th</sup> March, 2021
- 15) **Career Development Opportunities in Environment & Sustainability (Green Careers)** was conducted by Department of Sustainable Development & Environmental Management, Garware Institute of Career Education & Development, University of Mumbai in Collaboration with our College on 31<sup>st</sup> March, 2021
- 16) Live webinar on the Topic '**Career Opportunities for Graduating students post Covid - The web19 and Personality Transformation**' was organized by the I.Q.A.C. and Career Guidance & Placement Cell in collaboration with IEIBS Akademia on 8<sup>th</sup> April, 2021
- 17) I.Q.A.C. and Department of Accountancy conducted Webinar on **Investment Opportunities for Beginners** on 10<sup>th</sup> April, 2021
- 18) Online Panel Discussion on '**NEP 2020 – Relevance to Teachers**' was organized by the I.Q.A.C. on 14<sup>th</sup> May, 2021. The objective of the panel discussion was to enable teachers to understand the dimensions about NEP 2020 and what teachers need to do proactively.

Inspite of COVID-19 pandemic the Faculty members and students adapted to online education taking things in their stride, making commendable contribution to education and the Institution.



**I.Q.A.C. Coordinator**

**Date : 27<sup>th</sup> August, 2021**





**Principal**

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S.I.W.S. N.R. Swamy College of  
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