



S.I.W.S.

N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS &

SMT. THIRUMALAI COLLEGE OF SCIENCE

Plot No. 337, Sewri - Wadala Estate,

Major R. Parameshwaran Marg, Wadala, Mumbai – 400 031

I.Q.A.C.

MINUTES OF THE MEETING

AND

ACTION TAKEN REPORT

FOR THE

ACADEMIC YEAR

2021-2022

**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 12th 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	Accountant
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 28th 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 SSR. The I.Q.A.C. Coordinator put forth the Standard Operating Procedures laid down by NAAC and advised the Criteria incharges 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 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. Suggestion was 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

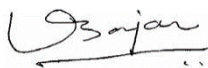
- i) Organize webinars for enriching the knowledge of teaching and non-teaching staff
- ii) Improve the ICT infrastructure facilities and setting of smart class-room.

6. Action Taken Report

- i) Online Panel Discussion on ‘NEP 2020 – Relevance to Teachers’ was organized by I.Q.A.C. on 14th 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 23rd 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 8th 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 5th April to 5th May, 2021.
- vii) Webinar on Investment Opportunities for Beginners was organized by I.Q.A.C. and Department of Accountancy on 10th 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 : 27th August, 2021



Chairperson

**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 27th August, 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. A. Subramaniam	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	Accountant
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 12th June, 2021

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

2. Draft SSR for submission to NAAC

The Principal informed the members the draft Self Study Report for submission to NAAC has been prepared. I.Q.A.C. Coordinator discussed with the members the preparation of SSR as per revised NAAC guidelines. He also informed that the supporting documents for the SSR submission are being collected from various stakeholders so that the SSR becomes ready for submission. As per suggestions received from previous meetings, the write up will be shown to experts in the field for further improvements.

3. Documentation for submission to NAAC

Documentation of activities in the form of a report in the format prescribed by NAAC and uploading the same to the college website is an integral part of NAAC accreditation process. The Principal informed the members that the website has been revamped as per the NAAC requirements. College website committee is uploading the mandatory documents on the website.

4. Any other Matter

Following suggestions were given by the members

- iii) Organize webinars regarding research methodology, IPR, entrepreneurship, competitive examinations, etc. for improving research aptitude among the students and make them employable
- iv) Improve the ICT infrastructure facilities and setting of smart class-room.

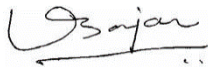
5. Action Taken Report

- i) National Webinar on NAAC Related Quality Enhancement Techniques was organized by I.Q.A.C. on Tuesday, 15th June, 2021 in online mode. Dr. N.S. Dharmadhikari, NAAC & UGC Member, Educationist – Pune addressed the gathering about the do's and don'ts of the seven NAAC criteria.
- ii) Two more new computer laboratories were inaugurated by the Chief Guest Shri Deepak Mukadam, Advisor to the Chancellor on 2nd July, 2021.
- iii) A talk cum interactive session on 'Emerging Trends in Education' was delivered by Shri Deepak Mukadam, Advisor to the Chancellor on 2nd July, 2021.
- iv) I.Q.A.C. & the Department of Chemistry organized a National Webinar on Laboratory Safety Practices - "Accidents Never happen Accidentally" for staff members and students to provide a hazard free & safe environment in the laboratory on 28th June, 2021.
- v) I.Q.A.C. & the Department of Business Economics organized webinar on "Personal Financial Planning" by Dr. Nitin Tejkumar Tanted, an Emplaned Trainer of G Institutions and Consultancy on 16th July, 2021 from 8 am to 9 am.

- vi) I.Q.A.C. & Department of Business Economics organized webinar on “Investors Awareness Program” by Dr. Nitin Tejkumar Tanted an Emplaned Trainer of G Institutions and Consultancy on 16th July, 2021 from 9 am to 10 am.
- vii) The Library Department along with I.Q.A.C. of the college organized a National Webinar on E-Library and E-Resources : Effective Teaching and E-Learning with NLIST E-Resources on 17th July 2021
- viii) National Webinar on “Fun with Physics” conducted by the Department of Physics on 7th August, 2021
- ix) National Webinar – An Army Way to Success organized by N.C.C. and I.Q.A.C. on 13th August, 2021
- x) Communication in the Contemporary Context – Certificate Course in Business Communication organized by the I.Q.A.C. & The Department of Business Communication from 27 July, 2021- 14 August, 2021.

6. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



IQAC Co-ordinator

Date : 28th October, 2021



Chairperson

**Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 28th October, 2021
at 2.00 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. A. Subramaniam	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. Sushashini Iyengar	Teaching Faculty
10. Mr. Ayyappan Iyer	Teaching Faculty
11. Mr. Vijay Rayamane	Industry Representative
12. Mr. P. Manoharan	Accountant
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 27th August, 2021

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

2. Draft IIQA for submission to NAAC

The I.Q.A.C. Coordinator informed the members the draft Institutional Information for Quality Assessment (IIQA) for submission to NAAC has been prepared. The Principal informed the members that the IIQA submission requires certain declarations to be obtained from the University of Mumbai and the follow up for the same is being done. After approval of IIQA by NAAC authorities, within 45 days the SSR needs to be uploaded on NAAC website with the online payment of requisite fees.

3. Conducting Certificate Courses

The members congratulated Principal and I.Q.A.C. Coordinator for successfully conducting eleven certificate courses in online mode for the benefit of students. Principal well-versed the members that the courses were meticulously designed for capacity building of students and to achieve their all-around development. The courses not only involved lectures by experienced resource persons but also gave training to the students.

4. Any other Matter

Following suggestions were given by the members

- i) Improve digital infrastructure facilities in the campus
- ii) Make ICT facilities available for online teaching

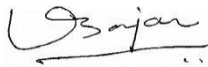
5. Action Taken Report

- i) Cultural Association organized online intercollegiate competitions namely Aaya Sawan Jhumke and Visions of India on 31st July 2021 and 16th August, 2021 for overall development of students.
- ii) I.Q.A.C. organized a Faculty Development Program on Innovative Practices and Quality Assurance for NAAC on Sunday, 29th August, 2021. Dr. N.S. Dharmadhikari, Educationist – Pune shared his experience regarding activities to be done under each criterion.
- iii) I.Q.A.C. organized a Faculty Development Program on Self-Study Report and Quality Enhancement Techniques for NAAC Monday, 30th August, 2021. Dr. N.S. Dharmadhikari, Educationist – Pune was present in the college for the program. He interacted with all the staff members present and members of S.I.W.S. managing committee.
- iv) A webinar was organized by the Internal quality assurance cell, career guidance and placement cell and counselling cell on “Mental Health Check-up and the Social Stigma attached” by Ms. Nikita Sharma, Team Manager, Corporate Infocom Pvt. Ltd. on 2nd September 2021 for the students, teachers and non-teaching staff.
- v) The Department of Mathematics organized an Intercollegiate Online Career Guidance Talk and Interactive Session for all Science Students on “Preparing for Premiere Institutes in India after Graduation” on September 18, 2021. Mr. Nitin Tomar, Research Scholar, IIT Mumbai was the speaker for the same.

- vi) The Public Speaking and Debating Society of H.R. College in collaboration with the Department of Business Communication of S.I.W.S. College conducted a Webinar on “Honing Life Skills” from the 21st of September 2020 to the 23rd of September 2020
- vii) I.Q.A.C. and Department of Master of Commerce jointly organized an exclusive Webinar on “Preparation for Competitive Exam” on 23rd September, 2021.
- viii) The Departments of Business Economics, Banking and Insurance and I.Q.A.C. in collaboration with Artiglee Solutions LLP, Ahmedabad 380015, successfully conducted the 15 day Online Short Term Certificate Course on ‘Entrepreneurial Development Program’.
- ix) The Departments of Business Economics and Commerce (Aided & Self-Finance Courses) jointly with I.Q.A.C. in collaboration with International Institute for Population Sciences (I.I.P.S.) organized an International workshop on Research Methodology in Social Sciences from 5- 9 October, 2021.

6. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



IQAC Co-ordinator

Date : 16th November, 2021



Chairperson

**Minutes of the Meeting of Internal Quality Assurance Cell (I.Q.A.C.) held on
16th November, 2021 at 2.00 P.M. in Board Room**

Members present:

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Coordinator
3. Mr. R Radhakrishnan	Management Representative
4. Mr. M. Ananthasubramanian	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. Jayashree Mhatre	Office Superintendent
14. Mr. Shubham Mishra	Student Member
15. Ms. Roshani Pasi	Student Member
16. Mr. Shivkumar Singh	Alumni
17. Mr. Viren Sanghavi	Alumni

The meeting commenced at 2.00 P.M. as there was adequate quorum

1. Approval of Minutes of the earlier Meeting on 28th October, 2021

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

2. I.I.Q.A. submission to N.A.A.C.

The I.Q.A.C. Coordinator informed the members the Institutional Information for Quality Assessment (I.I.Q.A.) has been submitted to N.A.A.C. through the online portal. The Principal informed the members that preparation of Self-Study Report (S.S.R.) is in progress. It will be submitted to N.A.A.C. within 45 days of approval of I.I.Q.A.

3. Participation in N.I.R.F. Ranking

The National Institutional Ranking Framework (N.I.R.F.) is an initiative of M.H.R.D. to rank the academic institutions as per predefined parameters. The Principal stated that the process for registration of College to the N.I.R.F. portal is completed. The I.Q.A.C. Coordinator informed the members regarding the data that needs to be compiled and uploaded to N.I.R.F. portal for getting the rank. All the members unanimously welcomed the move.

4. ISO Certification

I.Q.A.C. Coordinator stated that under the initiative taken by the Principal, the college plans to apply for ISO Certification. The college has planned to make an application for ISO 9001 : 2015 Quality Management System certification for offering Undergraduate / Post-graduate Courses in Commerce, Science and Arts stream. The agency named Globus Certifications Pvt. Ltd. is contacted. The necessary data required for certification purpose is uploaded on the institutional website for auditing purpose.

5. Any other Matter

Following suggestions were given by the members

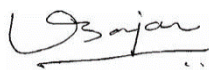
- iii) Conduct professional development programs for teaching and non-teaching staff members
- iv) Introducing short term courses for social and environmental awareness of students

6. Action Taken Report

- i) Certificate Course on 'Computational Techniques in Vedic Mathematics' was successfully conducted by I.Q.A.C. and Department of Mathematics from 16-30 October, 2021
- ii) COVID-19 vaccination drive was successfully organized by the N.S.S. Unit and Student's Council of our college for students of Cluster – 5. The drive was organized on 29-30 October, 2021 by the college in collaboration with B.M.C. at Acqworth Hospital, Wadala. 144 students were benefitted by the drive.

7. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



I.Q.A.C. Co-ordinator

Date : 20th January, 2022



Chairperson

**Minutes of the Meeting of Internal Quality Assurance Cell (I.Q.A.C.) held on
20th January, 2022 at 12 noon in Board Room**

Members present:

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Coordinator
3. Mr. R Radhakrishnan	Management Representative
4. Mr. M. Ananthasubramanian	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. Jayashree Mhatre	Office Superintendent
14. Mr. Shubham Mishra	Student Member
15. Ms. Roshani Pasi	Student Member
16. Mr. Shivkumar Singh	Alumni
17. Mr. Viren Sanghavi	Alumni

The meeting commenced at 12 noon as there was adequate quorum

1. Approval of Minutes of the earlier Meeting on 16th November, 2021

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

2. Draft S.S.R. Submission to N.A.A.C.

The I.Q.A.C. Coordinator informed the members that the content for Qualitative Matrices of the Self Study Report (S.S.R.) have been finalized. The college is now in process of finalizing document collection from all the stakeholders so that the content for Quantitative Matrices

can be completed. The website committee has started uploading S.S.R. related scanned documents to college website.

3. Feedback from the stakeholders

I.Q.A.C. collected the feedback of Students, Teachers, Alumni and Employers on curriculum, courses and infrastructure in online mode. I.Q.A.C. under the leadership of Principal designed the questionnaire. College website was extensively used for feedback collection. I.Q.A.C. members analysed the feedback and suggested action taken report to be placed based on feedback in the next meeting. The analysis of feedback was uploaded on college website.

4. Any other Matter

Following suggestions were given by the members

- v) Organize programs on gender sensitization
- vi) Improvement of collection of textbooks and reference books in library

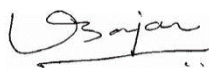
5. Action Taken Report

- iii) College received ISO 9001 : 2015 Quality Management System certification for offering Undergraduate / Post-graduate Courses in Commerce, Science and Arts stream on 26th November, 2021
- iv) College participated in N.I.R.F. ranking by sending the necessary data to N.I.R.F. through the online portal on 29th December, 2021
- v) Session on ‘Yoga for Mental Health & Wellness’ was organized for teaching and non-teaching staff members by Women Development Cell in collaboration with Yoga Vidya Niketan on 20th November, 2021
- vi) Eye Check-up Camp was organized on 25th November, 2021 in the college for the welfare of non-teaching staff members
- vii) Webinar titled ‘Values: A Compass for Navigating Uncertain Times’ was organized by Department of Business Communication in collaboration with Universal Human Values Cell, the University of Mumbai on 27th November, 2021
- viii) Certificate Course on ‘Greener Approaches to Environmental Problems’ was conducted from 26 November – 8 December, 2021

- ix) Faculty Development Programme on 'Procedure for Data Validation and Verification by N.A.A.C. was organized by I.Q.A.C. on 1st December, 2021
- x) Three Day webinar on 'Introduction to Nanoscience and Nanotechnology' was organized for the science students from 9 to 11 December, 2021

6. Vote of Thanks

The meeting concluded with Vote of Thanks to the Chair.



I.Q.A.C. Coordinator



Chairperson