



# SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 04/06/2020 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

## 1. Regarding confirmation of minutes of previous meeting :

Minutes of previous meeting were read and confirmed unanimously.

## 2. Review of minutes of previous meeting :

As per the discussion in the previous meeting, faculty upgradation and ICT training was arranged online with the help of google Meet and zoom app .Feedback from stakeholders were collected and analyzed. NSS and DLLE departments were instructed to organize webinars on different social issues under community services. Alumni Committee was asked to motivate alumni students for their active participation in different college programs. Faculties were upgraded along with non teaching staff with ICT training. As per decided in meeting webinars were arranged by different departments. As per the feedbacks of the students certain changes were suggested. As per discussion repairing and maintenance of the campus is in process.

## 3. Discussion on lockdown situation :

As per discussed in the meeting maximum care should be taken of the health of students and faculties during this pandemic of Covid 19. And also SOP rules should be followed strictly. Time schedule of lectures during lockdown and online teaching learning process was suggested by the members by using various apps.

## 4. Trainings and discussion on virtual lectures :

It was discussed in the meeting with the help of IT faculties other faculties should be upgraded and E teaching learning process should be arranged and trainings should be focused on e-recourses, PPT, PDF, Doc, etc.

**5. Workload distributions and timetable of virtual classes :** As per Mumbai University directives workload should be distributed among the teachers and HOD 's were asked to prepare Time Table of SY and TY accordingly.



**6. Discussion on admission process :**

Admission process of junior and Degree college should be made completely online as per the instructions of Mumbai University. College has provided link for admission on college website and App along with payment of fees is also made online.

**7. Discussion on Circulars of Government of Maharashtra and Mumbai University**

All the circulars of Government of Maharashtra and University of Mumbai were read and discussed and it was decided to follow all the instructions for the same.

**8. Any other subject with the permission of chairman :**

As no other subject was left for the discussion the meeting was adjourned with the permission of the chairperson.

  
**Chairperson**



# SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 04/09/2020 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

**1. Regarding confirmation of minutes of previous meeting :**

Minutes of previous meeting were read and confirmed unanimously.

**2. Compliance of minutes of previous meetings (Review of Lockdown situation) :**

As per the covid 19 pandemic situation , review of Mumbai University Circulars were taken time to time and accordingly online lectures, practical , exams are conducted. Admission process is made totally Online. App and website are updates. Admission process for 11 th & degree college is in process and late coming students for admission are considered.

**3. Regarding exam & results as per directions of Mumbai University.**

Sem I , III and V exams of UG and PG Sem I and Sem III exams should be taken Online in the next months per the Mumbai University directives for the same subject teachers are asked to prepare question bank. ATKT students are informed telephonically to fill the forms for the exams.

**4. Registration and enrollment of DLLE :**

Due to the Lockdown situations DLLE registration process is delayed. But University considered our case and registration process is completed. Committee members are asked to enrol maximum students by taking online meeting and arrange Orientation Program of University representative.

**5. Review of online lectures and activities :**

Online lectures as per the timetable are taken, review was taken from respective Head of the departments. For the same Faculty wise



meetings are also conducted to know their difficulties. Online activities like seminar, few competitions were asked to organize.

**6. Discussion & planning of NCC.**

Since the college has received the permission from 3 Mah Bn NCC camp Mumbai, further students are enrolled of XI and First year degree college, Committee is asked to plan the program as per the battalion directives.

**7. Discussion & planning of CA exams :**

As we have received proposal from ICAI for holding CA foundation exams in our campus brief discussion was held on same point and the planning was done. The exam Committee head Ms. Vaishali Gokhale was given the responsibility to conduct the exams smoothly.

**8. Any other subject with the permission of Chairperson.**

As no other subject was left for the discussion the meeting was adjourned with the permission of the chairperson.

**Chairperson**



## **SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE**

Minutes of IQAC Committee

IQAC Committee Meeting was held on 04/02/2021 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

**1. Regarding confirmation of minutes of previous meeting :**

Minutes of previous meeting were read and confirmed unanimously.

**2. Compliance of minutes of previous meetings :**

Review of Online, lectures, exams was taken. Brief review of DLLE and NCC programs were taken. Since , CA foundation exam was successfully completed, entire team was congratulated for the same.

**3. Follow up of Semester and ATKT exam :**

Semester and ATKT exams were successfully completed online. Internal exam marks were submitted on the University exam portal and results are declared on time.

**4. Discussion on Webinar/ NCC Camp and Vaccination Awareness Camp :**

Committee suggested to organize certain webinars on different subjects. Also NCC residential Camp should be organized after discussion with 3 Mah Battalion authority. Also it was discussed in the meeting that Covid 19 vaccine is available in the market but people have many myth for the same , hence NCC, DLLE, NSS should organize awareness camp and all the people should be helped for the registration and vaccination.

**5. Follow up of Online Classes, replacement of staff where ever required :**

One of the Commerce and Science faculties were unable to continue hence immediately two faculties were replaced, for the



same applications should be scrutinized was decided. And the follow up of regular Online Classes were taken.

**6. Follow up of AQAR 2019-20 :**

AQAR 2019-20 was prepared as per the format of NAAC with certain corrections and after approval from Management and CDC , AQAR 2019-20 should be submitted in March 2021 was decided.

**7. Arrangement of exams of other organizations :**

Proposal from BARC was received to conduct exams on 21/02/2021 in two sessions. Also CA foundation exams is scheduled in May discussion on preparation on both the exams were held and it was also added to check the SOP.

**8. Any other subject with the permission of Chairperson :**

As no other subject was left for the discussion the meeting was adjourned with the permission of the chairperson.

  
Chairperson



## SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 04/05/2021 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

**1. Regarding confirmation of minutes of previous meeting :**

Minutes of previous meeting were read and confirmed unanimously.

**2. Compliance of minutes of previous meetings :**

As per discussion in previous meeting NCC residential Camp was held from 11/03/2021 -13/03/2021 successfully. Different webinars were organised like Career guidance, Office etiquettes by Alumni student etc. Also , Covid 19 vaccination awareness camps were conducted in adopted village Sapad , near by societies and NSS, NCC students assisted them for their Online registration and took them to vaccination centre at Nilje . Two new faculties are appointed and follow up of Online classes were taken from Head of Departments. AQAR 2019-20 were prepared as per NAAC format, taken approval from the CDC and the Trust and was submitted successfully on 23/03/2021. BARC exams were conducted successfully preparation for CA exam is in process.

**3. Regarding Continuation of Staff & filling up of Self Appraisal Forms :**

Teachers were asked to confirm their Continuation for the next Academic Year 2021-22 by filling up their Continuation form and self appraisal forms.

**4. Regarding recruitment of staff for the Academic year 2021-22 :**

For the recruitment of staff for the Academic year 2021-22 format of advertisement should be sent to the university for the approval and follow the entire procedure given by the University was decided unanimously in the meeting.



5. Follow up of Semester and ATKT exams :  
Since PG exams are going on follow up of the same was taken and UG exams results were asked to prepare at the earliest.
6. Regarding repairs and maintenance of infrastructure :  
As per the necessities service providers were called and asked to inspect if any repairing is necessary and accordingly it was decided to complete the work with the permission of Chairman of the Trust.
7. Analysis of Feedback received from stakeholders :  
Feedbacks from the stakeholders are collected which were briefly analyzed in meeting and certain corrective measures were discussed.
8. Follow up of ATR of all the committees :  
At the end of the year ,ATR of all the committees and departments were invited which were briefly analyzed certain corrective measures were suggested. Grievance Cell has put 2 grievances which were solved by the Committee which were discussed briefly in the meeting and it was decided to take all possible measures to avoid repetition of the same.
9. Regarding Admission process for 2021-22 :  
Prospectus of academic year 2021-22 is prepared also the admission forms and website and payment gateway are updated for the admission process.
10. Any other subject with the permission of Chairperson :  
As no other subject was left for the discussion the meeting was adjourned with the permission of the chairperson.

  
Chairperson