



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

### Minutes of the IQAC Meeting

IQAC committee Meeting was held on 19/06/2021 at 10.00 am

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

**1. Confirmation of minutes of the previous meeting :**

Minutes of the previous meeting were read and confirmed unanimously.

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

Exams of under graduate and post graduate courses were held online as per Mumbai University instructions smoothly. 3 Mah battalion camp was held successfully. By following all the norms of SOP exams of CA and BARC were successfully conducted. AQAR was prepared and submitted Online , post submission approval was taken in the meeting.

**3. Introduction of Incharge Principal Ms. Vaishali Gokhale :**

As Mrs. Shruti Waikar, Principal has resigned from her duties , so the charge is given to Mrs. Vaishali Gokhale senior professor of our college. She was introduced as new Incharge Principal for the Academic Year 2021-22.

**4. Discussion on lockdown situation:**

As the pandemic has come to an end, regular college has to be started following all the SOP, as per University guidelines, till then virtually classes should be conducted was decided unanimously.

**5. Discussion on admission process :**

Admin staff should be given training regarding Admission process.



Students should be helped for filling Online University forms. Admission committee should be made aware of all norms and they should guide the students to select proper programs as per their requirements.

**6. Discussion on circulars of Government of Maharashtra & Mumbai University :**

As the Academic year has resumed after two long years of pandemic, brief discussion was held on circulars of Government of Maharashtra and the Circulars regarding Mumbai University.

**7. Appointment of New IQAC Coordinator :**

Mrs. Anuja Brahma has been appointed as IQAC Co ordinator for the Academic Year 2021-22. She was introduced in the meeting and her duties were allotted to her. She was asked to prepare academic schedule.

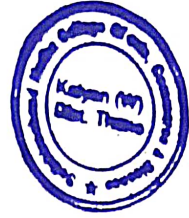
**8. Regarding webinars and other activities under WDC, Research, Placement Cell etc :**

Committees should be formed and respective committee should be asked to plan their activities , programs, workshops, webinars etc.

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

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

Anuja Brahma  
IQAC Co-ordinator



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

**Minutes of the IQAC Meeting**

IQAC committee Meeting was held on 13/08/2021 at 11.00 am

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

**1. Confirmation of minutes of the previous meeting :**

Minutes of the previous meeting were read and confirmed unanimously

**2. Review of minutes of previous meeting :**

Mrs. Vaishali Gokhale is appointed as I/C principal of the college as per the resolution passed in the previous meeting unanimously. As per the covid 19 SOP'S the admission procedure was carried out. Review of the workload distribution and the timetable of virtual classes was taken. Mrs Anuja Brahma is appointed as IQAC co-ordinator as per the resolution passed in the previous meeting unanimously.

**3. Organizing webinar on IPR under IQAC and Research Cell :**

IQAC had suggested the committee members that a webinar on IPR (Intellectual Property Rights) should be organized by IQAC and Research Cell under the faculty development program.

**4. Discussion on revising fees structure of add on courses owing to pandemic situation :**

Taking into consideration the pandemic situation and the financial difficulties faced by the students the committee put forth the proposal for reducing the fees for add on courses provided by the institution.

**5. Reconstruction of fees structure as per circular of Mumbai University (Dated 4<sup>th</sup> August 2021 Ref: Government meeting -2021 / Q.C.137 / Dated 30 June, 2021) :**

Ref: Government meeting -2021 / Q.C.137 / Dated 30 June, 2021 )



As per the circular received by the University of Mumbai the discussion on reconstruction of fees structure was taken into consideration and the decision of fees reduction was taken unanimously.

**6. Examination department review regarding online internal examination/unit test :**

The review of exam committee work for the second year and third year online internal examination scheduled in the last week of the August month was taken, syllabus completion was also checked and the time table was approved unanimously.

**7. Discussion on organizing a National conference :**

The committee members suggested organizing a multidisciplinary virtual National conference for the academic year 2021-22. For the same different topics were discussed in the meeting.

**8. Discussion on vaccination of staff & staff health insurance under staff welfare committee**

The staff welfare committee was suggested to organize a vaccination camp in the college premises for the staff members of the institution since physically colleges are opening. The committee further suggested putting forth the management proposal for taking insurance of the staff.

**9. Making provision for the requirement of books for changed syllabus of TYBAMMC:**

As per the requirement received by the HOD of the commerce department the provision for the changed syllabus books of TY BAMMC was approved and the instructions were given to the library In charge to do the needful.

**10 . Payment of property tax of the institution considering the special concession provided by the KDMC :**

The suggestion of prior payment of property tax of the institution considering the special concession provided by the KDMC was approved by the committee since by paying prior institution is going to save considerable funds, which can be utilised in upgrading the services.

**11. Discussion on conducting activity of Statue Cleaning under NCC & NSS committee on account of Amrut Mohotsav celebration leading to 75<sup>th</sup> Independence Day:**

Account of Amrut Mohotsav celebration leading to 75<sup>th</sup> Independence Day. As per the proposal received by NCC & NSS unit of the college they were permitted by the management to organize a statue cleaning activity to pay tribute to the freedom fighters in a unique way on account of Amrut Mohotsav celebration leading to 75<sup>th</sup> Independence Day.





**12. Discussion about initiating paperless office work policy.**

Unanimously it was decided by the committee that the institution should adopt the green policy and accordingly the required majors should be taken. For the same proper guidance should be given to the stakeholders, was decided unanimously.

**13. Discussion on steps to be taken to create awareness about Tobacco & Smoking free campus :**

To promote the tobacco free campus the committee suggested some majors to Tobacco control committee viz. displaying posters and writing slogans on the walls to create awareness regarding hazardous effects of the same, also to organise webinar on it's ill effects by the authority.

**14. Formation of student council :**

As every year the institute forms student council this year too the committee suggested forming of the students council by following all the norms of covid 19.

**15. Follow up of eligibility & affiliation work**

Follow up of eligibility & affiliation work was taken and some suggestions were given by the committee which will be implemented before completion of the work.

**16. Discussion on planning and preparing proposals for Certificate courses for soft skill enhancement.**

The committee suggested to introduce soft skill enhancement certificate courses for the over all development of the students the proposal to be submitted as soon as possible.

**17. Discussion on guidelines provided by Government of Maharashtra & University of Mumbai on Covid- 19.**

The guidelines provided by the University Of Mumbai should be followed strictly by the staff members of the college during their presence in the college.

**18. Any other subject with the permission of the chairperson.**

As there was no other issue remaining the meeting was adjourned with the permission of the chair.

Ms. Anuja Brahma  
IQAC coordinator



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

Date: 24/12/2021.

**Minutes of the IQAC meeting**

The meeting of IQAC was held on 24<sup>th</sup> December 2021 at 11.00 am in the conference hall. All the members of the IQAC were welcomed and started the proceedings.

**1. Confirmation of minutes of the previous meeting.**

Minutes of the previous meeting were read and confirmed unanimously.

**2. Review of minutes of previous meeting :**

The Statue cleaning activity was conducted under the NSS/NCC unit under Azadika Amrut Mohotsav. As per the discussion in previous meeting Webinar on IPR was organized and conducted by IQAC & Research Cell.

Review of the internal examination was taken. Tobacco control committee meeting was held and the committee was instructed to create awareness about tobacco free campus.

**3. Organizing webinar on Human Rights :**

It was suggested by the committee to organize a webinar on "Human Rights" to make students aware regarding the basic rights of human beings.

**4. Discussion on completion of AQAR report of 2020-2021 to be uploaded as per the guidelines provided by UGC :**

The AQAR report of 2020-2021 was taken for read & some suggestions were given by the committee which will be incorporated in the said report before the finalization of the report which is to be uploaded as per the guidelines received.

**5. Discussion on review of vaccination status of the first-year students & making provision vaccination of students especially the age category 14 to 18 as per the guidelines of covid-19 :**

The committee suggested to complete the 100% vaccination status of the undergraduate students, else they are not allowed to enter the campus. If the government permits the vaccination drive should be arranged for the vaccination of age category of 14 to 18.



**6. Discussion on organizing Environment Week under Environment Club, NCC & NSS unit of the college :**

As this year we are celebrating the 'Azadika Ka Amrut Mahotsav' the committee suggested that An Environment week (webinar/seminar/poster/slogan competitions, felicitation of garbage collector etc.) should be organized to pay tribute to mother earth under Environment Club, NCC & NSS unit of the college.

**7. Organizing Alumni meet Online/Offline on 26<sup>th</sup> January 2022 as per the situation of covid 19 :**

Every year the institute organizes an alumni meet to get connected with the Alumni of the institute the committee suggested to organize online/offline an Alumni meet this year too as per the situation of covid 19, and for the same arrangements should be made.

**8. Discussion on feasibility to organize an industrial visit for the FY/SY & TY students :**

The committee suggested that if the situation of covid 19 is better than an industrial visit should be organized for the students so that they can get practical knowledge.

**9. Review of examination committee work for the online External Examination of first year classes :**

The review of exam committee work regarding the forthcoming first year examination was taken and further the committee suggested to organize an orientation session for the newly joined faculty members regarding paper setting and conducting the exams on an online platform.

**10. Arrangement of Orientation lecture regarding online examination and paper setting for the newly joined faculty members :**

Orientation lecture should be arranged regarding discussion regarding online examination and new joined faculty members should be instructed and trained for paper setting of question paper.

**11. Planning of celebration of Swami Vivekanand Jayanti & Netaji Subhash Chandra Bose Jayanti to be organized by the Cultural Committee :**

To inculcate good values among the students, the programs to be organized on Swami Vivekanand Jayanti & Netaji Subhash Chandra Bose Jayanti, were discussed and approved.





**12. Discussion on the suggestions dropped by the students in the suggestion Boxes :**

The college has provided a suggestion box facility for the students & faculty members where they can drop their suggestions freely. A few suggestions regarding cleaning of washrooms, sanitization of classrooms and increasing the frequency of bus facility were received by the committee were taken for the discussion and the further instructions were provided to the concerned authorities to look into the matter.

**13. Discussion organizing one day inter collegiate workshop for the students of Third Year :**

The committee suggested organizing an intercollegiate workshop to create industry academia linkage and provide the students insight regarding the practical implacability about what they learn.

**14. Discussion regarding providing special concession to faculty members who are pursuing PhD & provision of books for NET/SET preparation for the faculty members for their upgradation :**

The committee suggested organizing a special lecture on How to register for PHD & preparation for NET/SET examination. The committee also further suggested providing special concessions such as flexible timings, utilization of library facilities to faculty members who are pursuing PHD & preparing for NET/SET examinations.

**15. Discussion on MOU signed with Kamala Devi College, Kalyan East regarding library exchange facility made available to the students :**

The college has signed a MOU with Kamala Devi College, Kalyan East regarding library exchange facility for the convenience of students & faculty members. it should be intimated to them through proper channel and the same should be display on the college website.

**16. Discussion on organizing a guest lecture on preparation of UPSC & MPSC examinations :**

The committee also suggested organizing a guest lecture on preparation of UPSC & MPSC examinations so that the students will understand the loopholes of their preparation methods and they will get a right direction for their preparation which will surely increase the qualifying ratio and others will get motivated to appear for such competitive exams.





17 Any other subject with the permission of the chairperson :

As there was no other issue remaining the meeting was adjourned with the permission of the chair.

Ms. Anuja Brahma  
IQAC Coordinator



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

**Minutes of the IQAC Meeting**

The IQAC committee Meeting was held on 13th April 2022 at 11.00 am in the conference room College.

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

**1. Confirmation of minutes of the previous meeting :**

The minutes for the meeting were taken for reading and were approved by the committee unanimously.

**2. Review of minutes of previous meeting :**

As per the discussion in the previous meeting "Go green Environment week was celebrated by the NSS/NCC/ENV. club. Examination committee conducted orientation lecture for the faculty members. Department of Arts department arranged a field visit to Kondivade Caves & Science Department to Gold Refinery. On 26 th January Alumni meet was held on a virtual platform. Vaccination drive for students was carried out in the college premises. The IQAC & Research cell organized NET/SET/PHD under faculty development program.

**3. Discussion about the prerequisites of the International Conference on "Global Impact of Collision between Ukraine & Russia on Economy":**

The international conference was planned in the month of July/August as per the suggestion given by IQAC in the previous meeting the follow up of conference work was taken and the

**4. Discussion on appointment of faculties , Librarian & Lab assistant:**

As per the requirement of faculties, received from the HOD's of the college it was decided to give an advertisement in the newspaper for the post of teacher/s, Librarian and Lab assistant. Before that as per the norms of Mumbai University the advertisement should be sent to university for approval was decided unanimously.



**5. Continuation and appraisal of faculty members :**

As per the norms it was decided by the committee to consider the continuation of the faculty members. The committee also decided to appraise the faculty members as per the feedback received.

**6. To take review of Examination work :**

The review of the examination was taken for the Sem II /IV/VI and the date of result was fixed as per the norms

**7. To take follow up of committee work :**

The follow up of documentation of all the activity conducted by the committee's was taken and some suggestions were given by Mr. Prakash Mutha sir regarding ATR & report preparation.

**8. To plan the strategies to boost the admission for the next academic year :**

To boost the admission of Junior & Degree college strategies were planned. It was suggested by the I/C principal to approach the nearby colleges and schools and the orientation lecture should be conducted to make students aware regarding the facilities and activities conducted by the college for overall grooming of the students.

**9. To discuss and prepare the guidelines for the admission process of 2022-23 :**

For the admission process of 2022-23 the guidelines to be followed by the admission committee were framed & approval of the same was taken from the committee for the smooth conduction of the admission work of al FY/SY/TY classes

**10. Discussion on introducing finance and HR as specialization in BMS faculty :**

The college has specialization only in Marketing for TY BMS so to boost the admission and to provide other specialization to the students it was suggested by IQAC coordinator to introduce Finance & HR as specialization was taken for discussion and approved by the committee unanimously.





**11. Discussion on introducing Journalism as specialization in BAMMC faculty :**

The college has specialization only in Advertising for TY BAMMC so to boost the admission and to provide other specialization to the students it was suggested by the IQAC coordinator to introduce Journalism as specialization was taken for discussion and approved by the committee unanimously.

**12. To discuss about the repairing and maintenance of infrastructure :**

Some repairing and maintenance is required to be done so accordingly the suggestions were given to the concerned authorities.

**13. To discuss regarding updating the college website :**

It was suggested by the IQAC committee that the website should be updated and some changes as per the NAAC requirement should be done

**14. Any other point with the permission of chair**

As there was no other matter remain for the discussion the meeting was adjourned with the permission of the chairperson followed by the vote of thanks.

  
Ms. Anjua Brahma  
IQAC Co-ordinator