



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON (WEST), MUMBAI 400 104.
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Permanently Affiliated to University of Mumbai, Recognized by UGC Under 2(f) & 12 (b)
Reaccredited by NAAC With B++

Minutes of the meeting of the IQAC held on Tuesday, 18th July 2023 at 9.00 am in the ground floor auditorium

The Internal Quality Assurance Cell (IQAC) meeting was held on ,18th July 2023 Tuesday,
at 11.00 am in the ground floor auditorium. The following members were present.

1	Dr.Vijetha Shetty, Principal (Chairperson)	7	Prof. Anupama Bali (Teacher Member)
2	Mr. S. Sriram (Management Representative)	8	Dr.Shefali Naranje (Teacher Member)
3	CA. Shashi R. Varma (Stakeholder & Community Representative)	9	Prof. CA Pradeep Hathi (Teacher Member)
4	Prin.Venkataramani (External Expert)	10	Dr. Prabhakar Musam (Teacher Member)
5	Dr.Tanusree Chaudhuri (IQAC Coordinator)	11	Prof. Murugesh Chandran (Teacher Member)
6	Prof. Manisha Naik (Teacher Member)	12	Mrs. Bindu Varma (Librarian)
7.	Dr.Nisha Pillai (Teacher Member)	13	Mrs. Bhavna Rathod (Senior Clerk)

Leave of absence was granted to CA. Jatinkumar Jain (External Expert) Prof. Milind Gawai (External Expert), and Prof Maria Muthukumar (Teacher Member).

The Principal welcomed all the members along with the new IQAC member, Dr. Shefali Naranje to the first IQAC meeting for the academic year 2023-24.

The proceedings of the meeting were as follows:

1. **Agenda 1:** To confirm the minutes of the previous online meeting held on Tuesday 15th May, 2023.

The minutes of the previous meeting of IQAC held on Tuesday, 15th May, 2023 were read by IQAC Coordinator Dr Tanusree Chaudhuri. Upon agreeing to the contents by all the members, said the minutes were approved unanimously.

2. **Agenda 2:** To brief about the academic and extra-curricular activities conducted during the month of June & July, 2023.



T. Shetty

[Signature]

Dr. Tanusree Chaudhuri informed in the meeting that 12 events(academic and extra curricular activities) were conducted during the month of June & July, 2023.

3. Agenda 3: To discuss the results of even semester programs.

The results of the even semester for the academic year 2022-23 were presented by Dr Shefali Naranje (for B.Com-aided) and Prof. Anupama Bali (for all programs of Self-finance). In some subjects, results were not up to the expected level. Principal Dr Vijetha Shetty mentioned, that she had a meeting with the departments to discuss the results and informed them to formulate a strategy to improve the results. She also informed that the continuous monitoring system will be implemented.

4. Agenda 4: To discuss about CO PO Mapping.

Dr. Nisha Pillai informed that Course Outcomes (CO) and Program Outcome (PO) are integral to the accreditation process conducted by NAAC and currently 45 marks are allotted for this component. She also informed that the team is coordinating with many vendors to do CO-PO mapping. She discussed mapping can be done through a direct method based on subject-wise results and an indirect method based on feedback from the students and exit feedback of the students. External expert Venkatramani added to the point, that academic and qualitative aspects need to be considered to do CO-PO mapping.

5. Agenda 5: To appraise about the AQAR 2021-22.

Principal Dr. Vijetha Shetty, informed us that AQAR 2021-22 was uploaded on the NAAC portal in the month of May 2023, and we received one query which was solved and was accepted by NAAC.

6. Agenda 6: To discuss the library audit report of 2022-23 & Fire audit report of 2023-24.

Librarian Ms. Bindu Varma informed that the library audit for the academic year 2022-23 was conducted on 30th May 2023. She presented the audited report of the library and specifically mentioned strengths, weaknesses, best practices and suggestions given by the auditor.

The report of the fire audit was placed before the meeting by Dr.Tanusree Chaudhuri.



7. Agenda 7: To apprise the progress of ISO 21001:2018 Audit.

Principal Dr Vijetha Shetty happily shared with , the successful completion of ISO Audit 21001:2018. She informed that ISO Audit was held on 7th and 14th July, 2023 and will be receiving the certificate soon. She also thanked Prof. Anupama Bali for successfully coordinating the whole certification program.

8. Agenda 8: To discuss and approve the innovative practices for the academic year 2023-24.

Dr. Manisha Naik discussed a few innovative ideas that can be practiced during the academic year 2023-24, like the joy of giving, donating books, and pen pencils which can be given to needy students or distributed to the village, adopted by NSS. She also suggested collecting seeds of fruits like mango, and jamun which can be handed over to BMC. During the Ganapati festival waste flowers can be collected and compost can be prepared. Activities with NGOs on sustainable development goals, relating to the environment should be conducted

President S.Sriram suggested academic innovation also be practiced to make any subject interesting with real-life examples. External expert Prof. Venkatramani explained innovative or best practices should be aligned with the vision and mission of the institute and the benefits of the students should be considered.

9. Agenda 9: To brief the status of admission and scholarship for the academic year 2023-24.

Dr.Tanusree Chaudhuri briefed about the number of students admitted in different programs. She also informed that this year less number of students were admitted in comparison to last year. Prof. Venkatramani informed the similar trend observed in many institutions. Principal Dr.Vijetha Shetty added that extra seats have been applied for BSc.IT, BAF and BMS.

Dr. Prabhakar Musam informed that the number of students who received scholarships was better in year 2022-23 than in year 2021-22 and also expected a greater number of students to receive scholarships this year. He added that Meri Zimmedari Foundation will provide scholarships for first year, second year and 3rd year students.. External expert Prof. Venkatramani informed that institutions can approach different private organizations for scholarships like TATA, Reliance, and Religious Minority Trust,



alumni donation etc. President S. Sriram also informed management has taken a scheme to adopt a child, and all members appreciated that.

10. Agenda 10: To discuss about new certificate programs to be started.

Prof. Murugesh Chandran informed that the certificate course 'Kathamrit' on the Indian knowledge system has been started. He also asked for suggestions for starting of new certificate courses. President S. Sriram suggested knowledge-enhancing courses like GST could be started.


11. Agenda 11: Any other matter with the permission of the Chair.


Principal informed, that National Education Policy 2020 shall be implemented for post-graduation courses(M.Com and MSC IT) from the current academic year. CA Prof. Pradeep Hathi added that, university meeting is expected in the last week of July, He also informed that; subjects have increased.

Dr. Tanusree Chaudhuri informed Research Cell and IQAC will be organising a research methodology workshop in association with M.O.P. Vaishanv College, Chennai in 3rd week of September, 2023.

IQAC coordinator informed all members that next IQAC meeting will be held on Thursday, 12th October, 2023.

Members thanked the chairperson.


Dr. Tanusree Chaudhuri
IQAC Co-ordinator


Dr. Vijetha Shetty
Principal

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Minutes of the meeting of the IQAC held on Thursday , 12th October 2023 at 11.00 am in hybrid mode.

The Internal Quality Assurance Cell (IQAC) meeting was held on,12th October, 2023
Thursday, at 11.00 am in hybrid mode. The following members were present.

1	Dr. Vijetha Shetty, Principal (Chairperson)	10	Dr. Prabhakar Musam (Teacher Member)
2	Mr. S. Sriram (Management Representative)	11	Prof. Anupama Bali (Teacher Member)
3	CA. Shashi R. Varma (Stakeholder & Community Representative)	12	Prof. CA Pradeep Hathi (Teacher Member)
4	Prin. Venkataramani (External Expert)	13	Prof. Maria Muthukumar
5	CA Jatinkumar Jain (External Expert from Industry, Alumnus)	14	Prof. Murugesh Chandran (Teacher Member)
6	Dr. Tanusree Chaudhuri (IQAC Coordinator)	15	Mrs. Bindu Varma (Librarian)
7	Prof. Manisha Naik (Teacher Member)	16	Mrs. Bhavna Rathod (Senior Clerk)
8	Dr. Nisha Pillai (Teacher Member)	17	Mr. Vivek Jaiswal (President, Students' Council)
9	Dr. Shefali Naranje (Teacher Member)	18	Ms. Alifiya Pawaskar (Secretary, Students' Council)

Leave of absence was granted to Prof. Milind Gawai (External Expert Academician, Alumnus)

The Principal welcomed all the members. She introduced two student representatives Mr. Vivek Jaiswal (President, Students' Council) and Ms. Alfiya P (Secretary, of Students' Council)

The proceedings of the meeting were as follows:

1. Agenda 1: To confirm the minutes of the previous meeting held on Tuesday 18th July, 2023.

The minutes of the previous meeting of IQAC held on Tuesday, 18th July, 2023 were read by IQAC Coordinator Dr Tanusree Chaudhuri. Upon agreeing to the contents of all the members, the minutes were approved unanimously



Tanusree

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President S. Sriram sir on reading the Minutes asked about the progress of COPO. Dr. Tanusree Chaudhuri requested, Dr. Nisha Pillai to explain the progress. Dr. Nisha Pillai informed that the process of PO is completed and, the mapping process shall be done with taking a small class.

2. Agenda 2: To brief about the academic and extra-curricular activities conducted during the months of July, August, and September 2023.

Dr Tanusree briefed about the activities conducted by our college and also gladly informed that for the first time Hindi drama won a silver medal at Youth Festival conducted by University of Mumbai. The Hindi drama was directed by our alumni, Mr. Paresh More. She also informed that, NSS unit of our college has collected 116 units of blood and received Memento of Appreciation from Meenatai Thackeray Blood Bank (Founder, Shri Subhash Desai) Dr. Tanusree stated that activities are conducted by different committees and the department will be reviewed quarterly.

Agenda 3: To Brief the status of Autonomy and RUSA/PMUSHA grant.

Principal Dr. Vijetha Shetty informed that the institution has already uploaded the proposal to UGC for autonomy, and also submitted the same to the University. We have received NOC from the University, and awaiting a reply from UGC.

Principal also informed that, college has applied for RUSA grant, and the documents have been verified by the joint Director RUSA. She also stated that the final application along with the documents shall be uploaded once the link of PMUSHA is open. Prin. Venkatramani suggested to plan for the formation of the Academic Council and BOS.

4. Agenda 4: To discuss the research activities of students and faculties.

Dr. Shefali Naranje informed about the research activities conducted for teachers and students. Research Methodology Workshop on Research Metrics in Academics Research and Publication was conducted in collaboration with MOP



Vaishnav College for Women, Autonomous, held on 16th September 2023. She also informed two of the faculty Dr Maya Hande and Dr.Prabhakar have submitted proposal of MRP in ICSSR, Western Region. Dr.Shefali briefed about the participation of student groups in an international research conference and both student groups bagged first and second place for the best paper award.

5. Agenda 5: To discuss the MOUs and Collaboration.

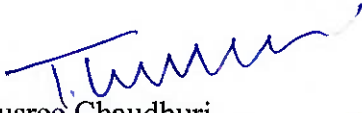
Principal Dr.Vijetha Shetty informed about two new MOUs signed with LIZA Plastic MFG Private Ltd. and Afroz Shah Foundation.

Principal also stated that there is a plan for signing one more MoU with foreign university. Prin. Venkatramani suggested to go through the documents of MOUs and accordingly, conduct the activities which are align with NAAC. President S. Sriram suggested that, Certificate courses like Financial Planning, and Capital Markets can be conducted in collaboration with Motilal Oswal.


Agenda 6. Any other matter with the permission of the chair.

Dr Prabhakar explained about certificate courses. He requested for support and guidance from the management and other experts present, for the efficient conduct of certificate courses. Members willingly offered a few suggestions for the same.

Dr. Tanusree Chaudhuri thanked Chairperson, Management Members, External Experts and other members for attending and contributing to this meeting of IQAC. She informed all that the next IQAC meeting will be held on Saturday, 13th January, 2024.


Dr. Tanusree Chaudhuri
IQAC Co-ordinator




Dr. Vijetha Shetty
Principal
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Minutes of the meeting of the IQAC held on Friday, 12th January 2024 at 2.30 pm in the ground floor auditorium

The Internal Quality Assurance Cell (IQAC) meeting was held on ,12th January 2024 Friday, at 2.30 pm in the ground floor auditorium. The following members were present.

1	Dr. Vijetha Shetty, Principal (Chairperson)	9	Prof. Anupama Bali (Teacher Member)
2	Mr. S. Sriram (Management Representative)	10	Dr. Shefali Naranje (Teacher Member)
3	CA. Shashi R. Varma (Stakeholder & Community Representative)	11	Prof. CA Pradeep Hathi (Teacher Member)
4	Prin. Venkataramani (External Expert)	12	Prof Maria Muthukumar (Teacher Member).
5	CA. Jatinkumar Jain (External Expert)	13	Dr. Nisha Pillai (Teacher Member)
6	Prof. Milind Gawai (External Expert)	14	Dr. Prabhakar Musam (Teacher Member)
7.	Dr. Tanusree Chaudhuri (IQAC Coordinator)	15	Mrs. Bindu Varma (Librarian)
8	Prof. Manisha Naik (Teacher Member)	16	Mrs. Bhavna Rathod (Senior Clerk)

The Principal welcomed all the members to the third IQAC meeting for the academic year 2023-24.

The proceedings of the meeting were as follows:

1. **Agenda 1:** To confirm the minutes of the previous online meeting held on Thursday 12th October, 2023.

The minutes of the previous meeting of IQAC held on Thursday, 12th October , 2023 were read by IQAC Coordinator Dr Tanusree Chaudhuri. Upon agreeing to the contents by all the members, said the minutes were approved unanimously.



2. **Agenda 2: To brief about the academic and extra-curricular activities conducted during the month of October, November and December, 2023.**

Dr. Tanusree Chaudhuri informed in the meeting that 13 events(academic and extra curricular activities) were conducted during the month of October – December 2023.

3. **Agenda 3: To discuss the results of I, III and V of UG 2023-24 and II and IV PG 2022-23.**

The results of the odd semester for the academic year 2023-24 were presented by Dr Shefali Naranje (for B.Com-aided) and Prof. Anupama Bali (for all programs of Self-finance and even semesters of Post Graduate for the academic year 2022-23). Suggestions were received on how to improve the results for the even semesters of Under Graduate programs for the even semester

4. **Agenda 4: To discuss the research activities of Students and Faculties.**

Two teams of four students each participated in the final round of 18th Avishkar Research Convention of University of Mumbai. The zonal round was held on 12th December, 2023 which included poster presentation and podium presented. Both the teams qualified for the final round. One team qualified for the podium presentation.

International Conference Titled “Mapping Gandhi in Different Cultures Across The Globe.” Was organised By Department of English and Faculty of Languages and Literature Of Gujarat Vidyapith, Ahmedabad On 5th And 6th January 2024.Five students and one faculty Dr. Neelu Khosla presented the paper.

Two students of SYBCOM presented research paper in Anveshan Research Competition organized by Maniben Nanavati College, held on 30th November, 2023.

International Conference on ‘SCO.(Shanghai Cooperation Organization) Prospects and Dynamism’, Hybrid mode was held on 1st November, 2023. It was organised jointly with Centre for Central Eurasian Studies, University of Mumbai, Vivek College of Commerce and Russian House in Mumbai by Dr.Neelu Khosla & other faculty members



Tanusree

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Futurological Seminar : 'Coperation Between India and Russia in the Sphere of University and Public Projects.' Was held on 2nd November 2023. Jointly organised with Sonopant Dandekar college Palghar ,Shailendra college Dahisar ,Vivek College of Commerce, Goregoan and Centre for Central Eurasian Studies Univ. Of Mumbai jointly with ministry of Education and Science Russian Federation and NGO Smart Civilization by Dr.Neelu Khosla & other faculty members.

Prof. Malavika Shetty submitted MRP Proposal on Summarization of Academic Texts Using GPT for the Academic Year 2023-24.

5. **Agenda 5: Any other matter with the permission of the Chair.**

As there was no other matter to discuss the meeting was concluded.

Members thanked the chairperson.



Dr. Tanusree Chaudhuri

IQAC Co-ordinator



Dr. Vijetha Shetty

Principal

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Minutes of the meeting of the IQAC held on Saturday, 13th April, 2024 at 4pm in the zoom platform.

The Internal Quality Assurance Cell (IQAC) meeting was held on ,13th April 2024 Saturday, at 4:00 pm in the zoom platform. The following members were present.

1	Dr. Vijetha Shetty, Principal (Chairperson)	7	Dr.Prabhakar Musam (Teacher Member)
2	CA. Shashi R. Varma (Stakeholder & Community Representative)	8	Prof Maria Muthukumar (Teacher Member)
3	Prin. Venkataramani (External Expert)	9	Dr. Nisha Pillai (Teacher Member)
4	Dr. Tanusree Chaudhuri (IQAC Coordinator)	10	Mrs. Bhavna Rathod (Senior Clerk)
5	Prof. Manisha Naik (Teacher Member)	11	Mr.Vivek Jaiswal (President, Students' Council))
6	Prof. Anupama Bali (Teacher Member)	12	Ms.Alifiya Pawaskar (Secretary, Students' Council)
7	Dr. Shefali Naranje (Teacher Member)		

The Principal welcomed all the members to the 4th IQAC meeting for the academic year 2023-24.

The proceedings of the meeting were as follows:

1. **Agenda 1:** To confirm the minutes of the previous meeting held on 12th January 2024.

The minutes of the previous meeting of IQAC held on Thursday, 12th January, 2024 were read by IQAC Coordinator Dr Tanusree Chaudhuri. Upon agreeing to the contents by all the members, the said minutes were approved unanimously.

2. **Agenda 2:** To discuss about Autonomy & NEP implementation for the Academic Year 2024-2025





Principal Dr. Vijetha Shetty informed that NEP will be implemented from the next Academic Year 2024-25 for the First Year Under Graduate and Post Graduate Classes. She also stated that autonomy will also be implemented from the academic year 2024-25 across First, Second and Third-Year Undergraduate Programs and all PG programs. She stated that all seven BOS (Board of Studies) chairpersons have submitted the names of the external members. A reminder has been sent to the University of Mumbai to finalize the University nominee for the Governing Body and Academic Council. Principal informed that BOS and Academic Council meetings are planned in the 2nd week of June 2024.

Principal and CA Sashi Varma sought expert opinions to ensure that the syllabus development process aligns with academic standards and regulatory requirements. External expert, Principal Venkatramani emphasized that syllabus should meet academic standards, industry requirements, and student needs. He informed once the syllabus is framed, it must be presented to the Board of Studies (BOS) for review and approval. The BOS will evaluate the syllabus for its academic rigor, relevance, and comprehensiveness. After obtaining approval from the BOS, the syllabus needs to be presented to the Academic Council. The Academic Council will further scrutinize the syllabus so as to ensure it aligns with the overall academic goals and policies of the institution. Finally, the syllabus must be approved by the Governing Body.

Dr. Vijetha Shetty informed to the committee that the University syllabus for the second year and third year shall be adopted with minor changes expected. The exam pattern for both Second Year and Third year will also remain consistent with the established University format.

3. Agenda 3: To review the Final draft of the AQAR for the Academic Year 2022-2023.

IQAC Coordinator Dr. Tanusree presented the final draft of the AQAR 2022-23. CA Shashi Varma inquired about the uploading date for AQAR 2022-23. He also requested to mail the final draft to IQAC and CDC members. Dr. Tanusree responded that the final draft will be emailed to all IQAC and CDC members by 18th April, 2024. She



requested to all the members to review the final draft and suggestions are welcome within three days after receiving the mail. Dr.Tanusree also informed the committee that the AQAR 2022-23 will be uploaded in the last week of April, 2024

4. Agenda 4: To brief about the academic and extra-curricular activities conducted during the months of February, March & April 2024.

Dr. Nisha Pillai presented the academic and extra-curricular activities conducted during the month of February, March and April, 2024. She informed that total 57 events were conducted during the period. She highlighted some of the co-curricular and extracurricular activities.


- On the occasion of World Consumer Day the Department of Commerce in association with Dept. of Banking & Insurance Organized a Guest Lecture on 'Awareness of the Consumer Protection Act' was held on 12th March, 2024 , on the occasion of World Consumer Day. Resource Person was Adv. Sharmila Ranade, Head of Complaint Guidance Centre, MGP
- The Dept. of Environmental Studies in association with the International Collaboration Committee organized a workshop for students on The Russian Ocean Way, was held on 27th February, 2024. Resource Persons were Ms. Yulia & Mr. Evgeny From Mosco University.
- Dr. Maya Hande, Dept. of Commerce presented a research paper with students, in the International Conference, on 'Predictors of Financial Planning for Retirement amongst Women – An Exploratory Study, was held on 24th Feb, 2024 & organized by Bharat College of Commerce.
- Dr.Maya has also presented paper on 'A study of Effectiveness of Investors' awareness advertisements using Celebrity and Non-Celebrity Endorsements' at Pillai HOC College of Arts, Science and Commerce, Rasayani, was held on 20th January, 2024
- DLLE unit of our college won 1st Prize in STREET PLAY Competition, 2nd Prize in Poster Making Competition and Consolation Prize in Elocution Competition, in the University UDAAN FEST . All these events were held on 5th February, 2024




- Under Anandadan Project, NSS unit of the college distributed 367 pair of shoes in the adopted village Nandore, on 21st Feb,2024 and organized Pulse Polio Drive 3.0 in the month of March 2024. Four hundred and fifty five children were benefitted by the event.
- Girls Box Cricket Team Participated and Won 1st Prize in The Box Cricket Tournament. The event was organized by Ghanshyam Das Jalan College on 13th February

Agenda 5: Any other matter with the permission of chair.

- Prof. Anupama Bali presented the macro plan (perspective plan) for the academic year 2024-25.
- Principal Dr. Vijetha Shetty informed that Research Grant of Rs. 200000/- received from the Mahindra Finance and Rural Housing Ltd for the Academic Year 2022-23 & 2023-24. She also informed that five faculties applied for MRP in 2022-23 and one faculty applied in 2023-24.
- Dr. Prabhakar stated that he had applied in ISCCR Western Region for Minor Research Project on 'A Study of Sustainability Attitude and Practices among Logistic Companies: A Case Study of Logistic Corridor in Bhivandi Taluka'. The project has been approved and sanctioned Rs.100000/- for the same.
- Prof. Anupama presented the result analysis of Sem-V of all Self Finance Courses.
- Dr. Tanusree Chaudhuri presented the vote of thanks to Chairperson, Management Members, External experts and other members for their presence and valuable contribution. She informed all that the next IQAC meeting of academic year 2024-25 will be held in the month of July, 2024 and exact date will be informed through mail.


Dr. Tanusree Chaudhuri
IQAC Co-ordinator




Dr. Vijetha Shetty
Principal

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