



VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE
(AUTONOMOUS)

VIVEK COLLEGE ROAD, GOREGAON (WEST), MUMBAI 400 104.

Mob.: 8369356474 • e-mail : vivek_college@hotmail.com • Website : www.vivek-college.org

Permanently Affiliated to University of Mumbai
Reaccredited by NAAC (Third Cycle)

Recognized by UGC Under 2(f) & 12(b)
Certified with ISO 21001:2018 by TUV Austria

INTERNAL QUALITY ASSURANCE CELL

NOTICE – (M1)


Date: 10.07.2024

The Online Meeting of the IQAC (M1) 2024-25, will be held on 13th July 2024, Saturday at 4:30 PM, to discuss the following agenda. You are requested to attend the meeting in Zoom platform


AGENDA- (M1)

1. To confirm the minutes of the previous meeting held on 13th April 2024, Saturday.
2. To brief about acceptance of AQAR 2022-23, by NAAC.
3. To discuss about 1st meetings of BOS and Academic Council.
4. To review the results of Sem-II, IV and VI of the Academic Year 2023-24
5. To brief about the admission of First year of 2024-25 of all programs.
6. To discuss about activities conducted in the month of June 2024.
7. Any other matter with the permission of the Chair.

You are requested to make it convenient to attend the meeting.


Dr. Tanusree Chaudhuri
Co-ordinator- IQAC




Dr. Vijetha Shetty
Principal



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Minutes of the meeting (M1) of the IQAC held on Saturday, 13th July, 2024 at 4:30 pm in the zoom platform.

The Internal Quality Assurance Cell (IQAC) meeting was held on ,13th July 2024 Saturday, at 4:30 pm in the zoom platform. The following members were present.

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

The Principal welcomed all the members to the 1st IQAC meeting for the academic year 2024-25.

The proceedings of the meeting were as follows:

1.Agenda 1: To confirm the minutes of the previous meeting held on 13th April, 2024

The minutes of the previous meeting of IQAC held on Thursday, 13th April 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 brief about acceptance of AQAR 2022-23, by NAAC

Principal Dr. Vijetha Shetty informed that AQAR for the academic year 2022-23 was successfully uploaded to the NAAC portal on 27th April 2024. She also informed that the AQAR was approved and accepted by the NAAC on 10th May 2024 without any queries or additional requirements. External Expert, Prof. Milind, extended his heartfelt congratulations to the entire IQAC team for their efficient work and successful submission of the AQAR.

T. Shetty



[Signature]

3. Agenda 3: To discuss about 1st meetings of BOS and Academic Council.

Principal Dr. Vijetha Shetty informed the committee that all Board of Studies (BOS) meetings were successfully held on 8th June 2024. She highlighted that all suggestions received from the BOS members were carefully incorporated in the syllabus by the respective BOS chairpersons. Principal Dr. Vijetha Shetty further reported that the revised syllabus along with the incorporated suggestions from the BOS, were presented at the Academic Council meeting held on 11th June 2024. The Academic Council accepted and approved the proposals without any changes. She also stated that there was a comprehensive discussion regarding the examination pattern. The outcomes of these discussions were documented and will be considered for future implementation.

4. Agenda 4: To review the results of Sem-II, IV and VI of the Academic Year 2023-24

Prof. Anupama Bali, presented the results for even semester for undergraduate courses. It was observed by the members that the results across almost all programs have shown improvement, reflecting positive academic progress. President S. Sriram noted that, despite the overall improvement, specific attention is needed to further enhance the results of BCom and BAMMC programs. He emphasized that the proper planning needs to be done to improve the performance of students in these programs. External expert Prof. Venkatramani suggested a strategy to improve internal examination results. He proposed that the best two out of three tests could be considered for final internal marks, allowing students a better chance to perform well. Prof. Anupama Bali also informed the committee that Postgraduate (PG) exams are currently ongoing for all programs.

5. Agenda 5: To brief about the admission of First year of 2024-25 of all programs

Dr. Shefali Naranje provided a detailed overview of the first-year admissions for all programs. Principal Dr. Vijetha Shetty informed the committee that this year's admissions for the FY BCOM program were comparatively lower than previous years. Programs such as BAF, BMS, and BSc IT have shown good enrolment, maintaining the same level as the previous year. She highlighted that the BFM program has achieved a significant increase in demand compared to past. Dr. Shefali reported that an additional 6 seats have been granted by the University for the BAF, BMS, and BSc.IT each of the programs. Additional 6 more seats have been sanctioned due to autonomous status. President S. Sriram suggested that admissions to the additional seats should be offered on a merit basis, ensuring fair and transparent selection.

T. Thumma



[Signature]


Prof. Anupama Bali highlighted that, for the MSc IT program, the college has been granted 2 additional seats by the University to meet the growing demand in the program and also 2 more seats have been sanctioned due to autonomous status.

6. Agenda 6: To discuss about activities conducted in the month of June 2024.

Dr. Prabhakar Musam presented a detailed report on the various activities conducted by different committees during the months of June and July 2024. The activities highlighted covered a range of academic & extracurricular events organized across departments and committees. President S. Sriram emphasized the importance of giving college activities media coverage in local newspapers for enhancing the institution's reputation. External Expert Alumni Prof. Milind Gawai, proposed that the Department of Mass Media can establish a structured process for creating media stories around key college events. He suggested that involving students in activities such as story writing and editing would provide them valuable hands-on experience. Prof. Gawai also offered his support and guidance to help the institution implement this initiative effectively.

7. Agenda 7 Any other matter with the permission of the Chair

- Principal Dr. Vijetha Shetty, introduced Prof. Anuja as a new member of the Internal Quality Assurance Cell (IQAC). The committee extended their welcome and looked forward to her contributions to IQAC initiatives.
- Dr. Tanusree mentioned that the Research Cell and IQAC will be organizing a National-Level Webinar in the month of September 2024. The webinar will be conducted in collaboration with MOP Vaishnav College, Chennai.
- Ms. Bindu Varma informed the committee about the successful completion of the Library Audit held on 11th June 2024.
- Dr. Tanusree Chaudhuri presented the vote of thanks to Chairperson, Management Members, External experts, Principal and other members for their presence and valuable contribution.


Co-ordinator- IQAC

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INTERNAL QUALITY ASSURANCE CELL

NOTICE – (M2)


Date: 11.10.2024

The Online Meeting of the IQAC (M2) 2024-25, will be held on Tuesday, 15th October 2024, at 2:00 PM, to discuss the following agenda. You are requested to attend the meeting in Zoom platform.


AGENDA- (M2)

1. To confirm the minutes of the previous meeting held on 13th July 2024.
2. To discuss about the academic & extracurricular activities conducted during the month of July, August and September 2024.
3. To brief about the scholarship for the academic year 2024-25.
4. To brief about the progression of AQAR 2023-24.
5. To discuss about the certificate/value added program.
6. Any other matter with the permission of the Chair.

You are requested to make it convenient to attend the meeting.


Dr. Tanusree Chaudhuri
Co-ordinator- IQAC




Dr. Vijetha Shetty
Principal



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Minutes of the meeting (M2) of the IQAC held on Tuesday, 15th October, 2024 at 2:00 pm in the zoom platform.

The Internal Quality Assurance Cell (IQAC) meeting was held on ,15th October,2024 Tuesday, at 2:00 pm in the zoom platform. The following members were present.

1	Dr. Vijetha Shetty, Principal (Chairperson)	8	Prof. Pradeep Hathi (Teacher Member)
2	Mr.S Sriram (Management Representative)	9	Dr. Shefali Naranje (Teacher Member)
3	CA. Shashi R. Varma (Stakeholder & Community Representative)	10	Dr.Prabhakar Musam (Teacher Member)
4	Prin. Venkataramani (External Expert)	11	Prof Maria Muthukumar(Teacher Member)
5	Dr. Tanusree Chaudhuri (IQAC Coordinator)	12	Dr. Nisha Pillai (Teacher Member)
6	Prof. Manisha Naik (Teacher Member)	13	Prof. Anuja Narvankar (Teacher member)
7	Prof. Anupama Bali (Teacher Member)	14	Somya Pandey (Student Representative)

The Principal welcomed all the members to the 2nd IQAC meeting for the academic year 2024-25.

The proceedings of the meeting were as follows:

Agenda 1: To confirm the minutes of the previous meeting held on 13th July, 2024.

The minutes of the previous meeting held on 13th July,2024, were read by IQAC Coordinator Dr Tanusree Chaudhuri. Upon agreeing to the contents by all the members, the said minutes were approved unanimously.

Agenda 2: To discuss about the academic & extracurricular activities conducted during the month of July, August and September 2024

Dr. Prabhakar Musam presented a detailed report on the various activities conducted during the months of August and September 2024. The activities highlighted covered a range of academic & extracurricular events organized across departments and committees. Some of the special events/achievements are

- i) The Department of Accountancy organized a Seminar on Career in Accounting and Finance” held on 30th August, 2024 at 10.30 a.m.
- ii) NSS Unit of Vivek College of Commerce was presented with Memento of Appreciation by Meenatai Thackeray Blood Bank on successful conduct of blood

T. Kumar



[Signature]

donation drive with collection of 162 units of Blood, held on 30th August 2024. President S. Sriram appreciated the efforts and achievements received by the college.

- iii) Department of Economics organised A.D. Shroff Memorial Elocution Competition in association with Forum of Free Enterprises on 25th of September 2024.
- iv) Aanvikshiki, Research Cell & Research Centre organized online Research Methodology Session on (Hypothesis Testing): Understanding and Implementation of Appropriate tests held on 31st August, 2024.
- v) The online meeting of Research Advisory Committee was held on 12th September, 2024 to approve the Ph.D. topics of candidates selected in Ph.D. interviews conducted on 16th August, 2024
- vi) Students' Concil celebrated Teachers' Day on 5th September, 2024.
- vii) Aanvikshiki, Research Cell & IQAC of Vivek college of Commerce in Association with M.O.P Vaishnav College for Women (Autonomous) Chennai, organized Research Methodology Workshop on 'Exploring AI Tools for Research Writing' on 21st September, 2024
- viii) Total 9110 paper bags were made by NSS Volunteer in between 23rd to 30th September, 2024. Total 633 boxes containing pencils, sharpener and eraser were donated by students and staff members and were distributed to tribal students in the adopted village Nandore, Palghar. This is a part of project Aananddaan.
- ix) Mr. Kavin Udyawar, student of SY BCOM secured the first position at the 38th Maharashtra State Junior Level Athletic Championship 2024. The event was held in Pune from 19th to 22nd September 2024, showcasing his outstanding athletic abilities.
- x) The Sports and Gymkhana Committee organized an Intra-College Carrom Competition (singles & doubles) on 28th and 30th September 2024 at the Boys Gymkhana. 74 girls and 164 boys participated in the event
- xi) Mr. Nikhil Purohit, student of SYBCOM participated in the All-India Open Karate Championship, organized by the Universe Karate Martial Arts Academy at Ramsheth Thakur International Sports Complex on September 29, 2024. He achieved outstanding success, winning one gold and one silver medal, showcasing his martial arts excellence

T. Kumar



[Signature]

Agenda 3: To brief about the scholarship for the academic year 2024-25.

Prof. Anupama Bali presented the details of scholarships received by students for the academic year 2024-25 as follows:

1. Rs. 3,97,560/- was received from Meri Zimmedari Foundation, which has supported education of 40 students
2. Rs. 20000/- was received from Project Rashmi of Rotrat Club, which has supported education of 2 students. There may be provision for 3 more students to receive scholarship
3. Rs. 1,50,000/- was received from Mr. Bharat Patel, which has supported education of 15 students

In total, approximately 60 students have received scholarships amounting to total Rs. 6,00,000/- President S. Sriram enquired about the disbursement process of the received amount. Mr. Venkataramani sought clarification regarding the criteria and method adopted of distribution of the amount received. Prof. Anupama Bali explained that the scholarships are distributed based on academic merit and financial need of the students. Principal Dr. Vijetha Shetty provided additional clarification, regarding transparency ensured in the distribution process. President S. Sriram emphasized that the distribution process should ensure maximum students benefiting without any overlap in different scholarships.

Agenda 4: To brief about the progression of AQAR 2023-24

Dr. Tanusree Chaudhuri briefed on the progression of the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024. She informed the committee that, most of the qualitative and quantitative questions have been completed by the criterion in-charges. The remaining tasks include verification of documents and scanning of files. President S. Sriram inquired about the last date for uploading the AQAR. Dr. Tanusree responded that the deadline for submission is 31st December 2024. President S. Sriram further questioned if the AQAR upload would be completed on time. Dr. Tanusree Chaudhuri assured the committee with a positive reply, confirming that the report would be uploaded before the deadline. She also mentioned that once the report is complete, it will be circulated via email to all committee members for review and suggestions.

T. Tanusree



[Signature]

Agenda 5: To discuss about the certificate/value added program

Prof. Anuja Narvankar presented details of the ongoing and proposed certificate and value-added courses for the academic year 2024-25 as follows: She mentioned the on-going 5 are

1. Campus to Corporate Program (in collaboration with TNS India Foundation).
2. Retail Management (in association with Raj Computers Foundation).
3. Santvani.
4. Akshay Dhaga.


5) Certificate Course on Data Analytics

Another 5 courses have been planned to commence in the 2nd half of the academic year. President S. Sriram suggested that these courses should be scheduled in the academic calendar to ensure better planning and participation. Mr. Sashi Varma raised concerns about the low number of students enrolling and completing the courses

Principal Dr. Vijetha Shetty mentioned that even free courses have low enrolment rates and invited suggestions from the committee to address the issue. Mr. Sriram recommended charging a nominal fee for the courses to ensure students take them seriously. He has also suggested gathering and sharing positive feedback from current participants to encourage future enrolment. Dr. Venkatramani suggested integrating the 'Santvani' program under the Indian Knowledge Systems (IKS) framework as an autonomous initiative and linking it with ongoing projects

Agenda 6: Any other matter with the permission of the Chair

- Dr. Tanusree requested the Principal for an update on the BOS and AC meetings. In response, Dr. Vijetha Shetty informed that all BOS Chairpersons have been asked to complete the respective BOS meetings between 17th and 22nd October 2024, while the AC meeting is scheduled for 25th October 2024.
- The Principal happily announced that the CAS promotions of Dr. Nisha and Dr. Tanusree took place on 4th October 2024 and they have been promoted to next grade.
- Dr. Shefali provided an insightful briefing on the upcoming Faculty Exchange Program, to be organized under the Faculty Development Program, scheduled for October 2024. As part of this initiative, our college will host Dr. Archana Prasad, Principal of MOP Vaishnav College for Women (Autonomous),



Chennai, and Dr. Nisha U, Dean of Research and Consultancy from MOP College. They will deliver sessions focused on the Best Practices at MOP, encompassing key areas such as teaching methodologies, learning strategies, research excellence, student support systems, and overall student progression

- CA Prof. Pradeep stated that the ISO surveillance audit was successfully conducted on July 2024.
- Dr.Tanusree Chaudhuri presented the vote of thanks to Chairperson, Management Members, External experts, Principal and other members for their presence and valuable contribution.


IQAC Coordinator

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NOTICE – (M3)


Date: 30.12.2024

The Online Meeting of the IQAC (M3) 2024-25, will be held on, 04th January, 2024, at 4:30PM to discuss the following agenda. You are requested to attend the meeting in Zoom platform.


AGENDA- (M3)

1. To confirm the minutes of the previous meeting held on 15th October, 2024.
2. To brief about the statutory meeting held in the month of October, 2024
3. To discuss about implementation of LMS
4. To discuss about alumni contribution in line with NAAC guidelines.
5. To discuss about seed money with respect to research project.
6. To discuss about domain club (inter collegiate) activities to be conducted in the month of January/February, 2025
7. Any other matter with the permission of the Chair.

You are requested to make it convenient to attend the meeting.


Dr. Tanusree Chaudhuri
Co-ordinator- IQAC




Dr. Vijetha Shetty
Principal



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Minutes of the meeting (M3) of the IQAC held on Tuesday, 4th January, 2025 at 4:30 pm in the Online platform.

The Internal Quality Assurance Cell (IQAC) meeting was held on ,4th January,2025 Saturday, at 4:30 pm in the zoom platform. The following members were present.

1	Dr. Vijetha Shetty, Principal (Chairperson)	9	Ms. Bindu Varma (Librarian)
2	CA. Shashi R. Varma (Stakeholder & Community Representative)	10	Prof.CA.Pradeep Hathi (Teacher Member)
3	Prin. Venkataramani (External Expert)	11	Dr. Shefali Naranje (Teacher Member)
4	CA Jatin Kumar Jain (External Expert)	12	Dr.Prabhakar Musam (Teacher Member)
5	Prof. Milind Gawai (External Expert)	13	Prof Maria Muthukumar(Teacher Member).
6	Dr. Tanushree Chaudhuri (IQAC Coordinator)	14	Dr. Nisha Pillai (Teacher Member)
7	Dr. Manisha Naik (Teacher Member)	15	Prof. Anuja Narvankar (Teacher Member)
8	Prof. Anupama Bali (Teacher Member)	16	Somya Pandey (Student Representative)

The Principal welcomed all the members to the 3rd IQAC meeting for the academic year 2024-25,

The proceedings of the meeting were as follows:

Agenda 1: To confirm the minutes of the previous meeting held on 15th October , 2024.

The minutes of the previous meeting held on 15th October,2024, were read by IQAC Coordinator Dr Tanusree Chaudhuri, and were unanimously approved by all members. Prin. Dr. Vijetha Shetty informed the members, that the AQAR for the academic year 2023-24 was successfully uploaded before 31st December 2024.

Agenda 2: To brief about the statutory meeting held in the month of October 2024

The meeting reviewed key developments, including the statutory meetings held in October and November 2024, such as the Board of Studies, Academic Council, Finance Committee and Governing Body meetings. Dr. Vijetha Shetty proposed several new programs and courses for the next academic year. These included potential postgraduate (PG) programs in data science or UG in data science, Bachelor of Arts (BA) in Mass Media, and a Master of Arts (MA) in Psychology, Communication and/ or Advertising



and Journalism. Discussions also centred on aligning new programs with recommendations from the NAAC Peer Team report. The meeting explored plans to launch new postgraduate programs. Prof. Milind Gawai, emphasized assessing local demand for these subjects. CA. Pradeep Hathi suggested the need for designing unique syllabus, since similar courses are available at nearby institutions as well.

Further the members discussed the feasibility of offering of M.A. in Psychology highlighting the need for a dedicated laboratory. Dr. Prabhakar proposed introducing industry-relevant short-term courses; Mr Venkataramani raised concerns about attracting quality students for PG program without a feeder undergraduate program. Dr. Vijetha Shetty explained the strategy of initiating postgraduate courses first, suggesting an "applied psychology" focus for broader appeal.

On enquiring whether under National Education Policy framework, a separate BOS is required for Co- curricular activities, Mr. Venkatramani suggested the necessity of establishing a new Board of Studies under inter disciplinary.

Agenda 3: To discuss about the implementation of the LMS.

Prof. Maria proposed adopting an open-source platform like Moodle. She highlighted its potential for enhanced engagement and assessment through features like gamification, quizzes, and assignments. Prof. Maria suggested using the LMS as a central repository for learning materials, streamlining access for students and faculty. Prin. Dr. Vijetha Shetty, suggested the importance of an LMS during the college's transition to autonomy, particularly for uploading results directly to the UGC portal. Mr. Milind supported the LMS implementation and offered to share contacts of potential providers. External expert Mr.Venkataramni emphasised the need for budgetary allocation for the LMS. C.A. Sashi Varma agreed to begin with a basic LMS. MrVenkataramani recommended that we should make a beginning now of having LMS and keep on upgrading the same. He also suggested to collect quotations and acquire approval from the governing body, members agreed on that.

Agenda 4: To discuss about the alumni contribution in line with the NAAC guidelines

Ms. Bindu Varma, Secretary of Vivek Alumni Association reported that currently, there are only 220 registered alumni members, with most of the members being Vivek Vidyalaya alumni. As per the guidelines of NAAC for autonomous colleges, the goal is to increase annual



contributions from the alumni up to minimum of Rs. 10 lakhs, amounting to Rs.50 lakhs by the end of the fifth year.

Prof.Milind Gawai suggested reaching out to alumni through groups and encouraging smaller contributions in large numbers. The idea of separating the alumni association for college and school was also discussed, with Prin.Vijetha Shetty suggesting a separate account within the same Vivek Alumni Association, which has been approved in the previous alumni general body meeting.

Prof. Milind Gawai proposed that each institution should have its own independent unit for alumni management, with contributions earmarked for each institution. It was proposed that money from the students may be increased from ₹25 to ₹50. The possibility of converting caution deposits into alumni contributions was also discussed. The concept of introducing donors as patrons was suggested to enhance revenue. External expert Mr.Venkataramani guided that the college may have a separate alumni association, however under the umbrella of the central Alumni association of the Vivek education society. He also suggested that minimum contribution can be collected from all students and larger amounts can be collected from students with financially sound background. Data of students over the past 15 years can be tapped. A separate form for contribution can be designed. A new column can be added in the balance sheet as contribution /donation from alumni.

Mr.Venkataramani emphasized that alumni contributions should not be used for management expenses without approval and should instead be used for student support or infrastructure development.

Agenda 5: To discuss about the seed money with respect to research projects

The meeting discussed the possibility of raising seed money for research projects in the college. Ramani Sri suggested that the college could approach sponsors and non-governmental organizations to fund these projects. Mr.Venkataramani suggested of signing MOU with the sponsors for raising money for Institution Research Activities The idea of allocating a percentage of sponsorship funds towards student academic activities was also proposed it was suggested that the college could try to increase its contribution over time.

Agenda 6:To discuss about the about domain club activities to be conducted in the month of January/February,2025

Dr.Prabhakar briefed about the upcoming Domain Club activities scheduled for January 2025. He outlined the criteria for these activities, which include the number of domain clubs, activities conducted, institutions participating, industry bodies involved, and professional bodies involved. He also mentioned the need for setting up more clubs within the college to



make them more captivating. Principal Vijetha Shetty added that they have started a Domain Club initiative, with each department having a target to organize an intercollegiate activity under the Domain Club name in January/February.

- **Agenda 7: Any other matter with the permission of the Chair**


- Principal Dr. Vijetha Shetty informed about the upcoming 6th Annual A. A. Saraswati Memorial Lecture on January 12th, 2025 by Shri S. Jaykumar, Joint Commissioner of Police (Administration) Mumbai City and welcomed all members for the function
- Dr. Tanusree Chaudhuri mentioned that the Green audit, Energy audit and Environmental audit will be conducted in the month of January/February 2025.

Dr. Tanusree Chaudhuri presented the vote of thanks to the External experts, Management Members, Principal and other members for their presence and valuable contribution.


IQAC Coordinator

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NOTICE – (M4)

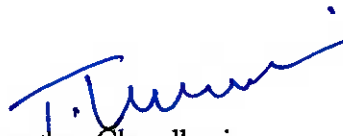
Date: 01.04.2025

The Online Meeting of the IQAC will be held on Saturday, 5th April 2025, at 5pm to discuss the following agenda. You are requested to attend.


AGENDA- (M4)

1. To confirm the minutes of the previous meeting held on Thursday 4th January 2025.
2. To highlight the new program to be introduced from the Academic Year 2025-2026.
3. To discuss the format and procedure for preparing the report of IQAC External Committee.
4. To record the recent examination and declaration of result of Regular Exam - Sem-II, IV and VI and ATKT Examination.
5. To acquaint the extra-curricular activities conducted during the month of January, February and March, 2025.
6. To brief about research publications by faculties and research activities conducted by Research Cell & Research Centre.
7. Any other matter with the permission of the Chair.

You are requested to make it convenient to attend the meeting.


Dr. Tanusree Chaudhuri
Co-ordinator- IQAC




Dr. Vijetha Shetty
Principal



VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE
 (AUTONOMOUS)

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Permanently Affiliated to University of Mumbai
 Reaccredited by NAAC (Third Cycle)

Recognized by UGC Under 2(f) & 12(b)
 Certified with ISO 21001:2018 by TUV Austria

Minutes of the meeting (M4) of the IQAC held on Saturday, 5th April, 2025 at 5 pm in the Online platform.

The Internal Quality Assurance Cell (IQAC) meeting was held on 5th April, 2025 at 5 pm in the zoom platform. The following members were present.

1	Dr. Vijetha Shetty, Principal (Chairperson)	8	Prof. CA. Pradeep Hathi (Teacher Member)
2	CA. Shashi R. Varma (Stakeholder & Community Representative)	9	Dr. Shefali Naranje (Teacher Member)
3	Prin. Venkataramani (External Expert)	10	Dr. Prabhakar Musam (Teacher Member)
4	Dr. Tanushree Chaudhuri (IQAC Coordinator)	11	Prof Maria Muthukumar (Teacher Member).
5	Dr. Manisha Naik (Teacher Member)	12	Dr. Nisha Pillai (Teacher Member)
6	Prof. Anupama Bali (Teacher Member)	13	Prof. Anuja Narvankar (Teacher Member)
7	Ms. Bindu Varma (Librarian)	14	Memuna Shaikh (Student Representative)

Leave of absence was granted to External Experts CA Jatin Kumar and Prof. Milind Gawai

The Principal welcomed all the members to the 4th IQAC meeting for the academic year 2024-25.

The proceedings of the meeting were as follows:

Agenda 1: To confirm the minutes of the previous meeting held on Thursday 4th January, 2025

The minutes of the previous meeting held on 4th January, 2025, were read by IQAC Coordinator Dr Tanusree Chaudhuri, and were unanimously approved by all members.

Agenda 2: To highlight new program to be introduced from the Academic Year 2025-26

The Principal informed the members that it is proposed to introduce two postgraduate programs and one undergraduate program from the upcoming academic year. The proposed courses are as follows:

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- M.Com. in Business Economics
- M.A. in Mass Media and Mass Communication
- B.Sc. in Data Science & Artificial Intelligence

It was noted that the syllabus for the above programs are currently being framed and will be placed before the respective Boards of Studies (BoS) for approval. Upon BoS approval, the proposals will be forwarded to the Academic Council for final consideration. The Principal also informed the members that the introduction of postgraduate programs was part of the NAAC recommendations. Prof. Venkatramani suggested that Machine Learning should be included as a component in the B.Sc. Data Science & Artificial Intelligence curriculum, considering current industry trends and academic relevance. He further suggested that the PG program can begin with an intake of 25 students.

Agenda 3: To discuss the format and procedure for preparing the report of IQAC External Committee:

Principal Venkataramani suggested for that to conduct of Academic Audit and Administrative Audit for the Academic year 2024-25. He has also suggested that a committee of 3 members (Principal and above, Professor rank) needs to be formed.

Agenda 4: To Record the Recent Examination and Declaration of Result of Regular Examination To record Exam and Declaration of Result of Regular Exam Sem-II, IV and VI and ATKT Examination:

Dr. Shefali presented the details of examinations and declaration dates of results which are as follows:

ATKT	Exam Date	Result Declaration Date (Tentative)
Sem I/II	18th Feb 2025- 27th Feb 2025	Last Week of March 2025
Sem V	18th Feb -25th Feb 2025	Last Week of March 2025
Sem IV	11th March -26th March 2025	1 st Week of May 2025
Regular	Exam Date	Result Declaration Date (Tentative)
Sem IV	11th March 25-26th March 2025	1 st Week of May 2025
Sem VI	10th March -22nd March 2025	3 rd Week of April 2025
Sem II	20th March-5th April 2025	2 nd /3 rd Week of May 2025

ATKT	Exam Date	Result Declaration Date (Tentative)
Sem I (NEP)	5th April 25-21st April 2025	2 nd /3 rd Week of May 2025
Sem III	7th April -16th April 2025	2 nd /3 rd Week of May 2025

Principal Dr. Venkatramani suggested that provisional admissions for postgraduate courses may be started after the declaration of Third Year results.

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Agenda 5: To Acquaint the Extra- Curricular Activities Conducted during the month of Jan, Feb, March, 2025

A report on extra-curricular activities conducted in the months of Jan, Feb & March 2025 was presented by Dr. Prabhakar Musam. Following are some important activities

- Educational Visit was arranged by Dept of Economics for students to University Mumbai on 8 Jan, 2025, for the event on Prof. D.T. Lakdawala Memorial Lecture.
- State Entrepreneurship Challenge (SEC) – Grand Finale held at Vivek College on 20th Jan, 2025 organized by CIIE.
- Handicraft Exhibition was organized by Arts Circle on 25th Jan, 2025
- Students participated in National Entrepreneurship Challenge (NEC) at IIT Bombay – 31 Jan & 1st Feb, 2025. 2 students represented the college in quarter-final round.
- Cultural Programme “महाराष्ट्राची लोकधारा” – organized by Marathi Wangmay & Natya Mandal, held on 30 Jan, 202
- Seven-Days Residential Camp for students organized by NSS Shilte, Saphale from 8th to 14th February, 2025
- ‘Green Valentine’s Day Celebration’ was held on 14th Feb, 2025 organized by Green Club
- Shivaji Jayanti Utsav was celebrated on 20th February, organized by Marathi Wangmay & Natya Mandal
- Marathi Basha Gaurav Din was celebrated on 27th February, 2025 Marathi Wangmay & Natya Mandal.
- NSS received Memento of Appreciation from Meenatai Thackeray Blood Bank for successfully conducting Blood Donation Drive 2.0 (105 Units of blood collected)
- Prof. Mayur Shah received certificate from – Ministry of Youth Affairs, Govt. of India for completing Training of Trainer on Physical Fitness organized by BUDS at New Delhi
- Vivek College In collaboration with Lala Lajpatrai College organized Two-Day Online Entrepreneurial Workshop – “Ennovent” – held on 24 & 25 March, 2025
- Dept of Commerce in association with Manonmaniam Sundaranar University, Tamil Nadu organized Online National Seminar on “Revolutionizing Business with Technological Sustainability” held on 6th March, 2025

The activities conducted by various committees were appreciated by all the members.

Agenda 6: To brief about research publication by faculties and research activities conducted by Research Cell & Centre:

Prof. Maria presented the report on research work carried out by the faculties and students.

- I. Faculties have been presented and published research papers/books/chapters in National and International Journals. (Annexure 1)

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- II. Dr. Prabhakar Musam Submitted, Minor Research Project on 'A Study Of Sustainability Attitudes and Practices Among Logistic Companies: A Case Study Of Logistic Corridor In Bhiwandi Taluka' Sponsored By ICSSR (Western Region), Sanctioned Amount Rs. 100000/- in March 2025.

She has also presented the activities of Research center.

- Research Advisory Committee (RAC) Meeting was held on 18th February, 2025. Synopsis of Mrs. Anjana Verma under guidance of Principal Dr. Vijetha Shetty was approved and research progress of Ph.D. Scholars was reviewed by the RAC members. Mrs. Anjana Verma submitted her synopsis to Research Administration and Promotion Cell (RAPC), University of Mumbai.
- Ph.D. topics of Mrs. Anuja Narvankar and Mr. Mayur Shah (Ph. D Guide- Dr. Vijetha Shetty) were approved by Research Administration and Promotion Cell (RAPC), University of Mumbai. Both of them have completed the Ph.D. Registration formalities of University of Mumbai.
- Dr. Alpa Upadhyay, Assistant Professor Nirmala Memorial Foundation, Kandivali (East) is inducted as new Ph.D. Guide in research centre
- Principal Dr. Vijetha Shetty informed the committee the efforts taken by Dr. Maya Hande as the Research Coordinator of Ph. D centre for smooth and timely conduct of RAC as per university norms

Agenda 7: Any other matter with the permission of Chair

i) The Principal enquired about the preparation of the AQAR 2025-26 for the Autonomous College, specifically whether there would be a new format to follow or if the existing format should be continued. In response, Principal Venkataramani informed that the new format has not yet been uploaded. Therefore, the college may begin preparing the AQAR 2025-26 using the existing (old) format applicable to autonomous colleges.

ii) CA Prof. Pradeep presented the proposed date for admission of the academic year 2025-26

- a) Post graduate programs 21st April, 2025
- b) Third year programs 24th and 25th April, 2025
- c) Second year programs 28th and 29th April, 2025

iii) Dr. Tanusree Chaudhuri informed the committee that the Energy, Environmental and Green audit was conducted on 8th Feb, 2025. The report and the certificate will be received soon.

iv) Ms. Bindu Varma, Librarian, informed the committee that the Library Audit was conducted on 3rd April 2025. She further mentioned that the audit report is expected to be received by 7th April 2025. The committee suggested increasing the number of reference books in the library and reducing the purchase of regular textbooks. It was also recommended that faculty members who prepare notes for various programs may place copies of those notes in the library for students' reference. Additionally, the committee proposed that these notes could be formally published in the future.

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v) Prof. Anuja presented the details of placement before the committee. She stated that with the help of the training program of TechnoServe, 124 students have been successfully placed.

vi) Principal Dr. Vijetha Shetty informed the committee that IQAC, in collaboration with the Times of India team, had organized a session for students on 5th April 2025 at 11:00 a.m. The session was conducted by renowned psychiatrist Dr. Harish Shetty on the topic "Mental Well-being" with the theme "Love, Life, Learning." This was also given a wide publicity and appreciated in TOI.

This being the last meeting of the academic year 2024-25, Principal expressed her gratitude to all members of the committee and specially to CA Jatin Kumar & Prof. Milind Gawai for their continuous support in past years.

The meeting ended with a vote of thanks to the chair, expert members and other members.


IQAC Co-ordinator

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