

Sadhana Education Society's

L. S.RAHEJA COLLEGE OF ARTS AND COMMERCE (AUTONOMOUS)

Relief Road, Santacruz (West)
Mumbai - 400 054

MINUTES OF MEETING OF THE IQAC

Date: 14th September, 2024 Time: 10:30 AM Venue: A.V. Room

Participants

Members Present

1. Dr. Debajit N. Sarkar
2. Mr. Vijay Parmar
3. Dr. Moushumi Dutta
4. Dr. M. Z. Farooqui
5. Dr. Parita Desai
6. Dr. Samya Shinde
7. CA Hrishikesh Wandrekar
8. Dr. Seema Ukidve
9. Dr. Preeti Vaswani
10. Dr. Laila Patel
11. Ms. Samiksha Jadhav
12. Ms. Pooja Yadav
13. Dr. Rahul Dandekar
14. Dr. Vaishali Pandey
15. Ms. Divya Kanchan
16. Ms. Shamali Colaco
17. Ms. Rupal Kore
18. Mr. Narendra Chunavat
19. Ms. Roshni Tiwari
20. Ms. Neha Dalal

Members with Leave of Absence

1. Dr. Rajendra Shinde
2. Dr. Smita Shukla
3. Ms. Prajakta Joshi
4. Mr. Prerak Shiddhpura

Agenda and Discussions

Item 1: Previous Meeting Minutes

- The minutes of the previous IQAC meeting dated 6th November 2023 were accepted and adopted

Item 2: Action Taken Report

- Dr. Parita presented the action taken report.

Item 3: Quality Initiatives and Departmental Activities

A report on Quality initiatives undertaken by IQAC was presented by Dr. Parita. Following initiatives were discussed in detail:

Key initiatives discussed:

- PLAT test for student aptitude assessment
- SWAYAM Result report
- DIKSHARAMBH
- Best College Award application
- Remedial Lectures

Dr. Moushumi suggested conducting performance assessments after remedial lectures conducted

Dr. Preeti presented on the departmental activities organised by all programmes and departments of the college, under the guidance of IQAC.

Item 4: Academic & Administrative Audit

- Dr. Parita presented the completion of Academic and Administrative Audit for 2022-23 and 2023-24. Auditors' recommendations and Action Taken Plan were discussed.

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Sr. No.	Recommendations	Action to be taken
1	Introduce futuristic programs such as B.Sc. Data Science and similar other programs to cater to the needs of the new generation.	Programs to be short listed for 2025-26. M.A. in other subjects B.Sc. In Data Science
2	As an autonomous college, implement highly relevant and timely innovative methods of teaching-learning.	More collaboration between various departments & Institutions focusing in Interdisciplinary activities to be conducted More focus on Student Nurturing Program, Advanced Learning Program and Buddy Learning Program
3	Take initiatives to tap into central research funding agencies and mobilize funds to promote research activities in the institution.	To apply for various funding agencies like ICSSR, University of Mumbai, WRIC ETC. Encourage faculties to publish in peer reviewed journals SCOPUS, UGC Care etc.) Training programs for students for research
4	Organize international /national conferences and seminars on contemporary issues to benefit teachers and students.	Proposal to conduct International seminar by Psychology Department in collaboration with other social science department
5	Arrange more Faculty Development Programs to update and fine-tune the domain knowledge and teaching skills of the faculty.	Proposal to conduct Workshop for Teaching Staff Use of AI in enhancing Teaching Learning Process Workshop on enhancing Teaching Pedagogy
6	Provide training for the administrative staff to improve their skills and efficiency.	Workshops on digital literacy and Team building
7	Strengthen the Career Counseling and Placement cell to improve the employability of the students.	To organize career counseling workshops, and establish stronger industry linkages for internships and placement opportunities

Item 5: EOMS ISO 21001 Audit

- Dr. Parita confirmed successful completion of the 2-day audit process.
- Audit conducted on: 21 st and 22nd August 2024

Experts:

- Mr. Ramesh Ramchnadran, IAS Assessor
- Mr.. Seetharaman Srinivasan, Lead Auditor- Guardian Assessment Pvt. Ltd.
- Ms. Vaibhavi Thorskar, Auditor- Guardian Assessment Pvt. Ltd.
- Dr. Bhoir, TE Guardian Assessment Pvt. Ltd.
- Mr. Ajeet Singh, CEO/Director Guardian Assessment Pvt. Ltd.
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Item 6: NEP 2020 Implementation

- Preparation for implementing NEP 2020 in the second year of Autonomy was discussed.
- Dr. Parita presented the implementation timeline.

Plan of Action	Time Period
Review of Workload Training/Workshop for NEP 2020	October - November 2024
Syllabus Framing	January 2025
Approval from BOS Academic Coucil Governing Body	March 2025
Awareness Programs Prospectus Website Social Media News Paper etc.	April- June 2025

(10)

Item 7: Career Advancement Scheme (CAS)

The members were informed regarding Career Advancement Scheme (CAS) for 3 members of the teaching staff, which is due as under:

Name of Faculty	Academic Level
Dr. Laila Patel	AL 12 TO AL 13A
Dr. Preeti Vaswani	AL 12 TO AL 13A
Ms. Samiksha Jadhav	AL 11 TO AL 12

Item 8: M.A. Psychology Program Review

Ms. Neha Dalal presented progress of the Clinical Psychology specialization program.

- New program coordinator and expert faculty appointed.
- Potential hospital collaborations to be made for student internships (Thane and Sion Hospitals).
- Special advisory committee established for program guidance.
- Workshops/seminars and conference to be organized.

Item 9: AQAR and NIRF Submission

- Dr. Parita discussed preparation for AQAR 2023-24 and NIRF 2024 submissions.
- Discussion on NAAC cycle validity, with Dr. Moushumi suggesting requesting 5.5 years validity.

Item 10: Achievements

- Dr. Vaishali presented achievements of staff and students.

Item 11: Additional Discussions with the permission of the chair

- Dr. Moushumi suggested formation of Quality Circles with students and teachers for discussion on SWOT of the programme and document the same. Dr. Farooqui further added to discuss on qualitative improvement in syllabus, review of existing syllabus and suggestions on additions if any. The said circle may include one member of the alumni for providing industry perspective.
- Dr Vaishali presented on the list of Add-on Courses proposed to be offered for all the-students of all programmes. All add-on courses offered to First year students are NSDC certified under BFSI.
- It was suggested to offer digital marketing for students of B.COM as well.
- Dr. Vaishali informed the members regarding courses offered under the vertical of Co-curricular courses under NEP, 2020 to first year students of all programmes.

PD

- Dr. Parita presented on the database management system via website developed and put to use for effective collection of information. Mr. Vijay Parmar inquired regarding tracking, access restriction of information and other parameters. Dr. Parita and Justin explained the process and security norms.
- Dr. Debajit Sarkar informed the members to encourage conduct of departmental activities in integration with the Sustainable Developmental Goals (SDGs).

Meeting terminated with a vote of thanks to the chair.

P. M. Desai
(DR. PARITA M. DESAI)
IQAC, COORDINATOR

D. N. Sarkar
(DR. DEBAJIT N. SARKAR)
PRINCIPAL.

ACTION TAKEN REPORT

IQAC Meeting - September 14, 2024

ITEM NO. 3: Performance assessments after remedial lectures

The college has conducted remedial classes for various courses for first and second year students. Below is the improvement in results after conduct of remedial classes.

Students	Improvement in Results
First Year Students	31%
Second Year Students	49%

Item 6: To discuss the implementation of NEP 2020 for 1st Year of Autonomy

It was successfully implemented first year programmes in alignment with NEP 2020 objectives.

ITEM 7: To discuss the Career Advancement Scheme for Teaching Staff

CAS files of below mentioned staff have been verified and office has sent letter to university and asked for experts. Screening and evaluation committee meeting will be conducted in near future.

Name of Faculty	Academic Level
Dr. Laila Patel	AL 12 TO AL 13A
Dr. Preeti Vaswani	AL 12 TO AL 13A
Ms. Samiksha Jadhav	AL 11 TO AL 12

ITEM 9: To discuss the submission of AQAR 2023-24 and NIRF 2025

- AQAR 23-24 submitted on 31st December 2024 and accepted by NAAC on 6th January 2025
- NIRF 2025 Submitted on 8th January 2025.

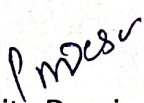
ITEM 11: Additional Matters

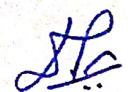
- **SDG Integration with departmental activities**

Dr. Debajit Sarkar provided strategic guidance to encourage the integration of Sustainable Development Goals (SDGs) across departmental activities

The college strategically mapped over 7 SDGs with 150+ targeted programs, predominantly focusing on

1. Quality Education (SDG 4)
2. Health and well-being initiatives (SDG 3)
3. Economic empowerment programs (SDG 8)
4. Gender equality (SDG 5)
5. Innovation and infrastructure development (SDG 9)
6. Civic awareness and institutional strength (SDG 16)
7. Collaborative partnerships (SDG 17)


Dr. Parita Desai
IQAC convener


Dr. Debajit Sarkar
Principal