

**MINUTES OF THE IQAC MEETING HELD ON 18<sup>TH</sup> JUNE 2016 AT 4.00 PM IN  
RAMADAS MALLYA MEMORIAL SMART CLASSROOM**

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**The following Members were present:**

Dr. Prita D. Mallya	Chairperson
Ms. Sharmila Kunde	Coordinator
CA. U.N. Bene	
Mr. Madhukar Mallya	
Dr. Ramesh Gaonkar	
Dr. I Bhanu Murthy	
Mr. Arjun P. Rebelo	
Dr. Sanjay Dessai	
Dr. B.P.SarathChandran	
Dr. Subrahmanya Bhat	
Mr. Edwin Barreto	
Ms. Ekta Agarwal	
Ms. Manasi Rege	

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**Core Agenda for Action**

- Action taken on minutes of the previous meeting
  - IQAC to propose activities to be carried out in the areas of research and extension/outreach as well as student support
  - Plan examination reforms to be implemented from the academic year 16-17
  - A.O.B
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**The minutes of the previous meeting were read and confirmed**

**A. Action taken on minutes of the previous meeting**

**CRITERION I - S.Bhat**

- Dr. B. P. Sarath Chandran said that in the new CBCS structure we could propose a program BA(Applied Economics) that can be framed on the basis of BA (Business Economics) which already exists under UGC with some modifications. The members present agreed and said the syllabus should be prepared and sent to the Board of Studies for approval, so that the College could apply for affiliation in August 2016.
- Dr. Bhat informed that short term (20-30 hours) certificate courses are being offered to all TY B.Com, BBA(FS) and BCA students. Students have already paid fees for these courses. Courses are offered on the basis of electives and are as follows:



- Tally in association with MICE Institute and TALLY for TY BCom & MCOM Part II students of Accounting and Costing;
- Personality Development and Leadership skills – TY BCom & MCOM Part II students of Business Management;
- Personal financial planning – TY B.Com students of Banking & BBA students and;
- Cyber Security – BCA students

### **CRITERION II- Edwin B arreto**

#### **1. Internships to be introduced for B.Com students**

- Mr. Edwin Barretto informed the members that 15 students of SY B.Com have successfully completed their summer internship with city based Chartered Accountants and firms. The students have submitted a report of the same. As an incentive, marks would be assigned to students once they present their report.
- Mr. Arjun Rebelo suggested that it would help if the College collects feedback on the students' performance from the firm.
- It was also suggested that these students be asked to address other students (particularly from the lower classes) and motivate them also to take up such internship.

#### **2. Designing and offering new Certificate and Diploma courses**

- Certificate courses have been designed and offered as mentioned above. Bridge course in Mathematics is being offered to FY B.Com students who are weak in Mathematics. 140 students have enrolled for the course, which would commence from 20<sup>th</sup> June.
- Compulsory course in Research Methodology would be offered to TY B.Com students after the present certificate courses come to an end.

**3. Add more smart classrooms, sharpen faculty skills in use of ICT** - LCD projectors are mounted in all classrooms; content has been prepared by teachers for all subjects. A workshop would be planned to enrich and upgrade the content.

**4. Article review/ Book review competitions for staff and students** - Has been planned by library for the staff and by the Cultural Council for students. In 2015-16, the M.Com dept made an article review a compulsory ISA component for M.Com-II students. Before giving the assignment, the students had a session on how such reviews are to be done.

**5. Academic Audit** – completed for Semester V. For Semester VI, teachers have their course files ready, the audit will be conducted as soon as possible.

**6. National/International Seminar-** Planned by Commerce Department in second week of January. Dr. Gaonkar suggested organizing the seminar at National level as there is a lengthy procedure involved to organize an International one.



**MINUTES OF THE IQAC MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2016 AT 4.00 PM  
IN RAMADAS MALLYA MEMORIAL SMART CLASSROOM**

**The following members were present:**

Dr. Prita D. Mallya  
Ms. Sharmila Kunde  
CA. U.N.Bene  
Mr. Madhukar Mallya  
Dr. Ramesh Gaonkar  
Dr.I.Bhanu Murthy  
Dr. SanjaySawant Dessai  
Dr.Subrahmanya Bhat  
Mr. Edwin Barreto  
Ms.Ekta Agarwal  
Ms.Manasi Rege  
Ms.Snehal Jadhav

Mr. Arjun Rebelo and Dr. B.P. Sarath Chandran had sought leave of absence

**Agenda**

- A. Criterion wise Action taken Report
- B. Quality initiatives to be introduced
- C. A.O.B

**Minutes of the previous meeting were read and confirmed**

- A. Action taken on minutes of the previous meeting (**The discussion on the ATR is printed in bold font**)

**CRITERION I: Dr. S. Bhat**

PROPOSED ACTIVITY	ACTION TAKEN
Certificate courses	Dr. S. Bhat informed that <ul style="list-style-type: none"><li>• short term certificate courses in Tally, Personality development and Personal financial planning were successfully conducted</li></ul>

	<p>Third Year B.Com, BBA and M.Com students</p> <ul style="list-style-type: none"> <li>• It was suggested that certificate course in Information Security planned for BCA could be extended to all the programmes.</li> <li>• The College will apply for affiliation for a 1-year PG diploma, with classes to be held in the afternoon. Dr. Bhat was asked to suggest a few possible PG Diplomas</li> <li>• Students can be offered various Certificate courses under MOOCs (Massive Open Online Courses) as per the list suggested by UGC</li> <li>• The Placement Cell could organize Personality enhancement certificate courses for TY and SY students from the next semester</li> </ul>
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**CRITERION II: Mr. Edwin Barreto**

PROPOSED ACTIVITY	ACTION TAKEN
<ul style="list-style-type: none"> <li>• Internships for B.Com students</li> <li>• ICT workshop for faculty</li> <li>• Book review competitions</li> <li>• Academic Audit</li> <li>• National/International Seminar</li> <li>• Language Lab</li> <li>• Commerce Lab</li> </ul>	<p>Mr. Edwin Barreto informed the members that</p> <ul style="list-style-type: none"> <li>• Internships and bridge courses were successfully conducted for the B.Com students. The students who have completed internship would be addressing other students (particularly from the lower classes) to motivate them to take up such internships during the next semester</li> <li>• CA. Satyaprakash Kamat conducted a workshop for the teachers of Accountancy on the use of Excel in finance.</li> <li>• A Book review competition would be held for students and staff during the last week of September.</li> <li>• The language lab is ready and the English teachers have been asked to make use of the same</li> <li>• The dates for the National Seminar to be organized by the Dept. of Commerce are 24<sup>th</sup> and 25<sup>th</sup> January 2017. The theme is "Emerging Perspectives in Trade, Commerce and Business". <b>It was suggested that a separate session could be organized for PG scholars.</b></li> <li>• The academic audit for the B.Com programme for April and October 2016 will be held together after the semester end examination in October 2016.</li> <li>• Regarding a Commerce Lab: <b>students could be made to visit bank websites to view various documents instead of having physical space for the commerce lab. Alternatively space could be created on the college website or on an internal server and all documents could be uploaded on the same and could be considered as E-Commerce lab. An innovative name</b></li> </ul>