

# Minutes

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The meeting of the IQAC was held on 15 July, 2023 under the chairmanship of IQAC co-ordinator Prof. Dr. Suchita Karvir. The subject of the meeting was "Guidelines for Academic Year 2023-24 Activities". The following members of IQAC were present in the meeting:

- 1) Prin. Dr. P. S. Raut - Jamwal
- 2) Prof. Dr. S. V. Karvir - Shera
- 3) Dr. Ramilaben Shroff - RR Shroff
- 4) Prof. C. S. Ashtekar - Ashtekar
- 5) Dr. Prasana Raut - Prasana Raut
- 6) Prof. G. K. Datar - G. K. Datar
- 7) Prof. R. Y. Kapoor - R. Y. Kapoor
- 8) Prof. P. V. Sonawane - P. V. Sonawane
- 9) Dr. V. P. Phalake - V. P. Phalake
- 10) Dr. D. H. Bhosale - D. H. Bhosale
- 11) Prof. P. A. Solanki - P. A. Solanki
- 12) Prof. V. S. Dahiwarakar - V. S. Dahiwarakar
- 13) Prof. A. H. Bari - A. H. Bari
- 14) Prof. J. J. Thakur - J. J. Thakur
- 15) Mr. Umair A. Shaikh - Umair A. Shaikh

IQAC co-ordinator Prof. Dr. Suchita Karvir commenced the meeting by welcoming all members and highlighting the importance of quality enhancement initiatives for institutional growth.

- 1) Dr. Karvir encouraged staff to organize activities through the Entrepreneurship cell, focusing on workshops and mentoring sessions to promote entrepreneurship skills among students.
- 2) Members were instructed to ensure the timely preparation and submission of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23.

- 3) The Green Club was renamed as Eco-Bit Club, with an emphasis on sustainable practices and environmental awareness programs. Prof. Gauri Dattis was appointed as the club coordinator.
- 4) It was suggested to all Heads of Departments to organize certificate courses on soft skills during the academic year to enhance students' communication and professional competencies.
- 5) Dr. Karvir requested all heads of departments to outline detailed plans for career guidance sessions and placement drives, aimed at bridging the gap between academia and industry.
- 6) IQAC members shared their views on activities such as industrial visits, guest lectures, workshops, competitions, and the celebration of various days to promote holistic development among students.
- 7) Office Superintendent, Sadhna Madam, provided detailed information on government scholarship and welfare schemes to ensure maximum benefit reaches deserving students.
- 8) Teachers were encouraged to actively engage in research activities, publish academic papers, and participate in faculty development programs to enhance their professional growth.
- 9) Dr. Karvir explained the objectives and benefits of the PM-USHA proposal.
- 10) Faculties were advised to attend seminars on NEP 2020 and conduct awareness programs for students.
- 11) HOD of and Committees heads were asked to submit activity plan 2023-24 of their respective departments up to 31st July, 2023, Additionally all teachers were asked to submit teaching plans within the same timeframe.

The meeting concluded with encouraging all staff members to actively contribute to the proposed initiatives for achieving academic and institutional excellence.

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The meeting of IQAC was held on Saturday 9th Dec, 2023 at 12:00 noon in principal cabin in which following members were present:

- 1) Prin. Dr. P.S. Raut
- 2) Prof. Dr. S.V. Kasvir
- 3) Prof. Gauri K. Dattis
- 4) Prof. Parveen J. Kaladiya
- 5) Lect. Amita Bari
- 6) Dr. V. P. Phalake
- 7) Lect. Vidya Dahisarkar
- 8) Dr. Pooxana Raut
- 9) Dr. Dnyaneshwar Bhosle
- 10) Dr. Vishal Dilip Wani
- 11) Prof. C.S. Ashtekar
- 12) Prof. Ranjeeta Kapoor
- 13) Prof. Nishtha A. Kelkar
- 14) Prof. P.V. Sonawane
- 15) Prof. J. J. Thakur

Famous  
Shobha  
Shobha  
Parveen  
Amity  
Shobha  
Vidya  
Pooxana  
Bhosle  
Vani  
Ashtekar  
Shobha  
Ranjeeta  
Nishtha  
P.V. Sonawane  
J.J. Thakur

Discussion was held and following decisions were taken:

- All program co-ordinators, incharge of various committees were congratulated for successful conduct of various activities in I<sup>st</sup> term.
- For submission of AQAR, following team will work criteria wise.

Criteria:- 1) P.V. Sonawane & Amita Patil

2) G.K. Dattis & P.A. Solanki

3) Dr. V.P. Phalake & J. Thakur

4) A.S. Dongardive & Namrata Shesh

5) Dr. D.H. Bhosale & Angelina Cruz

6) N.A. Kelkar & R.Y. Kapoor

7) Dr. P.S. Raut & V.S. Dahisarkar

Prof. C.S. Ashtekar will check it and final checking by Dr. S.V. Kasvir.  
Concerned members will submit data in AQAR format on

plscigac mail upto 20th Dec, 2023.

- IQAC will take lead in organising FDP for Teaching Staff on digital excellence & teaching pedagogies.
- IQAC will conduct seminars to create awareness on 'NEP 2020 & its implementation' for teachers and students.
- All H.O.D, program co-ordinators & incharge of various committees will conduct student enrichment activities like various days celebration, environment activities through Eco'bit club, value addition program etc.
- At least one certificate course for each faculty be organised. Accordingly,

For B.A. → 'Calligraphy & Serial Article Writing'  
B.Com → On 'share marketing'  
B.Sc.IT → On 'digital marketing'  
B.Sc →

- Initiative be taken in II<sup>nd</sup> term for conducting green, energy & water audit.
- It was decided to start promotional activities from Dec 2023 to increase number of students next year.
- Requirements & Budget be given to management for effective implementation of NEP in 2024-25.

*[Signature]*  
**CO - ORDINATOR**  
IQAC  
P. L. Shroff College of Arts & Commerce  
Chinchani, Dist. - Thane

*[Signature]*  
**Principal**  
P. L. Shroff College Arts & Commerce  
Chinchani, Dist - Thane



CHINCHANI TARAPUR EDUCATION SOCIETY'S

# Shri Purshottamdas Laldas Shroff College of Arts & Commerce

(B.M.S., B.Sc., B. Sc. I.T., M.A., M.Com.)

AT PO. CHINCHANI, TAL. DAHANU, DIST. PALGHAR, PIN 401 503.

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI,

Included Under Section 2 (f), 12 (b) of the UGC

Re-Accredited by NAAC with 'B' Grade (CGPA 2.50)

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O. W. No. : \_\_\_\_\_

Date : \_\_\_\_\_

## Shri. P. L. Shroff College of Arts and Commerce, Chinchani

### Action Taken Report 2023-24

As per the plan of the year the following activities were conducted

- For entrepreneurship skill development, activities included a visit to a nursery in Tanashi, hosting an intercollegiate Business Festival, organizing a Rakhi-making and selling competition, and conducting a guidance lecture on the Chief Minister's Employment Generation Programme and scheme of KVIC.
- The AQAR for the academic year 2022-23 submitted.
- Various certificate courses were organized to enhance professional competence. The Commerce, BMS, and IT Departments offered a course on "Overview of Financial Markets" in collaboration with the Bombay Stock Exchange. The Arts Department conducted courses on "Serial Article Writing and Calligraphy," while the BMS Department provided an "English-Speaking Course" and the IT Department introduced a "Full Stack Development" course.
- For Career Guidance and Placement the college signed MoUs with ENJAY IT Solutions, Anudip Foundation for TCS Consultancy and Bank of America. BSc student done internship at Mehtapi Pvt Ltd, and M.Com. - I and M.A. - I students completed on-the-job training.
- The college conducted student enrichment programs, including a social issues exhibition, voter registration camp enrolling 150 students, and various competitions like business quizzes, coding, and eco-friendly idol making. Guest lectures on financial awareness and web development, along with a career development seminar, were organized. Students also participated in intercollegiate competitions, Yuwa Mahotsav, sports events, and the District-level Elocution Competition.
- Faculty presented papers at national and international conferences and published articles in UGC CARE-listed journals. They contributed to ISBN books and co-authored the F.Y.B.Com. Accountancy textbook, published by Sheth Publications. Teachers participated in faculty development programs also in seminars on various subjects.
- Awareness of NEP 2020- Faculties attended seminars on NEP 2020 and conducted awareness programs for students.



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- All Heads of Departments and Committees submitted their activity plans by the end of July. Teachers also submitted their teaching plans within the same timeframe.
- College received support of Alumni for college development. Alumnus Mr. Kumbod Mayekar (B.Com Batch 2012) established an annual ₹2,000 award for the Best Student, while the B.Com Batch of 2002 organized "Reconnect Yaade," donating a sound system and chairs. The BMS department hosted alumnus Mr. Kavish Patil (Batch 2010-11) for the "Rupantaran" program, and the BSc IT department held a guest lecture by alumnus Mr. Abhishek Jha (Enjoy IT Solutions) on "Bootstrap" on February 5, 2024.
- The college celebrated various days and Jayantis including International Yoga Day, Independence Day, Kargil Victory Day, World Indigenous Day, Annabhau Sathé Jayanti, Constitution Day, Dr. Babasaheb Ambedkar Jayanti, Republic Day and National Science Day to foster awareness, instill values, and commemorate significant events.
- To develop social sensitivity, the college organized community-level programs like street plays on road safety and voter awareness, surveys on water and toilet facilities, and plantation drives. The NCC Girls' Unit visited an old age home, while the Eco-BitGreen Club and NSS managed Nirmalya dumps and converted 30 kg into manure. Additionally, the NCC conducted a beach cleaning campaign at Chinchani.
- The college conducted student enrichment programs, including a social issues exhibition, voter registration camp enrolling 150 students, and various competitions like business quizzes, coding, and eco-friendly idol making. Guest lectures on financial awareness and web development, along with a career development seminar, were organized. Students also participated in intercollegiate competitions, Yuwa Mahotsav, sports events, and the District-level Elocution Competition.
- All Heads of Departments and Committees submitted their activity plans by the end of July. Teachers also submitted their teaching plans within the same timeframe.
- To strengthen teaching, learning, and evaluation, remedial courses were organized for slow learners and repeater students, focusing on providing extra coaching for numerical subjects. Advanced learners were guided with special sessions for competitive exams to enhance their readiness. These initiatives helped improve overall academic performance and fostered skill development.

  
**CO-ORDINATOR**  
IQAC

P. L. Shroff College of Arts & Commerce  
Chinchani. Dist. - Thane

  
**PRINCIPAL**

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