

R. D. & S. H. National College & S. W. A. Science College Bandra (W.), Mumbai 50

Internal Quality Assurance Cell (IQAC)

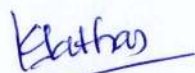
Minutes of the Meetings (A.Y. 2018-19)

Date: 30/09/18

Time: 3:00 p.m. onwards

Venue: IQAC Room

- The old and revised accreditation process was discussed.
- It is decided that the IQAC will start brainstorming sessions on:
 - The new Courses that can be initiated.
 - Feedback mechanisms and questionnaire preparation.
- There was a suggestion from all the members that a PTA consisting of at least 3 parents from each course can be constituted. They can be requested to give suggestions on every course syllabus.


Dr. Kiron Jathar
IQAC Coordinator



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Minutes of the Meetings (A.Y. 2018-19)

Date: 27/11/18

Time: 11:30 a.m. onwards

Venue: IQAC Room

- Questions circulated by HSNC Board was read out and discussed. It was planned that members of IQAC will work upon all these questions and discuss on 29th Nov., 2018 at 2:30 pm.
- The responsibility allocation was as follows:
 - Q.1 &2: Ms. Namrata A., Dr. Vibha M., & Mr. Kayzad D.
 - Q.3: (Technology) : Mr. Dinesh H., Vipul S.
 - Q.4: (Research): Dr. Suchandra D., Dr. Mona K., Dr. Milind K.
 - Q.5: (Internalization): Dr. Kiron J., Dr. Suchandra D.
 - Q.6: (Alumni): Ms. Namrata A., Mr. Vipul S., Ms. Nikisha K.
 - Q.7: (Placement): Mr. Dinesh H., Ms. Manpreet W.


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Minutes of the Meetings (A.Y. 2018-19)

Date: 29/11/18

Time: 1:00 p.m. onwards

Venue: Conference Room

- Points brainstormed (as decided during previous meeting) by teachers have been deliberated in this meeting.
- Principal interacted with all the committee members present and gave his suggestions on:
 - Introduction of more short-term courses,
 - To search for Internship with industries by all departments
 - Conduct placement drive
 - Continuation of campus induced placement program to inculcate employability skills among students
 - More teachers should apply for PG & Ph.D. Recognition
 - Explore possibility of the international collaboration; Try to partner with other national/ International level institutions which can benefit the students
 - Enhancement of Alumni mentorship

K. Jathar
Dr. Kiron Jathar
IQAC Coordinator



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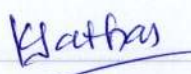
Date: 29/01/2019

Time: 2:30 p.m. onwards

Venue: IQAC Room

Minutes of the Meeting:

- CAS internal verification Process for candidates who have submitted their files to be completed by Dr. Suchandra Dutta, Mr. Kayzad D., & Ms. Kranti D. by 5th February, 2019.
- It is suggested by the IQAC functioning hours must be extended and role of each member to be defined.
- It was decided that the IQAC will apply for the **Best College Award** of the University of Mumbai and accordingly information must be compiled by the members.
- Academic audit (Internal & External) will be carried out every year. Framing of parameters for the same will be done by Mr. Vipul Saluja & Dr. Ravi Shukla.
- One FDP will be organized in the month of March for faculty members.


Dr. Kiron Jathar
IQAC Coordinator



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Minutes of the Meetings (A.Y. 2018-19)

Date: 07/02/2019

Time: 2:00 p.m. onwards

Venue: IQAC Room

- CAS Internal verification process must be completed on priority basis. Teachers who have not submitted their file and documents for the same or submitted incomplete documents need to complete it immediately and resubmit.
- It was decided that some good journals which are subscribed by the College/ Department should be displayed in the library.
- Online E-Learning materials (including videos) should be submitted by the teachers, Mr. Himanshu will organize it and it should be uploaded on institutional website.
- Mr. Himanshu was requested to get cost of latest subscription to some good journals.
- Discussion on possibilities of participation/ re-initiation of Rotaract Club in college as extension activity.


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Minutes of the Meetings (A.Y. 2018-19)

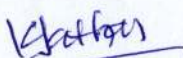
Date: 22/02/2019

Time: 2:30 p.m. onwards

Venue: IQAC Room

Minutes of the Meeting:

- VCD Notification (No. Exam/ Thesis./Univ./VCD/947 of 2018) is discussed with the members.
- Institutional RAC Committee for Ph.D./ M A/ MSc/ MCom is proposed. The suggested members are:
 - Dr. Kiron Jathar
 - Dr. Neha Jagtiani
 - Dr. Ravi Shukla
 - Dr. Mona Kejariwal
 - Dr. Ruchira Joshi
 - Dr. Meghna Chotaliya
 - Dr. Indu Shastri
- The responsibilities of RAC is as follows:
 - To review research proposal & finalize the topic of research.
 - To guide the research scholar to develop the study design and research methodology and identify course work, i.e., credit requirement, duration, syllabus, etc.
 - Registration process of the candidate
 - Evaluation method of the candidates
 - Half yearly presentation of the research candidates for their work
- The summary of this meeting will be prepared by the research committee as Institutional guideline for research and circulate amongst all department
- Meeting scheduled with Innovation cell in coming week.


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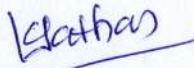
Date: 4th March 2019

Time: 3:00 p.m. onwards

Venue: IQAC Room

Action Taken Report compiled by IQAC Members for 2018 -19.

- Collation and compilation of the data in the form of presentations as evidence for NAAC revisit.
- Regular interaction with various departments, committees & NAAC steering committee to review preparedness of NAAC.
- Interaction with the Departments of B.A.F. & B.M.S. in organizing the National Level conference "Envisage".
- Organization of one day workshop to deliberate revised accreditation framework of NAAC with Principals and IQAC coordinators. "
- 76 students across the various streams enrolled for Honors project under guidance of 21 teaching faculties and participated in Avishkar Research convention organised by the University of Mumbai.
- Applied and received DBT-STAR College scheme for 3 academic years for 6 departments. The sanctioned grant amount was Rs. 123 Lakhs.
- 05 MRP were sanctioned by the University of Mumbai to 06 faculty members belonging to 05 departments. Total amount sanctioned is 1,83,000/-by the University of Mumbai and Mangrove Foundation, Mumbai.
- Twenty-six papers were presented in various national and international level seminar and conferences by the faculty members.
- Monitoring of Teacher's Log Book by specially appointed committee and IQAC. Followed by inspection by external committee
- Trained students and organised Bird Race where 106 students visited 15 different locations around 10km radius of Bandra and reported 107 species of birds in 7 hrs. This activity was financially supported by M/S D M Harish Foundation, Mumbai
- Students under the guidance of Faculty member Carried out Tree Census of College campus. During this activity, the ideal carbon sequestration rate by each of the 102 trees in the campus were calculated. A guide to Plant diversity if the college was an outcome of the project.


Dr. Kiron Jathar
IQAC Coordinator

