

IQAC MINUTES &  
ACTION TAKEN REPORT

# IQAC

2013-14

H.R. College of Commerce & Economics  
Vidyasagar Principal K.M. Kundnani Chowk,  
123 Dinshaw Wachha Road, Churchgate,  
Mumbai 400 020, India.



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# H.R. COLLEGE of Commerce & Economics

## **MINUTES OF IQAC MEETING FOR THE ACADEMIC YEAR 2013-14**

**The minutes of the IQAC meeting held on June 17, 2013, at 11.00 a.m. in the Mini-Conference room.**

**The Principal Dr. (Mrs.) Indu Shahani chaired the meeting.**

Following members were present for the meeting.

1. Principal Dr. (Mrs.) Indu Shahani
2. Dr. Jehangir Bharucha
3. Dr. Madhuri V. Tikam
4. Dr. Amit Nandu
5. Dr. Chandani Bhattacharjee
6. Ms. Geeta Sahu
7. Dr. Rani Tyagi
8. Ms. Simran Kalyani
9. Dr. Navin Punjabi.

The minutes of the previous meeting were read and approved.

The following matters were discussed:

- The overall academic plan and progress of students were reviewed. Result analysis team was formed to analyze the previous year's results.
- Previous teaching-learning processes were discussed and the chair decided upon the introduction of ICT in all classrooms.
- Modular plans were designed that were to be submitted by each teacher.
- A Research Committee was set up to organize/supervise research-related activities in the college involving and benefitting both students and faculty.
- Dr. Tikam informed that all teachers who were due for CAS should immediately start preparing their files.
- The meeting had a final deliberation on the above suggestions and ended with a vote of thanks to the Chair.

**The minutes of the IQAC meeting held on October 3, 2013, at 11.00 a.m. in the Mini-Conference room.**

**The Principal Dr. Indu Shahani chaired the meeting.**

Following members were present for the meeting.

1. **Principal Dr. Indu Shahani**
2. Dr. Jehangir Bharucha
3. Dr. Madhuri V. Tikam
4. Dr. Pooja Ramchandani
5. Dr. Madhu Kelkar
6. Dr. Paromita Chakrabarti
7. Dr. Priyamvada Sawant
8. Dr. Amit Nandu
9. Dr. Chandani Bhattacharjee
10. Ms. Geeta Sahu
11. Dr. Rani Tyagi
12. Ms. Simran Kalyani
13. Dr. Navin Punjabi
14. Mr. Yunus Gangat
15. Ms. Tasneem Razmi
16. Ms. Nidhi Thanawala

The minutes of the previous meeting were read by Ms. Geeta Sahu.

The following matters were discussed:

- The meeting began with the review on term end examinations. It was also suggested to start the question paper feedback at the end of examination after the students submit the paper.
- Dr. Tikam explained the digital repository project and recommended to upgrade the library infrastructure.
- The committee has suggested the need for upgrading the overall infrastructure with increasing the number of computer labs and other facilities. .
- The committee also reported the feedback analysis of various stakeholders collected and deliberated on few points of fitness facilities like Gymnasium for students and faculty members.
- The meeting concluded with a vote of thanks to the Chair.

**The minutes of the IQAC meeting held on February 5, 2014, at 11.30 a.m. in the Mini-Conference room.**

**The Principal Dr. Indu Shahani chaired the meeting.**

Following members were present for the meeting.

1. **Principal Dr. Indu Shahani**
2. Dr. Jehangir Bharucha
3. Dr. Madhuri V. Tikam
4. Dr. Pooja Ramchandani
5. Dr. Madhu Kelkar
6. Dr. Paromita Chakrabarti
7. Dr. Priyamvada Sawant
8. Dr. Amit Nandu
9. Ms. Geeta Sahu
10. Dr. Rani Tyagi
11. Ms. Simran Kalyani
12. Mr. Yunus Gangat
13. Ms. Tasneem Razmi
14. Mrs. Malvika Ramchandani (Special Invitee)

The minutes of the previous meeting were read by Ms. Geeta Sahu.

The following matters were discussed:

- Dr. Pooja Ramchandani proposed to have a joint meeting with the exam committee on a plan of action for improving the grade of students.
- Dr. Bharucha was given the task of preparing SOP's on various aspects related to the exam and discuss these in the next meeting.
- Ms. Geeta Sahu suggested that weekly tests should be conducted for students in the subjects of Mathematics and Economics.
- I/C Principal asked the preferred dates for the Faculty Development Program to Lonavala. The date could not be decided due to various activities and examinations. So FDP was postponed to next semester.
- Dr. Pooja Ramchandani reported that the tie-up with Satya Sai Baba Foundation is a successful one.
- Duties were allocated to IQAC members for preparing AQAR and the presentation of the draft in the next IQAC meeting.
- The meeting concluded with a vote of thanks to the Chair.

**The minutes of the IQAC meeting held on April 2, 2014, at 12.30 p.m. in the Mini-Conference room.**

**The Principal Dr. Indu Shahani chaired the meeting.**

Following members were present for the meeting.

1. **Principal Dr. Indu Shahani**
2. Dr. Jehangir Bharucha
3. Dr. Madhuri V. Tikam
4. Dr. Pooja Ramchandani
5. Dr. Madhu Kelkar
6. Dr. Paromita Chakrabarti
7. Dr. Priyamvada Sawant
8. Dr. Amit Nandu
9. Ms. Geeta Sahu
10. Dr. Rani Tyagi
11. Ms. Simran Kalyani
12. Mr. Yunus Gangat
13. Ms. Tasneem Razmi

The minutes of the previous meeting were read by Ms. Geeta Sahu.

The following matters were discussed:

- Dr. Pooja Ramchandani reported on the smooth running of the University Examination and appreciated the functioning of new digital duplicator for speedy copying of question papers.
- Dr. Jehangir Bharucha presented SOPs on various aspects related to the exam.
- Ms. Simran Kalyani gave a presentation on “Unfair Means Inquiry Committee Procedures”.
- Dr. Jehangir Bharucha informed the committee members about the LIC visit for Ph.D. in Business Economics and its preparations.
- IQAC members updated the progress of AQAR and discussed the report.
- The committee was informed of plans to restart the PhD Centre in Business Policy & Administration under the guide ship of Dr. Pooja Ramchandani.
- The committee was updated on the progress made in the college’s endeavor to sign an MOU with Rutgers Business School to deliver its “MBA For High Potential Executives” in Mumbai.

- The committee proposed to have more certificate courses in order to ensure that the students have the opportunity to explore various fields and amass knowledge on various subjects.
- The committee was briefed on plans to revive the Staff Academy. The Academy would provide the faculty a platform to have open discussions and scholastic debates on a wide range of subjects, enhance the understanding of newer areas of academic interest and; contribute to a larger academic consciousness and commitment.
- Mr. Ameya Ambulkar presented the committee with his proposal to launch “The Centre of International Studies” to provide assistance to students in exploring international academic opportunities. The same was reviewed and passed by the committee.
- The committee was updated on the performance of the “Grade Improvement Program”.
- The meeting concluded with a vote of thanks to the Chair.

## **IQAC COMPLIANCE REPORT FOR THE ACADEMIC YEAR 2013-14**

1. The Research committee organized various sessions and seminars to educate students about the research process. The sessions entailed a detailed overview of the entire research process from gathering information, tabulating it, making a bibliography, saving & storing work to plagiarism. Reliable sources like various national and international sites & journals were shared with the participants to aid them in their research.
2. The Special Cell conducted weekly tests for T.Y.B.Com students with an aim to assist students in improving their academic performance.
3. The college inaugurated its Ph.D. Center in Business Economics, bearing recognition from Mumbai University. It successfully enrolled three candidates under Dr. Geeta Nair.
4. As part of its continuing effort to provide opportunities of continuous learning and development to its faculties, enabling them to impart quality education, H.R College organised various Faculty Development Programs in the academic year 2013-14. On August 24, 2013, The Indian Center for Corporate Social Responsibility conducted a one-day Faculty Development Program for the degree college staff. The training provided insights into the impact of recent amendments in company law that makes CSR activities mandatory and also discussed the importance of CSR and its impact on various stakeholders in detail. On January 6, 2014, a workshop on “Growth Coaching” was conducted by Ms. Jan Alen, a consultant with Growth Coaching International, Australia. The workshop was designed to help teachers build coaching skills enabling them to support the development of others and identity and address performance management issues. On April 15, 2014, an I.T Training for teachers was organised to help accustom them with efficient use of technology and various tools at their disposal.
5. H.R. College in association with various esteemed institutes offered various certification courses in fields ranging from “Equity Research and Risk Management in Banks”, “Cyber security” to “Corporate Social Responsibility”. The initiative is a part of continuing effort of the H.R. College to provide courses in diverse areas assisting students gain knowledge and become more competitive individuals with requisite skill set.
6. The Centre of International Studies headed by Mr. Ameya Ambulkar was inaugurated in the academic year 2013-14. The center aims at helping students explore various international academic opportunities available to them, one of the main goals of the center is to equip students and staff with relevant information in areas like scholarship offers, International research initiatives, course offerings and so on.

7. The Staff Academy was revived in 2013-14 providing a forum to faculties to exchange ideas and engage in scholastic debates and discussions; enhance the understanding of newer areas of academic interest and; contribute to a larger academic consciousness and commitment. The platform was used by faculty to engage in discussions and present their views on various issues, presentations were made by faculties on topics like racial discrimination in the world's second largest democracy, Democratic Upheaval in the Arab World: Shift of Power from Autocrats to People, Statistical Inference: Tests of Hypotheses.
8. The college strives to ensure that each student performs well and gets the required assistance. The "Grade Improvement Program" of H.R College is a unique initiative that ensures that students struggling with academia receive the added attention and assistance they need. The program helps students chart out a study plan, conducts tests which are followed by detailed assessment and feedback on their performance, identifies and helps them in their areas of improvements and ensures involvement of parents by keeping them apprised of the progress and assistance required by the student. This year, 50 students from junior college benefited from this programme.