IQAC Minutes & Action Taken Report

IQAC

2018-2019

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

वाणिज्यं जनहिताय

Accredited 'A' Grade by NAAC

H.R. COLLEGE
of Commerce & Economics

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Wednesday, 21st June, 2018 at 11:30 am. In the conference room. You are requested to attend the meeting.

AGENDA

1. To approve the minutes of last meeting
2. To approve the First Day brochures for all the courses.
3. To discuss and approve "Find Your Voice" certificate course and its content.
4. To discuss on the promotion of faculty research in Scopus and WOS journals
5. To finalize the date of the orientation program for BCOM and other self-financed courses.
6. To discuss on ways of encouraging students enrolment in add on and certificate programs
7. To discuss and finalize the coverage of anti-ragging campaign.

To propose a vote of thanks.

IQAC Members

1.	Mr. Parag Thakkar	Head of the Institution (I/C Principal) (Chair)
2.	Dr. Jehangir Bharucha	(Co-ordinator)
3.	Dr. Pooja Ramchandani	(Vice Principal)
4.	Dr. Madhu Kelkar	(Department of Foundation Course)
5.	Dr. Paromita Chakrabarti	(Department of English)
6.	Dr. Amit Nandu	(Department of Accountancy)
7.	Dr. Jaya Manglani	(Department of Accountancy)
8.	Ms. Geeta Sahu	(Department of English)
9.	Dr. Navin Punjabi	(Department of Commerce)
10.	Ms. Nidhi Thanawala	(Self finance Department)
11.	Mrs. Simran Kalyani	(Department of Accountancy)
12.	Mrs. Padma Shah	(Management Representative)
13.	Ms. Ragila Nath	(Student Representative)
14.	Mr. Adiraj	(Alumni name/ Employer/ Industrialist)
15.	Mrs. Jyoti Govindani	(I/C Registrar) – Invitee

MINUTES OF THE IQAC MEETING CONDUCTED ON Wednesday, 21st June, 2018 at 11:30 am.

Purpose of Meeting: To discuss the matters of Agenda.

Date: **21st June, 2018**

Time: 11:30 am.

Chair: CA Parag Thakkar (Head of the Institution).

Members Present:

1. Mr. Parag Thakkar (I/C Principal)(Chair)
2. Dr. Jehangir Bharucha (Coordinator)
3. Dr. Pooja Ramchandani
4. Dr. Madhu Kelkar
5. Dr. Paromita Chakrabarti
6. Dr. Jaya Manglani
7. Ms. Geeta Sahu
8. Dr. Navin Punjabi
9. Ms. Nidhi Thanawala
10. Ms. Simran Kalyani
11. Dr. Madhuri Tikam
12. Prof. Shubada (special invitee)

AGENDA:

1. Approve the minutes of last meeting
2. To approve the minutes of last meeting
3. First day brochures:
4. To approve the First Day brochures for all the courses.
5. Find Your Voice certificate program
6. To discuss and approve "Find Your Voice" certificate course and its content.
7. Research promotion in Scopus WOS journals:
8. To discuss on the promotion of faculty research in Scopus and WOS journals
9. Finalizing Orientation Program dates:
10. To finalize the date of the orientation program for BCOM and other self-financed courses.
11. Enrolment in certificate programs:
12. To discuss on ways of encouraging students enrolment in add on and certificate programs
13. Anti-ragging campaigns:
14. To discuss and finalize the coverage of anti-ragging campaign.

Vote of thanks:

To propose a vote of thanks.

Meeting was started with the reading of minutes of last meeting which were finally approved.

Matters Discussed:

The drafts of the First day brochures had been prepared and was put before the Committee. The Committee made some suggestions and approved the brochures for all the courses.

The Committee discussed the proposal to conduct Find Your Voice certificate course, which would inculcate public speaking and presentation skills among the students.

The IQAC co-ordinator Dr. Jehangir Bharucha stressed that this year faculty members must try to publish their work in Scopus WOS journals.

Librarian Dr. Madhuri Tikam was the special invitee who gave presentation on plans to upgrade the library facilities.

The dates of the orientation programme were finalized. It was decided that Junior College orientation would be held on 12th July, FYBCOM on 27thJuly and Self-Financed courses on 31st July 2018.

I/C Principal Parag Thakkar said that more students should be enrolled in the Add-on and certificate courses this year.

Professor Shubhada who was a special invitee gave a presentation on Anti-Ragging Campaign and informed that this year the campaign will be extended to cover more areas in the vicinity of the college.

The meeting ended with a vote of thanks to the Chairperson.

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 4th September 2018 at 11:30 am in the conference room. You are requested to attend the meeting.

AGENDA

1. To read and approve the minutes of last meeting
2. To inform about the postponement of the blood donation drive.
3. To discuss and suggest on organizing research competition by the research
4. To discuss on the promotion of professional development initiatives among faculty members.
5. To have an overview of NSS activities.
6. To discuss on the industrial visits
7. To propose vote of thanks

IQAC Members

1.	Mr. Parag Thakkar	Head of the Institution (I/c Principal) (Chair)
2.	Dr.Jehangir Bharucha	(Co-ordinator)
3.	Dr. Pooja Ramchandani	(Vice Principal)
4.	Dr. Madhu Kelkar	(Department of Foundation Course)
5.	Dr. Paromita Chakrabarti	(Department of English)
6.	Dr. Amit Nandu	(Department of Accountancy)
7.	Dr. Jaya Manglani	(Department of Accountancy)
8.	Ms. Geeta Sahu	(Department of English)
9.	Dr. Navin Punjabi	(Department of Commerce)
10.	Ms. Nidhi Thanawala	(Self finance Department)
11.	Mrs. Simran Kalyani	(Department of Accountancy)
12.	Mrs. Padma Shah	(Management Representative)
13.	Ms. Ragila Nath	(Student Representative)
14.	Mr. Adiraj	(Alumni name/ Employer/ Industrialist)
15.	Mrs. Jyoti Govindani	(I/C Registrar) – Invitee

MINUTES OF THE IQAC MEETING CONDUCTED ON 4.9.2019

Purpose of Meeting: To discuss the matters of Agenda.

Date: 4th September, 2018.

Time: 11:30 am.

Chair: Mr. Parag Thakkar (Head of the Institution).

Members Present:

1. Mr. Parag Thakkar (I/C Principal) (Chair)
2. Dr. Jehangir Bharucha (Coordinator)
3. Dr. Pooja Ramchandani
4. Dr. Madhu Kelkar
5. Dr. Paromita Chakrabarti
6. Ms. Geeta Sahu
7. Dr. Jaya Manglani
8. Dr. Navin Punjabi
9. Ms. Simran Kalyani
10. Ms. Nidhi Thanawala
11. Mr. Rahul Mishra (special Invitee)

AGENDA:

1. Approve minutes of last meeting
2. To read and approve the minutes of last meeting
3. Postponement of the blood donation drive
4. To inform about the postponement of the blood donation drive
5. Research Cell event
6. To discuss and suggest on organizing research competition by the research
7. Encouraging Teachers To Attend Seminars
8. To discuss on the promotion of professional development initiatives among faculty members.
9. NSS Presentation
10. To have an overview of NSS activities.
11. Industrial Visit & Workshops
12. To discuss on the industrial visits

    Vote of Thanks

    To propose vote of thanks

Matters Discussed:

Meeting started with reading the minutes of last meeting happened on 21st July and the minutes were approved.

Dr. Jehangir Bharucha informed the Committee that Blood Donation Drive, which was to be conducted in mid-September, is now postponed to 7th December.

It was discussed that the Research Cell will be conducting a research competition, and Dr. Bharucha gave some suggestion on the format of the essays.

Professor Parag Thakkar reiterated that all teachers to be encouraged to attend seminars and fees will be paid by college for 2 seminars.

Professor Rahul Mishra was the special invite and he gave an overview of several NSS activities. The first was to be conducted on 24th September called Do's and Don'ts for a safer Mumbai. Several seminars and activities were also planned for January.

Dr. Pooja Ramchandani and Professor Jasbir have organized an industrial visit of the students to Indian Express Print Press on 6th October.

The Chair informed the committee that Parag Milk Dairy visit which was conducted on 1st September 2018 was very successful.

Dr. Jehangir Bharucha stressed the need for more programmes to inculcate universal values and ethics and requested members to come up with suggestions for the same in the next meeting.

Dr. Navin Punjabi shared his plans to have workshops in collaboration with BSE Brokers Forums on 6th, 8th & 9th October.

The meeting ended with a vote of thanks to the Chairperson.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on Thursday, October 10, 2019 at 11:30 a.m. in the conference room. You are requested to attend the meeting.

AGENDA:

1. To congratulate Dr. Madhu Kelkar on receiving Best Researcher award
2. To have an overview on German Faculty Exchange Programme and the University of Cincinnati visit.
3. To have an overview of PSDS activities.
4. To discuss and suggest on the need for more soft skill programmes.
5. To have a review presentation on HR Pulse.
6. To discuss on upcoming alumni meet.
7. To propose the vote of thanks.

IQAC members

1. Mr. Parag Thakkar	(Head of the Institution) (I/c Principal) (Chair)
2. Dr. Jehangir Bharucha	(Co-ordinator)
3. Dr. Pooja Ramchandani	(Vice Principal)
4. Dr. Madhu Kelkar	(Department of Foundation Course)
5. Dr. Paromita Chakrabarti	(Department of English)
6. Dr. Jaya Manglani	(Department of Accountancy)
7. Ms. Geeta Sahu	(Department of English)
8. Dr. Navin Punjabi	(Department of Commerce)
9. Ms. Nidhi Thanawala	(Self finance Department)
10. Mrs. Simran Kalyani	(Department of Accountancy)
11. Mrs. Padma Shah	(Management Representative)
12. Ms. Ragila Nath	(Student Representative)
13. Mr. Adiraj	(Alumni name/ Employer/ Industrialist)
14. Mrs. Jyoti Govindani	(I/C Registrar) – Invitee

MINUTES OF THE IQAC MEETING CONDUCTED ON 10.10.2019

Purpose of Meeting: To discuss the matters of Agenda.

Date: October 10th, 2018.

Time: 11:30 am

Chair: Mr. Parag Thakkar (Head of the Institution).

Members Present:

1. Mr. Parag Thakkar (I/C Principal) (Chair)
2. Dr. Jehangir Bharucha (Coordinator)
3. Dr. Pooja Ramchandani
4. Dr. Madhu Kelkar
5. Dr. Paromita Chakrabarti
6. Dr. Jaya Manglani
7. Dr. Navin Punjabi
8. Prof. Geeta Sahu
9. Dr. Chandani Bhattacharjee (Special invitee)

AGENDA:

1. Congratulate Dr. Madhu Kelkar
2. To congratulate Dr. Madhu Kelkar on receiving Best Researcher award
3. International initiatives
4. To have an overview on German Faculty Exchange Programme and the University of Cincinnati visit.
5. PSDS presentation
6. To have an overview of PSDS activities.
7. Soft skill programs
8. To discuss and suggest on the need for more soft skill programmes.
9. Review of HR pulse
10. To have a review presentation on HR Pulse.
11. Alumni meet
12. To discuss on upcoming alumni meet.

Vote of thanks

To propose the vote of thanks.

Matters Discussed:

Meeting started with reading the minutes of last meeting and minutes were approved. The AQAR of the previous year prepared by the members was finally approved for uploading on website and mailing it to NAAC.

Professor Parag Thakkar informed the committee that Dr. Madhu Kelkar has received the Best Researcher award in the senior category at the Mani Kamerkar seminar.

Dr. Chandani Bhattacharjee who was the special invitee gave a presentation on the German faculty exchange programme and the University of Cincinnati visit.

Professor Geeta Sahu gave an overview of activity of PSDS (Public speaking and debating society).

Dr. Jehangir Bharucha stressed the need for having more soft skills programmes. He also gave a presentation on HR Pulse which had been conducted by the Placement Cell in September.

The Chair informed the committee that the alumni meeting is going to be organized by the college in the month of March, 2019.

The meeting ended with a vote of thanks to the Chairperson.

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Wednesday, 4th April, 2019 at 11:30 am in the conference room. You are requested to attend the meeting.

AGENDA:

1. To brief members on the formation of Cluster University and the efforts undertaken by the Cluster committee.
2. To review the Alumni meet organized in March.
3. To discuss on organizing an international conference next year in collaboration with Mani Kamerkar foundation.
4. To felicitate The Sports Council Students for their outstanding achievements in sports.
5. To inform members on the MOU signed with Ernst Young.
6. To inform about the KPMG inaugural award.
7. To inform date of seminar on intellectual property rights.
8. To hand over the responsibility of intellectual property rights seminar to Staff Academy and F.C department.
9. To discuss the feedback collected on infrastructure and faculty performance.
10. To propose the vote of thanks.

IQAC members

1.	Mr. Parag Thakkar	Head of the Institution (I/C Principal) (Chair)
2.	Dr. Jehangir Bharucha	(Co-ordinator)
3.	Dr. Pooja Ramchandani	(Vice Principal)
4.	Dr. Madhu Kelkar	(Department of Foundation Course)
5.	Dr. Paromita Chakrabarti	(Department of English)
6.	Dr. Amit Nandu	(Department of Accountancy)
7.	Dr. Jaya Manglani	(Department of Accountancy)
8.	Ms. Geeta Sahu	(Department of English)
9.	Dr. Navin Punjabi	(Department of Commerce)
10.	Ms. Nidhi Thanawala	(Self finance Department)
11.	Mrs. Simran Kalyani	(Department of Accountancy)
12.	Mrs. Padma Shah	(Management Representative)
13.	Ms. Ragila Nath	(Student Representative)
14.	Mr. Adiraj	(Alumni name/ Employer/ Industrialist)
15.	Mrs. Jyoti Govindani	(I/C Registrar) – Invitee

MINUTES OF THE IQAC MEETING CONDUCTED ON 4.4.2019

Purpose of Meeting: To discuss the following matters of Agenda.

Date: Wednesday, April 4, 2019.

Time: 11:30am.

Chair: Mr. Parag Thakkar (Head of the Institution).

Members Present:

1. Mr. Parag Thakkar (I/C Principal) (Chair)
2. Dr. Jehangir Bharucha (Coordinator)
3. Dr. Pooja Ramchandani (Vice Principal)
4. Dr. Madhu Kelkar (Department of Foundation Course)
5. Dr. Paromita Chakrabarti (Department of English)
6. Dr. Jaya Manglani (Department of Accountancy)
7. Ms. Geeta Sahu (Department of English)
8. Ms. Simran Kalyani (Department of Accountancy)
9. Dr. Navin Punjabi (Department of Commerce)
10. Ms. Nidhi Thanawala (Self Finance Department)

Agenda:

- Formation Of Cluster University
- To brief members on the formation of Cluster University and the efforts undertaken by the Cluster committee.
- Success of The Alumni Meet
- To review the Alumni meet organized in March.
- International Conference With Mani Kamerkar Foundation
- To discuss on organizing an international conference next year in collaboration with Mani Kamerkar foundation.
- Felicitation Of The Sports Council Students
- To felicitate the Sports Council Students for their outstanding achievements in sports
- MOU Signed With Ernst And Young
- To inform members on the MOU signed with Ernst Young.
- KPMG Inaugral Award
- To inform about the KPMG inaugural award.
- Seminar On Intellectual Property Rights
- To inform date of seminar on intellectual property rights.
- Responsibility Of Intellectual Property Rights Seminar
- To hand over the responsibility of intellectual property rights seminar to Staff Academy and F.C department.
- Feedback On Infrastructure And Faculty Performance
- To discuss the feedback collected on infrastructure and faculty performance.

Vote of Thanks

To propose the vote of thanks.

Meeting started with reading the minutes of meeting held in October 2018 and the minutes were approved.

Matters Discussed:

Professor Parag Thakkar briefed the committee about the possible formation of Cluster University and the efforts undertaken by the Cluster committee.

He also briefed on the success of the Alumni meet organized in March, where more than 200 alumni attended the meet.

Dr. Jehangir Bharucha suggested the college should organize an international conference next year. Dr, Madhu Kelkar proposed to hold a conference in collaboration with Mani Kamerkar foundation in the month of September or October.

The Sports Council students were invited for few minutes and they were felicitated before the IQAC committee. Mudra Agarwal, Sparsh Pherwani and Vaishtee Cooper were felicitated for their outstanding achievements in sports.

Dr. Navin Punjabi informed the committee of the MOU signed with Ernst Young in which 48 students had been trained by EY. He also informed that KPMG inaugural award had gone to 4 students for their entrepreneurial idea presentation.

It was discussed that the IQAC will be conducting a seminar on Intellectual Property Rights with special reference to copy rights and patents on 24th April, 2019. The responsibility of holding this seminar was handed over to Staff Academy and FC department.

The IQAC discussed the feedback which had been collected on infrastructure and faculty performance.

The meeting ended with a vote of thanks to the Chairperson.

IQAC COMPLIANCE REPORT FOR THE ACADEMIC YEAR 2018-19

1. Orientation programs were successfully held for self-financed courses, F.Y.B.C.om and junior college on July 31, 2018, July 27, 2018, and July 12, 2018, respectively.

2. On October 10, 2018, the N.S.S. Unit of H.R. College conducted a Blood Donation Drive along with B.Y.L. Nair Ch. Hospital in the college.

3. On September 01, 2018, the Research Cell of H.R. College organized an interclub research paper presentation competition "Nexus", it provided a platform to the researchers to showcase their literary skills.

4. "Voice for Success" a 30 hours Certificate Course on techniques in voice presentation, was conducted in the audio and music studio of the college, HRhythm.

5. On October 05, 2018, The CAMS Club of H.R College arranged an industrial visit to Indian Express Press at Ghansoli. The visit was a great learning opportunity for the students to witness the operations of the press.

6. On March 16, 2019, H.R College organised the Alumni Meet hosted by The Students' Council of H.R. College, inviting alumni from the batches of 1960 to 2010. Approximately 200 alumni that graced this occasion, the meet presented a great opportunity to build new networks and reconnect with the institute that has been instrumental in their personal and professional development.

7. Around 824 books were added to the library including curriculum-based textbooks and books on several subjects such as Management, Banking, Finance and Economics as a part of an initiative to upgrade the library's facilities. In addition to pre subscribed N-List database and E-Library package (consisting of E-books, E-journals and Language Lab), the library also subscribed to two databases namely J- Gate and India Business Insight to support research and enhance the scholarly communication. The library continued to subscribe to 16 newspapers and 50 journals.