

# H.R. COLLEGE OF COMMERCE AND ECONOMICS

## Minutes of Meeting

<b>Location:</b>	1 <sup>st</sup> floor, Mini Conference Room, H R College of Commerce and Economics	
<b>Type of Meet</b>	Attendance in Person and Virtual Meet through Zoom	
<b>Day &amp; Date:</b>	Tuesday, 15 <sup>th</sup> December 2020	
<b>Time:</b>	11.00 am	
<b>Members Present in the meeting</b>	<b>Name of the Member</b>	<b>In-Person/Virtual</b>
	Dr Pooja Ramchandani, I/C Principal	In Person
	Dr Navin Punjabi, Vice Principal	In Person
	Dr Jaya Manglani, Member of IQAC	Virtual
	Mr Yunus Gangat, IT Coordinator	In Person
	Smt Rekha Sawant	Virtual
	Shri Vasdev Sukhija	Virtual
<b>Special Invitee</b>	Mr Sanjay Singh, Associate	In Person
	Smt. Jyoti Govindani, Registrar	In Person
	Mr Rahul Mishra, Assistant Professor and Coordinator B.Com in Banking and Insurance	In Person
	Ms Pooja Lalwani, Assistant Professor and Coordinator Bachelors of Management Studies	In Person
	Mr Mudit Makhija, Student Representative, First Year	In Person
	Mr Aman Gubitra, Student Representative First Year	In Person
	Ms Josya Hemrajani, Student Representative, Third	In Person
	Mr. Dattatray Gawade, Associate Staff	In Person
Mr Papu, Associate Staff	In Person	
<b>Members Absent:</b>	Smt. Pooja Balani	
	Mr. Vimal Premani	
	Mr. Santosh Batni	

## Committee to Audit the Civil and IT Infrastructure

### Agenda items:

- Detailed Civil Infrastructure audit of the college
- Detailed IT infrastructure audit of the college
- Internet connectivity & digital infrastructure
- Drafting of Housekeeping and Hygiene policy
- Process note on maintenance department and it's working

- Preparing process note for infrastructure-related complaints
- Energy audit
- Solar energy management
- Rainwater harvesting facility

## **Deliberations and Decisions:**

**1) Introduction of the Committee:** Dr Navin Punjabi initiated the proceeding of the meetings. He explained the purpose scope and key areas of the responsibilities of the committee to the members present. I/C Principal, DR Pooja Ramchandani joined the meeting to see the students presentation on the current status of the Infrastructure of H R College.

### **2) Discussion & Decision Taken at the Meeting.**

- (i) It was suggested that there is a need to conduct a structural audit of the Premise. However, the members opined that structural audit was beyond the scope of the committee as the members of the committee do not possess any technical knowledge or possess the required skills for doing the required structural audit or reading approved floor plans of BMC hence, there was a need to get the structural audit to be done by a professional.
- (ii) Dr Navin Punjabi Further Pointed out that what can come under the committee scope is the documentation and making suggestion to the Principal with regards to the audit process and allied activities and all the members agreed to it without any reservation that the committee shall maintain record of all the documentations concerning infrastructure. It was decided to maintain a copy of the file of all the documents related to Civil and IT infrastructure in the office of the Vice-Principal. However record keeping shall still remain the primary responsibility of the office of the Registrar.
- (iii) It was decided that the building and floor plan of the college to be submitted to the committee. The BMC approved floor plan and room plan shall be submitted by Smt Kamini Bahl by Saturday 19th December 2020.
- (iv) It was also found that the Geo tagging of the classroom was already done and was available with Dr Jaya Manglani and she agreed to submit the same by Saturday 19th December 2020.
- (v) It was also decided that a whatsapp group of the committee to be created from ease in coordination of activities related to the committee. However, all official communication shall be sent strictly in writing or by e-mail.
- (vi) The audit report and Stock count various inventories was done by HSNC board and which was tabled in the meeting by Dr Navin Punjabi this report will help the committee for an effective conduct of its audit activities. The committee thanked Prof. Dinesh Panjwani, Secretary, HSNC Board for providing the report.
- (vii) The committee was made aware upon inquiry that the college does not maintain a stock register The Committee strongly recommends that there shall be a stock register maintained in the College office and all the inward and outward entry of all the stocks to be maintained effectively and chronologically. Mr Dattatray Gawade will be responsible for the update and maintenance of the Stock register and will be working under the supervision of Mrs Pooja Balani.

- (viii) The committee opined that recording and disposal of scrap is an important area and the committee agreed that there should be a Policy of how does an item become scarp and what shall be sale of scrap process. The Registrar mentioned there is no formal policy with regards to sale of scrap. Further it was pointed out that a major portion of scrap is the exam answer booklets so it was essential to determine the period for which the booklets are to be preserved as per the circular of the University. To determine the above period, it was decided that a letter to be written to the exam committee and ascertain the period for preservation of the answer booklets. Also, Smt Rekha Sawant agreed to check the University circular regrading disposal of answer and revert to the committee in three days.
- (ix) The committee was of the opinion that there shall be segregation of waste into E-waste and other waste as the College is environmental conscious.
- (x) It was decided that for better and effective control that there should be coding of the stock and the same should also be updated in excel along with the Stock Registrar. The responsibility of the same shall be of the Registrar.
- (xi) It was highlighted that there is underutilisation of assets in the college. An example of was given that the TV on the ground floor can be utilised not just on days of event but also for displaying the schedule and class allocation every day which will smoothen the conduct of lectures. Prof Yunus Ganagat pointed out that the TV can be connected through a cable and operated from the cubical in the staff room by the day in charge. Prof Yunus Gangat shall take necessary approval from Principal Madam so start at least one TV on the ground floor for the same and the day in-charge of aided, self-finance and junior college shall be responsible for updating the information on daily basis.
- (xii) A suggestion was given that there should be TV on all the floor for which it was also suggested that the alumni committee could help us out in connecting to the alumni for sponsorship. The committee shall send a formal request to the Alumni Committee for installation of such TV's.
- (xiii) The records of the respect to fire extinguisher bills date of refill due date/ date of expiry were to be kept in place and Mr Sanjay will be responsible for the same. It was highlighted that the a fire hydrant system was in place the registrar showed the Form B that showed that system was effective from 1/1/2020 to 30/6/2020 as per Maharashtra Fire Prevention and Life Safety Measure and the vendor was Unique Fire and Safety services. A copy of all such reports shall be submitted to the committee for record.
- (xiv) The committee opined that safety and security of the campus is of prime most importance and CCTV vendor was invited to give his report on the working of the CCTV. It was informed to the committee that 5 cameras were not working which were either to be replaced or repaired,16 camera 1 mega pixel to be updated, 4 cameras created blind spots which is a major threat to the safety and security of staff and students. The current recording was available only for 24 days.
- (xv) The committee very strongly opined to ensure that the CCTV recording shall be available for the last 30 days at all points in time. Mr Sanjay Singh, Associate Staff suggested for which there will be further requirement of hard disk with more storage capacity. It was highlighted that university circular also requires storing of recording for at least 30 days. However, it was to Smt Rekha Sawant to confirm the same and provide the circular to the committee. The committee has suggested the Principal to kindly consider this on priority and take necessary action.

- (xvi) The committee deliberated the need for cleaning of water tanks and keeping in the mind the health, hygiene and safety of students it was proposed by the committee that the water tanks should be cleaned every quarterly and the cleaning part to be outsourced or to be done by applying pumps. Mr. Papu will be submitting the quotation for the same by Saturday.
- (xvii) It was decided that there should be proper duty chart of the associate staff and the same should be handed over to the committee by the registrar for record. Also, for effective monitoring that there will be a subcommittee will be formed the composition will be decided by the Chair person and the committee will do a surprise check and submit the report to the committee.
- (xviii) It was unanimously agreed by all the members that the duty chart should be put on each floor. Smt Rekha Sawant will be submitting the duty chart by Saturday 19th December 2020.
- (xix) The committee also agreed that there should be a proper record of Computers and IT register was to be maintained. Prof Yunus Gangat will be responsible for Maintenance of IT Register.
- (xx) The committee also pointed out that there should be numbering of all the assets of the college some of them include chairs and benches in the class room, Computers, Projectors, printers, routers, fridge etc. It was requested to Smt Rekha Sawant to submit the chart/ list / data regarding the benches in each class to the committee by Saturday 19th December 2020. The office of the Registrar be responsible for ensuring the numbering is done on priority and submit a fortnightly progress report of the same.
- (xxi) The first year students representative Mr Mudit suggested that the gym should have more equipment's also there is a need of shower and changing room to be created in the gym with hot water facility.
- (xxii) The committee further added to it that the gym shower and changing room will be under the lock and key and the same shall be under the supervision of the Gym in-charge. Only members who use gym facility shall be permitted to use the Shower-cum changing room.
- (xxiii) Dr Jaya Managani presented a PPT from the view of NACC requirements with respect of Infrastructure and the following suggestions were made
- (a) Focus should be made on creating and enhancing the infrastructure of sports facilities. For which the suggestion like creating football and cricket turf on terrace , having chess and table tennis facilities on terrace were given.
  - (b) Focus on maintenance rare books , recording of foot fall in library for which the committee proposed to give recommendation to the library committee.
  - (c) Focus on increasing the student computer ratio. For which the committee suggested to have more computers. Dr Jaya Manglani stated that currently there are 208 computers on record and she will be providing the break up of all the computers to Mr Yunus Gangat.
  - (d) Focus on encouraging teachers to take up and develop E Content. For which the committee proposed to give recommendation to the IQAC Committee.
- (xxiv) With respect maintenance and Supplies department it was suggested by the committee that any requirement and complaint should be routed through the registrar. It was also suggested to maintain a log book for the same. Mr Sanjay will be responsible for maintaining and updating of the log book under the superintendence of the Registrar.

- (xxv) The committee decided that there should be a clear maintenance policy for all the maintenance activities. Dr Jaya Managlani agreed to make the draft policy to and submit the first draft on Saturday 19th December, 2020
- (xxvi) It was discussed that there should be dedicated room allocation for lectures and events physical and online and there should be a system designed to check regarding availability and allocation of rooms or virtual accounts.
- (xxvii) The committee opined that there were limited zoom accounts and there was a need for more zoom accounts it was suggested that there shall be zoom accounts dedicated to Degree, Self-Finance, Junior college and for one for events.
- (xxviii) The committee stressed and emphasised on the need and importance of Gate Pass and decided that there should be Gate pass to be issued for all the inward and outward movement of any item and the same should be recorded at the gate in the register. The registrar shall provide format of in and out gate pass in one week.
- (xxix) The committee suggested that there should be notice board policy and there should be allocation of the notice boards to student bodies, clubs and associations who will manage the same. The trophies in the cupboard should also be reshuffled and relocated.
- (xxx) The committee also suggested that beautification of various areas of the college such as the mini terrace, entrance lobby recreational areas etc.
- (xxxi) The need of having proper record room was also discussed and appropriate measures recommendation were given by the committee.
- (xxxii) The committee also suggested that all the cupboard should be numbered and should also display what record is there in the cupboard Smt Pooja Balani shall prepare a plan of action and submit the same to the committee in one week.
- (xxxiii) The committee also recommended that there should be key box in the office of the Registrar and keys should be tagged and named. The keys to the key box shall be in the custody of the Registrar.
- (xxxiv) The committee requested the registrar for submitting the details of AMC's of Pest Control, Fire, A/c, Lift and the papers related to insurance (fire, theft, etc), property tax. Registrar shall submit the same to the committee in one week.
- (xxxv) The committee suggested that there shall be an emergency evacuation fire exit plan and the same shall be displayed on each floor. Smt. Rekha Sawant to submit the same in consultation with the Registrar.
- (xxxvi) It was highly recommended by the committee for having WIFI facilities in the college. Prof Yunus Gangat to submit quotation for WIFI facilities with the required controls of usage of such wifi.
- (xxxvii) It was approved to buy 2 more zoom accounts of 500 & 1000 participants each in the first week of January 2020.
- (xxxviii) The committee also suggested that there should be a room allocated for NSS activities. The committee shall physically take rounds and see where such place can be created.

(xxxix) The committee also directed to priorities the work of infrastructure based on emergency and list down top 5 areas of Civil and Infrastructure work to be done of Priority basis.

(xl) It was decided to formally induct Mr. Rahul Mishra, Smr. Pooja Lalwani as Teaching Staff and Mr Mudit Makhija, Student Representative, First Year, Mr Aman Gubitra, Student Representative First Year and Ms Josya Hemrajani, Student Representative, Third in the committee to Audit the Civil and IT infrastructure with immediate effect.

(xli) The meeting ended with the Vote of Thanks to the Chair and all the members in the meeting.

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