



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
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Ref. No LSRC/IQAC/20-21/52

April 15, 2021

NOTICE

The Meeting of the IQAC Committee of the Sadhana Education Society's L. S. Raheja College of Arts and Commerce, Santa Cruz (West), Mumbai - 400 054 for the academic year 2020-2021 will be held on **April, 20th 2021 at 11.00 a.m.** on Microsoft team platform. The members of the Committee are requested to make it convenient to attend the meeting.

Sd/-
(Dr. Anupama Nerurkar)
IQAC Coordinator

AGENDA

1. To read, accept and adopt the minutes of the last IQAC Committee meeting held on January 19th 2021.
2. To read action taken report of the minutes of the previous meeting
3. To discuss matters arising out of the minutes.
4. To discuss the status of CAS files of Dr. Devnani, Dr. Parita Desai and Dr. Neelam Yadav
5. To discuss the activities done by IQAC.
6. To discuss the work done for SSR.
7. Any other business with the permission of the Chair.

Minutes of the IQAC Meeting held on 20th April, 2021

IQAC committee meeting was held on April 20, 2021 at 11.00 am on the Microsoft Meet platform. The following members were present:

- 1) Dr. Debajit N.Sarkar, Principal, IQAC Chairperson
- 2) Dr. Lily Bhushan, Principal KES Shroff College, External expert
- 3) Dr. Jayashree Inbaraj, Principal, Kapila Khandwala College of Education, External Expert
- 4) Dr. Anupama N. Nerurkar, Head, Department of Commerce, IQAC Coordinator
- 5) Dr. Seema A. Ukidve, Head, Department of Mathematics & Statistics, Member
- 6) Ms. Vaishali Pandya, Coordinator BAF, Member
- 7) Dr. Neelam Yadav, Assistant Professor, Department of Mathematics, Statistics and Computers, Member
- 8) Mrs. Pooja Yadav, Assistant Professor, Department of History, Member
- 9) Mr. Rahul Dandekar, Assistant Professor, Department of Economics, Member
- 10) Ms. Divya Kanchan, Coordinator BFM, Member
- 11) Mrs. Rupal Kore, Office Superintendent, Senior Administrative Officer, Member
- 12) Ms. Purna Mordani, Student Representative (Aided)
- 13) Ms. Snehal Raul, Student Representative (Unaided)

Leave of Absentia was granted to:

- 1) Dr. M. Z. Farooqui, Former Principal, Rizvi College
- 2) Firoz Yusuf Khan, Alumni Representative

The Principal welcomed the committee members.

Item 1: To read, accept and confirm the minutes of the last IQAC Committee meeting held on January 19, 2021.

Dr. Nerurkar read the minutes of the previous meeting held on January 19, 2021 which was accepted and approved.

Item 2: To read action taken report of the minutes of the previous meeting.

The action taken report of the previous meeting was presented by Dr. Nerurkar.

Item 3: To discuss matters arising out of the minutes.

The following matters arising out of the minutes were discussed.

a. It was suggested by Dr. Bhushan that instead of one expert lecture on research, a series of lectures be conducted for teaching staff covering all important areas in research.

b. Dr. Sarkar advised that IQAC Coordinator must send written communication to the Head of the Department / Committee Chairpersons while allocating/suggesting any particular activity to be conducted by them.

c. Principal inquired about updates on Energy Audit, on which Dr. Nerurkar informed the committee that Green Audit is completed for the academic year 2020-2021 and the work for Energy Audit for the year 2020-2021 is in process.

d. Principal informed that taking into account the role of technology in education, there is further augmentation in IT facilities in the College including.

- a) All classrooms have Wi-Fi facility.
- b) Change in the wirings in Computer laboratory
- c) Network restructuring

Item 4: To discuss the status of CAS files of Dr. Devnani, Dr. Parita Desai and Dr. Neelam Yadav.

Dr. Nerurkar presented the status of CAS files for Dr. Parita Desai, Dr. Neelam Yadav and Dr. G. Devnani. She informed the Committee that the files of Dr. Desai and Dr. Yadav were checked and ready and the file of Dr. Devnani has been given to him for corrections as suggested by IQAC. The names subject experts are communicated by University. Dr. Sarkar added that Jt. Director has communicated his nominee for CAS. However, due to lockdown, there is no further progress.

Item 5: To discuss the activities done by IQAC.

Dr. Nerurkar presented the list of activities done under IQAC. Dr. Sarkar appreciated the efforts taken and the activities conducted. Dr. Lilly Bhushan suggested that various workshops / seminar should be conducted for administrative staff members. It was decided to have a lecture on Mental health for non-teaching staff of both L. S. Raheja and KKCE college. Also it was agreed that all activities must have learning outcomes and must be mentioned in the report.

Item 6: To discuss the work done for SSR.

Dr. Nerurkar informed that the NAAC Steering Committee is working on the preparation of SSR. However due to lockdown the pace of the work has been affected. The first draft of the Qualitative data is sent to Principal for approval and suggestions. Meanwhile, it is also sent for editing to Dr. Preeti Vaswani and Ms. Kavita Makhija .

Item 7: Any other business with the permission of the Chair.

With the permission of the Chair the following points were discussed.

1. With the support of Management and Principal, library has successfully installed EBSCO -e-resources. All teachers and students can use the same for enriching teaching-learning and research. IQAC will motivate teachers to use the resources to the greater extent. The librarian has already conducted training programme for students and teachers.
2. Dr. Sarkar instructed IQAC Committee to invite suggestions from teaching staff with regards to Quality improvement in teaching learning, administrative and other academic matters. The committee should consider these suggestions while preparing the overall plan for the academic year 2021-2022.
3. IQAC is planning to have professional development programme for teaching and non-teaching staff. Dr. Lily Bhushan suggested that a workshop on EXCEL can be conducted.
4. It was decided to have a separate professional development training for library staff.
5. It was suggested that for ensuring commitment of employees at workplace, DOs and DONTs be defined and communicated to all employees including security.
6. Ms. Snehal Raul (member-student representative) requested to organize annual Prize Distribution Ceremony and the committee welcomed the suggestion.

The meeting was adjourned with a vote of thanks to the Chair.



Dr. Anupama Nerurkar
IQAC Co-ordinator



Dr. Debajit Sarkar
Principal, IQAC Chairperson



ATR - of the Minutes of the IQAC Meeting held on 20th April, 2021

Item 3: To discuss matters arising out of the minutes.

The following matters arising out of the minutes were discussed.

a. It was suggested by Dr. Bhushan that instead of one expert lecture on research, a series of lectures be conducted for teaching staff covering all important areas in research.

ATR: IQAC organized a series of lectures in the area of research, these lectures were delivered by the convener of Research Cell, Dr. M.Z. Farooqui. These lectures covered all the topics like Guidelines for writing research articles, identifying research topics, Selection of Research Design, Preparing Research Questionnaire, Data analysis, testing of hypothesis etc. These lectures were conducted on 6 days covering the above topics viz: 9th February, April 3rd, 20th May, 25th May, 27th May and 29th May, 2021.

b. Dr. Sarkar advised that the IQAC Coordinator must send emails to the Head of the Department / Committee Chairpersons in regards to work/activity allocated to them.

ATR: IQAC committee had meetings with Heads of the department and committee conveners for finalizing activity calendar for the academic year 2021-2022. It started the practice of allotting the work/conducting various activities in association with IQAC on emails to respective Heads of the Departments/committee conveners.

Item 4: To discuss the status of CAS files of Dr. Devnani, Dr. Parita Desai and Dr. Neelam Yadav.

Dr. Nerurkar presented the status of CAS files for Dr. Parita Desai, Dr. Neelam Yadav and Dr. G. Devnani. She informed the Committee that the files of Dr. Desai and Dr. Yadav were checked and ready and the file of Dr. Devnani has been given to him for corrections as suggested by IQAC. The names of subject experts are communicated by the University.

Dr. Sarkar added that Jt. Director has communicated his nominee for CAS. However, due to lockdown, there is no further progress.

ATR- IQAC successfully completed the CAS process for Dr. Parita Desai, Dr. Neelam Yadav and Dr. Devnani on 29th June 2021.

Item 5: To discuss the activities done by IQAC.

Dr. Nerurkar presented the list of activities done under IQAC ([Annexure-I attached](#)).

Dr. Sarkar appreciated the efforts taken and the activities conducted. Dr. Lilly Bhushan suggested that various workshops / seminars should be conducted for administrative staff members. It was decided to have a lecture on Mental health for non-teaching staff of both L. S. Raheja and KKCE college. Also, it was agreed that all activities must have learning outcomes and must be mentioned in the report.

ATR: For teaching and non-teaching staff, a seven days Professional Development training workshop on MS Excel was organized by IQAC FROM 23rd May to 31st May,2021. Extensive and in-depth hands-on training was conducted during these 7days.

Item 6: To discuss the work done for SSR.

Dr. Nerurkar informed that the **NAAC Steering Committee** is working on the preparation of SSR. However due to lockdown the pace of the work has been affected. The first draft of the Qualitative data is sent to the principal for approval and suggestions. Meanwhile, it is also sent for editing to Dr.Preeti Vaswani and Ms. Kavita Makhija .

ATR: IQAC has submitted the first draft of SSR to the Principal. Meetings were conducted criteria wise with Dr. Farooqui from August 2nd to August 11 and suggestions were incorporated. Another staff meeting with the Principal and Dr. Farooqui sir was conducted on 13/8/2021

Item 7: Any other business with the permission of the Chair.

ATR: Excel workshop was conducted by Devang Thakkar as per suggestion given by Dr. Lily Bhushan.

Seven days intercollegiate certificate course was conducted for Library staff from 7th June 2021 to 13th June 2021.

As per suggestion given by student representative Ms. Snehal Raul , Virtual Prize distribution was held by cultural committee on 29/5/2021.



Dr. Anupama Nerurkar
IQAC Co-ordinator



Dr. Debajit Sarkar
Principal, IQAC Chairperson

ANNEXURE I -IQAC ACTIVITIES

Month	Department	Activity
APRIL	Library	Online Book Exhibition
	BAF	POSTER CUM SLOGAN COMPETITION
	Gymkhana	10 Saturday Webinar series - Healthy Lifestyle - "Physical Literacy for Healthy Lifestyle"
	DLE	2nd Term Training Program
MAY	Cultural Committee	Virtual Celebration- Maharashtra Din
	NSS	AWARENESS SESSIONS ON THALASSEMIA, COVID PLASMA DONATION, COVID APPROPRIATE BEHAVIOUR & COVID VACCINATION TO CELEBRATE WORLD THALASSEMIA DAY (8TH MAY)
	IQAC	Expert lecture on Understanding Research Design
	Commerce	Expert lecture on Counselling techniques
	IQAC	Expert lecture on Testing Hypothesis
	IQAC	Expert Lecture on Preparing questionnaire
	IQAC	IQAC-research lecture on Data analysis
	IQAC	Orientation programme for SYBA
	IQAC	Orientation programme for SYBCOM
	B.A.M.M.C	World Press Freedom Day
	B.F.M.	Awareness and Quiz on World No Tobacco Day
	B.SC.I.T	Quiz-World Tele-communication and Information Society Day
	Economics	QUIZ on the eve of International Labour Day
	Economics	Economics concepts puzzle
	Cultural Committee	Virtual Prize Distribution Function
	M.COM	Webinar on Financial Awareness
	Gymkhana	10 Saturday Webinar series - Healthy Lifestyle- " Trekking and Hiking (Basic Information)
	Gymkhana	10 Saturday Webinar - Healthy Lifestyle - "Self Defense Technique"
	Gymkhana	10 Saturday Webinar - Healthy Lifestyle - "Basic Knowledge of Nutrition & Sports Nutrition"
	Gymkhana	10 Saturday Webinar- Healthy Lifestyle- "General Fitness & Home Workout : Strength Endurance Training"
B.B.I.	Webinar on "Financial Awareness"	
B.A.M.M.C	Digital Marketing	
IQAC	SEVEN DAYS PROFESSIONAL DEVELOPEMENT TRAINING FOR EXCEL	
JUNE	Library	One Week National Level Online Certification Program for Library Support Staff
	Library	Online Book Exhibition on the occasion of शिवस्वराज्य
	Important Day Committee	Shivarajyabhishek Diwas
	Gymkhana Committee	International Yoga Day
	IQAC	Training on ERP -Teaching plan
	Library	Online Exhibition on the occasion of Vachan Din "Best Books to Read in 2021"
	BAF	Workshop on Risk Management in Accounts and Fianance
	BAF	Workshop on Cracking the Interview code
JULY	History	Guest Lecture by Alumni on " Preparation of B.Ed/ CET)
	B.F.M.	A workshop on Know how to file income tax return for an individual
	B.SC.I.T	Certificate Course- Adv. Excel
	Psychology	Ice Breaking
	Economics	Quiz Competition
	N.C.C.	Kargil Vijay Divas
	IQAC	Training on ERP -leave module
B.B.I.	Workshop on "How to prepare and crack Banking & Insurance Exams"	
AUGUST	History/ Sociology/ Psychology/ Economics/ Commerce	PTM
	B.M.S.	Business Mentoring Program
	B.M.S.	Investors' Awareness Program
	History	Screening movie "Osama"
	Psychology	Careers in Psychology; Awareness program on sexual abuse and internship with Rubaroo NGO on 27th Aug
	Extra Curricular Activities Committee	Intracollegiate Online Quiz contest on the theme ' Bharat ki Azadi ka Amrit Mahotsav: Celebrating 75 years of India,s Independence'.
	N.C.C.	Celebration of Independence Day
	IQAC	Workshop on CAS-By Dr. Debajit Sarkar
	Commerce	Quiz competition
IQAC	Workshop on CAS-By Dr. Debajit Sarkar	
Sociology	Guest lecture on "Google Form- A tool for Data collection and analysis"; Awareness program on sexual abuse and internship with Rubaroo NGO on 27th Aug	