

M. U. College of Commerce, Pimpri, Pune 411017.

15th June, 2018

Notice

Meeting of IQAC is scheduled on 18th June, 2018 at 11 am in the IQAC Cabin to discuss the points mentioned in the agenda. Agenda is enclosed herewith.

Dr. Pushpa S Pamnani

IQAC Coordinator

Dr. Vijaylakshmi Nambiar

Principal

No.	Name	Signature
1	Dr. Mrs. V. H. Borgaonkar : Faculty Member - Commerce	
2	Mr. Shakur Sayyad, Director of Physical Edu& Sports	
3	Dr. Parveen Prasad, Faculty Member - Commerce	
4	Dr. Vinita Basantani, Faculty Member, English	
5	Dr. Geetha Shivraman, Faculty Member- Commerce	
6	Mr. Azhar Khan, Faculty Member - Economics	
7	Mrs. Nadar S. T., Faculty Member - Commerce	
8	Mrs. Sunita Desale, Librarian	
9	Mrs. Leena Modi – M. Com Faculty	
10	Mrs, Asmita Bhagat, Faculty Member - BBA	
11	Mrs. Bijal Thakkar, Faculty Member – BBA-CA	
12	Mr. Amit Kachare – Office Representative	
13	Dr. Aruna Jethwani, Management representative	
14	Mr. Bagul , Industry Representative	
15	Mr. Rahul Salunke, Alumni Representative	

Agenda for the meeting on 18th June, 2018.

1. Confirmation of Minutes of last meeting.
2. Finalisation of Academic Calendar.
3. Analysis of Final Year Results.
4. Conduct of Academic and Administrative Audit.
5. Preparation of AQAR.
6. Discussion on conduct of Seminar
7. Finalisation of Autonomous Certificate and short term courses.
8. Online courses for Practical Subjects.
9. Discussion of RUSA meeting.
10. Designing of Alumni Registration Form.
11. Any other business with the permission of the chair.

Minutes of Meeting held on 18th June, 2018.

1. It was decided that the Third year B.Com, BBA, BBA (CA) and M.Com final year results to be analyzed by the IQAC coordinator.
2. RUSA: Meeting was held on 15TH June at SPPU which was attended by Senior teacher Dr. Mrs. Borgaonkar. Dr. Borgaonkar informed that Lines will open on 25th June, 2018 and she agreed to do the needful for the same
3. Discussion of AQAR whether to submit to NAAC with the previous guidelines or with new guideline of online system as it is optional to submit AQAR 2018-2019 for the year 2017-18 either previous norms or new norms. It was agreed that AQAR for 2018-2019 to be submitted as per previous format.
4. It was decided to submit proposals for State Level seminars.
5. Apply for lectures series and soft skills.
6. IGNOU functional English for S.Y. [SC students] to be started.
7. Proposals and course content for certificate courses to be submitted to Management for approval by 29th June, 2018.
8. It was discussed to encourage the student to do online courses. One student – one Online course for practical subject to be asked and the student submit the certificate for the same to respective teachers.
9. Form to be designed for alumni registration and get filled at the time of mark sheets distribution of final year students.
10. Meeting ended with the thanks by the Principal.

No.	Name	Signature
1	Dr. Mrs, Vijaylakshmi Nambiar - Principal	
2	Dr. Mrs. V. H. Borgaonkar : Faculty Member - Commerce	
3	Mr. Shakur Sayyad, Director of Physical Edu& Sports	
4	Dr. Parveen Prasad, Faculty Member - Commerce	
5	Dr. Vinita Basantani, Faculty Member, English	
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13	Mr. Amit Kachare – Office Representative	
14	Dr. Aruna Jethwani, Management representative	
15	Mr. Bagul , Industry Representative	
16	Mr. Rahul Salunke, Alumni Representative	
17	Dr. Pushpa S Pamnani – IQAC Coordinator	

M. U. College of Commerce, Pimpri, Pune 411017.

20th October, 2018

Notice

Meeting of IQAC is scheduled on 29th October, 2018 at 11:30 am in the IQAC Cabin to discuss the points mentioned in the agenda. Agenda is enclosed herewith.

Dr. Pushpa S Pamnani

IQAC Coordinator

Dr. Vijaylakshmi Nambiar

Principal

No.	Name	Signature
1	Mr. Shakur Sayyad, Director of Physical Edu& Sports	
2	Dr. Parveen Prasad, Faculty Member - Commerce	
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10	Mrs. Bijal Thakkar, Faculty Member – BBA-CA	
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Agenda (29th October, 2018)

1. Minutes of previous meeting to be read and confirm
2. RUSA details to be provided by Dr. Mrs. Borgoankar
3. Online courses for students for practical subjects
4. Online feedback forms for students and alumni to be designed
5. Hard disk under IQAC to be purchased
6. NAAC Criteria Allotment to faculties
7. Short term courses For Students.

Minutes of meeting held on 29th Oct, 2018

1. It was discussed to update the Academic calendar and to be sent to Sindhas – Website Team for uploading on our college website.
2. IQAC Coordinator informed that results of Final Year students of B. Com, M. Com, BBA and BBA(CA) are analysed and to be uploaded on the website.
3. AAA was successfully completed in the month of August 2018 by the Team of Arvind Teleng College of Arts, Commerce and Science, Akurdi.
4. As decided in the previous meeting about the AQAR submission as per old format, IQAC coordinator with the help of entire team of IQAC completed and is ready for submission
5. State level seminar proposal approved by University
6. Proposal for soft skill development course for students was put forward by Dr. S. T. Nadar.
7. As discussed in the previous meeting One student -one online course, the teachers informed that the online course has been started for practical subjects.
8. From not yet designed for Alumni will be designed by the end of Oct 2018.
9. Dr. Varsha Borgaonkar informed that RUSA grant not received though we are eligible. The correspondence with the University is in process and response is awaited.
10. It was discussed to design Online Google feedback form for students on teachers \ curricular and infrastructure. NAAC Coordinator and IQAC Coordinator to do the needful.
11. To store the data of college, it was suggested to purchase 1 TB hard drive for IQAC.
12. NAAC team to be formed in the last week of Oct. 2018
13. A workshop on Anchoring to be conducted by Dr. Vinita Basantani and Dr. Shirode.
14. It was discussed to AQAR and minutes of AQAR to be uploaded on website.
15. AQAR in new format to be followed from next year onwards
16. Compliance of minutes should be uploaded on website

No.	Name	Signature
1	Dr. Mrs, Vijaylakshmi Nambiar - Principal	
2	Dr. Mrs. V. H. Borgaonkar : Faculty Member - Commerce	
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4	Dr. Parveen Prasad, Faculty Member - Commerce	
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13	Mr. Amit Kachare – Office Representative	
14	Dr. Aruna Jethwani, Management representative	
15	Mr. Bagul , Industry Representative	
16	Mr. Rahul Salunke, Alumni Representative	
17	Dr. Pushpa S Pamnani – IQAC Coordinator	

M. U. College of Commerce, Pimpri, Pune 411017.

4th February, 2019

Notice

Meeting of IQAC is scheduled on 6th February, 2019 at 11:30 am in the Conference hall to discuss the points mentioned in the agenda. Agenda is enclosed herewith.

Dr. Pushpa S Pamnani

IQAC Coordinator

Dr. Vinita Basantani

Officiating Principal

No.	Name	Signature
1	Dr. Mrs. V. H. Borgaonkar : Faculty Member - Commerce	
2	Mr. Shakur Sayyad, Director of Physical Edu& Sports	
3	Dr. Parveen Prasad, Faculty Member - Commerce	
4	Dr. Vinita Basantani, Faculty Member, English	
5	Dr. Geetha Shivraman, Faculty Member- Commerce	
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14	Mr. Bagul , Industry Representative	
15	Mr. Rahul Salunke, Alumni Representative	

AGENDA 6th February, 2019

1. Criterion wise plan for the year 2019-20
2. Students and teachers to be encouraged to do Swayam Courses
3. Alumni to be strengthened
4. Dynamic Website to be made for the college
5. Power failure problem to be resolved.
6. Any other points.

Minutes of meeting held on 6th February 2019.

1. It was discussed that Short term and Certificate courses to be included in prospectus. For the same, Teachers to submit the contents during vacation period.
2. Student's information form to be filled by students and parents at the time in the first year of B.Com. BBA, and BBA (CA).
3. Research article competition to be held in the college and Prizes to be given to good articles.
4. Students who are pursuing professional courses, undertaking form to be filled by the parents for their non- attendance in the college.
5. All teachers will be involved for parent counselling at the time of admission.
6. Decision in the college to be taken by care committee consisting of Dr. Borgaonkar, Dr. Prasad, Dr. Geetha, Prof Sayyad and Prof Azar khan, and IQAC Coordinator – Dr. Pushpa S. Pamnani. .
7. Students engagement is more important. Teachers to device the system for the same, make the lectures interesting and lectures of their interest to be organized like GST, Shop account etc.
8. For electronic items/assets in college- it was decided to follow centralised system and a register to be maintained for the same.
9. For the students engagement, if any teacher is absent should inform the staff so that lectures can be engaged by other teacher present in the college or any documentary film to be shown to the students for knowledge upgradation.
10. It was discussed that AMC for water cooler to be made available.
11. As students have to wait in que at the time of admission, Shade near the office to be made.
12. It was discussed that Additional division for B. Com course to be started.

13. Admission committees for FY, SY, TY B. Com, BBA, BBA (CA) and M.Com to be formed

14. Students exchange programs to be undertaken.

15. Emergency numbers of Doctors to be provided on website and in office.

16. Penalty for lack of attendance was discussed as below:

- I. Rs.100 per subject with a maximum of Rs.500
- II. 5 Hours of working in NSS per semester
- III. Completion of assignment as directed by the teacher for each subject.

No.	Name	Signature
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2	Dr. Mrs. V. H. Borgaonkar : Faculty Member - Commerce	
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4	Dr. Parveen Prasad, Faculty Member - Commerce	
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