

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	
6	Dr. Geetha Shivraman, Faculty Member - Commerce	
7	Mr. Azhar Khan, Faculty Member - Economics	
8	Mrs. Nadar S. T., Faculty Member - Commerce	
9	Mrs. Sunita Desale, Librarian	
10	Mrs. Leena Modi – M. Com Faculty	
11	Mrs, Asmita Bhagat, Faculty Member - BBA	
12	Mrs. Bijal Thakkar, Faculty Member – BBA-CA	
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	
3	Dr. Vinita Basantani, Faculty Member, English	
4	Dr. Geetha Shivraman, Faculty Member- Commerce	
5	Mr. Azhar Khan, Faculty Member - Economics	
6	Mrs. Nadar S. T., Faculty Member - Commerce	
7	Mrs. Sunita Desale, Librarian	
8	Mrs. Leena Modi – M. Com Faculty	
9	Mrs, Asmita Bhagat, Faculty Member - BBA	
10	Mrs. Bijal Thakkar, Faculty Member – BBA-CA	
11	Mr. Amit Kachare – Office Representative	
12	Dr. Aruna Jethwani, Management representative	
13	Mr. Bagul , Industry Representative	
14	Mr. Rahul Salunke, Alumni Representative	

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	
3	Mr. Shakur Sayyad, Director of Physical Edu& Sports	
4	Dr. Parveen Prasad, Faculty Member - Commerce	
5	Dr. Vinita Basantani, Faculty Member, English	
6	Dr. Geetha Shivraman, Faculty Member - Commerce	
7	Mr. Azhar Khan, Faculty Member - Economics	
8	Mrs. Nadar S. T., Faculty Member - Commerce	

9	Mrs. Sunita Desale, Librarian	
10	Mrs. Leena Modi – M. Com Faculty	
11	Mrs, Asmita Bhagat, Faculty Member - BBA	
12	Mrs. Bijal Thakkar, Faculty Member – BBA-CA	
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	
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	
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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
1	Dr. Mrs, Vinita Basantani - Officiating 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	
6	Dr. Geetha Shivraman, Faculty Member - Commerce	
7	Mr. Azhar Khan, Faculty Member - Economics	
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17	Dr. Pushpa S Pamnani – IQAC Coordinator	

Action Taken Report on the Resolution passed in the IQAC Meeting held on 12/01/ 2019

Sr.No	Agenda	Resolutions Passed	Action Taken
1	Confirmation of the minutes of previous meeting	Read and Confirmed	
2	Action Taken report of meeting held on 18th June, 2018	Read and Confirmed on 19/11/18 to 21/12/18	
2.a)	Criterion-1 Curricular Aspects	Committee members decided to conduct various short term and value added courses for the students	<p>“Importance of Softskills& Feedback mechanisms” under M.R Jaykar Employability scheme on 22/01/19</p> <p>Short Term Course in Financial Planning by 1.Mr. NishikantBalawade, 2. C.A Rishi Lodha 3. C.A HimanshuChoudhary from 22/01/19 to 24/01/19</p> <p>Short Term Course in Financial Planning Topic:-1. Income Tax Computation 2. Personal financial statements on 28/01/19</p> <p>Short Term Course in Financial Planning Topic:- 1.Mutual Funds 2. Regulation of an Investment Advisor 1. Deductions & Allowances 2. Non Resident Indian Tax Laws</p>

			3. Tax Management Techniques from 04/02/19 to 06/02/19
			“Safe Banking Tips and Guidelines” under M.R Jaykar Employability scheme on 05/02/19 by Ms. Deepa surmani, Manager, SevaVikas Bank
2. b)	Criterion 2 - Teaching, learning and Evaluation	To Organise Seminars	State Level Seminar on “Cyber Law & Cyber Crime Speakers: 1.Mr. Rizwan Shaikh, Founder Pristine Info solution, Mumbai 2. Mr. Ritesh Bhatia, Founder Director, V4 Web solutions, Mumbai 3. AdvJayshreeNangare, International Cyber Law & Consultant, Mumbai 4. Mr. Nikhil Gokhale, Cyber Crime Investigator, Cyber Mate forensic Solution Pvt. Ltd. , Pune
		To Organise Guest Lectures	lecture for BBA(CA) Topic:-Computer Networking by Ms. Seema Joshi, Trainer, IANT, Chinchwad on 17/01/19
			Lecture on “Importance of Management Information System” for BBA students on 21/01/19
			Intercollegiate C Programming Competition for BBA(CA) students Winner:-1. Chauhan Badal, Pratibha College of Commerce 2. OmkarBhosale, Ramkrushna More College 3. Nikita Joshi, Pratibha Institute of Management on 22/01/19

lecture for BBA(CA) Career Opportunities in IT by Mr. Shiv Sharma, Operation Head, Jetking Infotrain Ltd. On 23/01/19

lecture for BBA(CA) Topic:- Stress management by Mrs. Vijaya Teksinghani on 28/01/19

Lecture on “Cost Management Accountant” Topic:- Cost Audit Rules & Regulations on 29/01/19

Lecture on Capital Gains for BBA students by Mr. Nikhil Gandhi, Chartered Accountant

Short Term Course on Entrepreneurship Development “Various Entrepreneurial Opportunities” on 11/02/19 by Mr. Sunil Mirchandani, Business Coach

Short Term Course on Entrepreneurship Development “Finance Assistance for Start-Ups” on 12/02/19 by Mr. Tarun Mhaske, Project Coordinator, MITCON

Short Term Course on Entrepreneurship Development “Skill India” on 15/02/19 by Mr. Rajiv Tangsale, Trainer, MITCON

2.c)	Criterion 3 - Research, Evaluation and Extension	<p>To conduct quiz, essay writing, ppt competitions for students</p> <p>Extention Activities to be conducted</p> <p>To encourage faculties to attend seminars and publish research papers</p>	<p>Quiz competition on Democracy Winner:-1. ShrinityaGanehsh from S.Y. B.Com 2. Vinod Sonawane S.Y.B.Com 3. Kasturi Kulkarni, S.Y. B.Com on 26/01/19</p> <p>Extension Activity on “NGO” Youth & NGO - Compliances o start a NGO on 28/01/19</p> <p>1.Lecture on Laws to Protect Women 2. Problems & Prospects, Opportunities & Challenges under vidhyarthini Manch on 09/02/19</p> <p>Faculties attended various Seminars, Conferences and workshops at National and International Level.</p>
2. d)	Criterion 4 - Infrastructure and learning outcome	To procure additional books to the library	Books were purchased by the Library as and when required
2. e)	Criterion 5 - Student Support and Progression	To organise Industrial Visits	Industrial Visit to RayanoX Industry was held on 13/01/19 for B. Com Costing students

To continue with the practice of organising various guest lectures for the students

Dr. Pradnya Kulkarni, Associate Professor, Deccan College Mrs. Pratima Chavan, Associate Professor, D. Y. Patil College - Anchoring Workshop on 21/01/19
VVPAT Demonstration by Mr. Ubhe, ECO Official on 21/01/19

Lecture on "Career guidance on Television and Media" for BBA students by Mr. Saket Sharma, Director- Reality Head, Mumbai, on 22/01/19

Rally for voting awareness 1. Mr. Sandip Khot, Electoral Registration Officer, 206 2. Mrs. Gita Gaikwad, Assistant ERO, Pimpri 206 3. Mr. Sanjay Kulkarni, Nayab Tahashildar, 206 Pimpri assembly on 25/01/19

“Reflexion 2019” PPT Competition,
Creative Advertisements, Elocution Competition, Mono
Acting Winners:- ‘ **Creative**
ads:- 1.Pallavi & Group, D.Y. Patil college 2.
Tejal& Group, Tilak college 3.Shweta & Group,
Pratibha College **PPT**
Competition:- 1. KaushalGidwani, B.M.C.C 2.
AkashGondge, Symbiosis 3. Lisa Liou, Christ
College **Elocution Competition:-**1. Mohammad
Shaikh, B.M.C.C 2. KrutashaRamanuj, Symbiosis 3.
JyotikaSabrwal, Symbiosis **Mono Acting:-**1. Juhi
Mishra, D.Y.Patil 2. Lisa Liou, Christ College 3.
SeemaShekhar, Ram Krishna More MUCC Prizes:-
1.Alifa F.Y 2. Dinesh Manghwani, F.Y 3. Nisha&
Group, T.Y 4. Pragati, T.Y.BCom Judges: 1.Dr.
ManasiKurtikoti, HOD Economics Department, Dr.
D.Y.Patil College of A.C.S 2.
Mrs. MeghnaJadhav, Sr. HR, Zensar Technologies
3.Mr. Rahul Kale, Assistant Professor, Tolani
Maritime Institute
4. Mrs. SupriyaSant, Proprietor Mrs. Supriya Dance
Academy on 25/01/19

		<p>Sindhi Elocution Competition “Sindhology” Winner:- 1. KomolikaLalwani, S.Y.BCom 2. DipikaAchhra, F.Y.BCom 3. HarshaSabnani, S.Y.BBA Judges:- Mrs. KiranMasand, Retired Teacher, Jai Hind Secondary high school MadhuChugani on 29/01/19</p>
	To encourage students for Cultural events	<p>Culfest:- Traditional Day, Mehandi, Rangoli, Flower Decoration, Salad competition Handwriting & Fun Fair (games & food) on 31/01/2019 and 01/02/1029</p>
	To encourage students for Cultural events	<p>Culfest:- Singing ,Dance Competition & Prize Distribution on 02/0219 Judge Vocalist Virendra Bokey Music Appreciation session of Mr. Virendra Bokey was organised on 14/01/19 Study tour to the Currency Museum of the Reserve Bank of India, Mumbai & Bombay Stock exchange for S.Y & T.YB.Com Banking students (39 students visited) on 07/02/19</p>
	To Organise Industrial Visit	<p>Industrial visit to Brisk Agro Craft, Wakad (Oyster Mushroom Manufacturing & Packaging unit) on 07/02/19</p>
	To organise Job Fair	<p>Conducted Job Fair for students of T. Y. B. Com, BBA and BBA (CA) for their placements on 09/02/19</p>

			<p>“Convocation Ceremony” 139 students were awarded degree on 13/02/19 Chief Guest:- Dr. C.N. Rawal, Principal, BMCC, Pune Mrs. Nalini Gera, President, J.H.S.E.T Mrs. ArunaJethwani, Chairperson College committee, JHSET</p>
			<p>Marathi Matrubhasha Divas - Guest Mr. ChandrakantWankhede, Poet Gymkhan Day and Annual Prize Distribution Chief Guest Hon. V. C. Dr. Devanand Shinde, Kolhapur University and Guest of Honour : Ms. Arantxa Sanchis, Shiv Chatrapati Awardee on 02/02/19</p>
2.f)	Criterion 7 - Best practices	<p>to encourage students to do online courses to encourage faculties to do online courses</p>	

Report Prepared by:
Dr. Pushpa S. Pamnani
IQAC Coordinator

