

# SREE NARAYANA GURU COLLEGE OF COMMERCE

RE-ACCREDITED BY NAAC GRADE 'B' (CGPA:2.73)

(PERMANENTLY AFFILIATED TO THE UNIVERSITY OF MUMBAI & RECOGNISED BY UGC)

MANAGED BY : SREE NARAYANA MANDIRA SAMITI (REGD.)

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## MINUTES

Minutes of IQAC meeting held on 16<sup>th</sup> October, 2017 at 12:00 noon in College Seminar Hall with the following agenda.

1. To read out and approve the minutes of the previous meeting
2. Reconstitution of IQAC
3. To discuss the further plan of action
4. Any other matter with the permission of chair.

The meeting started in time and following members attended the same.

Prin. Dr. Ravindran Karathadi	Chairman
Mr. Srichand Hinduja	Coordinator
Shri. N. Sasidharan	Management Representative
Principal Venkatramni	Local Society Member
Mrs. Jayasree V.	Teaching Faculty
Mrs. Vandana Gupta	Teaching Faculty
Mrs. Saraswati Nadi	Teaching Faculty
Mrs Bina Sarkar	Teaching Faculty
Mrs. H.M.Bhise	Teaching Faculty
Mrs. Nalini Shelke	Admn. Incharge (SFS)
Mr. Janardhanan V.	Admn. Incharge (Aided Section)

1. Principal. Dr. Ravindran Karathadi informed that due to constant request from Mrs. Jayasree V for relieving her from IQAC Coordinatorship duty, the management has relieved her and Mr. Srichand Hinduja has been appointed as the IQAC Coordinator for the process of NAAC work from 3.10.2017 onwards.
2. The minutes of the previous meeting were read out and same were approved by the members.

3. Mr. Srichand Hinduja informed that the AQAR 2016-17 has not been completed by Mrs. Jayasree V and the first priority will be completion of AQAR 2016-17. Along with that he added that since the format of SSR is totally changed and it requires the understanding of the same is very much necessary, hence, there is need to attend the workshops or seminars arranged by the faculty and IQAC Coordinator. Management has given permission to attend such workshops if the faculties find it useful. Mr. Srichand Hinduja also suggested the following details to prepare the SSR.

**NAAC Report Writing:**

Criterion	Description	Names of the faculty
1	Curricular aspects	Mrs.H.M.Bhise
2	Teaching learning and evaluation	Mr. Srichand Hinduja
3	Research, innovations and extension	Mrs. Jayasree V
4	Infrastructure and learning resources	Mrs. Vandana Gupta
5	Students support and progression	Mrs. Bina Sarkar
6	Governance, leadership and management	Dr. Sumi Nijith
7	Institutional Values and best practices	Mrs. Naveena Suresh


The above allocation of work was approved and finalized.

The follow up of the N.S.S. activities were discussed and the Principal congratulated on the successful completion of the 1<sup>st</sup> blood donation camp done in the month of August.

Mrs Saraswati had discussed on the formation of the Core Committee Members and the departments head were asked to encourage students.

6. The idea of commencing a Language Committee was suggested during the teachers meeting and that was approved and welcomed by all the IQAC Members. It was decided that Mrs. Prasadhani Gautam will take care of Language Lab and will conduct the innovative activities.
7. Mrs Vanadana Gupta, along with few Coordinators were allotted the responsibility of finalising and drafting a proposal for the National Level Paper Presentation. A committee was formed and Mrs Vandana Gupta was appointed as the Chair Person for National Level Paper Presentation.
8. Shri. N. Sasidharan and Principal discussed that management is of the opinion to select one teacher every year as the Best teacher of the year and will be awarded with trophy and cash prize. It was decided that on 26<sup>th</sup> January, the name of the best teacher will be announced and the last date for filling the eligibility form will be 31<sup>st</sup> December.
9. The maintenance of classroom, benches and chairs were being discussed in the meeting. The welfare committee was asked to find out the damages, requirements and the necessary action was to be taken by the management.
10. Mr. Srichand Hinduja suggested to have one training session for the faculties for making use of Excel as research tool by arranging in house sessions. Mrs. Saraswati willingly has taken the charge and it was decided to conduct the workshop on the same for the faculties and post graduate students.

The meeting ended with a formal thanks

  
**Principal**  
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