



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

13th June, 2022

NOTICE

This is to inform all concerned that a meeting will be held on 14th June, 2022 at 11.00 am.
All are requested to remain present in the meeting.

AGENDA:

- 1) To form IQAC Committee
- 2) To assign NAAC Coordinator.
- 3) To conduct a training programme for the staff.
- 4) Creation of new facilities in the campus for NAAC.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



V/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Notification for formation of the IQAC

Date: 14/06/2022


This is to notify for general information that the IQAC of the College needs to be constituted as per NAAC guidelines.

The details of the new composition of the IQAC following NAAC directives will be as follows:

Sr. No.	Designation	Names of the Members
1.	Chairperson	Prof. Ritika Hemdev (I/C Principal)
2.	Management Representative	Mr. Prakash Patil
3.	Industry Nominee	Mr. Amit Shah
4.	Academic Advisor	Dr. Jitendra Aherkar
5.	Local Society Nominee	Mr. Vijay Sahai (TJSB Manager)
6.	IQAC Coordinator	Prof. Samita Gharat (Assistant Professor)
7.	Faculty Member	Prof. Shivani Ahluwalia (Assistant Professor)
8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)
9.	Non-Teaching Staff Representative	Mr. Suhas Kamble (Assistant Co-coordinator/Office In Charge)
10.	Alumni Representative	Mr. Silvester Jacob
11.	Student Representative	Miss Riya Bisht


IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.




I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Attendance of the Meeting

Sr. No.	Designation	Names of the Members	Signature
1.	Chairperson	Prof. Ritika Hemdev (I/C Principal)	
2.	Management Representative	Mr. Prakash Patil	
3.	Industry Nominee	Mr. Amit Shah	
4.	Academic Advisor	Dr. Jitendra Aherkar	
5.	Local Society Nominee	Mr. Vijay Sahai (TJSB Manager)	
6.	IQAC Coordinator	Prof. Samita Gharat (Assistant Professor)	
7.	Faculty Member	Prof. Shivani Ahluwalia (Assistant Professor)	
8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)	
9.	Non-Teaching Staff Representative	Mr. Suhas Kamble (Assistant Co-coordinator/Office In Charge)	
10.	Alumni Representative	Mr. Silvester Jacob	
11.	Student Representative	Miss Riya Bisht	

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC) MEETING Minutes of the Meeting

Meeting No: 1

Academic year 2022-23

Date: 14 -06 -2022

Minutes of the 1st meeting of the IQAC for the academic year 2022-23 held on 14 June, 2022 at 11 .00 am in IQAC room.

The meeting started with a welcome address of Chairperson, Principal Prof Ritika Hemdev. She presented the profile of all the members and read the agenda and then the meeting was approved without modification.

The following things were discussed by the Principal and the members.

1. NAAC Coordinator

Prof. Samita Gharat was appointed as the NAAC Coordinator.

2. IQAC committee formation.

The members of the committee were informed via letter that they are a part of IQAC.

3. Training for NAAC

All teaching and non-teaching members of the college were instructed to attend the NAAC preparation meeting scheduled on 16 July 22 by Dr. Vilas Nandavdekar, SIMCA- Pune

4. The meeting was ended with a vote of thanks by Mrs Shivani Ahluwalia

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NOTICE

22 July 2022

The Second meeting of IQAC is scheduled on 22 July, 2022, at 11.00 am in the Principal's cabin for the academic year 2022-2023 to discuss the following agenda.

1. To read and approve the minutes of previous meetings
2. To discuss the academic calendar.
3. To discuss about certificate courses
4. Any other matter with the permission of the chair.

All members are requested to be present for the said meeting.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Attendance of the Meeting

Sr. No.	Designation	Names of the Members	Signature
1.	Chairperson	Prof. Ritika Hemdev (I/C Principal)	
2.	Management Representative	Mr. Prakash Patil	
3.	Industry Nominee	Mr. Amit Shah	
4.	Academic Advisor	Dr. Jitendra Aherkar	
5.	Local Society Nominee	Mr. Vijay Sahai (TJSB Manager)	
6.	IQAC Coordinator	Prof. Samita Gharat (Assistant Professor)	
7.	Faculty Member	Prof. Shivani Ahluwalia (Assistant Professor)	
8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)	
9.	Non-Teaching Staff Representative	Mr. Suhas Kamble (Assistant Co-coordinator/Office In Charge)	
10.	Alumni Representative	Mr. Silvester Jacob	
11.	Student Representative	Miss Riya Bish Rakesh Kamli	

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NOTICE

13 June 2023

The Fifth meeting of IQAC is scheduled on 15 June, 2023 at 11.00 am in the IQAC room for the academic year 2023-2024 to discuss the following agenda:

- 1) To read and approve the minutes of previous meetings
- 2) To finalize the process of signing MOU with Prime Computers
- 3) To finalize the NAAC documentation.
- 4) To change the Student representative.
- 5) To Any other matter with the permission of the chair.

All members are requested to be present for the said meeting.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NOTICE

19 December 2022

The Third meeting of IQAC is scheduled on 19 December, 2022, at 11.00 am in the IQAC room for the academic year 2022-2023 to discuss the following agenda:

- 1) To read and approve the minutes of previous meetings
- 2) To discuss International Conference.
- 3) To conduct Guest lectures for TY students
- 4) To update our computers for University online assessment
- 5) To process result of odd semester examination.
- 6) To discuss the appointment of feedback committee.
- 7) To Any other matter with the permission of the chair.

All members are requested to be present for the said meeting.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



MC PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

		2) Resume Building & Interview Skills 3) Self Awareness Talk 4) Mental Health & Well Being Talk 5) Entrepreneurship Skills 6) Secularism in India 7) Creative Thinking 8) Lectures on Finance - Amalgamation , Marketing – Media Planning, HR – Labor Laws
19/12/2022	Up gradation of Software	Computers were updated for University Paper Assessment.
19/12/2022	Result Processing	Result was processed for I & III Semester. Parent Teacher Meeting was called for distribution of mark sheets.
19/12/2022	Appointment of Feedback Committee	Prof. Samir prepare the google form for taking the feedback & gave the link to students.
13/04/2023	Certificate Programs	IQAC Coordinator presented the list of different certificate programs for the next academic year. Also it was finalised that MOU will be signed with Prime Computers for stating courses like MS CIT, Advance Excel & Tally.
13/04/2023	Academic Planning	Prof. Shivani prepared the Academic Calendar for the next academic year listing the events to be planned & conducted.
13/04/2023	Analysis of Feedback Committee Report	Report presented by Prof. Shivani Ahluwalia was analyzed & respected heads were notified.
13/04/2023	Finalization of Admission Strategy	Mr. Suhas Kamble formed the admission committee. Various work related to admission was distributed.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE

CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL

SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE


(Affiliated to University of Mumbai)

ACTION TAKEN REPORT OF IQAC - 2022-23

Date of IQAC Meeting	Decision taken	Action taken																		
14/06/2022	Appointment of NAAC Coordinator	Prof. Samita Gharat was appointed as NAAC Coordinator																		
14/06/2022	IQAC Committee Formation	IQAC Committee was formed as per NAAC directives & all members were informed via letter.																		
14/06/2022	NAAC Training	Dr. Vilas Nandavdekar from SIMCA Pune conducted staff training for NAAC preparation.																		
14/06/2022	Creation of new facilities in the campus	IQAC room was allotted for NAAC work on 7 th floor, Room No. 704A.																		
22/07/2022	Academic Calendar	A tentative Academic calendar was prepared for the year 2022-23 & It was put up on College Website.																		
22/07/2022	Certificate Courses	<table><tr><th></th><th>Name of Certificate Programs offered</th><th>Number of Students Registered</th></tr><tr><td>1</td><td>Digital & Financial Literacy</td><td>44</td></tr><tr><td>2</td><td>NCDEX for Capital Markets</td><td>67</td></tr><tr><td>3</td><td>CMCA Citizenship Skills</td><td>40</td></tr><tr><td>4</td><td>Basic Computer Course</td><td>09</td></tr><tr><td>5</td><td>Basic Parlor Course</td><td>20</td></tr></table>		Name of Certificate Programs offered	Number of Students Registered	1	Digital & Financial Literacy	44	2	NCDEX for Capital Markets	67	3	CMCA Citizenship Skills	40	4	Basic Computer Course	09	5	Basic Parlor Course	20
	Name of Certificate Programs offered	Number of Students Registered																		
1	Digital & Financial Literacy	44																		
2	NCDEX for Capital Markets	67																		
3	CMCA Citizenship Skills	40																		
4	Basic Computer Course	09																		
5	Basic Parlor Course	20																		
19/12/2022	International Conference	International Conference to be conducted on 17/3/2023 & 18/3/2023 by inviting the resources persons from Turkey on the topic "Knowledge Systems Across the Globe – Changing Paradigms".																		
19/12/2022	Guest Lectures	1) CET Preparatory classes were conducted for TY																		


IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072




IC PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC) MEETING Minutes of the Meeting

Meeting No: 5

Academic year 2023-24

Date: 15/06/2023

Minutes of the 5th meeting of the IQAC for the academic year 2023-24 held on Thursday, 15th June 2023 at 11.00 am in IQAC room.

The meeting started with a welcome address of Chairperson, Principal Prof Ritika Hemdev. She presented the profile of all the members and read the agenda and then the meeting was approved without modification.

1) Finalize the process of signing MOU with Prime Computers

IQAC coordinator finalised the documentation required for signing the MOU with Prime Computers for teaching MSC IT, Tally & Excel Courses.

2) Finalize the NAAC documentation.

I/C Principal Ritika Hemdev instructed NAAC committee to finalize the documents for SSR submission in the month of July, 2023

3) Change the Student representative.

MR. Rakesh Kami was selected as a new student representative for Academic Year 2023-24

4) The meeting was ended with a vote of thanks by Prof. Shivani Ahluwalia.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC) MEETING Minutes of the Meeting

Meeting No: 2

Academic year 2022-23

Date: 22-07-2022

Minutes of the 2nd meeting of the IQAC for the academic year 2022-23 held on Friday, 22 July, 2022 at 11 .00 am in IQAC room.

The meeting started with a welcome address of Chairperson, Principal Prof Ritika Hemdev. She presented the profile of all the members and read the agenda and then the meeting was approved without modification.

The following things were discussed by the Principal and the members.

1) To discuss the academic calendar.

Planning of the academic and extra-curricular events were discussed and thereafter were asked to make an academic calendar and displayed on the website-and college notice board

2) To discuss about certificate courses

Principal informed, Prof Samita Gharat to start at least 3 certificate courses in the current academic year.

3) Any other matter with the permission of the chair.

The course coordinators informed that, many of the students who are seeking admission in SY/ TY of various programs are asking for fee installment facility as due to covid they are unable to pay.

"It was resolved to give the students, a fees installment facility "

4) The meeting was ended with a vote of thanks by Mrs Shivani Ahluwalia

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Attendance of the Meeting

Sr. No.	Designation	Names of the Members	Signature
1.	Chairperson	Prof. Ritika Hemdev (I/C Principal)	
2.	Management Representative	Mr. Prakash Patil	
3.	Industry Nominee	Mr. Amit Shah	
4.	Academic Advisor	Dr. Jitendra Aherkar	
5.	Local Society Nominee	Mr. Vijay Sahai (TJSB Manager)	
6.	IQAC Coordinator	Prof. Samita Gharat (Assistant Professor)	
7.	Faculty Member	Prof. Shivani Ahluwalia (Assistant Professor)	
8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)	
9.	Non-Teaching Staff Representative	Mr. Suhas Kamble (Assistant Co-coordinator/Office In Charge)	
10.	Alumni Representative	Mr. Silvester Jacob	
11.	Student Representative	Miss Riya Bisht	

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC) MEETING Minutes of the Meeting

Meeting No: 4

Academic year 2022-23

Date: 13/04/2023

Minutes of the 4th meeting of the IQAC for the academic year 2022-23 held on Thursday, 13th April 2023 at 11.30 am in IQAC room.

The meeting started with a welcome address of Chairperson, Principal Prof Ritika Hemdev. She presented the profile of all the members and read the agenda and then the meeting was approved without modification.

1) Certificate programs to be conducted during the next academic year

Dr. Ritika Hemdev informed IQAC coordinator to plan the certificate courses for the next academic year.

2) Academic Planning

Prof. Shivani Ahluwalia was given the responsibility to plan the academic calendar for the academic year 2023-24.

3) Analysis of Feedback Committee Response & Action Taken Report

Prof. Shivani Ahluwalia presented the report & respected heads were notified.

4) Finalization of Admission Strategy

Mr. Suhas Kamble was given the responsibility to finalize the admission strategy.

5) The meeting was ended with a vote of thanks by Prof. Shivani Ahluwalia.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Attendance of the Meeting

Sr. No.	Designation	Names of the Members	Signature
1.	Chairperson	Prof. Ritika Hemdev (I/C Principal)	
2.	Management Representative	Mr. Prakash Patil	
3.	Industry Nominee	Mr. Amit Shah	
4.	Academic Advisor	Dr. Jitendra Aherkar	
5.	Local Society Nominee	Mr. Vijay Sahai (TJSB Manager)	
6.	IQAC Coordinator	Prof. Samita Gharat (Assistant Professor)	
7.	Faculty Member	Prof. Shivani Ahluwalia (Assistant Professor)	
8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)	
9.	Non-Teaching Staff Representative	Mr. Suhas Kamble (Assistant Co-coordinator/Office In Charge)	
10.	Alumni Representative	Mr. Silvester Jacob	
11.	Student Representative	Miss Riya Bisht	

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Attendance of the Meeting

Sr. No.	Designation	Names of the Members	Signature
1.	Chairperson	Prof. Ritika Hemdev (I/C Principal)	
2.	Management Representative	Mr. Prakash Patil	
3.	Industry Nominee	Mr. Amit Shah	
4.	Academic Advisor	Dr. Jitendra Aherkar	
5.	Local Society Nominee	Mr. Vijay Sahai (TJSB Manager)	
6.	IQAC Coordinator	Prof. Samita Gharat (Assistant Professor)	
7.	Faculty Member	Prof. Shivani Ahluwalia (Assistant Professor)	
8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)	
9.	Non-Teaching Staff Representative	Mr. Suhas Kamble (Assistant Co-coordinator/Office In Charge)	
10.	Alumni Representative	Mr. Silvester Jacob	
11.	Student Representative	Miss Riya Bisht	

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC) MEETING Minutes of the Meeting

Meeting No: 3

Academic year 2022-23

Date: 19-12-2022

Minutes of the 3rd meeting of the IQAC for the academic year 2022-23 held on Monday, 19 December 2022 at 11.00 am in IQAC room.

The meeting started with a welcome address of Chairperson, Principal Prof Ritika Hemdev. She presented the profile of all the members and read the agenda and then the meeting was approved without modification.

1) To discuss International Conference.

Prof. Shivani was appointed as the convener of the conference and the date for the conference was scheduled on 17 & 18 March 2023.

2) Guest lectures for TY

The course coordinators were instructed to have industry specific lectures for final year students.

3) CAP Assessment

The systems of staffroom and computer lab were updated with the new university software for Third year paper evaluation.

4) Result assessment

H.O.D. was instructed to process results and hand over the mark sheets to the students.

5) Appointment of Feedback Committee

Prof. Shivani Ahluwalia was given the charge of feedback committee.

6) The meeting was ended with a vote of thanks by Prof. Shivani Ahluwalia.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



VC PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.



SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NOTICE

12 April 2023

The Fourth meeting of IQAC is scheduled on 13 April, 2023 at 11.30 am in the IQAC room for the academic year 2022-2023 to discuss the following agenda:

- 1) To read and approve the minutes of previous meetings
- 2) To discuss the various certificate programs to be conducted during the next academic year.
- 3) To discuss the academic planning
- 4) To discuss the report obtained by feedback committee, its analysis & action taken report.
- 5) To finalize the admission strategy for the next academic year.
- 6) To Any other matter with the permission of the chair.

All members are requested to be present for the said meeting.

IQAC CO-ORDINATOR
SINHGAD COLLEGE OF COMMERCE
CHANDIVALI, MUMBAI - 400 072.



VC PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.