

## NOTICE

13 June 2023

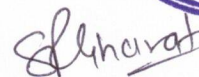
The First meeting of IQAC is scheduled on 15 June, 2023 at 11.00 am in the IQAC room for the academic year 2023-2024 to discuss the following agenda:

- 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 conduct Guest lectures on various topics.
- 5) To change the Student representative.
- 6) To Any other matter with the permission of the chair.

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



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



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

## Notification for formation of the IQAC

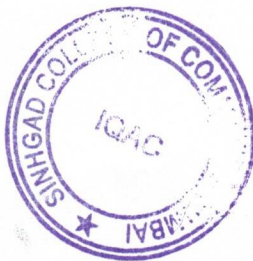
Date: 15/06/2023

The details of the composition of the IQAC following NAAC directives for Academic Year 2022-23 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	Mr. Rakesh Kami



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Sinhgad Institutes

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	
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## Internal Quality Assurance Cell (IQAC) MEETING

### Minutes of the Meeting

Meeting No: 1

Academic year 2023-24

Date: 15/06/2023

Minutes of the 1<sup>st</sup> meeting of the IQAC for the academic year 2023-24 held on Thursday, 15<sup>th</sup> 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) Completion of MOU Signing with Prime Computers:

Under the guidance of I/C Principal Dr. Ritika Hemdev, the IQAC coordinator has been directed to conclude the necessary documentation for finalizing the MOU with Prime Computers. This collaboration aims to facilitate MSC IT, Tally, and Excel courses.

#### 2) Finalization of NAAC Documentation:

I/C Principal Dr. Ritika Hemdev has instructed the NAAC committee to complete the documentation for SSR submission in July 2023, ensuring the college's compliance with accreditation requirements.

#### 3) Guest Lectures:

IQAC Coordinator was instructed to conduct guest lectures from experts from various fields.

#### 4) Student Representative Change:

In a decision made by committee members, Mr. Rakesh Kami has been selected as the new student representative for the Academic Year 2023-24. Other members will continue as per last formation.

#### 5) Meeting Conclusion and Vote of Thanks:

The meeting concluded with a vote of thanks delivered by Prof. Shivani Ahluwalia.

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SINHGAD COLLEGE OF COMMERCE





15/06/2023

## APPOINTMENT LETTER

To

Mr. Rakesh Kami

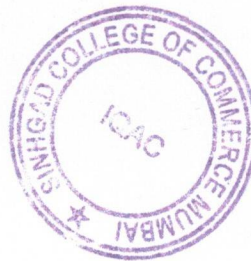
Sinhgad College of Commerce

Chandivali, Mumbai

As per the guidelines and directives of UGC New Delhi and staff meeting held on 15/06/2023, we are glad to inform you that you have been appointed as **Student Nominee** of the Internal Quality Assurance Cell (IQAC) of the college. You have been appointed for the said post for the Academic Year 2023-24.

Thank You.

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Received

## NOTICE

8<sup>th</sup> Sept, 2023

The Second meeting of IQAC is scheduled on 12<sup>th</sup> Sept, 2023 at 10.30 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 Greenvio Solutions.
- 3) To finalize the process of signing MOU with Rotaract Club of Mumbai Lakers.
- 4) To finalize the process of collaboration with WIRC, ICAI.
- 5) To update all files required for NAAC.
- 6) To discuss about the infrastructural changes required for NAAC.
- 7) To Any other matter with the permission of the chair.

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



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Sinhgad Institutes

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## Attendance of the Meeting

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4.	Academic Advisor	Dr. Jitendra Aherkar	
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## Internal Quality Assurance Cell (IQAC) MEETING

### Minutes of the Meeting

Meeting No: 2

Academic year 2023-24

Date: 12/09/2023

Minutes of the 2<sup>nd</sup> meeting of the IQAC for the academic year 2023-24 held on Tuesday, 12<sup>th</sup> Sept 2023 at 10.30 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) Completion of MOU Signing with Greenvio Solutions:

The I/C Principal, Dr. Ritika Hemdev, instructed Prof. Samita Gharat, the IQAC coordinator, to conclude the necessary documentation for the MOU signing with Greenvio Solutions. This collaboration aims to conduct environmental awareness programs and support sustainable initiatives on the premises.

#### 2) MOU Signing with Rotaract Club of Mumbai Lakers, Powai:

Dr. Ritika Hemdev directed Prof. Shivani Ahluwalia, an IQAC member, to finalize the documentation for the MOU signing with the Rotaract Club of Mumbai Lakers. This partnership focuses on financial assistance and the provision of computers for the education of girls.

#### 3) Collaboration with WIRC, ICAI:

Prof. Samita Gharat, the IQAC coordinator, was instructed to conclude the collaboration process with WIRC of ICAI. This collaboration involves establishing an Accounting museum in the college, initiating a TEL program, and setting up a dedicated reading area for C.A. students from the vicinity, with Mr. Nandkumar Banate, the Librarian, managing the arrangements.

#### 4) Updating NAAC Files:

Dr. Ritika Hemdev, the I/C Principal, instructed the NAAC committee to update all necessary files in preparation for the upcoming NAAC visit.

#### 5) Infrastructural Changes for NAAC:

I/C Principal Dr. Ritika Hemdev finalized infrastructural changes required for the NAAC visit. Mr. Suhas Kamble was assigned the responsibility for overseeing these changes.

#### 6) Meeting Conclusion and Vote of Thanks:

The meeting concluded with a vote of thanks delivered by Prof. Shivani Ahluwalia.



**IQAC CO-ORDINATOR**



## NOTICE

02/01/2024

The Third meeting of IQAC is scheduled on 04<sup>th</sup> Jan, 2024 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 review the NAAC Visit.
- 3) To discuss the action plan Post NAAC visit.
- 4) To discuss about certificate courses.
- 5) To discuss International Conference.
- 6) To Any other matter with the permission of the chair.

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

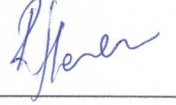

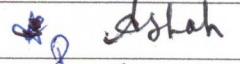



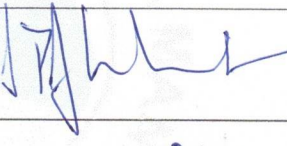
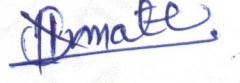


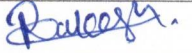


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**Attendance of the Meeting**

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8.	Non-Teaching Staff Representative	Mr. Nandkumar Banate (Librarian)	
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## Internal Quality Assurance Cell (IQAC) MEETING

### Minutes of the Meeting

Meeting No: 3

Academic year 2023-24

Date: 04/01/2024

Minutes of the 3<sup>rd</sup> meeting of the IQAC for the academic year 2023-24 held on Thursday, 4<sup>th</sup> Jan 2024 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) Review the NAAC Visit:

Prof. Samita Gharat, the IQAC coordinator presented a summary of the NAAC visit, highlighting key feedback points. Suggestions given by Peer Team were discussed in detail.

#### 2) The action plan Post NAAC visit:

Dr. Ritika Hemdev directed Prof. Samita Gharat, IQAC coordinator, to draft action plan based on recommendation given in assessment report.

#### 3) Certificate courses:

Prof. Samita Gharat, the IQAC coordinator, was instructed to continue offering the Certificate courses as they were last year, in response to students' demand.

#### 4) International Conference:

Prof. Shivani Ahluwalia was appointed as the convener of the conference & date of conference was scheduled on 7<sup>th</sup> & 8<sup>th</sup> March, 2024

#### 6) Meeting Conclusion and Vote of Thanks:

The meeting concluded with a vote of thanks delivered by Prof. Shivani Ahluwalia.

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## NOTICE

19/04/2024

The Fourth meeting of IQAC is scheduled on 23<sup>rd</sup> April 2024 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 discuss academic planning.
- 3) To finalize the admission strategy for the next academic year.
- 4) To discuss the plan for implementation of NEP 2020 from next academic year.
- 5) To discuss the report obtained by feedback committee, its analysis & action taken report.
- 6) To Any other matter with the permission of the chair.

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



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## Internal Quality Assurance Cell (IQAC) MEETING

### Minutes of the Meeting

Meeting No: 4

Academic year 2023-24

Date: 23/04/2024

Minutes of the 4<sup>th</sup> meeting of the IQAC for the academic year 2023-24 held on Tuesday, 23<sup>rd</sup> April 2024 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) Academic Planning:

Prof. Shivani Ahluwalia was given the responsibility to plan the academic calendar for the academic year 2024-25.

#### 2) Finalize the Admission Strategy:

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

#### 3) Plan for implementation of NEP 2020:

Prof. Shivani Ahluwalia was appointed as NEP Coordinator & instructed to draft a plan for NEP implementation from the academic year 2024-25.

#### 4) Analysis of Feedback Committee Response & Action Taken Report:

Prof. Samita Gharat presented the report & detailed analysis of the feedback was discussed, focusing on areas of improvement and positive feedback.

#### 5) Meeting Conclusion and Vote of Thanks:

The meeting concluded with a vote of thanks delivered by Prof. Shivani Ahluwalia.



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