

Mahatma Education Society's  
**MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE**  
Chembur Naka, Mumbai 400071

**12th July, 2021**

**NOTICE**

All the IQAC members are hereby informed that the IQAC meeting will be conducted on Wednesday, 21st July, 2021 at 11.30 a.m. to discuss the following points.

1. To approve the minutes of the meeting conducted on 26th April 2021.
2. To review the activities of last academic year.
3. To plan the academic calendar for the year 2021-22.
4. To plan activity to be conducted in the academic year 2021-22.
5. Preparation of AQAR 2020-21.
6. Submission of CAS files of 2020-21.
7. Approval of time table for the academic year 2021-22.
8. Any other matter with the permission of the Chair.

The ZOOM link for the meeting will be shared 15 minutes before the scheduled time. Attendance is mandatory.

**Dr. Eknath K. Zhrekar**  
**I/C Principal**

**Asst. Prof. Dr. Anaya A. Markandeya**  
**IQAC Coordinator**

<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>

## **MINUTES OF MEETING HELD ON 21<sup>st</sup> JULY, 2021, WEDNESDAY**

The minutes of the IQAC meeting held on 27th April, 2021, Tuesday were read by the IQAC coordinator Dr. Anaya A. Markandeya and the same were approved by all the members present.

1. I/C Principal Dr. Eknath K. Zhrekar
2. Dr. Anaya Markandeya- IQAC Coordinator
3. Dr. Lata Krishnan- Member
5. Asst. Prof. Tushar Pawar- Member
6. Asst. Prof. Harsh Shukla- Member
7. Mr. Ashish Rai- Member
8. Mrs. Parveen Arif- Member

### **POINT 1**

The review was taken for the activities planned during the last IQAC meeting. The activities were planned to be undertaken during the month of May and June 2021. It was observed that the following activities/ webinars were conducted.

- a. A webinar for teaching and non-teaching staff on Google Exploration was organised by Asst. prof. Tushar Pawar on
- b. A webinar on Intellectual Property Rights was going to be conducted on 22<sup>nd</sup> July, 2021, Thursday by Asst. Prof. Harsh Shukla.
- c. Dr. Eknath Zhrekar explained the reasons for non-conduct of a session on Income Tax Return Filing as the Form 16 was not received by the staff members till date which was required for the practical hands-on training of ITR filing. Further, he had also informed about the changes in Income Tax website.

### **POINT 2**

- a. I/c Principal Dr. Eknath Zhrekar instructed all the staff members to check the AQAR of academic year 2019-20 uploaded on the college official website. He also expressed his intention to start the following programmes/ courses in the academic year 2021-22.
- b. M.Com.
- c. Value Added course
- d. Bridge Course

IQAC coordinator Dr. Anaya Markandeya explained the expected tentative structure for Value Added and Bridge Courses to be introduced. It was told that the entire curriculum and pattern/structure would be decided by the subject teacher.

Accordingly, the bridge courses for the following subjects were decided to introduce in the current academic year.

- a. Semester I – Accountancy and Financial Management
- b. Semester II – Environmental Studies
- c. Semester III – Economics
- d. Semester IV- Commerce
- e. Semester V – English
- f. Semester VI – Tax

Asst Prof. Tushar Pawar suggested to involve an industrial expert so that a separate Board of Studies can be formed for a particular subject.

### **POINT 3**

The NAAC requirement of the feedback system was discussed in the meeting. Principal instructed to prepare the feedback google forms for students and teachers for the academic year 2019 -20 and 2020-21.

### **POINT 4**

I/c Principal Dr. Eknath Zhrekar asked all teachers to

- a. Publish at least two research papers in an academic year
- b. Conduct an online conference in the current academic year
- c. A session/ seminar on Gender Equality
- d. Conduct faculty/ student exchange programme
- e. Conduct at least two activities under the Research and Development Cell.

#### **POINT 5**

I/c Principal Dr. Eknath Zhrekar asked teachers to research on E-content development and MOOCS lectures. He also suggested arranging a workshop for teachers in this regard.

#### **POINT 6**

I/c Principal Dr. Eknath Zhrekar asked Dr. Lata Krishnan to collect data of students / alumni going for higher education. He also instructed to complete the alumni enrolment for the year 2020-21.

#### **POINT 7**

All teachers were directed to submit the hard copies of CAS files for the academic year 2019-20 and 2020-21 with required documents by the end of August 2021.

#### **POINT 8**

The time table committee shared the time table of the online lectures for the academic year 2021-22 and it was approved by the I/c Principal Dr. Eknath Zhrekar.

S/d-.

Dr. Eknath K. Zhrekar  
IQAC Chairperson