



**SRBS**

Sheila Raheja  
School of Business  
Management & Research

(Bombay Suburban Art & Craft Education Society)

Ref: SRBS/IQAC/2019-20/92

Date: 31<sup>st</sup> Aug 2019

**To,  
The Members,  
Internal Quality Assurance Cell (IQAC)**

## **NOTICE**

### **Sub: INTERNAL QUALITY ASSURANCE CELL MEETING NO: -1**

The 1<sup>st</sup> meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for Monday, September 16, 2019, for the Academic Year 2019-20 at 2:00 p.m. in the 4th Floor Conference Room of Sheila Raheja School of Business Management and Research, Kher Nagar, Bandra (East), Mumbai. You are requested to attend the meeting. The agenda of the meeting is as follows:

### **AGENDA**

1. To read and confirm the minutes and discuss the action taken report of last IQAC Meeting held on Saturday, June 15, 2019
2. To apprise the members about the format of Annual Quality Assurance Report (AQAR) of Academic Year 2018-19
3. To discuss quality initiatives with reference to clause no 6.5 of NAAC
4. To review the Examination process
5. Any other matters with the kind permission of the Chair

  
**Dr. Rajesh Chouksey**  
**IQAC Coordinator**

**MINUTES OF MEETING****INTERNAL QUALITY ASSURANCE CELL (IQAC)**

<b>Meeting No.</b>	<b>Day &amp; Date</b>	<b>Time</b>
<b>1</b>	<b>Monday, September 16, 2019</b>	<b>2:00 pm</b>

The minutes of the First Internal Quality Assurance Cell (IQAC) meeting for Academic Year 2019-20 was held on Monday, September 16, 2019, in the Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management & Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai.

The following IQAC members were present for the meeting:

- 1 Mr. D. D. Bhagwat
- 2 Mr. Rajendra Habde
- 3 Dr. Vijay Wagh
- 4 Dr. Mukesh Goyal
- 5 Prof. Rahul Sanghavi
- 6 Prof. Vivek Sharma
- 7 Prof. Ritu Chakraborty
- 8 Prof. Jyoti Dixit
- 9 Dr. Yogesh Ingle
- 10 Prof. Vikas Pande
- 11 Prof. Bhavana Solanki
- 12 Ms. Geeta Chauhan
- 13 Mr. Atul Upadhyay
- 14 Dr. Rajesh Chouksey

Leave of absence was granted to Mr. Arvind Tiwari and Mr. Anand Chokani. Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the quorum for the meeting was full.

The Chairperson, Dr Vijay Wagh informed the members that Dr Indira Singh had resigned and was replaced by Prof. Jyoti Dixit. He welcomed the new committee members and solicited their active cooperation to make the committee more effective.

The name of the First-year student (MMS I) representative for the IQAC Committee would be included after completion of MMS I Admissions. The Chairman then asked IQAC coordinator, Dr Rajesh Chouksey to proceed with the agenda of the meeting.

**Agenda No. 1:** To read and confirm the minutes and discuss the action taken report of last IQAC Meeting held on Saturday, June 15, 2019

The minutes of last IQAC meeting were read before the members by the IQAC Coordinator Dr. Rajesh Chouksey. After a thorough discussion, it was agreed upon and approved by all the members.

The IQAC coordinator put up the actions taken report before the members for discussion which was in accordance with the last minutes of meeting held on Saturday, June 15, 2019, with the IQAC members.

The Members discussed each point mentioned in the Action Taken Report. They were satisfied with the initiatives and the subsequent steps taken towards their attainment. A follow-up on the progress of the Action Taken report was suggested by the Chairman. The members agreed. The Chairman then asked the IQAC Coordinator to proceed to the next agenda.

**Resolution No. 1:** “Be it and it is, hereby, **RESOLVED THAT** the minutes of the IQAC meeting held on Saturday, June 15, 2019 along with the Action Taken Report are confirmed and approved unanimously by all the members”. The minutes of meeting were signed by the Chairperson and IQAC coordinator.

**Agenda No. 2:** To apprise the members about the format of Annual Quality Assurance Report (AQAR) of Academic Year 2018-19

The IQAC coordinator presented the prescribed format of the AQAR 2018-19 before the members, as published by NAAC on the portal. He informed the members about the criteria and sub criteria data required to prepare the AQAR. The members discussed the information to be included in the AQAR in detail.

After discussion and deliberation, it was unanimously decided that the IQAC coordinator would prepare the AQAR 2018-19 after getting inputs from all the departments.

**Resolution No. 2:** “Be it and it is, hereby, **RESOLVED THAT** the IQAC coordinator would prepare AQAR 2018-19 in the prescribed format of NAAC after getting the required data from all the Departments.”

**Agenda No 3:** To discuss quality initiatives with reference to clause no 6.5 of NAAC

The IQAC coordinator informed the members that NAAC had provided indicative guidelines as mentioned below through the AQAR and SSR, which could be considered as quality initiatives.

1. Regular meeting of Internal Quality Assurance Cell (IQAC)
2. Feedback collected, analyzed and used for improvements
3. Academic Administrative Audit (AAA) and initiation of follow up action
4. Timely submission of the Annual Quality Assurance Report (AQAR) in accordance with the date published by NAAC on their website.
5. Participation in NIRF
6. NBA
7. ISO Certification

8. Any other Quality Audit

The IQAC coordinator put up the above-mentioned quality initiatives for discussion before the members. He stated that points 1 to 3 of the above-mentioned quality initiatives were already implemented through IQAC in the institute. He also assured the members that IQAC will adhere to NAAC guidelines for AQAR submission.

After discussion and deliberations, it was decided that the committee would act upon initiatives 5, 7 and 8 in a phased manner subject to the approval of the Director. NBA accreditation is mandatory.

**Resolution No. 3:** “Be it and it is, hereby, **RESOLVED THAT** that the committee would submit the initiatives 5, 7 and 8 to the Director for necessary action”.

**Agenda No. 4:** To review the Examination process

The IQAC Coordinator briefed the members about the existing examination process. The members reviewed and found the examination process satisfactory and in accordance with the guidelines of University of Mumbai. As there is always a scope for further improvement, the members discussed the modalities of forming a moderation committee for question papers.

This, in the opinion of the Chairman would help the Institute in getting an unbiased perspective from faculty members. They would ensure that the questions in the paper cover the entire syllabus and the marks allocated are equally distributed. After the perusal of each paper, the committee would suggest changes if required.

After discussion and deliberations, the committee members decided to form a committee for moderation of question papers for the MMS program. After successful implementation and review, it would also be implemented for BMS and BAMMC programs.

The Chairman instructed the exam-coordinator to put up a proposal to form the committee for moderation of question papers.

**Resolution No. 4:** “Be it and it is hereby, **RESOLVED THAT** the Exam coordinator would present a proposal of forming a moderation committee for question paper moderation of the MMS program to the Director”.

**Agenda No. 5:** Any other matter with the kind permission of the Chair

The IQAC Coordinator requested Chairman to highlight developments in the following points:

**1. Academic Administrative Audit**

The Chairman apprised the members on the follow up action of the Academic and Administrative Audit report of August 26, 2018.

- a. He instructed Prof. Vaibhav Kulkarni to collaborate with corporates.
- b. Planned community outreach program through NSS
- c. Encouraged faculty members for Research based Publications

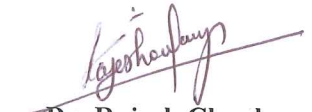
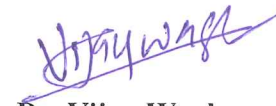
**2. Stakeholder's Feedback on Curriculum Aspects**

The Chairman apprised the members about the follow up action on the basis of stakeholder's feedback on curriculum aspects which was as follows:

- a. Instructed Dr. Mukesh Goyal to plan awareness program for effective utilization of Smart Board for conducting Lectures
- b. Instructed Prof Vikas Pande and Dr Yogesh Ingle to plan value added courses for MMS students in the area of Marketing and Finance.
- c. Prof. Vaibhav Kulkarni has been asked to plan Personal Grooming session under training and placement cell

3. The IQAC coordinator requested Director to organize Parent Teacher Association meeting for BMS and BAMMC program. Director informed the members that he will be deputing Prof. Anant Digaskar to organize the meeting under PTA of BMS and BAMMC students.

There being no other agenda to discuss, the IQAC coordinator proposed the vote of thanks and the Chairperson concluded the meeting.

  
**Dr. Rajesh Chouksey**  
IQAC-Coordinator  
**Dr. Vijay Wagh**  
Chairman



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**COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF**  
**6<sup>th</sup>IQAC MEETING HELD ON SATURDAY, JUNE 15, 2019, FOR**  
**ACADEMIC YEAR 2018-19**

The following actions have been initiated with respect to the Agenda of the 6<sup>th</sup> IQAC meeting held on June 15, 2019 (A.Y. 2018-19).

With respect to Agenda No. 2 & 3, the IQAC coordinator submitted the improvement areas on the basis of the 1<sup>st</sup> cycle of NAAC accreditation to the Director on June 17, 2019. The Director has taken the following actions for completion of the agenda.

**Agenda No 2:** To discuss areas of improvement in 1<sup>st</sup> cycle of NAAC Accreditation

3.1 2(f) & 12(B) recognition from UGC

***Action Taken***

The Director has checked the eligibility parameters defined by the University Grants Commission (UGC) for availing financial assistance under Section 2(f) and Section 12 (B) of UGC Act, 1956 and informed the administrative officer to put up the proposal to UGC through University of Mumbai for availing recognition of the Institute under section for 2(f) of the UGC act.

3.2 Establishment of an Incubation and Entrepreneurship Cell

***Action Taken***

The Director instructed Incubation and Entrepreneurship cell coordinator Dr. Mukesh Goyal to carry out a **feasibility study** for establishing both the cells.

3.3 Strengthen focus of the Faculty on research

***Action Taken***

The Director decided to appoint a senior faculty for fostering the culture of research in the Institute. This faculty would draft a Research Policy, guide and motivate the junior faculty to write papers, scout for relevant management journals where faculty could publish papers and suggest topics on which the faculty could write research articles and





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papers. Strengthen focus of the Faculty on research. In response Dr. Rajesh Chouksey and Prof .Ritu Chakraborty published one Research paper on 10<sup>th</sup> August 2019.

- 3.4    A) Increase frequency of extension activities and improve the quality.  
       B) Adoption of a village

***Action Taken***

The Director asked Dr. Yogesh Ingle, NSS Program Officer to assess the feasibility of adopting a village. He also requested Dr. Ingle to increase number of extension activities and stress on improving quality of these activities.

- 6.1    Update Vision and Mission

***Action Taken***

The Director welcomed inputs for a new vision and mission from all faculty and staff members.

- 6.3    Promote faculty participation in Seminar / Conferences

***Action Taken***

The Director spoke to the faculty members on an informal platform and encouraged them to participate in Seminars and Conferences organized by other institutions. In response Dr. Rajesh Chouksey and Prof .Ritu Chakraborty attended a one day workshop on 23<sup>rd</sup> July 2019.

- 6.4    Make adequate allocation for Placements, Industry-Institute interaction expenses in the Budget

***Action Taken***

An amount of Rs 1,00,000/- has been allocated for placement expenses in the 2019-20 budget.

- 6.5    IQAC to take more initiatives for quality

***Action Taken***



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The IQAC in-charge Dr. Rajesh Chouksey stated that the Institute will follow the quality initiatives as stated in the NAAC manual.

7.1 Take more Green Initiatives

***Action Taken***

Due to space constraints for planting saplings in the campus, the Director proposed to increase the number of potted plants in the premises.

7.2 To select best practices

***Action Taken***

For nominating a new best practice amongst the current practices, the Director requested the IQAC Co-ordinator and Dr. Yogesh Ingle to put up the suggestions regarding what they thought would be the 2 best practices.

7.3 Define Institute Distinctiveness

***Action Taken***

The Director in concurrence with The IQAC Coordinator agreed to follow 'Institutional Social Responsibility' as it's Institute Distinctiveness.

**Agenda No. 3:** To discuss plan of action for academic year 2019-20.

***Action Taken***

The Director appointed Prof. Rahul Sanghavi to conduct Management Development Programs. Dr. Yogesh Ingle has taken up the responsibility of village adoption under the NSS Unit. Dr. Mukesh Goyal will be putting in efforts for establishing the Entrepreneurship Development Cell. Prof. Vikas Pande will be conducting the cultural fest and Prof. Vivek Sharma will assess the feasibility of appointing external Moderators for answer sheets for all MMS semesters.

  
IQAC Coordinator

  
Chairman



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Management & Research

(Bombay Suburban Art & Craft Education Society)

Ref: SRBS/IQAC/2019-20/63

Date: -30<sup>th</sup> Nov 2019

**To,  
The Members,  
Internal Quality Assurance Cell (IQAC)  
Sheila Raheja School of Business Management & Research**

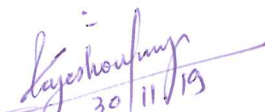
## **NOTICE**

### **Sub: INTERNAL QUALITY ASSURANCE CELL MEETING NO: -2**

The 2<sup>nd</sup> meeting of the Internal Quality Assurance Cell (IQAC) for Academic Year 2019-20 is scheduled on Monday, December 16, 2019, at 2:00 p.m. in 4<sup>th</sup> Floor Conference Room of Sheila Raheja School of Business Management and Research, Kher Nagar, Bandra (East), Mumbai. All members are requested to attend the meeting. The agenda of the meeting is as follows:

### **AGENDA**

1. To read and confirm the minutes and discuss the action taken report of last IQAC Meeting held on Monday, September 16, 2019
2. To discuss and review cultural activities
1. To finalize AQAR 2018-19
2. Any other matters with the kind permission of the Chair

  
30/11/19  
**Dr. Rajesh Chouksey**  
IQAC Coordinator

**MINUTES OF MEETING****INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Meeting No.	Day & Date	Time
2	Monday, December 16, 2019	2:00 pm

The minutes of the second Internal Quality Assurance Cell (IQAC) meeting held on Monday, December 16, 2019 for the Academic Year 2019-20, in the Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai.

The following IQAC members were present for the meeting:

- 1 Mr. D. D. Bhagwat
- 2 Mr. Rajendra Habde
- 3 Dr. Vijay Wagh
- 4 Dr. Mukesh Goyal
- 5 Prof. Rahul Sanghavi
- 6 Prof. Vivek Sharma
- 7 Prof. Ritu Chakraborty
- 8 Prof. Jyoti Dixit
- 9 Dr. Yogesh Ingle
- 10 Prof. Vikas Pande
- 11 Prof. Bhavana Solanki
- 12 Ms. Geeta Chauhan
- 13 Mr. Atul Upadhyay
- 14 Mr. Vikram bedekar
- 15 Dr. Rajesh Chouksey

Leave of absence was granted to Mr. Arvind Tiwari and Mr. Anand Chokani Copies of the agenda and other related documents were circulated to the members of the cell.

The meeting started as the quorum for the meeting was present. The Chairperson, Dr Vijay Wagh asked IQAC coordinator, Dr Rajesh Chouksey to proceed with the agenda of the meeting. The IQAC Coordinator welcomed the newly inducted student representative Mr Vikram Bedekar in the IQAC.

**Agenda No. 1:** To read and confirm the minutes and discuss the action taken report of last IQAC Meeting held on Monday, September 16, 2019

The minutes of last IQAC meeting were read before the members by the IQAC Coordinator Dr. Rajesh Chouksey. After a thorough discussion, it was agreed upon and approved by all the members.

The IQAC coordinator put up the actions taken report before the members for discussion which was in accordance with the last minutes of meeting held on Monday, September 16, 2019, with the IQAC members.

The Members discussed each point mentioned in the Action Taken Report. They were satisfied with the initiatives and the subsequent steps taken towards their attainment. The members agreed to the suggestion of Chairman to take follow-up on the progress of the work-in-process mentioned in the Action Taken report. The Chairman then asked the IQAC Coordinator to proceed with the next agenda.

**Resolution No. 1:** “Be it and it is, hereby, **RESOLVED THAT** the minutes of the last IQAC meeting held on Monday, September 16, 2019 are confirmed and approved unanimously by all the members”. The Chairman and IQAC Coordinator signed the minutes of last IQAC meeting.

**Agenda No. 2:** To discuss and review cultural activities

The IQAC coordinator informed the members that the following cultural activities was organised in current semester at our Institute.

1. Navratri Celebration
2. Diwali Celebration

He insisted that cultural activities contribute to the holistic development of students. The IQAC Coordinator suggested that cultural activities should be given priority along with Academics. The members after discussion and deliberations recommended organizing an Annual Cultural and Sports event for all students of MMS, BMS and BAMMC program, to the Director.

**Resolution No. 2:** “Be it and it is, hereby, **RESOLVED THAT** the IQAC coordinator would put up a recommendation to the Director for organizing an Annual Cultural and Sports event for all students of MMS, BMS and BAMMC”.

**Agenda No 3:** To finalize AQAR 2018-19

The IQAC coordinator presented the completed AQAR 2018-19 before the members after receiving inputs from all departments. He provided information of the Academic Year 2018-19 mentioned in the AQAR under relevant criteria. After discussions and deliberations, the members unanimously agreed that the Director should present the AQAR before College Development Committee (CDC) for approval.

**Resolution No. 3:** “Be it and it is, hereby, **RESOLVED THAT** the AQAR 2018-19 is to be submitted to the College Development Committee (CDC) for approval”.

**Agenda No 4:** Any other matter with the kind permission of the Chair

The Chairman apprised the members about developments in the examination department. Prof. Vivek Sharma conducted answer sheet moderations through External Moderators for the MMS Program - Semester III on 23<sup>rd</sup> Nov 2019.

The Chairman also apprised the members that with respect to Agenda 3 of the last IQAC meeting, the Institute would be registering for NIRF. With respect to point no. 8 of *any other quality audit*, he proposed participating in the CII (Confederation of Indian Industries) survey which is being jointly conducted with the AICTE since 2012. As far as ISO Certification was concerned he proposed to evaluate the certification proposal in the next Academic Year i.e. 2020-2021.

There being no other matter of discussion, the IQAC coordinator proposed the vote of thanks and the Chairman concluded the meeting.



**Dr. Rajesh Chouksey**  
IQAC-Coordinator



**Dr. Vijay Wagh**  
Chairman



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**COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF**  
**1<sup>st</sup> IQAC MEETING HELD ON MONDAY, SEPTEMBER 16, 2019, FOR**  
**THE ACADEMIC YEAR 2019-20**

The following actions have been initiated with respect to the Agenda of the 1<sup>st</sup>IQAC meeting held on September 16, 2019 (A.Y. 2019-20).

**Agenda No 2:** To apprise the members about the format of Annual Quality Assurance Report (AQAR) of Academic Year 2018-19

**Action Taken** The IQAC coordinator requested all departments and respective criteria holders to submit their data in the prescribed format of AQAR 2018-19 in the shared word file. He compiled the data and requested the Director to include the agenda of finalizing the same in the next meeting.

**Agenda No. 4:** To review the Examination process

**Action Taken**

Exam coordinator put up a proposal for forming a moderation committee for question paper moderation of MMS program to the Director. The director approved formation of a paper moderation committee consisting of following members:

1. Dr. Vijay Wagh
2. Dr. Mukesh Goyal
3. Dr. Rajesh Chouksey
4. Prof. Rahul Sanghavi
5. Prof. Anant Digaskar

  
IQAC Coordinator

  
Chairman





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Sheila Raheja  
School of Business  
Management & Research

(Bombay Suburban Art & Craft Education Society)

Ref: SRBS/IQAC/2019-20/42

Date: -28<sup>th</sup> Feb 2020

To,  
The Members,  
Internal Quality Assurance Cell (IQAC)  
Sheila Raheja School of Business Management & Research

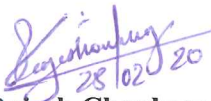
## NOTICE

### Sub: INTERNAL QUALITY ASSURANCE CELL MEETING NO: -3

The 3<sup>rd</sup> meeting of the Internal Quality Assurance Cell (IQAC) for Academic Year 2019-20 is scheduled on Saturday, March 14, 2020, at 2:30 p.m. in the 4<sup>th</sup> Floor Conference Room of Sheila Raheja School of Business Management and Research, Kher Nagar, Bandra (East), Mumbai. All the members are requested to attend the meeting. The agenda of the meeting is as follows:

### AGENDA

1. To read and confirm the minutes and discuss the action taken report of last IQAC Meeting held on Monday, December 16, 2019
2. To review the status of online submission of AQAR 2018-19
3. To review the social media footprints of the Institute
4. Any other matters with the kind permission of the Chair

  
28/02/20  
**Dr. Rajesh Chouksey**  
IQAC Coordinator

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**MINUTES OF MEETING**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Meeting No.	Day & Date	Time
3	Saturday, March 14, 2020	2:30 pm

The minutes of the 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) held on Saturday, March 14, 2020, for the Academic Year 2019-20, in the Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai.

The following IQAC members were present for the meeting:

1. Dr. Vijay Wagh
2. Dr. Mukesh Goyal
3. Prof. Rahul Sanghavi
4. Prof. Vivek Sharma
5. Prof. Ritu Chakraborty
6. Prof. Jyoti Dixit
7. Dr. Yogesh Ingle
8. Prof. Vikas Pande
9. Ms. Geeta Chauhan
10. Mr. Atul Upadhyay
11. Mr. Vikram Bedekar
12. Dr. Rajesh Chouksey

Leave of absence was granted to Mr. Arvind Tiwari, Mr. D. D. Bhagwat, Mr. Rajendra Habde, Mr. Anand Chokani and Prof. Bhavana Solanki. Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the quorum for the meeting was present.

The Chairperson, Dr. Vijay Wagh asked IQAC coordinator, Dr. Rajesh Chouksey to proceed with the agenda of the meeting.

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**Agenda No. 1:** To confirm the minutes and discuss the action taken report of last IQAC Meeting held on Monday, December 16, 2019

The minutes of last IQAC meeting were read before the members by the IQAC Coordinator Dr. Rajesh Chouksey. After a thorough discussion, it was agreed upon and approved by all the members.

The IQAC coordinator put up the actions taken report before the members for discussion which was in accordance with the last minutes of meeting held on Monday, December 16, 2019, with the IQAC members.

The Members discussed each point mentioned in the Action Taken Report. They were satisfied with the initiatives and the subsequent steps taken towards their attainment. The members acknowledged the actions taken.

As there was no other pending matter out of the Minutes of previous meeting of IQAC, the Chairman asked the IQAC Coordinator to proceed to the next agenda.

**Resolution No. 1:** “Be it and it is hereby, **RESOLVED THAT** the minutes of the last IQAC meeting held on Monday, December 16, 2019 along with the Action Taken Report are confirmed and approved unanimously by all the members”. The Chairman and IQAC Coordinator signed the minutes of last IQAC meeting.

**Agenda No. 2:** To review the status of online submission of AQAR 2018-19

The IQAC coordinator informed the members about the current status of online submission of AQAR 2018-19 on NAAC HEI portal.

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He apprised the members that NAAC had revised the last date of submission of AQAR 2018-19 through a notification published on the website, to 15<sup>th</sup> June 2020.

The members after discussion and deliberation decided to submit the AQAR 2018-19 as per the guidelines of NAAC.

**Agenda No 3:** To review the social media footprints of the Institute

The IQAC coordinator requested Prof. Vikas Pande to brief the members about the social media footprints of the Institute. He explained that the Institute's presence is functional on Facebook and YouTube. However, its presence on other media like Instagram, Twitter and LinkedIn needed to be streamlined.

After discussion and deliberation, the members suggested Prof. Vikas Pande to present a plan before the director for improving the Institute's presence in all possible formats of social media.

**Resolution No. 3:** "Be it and it is hereby, **RESOLVED THAT** the Prof. Vikas Pande will present a plan for improving the Institute's presence in all possible formats of social media".

**Agenda No 4:** Any other matter with the kind permission of the Chair

The Chairman asked the IQAC Coordinator for updates on various improvement initiatives initiated in the beginning of academic year 2019-20. To this IQAC coordinator apprised members as follows:

**2(f) & 12(B) recognition from UGC**

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Ms. Geeta Chauhan has submitted the proposal for recognition under section 2(f) of the UGC Act, 1956 on 4<sup>th</sup> March 2020 and awaited for further developments. However she updated that SRBS needs to wait for application under section 12(B) of UGC Act 1956.

**Increase frequency of extension activities and improve the quality and Adoption of a village**

Dr. Yogesh Ingle, NSS Program Officer has signed a MOU between Principal – District School and the Police Patil to adopt Village Shelampada on 13<sup>th</sup> Feb 2020.

Dr. Yogesh Ingle also urged NSS volunteers from BMS, BAMMC and MMS program to increase frequency of extension activities which resulted in 15 activities in the current Academic Year 2019-20 as compared to 13 activities from last year.

**Update Vision and Mission**

The updated Vision and Mission statements has been accepted by CDC on 17<sup>th</sup> December 2019 and approved by BOG on 20<sup>th</sup> December 2019.

**Take more Green Initiatives**

Due to space constraints for planting saplings in the campus, the Director has instructed the Maintenance in charge to increase the number of potted plants in the premises.

**To select best practices**

The Director received the IQAC coordinator's suggestion to follow the existing best practice, and bring about an enhancement in its

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implementation if possible. IQAC member, Dr. Yogesh Ingle also put up suggestion to improve the process of existing best practices to the Director. The Chairman concluded to keep existing practices which are as follows as best practice for Academic Year 2019-20.

Best Practice 1: Practice of Exposition Lectures

Best Practice 2: Workshop on Summer Internship Projects

Under plan of action for academic year 2019-20 following developments have been done.

Dr. Yogesh Ingle has adopted village Shelmpada on 05 February 2020

Prof. Rahul Sanghavi established a Management Development Centre and conducted MDP on 29<sup>th</sup> February 2020.

Dr. Mukesh Goyal submitted a proposal for establishing the Entrepreneurship Development Cell (EDC).

Prof. Vikas Pande conducted the culture festival from 20<sup>th</sup> to 22<sup>nd</sup> February, 2020.

Prof. Vivek Sharma conducted answer sheet moderations through External Moderators for the MMS Program - Semester I on 28<sup>th</sup> January 2020.

IQAC coordinator raised the concern about the Covid-19 pandemic situation prevailing in the city and requested for a plan of action for conducting classes and examinations of students in the current semester.

The Director informed that if any such situation arises, we will follow the instructions of Mumbai University. He instructed all the

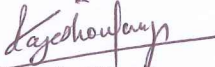
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Bombay Suburban Art &amp; Craft Education Society's

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faculty members to be prepared to work from home and conduct online lecture sessions.

There being no other subject to discuss, the IQAC coordinator proposed the vote of thanks and the Chairman concluded the meeting.

  
**Dr. Rajesh Chouksey**  
IQAC-Coordinator

  
**Dr. Vijay Wagh**  
Chairman



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**COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF**  
**2<sup>nd</sup> IQAC MEETING HELD ON MONDAY, DECEMBER 16, 2019,**  
**ACADEMIC YEAR 2019-20**

The following actions have been initiated with respect to the Agenda of the 2<sup>nd</sup> IQAC meeting held on December 16, 2019 (A.Y. 2019-20).

**Agenda No. 2:** To discuss and review cultural activities

*Action Taken*

The IQAC committee put up a recommendation to the Director for organizing an Annual Cultural and Sports event for all students of MMS, BMS and BAMMC programs.

The director approved organising an Annual Cultural and Sports event. He deputed Prof. Vikas Pande to study the feasibility of organising events for all students of MMS, BMS and BAMMC programs. He also instructed Prof. Vikas Pande to put a schedule and tentative budget for the same.

After getting the schedule and budget approved from the Director, Prof. Vikas Pande organised an Annual Cultural and Sports event from 20<sup>th</sup> February – 22<sup>nd</sup> February 2020.

**Agenda No 3:** To finalize AQAR 2018-19

*Action Taken*

The committee forwarded the AQAR to the CDC. The CDC approved the AQAR 2018-19 and instructed to follow the NAAC guidelines for submission.

**IQAC Coordinator**

**Chairman**