

**RAMNARAIN RUIA AUTONOMOUS COLLEGE**

Matunga, Mumbai-400019

**Notice of 1<sup>st</sup> Meeting of RIQAC to be held on**

18<sup>th</sup> August 2017 at 2.00pm in Conference room

**NOTICE** is hereby given that the 1<sup>st</sup> meeting of RIQAC of Ramnarain Ruia College will be held on 18<sup>th</sup> August 2017 at 2.00pm in Conference room, First Floor, Ramnarain Ruia College, Matunga, Mumbai-400019, to discuss the following:

**Agenda. No. 1: Confirmation of the minutes of the 8<sup>th</sup> meeting of IQAC held on 11<sup>th</sup> March 2017:**

**Current status:** The minutes of the 8<sup>th</sup> meeting of IQAC held on 11<sup>th</sup> March 2017, have been circulated to the members. No comments were received.

**Action requested:** To confirm the minutes.

**Agenda No. 2: Reporting the actions taken on the decisions taken in the 8<sup>th</sup> meeting of IQAC**

2.1. Organised NASI S&T – Based Entrepreneurship for Young Students and Researchers with the help of IIT Bombay's Entrepreneurship Cell (e-cell) and Ruia College on 18<sup>th</sup> March 2017

2.2. IQAC with DBT 'Star Status' departments in association with SUVRO'S Institute organized a workshop for the teachers entitled 'The Teacher as the creative spark: capacity building & strategies on 27th March, 2017.

2.3. Department submitted their evaluative report to IQAC as per the format given by NAAC and Criterion incharges also submitted their report for SSR by 15<sup>th</sup> March 2017

2.4. All the departments submitted report on mentoring, Parents feedback, Departmental profile and personal profile by the end of March 2017.

**3. Plan of Action for the current Academic year(2017-18)**

**4: Any other items with permission of the chair**



Dr. Jessy Pius

Coordinator, IQAC

Date: 12<sup>th</sup> August 2017

**S. P. Mandali's**  
**Ramnarain Ruia Autonomous College**  
**Matunga, Mumbai-19**

Agenda for the I<sup>st</sup> Meeting of Ruia IQAC held on 18<sup>th</sup> August 2017 at 2.00pm in Conference room

**Agenda**

**1. Confirmation of minutes of the earlier meeting**

**2. Plan of action and Action taken report of the last meeting of the earlier tear**

**3. Plan of Action for the current Academic year(2017-18)**


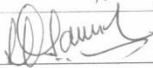
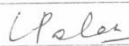
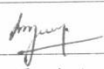
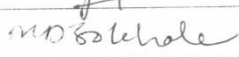
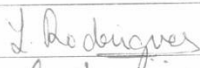
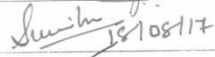
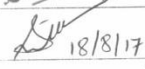
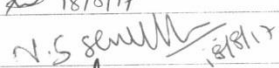
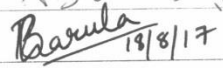
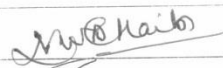

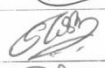
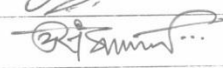
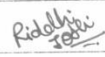
- Capacity building activities for Teaching staff
- Capacity building / Soft skill development activities for Support staff
- To promote skill oriented programmes & Entrepreneurship Development
- Cross faculty activity
- Gender Audit
- Examination Audit
- Preparing an Archive of Ruia
- Plagiarism check
- Electronic data management to provide ready and relevant information
- **Preparation for NAAC Peer team visit**
  - Addendum to be prepared
  - IQAC presentation to be made
  - Documents for verification to be compiled.

**4: Any other items with permission of the chair**

S.P. Mandali's  
Ramnarain Ruia Autonomous College  
Matunga, Mumbai-19

**IQAC Meeting**

Held on Friday 18<sup>th</sup> August 2017 at 02.00pm in Conference Room

Sr. No	IQAC members	Signature
1.	Professor Dr. Suhas Pednekar (Convener)	
2.	Dr. S. D. Samant (Professor of Chemistry, Dept. of Applied Chemistry, ICT – External Member)	
3.	Mrs. Madhuri S. Misal (Member of the Managing Council, S.P. Mandali, Pune –Member)	
4.	Mrs. Urmi Palan – (Vice Principal , Senior College)	
5.	Dr. Vaibhavi Palsule – (Vice Principal , Senior College)	
6.	Dr. Anushree Lokur (NAAC Coordinator)	
7.	Dr. Jessy Pius (Coordinator)	
8.	Dr. Manjusha Gokhale	
9.	Dr. Louiza Rodrigues	
10.	Dr. Sunita Shailajan	 18/08/17
11.	Dr. Sucheta Ketkar	 18/8/17
12.	Dr. Varsha Shukla	 18/8/17
13.	Dr. Bhavna R. Narula	 18/8/17
14.	Dr. Manish Hate	
15.	Dr. Urmila Moon	
16.	Dr. Vaibhav Wagh	
17.	Ms. Veena Thakare	
18.	Mr. Sudarshan Agre, (I/C Registrar)	
19.	Mr. Yash Sanjay Acharya (Student Representative)	
20.	Ms. Riddhi Joshi (Student Representative )	 Riddhi Joshi

S P MANDALI'S  
RAMNARAIN RUIA COLLEGE  
Matunga, Mumbai – 19

**Minutes of the first meeting of the IQAC held on 18<sup>th</sup> August 2017**

The I<sup>st</sup> Meeting of the IQAC of the Ramnarain Ruia Autonomous College was held on 18<sup>th</sup> August 2017 at 2.00pm in Conference room.

The following members attended the meeting.

Prof. SuhasPednekar( Convener)

Dr. S. D. Samant

Mrs.UrmiPalan

Dr.ManjushaGokhale

Dr. Sunita Shailajan

Dr.Louiza Rodrigues

Ms.SuchetaKetkar

Dr. VarshaShukla

Dr.Bhavna R. Narula

Dr. VaibhavWagh

Ms.VeenaThakare

Ms.MeghaSawant

Mr.SudarshanAgare

Ms.Riddhi Joshi

Mr.Yash Sanjay Acharya

Dr, Jessy Pius ( Coordinator)

Leave of absence was granted to Mrs.Madhuri S. Misal,Ms.Anushree Lokur

Dr.Vaibhavi PalsuleDr. Manish Hate and Dr.Urmila Moon as they communicated their unavailability due to personal reasons.

Prof. Suhas Pednekar was in the Chair.

The Principal and the IQAC Co-ordinator Dr.Jessy Pius introduced and welcomed the new IQAC members,- Dr.AnushreeLokur, Dr.Louiza Rodrigues, Ms.SuchetaKetkar, Dr.VarshaShukla, the New Registrar( I/C )Mr.Sudershan and the new student representatives.

The Principal suggested to include the Deans under Autonomy and one more external member from industry as members of the RIQAC.

**Following were the deliberations:**

**Agenda No.1: Confirmation of the Minutes of the 8<sup>th</sup> meeting of IQAC held on 11<sup>th</sup> March 2017 at 12.30 pm in Conference room.**

The minutes of the meeting had been circulated to the members. No comments have been received. The minutes were confirmed.

## **Agenda No.2: Reporting the action taken on the decisions taken in the 8th meeting of IQAC**

**2.1.** Organised NASI S&T – Based Entrepreneurship for Young Students and Researchers with the help of IIT Bombay's Entrepreneurship Cell (e-cell) and Ruia College on 18<sup>th</sup> March 2017

**2.2.** IQAC with DBT 'Star Status' departments in association with SUVRO'S Institute organized a workshop for the teachers entitled 'The Teacher as the creative spark: capacity building & strategies on 27<sup>th</sup> March, 2017.

**2.3.** Department submitted their evaluative report to IQAC as per the format given by NAAC and Criterion incharges also submitted their report for SSR by 15<sup>th</sup> March 2017

**2.4.** All the departments submitted report on mentoring, Parents feedback, Departmental profile and personal profile by the end of March 2017.

## **Agenda No.3 To prepare a plan of Action for the current Academic year (2017-18)**

Under autonomy, it was resolved to further strengthen the activities for enhancement of teacher quality as well as Support staff.

### **Agenda No.3.1: Capacity building activities for Teaching staff**

- The Principal informed that the resolutions taken in the Academic Board meetings should come to the IQAC meetings for discussion, finalisation and concretisation.
- Dr.Jessy Pius suggested a programme on Train the Trainers and Dr.Urmi Palan suggested a title 'EMPOWERING THE TEACHERS' for the same. It was resolved that this workshop be conducted in the next semester.
- Dr.Varsha Shukla suggested a workshop to be conducted on BLOOM's Taxonomy. Dr.SunitaShailajam suggested the name of Dr.RajendraShinde as a resource Person for the same.
- The Principal further suggested, on a priority basis, a workshop be conducted on designing curriculum, Setting question papers and effective evaluation techniques.
- It was resolved to conduct an induction programme for new teachers in the month of July.
- Ms.VeenaThakare suggested a Refresher lecture on INFLIBNET, ENLIST and Shodhganga.

### **Agenda No.3.2: Capacity building / Soft skill development activities for Support staff**

- Resolved to conduct a Workshop for support staff on English Communication Skills.

### **Agenda No.3.3: To promote skill oriented programmes &Entrepreneurshipdevelopment**

- The student representatives suggested, a workshop related to UPSC exam preparation be conducted by the College, for the benefit of the students.It was hence resolved to communicate the same to the Career Guidance Cell and the Slum Study Centre for implementation.

**Agenda No.3.4: Cross faculty activity :** This was a suggestion from external Academic Audit conducted in academic year 2016-17

- It was resolved to communicate and discuss initiation of this activity in the HOD's meeting. An example of such an activity between the Sanskrit and Botany Departments was cited. A collaboration between Statistics and Biological Science Departments was suggested.

#### **Agenda No.3.5: Gender Audit:**

- Since we have more than 75% girl students, the gender sensitisation committee suggested a Gender Audit be conducted in this semester. The Principal constituted a Committee comprising of Dr. Bhavna Narula, Ms. Veena Thakare and the two student representatives to outline the requirements for a gender audit, in addition to issues of Gender sensitisation, bias, awareness, safety, survey, Quantification of issues, gender preference in selection of subjects.

**Agenda No.3.6: Examination Audit:** This was a suggestion from external Academic Audit conducted in academic year 2016-17

- Principal informed that the Director of Examinations is now Dr. Venkatramani. It was resolved to prepare Guidelines – SOP's for the smooth functioning of the evaluation. Along with the members of the Exam cell, a format for the audit to be prepared. Under Autonomy, the duties of the exam cell have increased multifold, stress has to be laid on moderating answer papers as well as question papers.

**Agenda No.3.7: Preparing Archives of Ruia:** As the History Department conducts a course on Archives, they deemed it fit to prepare Archives of Ruia.

- Dr. Louiza Rodrigues was given the responsibility as the Convener to initiate the work on Ruia Archives in collaboration with the library, retired faculty, members of the Alumni association, students and an external expert. She was asked to make a presentation regarding the plan, budget and the time frame required to complete it. The Principal suggested that it should also be discussed in the HOD's meeting.

**Agenda No.3.8: Plagiarism check:** As we have a strong research culture, and under autonomy, project based internal assessment is planned, IQAC suggested a workshop be conducted on plagiarism softwares.

- Ms. Veena Thakare accepted the responsibility to conduct a workshop on Plagiarism check for Faculty and research students. The participants would be also taught to use free online available softwares for the same.

**Agenda No.3.9: Electronic data management to provide ready and relevant information (Teaching faculty and department profiles):** As a part of the Environment awareness programme and ease of operation.

- Resolved that IQAC should co-ordinate with Mr. Mahavir Advaya of the IT Department to prepare a software to manage information of all teaching faculty and department profiles such that it is available in a required format automatically.

Principal informed the IQAC co-ordinator to invite the members of staff in IQAC meeting if their presence is required pertaining to the Agendas to be discussed. Vice-Principal informed that next meeting to focus on NAAC peer team visit. Dr. Samant suggested making a mind map in order to derive an agenda.

### **Agenda No.3.10: Preparation for NAAC Peer team visit**

- Resolved that
  - Addendum to be prepared
  - IQAC presentation to be made
  - Documents for verification to be compiled.

### **Agenda No.4: Any other items with permission of the chair**



**Dr. Jessy Pius**  
**Coordinator**  
**21<sup>st</sup> August 2017**



**Prof. Suhas Pednekar**  
**Principal**

**RAMNARAIN RUIA AUTONOMOUS COLLEGE**

Matunga, Mumbai-400019

**Notice of 2<sup>nd</sup> Meeting of RIQAC to be held on**

29<sup>th</sup> November 2017 at 1.30pm in Conference room

**NOTICE** is hereby given that the 2<sup>nd</sup> meeting of RIQAC of Ramnarain Ruia Autonomous College will be held on 29<sup>th</sup> November 2017 at 1.30pm in Conference room, First Floor, to discuss the following:

**Agenda. No. 1: Confirmation of the minutes of the 1<sup>st</sup> meeting of IQAC held on 18th August 2017**

Current status: The minutes of the 1<sup>st</sup> meeting of IQAC held on 18<sup>th</sup> August 2017, have been circulated to the members.

Action requested: To confirm the minutes.

**Agenda No. 2: Reporting the actions taken on the decisions taken in the 1st meeting of IQAC**

**2.1:** An Examination system audit was conducted on 7<sup>th</sup> September 2017. The committee has recommended On Screen Marking and use of recycled paper for exam work.

**2.2:** A Gender Audit was conducted on 6<sup>th</sup> October 2017 and the as per the audit report the college was granted clearance for gender compliance. The suggestions given by the audit team will be implemented in due course.

**2.3:** The work on Digital archives of Ruia has been initiated under the guidance of Dr. Louiza.

**2.4:** A Rain water harvesting unit was installed in August 2017 and a Biogas plant was installed in September 2017. The biogas plant is functional and is being operated by the students of Chemistry Department.

**Agenda No.3 Plan of Action for the current meeting**

3.1: SWOC analysis - introspection

3.2: Discussion on Peer team criterion wise report & recommendations

3.3: To prepare a Road map for the next 7yrs

3.4: To select Two Best practices for the current academic year

3.5: Discussion on report of Gender Audit

3.6: Discussion on Report of Examination System Audit

**Agenda No.4: Any other items with permission of the chair**



**Dr. Jessy Pius**

**Coordinator**

**21<sup>st</sup> November 2017**



S P MANDALI'S  
RAMNARAIN RUIA AUTONOMOUS COLLEGE  
Matunga, Mumbai – 19

### **Agenda**

**Agenda. No. 1: Confirmation of the minutes of the 1<sup>st</sup> meeting of IQAC held on 18th August 2017**

Current status: The minutes of the 1<sup>st</sup> meeting of IQAC held on 18<sup>th</sup> August 2017, have been circulated to the members.

Action requested: To confirm the minutes.

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**Agenda No.3 Plan of Action for the current meeting**

**3.1:** SWOC analysis - introspection - Discussion on Peer team criterion wise report & recommendations

**3.2:** To prepare a Road map for the next 7yrs

**3.3:** To select Two Best practices for the current academic year




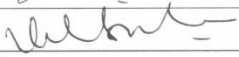
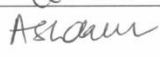






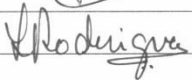

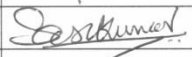

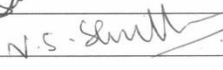

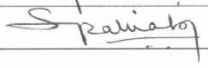

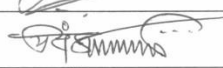

**3.4:** Discussion on report of Gender Audit

**3.5:** Discussion on Report of Examination System Audit

**Agenda No.4: Any other items with permission of the chair**

**RIQAC Meeting**

*Held on Wednesday 29<sup>th</sup> November 2017 at 01.30pm in Conference Room*

Sr. No	IQAC members	Signature
1.	Prof. Suhas Pednekar (Convener)	
2.	Dr. Jessie Pius (Coordinator)	
3.	Mrs. Madhuri S. Misal (Member of the Managing Council, S.P. Mandali, Pune -Member)	
4.	Dr. S. D. Samant (External Member)	
5.	Mrs. Urmi Palan (Vice Principal, Dean - Academics)	
6.	Dr. Vaibhavi Palsule (Vice Principal)	
7.	Dr. Anushree Lokur (Dean- Research Consultancy & Development)	
8.	Ms. Devayani Ganapule (Dean-Human Resource Development)	
9.	Dr. Mohsina Mukadam (Ruia Examination Coordination Committee)	
10.	Capt. Mr. Rajendra Patil (Sports & NCC)	
11.	Dr. Nilima Lankeshwar (In-charge & Programme Officer NSS)	
12.	Dr. Manish Hate (Students' Council)	
13.	Ms. Veena Thakare (Librarian)	
14.	Dr. Louiza Rodrigues	
15.	Dr. Sunita Shailajan	
16.	Dr. Sasikumar Menon	
17.	Ms. Sucheta Ketkar	
18.	Dr. Varsha Shukla	
19.	Dr. Bhavna R. Narula	
20.	Dr. Urmila Moon	
21.	Dr. Sujata Suvarnapatki	
22.	Mr. Vijay M Mayekar	
23.	Mr. Sudarshan Agre (I/C Registrar)	
24.	Mr. Yash Sanjay Acharya (Student Representative)	
25.	Ms. Riddhi Joshi (Student Representative)	

S P MANDALI'S  
RAMNARAIN RUIA AUTONOMOUS COLLEGE  
Matunga, Mumbai – 19

**Minutes of the second meeting of the IQAC held on 29<sup>th</sup> Nov 2017**

The 2<sup>nd</sup> Meeting of the IQAC of the Ramnarain Ruia Autonomous College was held 29<sup>th</sup> Nov 2017 at 1.30pm in Conference room.

The following members attended the meeting

Prof. SuhasPednekar( Convener)  
Mrs.Urmi Palan (Vice Principal, Dean Academics)  
Dr.Vaibhavi Palsule (Vice Principal)  
Ms. Anushree Lokur (Dean, Research, Consultancy and Development)  
Ms. Devayani Ganapule (Dean, HRD)  
Dr. Mohsina Mukadam (Examination In-Charge)  
Dr. Sunita Shailajan  
Dr. Louiza Rodrigues  
Ms. Sucheta Ketkar  
Dr.Varsha Shukla  
Dr. Sujata Suvarnapatki  
Dr. Sasikumar Menon  
Dr. Nilima Lankeshwar (In-Charge & Program Officer NSS)  
Ms. Veena Thakare  
Mr. Rajendra Patil (Sports & NCC)  
Mr. Sudarshan Agare  
Ms. Riddhi Joshi  
Mr. Yash Sanjay Acharya  
Dr. Jessy Pius (Coordinator)

Leave of absence was granted to Mrs. Madhuri S. Misal, Dr. S.D. Samant, Dr. Bhavana Narula and Dr. Vijay Mayekar as they communicated their unavailability due to personal reasons.

Prof. SuhasPednekar was in the Chair.

The Principal and the IQAC Co-ordinator Dr. Jessy Pius introduced and welcomed the new IQAC members,-Ms. Devayani Ganpule, Dr. Mohsina Mukadam, Dr. Sujata Suvarnapatki, Dr. Sasikumar Menon, Mr. Rajendra Patil and Dr. Nilima Lankeshwar.

**Following were the deliberations:**

**Agenda No.1: Confirmation of the Minutes of the 1<sup>st</sup> meeting of IQAC held on 18<sup>th</sup> August 2017 at 2.00 pm in Conference room.**

The minutes of the meeting had been circulated to the members. No comments had been received. The minutes were confirmed.

## **Agenda No.2: Reporting the action taken on the decisions taken in the 1<sup>st</sup> meeting of IQAC held on 18<sup>th</sup> August 2017.**

**2.1:** An Examination system audit was conducted on 7<sup>th</sup> September 2017. The committee has recommended On Screen Marking and use of recycled paper for exam work.

**2.2:** A Gender Audit was conducted on 6<sup>th</sup> October 2017 and as per the audit report the college was granted clearance for gender compliance. The suggestions given by the audit team will be implemented in due course.

**2.3:** The work on Digitization of photographs that captured milestones of Ruia College has been initiated under the guidance of Dr. Louiza.

**2.4:** A Rain water harvesting unit was installed in August 2017 and a Biogas plant was installed in September 2017. The biogas plant is functional and is being operated by the students of Chemistry Department.

## **Agenda No.3 Plan of Action for the current meeting**

### **3.1: SWOC analysis - introspection & Discussion on Peer team criterion wise report & recommendations**

Dr Jessy Pius read out the recommendations made by the NAAC Peer Team (4<sup>th</sup> cycle of accreditation).

The following discussions were carried out:

- Choice Based Credit System to be introduced to all courses
- As per the discussion in the consortium of autonomous colleges, Principal informed about one of the recommendations i.e. to introduce additional electives/ courses which can be offered to the outside colleges.
- He also informed that some colleges have renamed Foundation Course as Special course. He suggested that, under autonomy there could be a common curriculum for the first year, focussed on value based education and second year curriculum focused on current affairs. The third year however could be on cross disciplinary areas.
- The Principal suggested that more need based and Value Added Courses should be introduced and efforts should be made to supplement curriculum by introducing Enrichment programmes and Skill oriented programmes through certificate courses
- The Principal further said that Departments should give a list of value added courses / enrichment courses that could be conducted
- Ms.Urmi Palan suggested IQAC to seek a list of value added courses from the departments
- Based on the suggestions given by the NAAC peer team on PG courses in Social Sciences and Humanities, Principal suggested to conduct a survey to find from students, parents the probability of students taking admission for PG and accordingly select the departments as to who can apply for Post graduate course. Hence a meeting of Arts departments needs to be conducted in this direction.
- Principal suggested having many portals and links to develop a consolidated data and upgrade ICT facilities for record keeping.
- The Principal informed that he has communicated to the alumni association for additional funding and to the management for additional space to meet the needs of the institution
- Dr. Louiza Rodrigues suggested hiring external experts to conduct the coaching for UPSC/MPSC

- Based on the recommendations by the NAAC Peer team on solar energy resources, the Principal suggested that we should conduct a survey on solar power. Further IQAC and the Environment Awareness Committee were asked to take initiative to get solar panels installed at the earliest.  
Ms. Urmi Palan mentioned that due to single line of supply it is difficult to implement solar panel in phased out manner. Dr. Sasi Menon informed about the Maharashtra Government scheme of social cause related funds available for solar related activity.
- Principal informed the members about the International conference to be conducted in the next academic year. He also suggested organizing a number of National and International seminars/conferences with interdisciplinary approach.
- Dr. Manish Hate informed about the seminar on artificial intelligence to be held in February 2018.
- Ms. Veena Thakare informed about the underutilization of e-learning centre by students and suggested to change the e-learning centre into multipurpose use as language laboratory, and other jobs like feedback.

Resolved that

- Dean Research and Consultancy will manage all research related activities, Dean HRD will manage Group Health Insurance, Student Progression and the Dean Academics will manage CBCS.
- Core committee of IQAC to be formed for preparing the action plans.
- By the end of the year, two/ three departments should submit the proposal for PG in Social Sciences
- A separate Centre for coaching for civil services to be set up. Dr. Pradeep Waghmare from History department was asked to coordinate this activity
- Dr. Jyoti Patwardhan was asked to take up the responsibility for solar panel development as the environment committee coordinator.
- Language Laboratory should be used extensively by different departments of regional languages especially for Sanskrit as well as French.
- Dean Research should suggest ways to encourage teachers for publishing papers in high impact factor journals.

### **3.3: To discuss about the revised NAAC guidelines for Assessment and Accreditation**

Resolved that NAAC Criteria wise Committee with two members each be formed as follows:

Dr. Sashi kumar Menon and Ms. Vatsala Pai (Criterion -I)

Dr. Bhavna Narula and Dr. Himani Chaukar (Criterion -II)

Dr. Varsha Shukla and Dr. Vaibhavi Palsule (Criterion -III)

Dr. Vijay Mayekar, Dr. Praveenchandra Bisht and Veena Thakare (Criterion -IV)

Dr. Pradeep Waghmare and Dr. Neelima Lankeshwar (Criterion -V)

Dr. Kanchan Chitnis and Ashwini (Criterion -VI)

Dr. Sujata Suvarnapatki and Dr. Sanjeevani Gharge (Criterion -VII)

### **3.4: To prepare a Road map for the next 7yrs**

Principal suggested that IQAC should make a core committee of three or four members and a few external members to make road map.

### **3.5: To select Two Best practices for the current academic year**

Principal suggested not to change best practices every year but to strengthen the activities of the college best practices already in force. Choice based courses and evaluation can be taken as additional areas to be strengthened along with the greater emphasis on student centric approach.

**Resolved that,** the two best practices already existing to be strengthened with more emphasis and activities in that direction.

### **3.6: Discussion on Report of Examination System Audit**

Dr. Mohsina Mukadam informed about the Examination Board meeting conducted on 7<sup>th</sup> Sept 2017.

Recommendations given by the Board:

- Soft copies of question paper to be collected from next academic year
- OSM scheme to be implemented from the upcoming semester for MSc.
- Principal informed about the practice in some colleges of showing the question papers to the subject board to improve the content and language and make changes if required. Dr. Moshina Mukadam informed that the above practice is currently being followed for MSc
- Ms. Sucheta Ketkar suggested an Examination Manual should be prepared at the earliest.

**Resolved that**

- OSM scheme to be implemented from the upcoming semester for MSc
- Students will be allowed to go through the papers for complete transparency
- An Examination Manual is to be prepared

### **3.7: Discussion on report of Gender Audit**

- A presentation on gender Audit should be conducted for the teachers.
- Ms. Urmi Palan informed about the enquiries made by different colleges on Gender Audit carried out by Ruia College.
- Dr Jessy Pius read out the recommendations of gender audit in the absence of In-charge ICC.
- Principal informed that the talk on Sex Education by Dr. Bhosale conducted on 28<sup>th</sup> Nov 2017 was very well appreciated.
- Dr. Anushree Lokur suggested conducting similar talk for teachers.

**Resolved that**

- A talk on Sex Education to be conducted for faculty.
- NSS and the Gender Sensitisation Committee should jointly organize gender awareness programmes. Also, NSS should conduct this programme for fresher's as orientation.

### **Agenda No.4: Any other items with permission of the chair**

- The Principal recommended that the IQAC minutes of the meeting to be circulated to all members and any changes or corrections should be communicated to the IQAC co-ordinator.
- Principal informed about the meeting taken at Ruia College by consortium of autonomous colleges to strengthen the college activities. In this meeting it was identified that one person needs to be appointed as exam controller rather than appointing a regular teacher for which sanction from management has been applied by Ruia college.
- He also suggested segregating wet waste and taking help from NGO and also confirming about whether educational institution also falls in the category of housing society norms set by Municipality for generation of 100 kgs or more waste.

- Principal suggested sharing responsibilities to Deans and also making SOPs for the Deans' roles as well.
- Dr Louisa Rodrigues thanked Kaustubh Joshi and Marathi medium students for digitisation of photographs. Dr. Sushama Sathe helped in captions for photographs. She also informed about the purchase of 1 TB data and other equipment received for 'Ruia Archives'.
- Students suggested improving upon sanitation and the matter has been taken up.
- Also website needs to be upgraded on course, timings of availability of teachers for students.
- Choice based credit system and Evaluation of students to be taken up in the next meeting

There being no other matter, meeting was concluded with a vote of thanks.



**Dr. Jessy Pius**  
**Coordinator**  
**7<sup>th</sup> December 2017**



**Dr. Anushree Lokur**  
**Principal**

**S.P. Mandali's**  
**RAMNARAIN RUIA AUTONOMOUS COLLEGE**  
Matunga, Mumbai-400019

**Notice of 3<sup>rd</sup> Meeting of RIQAC to be held on**

27<sup>th</sup> April 2018 at 11.00am in Conference room

**NOTICE** is hereby given that the 3<sup>rd</sup> meeting of IQAC of Ramnarain Ruia Autonomous College will be held on 27<sup>th</sup> April 2018 at 11.00am in Conference room, to discuss the following:

**Agenda. No. 1: Confirmation of the minutes of the 2<sup>nd</sup> meeting of RIQAC held on 29<sup>th</sup> November 2017**

**Current status:** The minutes of the 2<sup>nd</sup> meeting of IQAC held on 29<sup>th</sup> November 2017, have been circulated to the members.

**Action requested:** To confirm the minutes.

**Agenda No. 2: Reporting the actions taken on the decisions taken in the 2<sup>nd</sup> meeting of RIQAC**

**2.1:** As decided in the earlier meeting, IQAC organised a workshop on 'Choice Based Credit System'. From next academic year onwards, students will have a choice for selecting Applied component at the T Y B Sc level. Efforts are being taken by the departments to supplement the curriculum by introducing Enrichment programmes/Skill oriented programmes through certificate courses(23 certificate courses sanctioned).

**2.2:** IQAC also organized a workshop on 'Blooms Taxonomy' in Teaching, Learning and Evaluation and another on Rubrics for evaluation.

**2.3:** Based on the suggestions given by the NAAC peer team on PG courses in Social Sciences and Humanities, a meeting of Arts departments was conducted on 7<sup>th</sup> December 2017. By the end of the year, two/ three departments will be submitting the proposal for PG in Social Sciences.

**2.4:** A separate coaching Centre for civil services will be set up in the next academic year. Dr. Pradeep Waghmare from History department will be coordinating this activity.

**2.5:** IQAC and Environmental Awareness Committee conducted a survey on solar power and shortlisted the companies for seeking quotations. Dr. Jyoti Patwardhan, Head Department of Chemistry will be coordinating this activity.

**2.6:** A Core committee of IQAC was formed for preparing the 7yr action plan. The Core committee comprises of the Vice principals, Deans, IQAC coordinator, Dr. Urmila Moon, Dr. Varsha Shukla and Dr. Bhavna Narula.

**2.7:** On Screen Marking system has been implemented for PG from this semester onwards

**2.8:** An Examination Manual has been prepared

**2.9:** New website has been launched from 25<sup>th</sup> April 2018.

**2.10:** Code of Ethics has been prepared by Dean Research, Consultancy and



Innovation

2.11: A workshop on Waste management (wet/Dry) and a seminar on Health Management was organized for support staff.

**Agenda No.3: To discuss-**

3.1: the implementation of Choice based credit system

3.2: changes in Evaluation pattern

3.3: induction of Social Involvement Programme from Next Academic year –optional basis

3.4: schedules for Academic Audit (internal/External)

**Agenda No.4: Any other items with permission of the chair**

A handwritten signature in black ink, appearing to read 'Jessy Pius', with a long horizontal stroke extending to the right.

**Dr. Jessy Pius**  
**Coordinator**  
**25<sup>th</sup> April 2018**

S.P.Mandali's  
Ramnarain Ruia Autonomous College  
Matunga, Mumbai-19  
RIQAC Meeting  
Held on 27<sup>th</sup> April 2018 at 11.00am in Conference room

3<sup>rd</sup> Meeting

Sr. no.	RIQAC Members	Signature
1.	Prof. Suhas Pednekar (Convener)	A
2.	Mrs. Madhuri S. Misal (Member of the Managing Council, S.P. Mandali, Pune -Member)	A
3.	Dr. S. D. Samant (External Member)	Dr. S. D. Samant
4.	Dr. Jessy Pius (Coordinator)	Dr. Jessy Pius
5.	Ms. Sucheta Ketkar - (Vice Principal)	Ms. Sucheta Ketkar
6.	Dr. Vaibhavi Palsule - (Vice Principal)	Dr. Vaibhavi Palsule
7.	Dr. Anushree Lokur (Dean- Academics)	P
8.	Dr. Sunita Shailajan( Dean- Research, Consultancy & Innovation)	Dr. Sunita Shailajan 27/04/18
9.	Ms. Devayani Ganapule(Dean-Human Resource Development)	MS
10.	Dr. Mohsina Mukadam (Ruia Examination Coordination Committee)	Dr. Mohsina Mukadam
11.	Capt. Mr. Rajendra Patil (Sports & NCC)	Capt. Mr. Rajendra Patil
12.	Dr. Nilima Lankeshwar (In-charge & Programme Officer NSS)	Dr. Nilima Lankeshwar 27/4/18
13.	Dr. Manish Hate (Students' Council)	Dr. Manish Hate
14.	Ms. Veena Thakare (Librarian)	Ms. Veena Thakare 27/4/18
15.	Dr. Louiza Rodrigues	Dr. Louiza Rodrigues
16.	Dr. Sasikumar Menon	P
17.	Dr. Varsha Shukla	Dr. Varsha Shukla
18.	Dr. Bhavna R. Narula	Dr. Bhavna R. Narula 27/4/18
19.	Dr. Sujata Suvarnapatki	A
20.	Dr. Urmila Moon	Dr. Urmila Moon
21.	Dr. Vijay M Mayekar	Dr. Vijay M Mayekar
22.	Mr. Sudarshan Agre, (I/C Registrar)	Mr. Sudarshan Agre
23.	Mr. Yash Sanjay Acharya (Student Representative)	Mr. Yash Sanjay Acharya
24.	Ms. Riddhi Joshi (Student Representative)	Ms. Riddhi Joshi

25. Dr. Sunita S. D. (Invited)

Dr. Sunita S. D.

**S P MANDALI'S  
RAMNARAIN RUIA AUTONOMOUS COLLEGE  
Matunga, Mumbai – 19**

**Minutes of the 3<sup>rd</sup> meeting of the IQAC held on 27<sup>th</sup> April 2018**

The 3<sup>rd</sup> Meeting of the IQAC of Ramnarain Ruia Autonomous College was held on 27<sup>th</sup> April 2018 at 11.00am in Conference room

The following members attended the meeting

Dr. S.D. Samant ( External Member)  
Ms.Sucheta Ketkar (Vice Principal)  
Dr.Vaibhavi Palsule (Vice Principal)  
Ms.Anushree Lokur ( Dean, Academics)  
Dr.Sunita Shailajan (Dean, Research, Consultancy and Development)  
Ms.Devayani Ganapule (Dean, HRD)  
Dr.Mohsina Mukadam (Examination In-Charge)  
Dr.Louiza Rodrigues  
Dr.Bhavana Narula  
Dr. Vijay Mayekar  
Dr.Varsha Shukla  
Dr.Sasikumar Menon  
Dr.Nilima Lankeshwar (In-Charge & Program Officer NSS)  
Ms.VeenaThakare  
Mr.Rajendra Patil (Sports & NCC)  
Mr.Sudarshan Agre  
Ms.Riddhi Joshi  
Mr.Yash Sanjay Acharya  
Dr.Jessy Pius (Coordinator)

Leave of absence was granted to Mrs. Madhuri S. Misal, Prof. Suhas Pednekar and Dr.Sujata Suvarnapatki as they communicated their unavailability due to personal reasons.

Dr. Jessy Pius was in the Chair.

Dr. Jessy Pius thanked the Principal for the renovation of IQAC. She also welcomed Dr. Sunil S D, In charge of examination coordination committee (from 2018-19) and announced Dr. Varsha Shukla as the Co coordinator of IQAC.

**Following were the deliberations:**

**Agenda. No. 1: Confirmation of the minutes of the 2<sup>nd</sup> meeting of IQAC held on 29<sup>th</sup> Nov 2017**

The minutes of the meeting had been circulated to the members. No comments had been received. The minutes were confirmed.

**Agenda No. 2: Reporting the actions taken on the decisions taken in the 2<sup>nd</sup> meeting of IQAC**

**2.1:** As decided in the earlier meeting, IQAC organised a workshop on 'Choice Based Credit System' in order to implement it in future. From next academic year onwards, The College will be offering choice of Applied component to the students of T Y B Sc. Efforts are being taken by the departments to supplement the curriculum by introducing Enrichment programmes/Skill oriented programmes through certificate courses.

2.2: IQAC also organized a workshop on 'Blooms Taxonomy' in Teaching, Learning and Evaluation and another on 'Rubrics' for student evaluation.

2.3: Based on the suggestions given by the NAAC peer team on PG courses in Social Sciences and Humanities, a meeting of Arts departments was conducted on 7<sup>th</sup> December 2017. By the end of the year, one/two departments will be submitting the proposal for PG in Social Sciences.

2.4: A separate coaching Centre for civil services will be set up in the next academic year. Dr. Pradeep Waghmare from History department will be coordinating this activity.

2.5: IQAC and Environmental Awareness Committee conducted a survey on solar power and shortlisted the companies for seeking quotations. Dr. Jyoti Patwardhan will be coordinating this activity.

2.6: A Core committee of IQAC was formed for preparing the 7yr action plan. The Core committee comprises of the Vice principals, Deans, IQAC coordinator, Dr. Urmila Moon, Dr. Varsha Shukla and Dr. Bhavna Narula.

2.7: On Screen Marking system has been implemented for PG from this term onwards

2.8: An Examination Manual has been prepared

2.9: New website has been launched from 25<sup>th</sup> April 2018.

2.10: Code of Ethics has been prepared by Dean Research, Consultancy and Innovation

2.11: A workshop on Waste management (wet/Dry) and a seminar on Health Management was organized for support staff.

#### **Deliberations on which action could not be taken:**

- To encourage the departments to use language lab extensively:
- Resolved that
  - IQAC to conduct a meeting of language departments in the beginning of the next academic year
  - Sucheta Ketkar said that language departments specially French and Sanskrit to conduct additional course
  - Dr. Samant said to prepare the objectives, facilities available and usage of language lab and submit it in the next meeting.
- **Regarding examination:**
  - Dr. Mohsina Mukadam- Examination in charge said that from next academic year the answer papers will be shown to the F Y , S Y and T Y students. M Sc students will be shown the papers on screen.
  - Next academic year the question papers will have water mark
  - Dr. Devayani said that all papers to be moderated

Resolved that IQAC will give recommendation to the examination cell to define rules of moderation.

- **Resolved that NSS & NCC to organise gender sensitisation awareness to FY students from next academic year onwards**

## **AGENDA NO.3 PLAN OF ACTION FOR THE CURRENT MEETING**

### **3.1: To discuss the implementation of Choice based credit system**

- Dr. Anushree Lokur, Dean Academics:
  - said that next academic year choice will be offered in Applied component for science students in T Y and for arts students in S Y.
  - suggested that syllabi with core and electives can be offered from 2019-20.
  - suggested that extra credits can be given for Honours programme
  - suggested IQAC to organise one more workshop in the next academic year on CBCS.
- Resolved that IQAC will conduct a workshop on CBCS and 'need of internal evaluation for laboratory component'.

### **3.2: To discuss changes in Evaluation pattern**

Resolved that

- Rubrics to be made for internal evaluation.
- Self auditing of question papers to be done by each faculty
- To introduce Yoga as a continuous activity under the guidance of Mr. Patil.
- Student progression- All departments to keep a record of progression of each student for the next 7yrs.

### **3.3: To seek suggestions on induction of Social Involvement Programme from Next Academic Year**

Resolved that IQAC will make structured formats for social involvement programme and that joining the SIP will be optional for the year 2018-19. Thereafter, students will be offered extra credits for the same.

### **3.4: To conduct Academic Audit (Internal/External)**

Resolved that an Internal Academic audit will be conducted in July-August 2018 and External Academic audit will be conducted in 2020

There being no other matter, meeting was concluded with a vote of thanks.



**Dr. Jessy Pius**  
**Coordinator**  
**5<sup>th</sup> May 2018**



**Dr. Anushree Lokur**  
**Principal**