

S.P. Mandali's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

Matunga, Mumbai-400019

Notice of 1st Meeting of RIQAC to be held on

8th September 2018 at 1.30pm in Conference room

NOTICE is hereby given that the 1st meeting of RIQAC of Ramnarain Ruia Autonomous College will be held on 8th September 2018 at 1.30 pm in Conference room, First Floor, Ramnarain Ruia College, Matunga, Mumbai-400019, to discuss the following:

Agenda. No. 1: Confirmation of the minutes of the 3rd meeting of RIQAC held on 27th April 2017:

Current status: The minutes of the 3rd meeting of RIQAC held on 27th April 2018, 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 3rd meeting of IQAC

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

2.2: : IQAC also organized a workshop for teachers of science departments on '**Need of Internal Evaluation for Laboratory Component**'. All science departments will be implementing internal practical examination (40% of marks allotted to practical component) from this Academic year onwards.

2.3 In this Academic year Sports Academy will be **initiating Yoga** as a continuous activity. Mr. Rajendra Patil, in charge of sports Academy has already made an outline of the programme.

2.4: College has **initiated Social involvement programme** (SIP) and IQAC has made structured formats for keeping the record of the same. The programme is kept optional for this year and the students involved in this programme will be given a certificate this year and thereafter extra credits for the same.

2.5: An **Internal Academic Audit** Committee was constituted and IQAC conducted an internal Academic audit in the month of July- August. Departments were told to submit the syllabus with PO, PSO, CO and modalities of examination by 1st week of September.

Agenda No. 3: To discuss the Plan of Action for the current Academic year (2018-19)

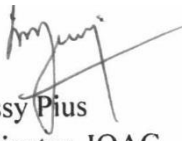
Plan of Action for the Academic year (2018-19)

Areas that require special focus

- ***Teaching and Learning/ Train the Trainers***
 - To undertake a workshop on “Teacher as a Leader “
 - To involve external agencies / institutions for training teachers for innovations in teaching-learning process.
- ***Evaluation and Certification***
 - To bench-mark the College with the top institutions in the country for its evaluation and certification processes(NIFR ranking)
- ***Skill development & Entrepreneurship***
 - Every department to design additional skill development modules in other conventional courses.
 - To develop professional ethics amongst the students.
 - To encourage the departments to arrange a seminar/conference
- ***Research, Innovation and Intellectual Property***
 - To initiate programs to undertake ideation and incubation activities
 - To organise activities for students on IPR
 - To organise more entrepreneurial activities
- ***Industry – Academia Linkages***
 - To prepare a policy for teachers from humanities for consultancy
 - Induct internship in M Sc / B Sc regular courses
- ***Infrastructure***
 - To formulate a college development plan in consultation with the Management
 - To initiate action with the management for off-campus site
- ***Extension Activities***
 - To provide expertise and undertake teaching training to the adopted college at konkan
- ***Life skill & Responsiveness to social issues***
 - To organise workshops for students to promote human values
 - To undertake workshops for sensitizing students in gender equity
- ***e- Governance***
 - Digitization of administration and data management
 - To digitize the systems of feedback from all stake holders
- ***Sports academy***

- Expansion of outdoor games
- To get more sports scholarship
- **Environmental friendly activities**
 - To install alternative environment friendly Solar energy resources
 - Training for e-waste disposal for students

4: Any other items with permission of the chair



Dr. Jessy Pius
Coordinator, IQAC
Date: 25th August 2018








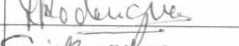
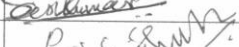
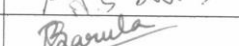

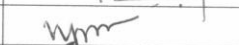
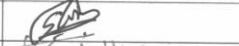
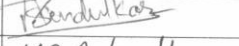
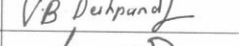

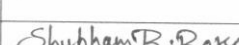
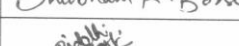

1st meeting

S.P. Mandali's

**Ramnarain Ruia Autonomous College
Matunga, Mumbai-19**

RIQAC Meeting

Held on Saturday, 8th September, 2018 at 1.30pm in Conference Room

Sr. No	IQAC members	Signature
1.	Dr. Anushree Lokur (Convener)	
2.	Mr. S. M. Deole (Member of the Managing Council, S.P. Mandali, Pune)	
3.	Dr. Jessie Pius (Coordinator)	
4.	Dr. Sucheta Ketkar (Vice Principal, Dean – Academics)	
5.	Dr. Vaibhavi Palsule (Vice Principal)	
6.	Prof. (Dr.) Sunita Shailajan (Dean-Research Consultancy & Innovation)	
7.	Dr. Devayani Ganapule (Dean-Human Resource Development)	
8.	Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)	
9.	Dr. Pradeep Waghmare (Ruia Students' Council)	
10.	Prof. (Dr.) Louiza Rodrigues (Faculty)	
11.	Dr. Sasikumar Menon (Faculty)	
12.	Dr. Varsha Shukla (Co- Coordinator)	
13.	Dr. Bhavna R. Narula (Faculty)	
14.	Dr. Sujata Suvarnapatki (Faculty)	
15.	Dr. Urmila Moon (Faculty)	
16.	Mr. Sudarshan Agre, (I/C Registrar)	
17.	Mr. Sachin Tendulkar (Alumni)	
18.	Mr. Vinayak Deshpande (Employer)	
19.	Mr. Ulhass Nimkar (Industrialist)	
20.	Ms. Asmita Bhide (Stakeholder)	
21.	Mr. Shubham Borse (Student Representative)	
22.	Ms. Riddhi Joshi (Student Representative)	

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

Minutes of the 1st meeting of the IQAC held on 8th September 2018

The 1st Meeting of the IQAC of Ramnarain Ruia Autonomous College for the Academic year 2018-19 was held on 8th September 2018 at 1.30pm in Conference room

The following members attended the meeting

1. Mr. S M Deole (Member of the Managing Council, S.P. Mandali, Pune)
2. Dr. Jessie Pius (Coordinator)
3. Dr. Sucheta Ketkar (Vice Principal, Dean –Academics)
4. Dr. Vaibhavi Palsule (Vice Principal)
5. Dr. Sunita Shailajan (Research Consultancy & Innovation)
6. Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)
7. Dr. Pradeep Waghmare (Ruia Students' Council)
8. Dr. Louiza Rodrigues (Faculty)
9. Dr. Sasikumar Menon (Faculty)
10. Dr. Varsha Shukla (Faculty)
11. Dr. Bhavna R. Narula (Faculty)
12. Dr. Sujata Suvarnapatki (Faculty)
13. Dr. Urmila Moon (Faculty)
14. Mr. Sudarshan Agre, (I/C Registrar)
15. Mr. Sachin Tendulkar (Alumni)
16. Mr. Vinayak Deshpande (Employer)
17. Mr. Ulhass Nimkar (Industrialist)
18. Mr. Shubham Borse (Student Representative)
19. Ms. Riddhi Joshi (Student Representative)

Leave of absence was granted to Dr. Anushree Lokur, Dr. Devayani Ganapule and Asmita Bhide as they communicated their unavailability due to personal reasons.

Vice Principal, Ms. Sucheta Ketkar was in the Chair. She introduced the new external members in the revised committee and all the members introduced themselves.

Dr. Jessie Pius started the meeting by thanking the external members for accepting our invitation and being a part of the committee.

Following were the deliberations:

Agenda. No. 1: Confirmation of the minutes of the 3rd Meeting of the IQAC held on 27th April 2018

The minutes of the meeting had been circulated to the members. No comments had been received. The minutes were confirmed. Dr. Bhavna proposed it and Dr Vaibhavi seconded.

AGENDA NO.2 PLAN OF ACTION, SUGGESTIONS AND RESOLUTIONS OF THE MEETING

Areas that require special focus

2.1 Teaching and Learning/ Train the Trainers

- To undertake a workshop on “Teacher as a Leader “
- To involve external agencies / institutions for training teachers for innovations in teaching-learning process.

It was suggested by all the external members that the skills, both subject specific and soft skills of the teachers need to be upgraded every year.

They also suggested that the College can have an MoU with Welingkar Institute for conducting leadership programs for the teachers on a yearly basis.

Resolved that: All teachers need to go for training not only in the subject also for soft skill development and this activity should be institutionalized.

2.2 Evaluation and Certification

To bench-mark the College with the top institutions in the country for its evaluation and certification processes (NIRF ranking)

Dr. Jessy introduced the members to institutional rankings other than NAAC, i.e. NIRF, ISO etc.

External members agreed to the need of such evaluation and suggested that along with NIRF ranking the college should search for an agency who would do a similar evaluation for benchmarking with global institutes before going for NIRF. Such an exercise would help us identify gaps and work on them.

They also suggested that the College should emphasize on teacher exchange programmes and student participation in Trade fairs to understand the global scenario.

Resolved that: The College should go for NIRF ranking in this academic year.

2.3 Skill development & Entrepreneurship

Every department to design additional skill development modules in other conventional courses.

To develop professional ethics amongst the students.

To encourage the departments to arrange a seminar/conference

The external members suggested that there are three skills needed for the students- 1) Industry / Business management skill; Good writing skills, 2) Good presentation skill; 3) Economics/ Entrepreneurial skill.

They suggested that College being the last frontier for launching students into the professional world, IQAC should encourage the departments to conduct skill enhancement programs.

They also suggested that the College should organise poster presentation competitions and approach alumni to institute prizes for the students as an encouragement.

Institutionalise the seminar/ Conferences

Resolved that: the College will conduct at least one seminar/ Conference/ Workshop/ Training at National/ International level

2.4 Research, Innovation and Intellectual Property

To initiate programs to undertake ideation and incubation activities
To organise activities for students on IPR
To organise more entrepreneurial activities

Dr. Menon, introduced the members to the concept behind the Cell for Innovation, Incubation and Entrepreneurship and also discussed the need for a strong motivational program for students to develop the attitude of thinking 'out of the box'.

To enhance the Research & Innovation among the students, to nurture their ideas, and to ignite the young people, External members suggested to organise exhibitions on 'My new business idea', invite venture capitalists to judge and also to publish top 5 ideas.

Resolved that: The college will organise events under the Cell for Innovation, Incubation and Entrepreneurship to encourage innovation and business ideas among the students.

2.5 Industry – Academia Linkages

To prepare a policy for teachers from humanities for consultancy
Induct internship in M Sc / B Sc regular courses

Dr. Louisa gave a background of the kind of consultancy that is being conducted by the Department of History. Student Representative, Ms. Riddhi elaborated on the project and her participation in it.

IQAC members suggested that they will prepare a policy for the teachers from humanities for consultancy and will submit it to the Management in the next CDC meeting.

Regarding the internship of the students it was suggested that each department should have good network with the industry. Also, other portals like the Internshala website for internship. It was also suggested that at B.Sc level only selected students should be sent for internship and giving them credits for these internship should be considered.

Resolved that: The departments should encourage internships at UG level and the issue of giving credits to the UG students going for internship to be put forth in the next subject board meeting/ Academic council meeting.

2.6 Infrastructure

To formulate a college development plan in consultation with the Management
To initiate action with the management for off-campus site

Resolved that: the suggestions given by teachers regarding renovation and additional space to be given to management

2.7 Extension Activities

To provide expertise and undertake teaching training to the adopted college at Konkan

External members suggested that Ruia College can extend their expertise to the adopted college through live telecasts or through some new technology available.

Resolved that: The College will identify areas in consultation with the concerned College and extend academic support in the form of lectures, workshops and guidance.

2.8 Life skill & Responsiveness to social issues

To organise workshops for students to promote human values

To undertake workshops for sensitizing students in gender equity

Dr. Bhavana introduced the members to activities done so far and the goals of the Gender sensitization cell.

External members suggested that along with promoting the human values college should also sensitize students towards consumption and reducing personal footprint and that the College should organise activities regarding sustainability.

Resolved that: The College will organise activities to promote human values, sustainability and also for sensitizing students towards gender equity

2.9 e- Governance

Digitization of administration and data management

To digitize the systems of feedback from all stake holders

IQAC coordinator introduced to the members the need for digitization of data in a format that would aid in collating information for SSR. She also suggested that based on the interaction of IQAC members with MKCL, College should finalize whether to go for the programme developed by MKCL for the SSR generation.

Resolved that: IQAC members will scrutinize the system developed by MKCL and decide on its adoption for management of College data and also for digital feedback mechanism.

2.10 Sports academy

Expansion of outdoor games

To get more sports scholarship

External members suggested that since the college has space constraints with respect to outdoor games, College should make MoU's with Sports Associations/ Clubs so as to provide a platform for our students in various outdoor sports. Such associations can offer off site training to the students. They also suggested that such collaborations can be popularized by organizing an exhibition on the opening day and that scholarships in sports can be obtained through these associations.

Resolved that: The College will explore collaborations with Sports clubs for popularizing outdoor sports and sponsorship for scholarships

2.11 Environmental friendly activities

To install alternative environment friendly Solar energy resources

Training for e-waste disposal for students

Dr. Jessy introduced the members to measures taken by the College so far with respect to waste management and the need to stress on e-waste management and harnessing solar energy.

The members agreed on this and suggested that we also look into tackling chemical waste of laboratories, like having neutralizing tanks, segregation of hazardous waste etc.

Resolved that: The IQAC should put forth proposals for harnessing solar energy to the management and also should conduct sessions for chemical waste handling and e waste disposal.

Any other items with permission of the chair

Student member Mr. Shubham put forth his concerns about shortage of space in the canteen for students. The IQAC agreed on taking requisite permissions for granting space for tables and chairs in the canteen.

Meeting was concluded with a vote of thanks.



Dr. Jessie Pius
Coordinator
11th September 2018



Dr. Anushree Lokur
I/C Principal (Convenor)

S. P. Mandali's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

Matunga, Mumbai-400019

Notice of 2nd Meeting of RIQAC to be held on

19th January 2019 at 10.30am in room no. F4

NOTICE is hereby given that the 2nd meeting of RIQAC of Ramnarain Ruia Autonomous College will be held on 19th January 2019 at 10.30am in Room no. F4, to discuss the following:

Agenda. No. 1: To review and confirm the minutes of the 1st meeting of RIQAC held on 8th September 2018:

Current status: The minutes of the 1st meeting of RIQAC held on 8th September 2018, have been circulated to the members.

Action requested: To confirm the minutes.

Agenda No. 2: Actions taken report on the decisions of the earlier meeting held on 8th September 2018

	Decisions of the previous meeting	Action taken report
1	<i>Teaching and Learning/Train the Trainers</i>	
i	To undertake a workshop on "Teacher as a Leader"	<p>The following teachers were sent for training</p> <ul style="list-style-type: none">• 9 Teachers participated in a one week 'A National Hands-on Training Workshop on Innovative Experiments in Biological Sciences for College teachers, HBCSE, under STAR COLLEGE SCHEME'. 29th August 2018 to 4th Sept 2018(• 1 Teacher – 3days training – Under RUSA Maharashtra, FDP programme for IQAC coordinators, 29th Oct 2018 to 2nd November 2018• 2 Teachers – attended one week National workshop on Cooperative learning , 14-18th Dec and 21st Dec 2018 at SNDT University• 4 teachers will be going -3-week National Workshop on Design and Development of MOOC (Blended Mode) organized by SNDT University during January 21 - February 10, 2019.
ii	To involve external agencies / institutions for training teachers for innovations in teaching-learning process	Trainer- SNDT University for MOOC (Will be conducting in Feb to March 2019)
2	<i>Evaluation and Certification</i>	
i	To bench-mark the College with the top institutions in the country for its evaluation and certification processes (NIRF ranking)	Applied for NIRF ranking on 7 th Dec 2018

3	<i>Skill development & Entrepreneurship</i>	
i	Every department to design additional skill development modules	All departments were told to submit proposal for at least one skill development course
ii	To develop professional ethics amongst the students.	Under FC- awareness lectures were conducted
iii	To encourage the departments to arrange a seminar/conference Seminar/ conference/ workshops	<ul style="list-style-type: none"> • 'A National Hands-on Training Workshop on Innovative Experiments in Biological Sciences for College teachers, HBCSE, under STAR COLLEGE SCHEME'. 29th August 2018 to 4th Sept 2018 • Local –Workshop by Departments of Microbiology, History, Marathi, Bioanalytical Sciences, Gendersensitisation committee, Centre for Innovation, Incubation and Entrepreneurship • Seminar for non-teaching staff on pension scheme
iv	To enhance the Research& Innovation among the students, to nurture their ideas, and to ignite the young people, External members suggested to organise exhibitions on 'My new business idea'	<ul style="list-style-type: none"> • Encouraged students to present their innovative research work in the Research festival 'Avishkar' organised by UoM. 32 students participated in this event. • Departments of Biotechnology and Bioanalytical Science organised poster competition where projects on the themes on innovative research and Bio- entrepreneurship were presented
v	To initiate programs to undertake ideation and incubation activities <ul style="list-style-type: none"> ○ To organise activities for students on IPR 	<ul style="list-style-type: none"> • Organised a special guest lecture on IPR, 16th Jan 2019, 10.30-11.30
	<ul style="list-style-type: none"> ○ To organise more entrepreneurial activities 	<ul style="list-style-type: none"> • Organised a session with 'Hunar 2.0' to introduce the students to ideation and Business management • Budding Entrepreneurs were given a platform to showcase their skill and sell their products during an event called Mehfil-e-Mauj on 8th December 2018 • Centre for Innovation, Incubation and Entrepreneurship also organised workshop on 'How to build your idea' on 17th Dec 2018 and also mentoring sessions related to Entrepreneurial activities • Centre for Innovation, Incubation and Entrepreneurship Organised 'The Big Idea contest' on 12th Jan 2019. Selected Best 5 business ideas will be supported by the Centre to convert their ideas into business.
	<ul style="list-style-type: none"> ○ Induct internship in M Sc / B Sc regular courses 	<ul style="list-style-type: none"> • 13 departments send their students for internship
vi	To prepare a policy document	<ul style="list-style-type: none"> • Prepared a policy for teachers for consultancy
4	<i>Infrastructure</i>	
	To formulate a college development plan in consultation with the Management	Planning done for the renovation of the college under RUSA grant
5	<i>Extension Activities</i>	

	<p>To provide support to the adopted College at Sindhudurg.</p> <ul style="list-style-type: none"> • Life skill & Responsiveness to social issues <p>To organise activities to promote human values, sustainability and also for sensitizing students towards gender equity</p>	<ul style="list-style-type: none"> • Teachers from our college visited S K Patil College, interacted with their faculty and students to identify areas to support them. • Sexual harassment at work place • Problems of refugees and migrants • LGBTQ • Guided meditation for being mindfull • Jaina technique of meditation –PrekshaDhyan • Environment friendly alternatives to sanitary pads • Workshop on –enhancing listening skills • Workshop on –Emotional literacy
6	e- Governance	
	<ul style="list-style-type: none"> ○ Digitization of administration and data management ○ To digitize the systems of feedback from all stake holders 	<ul style="list-style-type: none"> • IQAC initiated the digitization of data with MKCL in a format that would aid in collating information for SSR • IQAC members scrutinized the system developed by MKCL and decide on its adoption for management of College data and also. • Also initiated the work for digital feedback mechanism from all stakeholders for this academic year
7	Sports academy	
	<ul style="list-style-type: none"> ○ Expansion of outdoor games ○ To get more sports scholarship 	<p>Sports Academy explored the collaborations with Sports clubs and resulted in the following collaboration</p> <ul style="list-style-type: none"> ○ For Cricket- New Hind Club, Matunga ○ Basketball-Indian Gymkhana, Matunga ○ Khokho, Kabaddi- Dr.BabasahebAmbedkar College, Wadala ○ Volley ball-Podar Ground ○ IQAC intimated the Principal about ○ the Institutional scholarships for sports
8	Environmental friendly activities	
	<p>The IQAC should put forth proposals for harnessing solar energy to the management and also should conduct sessions for chemical waste handling and e waste disposal.</p>	<ul style="list-style-type: none"> • Management has already initiated work towards the installation of solar panel • Chemistry department has already initiated the work of segregating hazardous waste and installing an effluent neutralizing tank

Agenda No. 3: Topics of discussion

3.1: Review of plan of action, suggestions and resolutions made in the first meeting of IQAC

3.2: Preparing a schedule for the documentation of departmental data


3.3: Allotting duties to IQAC members for collecting departmental reports, feedback from all stake holders and finalising the code of conduct

3.4: Scheduling the criteria wise meeting to initiate data collection for SSR

3.5: To plan for a seminar at the National level in the next academic year

3.6: Awareness about free online course on 'Swayam,-a programme initiated by GoI

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





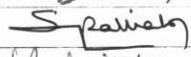
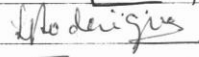

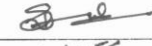
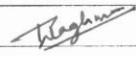
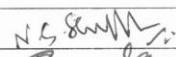
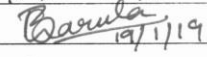


Dr. Jessy Pius
Coordinator, IQAC
Date: 16th January 2019

S.P. Mandali's

**Ramnarain Ruia Autonomous College
Matunga, Mumbai-19**

RIQAC 2nd Meeting

Held on Saturday, 19th January, 2019 at 10.30 am in Kaushal Office

Sr. No	IQAC members	Signature
1.	Dr. Anushree Lokur (Convener)	
2.	Mr. S. M. Deole (Member of the Managing Council, S.P. Mandali, Pune)	
3.	Dr. Jessie Pius (Coordinator)	
4.	Dr. Sucheta Ketkar (Vice Principal, Dean – Academics)	
5.	Dr. Vaibhavi Palsule (Vice Principal)	
6.	Prof. (Dr.) Sunita Shailajan (Dean-Research Consultancy & Innovation)	
7.	Dr. Sujata Suvarnapatki (Dean- Academic)	
8.	Prof. (Dr.) Louiza Rodrigues (Faculty)	
9.	Dr. Devayani Ganapule	
10.	Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)	
11.	Dr. Pradeep Waghmare (Ruia Students' Council)	
12.	Dr. Sasikumar Menon (Faculty)	
13.	Dr. Varsha Shukla (Co-Coordinator)	
14.	Dr. Bhavna R. Narula (Faculty)	
15.	Dr. Urmila Moon (Faculty)	
16.	Mr. Sudarshan Agre, (I/C Registrar)	
17.	Mr. Sachin Tendulkar (Alumni)	
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**S P MANDALI'S
RAMNARAIN RUIA AUTONOMOUS COLLEGE
Matunga, Mumbai – 19**

Minutes of the 2nd meeting of the IQAC held on 19th January 2019

The 2nd Meeting of the IQAC of Ramnarain Ruia Autonomous College for the Academic year 2018-19 was held on 19th January 2019 at 10.30am in Kaushal office.

The following members attended the meeting

20. Dr. Jessy Pius (Coordinator)
21. Dr. Sunita Shailajan (Research Consultancy & Innovation)
22. Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)
23. Dr. Pradeep Waghmare (Ruia Students' Council)
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29. Dr. Urmila Moon (Faculty)
30. Ms. Riddhi Joshi (Student Representative)

Leave of absence was granted to Dr. Anushree Lokur, Dr. Sucheta Ketkar, Dr. Vaibhavi Palsule, Mr. S M Deole, Asmita Bhide, Mr. Sachin Tendulkar, Mr. Vinayak Deshpande, Mr. Ulhas Nimkar, Mr. Sudarshan Agre, Dr. Sasikumar Menon, Mr. Shubham Borse as they communicated their unavailability due to personal reasons.

Dr. Jessy Pius started the meeting with the following deliberations.

Following were the deliberations:

Agenda. No. 1: To review and confirm the minutes of the 1st meeting of RIQAC held on 8th September 2018:

The minutes of the 1st meeting had been circulated to the members. No comments had been received. The minutes were confirmed. Dr. Sujata Suvarnapatki proposed it and Dr. Sunita Shailajan seconded.

Agenda No. 2: Actions taken report on the decisions of the 1st meeting held on 8th September 2018

	Decisions of the previous meeting	Action taken report
1	<i>Teaching and Learning/Train the Trainers</i>	
i	To undertake a workshop on "Teacher as a Leader"	The following teachers were sent for training <ul style="list-style-type: none">4 teachers from Department of Statistics and Mathematics participated in a training programme on "Trans-disciplinary Research Oriented Pedagogy for Improving Climate Studies and Understanding" at IISER, Pune, 13 Dec 20189 Teachers participated in a one week 'A National Hands-on Training Workshop on Innovative Experiments in Biological Sciences for College teachers, HBCSE, under STAR

		<p>COLLEGE SCHEME'.29th August 2018 to 4th Sept 2018</p> <ul style="list-style-type: none"> • I Teacher – 3days training – Under RUSA Maharashtra, FDP programme for IQAC coordinators, 29th Oct 2018 to 2nd November 2018 • 2 Teachers – attended one week National workshop on Cooperative learning , 14-18th Dec and 21st Dec 2018 at SNDT University • 4 teachers will be going -3-week National Workshop on Design and Development of MOOC (Blended Mode) organized by SNDT University during January 21 - February 10, 2019.
2	<i>Evaluation and Certification</i>	
i	To bench-mark the College with the top institutions in the country for its evaluation and certification processes (NIRF ranking)	Applied for NIRF ranking on 7 th Dec 2018
3	<i>Skill development & Entrepreneurship</i>	
i	Every department to design additional skill development modules	All departments were told to submit proposal for at least one skill development course
ii	To develop professional ethics amongst the students.	Under FC- awareness lectures were conducted
iii	To encourage the departments to arrange a seminar/conference Seminar/ conference/ workshops	<ul style="list-style-type: none"> • 'A National Hands-on Training Workshop on Innovative Experiments in Biological Sciences for College teachers, HBCSE, under STAR COLLEGE SCHEME' 29th August 2018 to 4th Sept 2018 • Local –Workshop by Departments of Microbiology, History, Marathi, Bioanalytical Sciences, Gender sensitisation committee, Centre for Innovation, Incubation and Entrepreneurship • Seminar for non-teaching staff on pension scheme
iv	To enhance the Research & Innovation among the students, to nurture their ideas, and to ignite the young people, External members suggested to organise exhibitions on 'My new business idea'	<ul style="list-style-type: none"> • Encouraged students to present their innovative research work in the Research festival 'Avishkar' organised by UoM. 32 students participated in this event. • Departments of Biotechnology and Bioanalytical Science organised poster competition where projects on the themes on innovative research and Bio- entrepreneurship were presented
v	To initiate programs to undertake ideation and incubation activities <ul style="list-style-type: none"> • To organise activities for students on IPR 	<ul style="list-style-type: none"> • Organised a special guest lecture on IPR, 16th Jan 2019, 10.30-11.30
	<ul style="list-style-type: none"> • To organise more entrepreneurial activities 	<ul style="list-style-type: none"> • Organised a session with 'Hunar 2.0' to introduce the students to ideation and Business management • Budding Entrepreneurs were given a platform to showcase their skill and sell their products during an event called Mehfil-e-Mauj on 8th December 2018

		<ul style="list-style-type: none"> Centre for Innovation, Incubation and Entrepreneurship also organised workshop on 'How to build your idea' on 17th Dec 2018 and also mentoring sessions related to Entrepreneurial activities Centre for Innovation, Incubation and Entrepreneurship Organised 'The Big Idea contest' on 12th Jan 2019. Selected Best 5 business ideas will be supported by the Centre to convert their ideas into business.
	<ul style="list-style-type: none"> Induct internship in M Sc / B Sc regular courses 	<ul style="list-style-type: none"> 13 departments send their students for internship
vi	To prepare a policy document	<ul style="list-style-type: none"> Prepared a policy for teachers for consultancy
4	Infrastructure	
	To formulate a college development plan in consultation with the Management	Planning done for the renovation of the college under RUSA grant
5	Extension Activities	
	<p>To provide support to the adopted College at Sindhudurg.</p> <ul style="list-style-type: none"> Life skill & Responsiveness to social issues <p>To organise activities to promote human values, sustainability and also for sensitizing students towards gender equity</p>	<ul style="list-style-type: none"> Teachers from our college visited S K Patil College, interacted with their faculty and students to identify areas to support them. Sexual harassment at work place Problems of refugees and migrants LGBTQ Guided meditation for being mindfull Jaina technique of meditation –Preksha Dhyan Environment friendly alternatives to sanitary pads Workshop on –enhancing listening skills Workshop on –Emotional literacy
6	e- Governance	
	<ul style="list-style-type: none"> Digitization of administration and data management To digitize the systems of feedback from all stake holders 	<ul style="list-style-type: none"> IQAC initiated the digitization of data with MKCL in a format that would aid in collating information for SSR IQAC members scrutinized the system developed by MKCL and decide on its adoption for management of College data and also. Also initiated the work for digital feedback mechanism from all stakeholders for this academic year
7	Sports academy	
	<ul style="list-style-type: none"> Expansion of outdoor games To get more sports scholarship 	<p>Sports Academy explored the collaborations with Sports clubs and resulted in the following collaboration</p> <ul style="list-style-type: none"> For Cricket- New Hind Club, Matunga Basketball-Indian Gymkhana, Matunga Khokho, Kabaddi- Dr.Babasaheb Ambedkar College, Wadala Volley ball-Podar Ground IQAC intimated the Principal about the Institutional scholarships for sports
8	Environmental friendly activities	

	The IQAC should put forth proposals for harnessing solar energy to the management	<ul style="list-style-type: none"> • Management has already initiated work towards the installation of solar panel
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AGENDA NO.3 TOPICS OF DISCUSSION FOR THE CURRENT MEETING

3.1: Review of plan of action, suggestions and resolutions made in the first meeting of IQAC

The plan of action was reviewed and discussed all deliberations on which action could not be taken

- Providing expertise to the adopted college(S K Patil College, Sindhudurg)- College has planned to conduct a workshop with RBPI and IISER and / Foldscope for the benefit of adopted college
- To conduct activities on IPR- Dr.Pradeep Waghmare agreed to organise activities on IPR
- Train the trainer programme- More teachers will be trained in the month of March-April in ICT by the trained teachers of the college in POGIL, Cooperative teaching-content development and MOOCs
- Regarding the induction of internship in UG and PG regular courses- It was resolved that this point will be discussed in the next HoDs meeting.

3.2: Preparing a schedule for the documentation of departmental data

IQAC coordinator briefed the members about the documentation of departmental data. Resolved that IQAC will make the list of data to be collected from departments.

3.3: Allotting duties to IQAC members for collecting departmental reports, feedback from all stake holders and finalising the code of conduct

Resolved that all feedback forms will be collected and summarised report will be made by Dr. Urmila Moon and Dr. Bhavna Narula, Dr. Pradeep Waghmare and Dr. Varsha Shukla will look into Departmental report and Dr. Louiza will take care of the Code of Conduct.

3.4: Scheduling the criteria wise meeting to initiate data collection for SSR

The IQAC coordinator briefed about the collaboration with MKCL. Session schedule with each criterion members will be decided in consultation with the criterion in charge.

3.5: To plan for a seminar at the National level in the next academic year

Since Research and Entrepreneurship are identified as the best practices of the College, Members suggested that a seminar should be organised on Research and Entrepreneurship in the coming Academic year.

Resolved that Dr.Urmila Moon will prepare a proposal for a National level Seminar by IQAC in collaboration with NAAC.

3.6: Awareness about free online course on ‘Swayam,-a programme initiated by GoI

Mr. Mahavir Advaya of Computer Science Department briefed the members about the courses by NPTEL and SWAYAM. He also said that the courses are of good quality and must encourage our students to take up those courses

Resolved that students will be made aware of the online courses in NPTEL and SWAYAM and will put up the suggestion in the next Academic board meeting and also regarding giving credits to the students on completion of the course.

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

Meeting was concluded with a vote of thanks.



Dr. Jessy Pius

Coordinator, IQAC

Date: 22nd January 2019



Dr. Aunshree Lokur

Principal, Convenor, IQAC

RAMNARAIN RUIA AUTONOMOUS COLLEGE

Matunga, Mumbai-400019

Notice of 3rd Meeting of RIQAC to be held on**16th April 2019 at 11.00am in Conference room**

NOTICE is hereby given that the 3rd meeting of IQAC of Ramnarain Ruia Autonomous College will be held **on 16th April 2019 at 11.00am** in Conference room, to discuss the following:

Agenda. No. 1: To review and confirm the minutes of the 2nd meeting of RIQAC held on 19th January 2019 at 10.30am:

Current status: The minutes of the 2nd meeting of RIQAC held on 19th January 2019, have been circulated to the members.

Action requested: To confirm the minutes.

Agenda No. 2: Review of plan of action, suggestions and resolutions made in the 2nd meeting of IQAC

Actions taken report on the decisions of the 2nd meeting held on 19th Jan 2019

	Decisions of the previous meeting	Action taken report
1	<i>Teaching and Learning/Train the Trainers</i>	
i	Faculty training	<ul style="list-style-type: none"> • 4 teachers attended 3-week National Workshop on Design and Development of MOOC (Blended Mode) organized by SNDT University during January 21 – February 10, 2019. • Anchrom Pvt.Ltd. and Ramnarain Ruia College organised a Seminar on HPTLC: A Tool for Quality and Research , 8th March 2019 • A Two days workshop on 'Moodle and its effective use in Teaching and Learning' was organised on 8th and 9th March 2019, 26 teachers attended the workshop and are in the process of developing e-modules.
ii	Awareness about free online course on 'Swayam,-a programme initiated by GoI	All Departments were told to inform the students about the MOOC courses by NPTEL and SWAYAM. Departments discussed this in their BoS meetings and was passed in Academic council meeting. As of now 95 students from 11 Departments (Dept. of Microbiology, Life Science, Biochemistry, IT, Statistics, Chemistry, Economics, English, Mathematics, Physics and Philosophy) have registered for the courses.
2	<i>Skill development & Entrepreneurship</i>	
i	Every department to design additional skill development modules	All departments submitted proposal for at least one skill development course and was passed in BoS and Academic council meeting. College will display the list on its website in the month of April.
ii	To conduct activities on IPR	• Arranged a guest lecture on IPR , 16 th Jan 2019
iii	To plan for seminars/ conference at	• IQAC in collaboration with NAAC will be

	the National level in the next academic year	<ul style="list-style-type: none"> organising a seminar Research and Entrepreneurship in the coming Academic year. College will be organising an International conference in the month of November 2019 Dept of history will be organising a National seminar in Jan 2020 Also planning to conduct an FDP programme in collaboration with IQAC cluster, India.
iv	Regarding the induction of internship in UG and PG regular courses	<ul style="list-style-type: none"> The suggestion was discussed in HoDs meeting. Dept. of Microbiology, Life Science have incorporated Internship in their M.Sc curriculum.
v	Documentation of departmental data	<ul style="list-style-type: none"> Official email id was made for HoDs and all college associations. All departmental details and self appraisal with the proof will be collected online. Criterion wise meeting was also conducted and initiated the data collection for the reports.
vi	Finalising the code of conduct	<ul style="list-style-type: none"> Code of conduct for faculty and students are finalised and by the end of April it will be available on the website.
vii	Anti-Plagiarism software	<ul style="list-style-type: none"> College acquired anti-plagiarism software- 'Urkund' through the RUSA grant.
viii	Life skill & Responsiveness to social issues	<ul style="list-style-type: none"> Organised a Training Cum Demonstration session on "Self Defense, discussion on "Dear zindagi" https://youtu.be/1XE3cdGIDXk, a session on "Self & Self Care", and a workshop on "Consent in Relationships" Dec- Jan 2018
3	Infrastructure	
i	Renovation of the college	Initiated renovation of classrooms, laboratories auditorium and toilets under RUSA grant
4	e- Governance	
i	College Administration	<ul style="list-style-type: none"> Upgraded College Management system and college web site
5	Sports academy	
i	To get more sports scholarship	<ul style="list-style-type: none"> From next Academic year Institutional sports scholarship will be given to the eligible students To promote sports , Sports academy will establish tieup with nearby schools and selected students will be given training.
6	Environmental friendly activities	
i	proposal for harnessing solar energy	<ul style="list-style-type: none"> Installation of Solar panels has been initiated through the RUSA grant

Agenda No. 3: Topics of discussion

3.1: Faculty training

3.2: To strengthen the IPR activities- Workshop for students on IPR

3.3: To organise an induction programme for the newly appointed teachers

3.4: To establish a centre for competitive exams

3.5: To strengthen the activities of Cell for Innovation, Incubation and Entrepreneurship to encourage innovation and business ideas among the students.

3.6: Infrastructure development


3.7: To strengthen the international collaboration and credit transfer

3.8: To strengthen the administrative activities.

3.9: To form an Academic advisory committee specially to suggest quality certificate courses

3.10: To analyse the NIRF ranking 2019

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




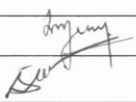

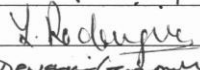
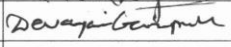

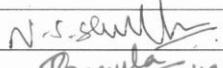
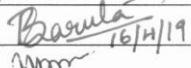
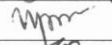

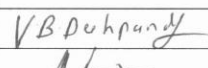

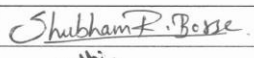

Dr. Jessy Pius
Coordinator, IQAC
Date: 8th April 2019

S.P. Mandali's

**Ramnarain Ruia Autonomous College
Matunga, Mumbai-19**

RIQAC 3rd Meeting

Held on Tuesday, 16th April, 2019 at 11.00 am in Conference Room

Sr. No	IQAC members	Signature
1.	Dr. Anushree Lokur (Convener)	
2.	Mr. S. M. Deole (Member of the Managing Council, S.P. Mandali, Pune)	
3.	Dr. Jessie Pius (Coordinator)	
4.	Dr. Sucheta Ketkar (Vice Principal, Dean – Academics)	
5.	Dr. Vaibhavi Palsule (Vice Principal)	
6.	Prof. (Dr.) Sunita Shailajan (Dean-Research Consultancy & Innovation)	
7.	Dr. Sujata Suvarnapatki (Dean- Academic)	
8.	Prof. (Dr.) Louiza Rodrigues (Faculty)	
9.	Dr. Devayani Ganapule	
10.	Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)	
11.	Dr. Pradeep Waghmare (Ruia Students' Council)	
12.	Dr. Sasikumar Menon (Faculty)	
13.	Dr. Varsha Shukla (Co-Coordinator)	
14.	Dr. Bhavna R. Narula (Faculty)	
15.	Dr. Urmila Moon (Faculty)	
16.	Mr. Sudarshan Agre, (I/C Registrar)	
17.	Mr. Sachin Tendulkar (Alumni)	
18.	Mr. Vinayak Deshpande (Employer)	
19.	Mr. Ulhass Nimkar (Industrialist)	
20.	Ms. Asmita Bhide (Stakeholder)	
21.	Mr. Shubham Borse (Student Representative)	
22.	Ms. Riddhi Joshi (Student Representative)	

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

Minutes of the 3rd meeting of the IQAC held on 16th April 2019 at

The 3rd Meeting of the IQAC of Ramnarain Ruia Autonomous College for the Academic year 2018-19 was held on 16th April 2019 at 11.00am in Conference room

The following members attended the meeting

1. Dr.AnushreeLokur,
2. Dr.SuchetaKetkar
3. Mr.VinayakDeshpande
4. Mr.UlhassNimkar
5. Dr. Jessy Pius (Coordinator)
6. Dr.SunitaShailajan (Research Consultancy & Innovation)
7. Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)
8. Dr.PradeepWaghmare (Ruia Students' Council)
9. Dr.Louiza Rodrigues (Faculty)
10. DevayaniGanapule(Faculty)
11. Dr.VarshaShukla(Faculty)
12. Dr. Bhavna R. Narula(Faculty)
13. Dr.Sujata Suvarnapatki(Faculty)
14. Dr. Urmila Moon(Faculty)
15. Ms. Riddhi Joshi (Student Representative)
16. Mr.ShubhamBorseas

Leave of absence was granted to Dr.VaibhaviPalsule, Mr. S M Deole, Asmita Bhide,Mr. Sachin Tendulkar , , Mr.SudarshanAgre, Dr.SasikumarMenon, they communicated their unavailability due to personal reasons.

Dr. Jessy Pius started the meeting with the following deliberations.

Following were the deliberations:

Agenda. No. 1: To review and confirm the minutes of the 2nd meeting of RIQAC held on 19th January 2019

The minutes of the meeting had been circulated to the members. No comments had been received. The minutes were confirmed. Dr.Sujata Suvarnapatki proposed and Dr Sunita Shailajan seconded.

Agenda No. 2: Actions taken report on the decisions of the earlier meeting held on 19th January 2019

	Decisions of the previous meeting	Action taken report
1	<i>Teaching and Learning/Train the Trainers</i>	
i	Faculty training	<ul style="list-style-type: none"> • 4 teachers attended 3-week National Workshop on Design and Development of MOOC (Blended Mode) organized by SNDT University during January 21 – February 10, 2019. • Anchrom Pvt.Ltd. and Ramnarain Ruia Autonomous College organised a Seminar on HPTLC: A Tool for Quality and Research , on 8th March 2019 • A Two days workshop on ‘Moodle and its effective use in Teaching and Learning’ was organised on 8th and 9th March 2019, 26 teachers attended the workshop and are in the process of developing e-modules.
	Awareness about free online course on ‘Swayam,-a programme initiated by GoI	All Departments were told to inform the students about the MOOC courses by NPTEL and SWAYAM. Departments discussed this in their BoS meetings and it was passed in Academic council meeting. As of now 95 students from 11 Departments (Dept. of Microbiology, Life Science, Biochemistry, IT, Statistics, Chemistry, Economics, English, Mathematics, Physics and Philosophy) have registered for the courses.
2	<i>Skill development & Entrepreneurship</i>	
i	Every department to design additional skill development modules	All departments submitted proposal for at least one skill development course and was passed in BoS and Academic council meeting. College will display the list on its web site in the month of April.
ii	To conduct activities on IPR	<ul style="list-style-type: none"> • Arranged a guest lecture on IPR , 16th Jan 2019
iii	To plan for seminars/ conference at the National level in the next academic year	<ul style="list-style-type: none"> • IQAC in collaboration with NAAC will be organising a seminar on Research and Entrepreneurship in the coming Academic year. • College will be organising an International conference in the month of November 2019 • Dept of history will be organising a National seminar in Jan 2020 • Also planning to conduct an FDP programme in collaboration with IQAC cluster, India.
v	Regarding the induction of internship in UG and PG regular courses	<ul style="list-style-type: none"> • The suggestion was discussed in HoD meeting. Dept. of Microbiology, Life Science, has incorporated Internship in their M.Sc curriculum.
	Documentation of departmental data	<ul style="list-style-type: none"> • Official email id was made for HoDs and all college associations. All departmental details and self appraisal with the proof will be collected online. Criterion wise meeting was also conducted and initiated the data collection for the reports.
	Finalising the code of conduct	<ul style="list-style-type: none"> • Code of conduct for faculty and students are finalised and by the end of April it will be available on the website.

	Anti-Plagiarism software	<ul style="list-style-type: none"> College acquired anti-plagiarism software- 'Urkund' through the RUSA grant.
	Life skill & Responsiveness to social issues	<ul style="list-style-type: none"> Organised a Training Cum Demonstration session on "Self Defense, discussion on "Dear zindagi"https://youtu.be/1XE3cdGIDXk, a session on "Self & Self Care", and a workshop on "Consent in Relationships" Dec- Jan 2018
3	Infrastructure	
	Renovation of the college	Initiated renovation of classrooms, laboratories auditorium and toilets under RUSA grant
4	e- Governance	
	College Administration	<ul style="list-style-type: none"> Upgraded College Management system and College web site
5	Sports academy	
	To get more sports scholarship	<ul style="list-style-type: none"> From next Academic year Institutional sports scholarship will be given to the eligible students To promote sports ,Sports academy will establish tieup with nearby schools and selected students will be given training.
6	Environmental friendly activities	
	proposal for harnessing solar energy	<ul style="list-style-type: none"> Installation of Solar panels has been initiated through the RUSA grant

AGENDA NO.3 TOPICS OF DISCUSSION FOR THE CURRENT MEETING

Agenda No. 3: Topics of discussion

3.1: Faculty training

- More teachers will be trained in the month of June-July 2019 by the trained teachers of the college in POGIL, Cooperative teaching, content development and MOOCs

Resolved that IQAC will organise two training sessions for the faculty in innovative teaching methods and content development in the month of June-July 2019.

3.2: To strengthen the IPR activities- Workshop, Certificate course for students on IPR

- It was suggested by external members that to strengthen the IPR activities include more people from Industry, create awareness among the students, conduct regular sessions for students- arts and science.

3.3: To organise an induction programme for the newly appointed teachers

- Resolved that an induction programme will be organised in the month of July 2019 for the newly appointed teachers.

3.4: To establish a centre for competitive exams

- Resolved that College will establish a centre and start activities and/ or courses for preparing students for various competitive exams.

3.5: To strengthen the activities of Cell for Innovation, Incubation and Entrepreneurship to encourage innovation and business ideas among the students.

- Principal I/c Dr. Anushree Lokur briefed the members about activities conducted by RCIE.
- It was suggested by Dr. Nimkar that we should partner with some incubation centres and organise continuous workshops for students.
- Dr. Lokur said that we plan to encourage department wise business idea preparation and make templates for business plan under the RCIE.

3.6: Infrastructure development

- Dr. Nimkar suggested to have an infrastructure for the discharge of chemicals and it can be one of our best practice.

3.7: To strengthen the international collaboration and credit transfer

Dr. Sujata Suvarnapatki briefed the members about the student visits and workshops conducted by the Global Partnership cell. She also informed the members about the on line courses and graduate research scholarships that are now open to the students of our college.

- Dr. Nimkar suggested collaboration with University of HOF, especially for courses in newer areas like, 'Sustainable Chemistry'.
- He also suggested to explore exchange programs and transfer of credits.

3.8: To strengthen the administrative activities.

Following points were discussed:

- enhance our ERP/ Customise the software according to our requirement
- Review of updates fortnightly

3.9: To form an Academic advisory committee specially to suggest quality certificate courses

- It was suggested by Dr. Nimkar that College should conduct joint certificate courses. i.e courses with external agency.
- Dr. Deshpande suggested to visit Corsera for ideas and also suggested that we should explore possibility of long duration courses on topics like Food and Heritage.
- Also suggested that the after BoS meeting departments can have more deliberations on certificate courses

Resolved that there is no need have a separate Academic committee to suggest certificate courses, but departments can have more deliberations on certificate courses after BoS meetings and take the suggestions of BoS members regarding the same.

3.10: To analyse the NIRF ranking 2019

- NIRF ranking was analysed and common suggestion as to enhance our CCMS facility and integrate all student data which we need for NIRF/ AISHE etc.
- Mr. Vinayak Deshpande, external member suggested that we should have a Data quality assurance cell, which will look into all data for various forms. He also suggested that we should go for Automation and customize softwares according to our needs.

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

Ms. Riddhi suggested that while giving projects to students, Arts students should be given some projects related to science and vice-versa. For eg. Chemistry with Sanskrit, Chemistry of Colours in cave art etc.

She also suggested that IQAC can have an e-bulletin.



Dr. Jessy Pius

Coordinator, IQAC

Date: 4th May 2019



Dr. Aunshree Lokur

Principal, Convenor, IQAC