

**Shailendra Education Society's
Arts, Commerce & Science College
Dahisar (E), Mumbai – 400 068**

IQAC MEETING (20-21/3)

1. Confirmation of minutes of the meeting held on 3rd October 2020.
2. To propose for new courses Bachelor of Accounting and Finance (B.A.F.) and M.Sc. (I.T.) to University of Mumbai w.e.f. 2021-2022 on ex-post facto basis.
3. To purchase of online exam software on ex-post facto basis.
4. To propose for purchase of stationery for I-card printing on ex-post facto basis.
5. To propose for Satellite Centre w.e.f. 2021-22 at Belkadi Village, Kaman, Vasai to University of Mumbai on ex-post facto basis.

Minutes of IQAC Meeting 19th December 2020.

1. Confirmation of minutes of the meeting held on 3rd October 2020.

The Committee confirmed the minutes of the IQAC meeting held on 3rd October 2020 and the action taken report thereafter was approved.

2. To propose for new courses Bachelor of Accounting and Finance (B.A.F.) and M.Sc. (I.T.) to University of Mumbai w.e.f. 2021-2022 on ex-post facto basis.

The Principal informed that the proposal for new courses Bachelor of Accounting and Finance (B.A.F.) and M.Sc. (I.T.) had been submitted to University of Mumbai for the year 2021-22 on 29th September, 2020. The fee of Rs. 55,143/- had been paid towards the same to University of Mumbai. The college is awaiting approval.

3. To purchase of online exam software on ex-post facto basis.

The IQAC Coordinator described that with reference to University of Mumbai circular no. Exam/DBOEE/ICC/2020-21-02 dated 8th September for University exams of 2019-20 and 2020-21; University had asked colleges to conduct Final Year students Semester VI and their backlog exam from semester I to V on Online Mode. The circular no. Exam/DBOEE/ICC/2020-21-07 dated 16th September, 2020 Colleges had further instructed to use that online platform taking care of safety, security and Administrative support to students and technical requirements and proctoring for avoiding unfair malpractices.

She further elaborated that in this regard the College had approached many service providers and decided to take services of mUni Solution. In our cluster Royal College and Matruchhaya College had also hired services of M/s. mUni Campus. M/s. mUni Campus had given training to the teachers on 21st September 2020. Mock Test for students was conducted on 23rd and 24th September 2020 for 699 students. We had also conducted exam with this software on 25th and 26th September 2020 for 64 students. However on 27th September 2020 M/s. mUni Campus had send a mail stating that there was technical problem and asked us not to schedule any exam till they overcome technical glitches. We were not being able to conduct exam on 28th and 29th September. When we contacted the vendor on 29th September 2020 they expressed their inability to conduct exam for University of Mumbai. University had asked us to complete the entire exam by 17th October 2020 by approaching another vendor. Royal College decided to hire services of another service provider. We had not made any payment to mUni campus. We hired services of M/s. Bitblue Technology. This software had been hired by ten colleges in another cluster and it was working satisfactorily. The teachers were provided training on 1st October 2020 and mock test for students was conducted on 2nd October 2020. The performance of the software was without glitches.

The cost of the software was Rs.12/- per student per paper. The total cost was Rs. 31874.16/- including GST. Payment of Rs. Rs. 31875/- has been made to M/s. Bitblue Technology.

The College would need the same software for conducting online exams of Semester I – Semester VI for this academic year and for M.Com. Part I and II. As per University Circular No. Exam/DBOEE/ICC/2020-21-02/15 dated 18th November 2020;

University had asked colleges to conduct all exams of Second Half of 2020 i.e. from Semester I to Semester VI and their backlog exam in Online Mode. As per University Circular No. Exam/DBOEE/ICC/2020-21-07 dated 16th September, 2020 Colleges had been instructed to use an online platform taking care of safety, security and Administrative support to students and technical requirements and proctoring for avoiding unfair malpractices. University Squad would visit the college during exam. Therefore, it was proposed to hire services of M/s. Bitblue Technology Pvt. Ltd. to conduct all exams of second half. The teachers would be provided training on 11th December 2020 and mock test for students would be scheduled on 15th December 2020.

Estimated Cost of conducting exams online would be as follows:

Rs. 12* 6 Papers* 1200 students = Rs. 86,400 + (18%) GST.

An advance of Rs. 67968/- would be paid for the same. The expenses would be borne from Regular, Self-Finance and M.Com account.

4. To propose for purchase of stationery for I-card printing on ex-post facto basis.

The IQAC Coordinator elaborated that the Quotations were invited to purchase material required for printing lanyard for I-cards. Two vendors had responded. Following was the summary of quotations -

Sr. No.	Particulars	Qty	Gurumudra Prakashan		Hi-Tech Enterprises	
			Rate	Amount	Rate	Amount
1)	<u>I-Card</u> Lanyard Printing with Card Holder (With College Printing & Engraving with College logo) + PVC Card (Both side plain card for printing)	2000	35	70000	39	78000

Sr. No.	Particulars	Qty	Gurumudra Prakashan	Hi-Tech Enterprises	
					14040
	+GST 18%		12600		92040
	Total		82600		

The lowest quotation of M/s. Gurumudra Prakashan of Rs. 82,600/- including GST was to be approved and order placed.

5. To propose for Satellite Centre w.e.f. 2021-22 at Belkadi Village, Kaman, Vasai to University of Mumbai on ex-post facto basis.

The Principal stated that with reference to Government of Maharashtra's resolution no. उच्चवतंत्र शिक्षण विभाग शासन निर्णय क्र. एनजीसी 2020/(115/20)/मशि-4 dated 18th September 2020 and University of Mumbai circular no. संलग्नता/मान्यता/आयसीडी/२०२०-२१/१२ dated 21st September 2020 regarding new policy of allowing Colleges to start Satellite Centre, Degree College had applied to the University of Mumbai to start a Satellite Centre at post Belkadi village, Kaman, Taluka Vasai, District Palghar for following courses-

1. B.Sc.(Hospitality Studies) degree Course - FACULTY OF SCIENCE
2. Bachelor of Science (B.Sc.) (Computer Science) - FACULTY OF SCIENCE
3. Bachelor of Management Studies (B.M.S.) - FACULTY OF COMMERCE
4. Diploma Course in Tours, Travel & Tourism Management (FACULTY OF ARTS)
 - A) Tours & Ticketing Management
 - B) Tourism and Travel Techniques
 - C) Expert in Tour Costing
5. Certificate Course in Primary Care Paramedics
6. Certificate Course in Agro Products Processing
7. Certificate Course in Food Nutrition & Health

The IQAC Coordinator explained that the State Government expects following conditions to be fulfilled by Colleges while applying for Satellite Centre –

1. The land should be within 200 km radius of College
2. Preference will be given to the land in rural and adivasi area
3. College should be NAAC accredited
4. College should be more than 10 years old
5. Minimum one skill development course need to be started at center

While applying online the College uploaded following documents –

1. Society's Registration letter
2. Constitution of Society (book)
3. Property tax (bill)
4. Water bill
5. Electricity bill
6. Total Area (MHADA agreement)
7. College approval letter (University and State Government approval)
8. Course wise budget
9. Fixed Deposit (receipt)
10. Wash rooms for Students and Staff (letter)
11. Drinking water facility for students (letter)
12. Playground for students (index)
13. Classrooms for proposed courses (letter)

The following compliances are pending to fulfill –

1. Building Completion Certificate
2. Building Occupation Certificate
3. Building plan with drainage line
4. Society's last year's Audit Report along with Balance sheet i.e. 2019-20
5. College last year's Audit Report along with Balance sheet i.e. 2019-20

The payment of Rs. 103203/- had been made towards online application to University of Mumbai. Fixed deposit of Rs. 19 Lakh of Society and Rs. 1 lakh of College had been kept aside as a condition of University of Mumbai to start 7 new courses.

As a step towards fulfilling above compliances, Prin. Dr. Swati Pitale and Mr. Nilesh Mahadik, Chief Accountant, SES visited architect Mr. Kanchan Patil to understand the procedural requirements on 22nd Oct. 2020 and explained to him the new policy of State Government and showed him the official papers of Kaman in our custody.

As per the suggestions of Mr. Kanchan Patil, we need to fulfill following documentation on urgent basis-

1. Physical survey of the entire plot approximate cost of Rs. 25000/- which will be conducted by third party.
2. N.A. conversion of the plot from Tahsildar's Office -
Society had obtained N.A. N.O.C. in the year 2015 from Vasai Virar Municipal Corporation. In the year 2017 the policy of Vasai Virar Municipal Corporation had been changed and to take NA conversion was being followed. For N.A. conversion, earlier the cost was Rs. 25/- per sq. ft. and papers had to be sent to Palghar but now the procedure had been changed. The papers for N.A. conversion had to be submitted at Vasai - Virar Municipal Corporation and the cost of N.A. had been reduced to Rs. 10/- per sq. ft. approximate expenses would be known once the papers are submitted since we are charitable institution.
3. Before N.A. conversion Zone Confirmation Certificate (ZCC) was required to be obtained from Tahsildar's Office. The approximate expenses for ZCC was Rs. 5000/-. For ZCC following documents are required -
 - a. Latest 7/12 extract
 - b. Latest Ferfar patrak
 - c. Map of original plot from Government Book

A survey of Kaman plot on 25th November 2020 was done by Mr. Vishal Patil. After scrutinizing our earlier physical survey map he stated that new physical survey was not required. He explained that only TILR and gut book had to be fitted properly in the new plan. He agreed to give a CD of the new plan accordingly. Further we would be getting the ZCC certificate in due course. These two documents would help us to proceed for N.A. conversion of plot number 87, 88, 89, 124. However we would be undertaking N.A. of plot 88, 89, 124 now. Estimated expense for placing TILR and Gut Book in existing physical survey was Rs. 10,000/-. Rs. 5000/- had been given as an advance to Mr. Vishal

Patil on 26th November, 2020. He had given soft copy of the physical survey with TILR and Gut Book in a pen drive. The soft copy had been mailed to Architect Mr. Kanchan Patil on 7th December, 2020.



Dr. Shraddha Shukla
IQAC CO-ORDINATOR



Dr. Swati Pitale

PRINCIPAL

Principal
Shailendra Education Society's
Arts, Commerce & Science College
Dahisar (E), Mumbai - 400 068

Action taken after IQAC Meeting 3rd October 2020

1. Confirmation of minutes of the meeting held on 6th June 2020.

The Committee confirmed the minutes of the IQAC meeting held on 6th June 2020 and the action taken report thereafter was approved.

2. Efforts to be undertaken towards Blended Learning and increasing efforts for online mode of teaching.

Teachers have used the Zoom and Google Meet platform for conducting lectures and activities. Google Classroom has been used for submission of assignments and projects while Google Forms have been used to collect student data wherever required.

3. Purchase of Online Admission Software

The college is in the process of arranging for the complete admission procedure including the payment of fees to be on the Online medium so that the students need not leave their safe spaces of residence and venture outside.

4. Perspective Plan for the academic years 2021-22 till 2025-26.

The IQAC has prepared the Perspective Plan for the academic years 2021-22 till 2025-26.

5. To propose for affiliation of continuation of B.Com. (B & I), B.M.S., B.Sc. (I.T.) & M.Com. to University of Mumbai for the year 2021-22 on ex-post facto basis.

The proposal for continuation and affiliation of B.Com. (B & I), B.M.S., B.Sc.(I.T.) , extension of M.Com had been submitted to University of Mumbai for the year 2021-22 on 31st August 2020. The affiliation fee of Rs. 45,025/-has also been paid.

Shraddha

Dr. Shraddha Shukla
IQAC Co-ordinator



Swati Pitale

Dr. Swati Pitale

Principal

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