

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

IQAC MEETING (2021-22/2)

A meeting of IQAC was held at the Principal's cabin on 25th September 2021 at 11 A.M.

Following members were present:

1. Shri. R. V. Prabhu, Hon. Chairman, SES.
2. Shri. P.D. Baadkar, Hon. Vice Chairman, SES & Representative from Industry.
3. Shri. G.S. Pandloskar, Representative from Local society.
4. Principal, Dr. Swati Pitale, Chairperson IQAC
5. Associate. Prof. Dr. Kanchan Dutt, Representative of the Teaching staff
6. Asst. Prof. Hemchandra Kumbhar, Representative of the Teaching staff
7. Asst. Prof Ms. Sony Paul, Representative of the Teaching staff
8. Asst. Prof Ms. Swapna Gawde, Representative of the Teaching staff
9. Ms. Anuja Jadhav, Librarian
10. Mr. Bhikaji Khetle, Administrative Officer
11. Mr. Sachin Kapdekar, Head Clerk, Representative of the Non-Teaching staff
12. Mr. Saurabh Shelar, Representative of Alumni
13. Ms. Diya Kamble, Representative of Students
14. Dr. Shraddha Shukla, Co-ordinator and Member Secretary

The meeting was chaired by Prin. Dr. Swati Pitale

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1. Confirmation of the minutes of the meeting held on 30th June 2021.
2. To consider receipt and payment statement from 1st April, 2021 till 30th September, 2021 of Regular, Self-finance and M.Com. account.
3. To consider purchase of new features of 'Adme' - Admission Automation System for next academic year 2022 - 23 and addition of B.A.F. course in examination result printing 'Reso' software in current academic year 2021-22.
4. To purchase Computers for B. Sc. (I. T.) Laboratory and Principal's cabin.
5. To advertise and fill up post of C.H.B. Lecturers in subjects of Hindi, Marathi and Business Law in Aided section from next academic year 2022 - 23.
6. To purchase Office files and Box files.
7. To approve purchase of Tally Prime software on ex-post facto basis.
8. To approve the Annual Maintenance Contract of Lift on ex-post facto basis.
9. To absorb service of Ms. Sumitra Kayasth, Sweeper in Self - finance section on ex - post facto basis.
10. To approve expenses towards repairing of Solar electric meter on ex-post facto basis.
11. Organizing a session on 'Introduction to Mutual Funds'.
12. Organizing of Online Road Safety Training Programme by the NSS Unit.
13. Organizing a lecture on the need of composting of organic waste and process of vermi composting.
14. Organizing of a workshop on 'Home Fire Safety and LPG Safety'.
15. Any other matter with the permission of the chair.

Minutes of IQAC Meeting 25th September 2022.

1. Confirmation of the minutes of the meeting held on 30th June 2021.

The Committee confirmed the minutes of the IQAC meeting held on 30th June 2021 and the action taken report thereafter was approved.

2. To consider receipt and payment statement from 1st April, 2021 till 30th September, 2021 of Regular, Self-finance and M.Com. account.

The IQAC Coordinator informed that receipt and payment statement of Regular, Self finance and M.Com. Account from 1st April, 2021 till 30th September 2021 had been submitted. The Hon. Chairman instructed to carry out internal audit by CA Mrs. Taishetye and submit the internal audit report in next meeting. He also instructed to submit a detailed report of estimated expenses for next five months.

3. To consider purchase of new features of 'Adme' - Admission Automation System for next academic year 2022 - 23 and addition of B.A.F. course in examination result printing 'Reso' software in current academic year 2021-22.

The IQAC Coordinator informed that the college has bought a new feature in the examination printing software. The Principal discussed that the college has purchased the admission software 'Adme' from M/s. Inficare Solutions Pvt. Ltd. in the academic year 2020-21 to conduct online admission of all classes. The software had following features –

1. Option of online form with payment gateway.
2. Option to take fees in any no. of installments/part payment.
3. At the end of the day fees register head wise can be obtained.
4. Information about admission cancelled and refund register.
5. To assign roll no, by name and subject etc. Post Admission Subject wise summary of students can be obtained.
6. Summary of student about Category, Language and Religion wise can be obtained immediately after admission.
7. Student list is available with more than 20 search conditions, 10 sort field criteria which suffice all the needs related to a student list.

8. Detailed as well as summarised fees receipt register can be obtained.
9. Option to change the fees receivable from a student at any point of time is available.
10. Student outstanding report
11. Fees reconciliation

The software was extremely useful as during the pandemic as students' were not allowed to come to College for admission.

Details of estimated expenses incurred on an annual basis as per the work order given to him in the year 2020-21 –

Academic year	Rate of Subscription	No. of Students	Cost in Rs.
First year (2020 – 21)	46	1320	60720
Second year (2021 – 22)	49.50	1320	65340
Third year (2022 – 23)	53	1320	69960
Fourth year (2023 – 24)	56.50	1320	74580
Fifth year (2024 – 25)	60.00	1320	79200

The vendor had now added new features in the software of 'auto receipt' and outstanding fees.

The costing was as follows –

1. Online outstanding fees and misc. fees – Rs. 12.50/- (per student)
2. Auto receipt – Rs. 11/- (per student)
3. Web Space - Rs. 53/- (per student)

To purchase the features of Online outstanding fees and misc. fees and Auto receipt, the College had to purchase Web space for each student. The total cost to purchase these features would be Rs. 76.50/- per student. It was proposed to purchase this module for next academic year 2022-23.

The expenses would be met from admission processing fee collected from students @Rs. 200/- per student from Regular, Self – finance and Post graduate courses. There would be an annual increment of 10% on the charges of online outstanding fees and misc. fees Auto receipt modules (total of Rs. 23.50/-).

The Principal further proposed to add the new course of B. A. F. in the existing exam result printing software 'Reso' from the academic year 2021 - 22. The vendor of the software 'Inicare Solution Pvt. Ltd.' had quoted one time cost of Rs. 15,000/- for the same. The expenses would be met from examination fee of Self – finance section. The Hon. Chairman instructed that the vendor should be called for discussion and renegotiation on additional modules of the software.

4. To purchase Computers for B. Sc. (I. T.) Laboratory and Principal's cabin.

The IQAC Coordinator informed that the College had proposed to purchase 12 new Computers for Administrative office (4), Principal's cabin (1), Examination room (2) and B. Sc. (I. T.) Laboratory (5). The committee of SESCOM comprising of Mr. M. K. Deodhar, Hon. Treasurer, S.E.S., Mr. Harshal Parab, Joint Treasurer, S.E.S. and Mr. Bhushan Pimple, Co-ordinator, SESCOM inspected existing computers on 14th December 2021 and had recommended purchase of 5 new Computers for B. Sc. (I. T.) laboratory and one computer for Principal's cabin. The summary of computers was as follows –

I. Principal's Cabin

Sr. No	Model	Serial No	Monitor	Ram	HD	Cpu	Windows	Purchase Date	Purchase Value in Rs.	Work	Reason for change	Depreciation Value in Rs.
1	Dell Inspiron 560s	CC245 BS	Dell LCD	2 GB	320 GB	Intel Core2, 2.93G HZ		2010	30500		Not working	603

II. B.Sc. (I. T.) Laboratory

Sr. No	Model	Serial No	Monitor	Ram	HD	Cpu	Windows	Purchase Date	Purchase Value in Rs.	Reason for change	Depreciation Value in Rs.

Sr No	Model	Serial No	Monit or	Ra m	HD D	Cpu	Windo ws	Purcha se Date	Purcha se Value in Rs.	Reason for change	Depreciati on Value in Rs.
1	Dell OptiPI ex 380	7W00C Q1	Dell LCD	3 GB	320 GB	Intel Core2, 2.93G HZ		2011	30500	Computer s with latest configurat ion require for B.Sc.(I.T.), M.Sc.(I.T.) practical.	603
2	Dell OptiPI ex 380	DDD3W Q1	Dell LCD	3 GB	320 GB	Intel Core2, 2.93G HZ	Win 7 Ultimat e	2011	30500		603
3	Dell OptiPI ex 380		Dell LCD	3 GB	320 GB	Intel Core2, 2.93G HZ	Win 7 Ultimat e	2011	30500		603
4	Dell OptiPI ex 380	7VYJ6Q 1	Dell LCD	3 GB	320 GB	Intel Core2, 2.93G HZ	Win 10 Pro	2011	30500		603
5	Dell OptiPI ex 380	HGC2W Q1	Dell LCD	3 GB	500 GB	Intel Core2, 2.93G HZ	Win 7 Ultimat e	2011	30500		603

The Principal emphasized that the B.Sc. I.T. Laboratory had been upgraded in a phased manner every year and till date 25 new computers had been purchased from 2017 - 18 to 2019 - 20. In last two years due to pandemic no computers were purchased. It was necessary to purchase five computers in B.Sc.IT Laboratory this year as the College had started a new course of M.Sc. (I. T.). With this the entire laboratory would be upgraded. The committee further suggested swapping of existing computers to meet the requirements of College office, Staff room and examination room.

The total estimated expenses were Rs. 375000/- plus GST which would be met from Self - finance section. The committee approved the same.

5. To advertise and fill up post of C.H.B. Lecturers in subjects of Hindi, Marathi and Business Law in Aided section from next academic year 2022 - 23.

The IQAC Coordinator informed that the lectures of Hindi, Marathi and Business Law subjects were conducted on Clock Hour Basis (C.H.B.) basis in Aided section. The

remuneration for C.H.B. had gone up to Rs. 625/- per lecture and Rs. 250/- per practicals w. r. t. Government of Maharashtra circular no. संकीर्ण-2021/(75/21)/(1)/मशि-3 dated 22nd October 2021 and the expenses had to be met from non – salary grant. But the Government had not released non – salary grant. It was proposed to apply for NOC for these subjects in Aided section for next academic year. After receiving the NOC, the College would have to advertise these posts in two local newspapers or University news journal and constitute Local Appointment Committee in the College. Candidates would be selected through proper channel. The expenses on CHB lecturers for nine months would be admissible for non – salary grant. When the Assessment of Salary & Non Salary account will be done by the Higher Education Joint Director's Office, Mumbai Division, the expenditure will be considered in Tuition Fee (Unaided Subject). Last year College had incurred an expense of Rs. 1,43,500/- for these 3 subjects in aided section against fee collection of Rs. 63900/-.

6. To purchase Office files and Box files.

The IQAC Coordinator stated that in the year 2019, the College had purchased 500 spring files and 500 box files from M/s. Selection Centre. The files were used for curricular, extracurricular activities, administrative work and NAAC documentation. Every year more than 100 files were submitted to University of Mumbai for Affiliation, enrolment, LIC visits etc.. College had to maintain records of various activities, students' progression, Add on courses for NAAC visit. It was proposed to purchase 250 Box files and 500 office files this year. The estimated expenses would be Rs. 37000/- plus 18% GST (@Rs. 72/- for Box file and Rs. 38/- for office file with printing of College name on the front cover). The expenses would be borne from Aided and Self – finance section. Quotations would be invited. The committee approved the same and instructed to invite quotations for the same.

7. To approve purchase of Tally Prime software on ex-post facto basis.

The IQAC Coordinator explained that the accounts and activities of all sections were compiled in Tally software for the last several years. The College did not have an official license of Tally. Clerks of all sections were using different versions of Tally like 6.3, 7.1 and 9. Such variations cause many technical difficulties. C.A. Shri. Suhas Rege had suggested that the College should purchase official Tally software so that no technical

problems would arise. Beside this, NAAC too required licensed softwares to be used in office. The proof of purchase of official licensed copy of Tally software could be submitted to NAAC. In March 2020 during Peer team visit, they had strongly recommended to purchase official licensed copy of Tally software.

In the Managing committee meeting dt. 2nd October 2021, an amount of Rs. 51000/- had been sanctioned to purchase Tally software vide resolution no. 2021-22/02/3 for an amount of Rs. 51000 / - approximately. The Principal further informed that quotations were invited to purchase Tally Prime software and three vendors M/s. Shivam Computers, M/s. AG Digitas and M/s. Parth Infotech Solution Pvt. Ltd had responded.

QUOTATION SUMMARY OF TALLY PRIME SOFTWARE

Sr. No.	Particulars	Shivam Computers	AG Digitas	Parth Infotech Solution Pvt. Ltd.
1)	Tally Prime - Multiusers	52000	51000	54000
	+ GST 18%	Included	Included	9720
	Total	52000	51000	63720
	After Discussion Training & Installation Charges		29500	Including
	Total After discussion	ABSENT	80500	57348

All the vendors were called for discussion on 27th November 2021. M/s. Shivam Computers was absent. During discussion, M/s. AG Digitas quoted additional charges of Rs. 29500/- for training and installation of software. M/s. Parth Infotech Solution Pvt. Ltd. had reduced the cost of software to 10%. It was decided to purchase Tally Prime Gold software from M/s. Parth Infotech Solution Pvt. Ltd. for an amount of Rs. 57348/- (including training & installation Charges). The expenses for the same would be borne by the Self - finance section of Degree College.

8. To approve the Annual Maintenance Contract of Lift on ex-post facto basis.

The IQAC Coordinator stated that an AMC of Rs. 34692/- for the Lift had been paid to M/s. OTIS Elevator Company (India) Ltd. for the period of Nov. 2021 - Oct. 2022

as the services rendered by them were found to be satisfactory. The committee approved the same.

9. To absorb service of Ms. Sumitra Kayasth, Sweeper in Self – finance section on ex - post facto basis.

The IQAC Coordinator explained that Ms. Sumitra Kayasth was working as a Sweeper since 1st January 2016 on voucher payment on temporary basis. The Principal recommended absorption of her service after considering her five years of work w. e. f. 1st September 2021 on a consolidated salary of Rs. 9000/- in Self – finance section. She would be entitled for provident fund and gratuity benefit. However her services would remain on contractual terms and conditions. The committee approved the same.

10. To approve expenses towards repairing of Solar electric meter on ex-post facto basis.

The IQAC Coordinator informed that the solar system control panel was damaged during heavy rains. Shri. Anup Samant of M/s. Saur Engineer and Consultants Pvt. Ltd. inspected the panels. M/s. Saur Engineer and Consultants Pvt. Ltd. had repaired the control panel of SPV – GCRT system along with DB, SPDs, Isolators, wiring and labor work. The expenses incurred towards the same were Rs. 50,500/-. The solar panels were now functioning.

11. Organizing a session on 'Introduction to Mutual Funds'.

The Commerce Club in collaboration with BAF Department is planning to organize a session on "Introduction to Mutual Funds" by Blue Online Service in view of World Investor Week. The speaker for the same would be Mr. Sagar Chheda- SEBI.

12. Organizing of Online Road Safety Training Programme by the NSS Unit.

The NSS Unit of our college is planning to organize an Online Road Safety Training Programme in collaboration with United Way NGO in the month of December 2021.

13. Organizing a lecture on the need of composting of organic waste and process of vermi composting.

A lecture on the need of composting of organic waste and process of vermi composting would be organized and delivered by Asst. Prof. Sony Paul, the in-charge of Nature Club in the month of December 2021.

14. Organizing of a workshop on 'Home Fire Safety and LPG Safety'.

A workshop on 'Home Fire Safety and LPG Safety' would be organized by Women Development Cell in the Month of December in collaboration with FSAI (Fire & Security Association of India)

15. Any other matter with the permission of the chair.

a. Ph.D. Centre permanent affiliation

The IQAC Coordinator discussed that the College had started Ph.D. Research Centre in the subject of "Business Economics" in the year 2011-12 and "Business Policy and Administration" in the year 2018-19. The College had at present two Research guides Dr. Bhavana Trivedi, in the subject of Business Economics and Dr. Kanchan Dutt, in the subject of Business Policy and Administration associated with our Centre. Till date seven students had completed Ph.D. from our Centre and at present five students were pursuing and five new students had enrolled.

The College proposed to go for permanent affiliation for our Centre. This permanent affiliation would result in saving the yearly affiliation fee of Rs. 20,000/- and expenses incurred on Local Inquiry Committee visit of the University of Mumbai every year. The College submitted its proposal to the University of Mumbai and the Scrutiny Committee of the University checked the proposal on 21st December, 2021 and instructed the College to submit Fixed Deposit of Rs. five lakhs and a joint assurance letter from nationalized bank. As per the University procedure, a University committee would be visiting our Centre, inspecting the documents and would submit its report to the University regarding all compliances. The College would be transferring Rs. 5 lakh from the Self - finance section to the Society.



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 dt.25th September 2021

1. Confirmation of the minutes of the meeting held on 30th June 2021.

The Committee confirmed the minutes of the IQAC meeting held on 30th June 2021 and the action taken report thereafter was approved.

2. To consider receipt and payment statement from 1st April, 2021 till 30th September, 2021 of Regular, Self-finance and M.Com. account.

Internal audit was carried out by CA Mrs. Taishetye in the month of March 2022. Internal audit report has been prepared. A detailed report of estimated expenses for next five months has been prepared taking into account expenses on accounts, salary, repair and maintenance and regular expenses.

3. To consider purchase of new features of 'Adme' - Admission Automation System for next academic year 2022 - 23 and addition of B.A.F. course in examination result printing 'Reso' software in current academic year 2021-22.

College has bought Admission software 'Adme' from M/s. Inficare Solutions Pvt. Ltd. in the academic year 2020-21. The vendor has now added new features 'Auto Receipt' and 'Online Outstanding Fee & Misc Fees' in the software as per the requirement of Colleges.

A detailed discussion was held with the vendor M/s. Inficare Solutions Pvt. Ltd. on the new features and the estimated expenses on 5th March 2022. He has quoted the following rates -

Sr. No.	Particulars of Additional Features	Rate
1	Online Outstanding Fee & Misc Fees	Rs. 12.50/- per student
2	Auto Receipt	Rs. 11/- per student
3	Web Space (AWS)	Rs.40/- per student
	Total	Rs. 63.50/- per student

These features will be useful for students as they will get auto generated receipt of payment of fees. Students can get the report on the balance of fees on their portal. They can pay fee any number of times. After paying fee, students will receive the fee

receipt on their portal immediately. All the information will be stored on web. Therefore in the future even if the server breaks down, the data will be available as it is stored in cloud storage. For that feature web space needs to be purchased along with the modules. It is necessary to purchase the modules together along with web space.

The estimated income and expenditure for the year 2022-23 will be as follows -

Estimated income -

Sr. No.	Particulars	Total Students (Approx)	Fee Collection per student	Total Amount
1	Admission Procession Fee	1600	200	320000
2	Online form fee (upgrade Rs. 50 to 100)	1000	100	100000
	Total			420000

Estimated expenditure -

Year	Current Rate	Additional Features	Total	Total Students (Approx)	Total Expenses	Total Collection	Surplus against collection of fees
1	2	3	4 (2+3)	5	6	7	8 (7-6)
2022 -23	53	63.50	116.50	1600	186400	420000	233600
2023 -24	56.50	65.85	122.35	1600	195760	420000	224240
2024 -25	60	68.20	128.20	1600	205120	420000	214880

The cost of additional features increases by Rs. 2.35/- in the year 2023-24 and 2024-25. The College would purchase the two new features 'Online Outstanding Fee & Misc Fees' and 'Auto Receipt' along with web space from the next academic year 2022-23. The College proposes to increase online form fee from Rs. 50/- to Rs. 100/- from the next academic year. The college will not incur any additional burden after considering the total collection of fees and expenses incurred.

The new course BAF has been added to 'Reso' exam software from the current academic year. An amount of Rs. 15000/- has been paid to the vendor M/s. Inficare Solution Pvt. Ltd. for the same.

With reference to the letter of M/s. Inficare Solution Pvt. Ltd. dt. 23rd March 2022, the vendor is going to tie up with Bigital Technology Pvt. Ltd (Nimbbi) and Cashfree Payments India Pvt. Ltd. for online payments instead of M/S. Worldline, which will result in reduction by Rs. 40000/- towards bank charges.

4. **To purchase Computers for B. Sc. (I. T.) Laboratory and Principal's cabin.**

Quotations to purchase five computers for B. Sc. (I. T.) Laboratory and one computer for Principal's cabin were invited. M/s. Hertz Computer Services, M/s. Miracle Tech Distributors Pvt. Ltd., and M/s. Hi-Tech Enterprises responded. The Summary of quotations is as follows –

Summary of Computer / Desktop

Sr. No	Particulars	Qty	Hertz Computer Services		Miracle Tech Distributors Pvt. Ltd.		Hi-Tech Enterprises	
			Rate	Amount	Rate	Amount	Rate	Amount
1)	Dell Vostro 3681 10th Gen Intel® Core™ i3-10105 processor Windows 11 Home + MSO 21 Intel® UHD Graphics 630 with shared	01	43800	43800	36250 + 6525 (GST) 42775 (GST Included)	42775	46500	46500

Sr. No	Particulars	Qty	Hertz Services	Computer	Miracle Distributors Ltd.	Tech Pvt.	Hi-Tech Enterprises
	graphics memory. 8GB, 8Gx1, DDR4, 2666MHz, 3.5" 1TB7200RPM SATA Hard Drive + 256 SSD HDD 3 Years On site Warranty, Integrated 19.5" Monitor, Keyboard, Mouse						
	Afer discussion Price (GST Included)		47500	47500	47200	47200	45500 45500
2)	Dell Vostro 3681 10th Gen Intel® Core™ i5-10400 processor Windows 11 Home + MSO 21 Intel® UHD Graphics 630 with shared graphics memory, 8GB, 8Gx1, DDR4, 2666MHz, 3.5" 1TB 7200RPM SATA Hard Drive, 3 Years On site Warranty, Integrated 19.5" Monitor, Keyboard, Mouse	05	57500	287500	48350 +8703 GST 57053 (Including GST)	285265	60250 301250
	After Discussion Price (GST Included)		56500/pc	282500	56345	281725	59250 296250
	Total Before Discussion (GST Included)			331300		328040	347750
	After Discussion Final Price			330000		328925	341750
	GST			Included		Included	Included

All the vendors were called for discussion on 16th February 2022. The vendors informed that out of the required configuration the computer with Dell Vostro 368110th Gen Intel® Core™ i3-10105 processor was not available.

As per the suggestion given by Hon. Treasurer, it was decided to purchase i3 processor computer with additional 256 GB SSD Hard disk for Principal's cabin. After discussion, two vendors M/s. Hertz Computer Services and M/s. Miracle Tech changed their quoted price. M/s. Hertz Computer Services had increased its quoted rate by Rs. 3700/- and the total rate was Rs. 47500/-. M/s. Miracle Tech increased its quoted rate by Rs. 4425/- and the total rate was Rs. 47200/-.

The quotation of M/s. Miracle Tech Distributors Pvt. Ltd. of Rs. 328925/- including GST was approved as it was lowest to purchase six computers.

To facilitate smooth functioning of administrative work, it was decided to purchase an additional computer for office @Rs. 59295/- including GST. Its configuration is Dell Vostro 368110th Gen Intel® Core™ i5-10400 processor Windows 11 Home + MSO 21 Intel® UHD Graphics 630 with shared graphics memory, 8GB, 8Gx1, DDR4, 2666MHz, 3.5" 1TB 7200RPM SATA Hard Drive + 256 GB SSD HDD, 3 Years Onsite Warranty, Integrated 19.5" Monitor, Keyboard, Mouse.

The payment of Rs. 3,88,220/- has been made to M/s. Miracle Tech towards purchase of seven computers. The College has received seven computers and installation is complete.

5. To advertise and fill up post of C.H.B. Lecturers in subjects of Hindi, Marathi and Business Law in Aided section from next academic year 2022 - 23.

Every year 120 lectures are taken for FYBA class in the subject of Marathi, Hindi and 120 lectures are taken for SYBCOM class in the subject of Business Law. These are conducted on CHB basis with four lectures per week. According to the circular of the Government of Maharashtra संकीर्ण -2021/(75/21)/(1)/मशि-3, dt. 22/10/2021, the rate of CHB (Clock Hour Basis) lecture has been increased from Rs. 500/- to Rs. 625/-. As a result, the cost of the remuneration of CHB basis lecturers has also increased.

A report was submitted regarding remuneration for CHB lecturers in the subjects of Hindi, Marathi and Business law in aided section.

Following are the details of collection of tuition fees -

Tuition Fees Details (Unaided - Subject) for the academic year 2021-22 -

Class	Subject	No of Students	Fees Per Students	Total Collection	Total Exps.	Excess Exps.
1	2	3	4	5	6	7
					@Rs.500 x 120 Lectures	(5-6)
F.Y.B.A	Marathi/Hindi	94	300	28200	120000	-91800
S.Y.B.COM.	Business Law	119	300	35700	60000	-24300
			Total	63900	180000	-116100

At present there is a deficit of Rs. 1,16,100/-, considering the total tuition fees collected and the estimated expenses. It has been proposed to increase the tuition fee of both the classes FYBA and SYBCOM. For FYBA class, the tuition fee for the subjects of Marathi and Hindi is Rs. 300/- which needs to be increased to Rs. 1600/- to cover the increased expenses. For SYBCOM class, the tuition fee for the subject of Business Law is Rs. 300/- which needs to be increased to Rs. 900/-.

The estimated expenses after the fee hike next year would be as follows -

Subject	No of Students	Total No of Lectures (Yearly)	Rem. (Per Lecture)	Tuition Fees Collection (Revised) @1600/ &Rs. 900/-per student	Total Exps.	Difference
1	2	3	4	5	6	7
					@Rs.625 x 120 Lectures	(5-6)
Marathi	49	120	625	78400	75000	3400
Hindi	45	120	625	72000	75000	-3000

Business Law	119	120	625	107100	75000	32100
			TOTAL	257500	225000	32500

It was observed that neighboring aided colleges have also increased tuition fees for CHB subjects. Further the College would be applying for NOC to reimburse the expenses incurred towards CHB lectures from the office of the Joint Director of Higher Education. The process is as follows -

- i. The College has to apply to the Joint Director's Office to get the No Objection Certificate for the appointment of CHB lecturers.
- ii. After receiving No Objection Certificate, Advertisement Draft will be sent to University of Mumbai for approval.
- iii. After approval, the Advertisement has to be published in local newspaper or University News journal.
- iv. Two Subject Experts from an outside college would be appointed.
- v. After scrutinizing the applications received for the posts, letters will be sent to the eligible qualified candidates to appear for interview 15 days in advance.
- vi. A selection committee will be constituted consisting of -

President	- Chairman	- Selection Committee
College Principal	- Member	- Selection Committee
Two Subject Experts	- Members	- Selection Committee

Candidates will be selected through direct interview. Actual expenses will be shown in Non Salary grant assessment. When the Assessment of Salary & Non Salary account will be done by the Joint Director's Office, Higher Education, Mumbai Division, the expenditure will be considered in Tuition Fee (Unaided Subject). The estimated expenses towards advertisement and interview would be Rs. 25000/-.

The College would be increasing tuition fee of FYBA class for the subjects Hindi and Marathi from Rs. 300/- to Rs. 1600/- and tuition fee of SYBCOM class for the subject of Business law from Rs. 300/- to Rs. 900/- from academic year 2022-2023. The College has applied for NOC to the Joint Director's Office, Higher Education.

6. To purchase Office files and Box files.

Quotations to purchase of 500 Office files and 250 Box files were received from M/s. Himalaya Stationery Hub, M/s. Selection Centre, and M/s. Gurumudra Prakashan. Summary of quotations is as follows –

SUMMARY OF BOX & SPRING FILE (2021-22)

Sr. No.	Particulars	Qty.	Himalaya Stationery Hub		Selection Centre		Gurumudra Prakashan	
			Rate	Amount	Rate	Amount	Rate	Amount
1)	Box File (As per our sample)	250	72/-	18000	72/-	18000	70/-	17500
	After Discussion		70	17500	69	17250	68	17000
2)	Simple Spring File (As per our sample) Printing in front of College Name Printing 4 Side Cloth Sticking with 2 layers of card pasting.	500	50/-	25000	38/-	19000	36/-	18000
	After Discussion		47	23500	35	17500	34	17000
	+ GST			7740		6660		6390
	Total Before Discussion			50740		43660		41890
	After discussion Final Price			41000 + GST		34750+GST		34000+GST

All the vendors were called for discussion on 16th February 2022. After discussion, the quotation of M/s. Himalaya Stationery Hub reduced its quoted rate by Rs. 70/- per box file and Rs. 47/- per Spring file. M/s. Selection Centre reduced its quoted rate by Rs. 69/- per box file and Rs. 35/- per Spring file. M/s. Gurumudra Prakashan reduced its quoted rate by Rs. 68/- per box file and Rs. 34/- per Spring file. The quotation of M/s.

Gurumudra Prakashan of Rs. 34000/- plus GST was approved as it was lowest. Work order has been given.

7. To approve purchase of Tally Prime software on ex-post facto basis.

Tally software has been installed in 21 computers, out of which 11 computers are on the ground floor office and 10 computers are on the first floor college office. Two training sessions were conducted by the vendor for the staff. The operating system problem was resolved by the vendor. Payment of Rs. 57348/- has been made to M/s. Parth Infotech Solutions Pvt. Ltd. towards purchase of Tally Prime Gold software for the year 2021-22.

8. To approve the Annual Maintenance Contract of Lift on ex-post facto basis.

This point was for information.

9. To absorb service of Ms. Sumitra Kayasth, Sweeper in Self - finance section on ex - post facto basis.

This point was for information.

10. To approve expenses towards repairing of Solar electric meter on ex-post facto basis.

This point was for information.

11. Organizing a session on 'Introduction to Mutual Funds'.

The Commerce Club in collaboration with BAF Department organized a session on "Introduction to Mutual Funds" by Blue Online Service in view of World Investor Week. The speaker for the same would be Mr. Sagar Chheda- SEBI. The session was organized on 26th November 2021.

12. Organizing of Online Road Safety Training Programme by the NSS Unit.

The NSS Unit of our college organized an Online Road Safety Training Programme in collaboration with United Way NGO on 4th and 6th December 2021. A total of 25 students participated in the event.

13. Organizing a lecture on the need of composting of organic waste and process of vermi composting.

A lecture on the need of composting of organic waste and process of vermi composting was organized and delivered by Asst. Prof. Sony Paul, the in-charge of Nature Club on the 11th December 2021.

14. Organizing of a workshop on 'Home Fire Safety and LPG Safety'.

A workshop on Home Fire Safety & LPG safety in collaboration with FSAI (Fire & Security Association of India) was conducted by the Women Development Cell. The workshop was conducted by Mr. Rajesh Shirke an Ex Indian Navy Officer and a certified Safety Professional with specialisation in Fire Auditing & Safety Training. He is also the chairman of FSAI school for training Women Development Cell program. Ms. Kinneri Menon, Chief Executive Office -Feuramnn was also present and spoke on how women can also join the professional of Fire safety and security.

15. Any other matter with the permission of the chair.

a. To apply for permanent affiliation for Ph.D. Centre.

The IQAC Coordinator pointed out that the previous students had paid fees only for one year and therefore the centre was running into losses. It was proposed to collect fees from previous students till the submission of their thesis and recover the outstanding fees. The pending fees of each student till the submission of their thesis were calculated. The total amount was Rs. 5,33,750/-. It was decided to recover the outstanding fees. Ex-Principal Dr. V. M. Ingavale was also contacted regarding the same. Some candidates were also given installment facility and balance fee will be recovered till June 2022.

Till date Rs. 3,45,750/- have been recovered, the details are as follows -

S.N	Name of the Research student	Name of the Research Guide	Year of Registration	Status	No. of years	Total Recovery	Fees Paid (Rs.)	Fees Balance (Rs.)
1	Ms.	Dr. V.M.	2012	Complete	15250	30500	30500	0

S.N	Name of the Research student	Name of the Research Guide	Year of Registration	Status	No. of years	Total Recovery	Fees Paid (Rs.)	Fees Balance (Rs.)
	Bhavika Karkera	Ingavale		d in 2015	x 2			
2	Ms. Shraddha Shukla	Dr. V.M. Ingavale	2012	Completed in 2016	15250 x 3	45750	0	45750
3	Ms. Vanita Esaimani	Dr. V.M. Ingavale	2013	Completed in 2016	15250 x 2	30500	0	30500
4	Ms. Sheetal Patil	Dr. V. M. Ingavale	2015	Completed in 2018	15250 x 2	30500	30500	0
5	Ms. Hema Mehta	Dr. V. M. Ingavale	2014	Completed in 2018	15250 x 3	45750	0	45750
6	Mr. Ishvaku Kansara	Dr. V. M. Ingavale	2015	Completed in 2018	15250 x 2	30500	30500	0
7	Ms. Sakshi Khatri	Dr. Bhavana Trivedi	25-11-2016	Completed in 2021	15250 x 3	45750	20750	25000
8	Mr. Abhijit Mahale	Dr. V. M. Ingavale	17-04-2013	Thesis submitted on 2021	15250 x 7	106750	106750	0
9	Ms. Ekta Wani	Dr. Bhavana Trivedi	07-12-2017	On going	15250 x 4	61000	20000	41000
10	Ms. Poonam	Dr. Bhavana	07-02-2018	On going	15250 x 3	45750	45750	0

S.N	Name of the Research student	Name of the Research Guide	Year of Registration	Status	No. of years	Total Recovery	Fees Paid (Rs.)	Fees Balance (Rs.)
	Popat	Trivedi						
11	Ms. Ganga Warriar	Dr. Bhavana Trivedi	07-02-2018	On going	15250 x 3	45750	45750	0
12	Ms. Pooja Barad	Dr. Kanchan Dutt	01-10-2020	On going	15250 x 1	15250	15250	0
					TOTAL	5,33,750	3,45,750	1,88,000

The pending fees would be recovered by June 2022. The College submitted its proposal of permanent affiliation to the University of Mumbai and the Scrutiny committee of the University checked the proposal on 21st December 2021 and instructed the College to submit fixed deposit of Rs. 5 lakhs and a joint assurance letter from nationalized bank. The College submitted Fixed deposit certificate of Rs. 5 lakhs from self finance section and joint assurance letter from bank on As per the University procedure, an expert committee would be visiting our centre. After inspecting the documents, they would submit the report to University of Mumbai regarding completion of all compliances. The visit of Local Inquiry Committee to grant permanent recognition to Ph.D. Centre will be held in this month.