

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

**IQAC MEETING (2022-23 /3)**

A meeting of IQAC was held at the IQAC Coordinator's cabin on 25<sup>th</sup> February 2023 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. B. A. Railkar, Representative from local society.
4. Dr. Swati Pitale, Principal, Shailendra Education Society's Arts, Commerce and Science College
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, Representative of the Teaching staff
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. Neha Shegale, Representative of Students
14. Mr. Kiran Singh, Representative of Students
15. Dr. Shraddha Shukla, Co-ordinator and Member Secretary

Shailendra Education Society's  
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**IQAC MEETING (2022-23/3)**

1. Confirmation of the minutes of the meeting held on 8<sup>th</sup> October 2022.
2. To consider receipt and payment statement from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of Regular, Self-finance and P.G. and Ph.D. account.
3. To consider re-appointment of Principal Dr. Swati Pitale for second term from 27<sup>th</sup> October 2023 till 26<sup>th</sup> October 2028.
4. To approve the quotation for the E- Magazine for the academic year 2022 - 2023.
5. To approve the quotation for the E- Prospectus for the academic year 2023 - 2024.
6. To approve purchase of 10 computers for Computer laboratory no. 3 and 01 computer for Exam room.
7. To approve purchase of 15 Raspberry Pi 2 kits.
8. To approve collection of university share in fee structure of reserved category students from the academic year 2023-24.
9. To sign MoU with Federation of Freight Forwarder's Associations in India.
10. To approve expenses towards Energy Audit.
11. To approve the purchase of stationery for I-card printing for the year 2023-24.
12. To approve the Annual Maintenance Contracts (AMCs) of Fire Extinguisher, Pest Control and CCTV Camera.
13. To approve expenses towards Student Welfare Fund.
14. To inform about resignation of Asst. Prof. Omkar Sawant, Asst. Prof. Priyanka Patil and Laboratory Attendant Mr. Santosh Rane in the Self - finance section.
15. To grant maternity leave to Asst. Prof. Ms. Rupal Dalal of Self - finance section.
16. Any other matter with the permission of the chair.



### Minutes of IQAC meeting of 25<sup>th</sup> February 2023.

**1. Confirmation of the minutes of the meeting held on 8<sup>th</sup> October 2022.**

The committee confirmed that the minutes of the IQAC meeting held on 8<sup>th</sup> October 2022 and the action taken report thereafter was approved.

**2. To consider receipt and payment statement from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of Regular, Self-finance and P.G. and Ph.D. account.**

The IQAC Coordinator discussed that the receipt and payment statements from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of regular, self-finance and P.G. and Ph.D. account had been submitted. The committee approved the same subject to statutory audit.

**3. To consider re-appointment of Principal Dr. Swati Pitale for second term from 27<sup>th</sup> October 2023 till 26<sup>th</sup> October 2028.**

Principal Dr. Swati Pitale informed that she had worked as an In-charge Principal from June 1, 2017 till October 26, 2018. She had been appointed as a regular Principal for the period of five years from October 27, 2018 till October 26, 2023. With reference to University of Mumbai circular no. TAAS (CT)/ICD/2018-19/1241 dt. 26<sup>th</sup> March 2019, the existing Principal could be re-appointed for second term of five years from October 27, 2023 till October 26, 2028 after a resolution by the Management.

She further added that the process of re-appointment of Principal for second term had to be initiated at least six months before. A letter had to be sent to University of Mumbai with the resolution of the Management. Thereafter the External Peer Review Committee was constituted. It consisted of following members –

- i) Nominee of the Vice-Chancellor – Chairperson
- ii) Nominee of the Chairperson of the Management of the College. The nominee was a Principal from 'A' grade or Autonomous college.

The report of the external peer review committee has to be sent to University of Mumbai. A separate note on the different activities conducted by the Principal had been submitted to the Management.

**4. To approve the quotation for the E- Magazine for the academic year 2022 - 2023.**

The IQAC Coordinator discussed that E-Magazine for the academic year 2021 - 22 was printed by M/s. Rannish Print Media. The total expenses incurred towards the same was Rs. 32,156/-. The work of E-magazine printing got delayed by M/s. Rannish Print Media due to inadequate staff. The magazine was uploaded online on College website on 25<sup>th</sup> November 2022. This year the College would like to recommend M/s. Gurumudra Prakashan for printing of E- magazine as the vendor always delivered the work within time from 2020-21 and his work was satisfactory. The vendor had quoted cost of Rs. 30,000/- plus GST (@Rs. 250/- plus GST per page) which included typing, designing & art work of cover page & all internal pages. The total pages would be approximately 100 in Colour. The College proposed to give printing work of E - magazine for the academic year 2022 - 23 to M/s. Gurumudra Prakashan. The committee approved the same.

**5. To approve the quotation for the E- Prospectus for the academic year 2023 - 2024.**

The IQAC Coordinator elaborated that E- Prospectus for the academic year 2022 - 23 was printed by M/s. Gurumudra Prakashan. The total expenses incurred towards the same was Rs. 21523/-. His work was found satisfactory. Therefore, this year also the College proposed to give printing work of E- Prospectus for the academic year 2023-24 to M/s. Gurumudra Prakashan. The vendor had quoted cost of Rs. 19200/- plus GST (@Rs. 240/- plus GST per page) which included typing, designing & art work of cover page & all internal pages. The committee approved the same.

**6. To approve purchase of 10 computers for Computer laboratory no. 3 and 01 computer for Exam room.**

The IQAC Coordinator informed that Computer laboratory no. 3 was used by students of S.Y.B.Com., T.Y.B.Com., B. Com. (Banking and Insurance), B.M.S., B.Sc. (I.T.), B.A.F. and M.Sc. (I.T.) classes. There were total 30 computers in the laboratory. Out of 30 computers, 20



computers had Dual Core configuration, 5 computers had Core i5 configuration while remaining 5 computers had Core 2 Duo configuration. These 30 computers were purchased in the year 2010 -11. Since then the laboratory had not been upgraded. After 13 years, the depreciation cost of computers was Rs. 10872/-. The 25 computers of configuration Dual Core and Core 2 Duo were now obsolete and needed to be replaced so as to keep pace with the revised syllabus of courses. The College proposed to purchase 10 computers for Computer laboratory no. 3 and one computer for Exam section. The said computers would be assembled like SESCOM. The Configuration of computers to be purchased was as follows –

Intel I5 12<sup>th</sup> Generation, Gigabyte M/B H610M, 8 GB DDR4 RAM, 512 GB SSD M.2 NVEM, Circle S1Lim Cabinet, iball Key + Mouse, 18.5 ACER LED

The estimated expenses to purchase 11 computers were Rs. 4,62,000/- @Rs. 42000/- per computer which includes material and labour charges. The expenses will be borne from Aided and Self – finance sections. The committee approved the same.

#### **7. To approve purchase of 15 Raspberry Pi 2 kits.**

The IQAC Coordinator explained that the College had purchased 15 Raspberry Pi kits in the academic year 2018-19 for 60 students of T.Y.B.Sc. (I.T.). These were not functioning properly and needed to be repaired. For conducting practical for 60 students, there was a requirement to purchase 15 additional Raspberry Pi 2 kits. The estimated expenses were Rs. 56,640/- including 18% GST towards the same. The College proposed to purchase 15 Raspberry Pi 2 kits for conducting practicals for of T.Y.B.Sc. (I.T.) students from M/s. PRAL VR from Self – finance section. The vendor was going to repair Raspberry Pi kits without any extra cost. The committee approved the same.

#### **8. To approve collection of university share in fee structure of reserved category students from the academic year 2023-24.**

The IQAC Coordinator discussed that the College took fee from the reserved category students studying in Aided and Self – finance section as per rules and regulations of

University of Mumbai. The College had to pay compulsory University share of fees of each student in the first term of the academic year. But the fee structure designed by the University did not included University share of fess.

The reserved category students had to apply for scholarship facility online. Once they were sanctioned the scholarship, the grant was directly credited in their bank account which also included University share of fees. The College had to continuously follow up with the students. The College faced difficulty in recovering this share from their account. It was proposed to charge University share of fees for the reserved category students.

Collection of University share in fee structure of reserved category students was as follows

Class	Open Category fee 2023- 24	Reserved Category fee 2022-23	Proposed Reserved category fee 2023-24	Diff
1	2	3	4	5 (4-3)
F.Y.B.COM	6985	3375	5335	1960
S.Y.B.COM	7265	3655	5615	1960
T.Y.B.COM	6615	3005	4965	1960
F.Y.B.A.	6985	4975	6935	1960
S.Y.B.A.	6365	2755	4715	1960
T.Y.B.A.	6615	3905	5865	1960
F.Y.B.B.I.	20385	4275	9535	5260
S.Y.B.B.I	18365	3255	7515	4260
T.Y.B.B.I	19115	3505	8265	4760
F.Y.B.M.S.	19085	4275	8235	3960
S.Y.B.M.S.	18065	3255	7215	3960
T.Y.B.M.S	18815	3505	7965	4460
F.Y.B.Sc (IT)	24985	4275	14135	9860
S.Y.B.Sc (IT)	24865	3655	14015	10360
T.Y.B.Sc (IT)	26615	3905	15765	11860
F.Y.B.A.F.	19385	5275	8535	3260
S.Y.B.A.F.	18765	4655	7915	3260



Class	Open Category fee 2023- 24	Reserved Category fee 2022-23	Proposed Reserved category fee 2023-24	Diff
T.Y.B.A.F.	18615	--	7765	--

The fee in column no. 4 will be collected from reserved category students. The committee approved the same.

#### **9. To sign MoU with Federation of Freight Forwarder's Associations in India.**

The IQAC Coordinator informed that Federation of Freight Forwarders' Associations in India (FFFAI) was the only national body in the field of freight forwarding and logistics, which had representation on international associations like International Federation of Freight Forwarders Associations (FIATA) and International Federation of Freight Brokers Associations (IFCBA).

FFFAI was the Apex Body and the Sole Representative of 30 Member Associations from all over India representing 6500 Customs Brokers. It coordinated the activities of the Custom House Agents' Associations and their members.

The College had organized an International Conference on "International North - South Trade Corridor: India connects Eurasia" on 17<sup>th</sup> February 2023 at University of Mumbai. Mr. Shankar Shinde, Chairman FFFAI, Mr. Dushyant Mulani, Chairman-Elect FFFAI, Mr. Amit Kamat, Vice Chairman FFFAI were present at the inauguration function of our Conference. They had shown interest in signing MoU with our College. The MoU would cover following specific activities:

- i. Conduct of FFFAI concurred Courses in co-operation with SHAILENDRA DEGREE COLLEGE
- ii. Joint research in the areas of common interest.
- iii. Marketing activities to promote the joint course activities.

The College had signed MoU with FFFAI to conduct various courses designed by FFFAI under their expert guidance for the benefit of students on 8<sup>th</sup> March 2023. The period of MoU would be of two years (2023-24 and 2024 -25). The details regarding duration,

resource persons, exam and certification, mode of teaching and fee structure of courses to be offered would be worked out by mutual consent. The committee approved the same.

#### **10. To approve expenses towards Energy Audit.**

The IQAC Coordinator elaborated that Maharashtra Energy Development Agency (MEDA) was a Government of Maharashtra Institution established in 1985. MEDA was working as 'State Nodal Agency' for promotion of renewable energy sources and as 'State Designated Agency' for implementation of Energy Conservation Act, 2001 in the State of Maharashtra.

In order to tap the potential for energy conservation, MEDA had started a "**Save Energy Programme**" to provide financial assistance to eligible organizations for carrying out detailed energy audit at their facilities through empanelled consultants of MEDA. A subsidy as 50% of Energy Audit fee to the maximum limit was Rs. 25000/- was provided as financial assistance.

#### **Eligibility Criteria was as follows:**

- The Unit / facility willing to do detailed energy audit should be situated in Maharashtra State.
- The Unit/ facility should be regular payer of electricity bill
- Energy Audit should be carried out only through MEDA's empanelled consultant.
- In case of Government/ Semi Government/ Government Undertaking/ Local Self Government buildings, the supporting documents to clarify the status would be necessary.

The College carried out Energy Audit from M/s. Saur Engineers and Consultants Pvt. Ltd. as they were registered under MEDA Empanelled Class 'A' Energy Planner & Energy Auditor firm. An amount of Rs. 23600/- had been paid to M/s. Saur Engineers and Consultants Pvt. Ltd. towards expenses of Energy Audit. The College was going to register for the "Save Energy Programme" of MEDA to get subsidy as 50% of Audit fee i.e. Rs. 11800/-. An amount of Rs. 1180/- had been paid to Maharashtra Energy Development Agency (MEDA) as registration fee for the same. M/s. Saur Engineers and Consultants Pvt.



Ltd. conducted Energy Audit on 4<sup>th</sup> February, 2023 and submitted their report to MEDA. There would be a visit by MEDA official for verification of energy audit report. The committee approved the same.

**11. To approve the purchase of stationery for I-card printing for the year 2023-24.**

The IQAC Coordinator explained that quotations were invited to purchase material required for printing lanyard for I-cards. Two vendors M/s. Aximox and M/s. Gurumudra Prakashan were responded. Following is the summary of quotations -

**SUMMARY OF STUDENT I-CARD (2023-24)**

Sr. No.	Particulars	QTY	Gurumudra Prakashan		AXIMOS	
			Rate	Amount	Rate	Amount
1)	ID Card Holder, Hook and Laneyard (with 16mm) with Colour Printing college name and logo (16mm) (As per our last year sample)	1600	35	56000	38	60800
2)	Plan PVC Cards	2000	8.25	16500	4.80	9600
3)	YMCKO full Panel Colour Ribbon (300 Print)	06	4100	24600	2810	16860
4)	Black Monochrome Ribbon (2000 prints)	01	3000	3000	2800	2800
	<b>Total</b>			<b>100100</b>		<b>90060</b>
	GST 18%			18018		16211
	<b>TOTAL</b>			<b>118118</b>		<b>106271</b>

It was decided to propose for approval the quotation of M/s. Aximox as it was lowest of the cost of Rs. 1,06,271/- including GST. The vendor was also the dealer of Evolis Id card printing machine. The College has purchased the same machine for I-card printing. The committee approved the same.

## 12. To approve the Annual Maintenance Contracts (AMCs) of Fire Extinguisher,

### Pest Control and CCTV Camera.

The IQAC Coordinator informed that following AMC has been paid -

Item	Vendor	Quantity	Period	Amount	Last years' AMC rate
Fire Extinguisher	M/s. Shreeji Fire	38 (ABC Type - 31 and CO2 Type - 07)	27/01/2023 - 26/01/2024	Rs. 26330/-	Rs. 26805/-
Pest Control	M/s. BE-GON Pest Control Services		27/8/2022 - 26/2/2023	Rs. 12000/- (for 6 months)	Rs. 24000/- (for 12 months)
CCTV camera	Unisecure System	32	14/5/2022 - 13/5/2023	Rs. 25960/- (Non - comprehensive)	Rs. 25520/- (Non - comprehensive)

Their services have been found to be satisfactory. The committee approved the same.

## 13. To approve expenses towards Student Welfare Fund.

The IQAC Coordinator elaborated that the Student Welfare Fund was used to provide financial assistance to needy and deserving students. Following amount had been collected towards Student Welfare Fund as part of University fees -

Section	Amount in Rs.
Aided	Rs. 30,250/-
Self - finance	Rs. 34,850/-
M.Com., M.Sc. (I.T.)	Rs. 8,000/-

It was proposed to provide financial assistance to two needy students from aided and self-finance section each and one student from M.Com. / M.Sc. (I.T.) section. Following students had been selected for financial assistance from the Student Welfare Fund -

### Aided Courses

Sr. No.	Name of the Student	Class	Amount allotted in Rs.
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1	Karambale Hrutik E.	S.Y.B.Com.	2650
2	Ghanekar Riya R.	S.Y.B.Com.	2650
<b>TOTAL AMOUNT</b>			<b>5300</b>

#### **Self-Finance Courses**

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Class</b>	<b>Amount allotted in Rs.</b>
1	Yadav Poonam	T.Y.B.B.I.	5115
2	Yelgate Swapnaja S.	T.Y.B.B.I.	4650
<b>TOTAL AMOUNT</b>			<b>9765</b>

#### **M.Com.**

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Class</b>	<b>Amount allotted in Rs.</b>
1	Rane Samarth	M.Com. Part I	8000

The College proposed to utilize the balanced fund of Rs. 24950/- of aided section and Rs. 25085/- of self-finance section in purchase of LCD Projector and Barcode reader. The estimated expenses to purchase both the equipment were Rs. 42,750/-. The committee approved the same.

#### **14. To inform about resignation of Asst. Prof. Omkar Sawant, Asst. Prof. Priyanka Patil and Laboratory Attendant Mr. Santosh Rane in the Self – finance section.**

The IQAC Coordinator informed that Asst. Prof. Omkar Sawant had resigned on 11<sup>th</sup> February, 2023 for better prospects. In his place, Ms. Pranali Kavar had been appointed w. e. f. 13<sup>th</sup> February, 2023 till 1<sup>st</sup> May 2023 on a consolidated salary of Rs. 15800/- p. m. Asst. Prof. Priyanka Patil had resigned on 25<sup>th</sup> February 2023. In her place, Ms. Varsha Gawde had been appointed w. e. f. 22<sup>nd</sup> February, 2023 till 30<sup>th</sup> April, 2023 on a consolidated salary of Rs. 20000/- p.m. Laboratory Attendant, Mr. Santosh Rane had resigned on 19<sup>th</sup> February, 2023. In his place, Mr. Durgaraman Guthula had been appointed

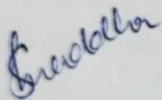
w. e. f. 1<sup>st</sup> April, 2023 till 30<sup>th</sup> April, 2023 on a consolidated salary of Rs. 15000/- p.m. But he had not joined yet. The committee approved the same.

**15. To grant maternity leave to Asst. Prof. Ms. Rupal Dalal of Self - finance section.**

The IQAC Coordinator discussed that Asst. Prof. Ms. Rupal Dalal of Self - finance section had proceeded on Maternity leave from 9<sup>th</sup> March, 2023 till 9<sup>th</sup> June, 2023. She was working on contractual basis since 11<sup>th</sup> June, 2010. She had arranged for financial assistance for Self - finance students to the tune of Rs. 3 lakhs during covid period. By considering her as a special case because of her sincerity and dedication towards work, she was sanctioned paid three months' salary from 9<sup>th</sup> March, 2023 till 9<sup>th</sup> June, 2023. The Hon. Chairman instructed to note that this was one time approval only and could not be applicable to other cases. The committee approved the same.

**16. Any other matter with the permission of the chair.**

There being no other matter, the meeting ended with thanks to the chair.



Dr. Sharaddha Shukla  
IQAC Coordinator



Dr. Swati Pitale  
PRINCIPAL

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



**Action Taken after IQAC meeting of 25<sup>th</sup> February 2023.**

**1. Confirmation of the minutes of the meeting held on 8<sup>th</sup> October 2022.**

The Committee confirmed the minutes of the IQAC meeting held on 8<sup>th</sup> October 2022 and the action taken report thereafter was approved.

**2. To consider receipt and payment statement from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of Regular, Self-finance and P.G. and Ph.D. account.**

The receipt and payment statements from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of regular, self-finance and P.G. and Ph.D. account were approved subject to statutory audit.

**3. To consider re-appointment of Principal Dr. Swati Pitale for second term from 27<sup>th</sup> October 2023 till 26<sup>th</sup> October 2028.**

In the IQAC Committee meeting dated 7<sup>th</sup> January 2023, the proposal of re-appointment of Principal Dr. Swati Pitale for second term from 27<sup>th</sup> October 2023 till 26<sup>th</sup> October 2028 was approved and the resolution was unanimously passed. The letter for requesting allotment of V. C. Nominee (Subject Expert) for constitution of External Peer Review Committee has been submitted to the University of Mumbai.

**4. To approve the quotation for the E- Magazine for the academic year 2022 - 2023.**

Work order for the E- Magazine for the academic year 2022 - 2023 has been given to M/s. Gurumudra Prakashan for an amount of Rs. 30,000/- plus GST (Rs. 250/- plus 18% GST per page). The work of magazine is in progress.

**5. To approve the quotation for the E- Prospectus for the academic year 2023 - 2024.**

Work order for the E- Prospectus for the academic year 2023 - 2024 was given to M/s. Gurumudra Prakashan for an amount of Rs. 19200/- plus GST. The E- Prospectus has been uploaded on College website on 12<sup>th</sup> April 2023. The payment of Rs. 20957/- including 18% GST has been made to M/s. Gurumudra Prakashan from Regular (Rs. 8496/-), Self -

finance (Rs. 8496/-) and P.G. courses (Rs. 3965/-) account. The prospectus was condensed to 74 pages therefore the cost was proportionately reduced.

**6. To approve purchase of 10 computers for Computer laboratory no. 3 and 01 computer for Exam room.**

Eleven computers were purchased from M/s. Classic Computers and Electronics. Payment of 6 computers of Rs. 2,20,062/- including 18% GST has been made from Self – finance account and payment of 5 computers of Rs. 1,83,385/- including 18% GST has been made from Regular courses account to the vendor towards the same. The computer were installed in Computer laboratory no. 3. Out of existing old 10 computers, three computers were shifted to Library, one computer was shifted to NSS room, one computer was shifted to Staff room and one computer was shifted to IQAC room as per their requirement. Two computers have been kept for Kaman and two computers were shifted to SESCOM.

**7. To approve purchase of 15 Raspberry Pi 2 kits.**

13 Raspberry Pi 2 kits were purchased from M/s. PRAL VR from Self – finance section as two kits were not available with the vendor. Payment of Rs. 49,088/- was made to the vendor towards purchase of the same. The vendor repaired the old 11 Raspberry Pi kits without any extra charges. According to the vendor, the remaining 4 old Raspberry Pi kits could not be repaired.

**8. To approve collection of university share in fee structure of reserved category students from the academic year 2023-24.**

The University share for Reserved Category students was included in their fees from the academic year 2023-24. It was mentioned in the Prospectus.

The details are as follows -

Class	Open Category fee 2023- 24	Reserved category fee 2023-24
F.Y.B.COM	6985	5335
S.Y.B.COM	7265	5615



Class	Open Category fee 2023- 24	Reserved category fee 2023-24
T.Y.B.COM	6615	4965
F.Y.B.A.	6985	6935
S.Y.B.A.	6365	4715
T.Y.B.A.	6615	5865
F.Y.B.B.I.	20385	9535
S.Y.B.B.I.	18365	7515
T.Y.B.B.I.	19115	8265
F.Y.B.M.S.	19085	8235
S.Y.B.M.S.	18065	7215
T.Y.B.M.S	18815	7965
F.Y.B.Sc (IT)	24985	14135
S.Y.B.Sc (IT)	24865	14015
T.Y.B.Sc (IT)	26615	15765
F.Y.B.A.F.	19385	8535
S.Y.B.A.F.	18765	7915
T.Y.B.A.F.	18615	7765

The online admission software was updated and the College is collecting the fees from Reserved Category students.

#### **9. To sign MoU with Federation of Freight Forwarders' Associations in India.**

The College had signed MoU with FFFAI on 8<sup>th</sup> March, 2023 to conduct various courses designed by FFFAI under their expert guidance for the benefit of students. The period of MoU would be of two years (2023 -24 and 2024 -25). An Orientation lecture on 'Career in Logistics, Shipping and Supply Chain Management was conducted on 6<sup>th</sup> April 2023 by FFFAI. Students attended the same. The details regarding duration, resource persons, exam and certification, mode of teaching and fee structure of courses to be offered would be worked out by mutual consent.

#### **10. To approve expenses towards Energy Audit.**

The College is waiting for visit by MEDA Officials for verification of Energy Audit report.

**11. To approve the purchase of stationery for I-card printing for the year 2023-24.**

An order of purchase of 1600 I-cards with lace plus holder, 2000 plain thermal cards, 6 packs of colour ribbon and one black monochrome ribbon was placed to M/s. Aximox. The material will be received after first week of May, 2023.

**12. To approve the Annual Maintenance Contracts (AMCs) of Fire Extinguisher, Pest Control and CCTV Camera.**

Following AMC has been paid -

Item	Vendor	Quantity	Period	Amount	Last years' AMC rate
<b>Fire Extinguisher</b>	M/s. Shreeji Fire	38 (ABC Type - 31 and CO2 Type - 07)	27/01/2023 - 26/01/2024	Rs. 26330/-	Rs. 26805/-
<b>Pest Control</b>	M/s. BE-GON Pest Control Services		27/8/2022 - 26/2/2023	Rs. 12000/- (for 6 months)	Rs. 24000/- (for 12 months)
<b>CCTV camera</b>	Unisecure System	32	14/5/2022 - 13/5/2023	Rs. 25960/- (Non - comprehensive)	Rs. 25520/- (Non - comprehensive)

**13. To approve expenses towards Student Welfare Fund.**

Financial assistance was provided to the following students from Student Welfare Fund -

**Aided Courses**

Sr. No.	Name of the Student	Class	Amount allotted in Rs.
1	Karambale Hrutik E.	S.Y.B.Com.	2650
2	Ghanekar Riya R.	S.Y.B.Com.	2650
<b>TOTAL AMOUNT</b>			<b>5300</b>

**Self-Finance Courses**



Sr. No.	Name of the Student	Class	Amount allotted in Rs.
1	Yadav Poonam	T.Y.B.B.I.	5115
2	Yelgate Swapnaja S.	T.Y.B.B.I.	4650
<b>TOTAL AMOUNT</b>			<b>9765</b>

**M.Com.**

Sr. No.	Name of the Student	Class	Amount allotted in Rs.
1	Rane Samarth	M.Com. Part I	8000

Following amount had been utilized towards Student Welfare Fund as part of University fees –

Section	Amount collected	Amount utilized	Balance amount
Aided	Rs. 30,250/-	Rs. 5300/-	Rs. 24950/-
Self - finance	Rs. 34,850/-	Rs. 9765/-	Rs. 25085/-
M.Com., M.Sc. (I.T.)	Rs. 8,000/-	Rs. 8000/-	----

The LCD Projector and Barcode reader were purchased from the balance amount of Student Welfare Fund. Payment of Rs. 35,500/- was made to M/s. Pooja Computers towards purchase of LCD Projector and Payment of Rs. 7250/- was made to M/s. Microtech Solutions towards purchase of Bar Code Reader for library.

**14. To inform about resignation of Asst. Prof. Omkar Sawant, Asst. Prof. Priyanka Patil and Laboratory Attendant Mr. Santosh Rane in the Self – finance section.**

Mr. Durgaraman Guthula was appointed as a Laboratory Attendant w. e. f. 1<sup>st</sup> April, 2023 till 30<sup>th</sup> April, 2023 on a consolidated salary of Rs. 15000/- p.m. But he had not joined duties. A new appointment of Laboratory Attendant would be made for the next academic year 2023-24 on contractual basis.

**15. To grant maternity leave to Asst. Prof. Ms. Rupal Dalal of Self – finance section.**

The three months' paid maternity leave was approved to Asst. Prof. Ms. Rupal Dalal of Self - finance section as a special case from 9<sup>th</sup> March 2023 till 9<sup>th</sup> June 2023.

**16. Any other matter with the permission of the chair.**

**Action Taken after CDC meeting of 8<sup>th</sup> October 2022**

**1. Confirmation of the minutes of the meeting held on 8<sup>th</sup> October 2022.**

The Committee confirmed the minutes of the IQAC meeting held on 8<sup>th</sup> October 2022 and the action taken report thereafter was approved.

**2. To consider receipt and payment statement from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of Regular, Self-finance and P.G. and Ph.D. account.**

The receipt and payment statements from 1<sup>st</sup> April, 2022 till 31<sup>st</sup> January, 2023 of regular, self-finance and P.G. and Ph.D. account were approved subject to statutory audit.

**3. To consider re-appointment of Principal Dr. Swati Pitale for second term from 27<sup>th</sup> October 2023 till 26<sup>th</sup> October 2028.**

In the IQAC Committee meeting dt. 7<sup>th</sup> January, 2023, the proposal of re-appointment of Principal Dr. Swati Pitale for second term from 27<sup>th</sup> October 2023 till 26<sup>th</sup> October 2028 was approved and the resolution was unanimously passed. The letter for requesting allotment of V. C. Nominee (Subject Expert) for constitution of External Peer Review Committee has been submitted to the University of Mumbai.

**4. To approve the quotation for the E- Magazine for the academic year 2022 - 2023.**

Work order for the E- Magazine for the academic year 2022 - 2023 has been given to M/s. Gurumudra Prakashan for an amount of Rs. 30,000/- plus GST (Rs. 250/- plus 18% GST per page). The work of magazine is in progress.

**5. To approve the quotation for the E- Prospectus for the academic year 2023 - 2024.**



Work order for the E- Prospectus for the academic year 2023 - 2024 was given to M/s. Gurumudra Prakashan for an amount of Rs. 19200/- plus GST. The E- Prospectus has been uploaded on College website on 12<sup>th</sup> April 2023. The payment of Rs. 20957/- including 18% GST has been made to M/s. Gurumudra Prakashan from Regular (Rs. 8496/-), Self - finance (Rs. 8496/-) and P.G. courses (Rs. 3965/-) account. The prospectus was condensed to 74 pages therefore the cost was proportionately reduced.

**6. To approve purchase of 10 computers for Computer laboratory no. 3 and 01 computer for Exam room.**

Eleven computers were purchased from M/s. Classic Computers and Electronics. Payment of 6 computers of Rs. 2,20,062/- including 18% GST has been made from Self - finance account and payment of 5 computers of Rs. 1,83,385/- including 18% GST has been made from Regular courses account to the vendor towards the same. The computer were installed in Computer laboratory no. 3. Out of existing old 10 computers, three computers were shifted to Library, one computer was shifted to NSS room, one computer was shifted to Staff room and one computer was shifted to IQAC room as per their requirement. Two computers have been kept for Kaman and two computers were shifted to SESCO.

**7. To approve purchase of 15 Raspberry Pi 2 kits.**

13 Raspberry Pi 2 kits were purchased from M/s. PRAL VR from Self - finance section as two kits were not available with the vendor. Payment of Rs. 49,088/- was made to the vendor towards purchase of the same. The vendor repaired the old 11 Raspberry Pi kits without any extra charges. According to the vendor, the remaining 4 old Raspberry Pi kits could not be repaired.

**8. To approve collection of university share in fee structure of reserved category students from the academic year 2023-24.**

The University share for Reserved Category students was included in their fees from the academic year 2023-24. It was mentioned in the Prospectus.

The details are as follows -

Class	Open Category fee 2023- 24	Reserved category fee 2023-24
F.Y.B.COM	6985	5335
S.Y.B.COM	7265	5615
T.Y.B.COM	6615	4965
F.Y.B.A.	6985	6935
S.Y.B.A.	6365	4715
T.Y.B.A.	6615	5865
F.Y.B.B.I.	20385	9535
S.Y.B.B.I.	18365	7515
T.Y.B.B.I.	19115	8265
F.Y.B.M.S.	19085	8235
S.Y.B.M.S.	18065	7215
T.Y.B.M.S.	18815	7965
F.Y.B.Sc (IT)	24985	14135
S.Y.B.Sc (IT)	24865	14015
T.Y.B.Sc (IT)	26615	15765
F.Y.B.A.F.	19385	8535
S.Y.B.A.F.	18765	7915
T.Y.B.A.F.	18615	7765

The online admission software was updated and the College is collecting the fees from Reserved Category students.

#### **9. To sign MoU with Federation of Freight Forwarders' Associations in India.**

The College had signed MoU with FFFAI on 8<sup>th</sup> March, 2023 to conduct various courses designed by FFFAI under their expert guidance for the benefit of students. The period of MoU would be of two years (2023 -24 and 2024 -25). An Orientation lecture on 'Career in Logistics, Shipping and Supply Chain Management was conducted on 6<sup>th</sup> April 2023 by FFFAI. Students attended the same. The details regarding duration, resource persons,



exam and certification, mode of teaching and fee structure of courses to be offered would be worked out by mutual consent.

**10. To approve expenses towards Energy Audit.**

The College is waiting for visit by MEDA Officials for verification of Energy Audit report.

**11. To approve the purchase of stationery for I-card printing for the year 2023-24.**

An order of purchase of 1600 I-cards with lace plus holder, 2000 plain thermal cards, 6 packs of color ribbon and one black monochrome ribbon was placed to M/s. Aximox. The material will be received after first week of May, 2023.

**12. To approve the Annual Maintenance Contracts (AMCs) of Fire Extinguisher, Pest Control and CCTV Camera.**

Following AMC has been paid -

Item	Vendor	Quantity	Period	Amount	Last years' AMC rate
<b>Fire Extinguisher</b>	M/s. Shreeji Fire	38 (ABC Type - 31 and CO2 Type - 07)	27/01/2023 - 26/01/2024	Rs. 26330/-	Rs. 26805/-
<b>Pest Control</b>	M/s. BE-GON Pest Control Services		27/8/2022 - 26/2/2023	Rs. 12000/- (for 6 months)	Rs. 24000/- (for 12 months)
<b>CCTV camera</b>	Unisecure System	32	14/5/2022 - 13/5/2023	Rs. 25960/- (Non - comprehensive)	Rs. 25520/- (Non - comprehensive)

**13. To approve expenses towards Student Welfare Fund.**

Financial assistance was provided to the following students from Student Welfare Fund -

**Aided Courses**

Sr. No.	Name of the Student	Class	Amount allotted in Rs.
1	Karambale Hrutik E.	S.Y.B.Com.	2650

2	Ghanekar Riya R.	S.Y.B.Com.	2650
<b>TOTAL AMOUNT</b>			<b>5300</b>

#### **Self-Finance Courses**

Sr. No.	Name of the Student	Class	Amount allotted in Rs.
1	Yadav Poonam	T.Y.B.B.I.	5115
2	Yelgate Swapnaja S.	T.Y.B.B.I.	4650
<b>TOTAL AMOUNT</b>			<b>9765</b>

#### **M.Com.**

Sr. No.	Name of the Student	Class	Amount allotted in Rs.
1	Rane Samarth	M.Com. Part I	8000

Following amount had been utilized towards Student Welfare Fund as part of University fees -

Section	Amount collected	Amount utilized	Balance amount
Aided	Rs. 30,250/-	Rs. 5300/-	Rs. 24950/-
Self - finance	Rs. 34,850/-	Rs. 9765/-	Rs. 25085/-
M.Com., M.Sc. (I.T.)	Rs. 8,000/-	Rs. 8000/-	----

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**16. Any other matter with the permission of the chair.**