

STAFF MEETING (2022-23)

Date: 3rd May, 2023

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 13th May, 2023 on 2nd Floor Conference Room

Time: 1.00 pm

Chair: Dr. Pratima Singh - Principal

Agenda of the meeting:

1. To discuss about NAAC / SSR work final status
2. To discuss about FY/SY Result analysis
3. To discuss about FY / SY Admission
4. To discuss about Academic year 2022-23 all documents / files locking by IQAC
5. To discuss about informed Vacation and Reopening of college for next academic year
6. To discuss about AY.2023-24 Planner (Academic plan / Workload allotment)
7. Any other matter with the permission of the chair

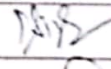
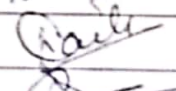
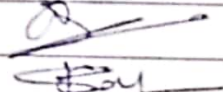
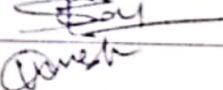
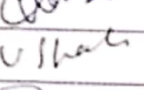
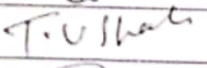

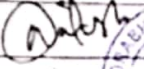



Date: 13th May, 2023

Minutes of the Meeting:

- Meeting was held on 13th May 2023, in the presence of the Principal Dr. Pratima Singh, All HODs & Staff members
- Mr. Umesh Kabadi – IQAC coordinator gave Principal all updates about SSR work completion along with documents stock from 2017-18 to 2022-23
- Dr. Pratima Singh reviewed the Result Analysis of SEM II and IV and told respective faculty's to work upon some loopholes that was witnessed
- Principal told all Hod's to connect with all students on regular basis to complete their admission procedure for next A. Y 2023-24
- Dr. Pratima Singh already informed prior to all faculty's about Summer break from 15th May, 2023 to 29th May, 2023 and reopening on 30th May, 2023 for staff only
- Dr. Pratima Singh told IQAC to prepare Academic Planner for next A.Y 2023-24, also, Ms. Sharlet Bhaskar was given the responsibility to prepare Workload of faculty's with Subject allocations
- Dr. Pratima Singh thanked all staff members for wonderful support towards SSR work completion and for completing A.Y 2022-23 on good note. Also, Principal conveyed best wishes and happy vacation for all staff members
- The meet ended on good note from Principal and staff members

ATTENDANCE of the Staff Members:

No	Name of the staff	Designation	Signature
1	Dr. Pratima Singh	I/C Principal	
2	Ms. Manali Naik	Staff Secretary / BAMMC Coordinator	
3	Ms. Sharlet Bhaskar	Bcom Coordinator	
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	
5	Mr. Umesh Kabadi	BMS Coordinator	
6	Mr. Tushar Shah	BAF Coordinator	
7	Mr. Ravi Vishwakarma	BFM Coordinator	
8	Mr. Nilesh Shukla	BBI Coordinator	
9	Mr. Krishnakanth Pandey	Bcom Staff member	



	Dr. Pratibha Jhadhav	Bcom Staff member	<i>Pratibha</i>
	Ms. Neha Mishra	Bcom Staff member	<i>Neha</i>
12	Ms. Seema Negi	Bsc. IT Staff member	<i>Seema</i>
13	Mr. Vijay Rawool	Bsc. IT Staff member	<i>Vijay</i>
14	Mr. Rajesh M	Bsc. IT Staff member	<i>Rajesh</i>
15	Ms. Khushali Gupta	Bsc. IT Staff member	<i>Khushali</i>
16	Dr. Anita Pandey	BMS Staff member	<i>Anita</i>
17	Ms. Swaranjeet Kaur	BMS Staff member	<i>Swaranjeet</i>
18	Ms. Shalini	BMS Staff member	<i>Shalini</i>
19	Mr. Vicky Kukreja	BAF Staff member	<i>Vicky</i>
20	Ms. Jalpa Dave	BAF Staff member	<i>Jalpa</i>
21	Mr. Nitesh S	BBI / BFM Staff member	<i>Nitesh</i>
22	Mr. Avdhesh Yadav	BAMMC Staff member	<i>Avdhesh</i>
23	Ms. Sushmita Rajpurohit	BAMMC Staff member	<i>Sushmita</i>
24	Mr. Sunil Ubale	Librarian	<i>Sunil</i>
25	Mr. Snehal Sambhar	Library - Staff member	<i>Snehal</i>



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STAFF MEETING (2022-23)

Date: 27th February, 2023

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 3rd March 2023, on 2nd Floor, Conference Room

Time: 11.00 am sharp

Chair: Dr. Pratima Singh - Principal

Agenda of the meeting:

1. To discuss about NAAC Work
2. To discuss about FY/SY Regular & Atkt Examination
3. To discuss Files / Documentation work for current year 2022-23
4. To discuss about TY Project work
5. To review about Khwaish Fest / Long IV Tour
6. Any other matter with the permission of the chair



Date: 4th March, 2023

Minutes of the Meeting:

- Meeting was held on 3rd March 2023, in the presence of the Principal Dr. Pratima Singh, All HODs & Staff members
- Ms. Sharlet Bhaskar Examination convener informed all about SEM I and SEM III Regular and Atkt examination conduct, as allotted duties accordingly
- Dr. Pratima Singh - Principal informed Mr. Umesh Kabadi - IQAC coordinator to take the review of all Departmental files and committee files completion status
- Dr. Pratima Singh discussed about conduct for TY Project VIVA (Black Book) and informed all HOD's to finalize the projects with all procedures
- Dr. Pratima Singh asked Mr. Awadesh Yadav - Convener to give brief on Annual Intercollegiate Fest Khwaish also, Mr. Umesh Kabadi briefed upon successful completion of Long Tour IV (Chandigarh - Kullu - Manali)
- The meet ended on good note from Principal and staff members

ATTENDANCE of the Staff Members:

Sr. No	Name of the staff	Designation	Signature
1	Dr. Pratima Singh	IC Principal	
2	Ms. Manali Nair	Staff Secretary / BAMMC Coordinator	
3	Ms. Sharlet Bhaskar	Bcom Coordinator	
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	
5	Mr. Umesh Kabadi	BMS Coordinator	
6	Mr. Tushar Shah	BAJ Coordinator	
7	Mr. Ravi Vishwakarma	BFM Coordinator	
8	Mr. Nitesh Shukla	BB1 Coordinator	
9	Mr. Krishnakant Pandey	Bcom Staff member	
10	Dr. Pratibha Jadhav	Bcom Staff member	
11	Ms. Neha Mishra	Bcom Staff member	
12	Ms. Seema Negi	Bsc. IT Staff member	
13	Mr. Vijay Rawool	Bsc. IT Staff member	



	Mr. Rajesh M	Bsc. IT Staff member	Rajesh
	Ms. Khushali Gupta	Bsc. IT Staff member	Khushali
16	Dr. Anita Pandey	BMS Staff member	Anandey
17	Ms. Swaranjeet Kaur	BMS Staff member	Swaran
18	Ms. Shalini	BMS Staff member	Shalini
19	Mr. Vicky Kukreja	BAF Staff member	Vicky
20	Ms. Jalpa Dave	BAF Staff member	Jalpa
21	Mr. Nitesh S	BBI / BFM Staff member	Nitesh
22	Mr. Avdhesh Yadav	BAMMC Staff member	Avdhesh
23	Ms. Sushmita Rajpurohit	BAMMC Staff member	Sushmita
24	Mr. Sunil Ubale	Librarian	Sunil
25	Mr. Snehal Sambhar	Library – Staff member	Snehal



STAFF MEETING (2022-23)

Date: 2nd December, 2022

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 7th December, 2022. Venue: Conference Room, 2nd floor

Time: 1.00 pm sharp

Chair: Dr. Pratima Singh - Principal

Agenda of the meeting:

1. To discuss about status of AQAR working
2. To discuss about Annual Intercollegiate Fest Khwaish
3. To discuss about BBI and BFM coordinator
4. To discuss about Industrial Visit
5. To discuss about TY University Examination & OSM
6. Any other matter with the permission of the chair

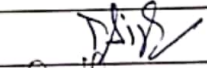
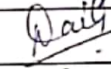
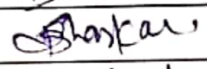
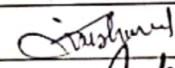
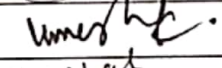
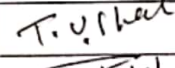
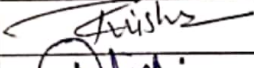
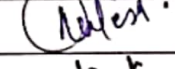

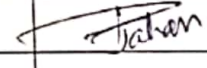
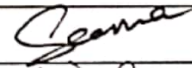
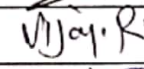




Date: 8th December, 2022

Minutes of the Meeting:

- Meeting was held on 7th December, 2022, in the presence of the Principal Dr Pratima Singh, All HODs & Staff members
- Principal Dr Pratima Singh commenced the meet with taking review about AQAR for 2021-22 Academic year and informed all about Flow plan for NAAC preparation
- Principal introduced Asst. Prof. Nilesh Shukla as new BBI coordinator and Asst. Prof. Ravi Vishwakaram as BFM coordinator
- Mr. Umesh Kabdai IV convener informed all about Long Tour finalization to Chandigarh – Kullu – Manali for 7 N/8D, with 112 students registrations
- Ms. Sharlet Bhaskar – Examination convener informed all about TY SEM V Examination Invigilator duty and to start on immediate basis with OSM paper assessment
- The meet ended on good note from Principal and staff members

ATTENDANCE of the Staff Members:

Sr. No	Name of the staff	Designation	Signature
1	Dr. Pratima Singh	I/C Principal	
2	Ms. Manali Naik	Staff Secretary / BAMMC Coordinator	
3	Ms. Sharlet Bhaskar	Bcom Coordinator	
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	
5	Mr. Umesh Kabadi	BMS Coordinator	
6	Mr. Tushar Shah	BAF Coordinator	
7	Mr. Ravi Vishwakarma	BFM Coordinator	
8	Mr. Nilesh Shukla	BBI Coordinator	
9	Mr. Krishnakanth Pandey	Bcom Staff member	
10	Dr. Pratibha Jhadhav	Bcom Staff member	
11	Ms. Neha Mishra	Bcom Staff member	
12	Ms. Seema Negi	Bsc. IT Staff member	
13	Mr. Vijay Rawool	Bsc. IT Staff member	
14	Mr. Rajesh M	Bsc. IT Staff member	
15	Ms. Khushali Gupta	Bsc. IT Staff member	



	Dr. Anita Pandey	BMS Staff member	<i>[Signature]</i>
	Ms. Swaranjeet Kaur	BMS Staff member	<i>[Signature]</i>
8	Ms. Shalini	BMS Staff member	<i>[Signature]</i>
19	Mr. Vicky Kukreja	BAF Staff member	<i>[Signature]</i>
20	Ms. Jalpa Dave	BAF Staff member	<i>[Signature]</i>
21	Mr. Nitesh S	BBI / BFM Staff member	<i>[Signature]</i>
22	Mr. Avdhesh Yadav	BAMMC Staff member	<i>[Signature]</i>
23	Ms. Sushmita Rajpurohit	BAMMC Staff member	<i>[Signature]</i>
24	Mr. Sunil Ubale	Librarian	<i>[Signature]</i>
25	Mr. Snehal Sambhar	Library - Staff member	<i>[Signature]</i>



Staff meet.

Agenda for Staff meeting on 7th December, 2022

conducted
on 13/12/22

- ① AGAR / SSR working status.
- ② Extension of time for Naac work (7.20 am to 3.00 pm)
- ③ Xmas vacation (Working on 26th / 27th / 28th / 29th Dec)
Break only on (30th & 31st Dec).
Rejoining 1st Jan, 2023
- ④ Events Register (No Documents) In spite Reminders.
- ⑤ Announcement of Nilesh Shukla as BBI coord^r.
- ⑥ " Tushar Shah as overall coordⁿ (BAF/BBI/BFM)
- ⑦ Ravi as only BFM coordⁿ.
- ⑧ Revised SSR - Criteria leads / Team.
- ⑨ I.V - compulsory from each stream minimum (10-15) students.
- ⑩ Daily Reporting / Signing @ IGAC only before leaving for the day.



P.T.O.

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- ⑪ No Absenteesim during T4's University Examination
- ⑫ Osm-paper checking.



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STAFF MEETING (2022 - 23)

Date: 6th June, 2022

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 13th June, 2022, Monday at Staffroom

Time: 1.00 pm sharp

Chair: Dr. Pratima Singh - Principal

Agenda of the meeting:

1. To discuss about New Academic year planning
2. To discuss about AQAR work
3. To discuss about ICT teaching plan via Online lectures
4. To discuss about Formation of committees
5. Any other matter with the permission of the chair

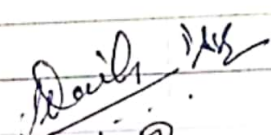
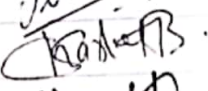
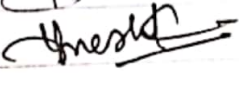
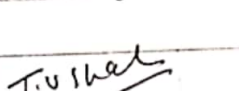
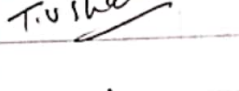
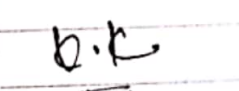
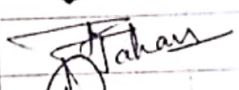
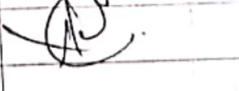
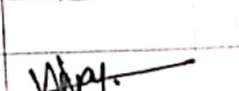
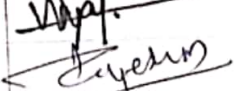
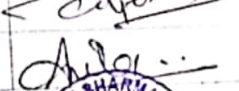





Date: 13th June, 2022

Minutes of the Meeting:

- Meeting was held on 13th June, 2022, in the presence of the Principal Dr Pratima Singh, All HODs & Staff members
- Principal Dr Pratima Singh commenced the meet by introducing new Staff Secretary i.e., Ms Manali Naik
- Principal Dr. Pratima Singh took review from all hods about each departments functioning i.e Workload distribution along with Events planner for 1st half of the semester
- Umesh K – IQAC coordinator informed all about Criteria wise Work allotment for AQAR of 2020-21 year
- Manali Naik – Staff Secretary discussed and informed all about committee formation and their respective role, to go ahead with event conduct and documentation
- The meet ended on good note from Principal and staff members

ATTENDANCE of the Staff Members:

Sr. No	Name of the staff	Designation	Sign
1	Dr. Pratima Singh	I/C Principal	
2	Ms. Manali Naik	Staff Secretary / BAMMC Coordinator	
3	Ms. Sharlet Bhaskar	Beom Coordinator	
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	
5	Mr. Umesh Khabadi	BMS Coordinator	
6	Mr. Tushar Shah	BAF Coordinator	
7	Mr. Ravi Vishwakarma	BBI / BFM Coordinator	
8	Mr. Krishnakanth Pandey	Beom Staff member	
9	Dr. Pratibha Jadhav	Beom Staff member	
10	Ms. Neha Mishra	Beom Staff member	
11	Ms. Deepti Parab	Bsc. IT Staff member	
12	Mr. Vijay Rawool	Bsc. IT Staff member	
13	Mr. Rajesh M	Bsc. IT Staff member	
14	Dr. Anita Pandey	BMS Staff member	



	Ms. Neelam Agarwal	BMS Staff member	
	Dr. Vaishali Rajput	BMS Staff member	← Rajput
17	Mr. Vicky Kukreja	BAF Staff member	
18	Ms. Ganashree	BBI / BFM Staff member	gan
19	Ms. Vency Nadar	BAMMC Staff member	Wma
20	Mr. Avdhesh Yadva	BAMMC Staff member	8Fz
21	Mr. Sunil Ubale	Librarian	
22	Mr. Snehal Sambhar	Library – Staff member	Snehal





Date:-3rd June, 2022

NOTICE

The meeting of the IQAC for the first half of Academic year (2022-23) is to be held on 8th June, 2022 at 11 am on 2nd floor in Conference room to transact the following Agenda.

AGENDA

1. To read and approve the minute of the earlier meeting held on 28th April, 2022.
2. To discuss and approve the revised composition of IQAC from the Academic Year 2022 - 23 onwards.
3. To discuss AQAR 2021-22 Preparation and documentation
4. To discuss on appointment of Feedback Committee & its Members.
5. To discuss formation of IQAC members and new committees and clubs/Associations.
6. To discuss various certificate programs to be conducted during the current academic year.
7. To strengthen alumni activities
8. To discuss on upcoming Academic planning for the year 2022-2023.
9. To celebrate Aazadi ka Amrut Mahotsav
10. To celebrate various National & International Days
11. Any other matter with the permission of the chair.

Mr. Umesh Kabadi
IQAC Coordinator



Dr. Pratima Singh
I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Commerce & Science
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 022-45266020

Date: - 9th June, 2022

MINUTES

The minutes of the meeting of IQAC for the academic year (2022-23) held on 8th June, 2022 at 11:00 am on 2nd floor in Conference room.

Dr. Pratima Singh was requested to take the chair and the following members were present.

Sr. No.	Designation	Names
1.	Chairperson	• I/C Principal Dr. Pratima Singh
2.	Teacher to represent all level	• Mr. Sandeep Vishwakarma • Mr. Tushar Shah • Mr. Vicky kukreja • Dr. Anita Pandey • Ms. Manali Naik • Mr. Sunil Ubale
3.	Member from the management	• Smt. Manju Prashant Sharma
4.	Senior Administrative Staff	• Mr. Deepak Salvi
5.	Nominee from each Society/ Student/ Alumni	• Mr. Shreyas Lingsur
6.	Nominees from Employers/ Industrialists/ Stakeholders	• Mr. Shreepad Parkhe • Mr. Kirtan Shah
7.	One of the Senior Teacher as the Coordinator/ Director of the IQAC:	• Mr. Umesh Kabadi

1. The minutes of an earlier meeting held on 28th June, 2022 were read and confirmed.
2. Dr. Pratima Singh discussed the smooth functioning of college in the previous academic year 2021-2022.
3. Dr. Pratima Singh shared details regarding the background and qualifications of the newly appointed member. Following this, the committee deliberated on the rationale behind the addition of the new member, and subsequently, all committee members unanimously approved the inclusion of Mr. Tushar Shah, Mr. Vicky kukreja, Dr. Anita


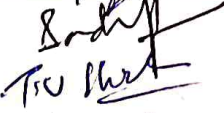
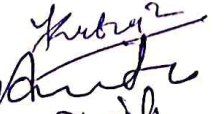
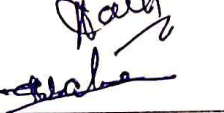
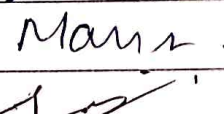
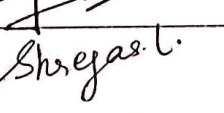
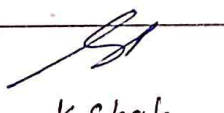
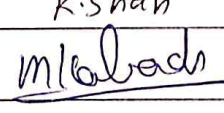







Pandey

4. All the IQAC committee member decided to submit AQAR 2021- 22 within the given time and framework. the IQAC coordinator explain the action plan for collecting information and data from various departments and preparation of the AQAR draft which support you documents and web link.
5. IQAC Members appointed Feedback committee & External members of the IQAC recommended analysis of feedback & adoption of necessary measures by the principal.
6. Mr. Umesh Kabadi provided a comprehensive discussion and informed everyone about the establishment of clubs and associations aimed at enhancing student development.
7. Head of the department should prepare mentor- mentee list for 2022-23
8. Dr. Pratima Singh informed IQAC coordinator to plan certificate programs for all course for the current academic year 2022-23. Principal was authorised to sign the MOUs.
9. Committee members discussed about activities to be conducted under alumni association, planning of alumni meet, appeal for contribution to institute, Utilisation of students alumni fund for admission of poor students etc. were suggested
10. Mr. Umesh Kabadi was given the responsibility to prepare academic calendar for 2022-23
11. IQAC Member decided to conduct various programs for celebration of Aazadi ka Amrut Mahotsav
12. As an integral part of learning & building a strong cultural belief in a students. It was decided to celebrate events & festival throughout the year.
13. The meeting was ended with the Vote of Thanks to the chair.



Members present for the IQAC Meeting held on 8th June, 2022.

Names	Signature
• I/C Principal Dr. Pratima Singh	
• Mr. Sandeep Vishwakarma	
• Mr. Tushar Shah	
• Mr. Vicky kukreja	
• Dr. Anita Pandey	
• Ms. Manali Naik	
• Mr. Sunil Ubale	
• Smt. Manju Prashant Sharma	
• Mr. Deepak Salvi	
• Mr. Shreyas Lingsur	
• Mr. Shreepad Parkhe	
• Mr. Kirtan Shah	
• Mr. Umesh Kabadi	



Date: 1st October, 2022

NOTICE

The meeting of the IQAC for the academic year (2022-23) is to be held on 8th October, 2022. The meeting would be conducted at 11 am sharp on the 2nd floor, Conference room to transact the following Agenda.

AGENDA

1. To read and approve the minutes of an earlier meeting held on 8th June, 2022.
2. To review AQAR 21-22 before uploading
3. To discuss about certificate programmes proposed
4. To review various events conducted in the college by the Committees and Departmental Club.
5. To review about placements and career guidance cell activities and planners.
6. To Discuss best outgoing student award
7. Any other matter with the permission of the chair



Mr. Umesh Kabadi
IQAC Coordinator



Dr. Pratima Singh
I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Commerce & Science
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 022-45266020

Date: 9th October, 2022

MINUTES

The minutes of the meeting of IQAC for the academic year (2022-23) held on 8th October, 2022 at 11 am on 2nd floor Conference room.

Dr. Pratima Singh was requested to take the chair and the following members were present.

Sr. No.	Designation	Names
1.	Chairperson	• I/C Principal Dr. Pratima Singh
2.	Teacher to represent all level	• Mr. Sandeep Vishwakarma • Mr. Tushar Shah • Mr. Vicky kukreja • Dr. Anita Pandey • Ms. Manali Naik • Mr. Sunil Ubale
3.	Member from the management	• Smt. Manju Prashant Sharma
4.	Senior Administrative Staff	• Mr. Deepak Salvi
5.	Nominee from each Society/ Student/ Alumni	• Mr. Shreyas Lingsur • Mr. Aldron Coelho
6.	Nominees from Employers/ Industrialists/ Stakeholders	• Mr. Shreepad Parkhe
7.	One of the Senior Teacher as the Coordinator/ Director of the IQAC:	• Mr. Umesh Kabadi

1. The minutes of an earlier meeting held on 8th June, 22 were read and confirmed.
2. Principal Dr. Pratima Singh discussed about NAAC, due year i.e. October, 2023 & informed about completion of AQAR (21-22) work on priority basis.
3. Final review of AQAR 21-22 data & Supporting documents was taken by IQAC. Suggestion were taken into consideration by the respective criterion coordinators
4. Mr. Umesh Kabadi provided an update to the committee members regarding the ongoing certificate programs across different streams. Committee members expressed appreciation for the efforts put forth in conducting these programs and acknowledged their value in enhancing student skills and employability



5. IQAC coordinator informed Members about some prime activities and events conducted by various committee /Clubs from June to October, 2022.

- B.Sc.IT –Tech- Wizard PPT presentation event on “Start Up India”
- Guest Lecture By Mr. Kevin Harding on Branding Solution/ Career Pathway
- Intra College PPT Presentation competition on startup India
- Guest lecture by Mr. Ashish Rana on career prospects in Media-photography/ sound video editing
- Health Checkup Campaign in association with Rotary Club of Mumbai Laker
- Guest & Guidance Session by Mr. Gaurav Sharma, Executive editor, Powai News on ‘College to Corporate’
- BAMMC department organized One day Educational Visit to Whistling Woods.
- Guest lecture by Ms. Tejaswini Patwardhan on Importance of Reading Habits
- One day national level intercollegiate webinar on Webinar on Cyber Awareness by Ms. Vibha Singh
- IQAC and Research Cell conducted “Career Path and Building Skills in Computing Research”. by Prof- C. Mehrotra Faculty, IBS
- Five days Student Development Program in association with Bombay Stock Exchange
- One day visit to DD House (Doordarshan) , Bombay Stock Exchange and Reserve Bank of India
- One day FDP on ‘Health Care Need’ in association with Quantum Corp Health Pvt. Ltd.
- One day IPR session by Adv. Gunjan Despande (DPIIT – IPR Chair) & Ms. Poorva Sharma (Research Asst. DPIIT- IPR Chair)
- Dr. Pratima Singh appreciated all coordinators efforts for successful conduct of DSR (Department Social Responsibility) like “Clean Diwali Green Diwali”- Donation of Old Cloth, Toys, Shoes and utility Items, All Members Present in the meeting appreciated about the Social work done by the Departments

Committee members commended the efforts of the organizing team in planning and executing these activities, noting their relevance and effectiveness in achieving organizational goals.


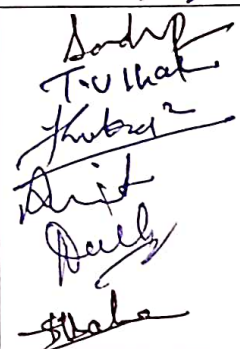
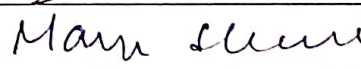

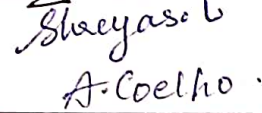

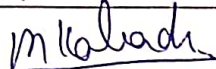
6. Placement & Carrer Guidance Cell Convenor Ms. Manali Naik informed Committee members about various sessions conducted for competitive exams & job readiness



session.

7. As per the college tradition, it has been resolved to award other accolades and honors alongside the Students of the Year for the academic year 2022-23. The responsibility for managing these awards also lies with the IQAC coordinator.
8. As there was no other matter, meeting ended on good and positive note

Members Present for IQAC meeting held on 8th October, 2022

Names	Signature
• I/C Principal Dr. Pratima Singh	
• Mr. Sandeep Vishwakarma	
• Mr. Tushar Shah	
• Mr. Vicky kukreja	
• Dr. Anita Pandey	
• Ms. Manali Naik	
• Mr. Sunil Ubale	
• Smt. Manju Prashant Sharma	
• Mr. Deepak Salvi	
• Mr. Shreyas Lingsur	
• Mr. Aldron Coelho	
• Mr. Shreepad Parkhe	
• Mr. Umesh Kabadi	




Date: 6th January, 2023

NOTICE

The meeting of the IQAC for the academic year (2022-23) is to be held on 13th January, 2023. The meet would be conducted at 11am - 2nd floor conference Room to transact the following Agenda.

Agenda

1. To read and approve the minutes of earlier meeting held on 8th October, 2022.
2. To discuss and review about NAAC work second cycle work in process.
3. To compile and verify IIQA Submission
4. To Discuss and start data compilation for SSR
5. To review Update of SSR
6. To Discuss about faculty research Activities
7. To update Institute website
8. To plan activities to be conducted in NSS camp
9. To plan placement drive
10. To Conduct various sports activities
11. Arrange Parents Teachers meeting
12. Any other matter with the permission of the chair.



Mr. Umesh Kabadi
IQAC Coordinator



Dr. Pratima Singh
I/C **PRINCIPAL**
Chandrabhan Sharma College
of Arts, Commerce & Science
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 022-45266020

Date: 14th January 2023

MINUTES

The minutes of the meeting of IQAC for the academic year (2022-23) held on 13th January, 2023 at 11 am on 2nd floor Conference room .

Dr. Pratima Singh was requested to take the chair and the following members were present.

Sr. No.	Designation	Names
1.	Chairperson	• I/C Principal Dr. Pratima Singh
2.	Teacher to represent all level	• Mr. Sandeep Vishwakarma • Mr. Tushar Shah • Mr. Vicky kukreja • Dr. Anita Pandey • Ms. Manali Naik • Mr. Sunil Ubale
3.	Member from the management	• Smt. Manju Prashant Sharma
4.	Senior Administrative Staff	• Mr. Deepak Salvi
5.	Nominee from each Society/ Student/ Alumni	• Mr. Aldron Coelho
6.	Nominees from Employers/ Industrialists/ Stakeholders	• Mr. Shreepad Parkhe • Mr. Kirtan Shah
7.	One of the Senior Teacher as the Coordinator/ Director of the IQAC:	• Mr. Umesh Kabadi

1. To read and approve the minutes of earlier meeting held on 3rd October, 2022
2. Mr. Umesh Kabadi IQAC Coordinator informed about NAAC work second cycle work in process, current status to Dr. Pratima Singh and to all IQAC members.
3. The committee taken review of data of IIQA submission and necessary recommendation were given. It was unanimously decided to upload IIQA at the earliest.
4. After submission of 5th AQAR 2021-22, it was decided to start data compilation for SSR, new SSR guideline and data templates were shared among the Criterion coordinators.
5. Mr. Kirtan Shah suggestion for preparation of SSR & advised to visit & consult other



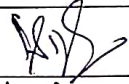
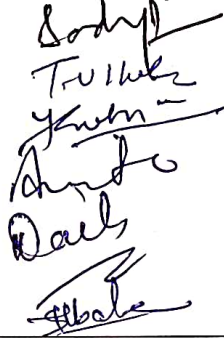
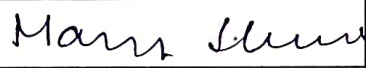
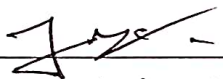
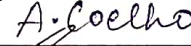

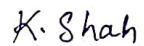
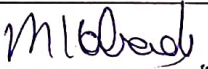


institutions with A++ grade.

6. principal Dr. Pratima Singh and management represented Smt. Manju Prashant Sharma instructed that all the faculties should involve the cell in research activities Such as paper Publication in Scopus/ UGC Care Listed journals, funded research project etc.
7. Before submission of IIQA it was decided to update Institute website. for this collection of departmental profile, personal biodata in prescript format, student supports system information etc. was suggested
8. Tushar Shah NSS Program officer informed members about 1 week NSS Camp and list of activities and duration of camp was decided an activities for each day where plant and communicated.
9. Manali Naik informed members about Job Fair to be conducted on 24th Feb, 2023. Considering need of job oppournities for the students and alumni, organisation of placement drive was planned. The decision was taken to call industries for recruitment.
10. IQAC Team unanimously decided to conduct sports activites, provide necessary facilities for sports & organize competitions for the students
11. with the objective of healthy interaction with parents and to convey them students' academic performance, it was resolved to organised parents need in the last week
As there was no other matter, meeting ended on good note with vote of thanks



Members Present for the IQAC meeting held on 13th January, 2023

Names	Signature
• I/C Principal Dr. Pratima Singh	
• Mr. Sandeep Vishwakarma	
• Mr. Tushar Shah	
• Mr. Vicky Kukreja	
• Dr. Anita Pandey	
• Ms. Manali Naik	
• Mr. Sunil Ubale	
• Smt. Manju Prashant Sharma	
• Mr. Deepak Salvi	
• Mr. Aldron Coelho	
• Mr. Shreepad Parkhe	
• Mr. Kirtan Shah	
• Mr. Umesh Kabadi	



Date:- 19th April 2023

NOTICE

The meeting of the IQAC for the academic year (2022-23) is to be held on 22nd April, 2022.
The meet would be conducted at 11 am - 2nd floor, conference room to transact the following

AGENDA

1. To read and approve the minutes of earlier meeting held on 13th January 2023
2. To make final review of SSR
3. To apprise the members on revised NAAC Guidelines and Standard Operating Procedure and accordingly plan for features on the website.
4. To submit feedback analysis report on syllabus to University of Mumbai.
5. To discuss & review extension activities
6. To conduct appraisal for teaching and Non teaching staff
7. To review functional MoU's of the institution
8. To discuss FEP conducted by department
9. To prepare a plan (2023-24) for the institution.
10. Any other matter with the permission of the chair.



Mr. Umesh Kabadi
IQAC Coordinator





Dr. Pratima Singh
I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Commerce & Science
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 022-45266020

Date:- 22nd April, 2023**MINUTES**

The minutes of the meeting of IQAC for the academic year (2022-23) held on 22nd April 2023 at 11 am on 2nd floor Conference room

Dr Pratima Singh was requested to take the chair and the following members were present.

Sr. No.	Designation	Names
1.	Chairperson	• I/C Principal Dr. Pratima Singh
2.	Teacher to represent all level	• Mr. Sandeep Vishwakarma • Mr. Tushar Shah • Mr. Vicky kukreja • Dr. Anita Pandey • Ms. Manali Naik • Mr. Sunil Ubale
3.	Member from the management	• Smt. Manju Prashant Sharma
4.	Senior Administrative Staff	• Mr. Deepak Salvi
5.	Nominee from each Society/ Student/ Alumni	• Mr. Shreyas Lingsur • Mr. Aldron Coelho
6.	Nominees from Employers/ Industrialists/ Stakeholders	• Mr. Kirtan Shah
7.	One of the Senior Teacher as the Coordinator/ Director of the IQAC:	• Mr. Umesh Kabadi

1. The minutes of earlier meeting held on 9th Jan, 23 were read and confirmed.
2. Each Criterion coordinator explain the status of their respective criteria and assured about immediate finalisation of SSR data
3. IQAC Coordinator apprised the members of the revised NAAC guidelines that includes revised metrics, value added courses, experiential learning etc. IQAC Coordinator also briefed all on the SOP that involves criteria wise specifications to be considered for the Preparation & Submission of SSR. These guidelines and processes involve changes in website content and features that need to be incorporated as part of data availability and transparency.
4. The feedback on curriculum received was analysed & discussed to upload on college




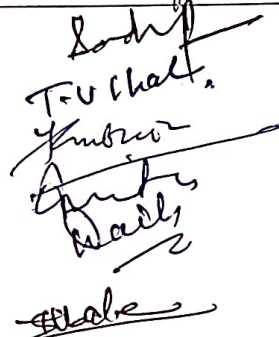
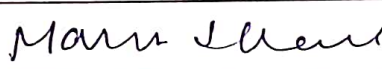

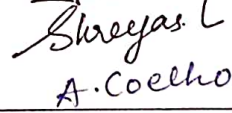
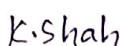
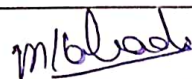
website along with ATR. feedback analysis report collected from stakeholders on curriculum of all programs was decided to forward to University of Mumbai for further necessary action.

5. The IQAC coordinator explain the extension activities organised by the college. the details were briefed and presented to the committee. the committee members were satisfied about the programs conducted in collaboration with accuracy by various department of the institution.
6. It was unanimously decided to conduct appraisal for teaching and non-teaching staff using prescribed format prepared by the institution.
7. The discussion was head on the significance of collaborative activities under MoU's. the committee agreed to increase the more activities under each MoU's of the institution. The IQAC coordinator brief members about significant activities organised by the various departments
8. IQAC Members expressed enthusiasm about the initiative and emphasized the importance of continuous learning and development for faculty members. Plans for promoting the Faculty Exchange Program and encouraging participation were discussed.
9. Planning of the next academic year 2023-24 was done. the committee members suggested recommendation as per this. as per national education policy (NEP) 2020 necessary changes were suggested.

As there was no other matter, meeting ended on good note, with vote of thanks.



Members Present for the IQAC meeting held on 22nd April, 2023

Names	Signature
• I/C Principal Dr. Pratima Singh	
• Mr. Sandeep Vishwakarma • Mr. Tushar Shah • Mr. Vicky kukreja • Dr. Anita Pandey • Ms. Manali Naik • Mr. Sunil Ubale	
• Smt. Manju Prashant Sharma	
• Mr. Deepak Salvi	
• Mr. Shreyas Lingsur • Mr. Aldron Coelho	
• Mr. Kirtan Shah	
• Mr. Umesh Kabadi	





Smt. Durgadevi Sharma Charitable Trust's

Chandrabhan Sharma College

of Arts, Commerce & Science

(Hindi Linguistic Minority Institution)

(Affiliated to the University of Mumbai)

Accredited by NAAC 'B+'

Date: 1st June, 2022

NOTICE

Notice is hereby given for the college development committee meeting to be held on 6th June, 2022 at 11.00 a.m in the college conference Room to transact the following agenda:

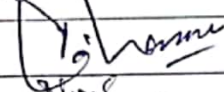


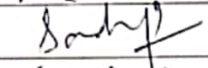
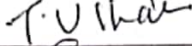
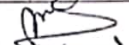
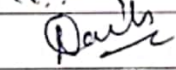
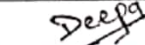
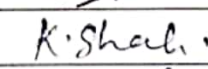
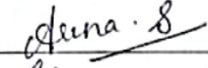
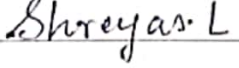
AGENDA

1. To Discuss and approve the minutes of the previous meeting held on 30th April, 2022
2. To discuss and approve the revised composition of College Development Committee (CDC) from the Academic Year 2022 -2023 onwards.
3. Discuss and finalise certificate courses for students in all programmes for the current academic year.
4. Authorization for the Acquisition of Computers
5. Discuss on Various Initiatives to be Undertaken by Each Department in the Initial Semester of the Academic Year.
6. Discuss & approve library budget for the year
7. To discuss on Commencement of a Vocational Skill Development Course.
8. Discuss & Approve Online International research conference
9. Any other matter with the permission of the chair.

Prin. Dr. Pratima Singh
Member Secretary, CDC

MINUTES

The College Development Committee meeting was held on 6th June, 2022. Shri. Prashant Sharma was requested to take the chair. The following members were present.

Name	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Umesh Khabadi	
Mr. Sandeep Vishwakarma	
Mr. Tushar Shah	
Ms. Sharlet Bhaskar	
Ms. Manali Naik	
Ms. Deepa Gamare	
Mr. Kirtan Shah	
Dr. Aruna Singham	
Mr. Shreyas Lingsur	

1. Mr. Himanshu Sharma, Principal Dr. Ajay Bhamare & C.A Ashutosh Shrivastav informed there inability to attend the meeting and were granted leave of absence
2. Discussed & approved minutes of the previous meeting held on 30th April, 2022
3. Dr. Pratima Singh provided insights into the background and expertise of the new member. The committee discussed the reasons for including the new member, committee member unanimously accepted the inclusion of Ms. Sharlet Bhaskar in CDC
4. The Committee members proposed several certificate courses which would increase students' employability skills, to be held in the first term of the academic year 2022-23. Principal was authorised to sign the MOUs.
5. For the current academic year, the committee was informed of the need to purchase computers and

a few other pieces of equipment to improve the teaching and learning process. The requirement was approved.

6. Dr. Pratima Singh & representatives from each department presented their planned initiatives for the upcoming academic semester. The discussions encompassed a range of activities aimed at enhancing academic, research, and administrative aspects within each department.
7. The committee engaged in a detailed discussion regarding the library budget, considering various aspects such as resource allocation, expenditure priorities, and potential cost-saving measures. Post discussion budget was approved
8. Dr. Pratima informed committee member about starting up of Beautician Course in association of Rotary Club under Vocational Skill Development Course
9. Dr. Pratima Singh informed about organizing 8th International Multidisciplinary E-Conference On "National Education Policy 2020: Focus on Learning and Student Centric Education System (Issues & Challenges)". The same was approved.
10. As there was no other matter the meeting was ended with a vote of thanks to the chair.





Smt. Durgadevi Sharma Charitable Trust's

Chandrabhan Sharma College

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Accredited by NAAC 'B+'


Date: 22nd September, 2022

NOTICE

Notice is hereby given for the College Development Committee meeting to be held on that 1st October, 2022 at 11:00 am in the college conference Room to transact the following agenda:

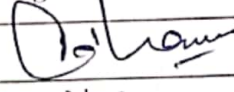


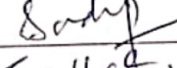
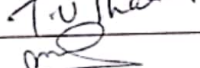

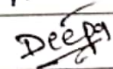
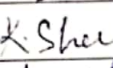
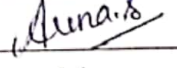
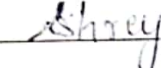
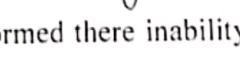
AGENDA

1. To discuss and approve the minutes of the meeting held on 6th June, 2022
2. Discussed progress of preparation AQAR 2021-22
3. To inform about successful organizing of Blood Donation Drive
4. Discussed progress of preparation of Annual Inter-collegiate Cultural fest Khwaish.
5. Discuss on Participation in NIRF Ranking
6. Discuss & approve on more students centric webinars
7. Discussion on conduction of various FDP
8. Any other matter with the permission of the chair.


Prin. Dr. Pratima Singh
Member Secretary, CDC

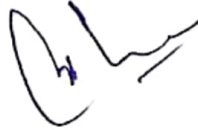
MINUTES

The college development committee meeting was held on 1st October, 2022. Shri. Prashant Sharma was requested to take the chair. The following members were present.

Name	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Umesh Kabadi	
Mr. Sandeep Vishwakarma	
Mr. Tushar Shah	
Ms. Sharlet Bhaskar	
Ms. Manali Naik	
Ms. Deepa Gamare	
Mr. Kirtan Shah	
Mrs Aruna Singham	
Mr. Shreyas Lingsur	

1. Mr. Himanshu Sharma, Principal Dr. Ajay Bhamare informed there inability to attend the meeting and were granted leave of absence
2. Discussed & approve the minutes of the earlier meeting held on 6th June, 2022
3. The Draft AQAR for the year 2021-22 as per the revised format was presented. Suggestion was given by the members for improving the presentation
4. Tushar Shah informed committee members about Blood Donation Drive organized in association with Nair Hospital- Mumbai Central

5. Dr. Pratima Singh informed all that annual cultural fest 'Khwaish' will be conducted on 13th & 14th January, 2023 & the status of the preparation were informed to the members
6. Committee members were informed about The National Institutional Ranking Framework (N.I.R.F.) is an initiative of M.H.R.D. to rank the academic institutions as per predefined parameters. The college will be participating in the same
7. Mr. Umesh Kabadi informed the committee members about the ongoing certificate program across different streams. Committee members suggested to organize webinars regarding research methodology, IPR, entrepreneurship for improving research aptitude among the students and make them employable. Dr. Pratima Singh informed committee members about various curricular & Co-curricular activities college has planned to conduct for students for their overall development.
8. All members discussed about the conduction of various FDP for the development of faculties & suggested that all must have to attend the same of the other institute also motivate the students to attend the same. The expenditure of FDP will be paid by the institute.
9. As there was no other matter the meeting was ended with a vote of thanks to the chair.





Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Commerce & Science
(Hindi Linguistic Minority Institution)
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NAAC Accredited


Date: 2nd January, 2023

NOTICE

Notice is hereby given for the College Development Committee meeting to be held on that 7th January, 2023 at 11:00 am in the college conference Room to transact the following agenda:

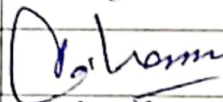
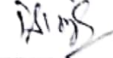
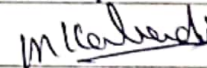
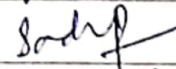
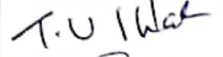
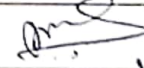
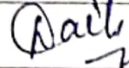

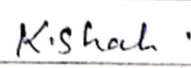
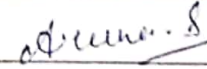
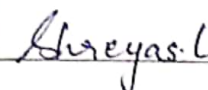
AGENDA

1. To Discuss & approve the minutes of the previous meeting held on 1st October, 2022
2. Approval of Income & Expenditure A.Y 2021 -2022
3. Discuss & approve Students Freeship/ Scholarship.
4. To Inform on AQAR 2021-22
5. To discuss regarding the allocation of seed funding for teachers to support research, publication, and career progression.
6. To discuss status of NAAC re-accreditation Work
7. To discuss about renovation of I.T Lab & increase it seating capacity
8. To discuss about Campus Placement Drive programme- Job Fair
9. To Inform & discuss about UDAAN Fest
10. Any other matter with the permission of the chair.


Prin. Dr. Pratima Singh
Member Secretary, CDC

MINUTES

The college development committee meeting was held on 7th January, 2023. Shri. Prashant Sharma was requested to take the chair. The following members were present

Name	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Umesh Kabadi	
Mr. Sandeep Vishwakarma	
Mr. Tushar Shah	
Ms. Sharlet Bhaskar	
Ms. Manali Naik	
Ms. Deepa Gamare	
Mr. Kirtan Shah	
Mrs Aruna Singham	
Mr. Shreyas Lingsur	

1. Discussed & approve the minutes of the previous meeting held on 1st October, 2022
2. Mr. Himanshu Sharma, Principal Dr. Ajay Bhamare & C.A Ashutosh Shrivastav informed there inability to attend the meeting and were granted leave of absence
3. The Chairperson presented an overview of the Income & Expenditure statement, highlighting the revenue and expenses incurred during the specified academic year.
4. Committee members discussed about the freeship/ scholarship which the college will offer to



financially disadvantaged students. All the committee members concurred.

5. IQAC coordinator informed committee members regarding timely submission of AQAR 2021-22, also Committee members were thanked for their active participation and valuable input.
6. Discussion took place regarding the provision of seed funding for teachers to support research, publication, and career progression. The proposal garnered unanimous approval from all committee members.
7. The IQAC incharge informed that NAAC Preparation is well underway. This was followed by PPT Presentation on progress of NAAC Presentation by each criteria in-charge. IQAC incharge informed tentative month of submitting IIQA would be March 2023.
8. Dr. Pratima Singh discussed the need for the renovation of the I.T Lab, considering factors such as infrastructure improvements, aesthetic enhancements, and the overall user experience. The committee expressed optimism that the proposed renovation and seating capacity increase would significantly contribute to the overall improvement of I.T Lab, providing an enhanced learning and research environment for the college community.
9. Ms. Manali Naik informed members regarding Campus Placement Drive (Job Fair) which will be organized by college Placement & Career Counseling Cell on 24th Feb, 2023
10. Dr. Pratima Singh informed members about Annual Extension Work Festival- UDAAN which will be organized by University of Mumbai in association with the college on 28th January, 2023
11. As there was no other matter the meeting was ended with a vote of thanks to the chair.





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Date: 17th April, 2023

NOTICE

Notice is hereby given for the college development committee meeting to be held on that 22nd April, 2023 at 11:00 am in the college conference Room to transact the following agenda:

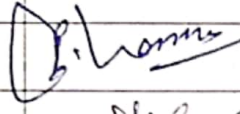

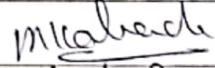
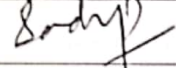
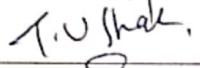
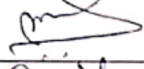
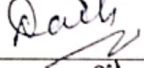
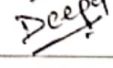
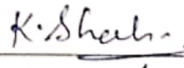
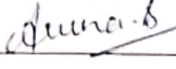
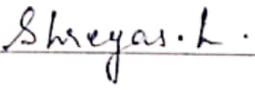
AGENDA

1. To read and approve the minutes of the previous meeting held on 7th Jan, 2023
2. To inform about submission of IIQA
3. Discussion on the Renovation of the Library and Increasing Seating Capacity
4. Discuss about installation of Solar Panel
5. To Inform about Sports achievement by college students.
6. Discuss about Campus Placement Drive conducted by college
7. Discuss on Report of Feedback Committee
8. Discuss on student freship/Scholarship
9. Discuss on E-Governance Report
10. Any other matter with the permission of the chair.

Prin. Dr. Pratima Singh
Member Secretary, CDC

MINUTES

The College Development Committee meeting was held on 22nd April, 2023. Shri. Prashant Sharma was requested to take the chair. The following members were present.

Name	Signature
Mr. Prashant Sharma	
Dr. Pratima Singh	
Mr. Umesh Kabadi	
Mr. Sandeep Vishwakarma	
Mr. Tushar Shah	
Ms. Sharlet Bhaskar	
Ms. Manali Naik	
Ms. Deepa Gamare	
Mr. Kirtan Shah	
Mrs Aruna Singham	
Mr. Shreyas Lingsur	

1. Discussed & approve the minutes of the previous meeting held on 7th January, 2023
2. Mr. Himanshu Sharma, Principal Dr. Ajay Bhamare & C.A Ashutosh Shrivastav informed there inability to attend the meeting and were granted leave of absence
3. IQAC Coordinator informed the committee about the successful completion of the Internal Quality Assurance (IIQA) & also informed about the initiation of preparations for the 2nd cycle of NAAC

accreditation. Committee members discussed the key components of the NAAC accreditation process and identified roles and responsibilities.

4. Committee members engaged in a detailed discussion on the proposed renovation plans. Dr. Pratima Singh provided insights into the specific requirements and challenges faced by the Library. The Committee approved the Library renovation project and the increase in seating capacity.
5. Dr. Pratima Singh presented the proposal for the installation of solar panels. Committee members discussed by highlighting the positive environmental impact and long-term cost savings. The committee approved the installation of solar panels after taking into consideration location, obtaining necessary permits, coordinating with contractors, and finalizing the budget.
6. Dr Pratima Singh informed all about sports achievement of securing Third Position in Swimming at National Level(Male category) , Third position in Swimming in swimming at All India Inter University Level (Male Category), First Position in Swimming at Inter Collegiate Level (Male Category)
7. Committee members were briefed on the Job Fair organized by the College. They were provided with information on the positive response received from corporate entities participating in the event.
8. The principal presented the report from the Feedback Committee in the meeting.
9. Committee members discussed about freship/Scholarship to be provided to needy/financial poor students for the year 2021-22. Committee members approved the same in the meet
10. The principal deliberated on the E-Governance Report of the college, and a copy of it was subsequently submitted to the College Management.
11. As there was no other matter the meeting was ended with a vote of thanks to the chair.

