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Academic year
2019-20

Schedule of IQAC Meetings:

Meeting No.	Date
IQAC Meeting No. 1	27/07/2019
IQAC Meeting No.2	12/10/2019
IQAC Meeting No. 3	08/02/2020
IQAC Meeting No.4	06/06/2020

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Notice of 1st Meeting of RIQAC to be held on

27th July 2019 at 11.30am in Conference room

NOTICE is hereby given that the 1st meeting of RIQAC for the academic year 2019-20 of Ramnarain Ruia Autonomous College will be held on 27th July 2019 at 11.30am

in Conference room, First Floor, Ramnarain RuiaAutonomous College,Matunga,

Mumbai-400019

Agenda

Agenda. No. 1: Confirmation of the minutes of the 3rd meeting of RIQAC held on 16thApril 2019 at 11.00am.

Current status: The minutes of the 3rd meeting of RIQAC held on 16th April 2019 at 11.00am,have been circulated to the members. No comments were received.

Action requested: To confirm the minutes.

Agenda No. 2: Reporting the actions taken on the decisions taken in the3rd meetingofIQAC

2.1 To establish a centre for competitive exams

College has established a centre for preparing students for various competitive exams (Ruia Academy for Competitive Examinations).

2.2 To strengthen the international collaboration and credit transfer

College has signed a MoU with **Indiana University of Pennsylvania 23, April 2019.**

In May 2019 the third batch of students from our institution visited Indiana Universityof Pennsylvania, USA for summer exploration programme in Biotechnology. Total 16students (both UG & PG) and two faculty members- Ms. Supriya Kale &Mr. Sachin Rajagopalan were part of the programme which was held from 12th May 2019 to 11th June 2019. In past three years, 79 students and three faculty members from Ruia have successfully completed the training.

24 students along with 2 staff members visited 7 universities in the state ofPennsylvania, US, under the MoU with Penn Hub from 28th Oct to 8th Nov 2018.

TWO students Niharika Jaokar (S.Y.B.A.) and Jeroz Makhania (S.Y.B.Sc.) participated in a programme (8 weeks starting from May, 2019) at "International" Summer Undergraduate Research Institute (iSURI), West Chester University, USA.

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2.3 To strengthen the administrative activities.

College has procured customised College Management system which is being usedfor all the admission process for 2019-20.

Agenda No. 3: To discuss the Plan of Action for the current Academic year(2019-20)

Plan of Action for the Academic year (2019-20)

Areas that require special focus

3.1 Curricular Aspects:
- o To undertake a workshop on 'Curriculum Design and Development"
- o To conduct an Induction programme for the newly appointed teachers
- o To conduct an Internal Academic Audit

3.2 Teaching, Learning and Evaluation:
- o To organise training for innovations in teaching-learning process(FDP)
- o To enhance internship among UG/PG courses

3.3 Research Innovation and Extension:

- o To organise training on URKUND(Anti-plagiarism software) web training
- o To organise a seminar on Research
- o To organise activities for students on IPR
- o To conduct common course work for newly registered Ph D students
- o To strengthen the activities of RCIIE
- o To strengthen the Institute- Industry interphase (collaborative projects/ Internship, summer training, field exposure, curriculum, employment)
- o To undertake various extension activities through Urban study centre

3.4 **Infrastructure and Learning Resources:**
- o To carry forward the infrastructure development as proposed under the RUSA grant
- o To procure Interactive learning system
- o To develop learning resources for MOOC
- o To initiate activities to promote Swach Bharat Abhiyaan

3.5 Student support and progression
- o To conduct Induction programme for the students as per the UGC guidelines
- o To encourage the departments to organise workshops for Skill development
- o To widen the activities of Ruia Academy for Competitive exams
- o To strengthen the activities of Centre for Mindfulness and wellbeing to enhance Life skills& Responsiveness to social issues
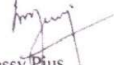- o To conduct skill development programmes for visually challenged students

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③

3.6 Governance, Leadership and Management:
- o To streamline the administrative procedures through the CMS
- o To introduce Biometric attendance system for students
- o To explore the method/s of data acquisition for Accreditation through customised software

3.7 Institutional Values
- o To organise activities to reduce plastic use in campus-3Rs
- o To organise lab safety workshop for laboratory support staff
- o To conduct a Fire audit

Agenda No. 4: Any other items with permission of the chair
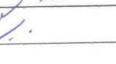
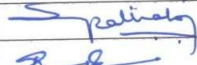Dr.Jessy Pius
Coordinator, IQAC
Date: 22ndJuly 2019
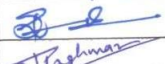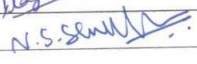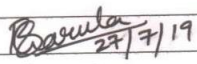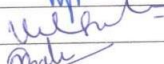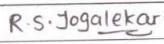
Dr.Anushree Lokur
Principal, Convenor, IQAC

I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Matunga, Mumbai-19

IQAC 1st Meeting

Held on Saturday, July 27th 2019 at 11.30am in Alumni Hall

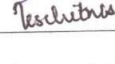| Sr. No	IQAC Members	Signature
1.	Dr. Anushree Lokur (Convener)	
2.	Mr. S. M. Deole (Member of the Managing Council, S.P. Mandali, Pune)	
3.	Dr. Jessy Pius (Coordinator)	
4.	Dr. Sucheta Ketkar (Vice Principal, Dean – Academics)	
5.	Dr. Manish Hate (Vice Principal)	
6.	Prof. (Dr.) Sunita Shailajan (Dean-Research Consultancy & Innovation)	
7.	Dr. Sujata Suvarnapatki (Dean- Academics)	
8.	Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)	
9.	Dr. Pradeep Waghmare (Students' Council)	
10.	Dr. Varsha Shukla (Co- Coordinator, IQAC)	N.S.Shukla
11.	Prof. (Dr.) Louiza Rodrigues (Faculty)	
12.	Dr. Sasikumar Menon (Faculty)	
13.	Dr. Bhavna R. Narula (Faculty)	Bavula 27/7/19
14.	Dr. Urmila Moon (Faculty)	
15.	Dr. Vaibhavi Palsule (Faculty)	
16.	Dr. Kamini Donde (Faculty)	
17.	Dr. Kanchan Chitnis (Faculty)	Kschitnis
18.	Ms. Varsha Malwade (Faculty)	
19.	Mr. Sudarshan Agre (I/C Registrar)	
20.	Mr. Sachin Tendulkar (Alumni)	Tendulkar
21.	Mr. Vinayak Deshpande (Employer)	
22.	Mr. Ulhass Nimkar (Industrialist)	
23.	Ms. Asmita Bhide (Stakeholder)	
24.	Mr. Shubham Borse (Student Representative)	
25.	Ms. Rasika Jogalekar (Student Representative)	R.S.Jogalekar.

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Minutes of the 1ˢᵗ meeting of the IQAC held on 27th July 2019

The 1ˢᵗ Meeting of the IQAC of Ramnarain Ruia Autonomous College for the Academic year 2019-20 was held on 27th July 2019 at 11.00am in Alumni Hall

The following members attended the meeting

1. Dr. Sucheta Ketkar (Vice Principal)
2. Dr. Manish Hate (Vice Principal)
3. Dr. Jessy Pius (Coordinator)
4. Dr. Varsha Shukla (Co Coordinator)
5. Dr. KaminiDonde (Co Coordinator)
6. Dr. Sujata Suvarnapathki (Dean Academics)
7. Dr. Sunil D. Shankhadarwar (Examination Coordination Committee)
8. Dr. Bhavna R. Narula (Faculty)
9. Dr. Vaibhavi Palsule (Faculty)
10. Dr. Urmila Moon (Faculty)
11. Dr. Kanchan Chitnis (Faculty)
12. Dr. Pradeep Waghmare (Faculty)
13. Mr. Ulhas Nimkar (Industrialist)
14. Dr. Sachin Tendulkar (Alumnus)
15. Ms. Rasika Joaglekar (Student Representative)

Leave of absence was granted to Dr. Anushree Lokur, Mr. S M Deole, Prof. Louiza Rodrigues, Prof. Sunita Shailajan , Dr. Sasikumar Menon , Ms. Varsha Malwade, Ms. Asmita Bhide and Mr. Shubham Borse as they communicated their unavailability due to personal reasons.

Dr. Varsha Shukla started the meeting with the following deliberations.

Agenda. No. 1: Confirmation of the minutes of the 3ʳᵈ meeting of RIQAC held on 16th April 2019 at 11.00am.

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

Agenda No. 2: Reporting the actions taken on the decisions taken in the3ʳᵈ meeting of IQAC

2.1 To establish a centre for competitive exams

College has established Ruia Academy for Competitive Examinations, a centre for preparing students for various competitive exams. Under this the department of Microbiology has started an activity, 'Vyakhya' to train TYBSc students for competitive exams.

2.2 To strengthen the international collaboration and credit transfer

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Principal, Dr. Lokur and Dean Academics, Dr. Suvarnapatki had visited Harrisburg University, IUP and Mount Mary Community College in the state of Pennsylvania, US in April 2019. During this visit the College has signed a MoU with **Indiana University of Pennsylvania on 23, April 2019.**

In May 2019, the third batch of students from our institution visited Indiana University of Pennsylvania, USA for summer exploration programme in Biotechnology. Total 16 students (both UG & PG) and two faculty members- Ms. Supriya Kale & Mr. Sachin Rajagopalan were part of the programme which was held from 12th May 2019 to 11th June 2019. In past three years, 79 students and three faculty members from Ruia have successfully completed the training.

24 students along with 2 staff members visited 7 universities in the state of Pennsylvania, US, under the MoU with Penn Hub from 28th Oct to 8th Nov 2018.

Two students Niharika Jaokar (S.Y.B.A.) and Jeroz Makhania (S.Y.B.Sc.) participated in a programme (8 weeks starting from May, 2019) at "International" Summer Undergraduate Research Institute (iSURI), West Chester University, USA.

2.3 To strengthen the administrative activities.

College has procured customised College Management system which is being used for all the admission process for 2019-20.

Agenda No. 3:To discuss the Plan of Action for the current Academic year(2019-20)

Plan of Action for the Academic year (2019-20)

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Areas that require special focus

3.1. Curricular Aspects:
- Under autonomy since the departments are designing their own curriculum, it is essential to maintain the quality and contemporary relevance. IQAC will be conducting a workshop on 'Curriculum Design and Development"
- To conduct an Induction programme for the newly appointed teachers
    - Dr. Sachin Tendulkar suggested that the newly appointed teachers should know the objectives of Induction programme and it should be function specific and domain specific.
    - Mr. Nimkar suggested that at the end of the induction programme weshould check its effectiveness
- To conduct an Internal Academic Audit
    - IQAC would be conducting and internal Academic audit between 16-19th Sept 2019

Resolved that IQAC will conduct a workshop on curriculum design and also an internal Academic audit and reports will be given to each department. Regarding Induction programme for the newly appointed teachers it was resolved that IQAC internal members will meet shortly to frame an objective and finalise specific topics and resource persons.

3.2 Teaching, Learning and Evaluation:
- To organise training for innovations in teaching-learning process (FDP)

    - IQAC will continuously organise training sessions for the faculty of various innovative teaching, learning techniques and change the role as facilitator.
    - Dr.Urmila suggested whether we can start teaching assistance ship to students of higher class.

- To enhance internship among UG/PG courses

    - It was suggested that departments should encourage internships and implement it more effectively.
    - Mr. Nimkar suggested that it is essential to benchmark, have a defined scope and objective and a time frame for all activities planned by IQAC.

3.3 Research Innovation and Extension:
- To organise training on URKUND (Anti-plagiarism software) web training
    - Organised a web training session on URKUND and planned registration of all research guides.

- To organise a seminar on Research
    - IQAC will be organising a seminar in the month of Nov or Dec 2019

- To organise activities for students on IPR
    - IQAC to suggest the IPR cell to organise the activity for all UG and PG

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students

- o To conduct common course work for newly registered Ph D students
  - Concerned departments will be framing the PhD coursework and get it passed in the BoS

- o To strengthen the activities of RCIIE

- o To strengthen the Institute- Industry interphase (collaborative projects/ Internship, summer training, field exposure, curriculum, employment)
  - Mr. Nimkar suggested that such activities should be explored and implemented in a time bound manner.
- o To undertake various extension activities through Urban study centre
  - Mr. Nimkar said that to Strengthen the activities of urban study centre, each department should propose 2-3 projects

3.4 Infrastructure and Learning Resources:
- o Dr. Sucheta Ketkar informed the gathering about the planned and implemented infrastructure development under the RUSA grant and also about procuring Interactive learning system

- o To develop learning resources for MOOC
  - Mr.Nimkar suggested that each department should have two such courses

- o To initiate activities to promote Swach Bharat Abhiyaan- Dr. pius informed that the IQAC planned to conduct cleaning drive in November and February.

3.5 Student support and progression
- o To conduct Induction programme for the students as per the UGC guidelines
  - Induction Program was organized for FYBSc students and is planned for M.sc part 1 in the month of August. College has collaborated with 'Round Glass Foundation' for the same.

- o To encourage the departments to organise workshops on Skill development
  - IQAC has planned a survey from students to identify areas for skill development that they would like to be trained for and the activities will be planned accordingly

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- o To widen the activities of Ruia Academy for Competitive exams
    - Dept. of Chemistry and Botany also plan to initiate activities under Ruia Academy for Competitive exams. Mr. Waghmare also communicated to the members about a collaboration with Vivekanand Prabodhini which is in the pipeline.
- o To strengthen the activities of Centre for Mindfulness and wellbeing to enhance Life skills& Responsiveness to social issues
    - The IQAC plans to communicate to the centre to conduct sessions on Stress management for students.
    - Mr. Nimkar suggested whether we can have a help line system for the students. Ms. Rasika suggested an NGO that could help to create a help line.
- o To conduct skill development programmes for visually challenged students

- **Governance, Leadership and Management:**
    - o To streamline the administrative procedures through the College Management System
    - o To introduce Biometric attendance system for students
    - o To explore the method/s of data acquisition for Accreditation through customised software

- **Institutional Values**
    - o To organise activities to reduce plastic use in campus
        - Environment Awareness Committee has contacted Bisleri regarding recycling of plastic bottles
    - o To organise lab safety workshop for laboratory support staff
    - o To conduct a Fire audit
        - Dr. Tendulkar suggested that along with fire audit we also should find out how much time an ambulance will take to reach Ruia? And also a third party to reach Ruia

Agenda No. 4: Any other items with permission of the chair
- Mr. Nimkar suggested that this Academic year before filling the NIRF ranking we must go through the score sheet of the top 10 colleges
- Also IQAC discussed about the new Scheme of UGC' Paramarsh and CARE

Dr.Jessy Pius
Coordinator, IQAC
28th July 2019

Dr.Aunshree Lokur
I/C Principal, Convenor, IQAC
I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Notice of 2ⁿᵈ Meeting of RIQAC to be held on

12ᵗʰ October 2019 at 11.30am in Conference room

NOTICE is hereby given that the 2ⁿᵈ meeting of RIQAC of the academic year 2019-20 will be held on **12ᵗʰ October 2019** at 11.30am in Conference room.

Agenda

Agenda. No. 1: To review and confirm the minutes of the 1ˢᵗ meeting of RIQAC held on 27ᵗʰJuly 2019 at 11.30 am.

Current status: The minutes of the 1ˢᵗ meeting of RIQAC held on 27ᵗʰ July 2019 at 11.30 am., have been circulated to the members. The corrections received are incorporated.

Action requested: To confirm the minutes.

Agenda No. 2: Reporting the actions taken on the decisions taken in the 1ˢᵗ meetingof IQAC

2.1 Curricular Aspects:
- An Induction programme was conducted for the newly appointed teachers (19 permanent and 14 full time temporary teachers) on 17ᵗʰ , 18ᵗʰ of September and 9ᵗʰ of October 2019. The areas for the Induction programme was selected based on the UGC quality mandate. Feedback also was collected from the participants at the end of the session for each resource person separately. After analysis, based on the feedback the areas for the continuation of the Induction programme will be planned.
- An Internal Academic Audit will also be conducted by IQAC from 10ᵗʰ to 12ᵗʰ October 2019.

2.2 Teaching, Learning and Evaluation:
o   Our college will be organising a short term course on e-content development from 19ᵗʰ November to25th November 2019, under RUSA in association with UGC HRD Centre, University of Mumbai

2.3 Research Innovation and Extension:
o   To organise training on URKUND (Anti-plagiarism software) web training
  ▪ Organised a web training session on URKUND and registered all research guides and also departmental heads. Research guides have already started using the software for their Ph D students. The project proposal and the final project report submitted by the students of Post graduation was also checked for similarity using urkund software from this Academic year.

- To conduct common course work for newly registered Ph D students
  - Common PhD coursework syllabus was passed by the concerned Departments in their BoS and also it was passed in the Academic councilmeeting conducted on 5th October 2019.
- To strengthen the activities of RCIIE
  - RCIIE took an online survey to narrow down the area of students interest. Based on the feedback analysis the cell will plan the activities.

- To undertake various extension activities through Urban study centre
  - Urban study centre has already initiated the activities they planned under the proposal submitted to RUSA. A report of their activities will be submitted to IQAC by December 2019.

2.4 Student support and progression

- To promote Swach Bharat Abhiyaan, Students council in collaboration with the NSS and NCC units of the College organised a cleaning drive on 1st October 2019. IQAC has planned to internalise and institutionalise this activity.
- Students council in collaboration with the NSS and NCC units is promoting Fit Ruia activity on behalf of Fit India Initiative by organising Marathon and also College is planning to start Yoga as a special activity.
- To conduct Induction programme for the students as per the UGC guidelines Induction Program was organized for FY, SY, TY and also for M.Sc part I & II students on 8th, 9th, 10th July 2019 and 30th August 2019.College hascollaborated with 'Round Glass Foundation' for the same.
- To encourage the departments to organise workshops on Skill development
  - In Council of HoDs meeting Principal, Dr. Anushree Lokur informed the Heads of the department s to submit a proposal to organise workshopson Skill development under RUSA grant.
- To widen the activities of Ruia Academy for Competitive exams
  - Dept of Chemistry, Microbiology, Botany, Life Science, Zoology andBiotechnology has initiated this activity under Ruia Academy for Competitive exams. College is also planning to have collaboration with Vivekanand Prabodhini in this regard.

2.5 Institutional Values

- To organise activities to reduce plastic use in campus
  - Environment Awareness Committee contacted Bisleri Company regarding recycling of plastic bottles and have installed a cabinet to collect the plastic bottles.
- To organise lab safety workshop for laboratory support staff
  - A lab safety workshop is scheduled on 12th October for the laboratory support staff by Department of Chemistry.

2.6 Any other items with permission of the chair

- College has registered for participating in NIRF
- College also will be applying for the new Scheme of UGC' Paramarsh
- UGC CARE list is circulated among the faculty
- College has also applied for a new UGC scheme- STRIDE Component -1, Which is for enhancing research culture in HEI

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Agenda No. 3: Topics of discussion

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

3.3: Reviewing the duties allotted to criterion members and submission of AQAR

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

Dr.Jessy Pius
Coordinator, IQAC
7th October 2019

Dr. Aunshree Lokur
I/C Principal, Convenor, IQAC
I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Ramnarain Ruia Autonomous College
Matunga, Mumbai-19

IQAC 2nd
Meeting

Held on Saturday, October 12, 2019 at 11.30am in Conference Hall

Sr. No	IQAC Members	Signature
1.	Dr. Anushree Lokur (Convener)	Anushree
2.	Mr. S. M. Deole (Member of the Managing Council, S.P. Mandali, Pune)	
3.	Dr. Jessy Pius (Coordinator)	Jessy
4.	Dr. Sucheta Ketkar (Vice Principal, Dean – Academics)	
5.	Dr. Manish Hate (Vice Principal)	B.
6.	Dr. Mohsina Mukadam (Dean-Research Consultancy & Innovation)	Hdee
7.	Dr. Sujata Suvarnapatki (Dean- Academics)	pallaby
8.	Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)	
9.	Dr. Pradeep Waghmare (Students' Council)	Waghman
10.	Dr. Varsha Shukla (Co- Coordinator, IQAC)	
11.	Prof. (Dr.) Louiza Rodrigues (Faculty)	Roch
12.	Dr. Sasikumar Menon (Faculty)	Sasikumar
13.	Dr. Bhavna R. Narula (Faculty)	Barula
14.	Dr. Urmila Moon (Faculty)	Myn
15.	Dr. Vaibhavi Palsule (Faculty)	
16.	Dr. Kamini Donde (Faculty)	Donde
17.	Dr. Kanchan Chitnis (Faculty)	Usdutes
18.	Ms. Varsha Malwade (Faculty)	
19.	Mr. Sudarshan Agre (I/C Registrar)	
20.	Mr. Sachin Tendulkar (Alumni)	
21.	Mr. Vinayak Deshpande (Employer)	
22.	Mr. Ulhass Nimkar (Industrialist)	
23.	Ms. Asmita Bhide (Stakeholder)	
24.	Mr. Shubham Borse (Student Representative)	Shubham R. Borse
25.	Ms. Rasika Jogalekar (Student Representative)	

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Minutes of the second meeting of the IQAC held on 12th October 2019

The 2nd IQAC meeting was held on 12th October 2019 in conference room at 11.30 am.

The following members attended the meeting

1. Dr. Anushree Lokur (Principal)
2. Dr. Jessy Pius (Coordinator)
3. Dr. Manish Hate (Vice Principal)
4. Dr. Sujata Suvarnapatki (Dean Academics)
5. Dr. Mohsina Mukadam (Dean-Research, Consultancy and Innovation)
6. Dr. Sunil D. Shankhadarwar (Examination Coordination Committee)
7. Dr. Pradeep Waghmare (Incharge-Students Council)
8. Dr.Varsha Shukla (Co-Coordinator)
9. Dr. Kamini Donde (Co- Coordinator)
10. Prof. Louiza Rodrigues (Faculty)
11. Dr. Sasikumar Menon (Faculty)
12. Dr. Bhavna R. Narula (Faculty)
13. Ms.Varsha Malwade (Faculty)
14. Dr. Vaibhavi Palsule (Faculty)
15. Dr. Urmila Moon (Faculty)
16. Dr. Kanchan Chitnis (Faculty)
17. Mr. Shubham Borse (Student Representative)
18. Mr. Sudarshan Agre (I/c Registrar)

Leave of absence was granted to, Mr. S M Deole, Dr. Sucheta Ketkar, Mr. Ulhas Nimkar, Dr. Sachin Tendulkar, Ms. Asmita Bhide, Mr. Vinayak Deshpande and Ms. Rasika Joaglekar as they communicated their unavailability due to personal reasons.

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

Agenda No. 1: Confirmation of the minutes of the 1stmeeting of RIQAC held on 27th July 2019 at 11.00am.

The minutes of the meeting had been circulated to the members. No comments had been received. The minutes were confirmed. Dr. Varsha Shukla proposed and Dr. Sujata Suvarnapathki seconded.

Agenda No. 2: Reporting the actions taken on the decisions taken in the 1st meeting of RIQAC

 2.1 Curricular Aspects:
- An Internal Academic Audit was conducted by IQAC from 10thto 15th October 2019.
- Departments will start the approved certificate courses from next term. 3 credits will be given for each certificate course.

2.2 Teaching, Learning and Evaluation:

- College organised (Department of computer science and IT) a short term course (FDP)in association with UGC HRD Centre, University of Mumbai under RUSA on e-content development from 19th November to25thNovember 2019.
- IQAC organised a session on emotional literacy and interpersonal skill on 22nd January 2020. 78 teachers participated in this session.
- IQAC initiated a training session on Leadership for teachers on 27th January 2020. Five more sessions will be conducted in the coming months. 34 teachers participatedin this training session.

2.3 Research Innovation and Extension:

- Common course work (Credit based) was designed by the research committee fornewly registered Ph D students from March 2020. Research Dean will issue common guidelines regarding common course work. College will get the fee structure for the course work approved in the next finance committee meeting.
- To strengthen the activities of RCIIE
    - RCIIE took an online survey to narrow down the area of student interest and 265 students gave feedback on it. Based on the feedback analysis the cell planned the activities. On 11th December 2019, Ruia Student Council in collaboration with RCIIE organised 'Mehfil-e-Mauj' which was an entrepreneurship fair where students showcased their business skills.
    - Under RUSA Department of History, Commerce, Greenhouse Management, Botany and Microbiology conducted the following workshops like Industry oriented career development, Archival management, Career in food studies, Budding digital entrepreneur, Urban biodiversity for sustainable cities, Plant identification and nomenclature and a research project on Unskilled women workers in the f-north ward of Mumbai: Matunga to Dharavi were conducted.

2.4 Student support and progression

- IQAC also organised a session by a premier youth organisation- Young Indians (YI) a movement for indian youth to converge, Lead, Co-create and influence India's Future, on 19th November 2019. 176 students took part in this activity.
- IQAC organised a session on Hum Badlenge India- A digital Platform for youth development on 22nd November 2019. 510 students participated in this program.
- As the continuation of induction program for students a session on "Self Motivation-light the fire within you" was organised by IQAC on 22nd January 2020 (funded by RUSA). 188 students participated in it.
- To encourage the departments to organise workshops on Skill development in Council of HoDs meeting Principal, Dr. Anushree Lokur informed the Heads of the departments to submit a proposal to organise workshops on Skill development under RUSA grant.

2.6 Institutional Values
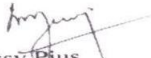
- Department of Chemistry organised a lab safety workshop on 12th October 2019 for the laboratory support staff.

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Agenda No. 3: Reviewing the duties allotted to criterion members and submission of AQAR

- AQAR was submitted online on 30th December 2019.

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

IQAC has planned to restart the Quiz club for Business and Science quiz.

Dr.Jessy Pius
Coordinator, IQAC

Dr.Aunshree Lokur

I/C Principal, Convenor- IQAC

I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Matunga, Mumbai-400019

Notice of 3rd Meeting of IQAC to be held on

12th February 2020 at 12.30pm in Conference room

NOTICE is hereby given that the 3rd meeting of IQAC of the academic year 2019-20 will be held on 12th February 2020at 12.30pm in Conference room.

Agenda

Agenda No. 1: **To review and confirm the minutes of the 2nd meeting of IQAC held on 12th October 2019 at 11.30 am.**

Current status: The minutes of the 2nd meeting of IQAC held on 12th October 2019 at 11.30 am, have been circulated to the members.

Action requested: To confirm the minutes.
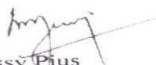
Agenda No. 2: Reporting the actions taken on the decisions taken in the 2nd meeting of IQAC

Agenda No. 3: Topics of discussion

3.1: To appraise about the activities planned for the next few months (Skill development activities, training sessions and collaborative activities for students and staff).

3.2: To discuss the areas that requires special focus and reviewing the perspective plan.

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

Dr.Jessy Pius
Coordinator, IQAC

Date: 1st February 2020

Dr.Aunshree Lokur

I/C Principal, Convenor- IQAC

I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Minutes of the 3rd meeting of the IQAC held on 12th February 2020

The 3rdMeeting of the IQAC of Ramnarain Ruia Autonomous College for the Academic year 2019-20 was held on 12th February 2020 at 12.30pm in Conference room

The following members attended the meeting

1. Dr. Anushree Lokur (Convener)
2. Dr. Jessy Pius (Coordinator)
3. Dr. Sucheta Ketkar (Vice Principal)
4. Dr. Manish Hate (Vice Principal)
5. Dr. Sujata Suvarnapatki (Dean Academics)
6. Dr. Sunil D. Shankhadarwar (Examination Coordination Committee)
7. Dr. Pradeep Waghmare (Incharge, Students Council)
8. Prof. (Dr.) Louiza Rodrigues (Faculty)
9. Dr. Vaibhavi Palsule (Faculty)
10. Dr. Bhavna R. Narula (Faculty)
11. Dr. Urmila Moon (Faculty)
12. MS. Varsha Malwade (Faculty)
13. Mr. Sudarshan Agre (I/c Registrar)
14. Mr. Shubham Borse (Student Representative)

Leave of absence was granted to Mr. S M Deole, Dr. Mohsina Mukadam, Dr. Varsha Shukla,Dr. Sasikumar Menon, Dr. Kanchan Chitnis, Dr. Kamini Donde, Ms. Asmita Bhide and Dr. Sachin Tendulkar Mr. Vinayak Deshpande, Mr. Ulhas Nimkar, Ms. Rasika Joglekar as they communicated their unavailability due to personal reasons.

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

Agenda. No. 1: To review and confirm the minutes of the 2nd meeting of IQAC held on 12th October 2020

The minutes of the meeting had been circulated to the members. No comments had been received. The minutes were confirmed. Ms. Varsha Malwade proposed and Dr. Louiza Rodrigues seconded.

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Agenda No. 2: Actions taken report on the decisions of the earlier meeting held on 12th October 2020

2.1 Curricular Aspects:

- An Internal Academic Audit was conducted by IQAC from 10th to 15th October 2019.
- College offered 14 certificate courses and one PG diploma in 2019-20 (additional3credit courses)

2.2 Teaching, Learning and Evaluation:

College organised (Department of computer science and IT)

- A short term course (FDP) in association with UGC HRD Centre, University ofMumbai under RUSA on 'E-Content development' from 19th November to 25thNovember 2019.

- IQAC organised a session on 'Emotional literacy and interpersonal skill' on 22nd January 2020. 78 teachers participated in this session.

- IQAC initiated a training session on 'Leadership' for teachers on 27th January 2020. Five more sessions will be conducted in the coming months. 34 teachers participated in this training session

2.3 Research Innovation and Extension:

- Guidelines regarding common course work (Credit based) will be prepared by Research Dean. Fee structure for the course work will be approved in the next finance committee meeting.

- To strengthen the activities of RCIIE

    - RCIIE took an online survey to narrow down the area of student interest and 265 students gave feedback on it.

    - Based on the feedback analysis the cell planned the activities. On 11th December 2019, Ruia Student Council in collaboration with RCIIE organised 'Mehfil-e-Mauj' which was an entrepreneurship fair where students showcased their business skills.

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2.4 Student support and progression

- IQAC organised a **session by a premier youth organisation-** Young Indians (YI) a movement for Indian youth to converge, Lead, Co-create and influence India's Future, on 19th November 2019. 176 students took part in this activity.

- IQAC organised a session on Hum Badlenge India- **A digital Platform for youth development** on 22nd November 2019. 510 students participated in this program.

- A session on **"Self Motivation- light the fire within you"** was organised by IQAC on 22nd January 2020 (funded by RUSA). 188 students participated.

- To encourage the departments to organise workshops on Skill development in Council of HoDs meeting, Principal Dr. Anushree Lokur informed the Heads of the departments to submit a proposal to organise workshops on Skill development under RUSA grant.

- Under RUSA Department of History, Commerce, Greenhouse Management,Botany and Microbiology conducted the following workshops (**Skill development**) :

  - Campus to Corporate
  - Industry oriented career development
  - Archival management
  - Career in food studies
  - Budding digital entrepreneur
  - Urban biodiversity for sustainable cities
  - Plant identification and nomenclature

2.5 Institutional Values
- Department of Chemistry organised a **lab safety workshop** on 12th October 2019 forthe laboratory **support staff**.

Reviewing the duties allotted to criterion members and submission of AQAR AQAR submittedonline on 30th December 2019.
IQAC has planned to restart the Quiz club for Business and
Science quiz.Data for NIRF submitted

AGENDA NO.3 TOPICS OF DISCUSSIONFOR THE CURRENT MEETING

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3.1 : To appraise about the activities planned for the next few months after reviewing theplan of action passed in the 1st meeting of IQAC (Skill development activities, training sessions and collaborative activities for students and staff).

Curricular Aspects & Teaching, Learning and Evaluation:

o Although College conducts Academic audit every year, based on the guidelines of UGC, two Academicians from outside the Institute will be members of Academic Audit committee.

Research Innovation and Extension:

o It was resolved that from next Academic year there will be minimum two activities on IPR

o **Entrepreneurship**: RCIIIE activities: Varsha Malwade, member RCIIE said that the cell will be organising a Social Entrepreneurship programme to identify students with good Entrepreneurial skill.

Student support and progression:

o It was resolved that As per the suggestion from the stake holders, College willbe reactivating the Quiz club and Dr. Urmila, Dr. Varsha Malwade and Dr. Bhavana Narula will be in- charge of this club.

o It was resolved that college would be arranging a public lecture series on all disciplines throughout the year, one lecture per month.

Quality assurance:

o It was resolved that College will be going for ISO certification. A talk will be arranged by BIS in this regard in March 2020.

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- An outbound programme will be arranged in the coming month for the support staff as a part of soft skill development. Also, it was decided that a training in Basics of computer will be given to the support staff.
- Resolved that a workshop would be arranged for the faculty in March2020 on outcome based curriculum development

3.2: To discuss the areas that requires special focus

It was resolved that the activities need to be planned under three main headings,

- Teaching learning
- Train the trainers
- Entrepreneurship

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

No other matter was discussed. Dr. Jessy Pius thanked all the members for attending the meeting and the meeting was concluded.

Dr.Jessy Pius
Coordinator, IQAC

Date: 19th February 2020

Dr.Aunshree Lokur

I/C Principal, Convenor- IQAC
I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Ramnarain Ruia Autonomous College
Matunga, Mumbai-19

IQAC 3rd Meeting

Held on Wednesday, 12th February 2020 at 11.30am in Conference Room

Sr. No	IQAC Members	Signature
1.	Dr. Anushree Lokur (Convener)	Aslakus
2.	Mr. S. M. Deole (Member of the Managing Council, S.P. Mandali, Pune)	
3.	Dr. Jessy Pius (Coordinator)	Jnyuy
4.	Dr. Sucheta Ketkar (Vice Principal, Dean – Academics)	
5.	Dr. Manish Hate (Vice Principal)	
6.	Dr. Mohsina Mukadam (Dean-Research Consultancy & Innovation)	
7.	Dr. Sujata Suvarnapatki (Dean- Academics)	Spalhaig
8.	Dr. Sunil D. Shankhadarwar (Ruia Examination Coordination Committee)	
9.	Dr. Pradeep Waghmare (Students' Council)	Waghman
10.	Dr. Varsha Shukla (Co- Coordinator, IQAC)	
11.	Prof. (Dr.) Louiza Rodrigues (Faculty)	L Rodrigues
12.	Dr. Sasikumar Menon (Faculty)	P
13.	Dr. Bhavna R. Narula (Faculty)	Barula 12/2/2020
14.	Dr. Urmila Moon (Faculty)	Mpm
15.	Dr. Vaibhavi Palsule (Faculty)	
16.	Dr. Kamini Donde (Faculty)	
17.	Dr. Kanchan Chitnis (Faculty)	
18.	Ms. Varsha Malwade (Faculty)	
19.	Mr. Sudarshan Agre (I/C Registrar)	
20.	Dr. Sachin Tendulkar (Alumni)	
21.	Mr. Vinayak Deshpande (Employer)	
22.	Mr. Ulhass Nimkar (Industrialist)	
23.	Ms. Asmita Bhide (Stakeholder)	
24.	Mr. Shubham Borse (Student Representative)	Shubham R. Borse .
25.	Ms. Rasika Jogalekar (Student Representative)	

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Notice of 4th Meeting of IQAC to be held on 6th June 2020 at 11.30am (online)

NOTICE is hereby given that the 4th meeting of IQAC of the academic year 2019-20 will beheld on **6th June** 2020at **11.30am (online)**

Agenda

Agenda No. 1: To review and confirm the minutes of the 3rd meeting of IQAC held on12th February 2020.

Current status: The minutes of the 3rd meeting of IQAC held on 12th February 2020 at 12.30pm, have been circulated to the members.

Action requested: To confirm the minutes.

Agenda No. 2: Reporting the actions taken on the decisions taken in the 3rd meeting ofIQAC

- ☐ IQAC organised an online National Seminar on 21st May on 'Research Writing andEnhancing Visibility".1910 people participated.
- ☐ IQAC organized an online workshop on 'Digital literacy' to the Administrative staff andsupport staff on 22nd May 2020. 44 staff participated
- ☐ IQAC organized an online workshop for all the teachers on 'Learning outcomes: A qualityperspective' on 27th May 2020. 117 teachers participated
- ☐ Regarding ISO certification, IQAC Coordinator, Co-coordinators and Vice Principal had adiscussion on ISO certification with Mr. M. D Chilakvad from BIS, Andheri.

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- IPR Cell and IQAC jointly organised a two days Seminar on "Introduction to IntellectualProperty Rights' for the students of PG, Ph D and faculty- 6th and 7th March 2020

- A session on Awareness about Covid-19 to Non-Teaching and Teaching faculty wasconducted on 9th March 2020 and 12th March 2020 respectively.

- A webinar series on Covid-19 organised by various departments for Students in the monthof May2020

- Webinars were also organised by all departments in the entire month of May to connectstudents to the institution and also for the productive utilization of lockdown period.

- Many UG and PG students have registered for online courses offered by NPTEL /MOOC

- Our college has partnered for the Coursera for Campus Program. Students and faculty have registered (from May 2020) and are very effectively utilizing the lockdown period. Registered students/ Faculty on successful completion of course will be awarded certificates.

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- Teachers underwent several online FDPs, workshops, trainings in their respective domain, in online teaching techniques and in areas of Assessment and Accreditation.

Agenda No. 3: Topics of discussion

3.1: Reviewing the activities of IQAC for the Academic year 2019-20

3.2: Revisiting our Vision, Mission and objectives

3.3: Preparing graduates attributes of the Institution and Outcomes for all programmes (BA, BSc, B Voc and BMM, M Sc)

3.4: Reviewing the Perspective Plan (emphasis on yearly plan)

3.5: Regarding the plan of action for next academic year (Thrust areas)

- Teaching learning
- Train the trainers
- Entrepreneurship
- E -Content development
- Documentation

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

Dr.Jessy Pius
Coordinator, IQAC

Date: 30th May 2020

Dr.Aunshree Lokur

I/C Principal, Convenor- IQAC

I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.

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Minutes of the 4th meeting of the IQAC held on 6th June 2020 at 11.30am on ZOOM

The 4th Meeting of the IQAC of Ramnarain Ruia Autonomous College for the Academic year2019-20 was held on 6th June 2020 at 11.30am on Zoom platform.

The following members attended the meeting

1. Dr. Anushree Lokur (Convener)
2. Mr. S M Deole (Management representative)
3. Dr. Jessy Pius (IQAC, Coordinator)
4. Dr.Sucheta Ketkar (Vice Principal)
5. Dr. Manish Hate (Vice Principal)
6. Dr.Sujata Suvarnapatki (Dean Academics)
7. Dr. Mohsina Mukadam (Dean Research)
8. Dr. Sunil D. Shankhadarwar (Examination Coordination Committee)
9. Dr. Pradeep Waghmare (Incharge , Students Council)
10. Dr.Varsha Shukla (IQAC, Co-coordinator)
11. Dr. Kamini Donde (IQAC, Co-coordinator)
12. Dr. Louiza Rodrigues (Faculty)
13. Dr. Vaibhavi Palsule (Faculty)
14. Dr. Sasikumar Menon (Faculty)
15. Dr. Bhavna R. Narula (Faculty)
16. Dr. Urmila Moon (Faculty)
17. MS. Varsha Malwade (Faculty)
18. Dr. Kanchan Chitnis (Faculty)
19. Dr. Ullhas Nimkar (Industry Representative)
20. Ms. Asmita Bhide (Parent Representative)
21. Mr. Sudarshan Agre (I/c Registrar)
22. Mr. Shubham Borse (Student Representative)
23. Ms. Rasika Joglekar (Student Representative)

Leave of absence was granted to Dr. Sachin Tendulkar and Mr. Vinayak Deshpande as they communicated their unavailability due to personal reasons.

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

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Agenda No. 1: To review and confirm the minutes of the 3ʳᵈ meeting of IQAC held on 12ᵗʰ February 2020 at 12.30 pm.

The minutes of 3ʳᵈ meeting of IQAC held on 12th February 2020at 12.30pm, had beencirculated to the members. No comments had been received.

Action taken : Confirmed the minutes.

Agenda No. 2: Actions taken report on the decisions taken in the 3ʳᵈ meeting of IQAC.

IQAC organised

o   An online National Seminar on 21st May on 'Research Writing and Enhancing Visibility".1910 people participated.

o   An online workshop on 'Digital literacy' to the Administrative staff and support staff on 22nd May 2020. 44 staff participated

o   An online workshop for all the teachers of the college on 'Learning outcomes: A quality perspective' on 27th May 2020. 117 teachers participated

o   To widen the activities of Ruia Academy for Competitive exams-10days training sessionon NET/SET was conducted for 53 students of Biological science during the lockdown period (11ᵗʰ May to 23ʳᵈ May 2020)

☐ A session on Awareness about Covid-19 for Non-Teaching and Teaching faculty was conducted 9ᵗʰ and 16ᵗʰ March 2020 respectively.

☐ 3 training sessions on Moodle was organised by CS-IT Department for the Ruia faculty inthe month of April 2020(20/4/2020, 27/4/2020, 30/4/2020)

☐ IPR Cell and IQAC jointly organised a two days Seminar on "Introduction to Intellectual Property Rights', 6th and 7th March 2020-103 students participated.

☐ Regarding ISO certification- IQAC Coordinator, Co-coordinators and Vice Principal had a discussion on ISO certification with Mr. M. D Chilakvad from BIS, Andheri.

☐ A webinar series on Covid-19 was organised for Students in the month of May 2020

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☐ Webinar series was also organised by All departments (63 Webinars) in the entire month of May to connect students to the institution and also for the productive utilization of lockdown period.

☐ 225 students registered for NPTEL /MOOC courses and 18 registered for exam

☐ Ramnarain Ruia Autonomous college has partnered for the Coursera for Campus Program (from May 2020), and 1624 people have enrolled for courses on Coursera.

Agenda No. 3: Topics of discussion for the current meeting

3.1: Reviewing the activities of IQAC for the year 2019-20

Action taken report based on the Plan of action for the academic year 2019-20 was presented by the IQAC coordinator . IQAC conducted all proposed activities except infrastructure development due to the pandemic situation.

Resolved that pending infrastructure work will be completed in the coming months.

3.2 : Revisiting Vision, Mission statements and objectives of the Institution

Since Vision**,** Mission statements and objectives of the Institution was not revised for the postfour years, IQAC felt that there is a need to revisit the same.

Resolved that IQAC will conduct brainstorming sessions with respect to revision of Vision,Mission statements and objectives of the Institute.

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3.3: Preparing graduates attributes of the Institution and Outcomes for all programmes (BA, BSc, B Voc and BMM, M Sc)

Discussed that to improve the quality of higher education, Outcome Based curriculum (educational approach and a learning philosophy) need to be prepared . As a prerequisite IQAC had organized an online workshop on 'Learning outcomes: A quality perspective' on 27th May 2020,where 125 teachers participated and trained for how to write PO,PSO and CO as well as graduate attributes.

Resolved that IQAC will discuss and prepare graduates attributes, PO,PSO, CO and will be incorporating the same in the syllabus of 2020-21 of all programmes.

**3.4: Regarding the plan of action for next academic year** (Thrust areas)

- Teaching learning
- Train the trainers
- Entrepreneurship
- E -Content development
- Documentation

All the members gave their views on online teaching (online versus offline) and tools that can be used for online teaching. Student representatives mentioned that the COURSERA courses were more effective as compared to NPTEL. Ms Asmita Bhide suggested giving additional credits to the students those who have done online courses. Dr. Nimkar suggested the use of blended learning, identification of thrust areas of research and need for translational research.

In the next Academic year since the teaching is going to be online, IQAC will give training to the teachers for e-content development as well as for the preparation of audio books for visually challenged students. It was decided that in the coming academic year curricular.co-curricular and extracurricular activities should be ICT based. Cell for Innovation, Incubation and Entrepreneurship will strengthen its activities and will conduct online mentoring for students. Institution can publish an annual report of all projects carried out including the Avishkar projects. All documentation guidelines will be decided with ICT coordinator as per the new guidelines of NAAC.

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

No other matter was discussed. Dr. Jessy Pius thanked all the members for attending the meeting and the meeting was concluded.

Dr.Jessy Pius
Coordinator, IQAC
Date: 13th June 2020

Dr.Anushree Lokur
Principal, Convenor, IQAC

I/c Principal
Ramnarain Ruia Autonomous College
Matunga, Mumbai - 400 019.