



शिक्षण प्रसारक मंडळी, पुणे  
**R. A. Podar College of Commerce & Economics**

**AUTONOMOUS**

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

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**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

| Sr. No | Description  |
|--------|--|
| 1      | Screenshot of IQAC Meeting Minutes   |
| 2.     | Commerce Department Meeting Minutes  |
| 3.     | Link to the document <ul style="list-style-type: none"><li>• IQAC Meeting Minutes</li><li>• Credit Course</li><li>• Learning at Podar</li><li>• Commerce-Management Student Report</li></ul> |

## Screen shot of IQAC Meeting Minutes

### Minutes of IQAC meeting held on Tuesday, 12<sup>th</sup> July 2022

#### Members:

Principal Dr. (Mrs.) Shobana Vasudevan, Chairperson  
Mr. Suryakant Pagare, Convener  
Dr. Vinita Pimpale (Controller of Examination)  
Mr. S. U. Patil (Librarian)  
Ms. Sudarshana Saikia  
Ms. Sunita Panja  
Mrs. Ragini Tawade (Parent Representative)  
Mr. Ravi Kadam (Office Superintendent)  
Mr. Sunil Joshi (Management Rep. & Industry Expert)  
Mr. Sanjay Shetye (Society Representative) leave of absence granted  
Ms. Leena Ramani (Alumnus)  
Ms. Gauri Kalyankar (Learner) leave of absence granted

#### Agenda of the meeting.

Agenda 1: Confirming minutes of last meeting conducted on 15<sup>th</sup> April 2022  
Agenda 2: Plans for the academic year 2022-23  
Agenda 3: To discuss the scrutiny process for CAS applications  
Agenda 4: To discuss the implementation of new programs  
Agenda 5: Any other matter with the permission of the chair.

The IQAC Convener Mr. Suryakant Pagare welcomed the Chairperson and the new committee members to the first meeting of IQAC for the academic year.

The following points were discussed and accepted in the meeting:

**Agenda 1:** Minutes of the last meeting conducted on 15<sup>th</sup> April 2022 were read and confirmed.

**Agenda 2:** The Convener presented the plans for the academic year 2022-23. The plans for the academic year 2022-23 were as follows:

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### PLANS FOR 2022-23

- To create awareness and train faculty and staff regarding the implementation of NEP 2020 for autonomous institutions.
- To conduct facilitation program to discuss the implementation of NEP
- To formulate and implement new programs under autonomy at the under-graduate and post graduate levels.
- To appoint mentors from relevant industry for onboarding of students admitted in new programs
- To develop and implement examination reforms
- To conduct comprehensive induction program for students
- To conduct outdoor FDP for teachers
- To conduct workshops to facilitate faculty in use of advanced IT tools, mentoring, research tools
- To continue the conduct of Knowledge Exchange Program for faculty members and other stakeholders
- To strengthen relationship of the institute with all stakeholders
- To organize a workshop at the state level with a focus on understanding the role of a teacher as a counsellor
- To conduct state level career fair with thrust on NEP 2020
- To facilitate experiential learning among young learners
- To strengthen infrastructure facilities on college premises.
- To continue with IQAC initiatives

It was decided to form sub-committees for implementation of each plan

**Agenda 3:** The Convenor informed the committee members that the CAS applications of six faculty members were accepted by the competent authority and the placement was done accordingly. The Principal, Dr. Shobana Vasudevan applauded IQAC members on their proactive role during the review of CAS (Continuous Assessment System) applications submitted by faculty members.

## **Minutes of Department of Commerce and Business Management held on 23<sup>rd</sup> June 2022, at 11.30 A.M at Conference Hall.**

### **Agenda of the Meeting**

1. Discussion on the current year's academic plan.
2. Preparing Teaching-Learning Plan
3. Discuss and finalize Internal assignments of all subjects under Commerce
4. Preparation for academic Audit.

### **Minutes of the Meeting**

The First meeting for the academic year 2022-23 was held on **23<sup>rd</sup>, June 2022 at 11:30 a.m.** at the conference Hall. The members present for the same:

- 1) Dr. Mrs. Shobana Vasudevan
- 2) Dr. Ms. Tejashree Patankar
- 3) Dr. Ms. Vinita Pimpale
- 4) Ms. Karishma Khadiwala
- 5) Mr. Sanjay Dhage

Dr. Mrs. Shobana Vasudevan mam greeted and welcomed everyone, Meeting started with the discussion on Current year's academic plan, first preparing an individual lesson plan, template for the same will be shared by Shobana mam and day for submitting decided as Monday 27<sup>th</sup> June 2022.

Then all members discuss and finalized internal assignment of all subjects under commerce.

- 1) MR (Marketing Research): 40 Marks Internals assignment to be given (No Test).
- 2) BM (Business Management): 40 Marks Internals divided into two-part:  
20 marks PPT and other 20 marks would be a written document on the concepts in the syllabus.
1. MHRM: 40 Marks Internals divided into two-part,  
Article review 20 marks (Choice of article 5 marks, explanation 10 marks, presentation 5 marks) and Group project 20 marks

2. EM: 40 Marks Internals divided into two-part Industrial visit 10 marks and report (10marks Project) and 30 Marks for Group Project (20 marks for Group Evaluation & 10 marks for Individual Evaluation.)
3. With respect to Commerce-III (Management: Functions and Challenges)  
40 Marks Internals divided into two-part Functions of management 10 marks And to Organise one event 30 Marks. After discussion with all members it was decided to implement Experiential Learning. Each division has to perform one management event applying the management concepts learnt in class. Event could be in form of Exhibition displaying models, quizzes can be conducted, Role play on Management Gurus and so on. Micro meetings can be held to discuss further.
4. Advertising I: 40 Marks Internals divided into two-part Group Discussion 20 Marks and Group Project 20 Marks.
5. Commerce I: Readiness test 10 marks, Case study 10 marks and PESTLE analysis of any one company 20 marks

Lastly, Principal ma'am mentioned how to make Preparation for Academic Audit, it is mentioned that a google drive can be created for Academic Audit. Meeting ended with Principal thanking everyone for their contribution.

## Link to the Document

- IQAC Meeting Minutes- [https://naac.rapodar.ac.in/pdf/6.5.3%20IQAC%20Minutes%20of%20Meetings-%202018-19%20to%202022-23 NAAC4C RAPCCEA.pdf](https://naac.rapodar.ac.in/pdf/6.5.3%20IQAC%20Minutes%20of%20Meetings-%202018-19%20to%202022-23%20NAAC4C%20RAPCCEA.pdf)
- Credit Course <https://www.rapodar.ac.in/creditcourse.php>
- Learning at Podar: <https://www.rapodar.ac.in/learning@podar.php>
- Commerce-Management Student Report- <https://www.rapodar.ac.in/pdf/Commerce-Management%20Events%20Report%20-%202022-23.pdf>