



Anjuman-i-Islam's

**Akbar Peerbhoy College of Commerce and Economics**  
(NAAC Accredited College)

MS Ali Road, Two Tank Grant(E), Mumbai - 08

**DATE: 10 June 2020**

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The IQAC meeting was called on 10th June 2020 at 11.30am through digital platform. The purpose of the meeting was to plan for activities to be conducted during the year. As college was closed due to covid and students have to attend all college activities through the digital platform. This new situation demanded lot of new resources and strategies which were discussed and decided in the IQAC meeting. All members attended the meeting and give their suggestions-

1. The members proposed to conduct PTA meeting. As classes will be on line, so students will be required mobile device with data network, that information has to be provided to the parents.

So that all necessary arrangements can be done at home.

2. As students are away from social circle and limited to family and home as well as Pandemic is affecting health and mental well being. Therefore members proposed to keep certain counseling program through experienced counselor.

3. During pandemic period the placement and new recruitments were affected adversely. Therefore to keep final year students optimistic about future employment opportunities, the career counseling programs were proposed to be conducted.

4. The training program for the teachers was proposed to upgrade their digital skills to make teaching effective and easy. Sessions on e-content development and hands on training for digital class was decided.

5. It was decided to provide office staff with the desk top and printer at home to carry out administrative activities through on line.


6. To create awareness about covid and safety measures against it, programs were proposed to be conducted.

7. For on line admission and payment of fees, the guidelines were decided to be sent to student's group.

8. Office was advised to form Students whatsapp group to communicate all information about college and class activities.



9. A Google form was advised to design to collect data like mobile number, whatapp number and email id of the students.
10. All head of the department was asked to submit the time table for virtual classes.
11. The you tube channel of college was proposed to be developed.
12. The Committee members proposed to purchase software system and other digital software platform to conduct online webinars, meetings & conferences.



**Prof. Hemanth Kumar Jonnala**  
**IQAC Coordinator**



**Prof. Mohammed Tahir**  
**I/C Principal**





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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

date- 9th September 2020

IQAC meeting was called on 9th September 2020 at 1.00 pm through digital platform. The following were discussed and decided in the meeting

1. The minutes of earlier meeting was read out and approved by the members.
2. Online orientation program to be conducted for F Y B Com students to inform them about virtual classroom, subject teachers and examination pattern.
3. Training for setting question papers for semester examination through Google form for Teachers under Examination committee and IT cell was proposed.
4. The cultural committee was advised to conduct the events through on line.
5. The WDC and ICC committee were advised to keep more programs on mental health awareness.
6. The heads of department were asked to conduct on line certificate courses for students along with regular studies and classes.
7. To make video and digital poster to train the students to avoid last minutes technical glitches and mistakes in on line examination.
8. To give demo and practice of on line exam, the mock test was proposed to be conducted.
9. Teachers were asked to prepare notes and PPT to share with the students for their exam preparation as library is closed and books were not available for study.
10. For professional development of staff, FDP programs were advised to be conducted.
11. The NSS unit was proposed to conduct on line social and welfare activities to keep students active and connected with society and college.



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MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Date- 16th February 2021**

The IQAC meeting was conducted to review the performance of various activities conducted during the year as well as suggestions to decide the road map for future programmes for quality improvement.

1. The meeting started with reading of minutes of earlier meeting. It was approved by the present members.
2. A brief report about various activities conducted under different heads and committees were presented in front of the committee.
3. For the celebration of International women's day, The ICC and CWDC were asked to prepare the plan.
4. The student's survey was advised to be done to know well being of them and their families. Teachers were asked to contact the students to develop rapport and support system for them.
5. The in-charges of sub committees formed criteria-wise were asked to collect the data of their respective criteria and submit it in prescribed format to IQAC for AQAR-2019-2020.
6. Library committee was asked to provide digital support to the students to access books and reading materials.
7. Teachers were asked to conduct more skill based certificate courses for the students in future.
8. After the exam, the workshop/training program was advised to be conducted for office as well as teaching staff.
9. The IQAC -coordinator expressed gratitude to each one for their whole hearted support and cooperation for all academic, administrative and other activities.
10. The IQAC recommended updating current SOPs to make them more effective and relevant in light of the evolving circumstances, taking into account the role that SOP played during the pandemic in promoting health and preventing the spread of disease.



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## Action Taken Report Academic Year 2020-21

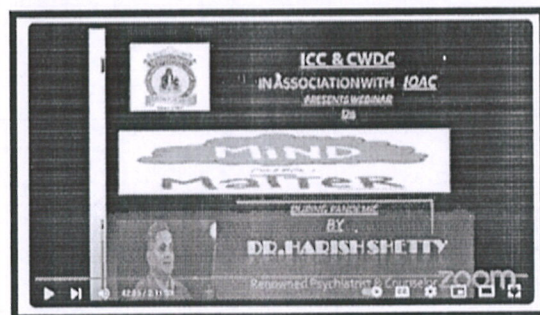
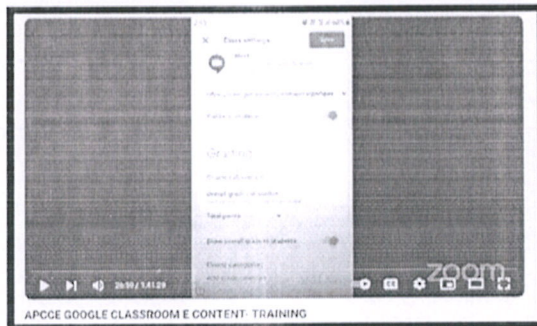
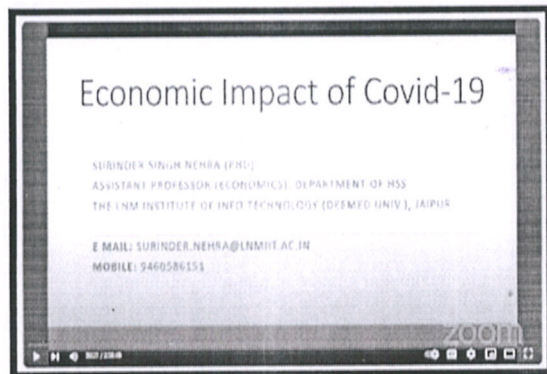
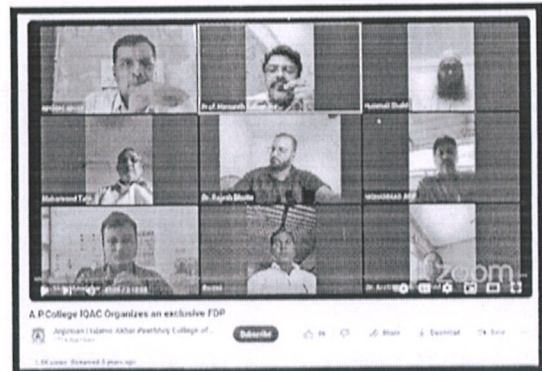
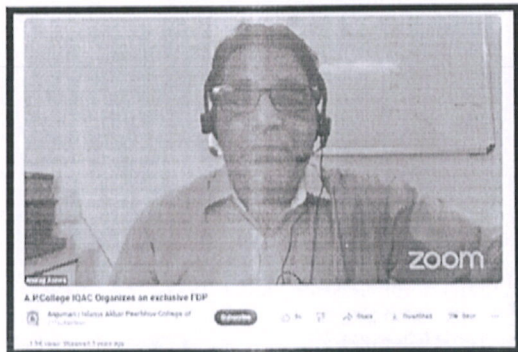
1. Academic calendar for the year 2020-21 was prepared and uploaded on the Website.
2. Formation of digital platform for teaching-learning, resource sharing and unified communication between the horizontal peer and vertical peers during pandemic.
3. Online PTA meeting was conducted for students and parents orientation towards online learning platforms. Also a hands-on training demo was also given.
4. No. of counseling programs were organized by renowned psychiatrists "Dr. Harish Shetty", for mental well being of the students during COVID period.
5. Career counseling program was conducted for final year students for upgrading and up-skilling to match the changing market dynamics during post pandemic period.
6. FDP on E-Content development was conducted for Faculty members. Hands-on training session was conducted by IT Cell, Examination Committee and Library.
7. ONLINE Orientation program for First Year students was conducted.
8. Hands-On Training session for setting up ONLINE question papers for examination was conducted for all the Full time Faculty members and Visiting Faculty Members.
9. ONLINE Mock Test for Examination was conducted for students before their examination.
10. FDP, Cultural Program, WDC, ICC, Extension Activities, NSS activities, Sports, Yoga Day and other days of National and International Importance was conducted ONLINE.
11. Funds were raised and mobilized for needy students during pandemic.
12. Mentor Teachers conducted a telephonic counseling session for students during COVID period and also made the arrangements of provisions during the crucial lock-down period.
13. Students and Teachers were encouraged to enroll, attend and complete ONLINE Certificate courses.
14. For the advance learners BSE online course, How to design own website, workshop on python etc. programs of experimental learning was organized by faculties of degree and professional section.

  
**Prof. Kirti Menghani**  
IQAC Coordinator

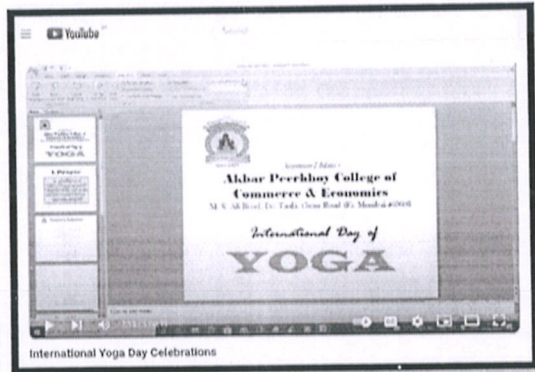
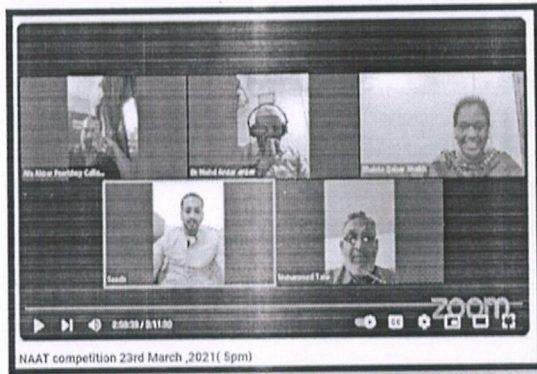
  
**Prof. Hemanthkumar Jonnala**  
I/C Principal



## Picture Gallery 2020-21



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*Kirti Menghani*

Prof. Kirti Menghani  
IQAC Coordinator

*Hemanthkumar Jonnala*

Prof. Hemanthkumar Jonnala  
I/C Principal

