



## The Byramjee Jeejeebhoy College Of Commerce

(Affiliated to University of Mumbai)  
33, M. Karve Marg, Opp. Charni Road Rly. Station  
Mumbai 400 004.  
Tel. 2388 9094 / 2385 1928  
Email : byramjee\_college@yahoo.com

Public Trust No. : C137

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

### **CRITERIA 6.5.1**

### **INTERNAL QUALITY**

### **ASSURANCE SYSTEM**



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### **6.5.1 Internal Quality Assurance cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process.**

The Byramjee Jeejeebhoy College of Commerce has rich culture of institutional functioning through participation among all stakeholders especially faculty, students, employer and alumni. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. The Internal Quality Assurance Cell constantly reviews, monitors and modifies the strategies, process and measures in practice to sustain and improve the quality of teaching- learning and upgrade the knowhow and domain knowledge of its faculty members. It is mandatory for all the faculty members to submit Annual Performance Appraisal Report (APAR) which tends to self-evaluate them on the basis of a number of performance indicators viz. Research publications, paper presentations in National and International Conferences, innovative practices in teaching, awards extracurricular activities, commitment to social causes through extension activities and other academic achievements. These have been diligently implemented by the authorities and serve as effective mechanisms of self-evaluation.

#### **IQAC contribution for institutionalizing in**


- 1. The quality assurance strategies & processes,**
- 2. Teaching - Learning process.**
- 3. Structures & methodologies of operations at periodic intervals.**
- 4. Structures & methodologies of learning out comes at periodic intervals**
- 5. Recording the incremental improvements in various activities.**

#### **1. IQAC contribution in the quality assurance strategies & processes -**

Curriculum delivery is the core function of HEI. The curriculum delivered by the teachers to the students. Quality teaching depends upon the quality teacher, academic calendar, proper timetable, ICT enabled classrooms, seminars, projects, online - offline lectures, presentation etc. are looked by IQAC.

#### **2. IQAC contribution in Teaching Learning process –**

IQAC looks after the better quality in teaching learning process. The key indicators provided by NAAC for teaching learning process are looked upon by IQAC for qualitative progression of Institution. It includes the student enrolment, profile of teachers, ratio of teacher to the student, up gradation of teaching learning process, Teacher quality in terms of technical qualification, focus on evaluation process & reforms in evaluation process. It also keen on student satisfaction survey (SSS) as well as IQAC works for student performance & learning outcomes.

  
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### **3. Structures & methodologies of operations at periodic intervals:**


IQAC contributes for better structures methodologies of operations at periodic intervals to assure the Internal Quality. IQAC looks into AMC Annual Maintenance contracts for cleaning, water tanks, hygiene, washrooms, laboratories maintenance and fire extinguishers etc. services are maintained. IQAC actively involved in ICT operation systems, CCTV operating system.

### **4. IQAC contributes in structures and methodologies of learning outcomes at periodic intervals**

Learning outcomes are calculated by calculation process, feedback process and placement progression process. IQAC contributes for continuous internal evaluation system as well as Semester end evaluation system. The evaluation result is directly related to the programme outcome a course outcome. The total percentage of all subject for which appeared examination is called programme outcome and course outcome. The programme is made up of different subjects and each subject outcome is called course outcome.

### **5. IQAC Contributes in recording the incremental improvement in various activities.**

IQAC guides and monitors the various activities such as sports activities, research activities and practical event activities. IQAC contributes for sports activities to be best by improvement in facilities with, T shirts, sports equipment and so on. IQAC similarly looks after betterment of every college activity at its level best.

  
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### DETAILS OF REGULAR MEETINGS OF IQAC FOR ACADEMIC YEAR 2022-2023

Sr. No.	Meeting	Agenda
1	01/06/2022	<ul style="list-style-type: none"><li>• IQAC formation</li><li>• Discussion on IQAC functioning</li><li>• Discussion on assessment and accreditation</li><li>• Discussion on academic Planning for the Academic Year.</li><li>• Discussion on perspective plan for college of academic year</li><li>• IQAC related matter with prior permission of the chairperson of the IQAC during the meeting or prior to the meeting.</li></ul>
2	06/7/2022	<ul style="list-style-type: none"><li>• Discussion on ISO process of HEI</li><li>• Discussion on assessment and accreditation of HEI by NAAC</li><li>• Discussion on formation of IQAC</li><li>• Discussion of feedback of employers, teachers, students and alumni.</li><li>• Discussions on to start Job Ready add on courses.</li><li>• Discussion on planning of unique practices of the HEI.</li><li>• Discussion on MOU with institutes, companies etc.</li><li>• Discussion on administrative training programme.</li><li>• Discussion on employee welfare.</li><li>• Discussion on encouragement of teacher, students in workshop, seminar, etc.</li><li>• Discussion on pandemic situation of due to Covid-19.</li><li>• Any relevant matter with prior permission of the chairperson</li></ul>
3	13/9/2022	<p>Reading and approval to the minutes of meeting of previous IQAC Meeting</p> <ul style="list-style-type: none"><li>• Discussion on up scaling of Library resources</li><li>• Discussion on extension activities in HEI</li><li>• Discussion on focus on Research and Innovation,</li><li>• Discussion on Research Fund provision for teachers</li><li>• Discussion on students participation fund</li><li>• Discussion on effective curriculum development for add on courses by concern teachers</li><li>• Discussion of provision of Smart Boards in classrooms</li></ul>

*M. Karve*

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		<ul style="list-style-type: none"><li>• Discussion on planning of cross cutting issues</li><li>• Discussion alumni activities</li><li>• Discussion infrastructure amenities</li><li>• Any relevant matter with prior permission of chairperson</li></ul>
4	16/11/2022	<p>Reading and approval to the minutes of meeting of the previous IQAC meeting.</p> <ul style="list-style-type: none"><li>• Discussion on active vaccination drive</li><li>• Discussion on funds for patent</li><li>• Discussion on award and recognition HEI by Society.</li><li>• Discussion on audits of HEI and its follow up</li><li>• Discussion on student support for HEI.</li><li>• Discussion on initiatives gender equality and gender sensitization (WDC activities)</li><li>• Discussion on up gradation of Gymkhana.</li><li>• Discussion on Sanitary Napkin Machine</li><li>• Discussion on Book Bank development for HEI</li><li>• Discussion on library Nlist, NDL, SOPAC.</li><li>• Any relevant matter with prior permission of chair person</li></ul>
5	27/01/2023	<p>Reading and approval to the minutes of meeting of previous IQAC meeting.</p> <ul style="list-style-type: none"><li>• Discussion on training and placement unit in HEI</li><li>• Discussion on registration and funds for patent</li><li>• Discussion on felicitation of women with distinction and as gender sensitization</li><li>• Discussion on encouragement of students as best student.</li><li>• Discussion on industrial visit</li></ul>
6	15/03/2023	<p>Reading and approval to the minutes of meeting of previous IQAC meeting.</p> <ul style="list-style-type: none"><li>• Discussion on participation of students in youth festivals.</li><li>• Discussion on organization of sports committee.</li><li>• Discussion on organization of cultural committee</li><li>• Discussion on inter-departmental activities</li><li>• Discussion on book donation of Alumni</li><li>• Discussion on organization of Degree distribution programme</li><li>• Any relevant matter with prior permission of chairman</li></ul>
7	15/05/2023	<ol style="list-style-type: none"><li>1. To Read and Confirm the Minutes of the last Meeting held on 15th March 2023</li><li>2. To Discuss the NAAC Accreditation Process.</li></ol>

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		<ol style="list-style-type: none"><li>3. To Discuss on Improvement of Administrative Performance.</li><li>4. To Discuss the Preparation of Academic calendar for the Academic year 2022-23.</li><li>5. Any other matter permission with the chair</li></ol>
8	16/06/2023	<ol style="list-style-type: none"><li>1. To Read and Confirm the Minutes of the last Meeting held on 15th May 2023</li><li>2. To Plan for conducting various Events and Programmes.</li><li>3. To Discuss on Strengthening Alumni Association.</li><li>4. To Discuss on Improving College Website. 5. To Discuss about Preparation of Self Study Report.</li><li>6. Any other matter permission with the chair.</li></ol>
9	18/08/2023	<ol style="list-style-type: none"><li>1. To Read and Confirm the Minutes of the last Meeting held on 16th June 2023.</li><li>2. To Review the Academic Activities of the Academic Year 2022-23.</li><li>3. To Discuss on preparation of Student Satisfaction Survey for the Academic Year 2022-23.</li><li>4. To Discuss on Collecting Feedback from Employer, Alumni and Parents.</li><li>5. To Discuss on Repairs and Maintenance of College Infrastructure.</li><li>6. To Discuss the Conduct of Green, Energy and Environmental Audit.</li><li>7. To Discuss Regarding Submission IIQA Submission.</li><li>8. Any other matter permission with the chair.</li></ol>

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