

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT  
STUDIES AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

28<sup>th</sup> July, 2025

**INTERNAL QUALITY ASSURANCE CELL**

**NOTICE**


A meeting of the IQAC Committee will be held on Friday, 8<sup>th</sup> August, 2025 at 11:00 am in Online Mode at 7<sup>th</sup> floor, C-Wing Board Room and Google Meet to discuss the following agenda.

Google Meet Link: [meet.google.com/ouj-dnbk-cfy](https://meet.google.com/ouj-dnbk-cfy)

**AGENDA**

1. To read and confirm the minutes of the previous meeting.
2. To discuss the status of AQAR for A.Y. 2024-25.
3. To discuss the plan of implementation of ISO 21001:2018 for AY 2025-26.
4. To discuss the plan of conduct of Academic Audit, Administrative Audit, Gender Audit, IT Audit, Green, Energy, Environment Audit, Library Audit for the Academic Year 2024-25.
5. To discuss the plan of Examination to be conducted in September/October 2025.
6. To discuss the plan of conduct by Research Cell.
7. To discuss the plan of conduct of Library and Information Centre.
8. To discuss the activities planned and conducted for current academic year.
9. To discuss about the activities planned by Incubation Centre.
10. To discuss about organizing of National Conferences in AY 2025-26.
11. Any other business with the permission of the Chair.

  
PROF. DR. MONA MEHTA  
COORDINATOR

  
PROF. DR. MOUSHUMI DATTA  
CHAIRPERSON

## MINUTES

A Meeting of the I.Q.A.C. Committee was held on Friday, 8<sup>th</sup> August, 2025 at 11:00 am in Online Mode.

Principal Prof. Dr. Moushumi Datta presided over the meeting. Mr. Digant H. Upadhyaya, Mr. Dilip Gala, Ms. Sonali Karekar, Dr. Mrs. Ancy Jose, Dr. Varsha Ainapure, Capt. Chintan Bhatia were granted leave of absence.

The following members were present:

| SR NO | ROLE                      | NAME                     | DESIGNATION  |
|-------|---------------------------|--------------------------|--|
| 1     | Chairperson               | Prof. Dr. Moushumi Datta | Principal  |
| 2     | Coordinator               | Prof. Dr. Mona Mehta     | Vice Principal, HOD – Management Studies   |
| 3     | <b>Members</b>            |                          |  |
| a)    | Nominee of Local Society  | Prin. Dr. Himanshu Davda | Principal, Ramniranjan Jhunjhunwala College Of Arts, Science & Commerce (Autonomous) |
| b)    | Nominee from Employers    | Mr. Vishal Parekh        | Vice President for Advertising Monetization - Reliance Retail                        |
| c)    | Nominee from Stakeholders | Dr. Suhasini Arya        | Director, K.G. Mittal College  |
| d)    | <b>Teachers</b>           | Dr. Kavita Kalkoti       | Professor and Head, Dept. of Commerce  |
|       |                           | CA. Dr. Reena Desai      | Professor and Head, Dept. of Accountancy   |
|       |                           | Dr. Preeti Tripathi      | Assistant Professor, Dept. of Commerce   |
|       |                           | CA Dr. Sindhu Menon      | Assistant Professor, Dept. of Accountancy  |
|       |                           | Dr. Poonam Popat         | Coordinator, Dept. of Finance and Banking  |
|       |                           | Mrs. Poonam Shah         | Coordinator, Dept. of Finance and Banking  |
|       |                           | Dr. Sweety Garg          | Assistant Professor - Dept. of Computer and Information Science                      |
|       |                           | Mr. Ashish Modi          | Assistant Professor, Dept. of Computer and Information Science                       |
|       |                           | Mrs. Sonali Singh        | Asst. Professor, Dept. of Management Studies   |
|       |                           | Dr. Amrita Aggarwal      | Asst. Professor, Dept. of Geography  |



|    |                               |                             |   |
|----|-------------------------------|-----------------------------|---|
| e) | Controller of Examination     | Mr. Furqan Shaikh           | Assistant Professor, Dept. of Banking and Finance |
| f) | Senior Administrative Officer | Mr. Chandrashekhar M. Penta | Administration                                    |
| g) | Student                       | Mr. Virag Sanghvi           | Third Year – BMS                                  |

1. To read and confirm the minutes of the previous meeting.

Minutes of earlier meeting were read and confirmed.

2. To discuss the status of AQAR for A.Y. 2024-25.

Prof. Dr. Moushumi Datta informed everyone that the team has started with the work of data collection for AQAR Report, however, NAAC has not yet provided with the revised formats. The team is still working on data collection and compilation will get over by December 2025.

3. To discuss the plan of implementation of ISO 21001:2018 for AY 2025-26

Dr. Sindhu Menon informed the gathering that the 4<sup>th</sup> Internal Audit of ISO 21001:2018 is scheduled on 24<sup>th</sup> and 25<sup>th</sup> September 2025 for Degree College and 26<sup>th</sup> September 2025 for Junior College. The Management Review Meeting (MRM) will be conducted within 15 days and will be minuted.

4. To discuss the plan of conduct of Academic Audit, Administrative Audit, Gender Audit, IT Audit, Green, Energy, Environment Audit, Library Audit for the Academic Year 2024-25

Prof. Dr. Mona Mehta stated that Academic, Administrative and Gender Audit for AY 2024-25 is planned in second half of the AY 2025-26. To this, Dr. Sonali Karekar added that Library Audit for AY 2024-25 was successfully conducted on 17<sup>th</sup> January 2025. Mr. Ashish Modi stated that Green, Energy, Environment Audit for AY 2024-25 was conducted in April 2025. He further stated that College have received 5-Star rating in Energy Efficient Campus and 4-Star rating in Green Campus by Campus Mark. All the members of the committee appreciated the effort.



5. To discuss the plan of Examination to be conducted in September / October 2025.

Mr. Furqan Shaikh, Controller of Examination briefed about the Examinations schedule for the academic year 2025-26. He gave a report of the completed ATKT examination for the June 2025. He shared a tentative schedule for the upcoming examinations to be conducted during October/November 2025 for all UG/PG programs across College. Examination related activities like collection, verification and uploading of documents like APAAR ID, result data on university portals has been executed successfully.

| Schedule                  | Dates   | Remarks                     |
|---------------------------|---|-----------------------------|
| Practical Exams<br>(DCIS) | Sept 15 <sup>th</sup> to Sept 20 <sup>th</sup>      | SY / TY                     |
|                           | Sept 29 <sup>th</sup> to Oct 4 <sup>th</sup>        | FY                          |
| ATKT Exams                | Sept 19 <sup>th</sup> to Sept 27 <sup>th</sup>      | BMS Sem II (AICTE)          |
| SY / TY – UG              | Sep 29 <sup>th</sup> to 16 <sup>th</sup> Oct (SYs)  | 8.00am to 10.00am           |
|                           | Sept 30 <sup>th</sup> to 15 <sup>th</sup> Oct (TYs) | Sem 3 / 5 on alternate days |
| PG                        | Oct 6 <sup>th</sup> to Oct 16 <sup>th</sup>         | 8.00am to 10.00am           |
|                           |   | Sem 1 / 3 on alternate days |
| FY                        | Oct 9 <sup>th</sup> to Oct 16 <sup>th</sup>         | 10.30am to 12.30pm          |

6. To discuss the plan of conduct by Research Cell.

Prof. Dr. Kavita Kalkoti, Convener of Research Cell informed that the training of students for Aavishkar Workshop to be organized by University of Mumbai is going on. The Elimination Round for Aavishkar will be conducted on 12<sup>th</sup> and 13<sup>th</sup> August 2024 within the college. She further stated that the amount of Seed money granted has been dispersed by Management and individual researcher have been working on their projects. The following faculty members were sanctioned with Seed Money:

| Sr. No. | Name of Faculty     | Amount Sanctioned |
|---------|---------------------|-------------------|
| 1       | Ms. Vaishnavi Vadia | Rs. 25,000/-      |
| 2       | Mr. Rohit Vange     | Rs. 30,000/-      |



|              |                         |                       |
|--------------|-------------------------|-----------------------|
| 3            | Ms. Mallika Rane        | Rs. 25,000/-          |
| 4            | Dr. Amrita Aggarwal     | Rs. 35,000/-          |
| 5            | Mr. Ashley Fernandes    | Rs. 41,000/-          |
| 6            | Mr. Omkar Kabadi        | Rs. 25,000/-          |
| 7            | Ms. Elizabeth L. George | Rs. 45,000/-          |
| 8            | Dr. Nandkishor Sonar    | Rs. 20,000/-          |
| 9            | Ms. Anisha Asirvatham   | Rs. 45,000/-          |
| <b>TOTAL</b> |                         | <b>Rs. 2,91,000/-</b> |

Dr. Kalkoti further stated, Ms. Elizabeth George returned the sanctioned amount to the College as she resigned from College due to personal commitments

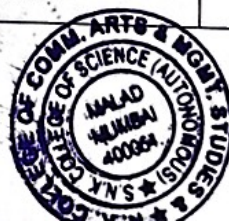
7. To discuss the plan of conduct of Library and Information Centre.

Dr. Sonali Karekar, Librarian informed everyone that library will be conducting various user centric innovative activities in this academic year. The library has started the process of shifting to Koha software. Once the Koha library management software will be installed, all the 3 libraries online Catalog will be accessible on one page.

8. To discuss the activities planned and conducted for current academic year.

Coordinator, Prof. Dr. Mona Mehta informed everyone that the following activities are conducted by IQAC successfully:

| Sr. No. | Name of the Event   | Date  |
|---------|---|---|
| 1       | World Environment Day by organizing Document Screening and Poster Making in association with BMS and Green Club | 5 <sup>th</sup> June 2025                     |
| 2       | Student Induction Programme   | 2 <sup>nd</sup> and 4 <sup>th</sup> July 2025 |
| 3       | Guest Lecture on "Beyond the Blackboard" on occasion of CA Day in association with KASC, Dept. of Accountancy   | 3 <sup>rd</sup> July 2025                     |
| 4       | TEDxNKC 2025  | 12 <sup>th</sup> July 2025                    |
| 5       | Leadership Impact Series on the topic "Journey across Borders" in association with BMS                          | 14 <sup>th</sup> July 2025                    |



|    |  |   |
|----|--|---|
| 6  | Open Minds – Discussion Forum for Young Leaders  | 16th July 2025                                  |
| 7  | Master Class on "Power Skills that Build Global Careers" in association with Dept. of Computer and Information Science | 17th July 2025                                  |
| 8  | FDP on TeachUs App   | 17 <sup>th</sup> July 2025                      |
| 9  | Orientation Programme  | 24 <sup>th</sup> and 25 <sup>th</sup> July 2025 |
| 10 | Master Class on IPR Awareness under NIPAM in association with BMS  | 25 <sup>th</sup> July 2025                      |
| 11 | Poster Presentation on "Impact of Drug on Young People" in association with Dept. of Computer and Information Science  | 30 <sup>th</sup> July 2025                      |
| 12 | Saarthi 2025: Inclusion and Diversity in association with Urja, a School for differently abled children and BAMMC      | 1 <sup>st</sup> August 2025                     |

She further stated that this year under the guidance of Principal Prof. Dr. Moushumi Datta, IQAC organized its first ever Public Lecture on Evolving Future of Humanity: From Genome to Om and commemoration of Nagindas Khandwala College on 21<sup>st</sup> July 2025. All the members appreciated the same.

She stated that following activities are planned:

| Name of the Event   | Date                           |
|---|--------------------------------|
| Training Programme on Advanced MS Excel for Non-Teaching Staff of MKES Parivaar | August 2025                    |
| FDP on Power BI   | July – August – September 2025 |
| Endeavour   | January 2026                   |



9. To discuss about the activities planned by Incubation Centre.

Dr. Sweety Garg, Member of Incubation Cell, informed all the members about the activities organized. The details of which are as follows:

| Sr. No. | Name of the Event   | Date                        |
|---------|---|-----------------------------|
| 1       | Master Class on IPR Awareness under NIPAM in association with BMS | 25 <sup>th</sup> July 2025  |
| 2       | Youthpreneur Expo   | 31 <sup>st</sup> July 2025  |
| 3       | Poster Competition  | 6 <sup>th</sup> August 2025 |

10. To discuss about organizing of National Conferences in AY 2025-26.

Prof. Dr. Mona Mehta stated that College have successfully organized National Seminar on "The Legacy of Sardar Vallabhbhai Patel in Negotiating the Vision and Challenges of Twenty-First Century Bharat" in collaboration with the Indian Council of Social Science Research (ICSSR) under the special call titled 'Rashtriya Ekta (National Unity) Seminars' on 11<sup>th</sup> July 2025.

She further stated that following conferences are planned in upcoming months:

| Sr. No. | Name of the Event        | Date          | Organizing Unit             |
|---------|--------------------------|---------------|-----------------------------|
| 1       | National Conference      | December 2025 | IQAC and Dept. of Economics |
| 2       | International Conference | December 2025 | Nagindas Khandwala College  |
| 3       | International Conference | February 2026 | IQAC                        |

11. Any other business with the permission of the Chair.

Dr. Suhasini Arya appreciated the work done by IQAC. She further suggested to conduct Cyber Security Audit.

Prof. Dr. Moushumi Datta informed all the members that the College has been awarded with "Outstanding Leadership Award in Education" by Global Star Awards in



June 2025. All the members congratulated for same. She further stated that the College has been selected by Government of Gujrat to provide training to their colleges for NAAC. A college from Dahej will be visiting our campus on 19<sup>th</sup> and 20<sup>th</sup> August 2025 for same.

There have been no other business and meeting ended with vote of thanks to Chair.

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PROF. DR. MONA MEHTA  
IQAC COORDINATOR

READ CONFIRMED AND SIGNED.

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PROF. DR. MOUSHUMI DATTA  
CHAIRPERSON



Action Taken Report of IQAC Meeting held on Friday, 8<sup>th</sup> August, 2025 at 11:00 am:

| Sr. No. | Agenda   | Action Taken   |
|---------|--|--|
| 1       | To discuss the status of AQAR for A.Y. 2024-25.  | Data compilation in progress   |
| 2       | To discuss the plan of implementation of ISO 21001:2018 for AY 2025-26.  | Internal Audit conducted on 24 <sup>th</sup> and 25 <sup>th</sup> August 2025.   |
| 3       | To discuss the plan of conduct of Academic Audit, Administrative Audit, Gender Audit, IT Audit, Green, Energy, Environment Audit, Library Audit for the Academic Year 2024-25. | Library Audit for AY 2024-25 was successfully conducted on 17 <sup>th</sup> January 2025. Green, Energy, Environment Audit for AY 2024-25 was also conducted on 24 <sup>th</sup> April 2025  |
| 4       | To discuss the plan of Examination to be conducted in September/October 2025.  | Examinations conducted as planned  |
| 5       | To discuss the activities planned and conducted for current academic year.   | FDP on Power BI successfully completed. Endeavour planned on 2 <sup>nd</sup> January 2026.   |
| 6       | To discuss about organizing of National Conferences in AY 2025-26  | <ul style="list-style-type: none"> <li>National Seminar on "The Legacy of Sardar Vallabhbhai Patel in Negotiating the Vision and Challenges of Twenty-First Century Bharat" in collaboration with the Indian Council of Social Science Research (ICSSR) under the special call titled 'Rashtriya Ekta (National Unity) Seminars' on 11<sup>th</sup> July 2025.</li> <li>Multidisciplinary National Seminar on "Shifting from Numbers to Narratives: Rethinking Economic Development" planned on 5<sup>th</sup> December 2025.</li> <li>International Conference on Shaping Aspirations through Innovation, Leadership &amp; Entrepreneurship in the Global Landscape planned on 6<sup>th</sup> February 2026.</li> </ul> |

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Prof. Dr. Mona Mehta  
IQAC Coordinator

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Prof. Dr. Moushumi Datta  
Chairperson

