



Autonomous (2016-17)

Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)
ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.
IMC Ramkrishna Bajaj National Quality Commendation Certificate

**Date of Meetings conducted by Internal Quality Assurance Cell (IQAC)
from 2016-17 to 2020-21**

Sr. No.	Academic Year	Meeting Number	Meeting Date
1	2016-17	1	25 th June 2016
2		2	11 th August 2016
3	2017-18	1	4 th January 2018
4		2	3 rd February 2018
5		3	9 th March 2018
6		4	21 st April 2018
7	2018-19	1	27 th October, 2018
8		2	21 st December, 2018
9		3	14 th February, 2019
10		4	5 th April, 2019
11	2019-20	1	15 th June 2019
12		2	13 th July 2019
13		3	29 th November 2019
14		4	5 th March 2020
15	2020-21	1	25 th June 2020
16		2	16 th September 2020
17		3	4 th January 2021
18		4	22 nd March 2021

M. Datta.

Prof. Dr. Moushumi Datta
I/c. Principal

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

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on 27th October, 2018 at 11.00 a.m in the Board Room of Malad Kandivli Education Society to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the workshops/ seminars and conferences to be conducted in 2018-19
3. To discuss about the perspective plan of 2018-19
4. To discuss about the updates of AQAR Report.
5. To discuss about the updates of RUSA
6. Any other business with the permission of the Chair.

M. Datta.

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

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

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

A meeting of the I.Q.A.C. Committee was held on, 27th October, 2018 at 11.00 am in the Board Room of Malad Kandivli Education Society.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
- 2) Prof Dr. Moushumi Datta - Cordinator
- 3) Mr. V.G. Suchak
- 4) Dr. (Mrs.) Mona Bhatia
- 5) Dr. Varsha Ainapure
- 6) Dr. Marina Pereira
- 7) Mr. Vinay Prabhu
- 8) Mr. Suresh Shetkar
- 9) Dr. Bharat M Pithadia
- 10) Ms. Sindhu P M
- 11) Dr. Santosh C. Hulagabali
- 12) Mr. Chandrashekhar Penta
- 13) Mr. Dhruvan Pandya
- 14) Ms. Soniya Pandey
- 15) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Prof. Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

The events to be organized in the academic year 2018-19 were briefed by the Co-ordinator. The Principal requested all the members to execute events with proper coordination with the concerned faculty. She also asked the members to encourage the PG students take active part in all the events to be conducted by our College.

The need of having Perspective Plan for 2018-19 was discussed and the Co-ordinator shared the updates of the AQAR Report. She explained that the inputs were shared by the faculty for the report of the academic year 2018-19. She also said the Report would be submitted soon and the same would also be uploaded on our website.

The Coordinator briefed about the RUSA funding. She shared about the proper allocation of the funding to be made on all the proposed activities and facilities. She said that the Admin and the IQAC were working closely to effective allocation and use of the funding.

There being no other business the meeting ended with a vote of thanks to the chair.

Matta.

PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED ON



DR. ANCY JOSE
CHAIRPERSON

Action Taken Report of IQAC Meeting held on 27th October, 2018 at 11.00 a.m.

Sr. No.	Agenda	Action Taken
1.	To discuss about the workshops / seminars and conferences to be conducted in 2018-19.	Various workshops / seminars were conducted
2.	To discuss about the perspective plan of 2018-19.	Departments submitted their Perspective Plan
3.	To discuss about the updates of AQAR Report.	AQAR Report is in progress
4.	To discuss about the updates of RUSA.	RUSA Funding were used appropriately and utilizations were submitted to RUSA

Datta.

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal

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

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on 21st December, 2018 at 11.45 a.m in the Board Room of Malad Kandivli Education Society to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To take stock of the preparation for ISO certification audit 9001:2015
3. To use social media effectively to create awareness and marketing about the activities and new initiatives
4. To take necessary measures for improving the quality of the students' projects
5. Any other business with the permission of the Chair.

M. Datta.

**PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR**

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

A meeting of the I.Q.A.C. Committee was held on, 21st December, 2018 at 11.45 am in the Board Room of Malad Kandivli Education Society.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
- 2) Prof Dr. Moushumi Datta - Cordinator
- 3) Mr. V.G. Suchak
- 4) Dr. (Mrs.) Mona Bhatia
- 5) Dr. Varsha Ainapure
- 6) Dr. Marina Pereira
- 7) Mr. Vinay Prabhu
- 8) Mr. Suresh Shetkar
- 9) Dr. Bharat M Pithadia
- 10) Ms. Sindhu P M
- 11) Dr. Santosh C. Hulagabali
- 12) Mr. Chandrashekhar Penta
- 13) Mr. Dhruvan Pandya
- 14) Ms. Soniya Pandey
- 15) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

The Principal requested the MR of ISO Prof. Dr. Moushumi Datta to brief about the preparation for ISO certification audit 9001:2015.

The MR shared that the teaching and non-teaching staff were ready with all necessary documentation work to face the ISO certification audit 9001:2015 to be held from 17th to 19th December, 2018. She said that the teaching and non-teaching staff were given necessary orientation about the ISO certification audit process (of 9001:2015) which is a bit different from 9001:2008. She further said that two quality objectives were taken up and both were mentioned to maintain continuous improvement and 6-man day of training programmes were provided to the faculty and competence based skill matrix was also filled by all the faculty members.

The Principal appreciated the efforts by Prof. Dr. Moushumi Datta and wished her and all the staff all the best.

Dr. Mona Mehta proposed to use social media effectively to create awareness and marketing about the activities and new initiatives of our College. She briefed the members that the College is using Amplipost to post important messages on Facebook. The Principal requested all the members to share messages/photos of

the important activities as to inform our stakeholders as what kind of academic and extra-curricular activities are being conducted in the College.

Principal Dr. Ancy Jose asked the members to take necessary steps to improve the quality of the students' projects. Responding to this Librarian Dr. Santosh C. Hulagabali said that the plagiarism detection software was being used for checking students' projects and necessary awareness drive (of the software) was carried out. The Principal suggested to circulate the institutional policy, among the students and faculty, drafted for avoiding plagiarism.

There being no other business the meeting ended with a vote of thanks to the chair.



PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED ON



DR. ANCY JOSE
CHAIRPERSON

Action Taken Report of IQAC Meeting held on 21st December, 2018 at 11.45 a.m.

Sr. No.	Agenda	Action Taken
1.	To take stock of the preparation for ISO Certification Audit 9001:2015	Audit was conducted from 17-19 December, 2018 and Certification received with no non-conformity.
2.	To use social media effectively to create awareness and marketing about the activities and new initiatives	To create awareness and marketing about the activities and new initiatives the Amplipost was used.
3.	To take necessary measures for improving the quality of the students projects.	Plagiarism detection software was used for checking plagiarism of each students' project

Datta,

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT
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INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on 14th February, 2019 at 11.15 a.m in the Board Room of Malad Kandivli Education Society to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. Events to be conducted: International Womens' day
3. To train the students for preparing papers for the conferences
4. To share experiences of 'Thought Leaders Conference' attended by the Vice-Principals
5. Any other business with the permission of the Chair.

Matta.

**PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR**

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

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

A meeting of the I.Q.A.C. Committee was held on, 14-02-2019 at 11.15 am in the Board Room of Malad Kandivli Education Society.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose
- 2) Dr. Moushumi Datta
- 3) Dr. Bharat Gala
- 4) Advocate Hemant Mehta
- 5) Mr. V.G. Suchak
- 6) Dr. (Mrs.) Mona Bhatia
- 7) Dr. Varsha Ainapure
- 8) Mr. Vinay Prabhu
- 9) Mr. Dilip Gala
- 10) Mr. Santosh Akhade
- 11) Mr. Chandrashekhar Penta
- 12) Mr. Dhruvan Pandya
- 13) Ms. Soniya Pandey
- 14) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

The Coordinator proposed to observe International Womens Day on 8th March, 2019 by organizing a drama titled 'Cast off all shame'. She said that the drama would be coordinated by Ulka Puri who was our ex-faculty of our College. The Members of the Cell approved the proposal.

Principal Dr. (Mrs.) Ancy Jose said that under autonomy students have credits on completion of various programmes. She specifically underlined the importance of preparing students for the conferences or seminars organized by different colleges and universities. She asked the faculty to give necessary guidance to the students especially the PG students.

Dr. Mona Mehta and Prof. Dr. Moushumi Datta had been to Goa to attend the 'Thought Leaders Conference'. Both of them shared their views and experiences about the Conference. The Principal asked Dr. Mehta and Prof. Dr. Datta to share the learning from the Conference with their colleagues as well as the students.

There being no other business the meeting ended with a vote of thanks to the chair.



PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR



READ CONFIRMED AND SIGNED ON
DR. ANCY JOSE
CHAIRPERSON

Action Taken Report of IQAC Meeting held on 14th February, 2019 at 11.15 a.m.

Sr. No.	Agenda	Action Taken
1.	Events to be conducted : International Women's Day	International Women's Day was conducted on 8 th March
2.	To train the students for preparing papers for the conferences	Done
3.	To share experiences of 'Thought Leaders Conference' attended by the Vice Principals	Shared experience

Datta.

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal

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

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on 5th April, 2019 at 11.30 a.m in the Board Room of Malad Kandivli Education Society to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To plan for academic events to be conducted in 2019-20
3. To automate the ISO audit process
4. To launch a new, interactive and dynamic website
5. Any other business with the permission of the Chair.

M. Datta.

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

A meeting of the I.Q.A.C. Committee was held on, 5th April, 2019 at 11.30 am in the Board Room of Malad Kandivli Education Society.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
- 2) Prof Dr. Moushumi Datta - Cordinator
- 3) Mr. V.G. Suchak
- 4) Dr. (Mrs.) Mona Bhatia
- 5) Dr. Varsha Ainapure
- 6) Dr. Marina Pereira
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- 8) Mr. Suresh Shetkar
- 9) Dr. Bharat M Pithadia
- 10) Ms. Sindhu P M
- 11) Dr. Santosh C. Hulagabali
- 12) Mr. Chandrashekhar Penta
- 13) Mr. Dhruvan Pandya
- 14) Ms. Soniya Pandey
- 15) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

Principal Dr. Ancy Jose asked the members to submit proposals to organize meaningful workshops for the faculty as well as for the faculty of different colleges/universities in the academic year 2019-20. While appreciating Dr. Mona Mehta for initiating Faculty Induction Programme at the start of the academic year in 2018-19, she emphasized that Faculty Induction Programme was of great use for the newly appointed teachers thus it should be organized for one week in the coming academic year.

The IQAC Coordinator emphasized on automating the ISO audit process. The Principal suggested that the IT/CS department should take this as a project and automate the ISO audit processes. Mrs. Sindhu was asked to discuss with her colleagues and come out with a proposal to go ahead with the project.

The Librarian Dr. Santosh C. Hulagabali briefed the members about the present issues and challenges of the existing website. Considering the need of the upgraded features required in the website, the Principal informed the members that a new website would be launched by July, 2019. For this, she asked Dr. Hulagabali to find out the vendors and request them the proposals.

There being no other business the meeting ended with a vote of thanks to the chair.

M. Datta.

PROF. DR. MOUSHUMI DATTA

CO-ORDINATOR



READ CONFIRMED AND SIGNED ON

DR. ANCY JOSE

CHAIRPERSON

Action Taken Report of IQAC Meeting held on 5th April, 2019 at 11.30 a.m.

Sr. No.	Agenda	Action Taken
1.	To plan for academic events to be conducted in 2019-20	Department submitted their activity plan for academic year 2019-20
2.	To automate the ISO Audit Process	Training was given
3.	To launch a new, interactive ad dynamic website	Website was re-launched with URL www.nkc.ac.in

M Datta .

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal