

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

9th October, 2023

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Thursday, 12th October, 2023 at 12:30 pm in Hybrid Mode at 7th floor, C-Wing and Google Meet to discuss the following agenda.

Link: meet.google.com/uyt-ohpm-ehp

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss the progress in preparation of AQAR for A.Y. 2022-23.
3. To discuss about initiatives of Department of Examination and Evaluation.
4. To discuss about the schedule of Internal Audit of New ISO Standard 21001.
5. To discuss the activities planned and conducted for current academic year.
6. To discuss about International Initiatives.
7. To discuss about the implementation of NEP 2020.
8. To discuss about appraisal of teaching staff to be conducted.
9. To discuss the activities of Research Cell.
10. To discuss about the activities conducted by Incubation Centre.
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 Thursday, 12th October, 2023 at 12:30 pm in Hybrid Mode.

Principal Prof. Dr. Moushumi Datta presided over the meeting. Mr. Digant H. Upadhyaya, Mr. Vishal Parekh, Mr. Amit Gheewala, Dr. Himanshu Dawda, CA Dr. Varsha Ainapure, Ms. Tanvi Mehta were granted leave of absence

The following members were present:

Sr. No.	Role	Name	Designation
1	Chairperson	Prof. Dr. Moushumi Datta	Principal
2	Coordinator	Dr. Mona Mehta	Vice Principal, HOD – Management Studies
3	Members		
a.	Nominee from Industrialist	Mr. Dilip Gala	Hon. Secretary, MKES
b.	Nominee of Local Society	Prin. K. Venkatramani	Former Registrar, University of Mumbai
c.	Teachers	Dr. Kavita Kalkoti	HOD, Dept. of Commerce
d.		CA. Dr. Reena Desai	HOD, Dept. of Accountancy
e.		Dr. Poonam Popat	Coordinator, Dept. of Finance and Banking
f.		Mrs. Poonam Shah	Coordinator, Dept. of Finance and Banking
g.		Mrs. Sonali Singh	Asst. Professor, Dept. of Management Studies
h.		Dr. Sweety Garg	Asst. Professor, Dept. of Computer and Information Science
i.		Mr. Ashish Modi	Assistant Professor, Dept. of Computer and Information Science
j.		CA Sindhu Menon	Assistant Professor, Dept. of Accountancy
		Dr. Preeti Tripathi	Assistant Professor, Dept. of Commerce
k.		Controller of Examinations and Evaluation	Mrs. Elizabeth Leah George
l.	Librarian	Ms. Sonali Vhatkar	Librarian
m.		Mr. Girish R. Rathod	Registrar



n	Few Senior Administrative Officer	Mr. Chandrashekhar M. Penta	Administration
o	Alumni	Capt. Chintan Bhatia	Alumni
p.	Special Invitee	Dr. Mrs. Ancy Jose	Director, MKES

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

Minutes of the earlier meeting were read and confirmed

2. To discuss the progress in preparation of AQAR for A.Y. 2022-23.

Principal Prof. Dr. Moushumi Datta informed all that the AQAR preparation work is in progress and should be submitted by 30th December 2023. Scanning and documentation is happening simultaneously for all Criteria. She further stated that the College will require more Cloud Storage as the data is huge.

3. To discuss about initiatives of Department of Examination and Evaluation.

Controller of Examinations, Ms. Elizabeth Leah George informed everyone that the Meeting of Board of Examination was held on 13th September 2023. Regular Semester V and III examinations commenced on 10th October and 11th October 2023 respectively. She further stated that since assessment is happening using On-Screen Marking System (OSM), scanning of Answer books of Exam held on 10th October 2023 is completed.

4. To discuss about the schedule of Internal Audit of New ISO Standard 21001.

Principal Dr. Datta informed everyone that the training for Internal Auditor was successfully completed in the month of August 2023. Internal Audit for New ISO Standard is scheduled on 16th and 17th October 2023.

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

IQAC Coordinator Prof. Dr. Mona Mehta informed that following activities and training programmes were successfully conducted:



Sr. No.	Name of Activity	Date
1	IQAC And Academic Enrichment Committee Organize UPSC / MPSC Competitive Exams Career Guidance Seminar In Collaboration With Civilians Academy	10 th August 2023
2	National Conference on Libraries Leading the Way to Education 4.0: Unleashing the Future of Learning by IQAC and Library and Information Centre	12 th August 2023
3	Workshop on ABC organized by IQAC and Academic Enrichment Committee	24 th August 2023
4	Workshop for Green Club Faculty Coordinator in association with UNICEF	25 th August 2023
5	Guest Lecture on "Orientation on How to design and develop MOOCs"	14 th September 2023

She further informed that 6 Days Training Programme on Advanced MS Excel for Non-Teaching Staff will be completed by 14th October 2023. Also, following activities is planned for the upcoming months:

- a. Garba Night is planned at Kora Kendra on 18th and 22nd October 2023.
 - b. Two Weeks Refresher Course in Commerce, Management and Accountancy organized with UGC HRDC commencing from 28th November 2023.
 - c. Master Classes for Students.
 - d. NCPA Vistaar – Demystifying Indian Classical Dance in January 2024.
 - e. Endeavour'24 – Empowering Educators in February 2024
6. To discuss about International Initiatives.

Prof. Dr. Mona Mehta stated that the Guidance Session on Study Abroad was conducted on 3rd and 6th July 2023. 5 students have shown interest in same. Their meeting is scheduled in November 2023.

7. To discuss about the implementation of NEP 2020.

Principal Prof. Dr. Moushumi Datta informed NEP is successfully implemented at First Year for all Programmes. She further congratulated all the staff members for implementing NEP in the true spirit.



8. To discuss about appraisal of teaching staff to be conducted.

Prof. Dr. Mona Mehta informed that Dr. Vivek Chaubey is due to submit his file. The following five faculty members Dr. Swapna Joshi, Dr. Poonam Papat, Dr. Meha Mandawewala, Mrs. Poonam Shah and Mrs. Gargi Dubey have submitted their files to IQAC. Their scrutiny of documents and interview is yet to be scheduled.

9. To discuss the activities of Research Cell.

Dr. Kavita Kalkoti, Convener- Research Cell informed that proposals of Ph.D. Scholars and PG Students are submitted to participate in Aavishkar. She further stated that the cell have applied to ICSSR for a sponsored Seminar to be held on February 2024.

10. To discuss about the activities conducted by Incubation Centre.

Dr. Sweety Garg informed everyone that following activities are conducted:

Sr. No.	Date	Name of Activity
1	11 th August 2023	Industrial Visit to Navneet Education Pvt. Ltd.
2	17 th August 2023	Marketing Marhsal Competition
3	25 th August 2023	Innovate & Elevate: The Entrepreneurship Challenge
4	1 st September 2023	Balancing Creativity: Canva Design Mastery and Competition
5	12 th September 2023	Exhibition & Sale
6	13 th September 2023	Tagline Triumph
7	18 th September 2023	From Ideas to Market: Incubatee Showcase and Sale

She further stated that an exhibition cum sale is planned for Teaching and Non-

Teaching Staff on 20th October 2023.



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

Librarian Ms. Sonali Vhatkar stated that Institutional Depository has been created to collect all abstracts from all stakeholders. She also informed that the COIST Course was successfully completed for UG and PG Students for 2 Credits.

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 Thursday, 12th October, 2023 at 12:30 pm:

Sr. No.	Agenda	Action Taken
1	To discuss the progress in preparation of AQAR for A.Y. 2022-23	AQAR submitted on 30 th December 2023.
2	To discuss about initiatives of Department of Examination and Evaluation	Meeting of Board of Examination was conducted on 13 th September 2023. Regular Semester V and III examinations commenced on 10 th October and 11 th October 2023 respectively.
3	To discuss about the schedule of Internal Audit of New ISO Standard 21001	Internal Audit for New ISO Standard 21001:2018 successfully completed on 16 th and 17 th October 2023
4	To discuss the activities planned and conducted for current academic year	05 activities was successfully conducted from 10 th August 2023 till 10 th October 2023. Garba Night conducted at Kora Kendra on 18 th and 22 nd October 2023. Two Weeks Refresher Course in Commerce, Management and Accountancy organized with UGC HRDC successfully completed from 28 th November 2023. NCPA Vistaar – Demystifying Indian Classical Dance on 30 th January 2024
5	To discuss about International Initiatives	Guidance Session on Study Abroad was conducted on 3 rd and 6 th July 2023. One student from SYBMS - Swayam Jigneshkumar Sukhadia took up the opportunity.



6	To discuss about the implementation of NEP 2020	NEP is successfully implemented at First Year for all Programmes
7	To discuss about appraisal of teaching staff to be conducted	The following five faculty members Dr. Swapna Joshi, Dr. Poonam Popat, Dr. Meha Mandawewala, Mrs. Poonam Shah and Mrs. Gargi Dubey have submitted their files to IQAC. Their scrutiny of documents and interview is yet to be scheduled.
8	To discuss the activities of Research Cell	4 groups (Sayed Shifa, Sneha , Abhay , Aayushi, Krushita Dhanesh Desai, Sonali Singh) qualified in first round – Aavishkar, out of which 3 groups (Sneha , Abhay , Aayushi, Krushita Dhanesh Desai, Sonali Singh) qualified for second round.
9	To discuss about the activities conducted by Incubation Centre	7 activities have successfully completed from 11 th August, 2023 till 18 th September 2023. Exhibition cum sale for Teaching and Non-Teaching Staff conducted on 20 th October 2023
10	Any other business with the permission of the Chair	COIST Course was successfully completed for UG and PG Students for 2 Credits

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Prof. Dr. Mona Mehta

Vice Principal & IQAC Coordinator

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Prof. Dr. Moushumi Datta

Principal

