

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

**INTERNAL QUALITY ASSURANCE CELL**

**NOTICE**

A meeting of the IQAC committee will be held on 15<sup>th</sup> June, 2019 Saturday in the Board Room of Malad Kandivali Education Society to discuss the following agenda.

**AGENDA**

1. To read and confirm the minutes of the previous meeting.
2. To discuss the preparation of the Academic Calendar.
3. To automate the ISO audit process.
4. To discuss New Framework Guidelines for NAAC Accreditation.
5. To discuss about the new programmes which will start from the academic year 2019-20
6. To consider and deliberate upon the Short Term Courses conducted in the institution.
7. To discuss the preparation of Departmental Profiles.
8. To discuss about the up gradation of syllabus.
9. Planning for new Academic session.
10. Formation of various committees.
11. To discuss the Teaching plan and workload distribution.
12. To discuss about the Refresher Course organized by the Accountancy Department.
13. To discuss about the Quality Objective.
14. Any other business with the permission of the Chair

*M. Datta.*

**PROF DR. MOUSHUMI DATTA**

**CO-ORDINATOR**

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

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES AND ACTION TAKEN REPORT OF THE MEETING**

A meeting of the I.Q.A.C Committee was held on 15<sup>th</sup> June, 2019 Saturday in the Board Room of Malad Kandivali 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 – Co-ordinator
- 3) Mr. V.G. Suchak
- 4) Dr. Mona Mehta
- 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 IQAC Coordinator Dr. Moushumi Datta 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 Principal put forward that from the academic year 2019-2020 three new programmes have started and they are as follows:

1. B.A. Honours in Apparel Design and Construction.
2. B.COM Honours in International Accounting.
3. B.COM Honours in Actuarial Studies.

The IQAC coordinator Dr. Moushumi Datta informed the members that 43 Short Term Courses are at present offered by the institution and students are enrolled for the same.

In Semester I, III and V

21 STCs are offered and in Semester II and IV, 22- thus bringing the total to 43.

Upgradation of syllabus was carried on for B.com Commerce III, Commerce IV, Commerce V and Commerce VI, B.A. Geography II, Geography III, Geography IX and Economics IV, Economics V, Economics VI, Economics VII, Economics VIII and Economics IX.

Vice Principal Mr. V.G.Suchak was asked to prepare the Academic Calendar for 2019-20. Important events, curricular and co-curricular activities, extra-curricular activities and extension activities would be incorporated. The Head of Departments were asked to plan departmental calendars as well.

All the Head of Departments were directed to prepare the departmental profiles as per the new NAAC format.

The IQAC Coordinator Dr. Moushumi Datta asked each department to have an interactive session with the first year students.

The constitution of the

1. Academic and Exam Reforms Committee
  2. Examination Committee
  3. Unfair means Enquiry Committee
  4. Students Council
  5. IQAC/NAAC
  6. Students Aid Fund
  7. Attendance Committee
  8. Time table Committee
  9. Gymkhana
  10. Discipline Committee
  11. Social Cell
  12. Counselling Cell
  13. Library Committee
  14. Purchase Committee
  15. ISO
  16. Grievance Redressal Committee
  17. Admission Committee
  18. Women Development Cell
  19. Entrepreneurship Development Cell
  20. Anti-Ragging Cell
  21. UGC Planning Board,
  22. Career Guidance and Placement Cell
  23. Rotaract Club of Khandwala
  24. International initiatives
- will be decided at a later date.

All the Head of Departments and Co-ordinators presented in brief the distribution of workload that was finalized in the departmental meetings. They also presented the teaching plan for the approval of the IQAC.

The Head of Department of Accountancy announced that the Refresher Course will be held from June 17 to 29 in the college campus and that 33 participants have registered.

The IQAC coordinator Dr. Moushumi Datta put forward that in the academic year 2019-20, two quality objectives will be taken up:

1. To provide six man-days of training to the faculty.
2. To introduce a credit based Short Term Course for PG students on online information sources, tools and techniques.

She further added that an improvement project titled 'To Elevate the Lives of the Needy and the Underprivileged' will also be taken up.

The IQAC and NAAC coordinator Dr. Moushumi Datta informed that Principal Venkatramani on 8<sup>th</sup> June 2019 spoke on 'New Framework Guidelines for NAAC Accreditation'. She also added the second session of the same will be held on 17<sup>th</sup> June 2019.

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**

**DR. ANCY JOSE**  
**CHAIRPERSON**

