

14<sup>th</sup> July, 2022

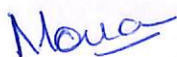
INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Wednesday, 27<sup>th</sup> July, 2022 at 11:00 am in offline mode at Library, 1<sup>st</sup> Floor, C-Wing to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To review the report of NAAC 4<sup>th</sup> Cycle.
3. To review the report of Academic Audit for A.Y. 2020-21.
4. To discuss the preparation of AQAR for A.Y. 2021-22
5. To discuss the conduct of Internal Audit.
6. To discuss the activities planned for current academic year.
7. To review the 12 days' workshop on Research Methodology.
8. To discuss the plan for implementation of 40 lecture series.
9. To discuss about International Initiatives
10. To discuss the implementation of MIS for collection of NAAC Data.
11. To discuss about the implementation of NEP 2020.
12. To discuss about API of teaching staff to be conducted.
13. To discuss about the updates of RUSA.
14. To discuss about the activities conducted by Incubation Centre.
15. Any other business with the permission of the Chair.



DR. MONA MEHTA  
COORDINATOR



PROF. DR. MOUSHUMI DATTA  
CHAIRPERSON

## MINUTES

A Meeting of the I.Q.A.C. Committee was held on Wednesday, 27<sup>th</sup> July, 2022 at 11.00 a.m. at Library, 1<sup>st</sup> Floor, C-Wing.

Principal Prof. Dr. Moushumi Datta presided over the meeting. Mr. Vishal Parekh, Mr. Amit Gheewala, 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	Dr. Mona Mehta	Vice Principal, HOD – Management Studies
3	Members		
a)	Managing Committee	Mr. Digant H. Upadhyaya	Hon. Secretary, MKES
b)	Nominee of Local Society	Prin. K. Venkatramani	Former Registrar, University of Mumbai
c)	Nominee from Industrialist	Mr. Dilip Gala	Hon. Secretary, MKES
d)	Teachers	Dr. Kavita Kalkoti	Associate Professor, Dept. of Commerce
		CA. Dr. Reena Desai	Associate Professor, Dept. of Accountancy
		Dr. Madhukar Dalvi	Assistant Professor, Dept. of Mathematics and Statistics
		Dr. Sindhu P.M.	Coordinator and Assistant Professor - Dept. of Computer and Information Science
		Mrs. Poonam Popat	Coordinator, Dept. of Finance and Banking
		Mrs. Poonam Shah	Coordinator, Dept. of Finance and Banking
		Mrs. Sonali Singh	Asst. Professor, Dept. of Management Studies
		Mr. Ashish Modi	Assistant Professor, Dept. of Computer and Information Science
e)	Controller of Examinations and Evaluation	Mrs. Elizabeth Leah George	Assistant Professor, Dept. of Computer and Information Science
f)	Librarian	Ms. Sonali Vhatkar	Librarian

g)	Few Senior Administrative Officer	Mr. Santosh J. Akhade	Registrar
		Mr. Girish R. Rathod	Office Superintendent
		Mr. Chandrashekhar M. Penta	Administration
h)	Student	Ms. Trupti Singh	M.Com. Part II
i)	Special Invitee	Dr. Mrs. Ancy Jose	Director, MKES
		CA. Dr. Varsha Ainapure	Adjunct Professor, Dept. of Accountancy

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

Minutes of the earlier meeting were read and confirmed.

2. To review the report of NAAC 4th Cycle.

The report of NAAC 4<sup>th</sup> cycle was reviewed. It was further decided that a presentation should be made on the report of NAAC 4<sup>th</sup> Cycle. Prof. Dr. Moushumi Datta agreed to make a presentation for the same.

3. To review the report of Academic Audit for A.Y. 2020-21.

The report of Academic Audit was reviewed and it was suggested that Research amongst Teaching Staff must be strengthened.

4. To discuss the preparation of AQAR for A.Y. 2021-22:

Dr. Mona Mehta said that preparation for AQAR for A.Y. 2021-22 has been initiated. The work has been distributed Criteria wise amongst the faculty members.

5. To discuss the conduct of ISO Internal Audit.

It was discussed that ISO Internal Audit will be conducted on 5<sup>th</sup> and 6<sup>th</sup> of August, 2022.

6. To discuss the activities planned for current academic year.

Following activities are planned by IQAC for the month of August:

- Training Programme on Zotero: A Reference Management Software on 29th July 2022.
- Training Programme on Getting your Ideas Across for Teaching Staff on 12th August 2022
- Master Classes in collaborations with various departments.

7. To review the 12 days' workshop on Research Methodology.

12 days' workshop on Research Methodology was completed successfully. The efforts put in by members was appreciated. The participants of the workshop suggested that it should be conducted offline. Dr. Mrs. Ancy Jose suggested that a residential research methodology workshop can be organized. Mr. Venkatramani suggested that it can be done in collaboration with HRDC, University of Mumbai.

8. To discuss the plan for implementation of 40 lecture series:

40 lecture series are planned to commemorate the 40<sup>th</sup> Foundation Year of Nagindas Khandwala College in which 40 lectures will be conducted for various stakeholders by IQAC. The lecture series has been initiated. Following 9 activities have been conducted:

Sr No	Date	Name of Activity
1	27th June 2022 to 9th July 2022	Workshop on Research Methodology
2	13 <sup>th</sup> July 2022	Faculty Training Programme on Teach Us Attendance App
3	18 <sup>th</sup> July 2022	Training Program on E-Resources: Accessing Databases
4	19 <sup>th</sup> July 2022	Training program on Financial Literacy
5	5th, 6th and 19th July 2022	International Initiative - Study Abroad
6	20 <sup>th</sup> July 2022	Faculty Training Session on - Sole to Soul
7	22 <sup>nd</sup> July 2022	Training Programme on E-Waste Recycling and Management
8	25 <sup>th</sup> July 2022	Open Minds - Discussion Forum for Young Leaders
9	26 <sup>th</sup> July 2022	FDP on Equity and Inclusiveness in Higher Educational Institutions

9. To discuss about International Initiatives:

Three meetings have been held with students of various programmes for opportunity to study abroad in Canada and USA. The meetings were held on 5<sup>th</sup>, 6<sup>th</sup> and 19<sup>th</sup> of July respectively. 15 students have shown interest to avail 2+2 facility that is 2 years at Nagindas Khandwala College and 2 years in abroad (Canada/USA). Shri. Digant Upadhyaya, Hon. Secretary of MKES suggested to share the testimonials of students who have already availed the benefit of 2+2 programme to study abroad.

10. To discuss the implementation of MIS for collection of NAAC Data.

It was unanimously decided that a MIS for collection of NAAC Data must be initiated.

11. To discuss about the implementation of NEP 2020.

Prof. Dr. Moushumi Datta stated that various training programmes will be conducted to understand NEP 2020. Further, she stated that the curriculum of two programmes, namely B.Sc. in Geoinformatics and B.Sc. in Psychology have been prepared in line with NEP 2020 which can be implemented from A.Y. 2023 – 2024. Dr. Mrs. Ancy Jose suggested that work on Academic Bank of Credits (ABC) should be initiated.

12. To discuss about API of teaching staff to be conducted.

The scrutiny of 3 faculty members Dr. Vaishali Ghodeswar, Dr. Vivek Chaubey and Ms. Amruta Sahasrabuddhe from Stage 1 to Stage 2 has been initiated. Further, scrutiny of 6 faculty members Dr. Sindhu P.M., Dr. Swapna Joshi, Ms. Gargi Dubey, Ms. Poonam Shah, Ms. Poonam Popat and Ms. Meha Mandawewala from Stage 1 to Stage 2 is in process. Scrutiny and interview of 4 faculty members Dr. Mona Mehta, Dr. Kavita Kalkoti, CA Dr. Reena Desai and Dr. Vidyadayini Shetty from Stage 4 to Stage 5 has also been initiated.

13. To discuss about the updates of RUSA.

Prof. Dr. Moushumi Datta informed that AG Audit for the fund of Rs. 10,000,000 (Rupees One crore only) was conducted successfully without any discrepancy. Further, she stated that Nagindas Khandwala College is the first college out of 17 colleges to receive the installment amount of Rs.



50,00,000 (Rupees Fifty Lakh only) and second installment of Rs. 50,00,000 (Rupees Fifty Lakh only) is expected to be received in next one and half month.

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

Registrations were invited for Incubation Centre. 8 incubatees have been registered. Interaction with the incubatees were held on 20<sup>th</sup> July 2022. Ms. Devanshi Davda, an incubatee organized an exhibition on accessories in college campus.

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

Ms. Elizabeth Leah George, Controller of Examinations, informed that ATKT Examination in the month of June 2022 was conducted in offline mode and results were declared on time. Grade Card preparation for said examination is in process. Further, she stated that a new methodology for designing course codes will be followed by A.Y. 2022-23. The course codes for all the programmes will be designed by Examination Department.

Dr. Mrs. Ancy Jose stated that On-Screen Marking System (OSM) will be re-introduced from A.Y. 2022-23.

There been no other matter, the meeting ended with vote of thanks to the chair.

DR. MONA MEHTA  
IQAC COORDINATOR


READ CONFIRMED AND SIGNED.

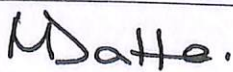
PROF. DR. MOUSHUMI DATTA  
CHAIRPERSON



Action Taken Report of IQAC Meeting held on 27<sup>th</sup> July, 2022 at 11.00 a.m.:

Sr. No.	Agenda	Action Taken
1.	To review the report of NAAC 4th Cycle.	Report of NAAC 4 <sup>th</sup> Cycle was reviewed.
2.	To review the report of Academic Audit for A.Y. 2020-21.	Report of Academic Audit for AY 2020-21 was reviewed.
3.	To discuss the preparation of AQAR for A.Y. 2021-22	Preparation of AQAR 21-22 was initiated and divided criteria wise among faculty members.
4.	To discuss the conduct of Internal Audit.	ISO 9001:2015 Internal Audit was conducted successfully on 5 <sup>th</sup> and 6 <sup>th</sup> of August, 2022.
5.	To discuss the activities planned for current academic year.	Training Programme on Zotero: A Reference Management Software was organized on 29th July 2022. Training Programme on Getting your Ideas Across for Teaching Staff was organized on 12th August 2022 Master Class in collaboration with B-Section on 6 <sup>th</sup> October, 2022 BMS Masterclass in association of IQAC on "Leadership in Crisis" on 24 <sup>th</sup> November 2022
6.	To review the 12 days' workshop on Research Methodology.	12 days' workshop on Research Methodology from 27 <sup>th</sup> June 2022 to 9 <sup>th</sup> July 2022 was completed successfully.
7.	To discuss the plan for implementation of 40 lecture series.	Total 30 activities was conducted till 1 <sup>st</sup> December, 2022. Other activities are lined up for rest of A.Y. 2022-23.
8.	To discuss about International Initiatives	Three meetings was held with students of various programmes for opportunity to study abroad in Canada and USA. The meetings were held on 5 <sup>th</sup> , 6 <sup>th</sup> and 19 <sup>th</sup> of July respectively.
9.	To discuss the implementation of MIS for collection of NAAC Data.	----
10.	To discuss about the implementation of NEP 2020.	Work on Academic Bank Credit has been initiated.
11.	To discuss about API of teaching staff to be conducted.	Process of API from Stage I to Stage II and Stage III to IV has been initiated.
12.	To discuss about the updates of RUSA.	Prof. Dr. Moushumi Datta informed that AG Audit for the fund of Rs. 10,000,000 (Rupees One crore only) was conducted successfully without any discrepancy. Second installment of Rs. 50,00,000 (Rupees Fifty Lakh only) is expected to be received in next one and half month.
13.	To discuss about the activities conducted by Incubation Centre.	8 incubatees have been registered. Interaction with the incubatees were held on 20 <sup>th</sup> July 2022. Ms. Devanshi Davda, an incubatee organized an exhibition on accessories in college campus.

  
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