

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

26th June, 2021

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Monday, 28th June, 2021 at 6.00 p.m. on online platform 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 2021-22.
3. To discuss about the perspective plan of 2021-22.
4. To discuss about the updates of AQAR Report.
5. To discuss about the updates of RUSA.
6. To discuss about Feedback Analysis for A.Y. 2020-21.
7. To discuss the quality objectives for A.Y. 2020-21.
8. To review the conduct of ISO Internal Audit.
9. Any other business with the permission of the Chair.

**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, Monday, 28th June, 2021 at 6.00 p.m. on online platform.

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

SR. NO.	NAME	DESIGNATION
1.	Dr. (Mrs.) Ancy Jose	Principal
2.	Dr. Moushumi Datta	Professor, Dept of Geography & Vice Principal
3.	Mr. Digant H. Upadhyaya	Hon. Secretary, MKES
4.	Mr. Vishal Parekh	Director, Verizon Media (Yahoo India Pvt. Ltd.)
5.	Mr. Dilip Gala	Hon. Secretary, MKES
6.	Mr. Mahesh Gharegrat	Indian Technical Education Society
7.	Mr. V. G. Suchak	Vice Principal, Head –Dept. of Commerce - Aided Section
8.	Dr. Mona Mehta	Vice Principal, Self-Financed Section
9.	Ms. Sindhu P.M.	Head –Dept. of I.T. / C.S.
10.	CA. Reena Desai	Dept of Accountancy
11.	Mr. Thomson Thomas	Dept. of Mathematics and Controller of Examinations
12.	Ms. Sonali Vhatkar	Librarian
13.	Mr. Chandrashekhar M. Penta	Administration
14.	Ms. Riti Anand Kushwana	M.A. Geography, Sem. 2

15	Capt. Chintan Bhatia	Alumni
16.	Prin. K. Venkatramani	Special Invitee

Leave of absence was granted to Advocate Hemant Mehta, Mr. Santosh Akhade and Girish Rathod.

Chairperson Dr. Ancy Jose welcomed and introduced Prin. K. Venkatramani, Mr. Mahesh Gharegrat – parent, Ms. Riti Khushwaha – Student, Prof. Thomson Thomas – Controller of Examinations, Ms. Sonali – Librarian and CA. Dr. Reena Desai to the committee members. The following business was transacted in the meeting:

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

Minutes of the previous meeting were read, confirmed and signed.

2. To discuss about the workshops / seminars and conferences to be conducted in 2021-22.

IQAC Coordinator Dr. Moushumi Datta informed the members that a training programme on Google Meet, Google Classroom and Google Form was conducted on 19th June 2021, a Seminar in collaboration with RUSA will be organized. Induction Programme from 5th July, 2021 to 10th July, 2021 has been planned. Faculty Development Programme (FDP) on MS Excel has been planned in mid of August, 2021.

3. To discuss about the perspective plan of 2021-22.

Chairperson Dr. Ancy Jose placed before the members the starting of the following new programmes from the academic year 2021-2022

Sr. No.	Name of the Program	Duration (Years)
1	B.B.A. in International Martial Arts	3
2	B.B.A. (Honours) in Business Administration	3
3	B.B.A (Honours) in Marketing Management	3

4	B. Sc. (Honours) Computer Science – (Specialization in Artificial Intelligence & Machine Learning)	3
5	B. Sc. (Honours) Computer Science – Specialization in Cloud Technology and Information Security (CTIS)	3
6	M.Sc. Computer Science	2
7	M.Sc. Computer Science – Specialization in Cybersecurity	2
8	M.Sc. Computer Science – Specialization in Artificial Intelligence	2
9	M. Sc. In Integrative Nutrition & Dietetics	2
10	M. Sc. In Interior Design	2
11	Master of Tourism & Travel Management	2

She further informed that a few short term courses in collaboration with Industry are planned. Department of Life Long Learning and Extension (DLLE) has been formulated in the College from this academic year. Further, it is also planned to set up a Ph.D. Centre in I.T / C.S. It is also planned that the Alumni meet will be organized in February, 2022. Decision to start new programmes by the College will be taken as per the requirement and the situation.

4. To discuss about the updates of AQAR Report.

IQAC Coordinator Dr. Moushumi Datta informed the members that the AQAR has been submitted to NAAC. The NAAC Bangalore has gone through our AQAR and was opened for editing, which was resolved. Further, Dr. Datta also informed that Self Study Report would be prepared and submitted by September, 2021 for the 4th Cycle of Accreditation.

5. To discuss about the updates of RUSA.

The first installment grant is fully utilized and outcome is done. Incubation Centre will be initiated with second installment of RUSA Funds.

6. To discuss about Feedback Analysis for A.Y. 2020-21:

Feedback has been taken from students from all the sections online. Responses were received from 2615 students. Analysis has been done and actions are undertaken. This academic year, feedback from female students was taken separately. 1637 female students participated in feedback. Analysis has been done and actions are undertaken. Regular mentor meetings were also conducted online.

7. To discuss the quality objectives for A.Y. 2020-21:

The quality objectives for the A.Y. 2020-21 are as follows:

- To provide 6 man-days of training program for the faculty.
- To introduce Credit Based Short Term Course for PG students on “Online Information Sources, Tools and Techniques” in Online Mode. (Duration: 30 hours + 10 hours practical)

The above quality objectives were monitored at regular intervals and are met.

8. To review the conduct of ISO Internal Audit:

The ISO Internal Audit was conducted on 26th and 27th February 2021. All the departments followed the process from planning to implementation and all documents were in place.

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

- A new software named TeachUs will be introduced to record the attendance of students for Degree College. TeachUs is a College Intelligence App which endeavors to give a technology driven transformation to the existing manual processes.
- The Chairperson complimented the Department of IT and CS for the training programmes conducted for online teaching and evaluation. Learning Management System (Moodle) was

developed by Department of IT and CS for the conduct of examination and evaluation.

- IQAC Coordinator informed that Green Audit, Energy Audit and Environment Audit was conducted on 5th March 2021.

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

**DR. ANCY JOSE
CHAIRPERSON**

Action Taken Report of IQAC Meeting held on 28th June 2021 at 6pm:

Sr. No.	Agenda	Action Taken
1.	To discuss about the workshops / seminars and conferences to be conducted in 2021-22.	<ul style="list-style-type: none"> • Training programme on Google Meet, Google Classroom and Google Form was conducted on 19th June 2021 • A Seminar in collaboration with RUSA was organized on 9th July 2021 for Incubation Center on Nurturing Entrepreneur Ecosystem for Undergraduate Colleges by Dr. Tulsi Jayakumar. • Induction Programme was organized from 5th July, 2021 to 10th July, 2021. • FDP on MS Excel was conducted from 4th August 2021 to 13th August 2021.
2.	To discuss about the perspective plan of 2021-22.	<ul style="list-style-type: none"> • 10 new programmes commenced from A.Y. 2021-22. • B.B.A. in International Martial Arts could not commence because of pandemic. • Department of Life Long Learning and Extension (DLLE) was formulated in the College
3.	To discuss about the updates of AQAR Report.	AQAR was submitted to NAAC and the work on SSR is in progress.
4.	To discuss about the updates of RUSA.	Grants was utilized and Incubation Centre setup is in progress.
5.	To discuss about Feedback Analysis for A.Y. 2020-21	Feedback from 2615 students was taken, analysed and action was taken. Feedback from 1637 female students was taken separately.
6.	To discuss the quality objectives for A.Y. 2020-21	The quality objectives for the A.Y. 2020-21 were monitored and met.
7.	To review the conduct of ISO Internal Audit	The ISO Internal Audit was completed successfully with no conformities.

Dr. Moushumi Datta
IQAC Coordinator

Dr. Mrs. Ancy Jose
Principal