



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**

02.01.2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Thursday, 4th January, 2018 at 12.00 noon in the Degree Teaching Staff Room. The following business will be transacted at the meeting.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the dates of meetings of Board of Studies, Academic Board and Board of Management.
3. To discuss regarding the perspective plan.
4. To discuss about the faculty development programmes.
5. Any other business with the permission of the Chair.

M. Datta

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

MINUTES

A meeting of the I.Q.A.C. Committee was held on Thursday, 4th January, 2018 at 12.00 noon in the Degree Teaching Staff Room. Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose
- 2) Dr. Moushumi Datta
- 3) Mr. V.G. Suchak
- 4) Dr. (Mrs.) Mona Bhatia
- 5) Mr. Suresh K. Shetkar
- 6) Dr. Varsha Ainapure
- 7) Mr. Vinay Prabhu
- 8) Dr. Bharat Pithadia
- 9) Mrs. Sindhu P.M.
- 10) Mr. C.M. Penta

The following business was transacted in the meeting:-

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

The minutes of the previous meeting was read, confirmed and signed.

2. To discuss the dates of the meetings of Board of Studies, Academic Board and Board of Management.

It was decided that the meetings of Board of Studies of different departments shall be completed by the first week of February, 2018. The minutes and the final syllabus should be submitted to the Enrichment Committee by the second week of February, 2018. The Academic Board meeting will be held between 15th and 25th February, 2018 and the Board of Management meeting will be held thereafter.

3. To discuss regarding the Perspective Plan

The perspective plan for different department were discussed and was decided that after brainstorming with the departmental colleagues the Head of Department will place their perspective plans in the next meeting.

4. To discuss about the faculty development programmes.

It was decided to have a faculty development programme at ISME on 9th of January, 2018. Planning was also done for some training programme which will be organized for teaching and non-teaching staff. The internal audit will be held on 20th and 22nd January, 2018.

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

- 1) It was decided to prepare the Alumni list by every department.
- 2) The IQAC meeting will be held on 1st Saturday of every month.

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

M Datta

MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED



ANCY JOSE
CHAIRPERSON


Dated:- 7th Jan, 2018

Action Taken Report of IQAC Meeting held on 4th January, 2018 at 12.00 noon.

| Sr.No. | Agenda | Action Taken |
|--------|--|--|
| 1. | To discuss about the dates of the meetings of Board of Studies, Academic Board and Board of Management | Board of Studies, Academic Board and Board of Management meetings were conducted. |
| 2. | To discuss regarding the perspective plan | Departmental perspective plans were prepared by respective department |
| 3. | To discuss about the Faculty Development Programmes | A half day program of "Train the Trainer" was organized at Indian School of Management and Entrepreneurship on 9 th January 2018 from 10am to 1pm. The program had sessions on Design Thinking and Avoiding the Stare. 55 members attended the program. The faculty members had an opportunity to interact with Dr. Indu Sahani, President, ISME. |


Prof. Dr. Moushumi Datta
IQAC Coordinator




Dr. Mrs. Ancy Jose
Principal

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

25.01.2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Saturday, 3rd February, 2018 at 12.30 p.m. in the Board Room adjacent Principal's chamber. The following business will be transacted at the meeting.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the implementation of the new version of ISO.
3. To discuss about the training programme for the faculty.
4. To discuss about the training programme for the Class III and Class IV staff.
5. To discuss about the workshops and seminars to be organized under IQAC for the academic year 2018-19.
6. To identify the best practices in the institution.
7. To decide the date and panel of Academic Audit / External Peer Committee.
8. To discuss about the departmentwise perspective plan.
9. To discuss about the preparation of AQAR and Report to be sent to UGC.
10. Any other business with the permission of the Chair.

M Datta.

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

IQAC MINUTES

A meeting of the I.Q.A.C. Committee was held on Saturday, 3rd February, 2018 at 12.30 p.m. in the Board Room adjacent Principal's chamber.

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

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
 - 2) Dr. Moushumi Datta - Co-ordinator
 - 3) Mr. V.G. Suchak
 - 4) Dr. Mona Mehta
 - 5) Dr. Varsha Ainapure
 - 6) Dr. Marina Pereira
 - 7) Mr. Suresh K. Shetkar
 - 8) Dr. Bharat Pithadia
 - 9) Ms. Sindhu P.M.
 - 10) Dr. Santosh Hulagabali - Librarian
 - 11) Mr. Chandrashekhar Penta – Administrative Staff
 - 12) Mr. Chintan Bhatia - Alumni
- } HoD's and PG Co-ordinators

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee.

The following business was transacted in the meeting:

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

The minutes of the previous meeting was read, confirmed and signed.

2. To discuss about the implementation of the new version of ISO.

Dr. Moushumi Datta informed the members about the new version of ISO 9001-2015. Principal Dr. (Mrs.) Ancy Jose asked the Co-ordinator to find information

about ISO 14000. The Co-ordinator informed that surveillance audit under new version will be held in September 2018. Two new concepts are important in the new version and that is sustainability and risk factor.

3. To discuss about the training programme for the faculty.

Several training programmes for the faculty was organized by IQAC. The feedback analysis of all the training programmes are also done.

4. To discuss about the training programme for the Class III and Class IV staff.

It was decided to conduct a training programme for Class III and Class IV staff in the month of April, 2018.

5. To discuss about the workshops and seminars to be organized under IQAC for the academic year 2018-19.

The Co-ordinator informed that in the next academic year the staff needs to be trained in the new version of ISO and accordingly steps are to be taken. In the next academic year under IQAC a Conference will be held on the theme of "Quality Concern". There was a proposal to conduct a seminar on "Case Studies and its Interpretation" and "Health and Development."

6. To identify the best practices in the institution.

The HoD's were requested to submit at least one Best Practice of their Department to IQAC.

7. To decide the date and panel of Academic Audit / External Peer Committee.

It was decided to get the Academic Audit done in the first week of April, 2018.

8. To discuss about the departmentwise perspective plan.

As discussed in the earlier meeting that HoD will present the perspective plan of their department (annually and 5 years) to IQAC. It was suggested that the Alumni list should be maintained departmentalwise.

9. To discuss about the preparation of AQAR and Report to be sent to UGC.

Dr. Moushum Datta informed the members that this year as well we need to start the task of preparation of AQAR from the month of March.

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

It was encouraged that teachers should practice blended learning and flip classroom methods.

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



DR. MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED ON 9TH MARCH, 2018



DR. ANCY JOSE
CHAIRPERSON

Action Taken Report of IQAC Meeting held on 3rd February 2018 at 12.30 p.m.

| Sr. No. | Agenda | Action Taken |
|---------|---|--|
| 1. | To discuss about the implementation of the new version of ISO | Implemented new version of ISO 9001:2015 |
| 2. | To discuss about the training programme for the faculty. | <ol style="list-style-type: none"> 1. Organized a guidance talk on "Recent Amendments in Career Advancement Scheme" on 8th September 2017. Resource Person was Dr. Arvind Luhar, Head of Accountancy Department at Ismail Yusuf College. 2. Organized seminar on on Pranic Healing on 4th January, 2018. Resource Person was Mr. Rohit Sagar 3. Organized a talk on Embodied notions of 'Vansh' in India in the context of Prenatal Diagnosis & Selective Abortions on 10th January 2018. Resource Person was Dr. Sheela Saravanan. 4. From Stree Mukti Sangathan a training programme on "Waste Management" was conducted on 29th January 2018. |
| 3. | To discuss about the Training Programme for the Class III and Class IV staff | <p>Organized a workshop for non-teaching faculty on 24th April, 2018 in which topics covered were:</p> <ul style="list-style-type: none"> • benefits of team work, • how to improve communication • how to deal with stress, • simple breathing exercises were also taught <p>Resource Person was Mr. Satish Bendre.</p> |
| 4. | To discuss about the workshops and seminars to be organized under IQAC for the academic year 2018-19. | Done |

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|----|---|--|
| 5. | To identify the best practices in the institution | Departments submitted their best practices |
| 6. | To decide the date and panel of Academic Audit / External Peer Committee. | Academic Audit was conducted by the External Peer Committee on 2 nd April, 2018 |
| 7. | To discuss about the department wise perspective plan | Departments submitted their perspective plan |
| 8. | To discuss about the preparation of AQAR and Report to be sent to UGC | AQAR Prepared and submitted to NAAC. |

Matta.
Prof. Dr. Moushumi Datta
IQAC Coordinator




Dr. Mrs. Ancy Jose
Principal

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

01.03.2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Friday, 9th March, 2018 at 11.30 a.m in the Board Room adjacent Principal's chamber to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the training programme for the Class III and Class IV staff.
3. To discuss about the feedback of the teachers.
4. To discuss about the Conferences, workshops, seminars, training programmes to be conducted in 2018-19.
5. To discuss about the goals and perspective plan.
6. To discuss about the updates of AQAR Report & UGC Report
7. To conduct Academic Audit by External Peer Committee.
8. Any other business with the permission of the Chair.

M. Datta.

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

IQAC MINUTES

A meeting of the I.Q.A.C. Committee was held on Friday, 9th March, 2018 at 11.30 a.m. in the Board Room adjacent Principal's chamber.

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

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
 - 2) Dr. Moushumi Datta - Co-ordinator
 - 3) Mr. V.G. Suchak
 - 4) Dr. Mona Mehta
 - 5) Dr. Varsha Ainapure
 - 6) Dr. Marina Pereira
 - 7) Mr. Suresh K. Shetkar
 - 8) Dr. Bharat Pithadia
 - 9) Ms. Sindhu P.M.
- } HoD's and PG Co-ordinators
- 10) Dr. Santosh Hulagabali - Librarian
 - 11) Mr. Chandrashekhhar Penta – Administrative Staff
 - 12) Mr. Chintan Bhatia - Alumni

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee.

The following business was transacted in the meeting:

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

The minutes of the previous meeting was read, confirmed and signed.

2. To discuss about the training programme for the Class III and Class IV staff.

It was decided to conduct a training programme for Class III staff on Office Automation in the month of April, 2018. For Class IV staff as well as a motivational seminar, will be organized in the month of April, 2018.

3. To discuss about the feedback of the teachers.

Feedback of students are taken from all the classes. Analysis will be ready by month end.

4. To discuss about the Conferences, workshops, seminars, training programmes to be conducted in 2018-19.

Four Conferences / workshops will be held on the theme of “Quality Concern”, “Conflict Management”, “Case Studies and its Interpretation” and “Health and Development” in the next academic year 2018-19. It was also decided to train the teachers in basic computers i.e. Microsoft word, excel, powerpoint, etc. The awareness programme for ISO will be held in June, 2018. The Audit for internal air quality will also be undertaken in the next academic year.

5. To discuss about the goals and perspective plan.

Goals and perspective plan of some departments were discussed.

6. To discuss about the updates of AQAR Report & UGC Report

The task of preparation of AQAR has started.

7. To conduct Academic Audit by External Peer Committee.

It was decided that the Academic Audit and the External Audit for IQAC will be held on 2nd April, 2018.

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

It was put forward that the teachers should adopt new educational technology methods.

It was also decided to encourage the faculty to undertake a certificate programme from Coursera.

It was suggested that a basic first aid course and firefighting certificate programmes should be introduced for students.

It was further suggested to keep only two lectures on Saturday and the remaining day would be utilized for students activities.

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



**DR. MOUSHUMI DATTA
CO-ORDINATOR**

READ CONFIRMED AND SIGNED ON 21st MARCH, 2018



**DR. (MRS.) ANCY JOSE
CHAIRPERSON**

Action Taken Report of IQAC Meeting held on 9th March, 2018 at 11.30 a.m.

| Sr. No. | Agenda | Action Taken |
|---------|---|--|
| 1. | To discuss about the training Programme for the Class III and Class IV staff. | Organized a workshop for non-teaching faculty on 24 th April, 2018 in which topics covered were: <ul style="list-style-type: none"> • benefits of team work, • how to improve communication • how to deal with stress, • simple breathing exercises were also taught Resource Person was Mr. Satish Bendre. |
| 2. | To discuss about the feedback of the teachers | Feedback were taken and Analysis was submitted. |
| 3. | To discuss about the Conferences, workshops, seminars, training programmes to be conducted in 2018-19 | Done |
| 4. | To discuss about the goals and perspective plan | Departments submitted their Perspective Plan |
| 5. | To discuss about the updates of AQAR Report & UGC Report | AQAR Report & UGC Report are in progress. |
| 6. | To conduct Academic Audit by External Peer Committee | Academic Audit was conducted by the External Peer Committee on 2 nd April, 2018 |

M Datta.
Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose
Dr. Mrs. Ancy Jose
Principal

10.04.2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Saturday, 21st April, 2018 at 11.30 a.m in the Board Room adjacent Principal's chamber to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the various academic and administrative activities which were taken up by IQAC in the academic year 2017-18.
3. To discuss about the feedback of the students.
4. To discuss about the workshops / seminars and conferences to be conducted in 2018-19.
5. To discuss about the goals and perspective plan of every department.
6. To discuss about the updates of AQAR Report & UGC Report
7. Any other business with the permission of the Chair.

M Datta .

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

IQAC MINUTES

A meeting of the I.Q.A.C. Committee was held on 21st April, 2018 at 11:30 am in the Board Room of Pricnipal's Office.

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. Dhruman 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 last meeting. She also shared the details of different activities conducted in the academic year 2017-18. In her presentation, she explained the various inputs shared by the faculty for the report.

During the discussion on the report, the Principal Dr. Ancy Jose suggested that the Accountancy department can start a free consultancy service for the needy students as well as assist the office staff in tax filing related issues.

Speaking on amending the existing Vision and Mission of the College, Dr. Jose said, “post-autonomy status, we need to change the Vision and Mission of our College.” She also said that the College can have a tag line for NK as ‘Nurturing Knowledge’.

The members of the Committee appreciated the Coordinator Dr. Moushumi Datta for arranging various lectures, this year also, for the faculty under Staff Academy.

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



MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED ON



ANCY JOSE
CHAIRPERSON

Action Taken Report of IQAC Meeting held on 21st April, 2018 at 11.30 a.m.

| Sr. No. | Agenda | Action Taken |
|---------|---|---|
| 1. | To discuss about the various academic and administrative activities which were taken up by IQAC in the academic year 2017-18. | Different activities were conducted |
| 2. | To discuss about the feedback of the students | Feedback were taken and Analysis was submitted. |
| 3. | To discuss about the workshops / seminars and conferences to be conducted in 2018-19. | Done |
| 4. | To discuss about the goals and perspective plan of every department | Departments submitted their Perspective Plan |
| 5. | To discuss about the updates of AQAR Report. | AQAR Report is in progress |

M Datta.

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal