

2020-21



Nirmala Memorial Foundation College of Commerce & Science NOTICE

DI/F-N/00

2020-2021 / IQAC/COMM/OFF/PRIN/00

(2020-21)

NOTICE

28/05/2020

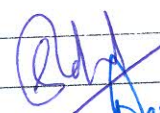
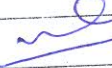
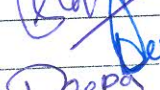
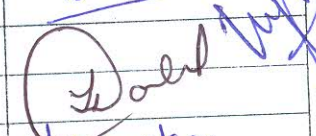

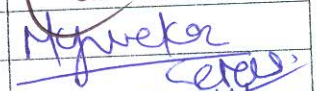
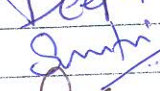
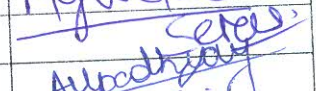

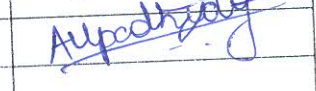
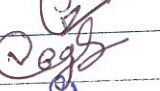
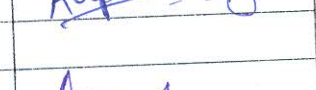

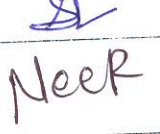
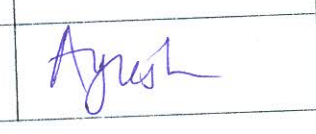
The twenty fifth meeting of the Internal Quality Assurance Cell (IQAC) will be held Online (Zoom platform) on Wednesday, 3rd June, 2020 at 12.30 pm. It will be chaired by the Principal. Members are requested to attend the meeting. The link of the meeting will be shared one hour prior the meeting. The agenda of the meeting is as follows:

AGENDA

1. To confirm the minutes of the meeting held on Monday, 6th April 2020
2. To discuss on mechanism for smooth online admission process
3. To discuss on lecture schedule and methodology of taking online lectures
4. To propose and consider various estimations for online lecture platform
5. To propose dates of various stages of ISO certification
6. To discuss the data collection process and date of submission of AQAR 2019-20
7. To discuss any other matter with the permission of the Chair.


(Dr. Poonam Kakkad)

IQAC Coordinator

Ms. Swiddle D'Cunha		Ms. Vaishali Mishra	
Dr Denis Desai		Mr. Ishwar Jha	
Dr. Deepa Sharma		Dr. Jignesh Dalal	
Ms. Sumathi Rajkumar		Dr Megha Juvekar	
Dr Neha Goel		Ms Swati Desai	
Mr. Vikas Agrawal		Dr Alpa Upadhyay	
Ms. Sangeetha Shyam Sundar			
Mr. Neelkanth Raval (Alumni)		Mr. Aayush (SRC leader)	

ISSUED BY DR: Prof Sumathi Rajkumar





Nirmala Memorial Foundation College of Commerce & Science
DEPARTMENT MEETING MINUTES

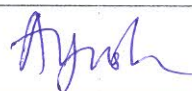
DI/F-DMM/00

2020 – 2021 /D – IQAC/ 01

Minutes of the Twenty Fifth meeting of IQAC committee held on Wednesday, 3rd June 2021 at 12.30 pm. The meeting was virtually conducted on Zoom platform.




Committee: IQAC

- ❖ Type of Meeting: Formal
- ❖ Day: Wednesday Date: 3rd June 2020 Time: 12:30 pm
- ❖ Venue: Virtually conducted on Zoom platform
- ❖ Convenor of the Committee: Dr Poonam Kakkad
- ❖ Number of Members Present: 11
- ❖ Number of Members Absent: 05

Names	With Permission	Without Permission
❖ Principal Dr Deepa Sharma	With Permission	
❖ Mr. Ishwar Jha	With Permission	
❖ Dr Denis Desai	With Permission	
❖ Mr. Ayush , Student Representative	With Permission	
❖ Mr. Neelkanth Raval, Alumni	With Permission	

❖ Points Discussed:

The meeting was attended by the following members:

Sr No	Name
01	Ms. Swiddle D'Cunha 
02	Dr. Jignesh Dalal 
03	Ms. Sumathi Rajkumar 





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04	Dr Alpa Upadhyay	<i>Alpa Upadhyay</i>
05	Mr. Vikas Agrawal	<i>Vikas</i>
06	Dr Megha Juvekar	<i>Megha Juvekar</i>
07	Ms. Vaishali Mishra	<i>Vaishali</i>
08	Ms. Swati Desai	<i>Swati Desai</i>
09	Ms. Sangeetha Shyam Sundar.	<i>Sangeetha</i>
10	Dr Neha Goel	<i>Neha Goel</i>
11	Dr Poonam Kakkad	<i>Poonam Kakkad</i>

AGENDA 1:

The Minutes of previous meeting held on Monday, 6 / 4 / 2020 were read, confirmed and recorded.

AGENDA 2:

In the Pandemic call where a lockdown is announced in the Nation, the conduct of semester end examination came to a stand still. The new academic year 2020-21 was expected to be online however colleges were waiting for official circular from university. Discussion on the mechanism for smooth online admission process took place. Prof Vikas was made incharge for the same. Understanding that the lock down had brought a great financial crunch in families, for supporting the students to take admission the coordinators proposed to increase instalment facilities for payment of fees. The Principal second on the matter and shall further put forward in the CDC meeting.

AGENDA 3 and 4:

The chairperson suggested to discuss on lecture schedule and methodology of taking online lectures. The chair gave tentative dates for commencement of lectures i.e. 1st July, 2020. Dr Jignesh Dalal, Prof Vaishali Mishra and Dr Poonam Kakkad as Coordinators were asked to craft a game plan on lecture schedule on online platform.

The Chair also requested the IT department staff Prof Vikas and Prof Vaishali to bring on the estimated expenditure of various online platforms. Members of the IQAC suggested that Zoom platform was user friendly and can be proposed as a platform. Understanding the economic





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facility and hence to keep only three lecs in a day of 50 mins each. He further proposed to keep three lectures for each subject, until university comes out with its circular on conduct of lectures in pandemic. All members second on the suggestion and the principal will take forward the discussion in CDC

AGENDA 5:

Prof Sumathi , the DR of ISO certification spoke about her concerns for ISO preparation and it was mutually decided to keep it on hold till the lock down releases. The chairperson agreed to the decision.

AGENDA 6:

Inorder to discuss about the data collection process and date of submission of AQAR 2019-20, Dr Poonam the IQAC Coordinator suggested that the criterion heads may start gathering the data as per the format prescribed by NAAC. It was unanimously decided to keep the data ready so as to enable the AQAR uploading process to commence from November 2020.

The meeting concluded with a Vote of Thanks to the Chair.

Issued by DR: Prof Sumathi Rajkumar



NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE

(2020-21)

NOTICE

28 / 08 / 2020

The twenty sixth meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, 15th September 2020 at 5.30 pm on online mode. It will be chaired by the I/c Principal. Members are requested to attend the meeting. The Agenda of the meeting is as follows:








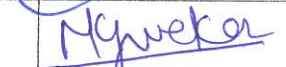






AGENDA

1. To confirm the minutes of the meeting held on Saturday, 06/06/2020.
2. To review on online lectures delivery, benefits and any hurdles if any.
3. To propose AAA for the institution.
4. To discuss on faculty career enhancement activities and various ad on courses to be introduced. Also discuss on institutional tie ups for educational and placement enhancement
5. To discuss on online examination platform
6. To discuss any other matter with the permission of the Chair.



(Dr Poonam Kakkad)

IQAC Coordinator

Ms. Swiddle D'Cunha		Ms. Vaishali Mishra	
Dr Denis Desai		Mr. Ishwar Jha	
Dr. Deepa Sharma		Dr. Jignesh Dalal	
Ms. Sumathi Rajkumar		Dr Megha Juvekar	
Mr. Vikas Agrawal		Dr Alpa Upadhyay	
Dr Neha Goel		Ms. Sangeetha Shyam Sundar	
Mr. Neelkanth Raval (Alumni)		Mr. Aayush (SRC leader)	





Nirmala Memorial Foundation College of Commerce & Science
DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2020 – 2021 /D – IQAC/ 01

Minutes of the Twenty Sixth meeting of IQAC committee held on Tuesday, 15th September 2020 at 5.30 pm. The meeting was virtually conducted on Zoom platform.

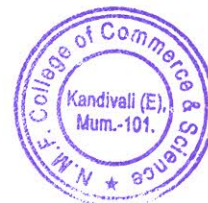
Committee: IQAC

- ❖ Type of Meeting: Formal
- ❖ Day: Tuesday Date: 15th September 2020 Time: 5:30 pm
- ❖ Venue: Virtually conducted on Zoom platform
- ❖ Convenor of the Committee: Dr Poonam Kakkad
- ❖ Number of Members Present: 11
- ❖ Number of Members Absent: 05

Names	With Permission	Without Permission
❖ Principal Dr Deepa Sharma	With Permission	
❖ Mr. Ishwar Jha	With Permission	
❖ Dr Denis Desai	With Permission	
❖ Mr. Ayush , Student Representative	With Permission	
❖ Mr. Neelkanth Raval, Alumni	With Permission	

The meeting was attended by the following members:

Sr No	Name
01	Ms. Swiddle D'Cunha
02	Dr. Jignesh Dalal
03	Ms. Sumathi Rajkumar
04	Dr Alpa Upadhyay
05	Mr. Vikas Agrawal
06	Dr Megha Juvekar
07	Ms. Vaishali Mishra
08	Ms. Swati Desai





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09	Ms. Sangeetha Shyam Sundar.
10	Dr Neha Goel
11	Dr Poonam Kakkad

❖ **Points Discussed:**

AGENDA 1:

The Minutes of previous meeting held on Wednesday, 3 / 6 / 2020 were read, confirmed and recorded.

AGENDA 2:

As the University issued circular on academic calendar, the IQAC Coordinator made the academic calendar for term I and proposed it in the meeting. Deliberation took place on finalising the calendar. The Principal second on the matter and shall further put forward in the CDC meeting. A review on online lectures was taken. Members expressed their view on benefits and hurdles like lack of personal touch and face to face interactions. Attendance also was gradually dropping.

AGENDA 3:

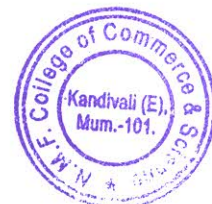
The IQAC Coordinator Dr Kakkad proposed for internal AAA in the month of March 2021, which would give a sense of direction to the activities being conducted. The proforma of AAA was shared All members second on the suggestion and the principal will take forward the discussion in CDC

AGENDA 4:

The Chair pointed on faculty career enhancement activities like eligible teachers orientation, refreshers, CAS, PG approval and for PhD guideship. The IQAC coordinator was asked to make a report on which teachers are eligible for what programs. A Decision to send teachers' for orientation program was made in the meeting which would be put forth in CDC meeting. Prof Sangeetha suggested to take the best advantage of online lectures and introduce various ad on courses like digital marketing and other certified courses.

Members second on the suggestion. Discuss on institutional tie ups with Monster.com and continue the collaboration with financial Academy for educational and placement enhancement was also proposed by Prof Sangeetha.

The Chair requested to present a detail presentation of it in upcoming meetings. The Coordinator announced that the college is now recognised as a Member of National Rural Entrepreneurship Mission The Institution (DLLE) has constituted a Rural Entrepreneurship Development Cell in the Campus to promote rural entrepreneurship. Inorder to promote the newly established incubation





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avail the benefits of various amenities. The chair accepted the proposal and would take the discussion in the CDC.

AGENDA 5:

Prof Vikas presentation the quotations on Online Examinations platforms along with presentation of each platform USP. After an elaborate discussion MICM was proposed by all the members. All members second on the suggestion and the principal will take forward the discussion in CDC.

The Principal encouraged to organise more of seminars , FDPs at National and International Level

The meeting concluded with a Vote of Thanks to the Chair.

Issued by DR: Prof Sumathi Rajkumar



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(2020-21)

NOTICE

28/11/2020



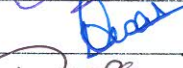
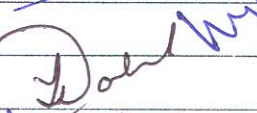
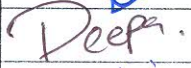
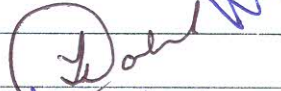

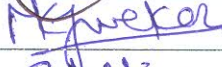

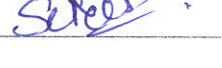
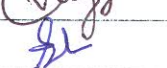
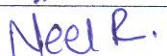


The twenty seventh meeting of the Internal Quality Assurance Cell (IQAC) will be held Online (Zoom platform) on Tuesday, 8th December, 2020 at 5.30 pm. It will be chaired by the Principal. Members are requested to attend the meeting. The link of the meeting will be shared one hour prior the meeting. The agenda of the meeting is as follows:

AGENDA

1. To confirm the minutes of the meeting held on Tuesday, 15th September, 2020
2. To discuss on mechanism for smooth conduct of examination process
3. To propose dates for ISO certification and AAA work in progress
4. To discuss the data collection process and date of submission of AQAR 2019-20
5. To propose eligible faculties' names for professional enhancement
6. To have a detail presentation on proposed tie ups with industries for fostering education and placement in the college.
6. To discuss any other matter with the permission of the Chair.

(Dr. Poonam Kakkad)

IQAC Coordinator

Ms. Swiddle D'Cunha		Ms. Vaishali Mishra	
Dr Denis Desai		Mr. Ishwar Jha	
Dr. Deepa Sharma		Dr. Jignesh Dalal	
Ms. Sumathi Rajkumar		Dr Megha Juvekar	
Dr Neha Goel		Ms Swati Desai	
Mr. Vikas Agrawal		Dr Alpa Upadhyay	
Ms. Sangeetha Shyam Sundar			
Mr. Neelkanth Raval		Mr. Aayush (SRC)	





Nirmala Memorial Foundation College of Commerce & Science
DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2020 – 2021 /D – IQAC/ 01

Minutes of the Twenty Seventh meeting of IQAC committee held on Tuesday, 8th December 2020 at 5.30 pm. The meeting was virtually conducted on Zoom platform.

Committee: IQAC

- ❖ Type of Meeting: Formal
- ❖ Day: Tuesday Date: 8th December, 2020 Time: 5:30 pm
- ❖ Venue: Virtually conducted on Zoom platform
- ❖ Convenor of the Committee: Dr Poonam Kakkad
- ❖ Number of Members Present: 14
- ❖ Number of Members Absent: 03

Names	With Permission	Without Permission
❖ Mr. Ayush , Student Representative	With Permission	
❖ Mr. Neelkanth Raval, Alumni	With Permission	
❖ Dr Alpa Upadhyay	With Permission	

The meeting was attended by the following members:

Sr No	Name
01	Ms. Swiddle D'Cunha
02	Dr Denis Desai
03	Mr. Ishwar Jha
04	Principal Dr Deepa Sharma
05	Mr. Vikas Agrawal
06	Dr Megha Juvekar
07	Ms. Vaishali Mishra
08	Ms. Swati Desai
09	Ms. Sangeetha Shyam Sundar.
10	Dr Neha Goel





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11	Dr. Jignesh Dalal	
12	Ms. Sumathi Rajkumar	
13	Dr Poonam Kakkad	

❖ **Points Discussed:**

AGENDA 1:

The Minutes of the previous meeting held on Tuesday, 15 / 9 / 2020 were read, confirmed and recorded.

AGENDA 2:

As the University issued a circular on methods to conduct examinations, the chair directed the task and suggested to appoint a task force to assist students in examination hurdles if any.

AGENDA 3:

The IQAC Coordinator Dr Kakkad presented the work in progress for internal AAA. Prof Sumathy, Coordinator of ISO, proposed to have the ISO certification in the second week of March 2021. Members agreed on the dates proposed, understanding the time in hand for preparatory work.

AGENDA 4:

To discuss the data collection process and date of submission of AQAR 2019-20, Dr Kakkad presented the progress report and the UGC issued a circular stating an extension on submission dates. UGC in the circular announced that AQAR 2019-20 can be submitted till 31st May 2021

AGENDA 5:

Given the task in the previous meeting the IQAC Coordinator presented the names of eligible faculties for career enhancement. Dr Vijaya, Dr Neha, Prof Diya, Dr Alpa and Prof Sangeetha for the Orientation Program. Dr Vijaya, Prof Sangeetha and Prof Diya to apply for PG teaching recognition. Dr Poonam, Dr Megha and Dr Neha to apply for PhD guideship in concerned subjects. The chair accepted the suggestion.

Further a detailed presentation on proposed tie ups with industries for upgrading education and fostering placement in the college was given by Prof Sangeetha. Industry collaborations with Kashiba institute, Monster.com and Risesharp for fostering placements was accepted by all the members.

Further Dr Kakkad proposed to have collaboration with (NGO) Aayushman Welfare centre for joining hands in social contribution. Further to make teaching learning more interesting Dr Kakkad proposed a





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lectures of 50 mins each on the subject Research Methodology for SYBMS students. The proposal was accepted by the chair.

Further with the permission of the chair the Dr Jignesh Dalal suggested to organise 7 Day FDP by department of Commerce and Accountancy, He also suggested to organise an international Research Conference and Dr Poonam suggested for Joy of Research Workshop . An estimated budget would be presented by Dr Dalal to the principal.

Further he also proposed to organise a parent teacher meeting to keep parents informed about all the activities that college is organising in the lockdown period. Dr Kakkad proposed that IQAC can organise webinar for non teaching and teaching staff on Stress Management and another webinar on Revised NAAC Accreditation Process for teaching and non teaching staff. Prof Sangeetha suggested to organise alumni meet in month of May 2021, members second on this idea.

The meeting concluded with a Vote of Thanks to the Chair.

Issued by DR: Prof Sumathi Rajkumar

