



Nirmala Memorial Foundation College of Commerce & Science
NOTICE

DI/F-N/00

2023-2024 / IQAC/COMM/OFF/PRIN/00

(2023-24)

NOTICE

25 / 05 / 2023

The thirty seventh meeting of the Internal Quality Assurance Cell (IQAC) will be held online on Monday, 5th June, 2023 at 11.30 am in the IQAC room. It will be chaired by the 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 Friday, 31st March, 2023
2. To discuss the recommendations of audit reports of gender audit and library audit conducted.
3. To discuss the activities to be organised by the research cell and alumni association.
4. To discuss Vocational Skill Development courses to be offered to the students.
5. To discuss strategy for implementing Teach Us App.
6. To discuss the stage of submission of AQAR 2022-23 and preparation of SSR for the second cycle.
7. To discuss the development on a separate board of Industry experts.
8. To discuss the academic calendar for Term I of 2023-24.
9. To discuss any other matter with the permission of the Chair.

(Dr. Poonam Kakkad)

IQAC Coordinator





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Sr. No	Description	Name	Signature
A	Special Invite	CMA Dr Kinnary Thakkar	
1	Chairperson (I/C Principal)	Ms. Swiddle D'Cunha	
2	Teacher Representative		
2.1	Teacher Representative (1)	Dr. Megha Juvekar	
2.2	Teacher Representative(2)	Ms. Vaishali Mishra	
2.3	Teacher Representative(3)	Dr. Jignesh Dalal	
3	One Member from the Management	Dr. Denis Desai	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer(1)	Ms. Swati Desai	
4.2	Senior Administrative officer(2)	Ms. Sachin Dharne	
5	One Nominee each from local society		
5.1	Nominee from Society	Dr Harish Pokale, Founder of Aayushman Wellness Foundation	
5.2	Nominee from Student	Mr. Aditya Vijay	
5.3	Nominee from Alumni	Mr. Jay Raval	
6	One Nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Dr Neha Goel	
6.2	Nominee from Industrialists	Mr. Ishwar Jha	
6.3	Nominee from Stakeholders	Mr. Christopher Mathews	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	

ISSUED BY DR: Prof Sumathi Rajkumar





Nirmala Memorial Foundation College of Commerce & Science

DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2023 – 2024 /D – IQAC/ 01

Minutes of the Thirty Seventh meeting of IQAC committee held on Monday, 5th June, 2023, at 11.30 am. The meeting was conducted offline in the IQAC room.

Committee: IQAC

- ❖ Type of Meeting: Formal
- ❖ Day: Monday Date: 5th June 2023 Time: 11:30 am
- ❖ Venue :- IQAC room
- ❖ Convenor of the Committee: Dr Poonam Kakkad
- ❖ Number of Members Present: 13
- ❖ Number of Members Absent: 02

Names	With Permission	Without Permission
❖ Mr. Christopher Mathew, Nominee from Stakeholders	With Permission	
❖ Mr. Ishwar Jha, Nominee from Industrialists	With Permission	

❖ Points Discussed:

The meeting was attended by the following members:

<u>Description</u>	<u>Name</u>
Special Invite	CMA Dr Kinnary Thakkar
Chairperson (I/C Principal)	Ms. Swiddle D'Cunha
Teacher Representative	
Teacher Representative (1)	Dr. Megha Juvekar





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Teacher Representative(2)	Ms. Vaishali Mishra
Teacher Representative(3)	Dr. Jignesh Dalal
One member from the Management	Dr. Denis Desai
Two Senior Administrative officer	
Senior Administrative officer(1)	Ms. Swati Desai
Senior Administrative officer(2)	Ms. Sachin Dharne
One Nominee each from local society	
Nominee from Society	Dr Harish Pokale, Founder of Aayushmaan Wellness Foundation
Nominee from Student	Mr. Aditya Vijay
Nominee from Alumni	Mr. Jay Raval
One Nominee each from Employers/Industrialist/Stakeholders	
Nominee from Employers	Dr Neha Goel
One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad

The meeting commenced with the chair announcing good news that the institute has received the ISBN and 10 advanced learners of TYBMS and TYB.Com (A & F) published books based on their internship projects.

AGENDA 1:

The Minutes of the previous meeting held on Friday, 31st March, 2023 were read, confirmed and recorded.

AGENDA 2:

The IQAC Coordinator presented the developments that took place in the library and college campus as per the audit recommendations. The coordinator suggested and presented the plan to organise the Go Green Project to bring about more greenery in the campus. Dr. Dalal suggested that if a cricket turf ground could be set up on





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campus, the students' physical condition would increase and practice would be much more convenient and comfortable. The chair appreciated and confirmed the proposal to be presented in the CDC. The chair directed Dr Dalal to find the cost involved in making the turf ground.

AGENDA 3:

Discussion about the activities to be organised by the research cell. Dr Megha proposed to conduct the progress report meeting for the admitted PhD students in the month of July. She also proposed to organise an IPR seminar for the month of July. Ms. Vaishali proposed to conduct a donation drive from alumni as a part of the alumni association. The event flow and budget was presented by her. Deliberations took place for it and final event flow was decided.

AGENDA 4:

The IQAC coordinator proposed to continue to offer the Skill Development certified course TEL (Train Earn and Learn) in association with ICAI. Members second the proposal and the Chair accepted equally.

AGENDA 5 :

The chair announced the MoU with Teach Us App. The purpose of this MoU and the benefit derived from this was explained. In order to effectively execute the app, the IQAC coordinator suggested having a training session for teachers on how to use the app. Members second the suggestion and 11th and 12th as deciding as training dates online.

AGENDA 6:

The chair initiated a detailed discussion with the members about submission of AQAR 2022-23 and preparation for SSR for the second cycle. The chair announced that the submission date for AQAR 2022-23 should be completed by July 30th followed by Submission of IQA by the last week of August. The IQAC coordinator gave a briefing about the preparatory work of SSR. The chair advised us to accelerate the work to achieve the said goals.

AGENDA 7 :

The IQAC coordinator provided a follow-up report regarding the idea of having a distinct Industry Advisory Board, which may assist the institute in identifying industry demand and preparing our students to enter the workforce. The individuals who consented to serve on the Board were Mr. Gada, Mr. Nilesh Arde, and Ms. Gresshma Thampi. Dr. Kakkad gave the participants access to their profiles. The coordinator was informed that the search for a few more members to join was still ongoing.





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AGENDA 8 :

The coordinator spoke about the academic calendar for Term I of 2023-24. Discussions took place over it and it was finalised to be announced to the stakeholders. The Coordinator shared the Teaching Learning Plan with the coordinators for Term I and requested them to diffuse the information to the members of the department in the upcoming department meeting.

With the permission of the chair

1. Dr Kakkad suggested that Dr Alpa is eligible for PhD guideship and her application and other formalities should be commenced. The chair agreed on the suggestion and propose it in the CDC.
2. Steps to enhance the physical and emotional well-being of its students was suggested by Dr Harish. He further suggested to organsie for hosting the meditation session by Sound Therapy. The suggestion was well appreciated and second by the members
3. Dr. Kinnary recommended that in addition to first-year orientation, second- and third-year students should also participate in an orientation programme to help students become familiar with the college's plans for them, such as the teach us app.
4. Dr Kakkad announced that the university has accepted our college's willingness/ proposal to host the 56th Youth Festival workshop in association with the Department of Students Development, UoM. The chair congratulated on the development and requested the IQAC Coordinator to look into the arrangement part of the same.
5. Mr. Aditya suggested conducting more educational tours as students find this type of experiential learning method more interesting.
6. The chair directed the coordinators to draft the department activities and get it approved by the IQAC coordinator latest by 20th June 2023.





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7. Discussion on preparation and conduct of ATKT Examination form filling as announced in the month of May 2023, time table, and other arrangements took place and was finalised.

Having no other matter to be discussed the meeting concluded with a Vote of Thanks to the Chair.





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<u>Description</u>	<u>Name</u>	<u>Signature</u>
Special Invite	CMA Dr Kinnary Thakkar	
Chairperson (I/C Principal)	Ms. Swiddle D'Cunha	
Teacher Representative		
Teacher Representative (1)	Dr. Megha Juvekar	
Teacher Representative(2)	Ms. Vaishali Mishra	
Teacher Representative(3)	Dr. Jignesh Dalal	
One member from the Management	Dr. Denis Desai	
Two Senior Administrative officer		
Senior Administrative officer(1)	Ms. Swati Desai	
Senior Administrative officer(2)	Ms. Sachin Dharne	
One Nominee each from local society		
Nominee from Society	Dr Harish Pokale, Founder of Aayushmaan Wellness Foundation	
Nominee from Student	Mr. Aditya Vijay	
Nominee from Alumni	Mr. Jay Raval	
Nominee from Employers	Dr Neha Goel	
Nominee from Industrialists	Mr. Ishwar Jha	
One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	





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DI/F-N/00

2023-2024 / IQAC/COMM/OFF/PRIN/00

(2023-24)

NOTICE

25 / 08 / 2023

The thirty eighth meeting of the Internal Quality Assurance Cell (IQAC) will be held online on Monday, 11th September, 2023 at 12.30 pm in the IQAC room. It will be chaired by the 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 Monday, 5th June, 2023
2. To discuss the developments on SSR submission for NAAC second cycle.
3. To discuss preparatory work for extra curricular activities like Sports day, Annual Day, Ganpati Utsav.
4. To discuss Swayam examination registration status.
5. To discuss any other matter with the permission of the Chair.

(Dr. Poonam Kakkad)

IQAC Coordinator





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Sr. No	Description	Name	Signature
A	Special Invite	CMA Dr Kinnary Thakkar	
1	Chairperson (I/C Principal)	Ms. Swiddle D'Cunha	
2	Teacher Representative		
2.1	Teacher Representative (1)	Dr. Megha Juvekar	
2.2	Teacher Representative(2)	Ms. Vaishali Mishra	
2.3	Teacher Representative(3)	Dr. Jignesh Dalal	
3	One Member from the Management	Dr. Denis Desai	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer(1)	Ms. Swati Desai	
4.2	Senior Administrative officer(2)	Ms. Sachin Dharne	
5	One Nominee each from local society		
5.1	Nominee from Society	Dr Harish Pokale, Founder of Aayushmaan Wellness Foundation	
5.2	Nominee from Student	Mr. Aditya Vijay	
5.3	Nominee from Alumni	Mr. Jay Raval	
6	One Nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Dr Neha Goel	
6.2	Nominee from Industrialists	Mr. Ishwar Jha	
6.3	Nominee from Stakeholders	Mr. Christopher Mathews	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	

ISSUED BY DR: Prof Sumathi Rajkumar





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DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2023 – 2024 /D – IQAC/ 01

Minutes of the Thirty Eighth meeting of IQAC committee held on Monday, 11th September, 2023. The meeting was conducted offline in the IQAC room.

Committee: IQAC

❖ Type of Meeting: Formal

❖ Day: Monday Date: 11th September, 2023 Time: 12:30 pm

❖ Venue :- IQAC room

❖ Convenor of the Committee: Dr Poonam Kakkad

❖ Number of Members Present: 14

❖ Number of Members Absent: 01

Names	With Permission	Without Permission
❖ Mr. Christopher Mathew, Nominee from Stakeholders	With Permission	

❖ Points Discussed:

The meeting was attended by the following members:

<u>Description</u>	<u>Name</u>
Special Invite	CMA Dr Kinnary Thakkar
Chairperson (I/C Principal)	Ms. Swiddle D'Cunha
Teacher Representative	
Teacher Representative (1)	Dr. Megha Juvekar
Teacher Representative(2)	Ms. Vaishali Mishra
Teacher Representative(3)	Dr. Jignesh Dalal





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One member from the Management	Dr. Denis Desai
Two Senior Administrative officer	
Senior Administrative officer(1)	Ms. Swati Desai
Senior Administrative officer(2)	Ms. Sachin Dharne
One Nominee each from local society	
Nominee from Society	Dr Harish Pokale, Founder of Aayushmaan Wellness Foundation
Nominee from Student	Mr. Aditya Vijay
Nominee from Alumni	Mr. Jay Raval
One Nominee each from Employers/Industrialist/Stakeholders	
Nominee from Employers	Dr Neha Goel
Nominee from Industrialists	Mr. Ishwar Jha
One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad

The meeting commenced with the chair announcing good news that the institute has successfully submitted the AQAR 2022-23 and IQA for NAAC second Cycle. Also the turf cricket ground was successfully commenced by the institute.

AGENDA 1:

The Minutes of the previous meeting held on Monday, 5th June, 2023 were read, confirmed and recorded.

AGENDA 2:

Dr Kakkad presented the status of the SSR drafting. It was announced that around 85.00 percent of the SSR is ready for further reviews. Discussion took place on further course of action for NAAC preparatory work,

AGENDA 3:





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The alumni and the student representative presented their views on extracurricular activities like sports day and annual day celebrations. Good inputs were given by them for Annual Day preparatory work. Members second on their ideas and gave a few suggestions for effective organising and smooth implementation of the plan. Mr. Aditya suggested to Alumnus Mr Udhay to choreograph the dance numbers for the Annual Day. Dates for Annual Sports Meet were decided to enable booking the SAI ground.

AGENDA 4:

Dr Neha suggested that last year students registered for Swayam but re registration for Swayam examination was very poor. On investigating the reason it was found that students were not willing to pay Rs 1000 for registration. The chair announced that the matter will be taken to CDC, and proposed if Management can sponsor the selected advanced learners to register and appear for swayam examination.

AGENDA 5 :

With the permission of the chair

1. Dr Neha discussed the progress chart of career counseling and placement leads taken by the cell. A mechanism to collect alumni data on higher education undertaken by them was strongly recommended. The chair appreciated the idea and accepted to execute the discussed change.
2. As the University announced the examination schedule the Registrar discussed the dates for filling the university examination form for the third year students. Members second the suggested schedule presented by the Registrar.

Having no other matter to be discussed the meeting concluded with a Vote of Thanks to the Chair.





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<u>Description</u>	<u>Name</u>	<u>Signature</u>
Special Invite	CMA Dr Kinnary Thakkar	<i>Kinnary</i>
Chairperson (I/C Principal)	Ms. Swiddle D'Cunha	<i>Swiddle</i>
Teacher Representative		
Teacher Representative (1)	Dr. Megha Juvekar	<i>Megha Juvekar</i>
Teacher Representative(2)	Ms. Vaishali Mishra	<i>Vaishali</i>
Teacher Representative(3)	Dr. Jignesh Dalal	<i>J.D. Desai</i>
One member from the Management	Dr. Denis Desai	<i>Desai</i>
Two Senior Administrative officer		
Senior Administrative officer(1)	Ms. Swati Desai	<i>Swati Desai</i>
Senior Administrative officer(2)	Ms. Sachin Dharne	<i>Sachin Dharne</i>
One Nominee each from local society		
Nominee from Society	Dr Harish Pokale, Founder of Aayushman Wellness Foundation	<i>H. Pokale</i>
Nominee from Student	Mr. Aditya Vijay	<i>Adi</i>
Nominee from Alumni	Mr. Jay Raval	<i>Jay</i>
Nominee from Employers	Dr Neha Goel	<i>Neha</i>
Nominee from Industrialists	Mr. Ishwar Jha	<i>Ishwar</i>
One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	<i>Poonam</i>





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DI/F-N/00

2023-2024 / IQAC/COMM/OFF/PRIN/00

(2023-24)

NOTICE

20 / 11 / 2023

The thirty ninth meeting of the Internal Quality Assurance Cell (IQAC) will be held online on Saturday, 2nd December, 2023 at 12.30 pm in the IQAC room. It will be chaired by the 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 Monday, 11th September, 2023
2. To discuss the developments on SSR submission for NAAC second cycle, present the term two academic calendar and Preparatory on NIRF submission .
3. To discuss preparatory work for extra curricular activity Annual Day and Cultural Festivals.
4. To discuss the tie ups the institution has made and proposes to make in upcoming months.
5. To discuss any other matter with the permission of the Chair.

(Dr. Poonam Kakkad)

IQAC Coordinator





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Sr. No	Description	Name	Signature
A	Special Invite	CMA Dr Kinnary Thakkar	Kinnary
1	Chairperson (I/C Principal)	Ms. Swiddle D'Cunha	Swiddle
2	Teacher Representative		
2.1	Teacher Representative (1)	Dr. Megha Juvekar	Megha Juvekar
2.2	Teacher Representative(2)	Ms. Vaishali Mishra	Vaishali
2.3	Teacher Representative(3)	Dr. Jignesh Dalal	Jignesh
3	One Member from the Management	Dr. Denis Desai	Desai
4	Two Senior Administrative officer		
4.1	Senior Administrative officer(1)	Ms. Swati Desai	Swati Desai
4.2	Senior Administrative officer(2)	Ms. Sachin Dharne	Sachin Dharne
5	One Nominee each from local society		
5.1	Nominee from Society	Dr Harish Pokale, Founder of Aayushmaan Wellness Foundation	H. Pokale
5.2	Nominee from Student	Mr. Aditya Vijay	Adi
5.3	Nominee from Alumni	Mr. Jay Raval	Jay
6	One Nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Dr Neha Goel	Neha
6.2	Nominee from Industrialists	Mr. Ishwar Jha	Ishwar
6.3	Nominee from Stakeholders	Mr. Christopher Mathews	Chris Mathews
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	Poonam Kakkad

ISSUED BY DR: Prof Sumathi Rajkumar





Nirmala Memorial Foundation College of Commerce & Science

DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2023 – 2024 /D – IQAC/ 01

Minutes of the Thirty Ninth meeting of IQAC committee held on Saturday, 2nd December, 2023. The meeting was conducted offline in the IQAC room.

Committee: IQAC

❖ Type of Meeting: Formal

❖ Day: Saturday Date: 2nd December, 2023 Time: 12:30 pm

❖ Venue :- IQAC room

❖ Convenor of the Committee: Dr Poonam Kakkad

❖ Number of Members Present: 14

❖ Number of Members Absent: 01

Names	With Permission	Without Permission
❖ Mr. Christopher Mathew, Nominee from Stakeholders	With Permission	

❖ Points Discussed:

The meeting was attended by the following members:

<u>Description</u>	<u>Name</u>
Special Invite	CMA Dr Kinnary Thakkar
Chairperson (I/C Principal)	Ms. Swiddle D'Cunha
Teacher Representative	
Teacher Representative (1)	Dr. Megha Juvekar
Teacher Representative(2)	Ms. Vaishali Mishra
Teacher Representative(3)	Dr. Jignesh Dalal





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One member from the Management	Dr. Deniis Desai
Two Senior Administrative officer	
Senior Administrative officer(1)	Ms. Swati Desai
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Nominee from Society	Dr Harish Pokale, Founder of Aayushmaan Wellness Foundation
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One Nominee each from Employers/Industrialist/Stakeholders	
Nominee from Employers	Dr Neha Goel
Nominee from Industrialists	Mr. Ishwar Jha
One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad

The meeting commenced with the chair announcing good news that the institute has successfully submitted its SSR for NAAC second Cycle.

AGENDA 1:

The Minutes of the previous meeting held on Monday, 11th September, 2023 were read, confirmed and recorded.

AGENDA 2:

Dr Kakkad presented the status of the SSR submitted and the DVV clarifications to be given. Discussion took place on further course of action for NAAC preparatory work and Peer team visit. The academic calendar for term two was also presented by the IQAC coordinator.

AGENDA 3:





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The alumni and the student representative presented their views on extracurricular activities like sports day and annual day celebrations. Good inputs were given by them for Annual Day preparatory work. Members second on their ideas and gave a few suggestions for effective organising and smooth implementation of the plan. Mr. Aditya suggested to Alumnus Mr Udhay to choreograph the dance numbers for the Annual Day. The venue for the annual day celebration was decided and Dr Jignesh was given responsibility for booking the venue.

AGENDA 4:

Dr Poonam presented the various collaborations that the institution has entered for quality enhancement.

1. Pillai institute of Management Studies and Research for faculty and students exchange program
2. VFX for skill development in media area
3. CareerBeam for career counselling to study abroad.
4. Laja Talks for inspiring every female and encouraging women empowerment
5. Smart Girl to promote female related programs for awareness on hygiene, self employment
6. Career managers for career counselling and internship opportunities for students.
7. QuickHeal for social contribution in making the civilians aware about cybercrime
8. Quantum Learning for providing certified 30 hours courses to students.

Also mentioned about the previous MoUs and its functional status.

AGENDA 5:

With the permission of the chair

1. Dr Neha discussed the progress chart of career counseling and placement leads taken by the cell. A mechanism to collect alumni data on higher education undertaken by them was strongly recommended. A need for having an adviser for the placement cell was also presented. A methodology on identifying skills of individual students which would help the employers to know about each student participating during the job fair was also discussed by Dr Neha. The chair appreciated the idea





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and agreed to take it forward for the discussion in the CDC. s. Swiddle also requested Dr Neha to present the expense / estimated budget involved in executing the program.

2. As the University announced the examination schedule the Registrar discussed the dates for filling the university examination form for the third year students. Members second the suggested schedule presented by the Registrar. The academic calendar for examination has also been discussed.
3. Dr Kakkad presented the ISO preparation and proposed the dates for academic and administrative audits. members second the dates and confirmed it.
4. Having no other matter to be discussed the meeting concluded with a Vote of Thanks to the Chair.





Nirmala Memorial Foundation College of Commerce & Science
DEPARTMENT MEETING MINUTES

DI/F-DMM/00

<u>Description</u>	<u>Name</u>	<u>Signature</u>
Special Invite	CMA Dr Kinnary Thakkar	
Chairperson (I/C Principal)	Ms. Swiddle D'Cunha	
Teacher Representative		
Teacher Representative (1)	Dr. Megha Juvekar	
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One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	

