

2019-20

(2019-20)


NOTICE

24/06/2019






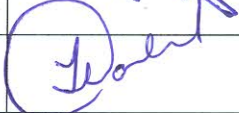

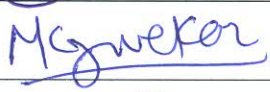
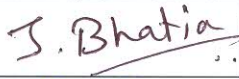


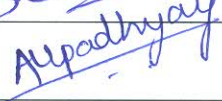
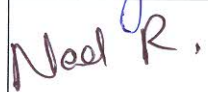

The twenty first meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, 8<sup>th</sup> July, 2019 at 2.30 pm in the IQAC room. It will be chaired by the Principal. Members are requested to attend the meeting. The Agenda of the meeting is as follows:

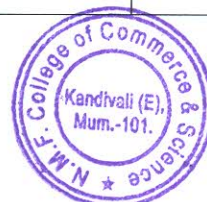
AGENDA

1. To confirm the minutes of the meeting held on Tuesday, 14th May 2019.
2. To propose appointment of Ms. Arti Kedia a counsellor who can visit wellness center cum counselling room ones a week.
3. To propose on certain infrastructure development of the college
4. To propose to dates of various stages of ISO certification
5. To discuss the new process and date of submission of AQAR
6. To propose introducing DLLE form current academic year
7. To propose and discuss on introducing coaching for cracking competency exams for government jobs.
8. To organize FDPs for teaching and non teaching staff.
9. To discuss any other matter with the permission of the Chair.

  
(Dr. Poonam Kakkad)

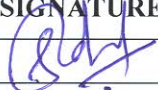

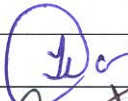
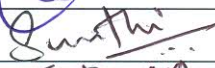



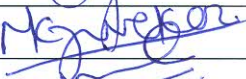
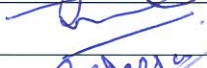



IQAC Coordinator

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	
Ms. Janvi Bhatia		Ms Swati Desai	
Mr. Vikas Agrawal		Dr Alpa Upadhyay	
Mr. Neelkanth Raval (Alumni)		Mr. Aayush (SRC leader)	



Minutes of the twenty first meeting of IQAC committee held on Monday, 8<sup>th</sup> July, 2019 at 2.30 pm in the IQAC room.

The meeting was attended by the following members:

Sr No	Name	SIGNATURE
01	Ms. Swiddle D'Cunha	
02	Mr. Ishwar Jha	
03	Dr. Jignesh Dalal	
04	Ms. Sumathi Rajkumar	
05	Ms. Janvi Bhatia	
06	Dr Alpa Upadhyay	
07	Mr. Vikas Agrawal	
08	Dr Megha Juvekar	
09	Ms. Vaishali Mishra	
10	Ms. Swati Desai	
11	Ms. Sangeetha Shyam Sundar.	
12	Dr Poonam Kakkad	

The following members were granted leave of absence:

Principal Dr Deepa Sharma, Dr. Denis Desai, Mr. Neelkanth Raval and Mr. Aayush

#### AGENDA 1:

The Minutes of previous meeting held on Tuesday, 14<sup>th</sup> May 2019 were read, confirmed and recorded.

#### AGENDA 2:

The IQAC Coordinator took the pleasure to announce that the renovation of the wellness center, proposed in the previous meeting was approved in the CDC. The renovation was completed by 10<sup>th</sup> July, 2020. Prof. Vaishali Mishra, convener of Women Development Cell and Coordinator of B.Sc IT proposed to continue of having a counsellor at the college premises, specially required for girl students. Prof Vaishali expressed the benefits of having a counsellor in the campus. Ms. Arti Kedia , a renowned counselor's name was proposed to be the counsellor of the college. All the members second her suggestion and the Principal accepted to present it in the CDC.

#### AGENDA 3:

A. Understanding the growing demand for the BMM program, Dr Poonam Kakkad, IQAC coordinator proposed to renovate the Photography room by making it more equipped for hands on training as per the syllabus of the course Print Production and Photography. The syllabus was presented to the principal to give a better understanding. Dr Kakkad also



proposed to have a news room functioning and beneficial for Second and third year students of aiming to pursue their career in Journalism. Mr. Abhay Mokashi a senior journalist was proposed to welcome him at college campus for his expert advice in making of the room.

B. The staff secretary Prof. Sumathi Rajkumar on behalf of the staff members proposed to have more comfort chairs by replacing the plastic chairs. The principal accepted the proposal to be presented in the CDC.

#### **AGENDA 4:**

In order to stream line and channelize the working of administrative office, various departments and committees Dr. Kakkad in the previous meeting had proposed ISO certification process. It was proposed to start with the ISO process post Diwali vacation.

#### **AGENDA 5:**

The submission process of AQAR which has been revised from current academic year was explained to all the members by the coordinator Dr. Kakkad. Plan of action was decided to submit the online AQAR before Diwali break.

#### **AGENDA 6:**

**Dr. Megha Juvekar** proposed for introducing Department of Lifelong Learning and Extension (DLLE) from current academic year. All members second the proposal as it supports the college objective of community support and development.

#### **AGENDA 7:**

Prof Sangeetha Shyam Sundar proposed to enter into MoU with SSB academy and introduce coaching for cracking entrance and competency exams for government jobs. MoU with computrain for counselling on study abroad was also proposed by her. Prof Vaishali and Dr Dalal second the proposal.

#### **AGENDA 8:**

Dr Kakkad proposed to organize various FDPs for teaching and non teaching programs. FDP on investment knowledge and new budgetary policy was suggested to be organised before Diwali break and Post Diwali FDP on use of ICT in teaching and learning methods, Know yourself, Learn to understand your students like workshops. The chairperson accepted the said proposal.



**AGENDA 9:**

A visit to various industries and work stations like Navneet publishing house, Bisleri, RBI visit to give practical exposure to students of management studies and Accounting and Finance was proposed by the coordinator. Principal gave a positive nod to the proposal.

Not in the agenda but with the permission of the chair, Coordinator Dr Poonam Kakkad proposed the Principal to send qualified teachers applications for Orientation Program. The short listed teachers were Dr Neha Goel, Dr Alpa Upadhyay, Principal Swiddle D'Cunha . The meeting concluded with a Vote of Thanks to the Chair.

At the end, vote of thanks was proposed by the coordinator.



NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE

(2019-20)

NOTICE

1/10/2019

The twenty second meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, 14<sup>th</sup> October 2019 at 2.30 pm in IQAC cabin. It will be chaired by the Principal. Members are requested to attend the meeting. The Agenda of the meeting is as follows:







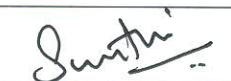


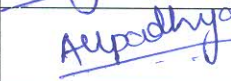
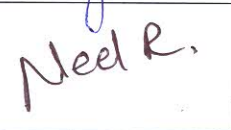
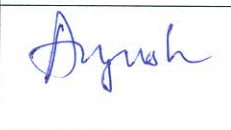
AGENDA

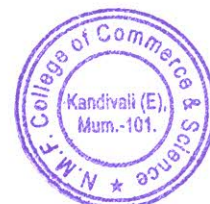
1. To confirm the minutes of the meeting held on Monday, 08/07/2019.
2. To review on infrastructure development and committee activities for the second half of the year.
3. To study and discuss the final draft of AQAR to be submitted .
4. To discuss about the academic calendar for first half of the academic year.
5. To put forth the idea of having only one intercollegiate fest of the college
6. To put forth suggestive destinations for long industrial visit
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	
Mr. Vikas Agrawal		Dr Alpa Upadhyay	
Mr. Neelkanth Raval (Alumni)		Mr. Aayush (SRC leader)	



Minutes of the twenty second meeting of IQAC committee held on Monday, 14<sup>th</sup> October 2019 at 2.30 am in the IQAC room.

The meeting was attended by the following members:

Sr No	Name	SIGNATURE
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	
09	Ms. Sangeetha Shyam Sundar.	
10	Mr. Neelkanth Raval	
11	Mr. Aayush	
12	Dr Poonam Kakkad	

The following members were granted leave of absence:

Principal Dr Deepa Sharma, Dr. Denis Desai, Mr. Ishwar Jha

**AGENDA 1:**

The Minutes of previous meeting held on Monday, 08/07/2019 were read, confirmed and recorded.

**AGENDA 2:**

The coordinator Dr Poonam Kakkad, gave a brief about various committee activities which took place in the second half of the academic year. It was observed that there weren't any activities done at inter collegiate, state or national level. Hence it was proposed that the Library committee in association with ELA should organise for book review competition at intercollegiate level. As the BMS and B.Com ( A & F) departments initiated calling alumni for guest lectures and training programs, the coordinator proposed that other departments too should take this initiative to call alumni for seminars and guest talks. This will help to build a bond and be in touch with the alumni of the college. Infrastructure development too showed a good progress. Newsroom, Photography Room, and Comfort chairs were revamped as per discussions made in previous meeting.

**AGENDA 3:**

IQAC coordinator, Dr. Poonam Kakkad placed to the Principal the final draft of the Annual Quality Assurance Report (AQAR) for its final review. Suggestions , if any were welcomed before uploading the AQAR.



**AGENDA 4:**

The academic calendar was drafted and proposed to the Principal and other members. Changes were recommended by the members on the examination dates, Cultural Festival dates.

**AGENDA 5:**

Student representative Mr. Ayush and Alumni representative Mr. Neelkanth proposed to club all department fests and come up with one common fest of the college. Dr Jignesh Vice Principal second the proposal and requested the Principal to take forward the matter at CDC.

**AGENDA 6 :**

Coordinator Prof Vaishali , Dr Poonam and students representative Mr. Ayush suggested various locations and dates for long industrial visit. After a good brain storming session selective places like Manali - Kasol, Goa were proposed to the Principal.

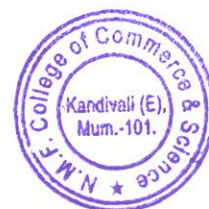
**AGENDA 7 :**

Prof. Sangeetha Shyam Sundar , placement officer and Prof Vikas put forth their concern of growing need for skill devolvment courses to generate employable students and rather to come up with some mechanism to generate entrepreneurship attitude amongst students.

**AGENDS 8:**

Other matters like Dr. Kakkad proposed the Principal to come up the initiative of establishing Incubation Centre with an aim to build entrepreneur attitude among students. All members second the proposal. Principal accepted it and ensured that the matter will be taken up in the CDC. Dr Dalal and Coordinators proposed to have a parent teacher meeting in the month of December 2020. All members second the proposal. Dr Sumathi was announced as the DR of ISO certification process. It was decided that The first training for ISO certification process would take place on 3<sup>rd</sup> January 2020, followed by internal auditors training program in second week of January. Dr Dalal, Dr. Poonam and Prof Vaishali proposed to have a counseling session for students who could not clear the lower examination semester one or three in the first attempt. It was decided that January 2020 first week special counselling would be given to students department wise. This counseling would be given by the coordinator and the Principal.

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





(2019-20)

NOTICE

2/12/2019






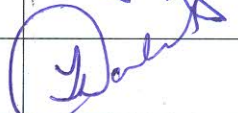

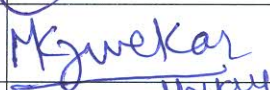


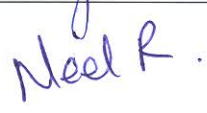
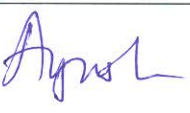
The twenty third meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, 8<sup>th</sup> December, 2019 at 12.30 pm in the IQAC room. It will be chaired by the Principal. Members are requested to attend the meeting. The Agenda of the meeting is as follows:

AGENDA

1. To confirm the minutes of the meeting held on Monday, 14<sup>th</sup> October 2019
2. To propose revised composition of IQAC members.
3. To put forth organizing research related workshop and conference
4. To discuss on the development of work related to ISO certification
5. To discuss on date, budget and theme for organizing the debut fest Nirvaan 2020
6. To propose and discuss the examination dates for various value added courses offered by college.
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	
Mr. Vikas Agrawal		Dr Alpa Upadhyay	
Mr. Neelkanth Raval (Alumni)		Mr. Aayush (SRC leader)	





Nirmala Memorial Foundation College of Commerce & Science  
**COMMITTEE MEETING MINUTES**

DI/F-CMM/00

2019 – 2020 /COM – CMM/ 00

**Committee: IQAC**

- ❖ **Type of Meeting: Formal**
- ❖ **Day: Monday Date: 8<sup>th</sup> December 2019 Time: 12:30 pm**
- ❖ **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
❖ Principal Dr Deepa Sharma	With Permission	
❖ and Mr. Ishwar Jha	With Permission	

❖ **Points Discussed:**

- ❖ Minutes of the twenty third meeting of IQAC committee

❖ **AGENDA 1:**

The Minutes of previous meeting held on Monday, 14/10/2019 were read, confirmed and recorded.

❖ **AGENDA 2:**

As Prof Janvi Bhatia a member of IQAC resigned from the institute, the IQAC coordinator Dr Poonam Kakkad, proposed revised composition of IQAC members. A proposal of Dr Neha Goel or Dr Monica John being a replacement of Prof Janvi Bhatia was given. Members second and support the proposal.

❖ **AGENDA 3:**

Dr Alpa , convener of Research Cell proposed to organize research related one State level workshop





# Nirmala Memorial Foundation College of Commerce & Science COMMITTEE MEETING MINUTES

DI/F-CMM/00

❖ **AGENDA 4:**

Prof Sumathi , the DR of ISO certification proposed to organize one training session for internal auditors of ISO certification. Further dates for certification were brainstormed and finalized. The Principal accepted to take forward the matter in CDC and confirm the dates.

❖ **AGENDA 5:**

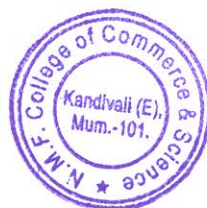
Student representative Mr. Ayush and Alumni representative Mr. Neelkanth discuss on date, budget and theme for organizing the debut fest Nirvaan 2020. The budget for organising the festival was informed to the Principal. This would be discussed in CDC mentioned the Principal.

❖ **AGENDA 6 :**

Based on the academic Calendar for Term II the IQAC coordinator in consultation with Prof Sangeetha placement officer and Prof Vaishali BSc IT coordinator proposed the dates for various value added courses. The Principal Second and accepted the dates for the same.

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

Issued by DR: Prof Sumathi Rajkumar





Nirmala Memorial Foundation College of Commerce & Science  
COMMITTEE MEETING MINUTES



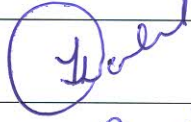
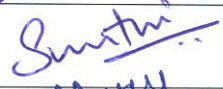
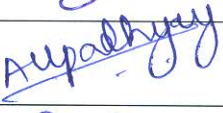



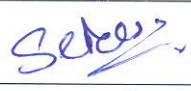

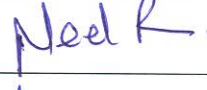
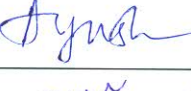

DI/F-CMM/00

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13	Dr Poonam Kakkad	



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The following members were granted leave of absence:

Principal Dr Deepa Sharma and Mr. Ishwar Jha

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**AGENDA 2:**

As Prof Janvi Bhatia a member of IQAC resigned from the institute, the IQAC coordinator Dr Poonam Kakkad, proposed revised composition of IQAC members. A proposal of Dr Neha Goel or Dr Monica John being a replacement of Prof Janvi Bhatia was given. Members second and support the proposal.



**AGENDA 3:**

Dr Alpa , convener of Research Cell proposed to organize research related one State level workshop in month of February and one National Level Faculty Development Program in the month of April 2020.

**AGENDA 4:**

Prof Sumathi , the DR of ISO certification proposed to organize one training session for internal auditors of ISO certification. Further dates for certification were brainstormed and finalized. The Principal accepted to take forward the matter in CDC and confirm the dates.

**AGENDA 5:**

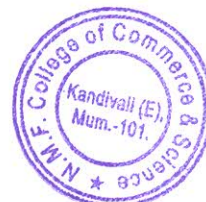
Student representative Mr. Ayush and Alumni representative Mr. Neelkanth discuss on date, budget and theme for organizing the debut fest Nirvaan 2020. The budget for organising the festival was informed to the Principal. This would be discussed in CDC mentioned the Principal.

**AGENDA 6 :**

Based on the academic Calendar for Term II the IQAC coordinator in consultation with Prof Sangeetha placement officer and Prof Vaishali BSc IT coordinator proposed the dates of examination for various value added courses. The Principal Second and accepted the dates for the same.

**The Principal also emphasized to the IQAC members to think about organising an National / International FDP by the Department of BMM and B.Com ( Accounting and Finance ) and Accountancy. Braining storming session for topic was suggested by the Chairperson. Tentative date suggested was month end of April and May. The chair suggested the coordinators of respective department to draft a budget required in organising two FDP and hand over draft to chair by 18<sup>th</sup> of December 2020.**

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



(2019-20)

NOTICE

18 / 3 / 2020

The twenty fourth meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, 6<sup>th</sup> April 2020 at 12.30 pm. The meeting was virtually conducted on Zoom platform.

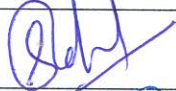

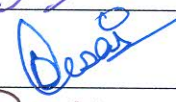
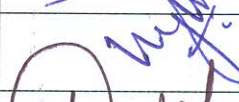
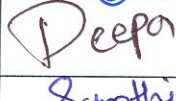
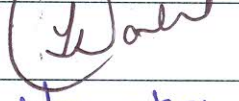
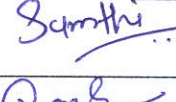
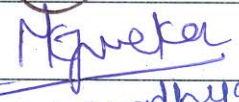
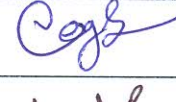
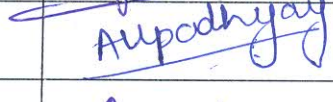
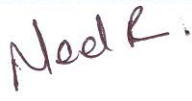

. It will be chaired by the Principal. Members are requested to attend the meeting. The Agenda of the meeting is as follows:

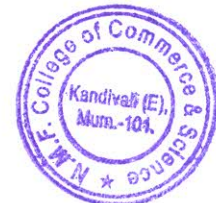
AGENDA

1. To confirm the minutes of the meeting held on Monday, 8<sup>th</sup> December, 2019
2. To discuss syllabus completion of Post graduate students.
3. To put forth organizing research related workshop and conference
4. To discuss on the development of work related to ISO certification
7. To discuss any other matter with the permission of the Chair.

(Dr. Poonam Kakkád)

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	
Mr. Neelkanth Raval (Alumni)		Mr. Aayush (SRC leader)	



Minutes of the twenty fourth meeting of IQAC committee held on Monday, 6<sup>th</sup> April 2020 at 12.30 pm. The meeting was virtually conducted on Zoom platform.

The meeting was attended by the following members:

Sr No	NAME	SIGNATURE
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	
09	Ms. Sangeetha Shyam Sundar.	
10	Dr Neha Goel	
12	Dr Poonam Kakkad	

The following members were granted leave of absence:

Principal Dr Deepa Sharma and Mr. Ishwar Jha , Dr Denis Desai , the Student representative Mr. Ayush and Alumni Mr. Neelkanth Raval.

#### **AGENDA 1:**

The Minutes of previous meeting held on Monday, 8 / 12 / 2019 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 chairperson suggested to wait for University circular for further directions. Mean time Dr Alpa Suggested to complete the syllabus of Post graduate students in form of virtual classes. Dr Poonam Kakkad the IQAC Corrdinator proposed to organize Faculty Development Programs to acquaint teachers with the use of Power Point Presentations and other E learning Resources. The In charger Principal Accepted the Proposal.



**AGENDA 3:**

As in the previous meeting Dr Alpa , convener of Research Cell proposed to organize research related one State level workshop in month of February and one National Level Faculty Development Program. Understanding the current situation it was now proposed to conduct a virtual FDP in month of June 2020 in collaboration with SNTD and Sri Balaji University , Pune.

**AGENDA 4:**

In connection to the previous discussion where the chairperson emphasized to the IQAC members to think about organising an National / International FDP by the Department of BMM and B.Com ( Accounting and Finance ) and Accountancy. Dr Poonam Kakkad presented the budget and suggested to organize one Week International Level and One Week National level FDP commencing from 3<sup>rd</sup> May2020 . The chair accepted the proposal and shall further put forward in the CDC meeting.

**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.

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

