

2021-22



2020 – 2021 /D – IQAC/ 01

Minutes of the Twenty Ninth meeting of IQAC committee held on Saturday, 3rd July 2021 at 4.30 pm.
The meeting was virtually conducted on the Zoom platform.

Committee: IQAC

- ❖ **Type of Meeting: Formal**
- ❖ **Day: Wednesday Date: 3rd July 2021 Time: 4:30 pm**
- ❖ **Venue: Virtually conducted on Zoom platform**
- ❖ **Convenor of the Committee: Dr Poonam Kakkad**
- ❖ **Number of Members Present: 9**
- ❖ **Number of Members Absent: 06**

Names	With Permission	Without Permission
❖ Principal Dr Deepa Sharma	With Permission	
❖ Mr. Ishwar Jha	With Permission	
❖ Dr Denis Desai	With Permission	
❖ Mr. Vikas Agrawal	With Permission	
❖ Mr. Neelkanth Raval, Alumni	With Permission	
❖ Mr. Dr Alpa Upadhayay	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



Nirmala Memorial Foundation College of Commerce & Science
DEPARTMENT MEETING MINUTES

DI/F-DMM/00

04	Mr. Ayush , Student Representative
05	Dr Megha Juvekar
06	Ms. Vaishali Mishra
07	Ms. Swati Desai
08	Dr Neha Goel
09	Dr Poonam Kakkad

AGENDA 1:

The Minutes of the previous meeting held on Wednesday, 26 / 5 / 2021 were read, confirmed and recorded.

AGENDA 2:

The chair announced that in the Pandemic call where a lockdown still continues in the Nation, the conduct of term I lectures was online mode only. The new academic year 2021-22 was expected to be online however colleges were waiting for an official circular from the university mentioning the academic calendar. Discussion on the mechanism for a smooth online admission process took place. The chairperson suggested the coordinators for discussing the lecture schedule and methodology of taking online lectures. The chair gave tentative dates for commencement of FY lectures in the month of September , 2021. Dr Jignesh Dalal, Prof Vaishali Mishra and Dr Poonam Kakkad as Coordinators were asked to craft a game plan on lecture schedule on an online platform. The chair suggested the coordinators organise career development seminars in the month of July for students of SY and TY.

AGENDA 3 and 4:

The academic calendar was a rough draft presented by the coordinator. University academic calendar was awaited to match with the college academic calendar. The chair suggested the IQAC coordinator conducting a library audit as early as possible, and requested the IQAC Coordinator to list the eligible teachers for orientation and refresher courses. Dr Kakkad listed Mr. Vinay dukale for orientation program and Dr Vijaya, Dr Neha, Dr Megha and Dr Poonam for their refresher course post the month of January 2022 . In order to discuss the data collection process and date of submission of AQAR 2020-21, 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 December 2021.

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

Issued by DR: Prof Sumathi Rajkumar



2021 – 2022 /D – IQAC/ 01

Minutes of the Thirty First meeting of IQAC committee held on Monday, 3rd January 2022 at 2.30 pm.
The meeting was conducted offline in the IQAC room.

Committee: IQAC

- ❖ **Type of Meeting: Formal**
- ❖ **Day: Wednesday Date: Monday, 3rd January, 2022 Time: 2:30 pm**
- ❖ **Venue: Virtually conducted :- Offline in IQAC room**
- ❖ **Convenor of the Committee: Dr Poonam Kakkad**
- ❖ **Number of Members Present: 10**
- ❖ **Number of Members Absent: 03**

Names	With Permission	Without Permission
❖ Principal Dr Deepa Sharma	With Permission	
❖ Mr. Ishwar Jha	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 Denis Desai
03	Dr. Jignesh Dalal
04	Ms. Sumathi Rajkumar
05	Mr. Ayush , Student Representative
06	Dr Megha Juvekar



07	Ms. Vaishali Mishra
08	Ms. Swati Desai
09	Dr Neha Goel
10	Dr Poonam Kakkad

AGENDA 1:

The Minutes of the previous meeting held on Monday, 4 / 10 / 2021 were read, confirmed and recorded. The Coordinator also announced the successful submission of AQAR 2020-21 in the month of December 2021.

AGENDA 2:

The chair discussed the duty chart for regular examination of first year classes . Vice Principal Dr Jignesh Dalal was asked by the chair to keep a check on timely completion of the assigned examination work. The Student representative Mr Ayush proposed to organise the cultural fest in the month of February. The chair requested to present the budget and the theme in the span of one week. She also suggested keeping it National Level online, understanding the covid situations.

Dr Megha Suggested to conduct the Joy of Research workshop in the month of March and suggested a few speakers as resource persons for the same. Members second on the suggestion. She further proposed to keep the interview for PhD aspiring candidates in the month April 2022. Perhaps she proposed to keep a National Level research paper presentation competition in the month of March for teachers, research scholars and students . The chair appreciated the approach.

The iqac coordinator Dr Kakkad suggested organising in the month of March a webinar on "**Awareness and Training on Sudden Cardiac Arrest Resuscitation**". The seminar would be in association with iCARE Holy Family Hospital. Eminent speaker Sumaiya Raghavan, a qualified trainer on first aid heart saving. The program would give insights on recognising cardiac arrest, learning on how to perform CPR and use of AED (shock machine) The chair appreciated the approach. Further the coordinator also proposed to organise a National Level webinar for non teaching staff on “ 5 Secrets of Quality Service Encounter in Educational Institutions' ' to be scheduled on Saturday, 12th February, 2022 . Speaker



would be one of the stakeholders (Parents of a Student from TYBMS Class) being a certified grooming trainer.

To foster entrepreneurship ecosystem the coordinator suggested to organise in association with Mu Ideas Start- up Incubator University of Mumbai , an event “Shark Tank to the Campus” The Business ideas would be judge by - Mr Aadesh Suryarao, Chief Executive Officer at University of Mumbai's Start-up Incubation Centre. The event would be scheduled in the month of February 2022. Members showed their consent.

Dr Jignesh proposed to organise FDP in the month of March. FDP would be on the topic Implication of IFRS on Indian Business. He also suggested that commerce department to organise in month of February a National Level Webinar on “Digital and E-Learning Tools”

Furter Dr Neha suggested that in the month of February 2022 to organise a national Level seminar on the topic “Health Infrastructure Development an Important Social Infrastructure for Inclusive Growth” the chair requested Dr Dala and Dr Neha to submit in soan of one week the game plan and the budget for organising the same. The chair announced that the presented budgets for conduct of various activities would be discussed and finalised in the CDC

The chair directed Dr Neha, Goel Placement Officer to increase the count on MoU with several companies for recruiting and placing students for internship and jobs and also for upskilling their skills required for employability.

Ms. Vaishali stating the growing demand of skilled and talented students, showed her concern to offer various value added courses to students. Dr Kakkad listed courses like digital marketing , Ethical Hacking, Tally , Effective Presentation and Communication skill certified programs in association with ICAI are to commence shortly.

The IQAC Coordinator suggested issuing preference cards for advanced learner students who have secured top ten position in the class in semester II an dIV regular examination. The Card will be an additional preference to these students in the issue of the number of books and relaxation in the library return policy. The suggestion was well accepted by all the members and the chair announced to take the matter in CDC



AGENDA 3 and 4:

The chair suggested that the IQAC coordinator make a few changes in the academic term II calendar and finalise it after the CDC and then announce it to the students and other stakeholders.

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

Issued by DR: Prof Sumathi Rajkumar



2021 – 2022 /D – IQAC/ 01

Minutes of the Thirtieth meeting of IQAC committee held on Monday, 4th October 2021 at 12.30 pm.

The meeting was conducted offline in the IQAC room.

Committee: IQAC

- ❖ **Type of Meeting: Formal**
- ❖ **Day: Wednesday Date: Monday, 4th October, 2021 Time: 12:30 pm**
- ❖ **Venue: Virtually conducted :- Offline in IQAC room**
- ❖ **Convenor of the Committee: Dr Poonam Kakkad**
- ❖ **Number of Members Present: 10**
- ❖ **Number of Members Absent: 03**

Names	With Permission	Without Permission
❖ Principal Dr Deepa Sharma	With Permission	
❖ Mr. Ishwar Jha	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 Denis Desai
03	Dr. Jignesh Dalal
04	Ms. Sumathi Rajkumar
05	Mr. Ayush , Student Representative
06	Dr Megha Juvekar



07	Ms. Vaishali Mishra
08	Ms. Swati Desai
09	Dr Neha Goel
10	Dr Poonam Kakkad

AGENDA 1:

The Minutes of the previous meeting held on Saturday, 3 / 7 / 2021 were read, confirmed and recorded.

AGENDA 2:

The chair discussed the duty chart for regular examination. Vice Principal Dr Jignesh Dalal was asked by the chair to keep a check on timely completion of the assigned examination work. To foster entrepreneur attitude amongst students, Dr Kakkad proposed to organise an online workshop on perfume making. Ms. Almas Sharif, women entrepreneur and perfumer would be invited to share her experience of making perfumes with students. She also proposed likewise to organise cake and chocolate making workshops to create entrepreneurship ecosystem in the college and in students. The chair appreciate the approach

Mr Ayush, student representative, suggested promoting the concept of peer learning. Perhaps a lot of students who fail to attend lectures for genuine reasons undertake peer learning equally effective in understanding the concepts of the syllabus. Members second the idea.

To give hands-on experience of stock marketing, Dr Poonam expressed to organise a Mock Stock Workshop for BAF and BMS Finance specialisation students. CA Mr Dharin Shah was suggested as guest speaker. Members second the idea.

The chair directed Dr Neha, Goel Placement Officer to increase the count on seminars on career counselling and resume building and training workshops on how to crack interviews.



AGENDA 3 and 4:

The chair suggested that the coordinators should sketch the subject allocation and make a special time table for SY classes semester IV lectures to commence post diwali vacation. The IQAC coordinator presented the status report of AQAR 2020-21 data collection. Few queries regarding the AQAR were discussed in the meeting by the coordinator.

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

Issued by DR: Prof Sumathi Rajkumar