

**2022-23**



# Nirmala Memorial Foundation College of Commerce & Science

## DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2022 – 2023 /D – IQAC/ 00

Minutes of the Thirty Third meeting of IQAC committee held on Saturday, 4th June 2022 at 12.30 pm. The meeting was held in the IQAC room.

### Committee: IQAC

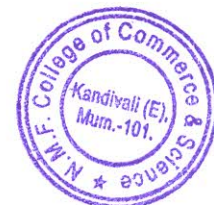
- ❖ Type of Meeting: Formal
- ❖ Day: Saturday Date: 4th June 2022 Time: 12:30 pm
- ❖ Venue: IQAC Room
- ❖ Convenor of the Committee: Dr Poonam Kakkad
- ❖ Number of Members Present: 12
- ❖ Number of Members Absent: 02

Names	With Permission	Without Permission
❖ Principal Dr Deepa Sharma	With Permission	
❖ Mr. Neelkanth Raval, Alumni	With Permission	

### ❖ Points Discussed:

The meeting was attended by the following members:

Sr No	Name
01	Dr Denis Desai
02	Ms. Swiddle D'Cunha
03	Dr. Jignesh Dalal
04	Dr Vijaya Jacqueline
05	Mr. Ayush , Student Representative
06	Dr Megha Juvekar





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07	Ms. Vaishali Mishra	
08	Ms. Swati Desai	
09	Dr Neha Goel	
10	Mr. Aditya Vijay ( Student Representative)	
11	Mr. Ishwar Jha ( Industry Expert)	
12	Dr Poonam Kakkad ( IQAC Coordinator)	

## AGENDA 1:

The Minutes of the previous meeting held on Friday, 1st April 2022 were read, confirmed and recorded.

## AGENDA 2:

The chair announced that the new academic year 2022-23 will be conducted offline. College is awaiting a university circular mentioning the academic calendar. Discussion on the mechanism for a smooth offline admission process took place. The chairperson suggested the coordinators for discussing the lecture schedule and lecture hall venue. The chair gave tentative dates for commencement of FY lectures in the month of September, 2022. Dr Poonam Kakkad as IQAC Coordinator suggested Dr Jignesh Dalal and Prof Vaishali Mishra to organise career development seminars in the month of July for students of SY and TY. All members second on the suggestion. The academic calendar was a rough draft presented by the IQAC coordinator. Discussions and changes took place in the calendar however the University academic calendar was awaited to match with the college academic calendar. The IQAC coordinator shared the green audit and energy report. The recommendations in the report were discussed for its execution. The chair also announced that the process for recognition of college under section 2 (f) 12 B of the UGC Act, 1956 is in progress. Teachers will soon be able to apply for Minor and Major Research Projects under Government Grants. The chair suggested the IQAC Coordinator announce the eligible teachers to start focusing on minor research proposals.

## AGENDA 3 and 4:

Dr Jignesh Dala who is appointed as Swayam Incharge suggested the mechanism to register maximum of our students to the swayam course. Program wise, Class wise and Specialisation wise





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subjects were shortlisted which mentors of each class will promote to students to get them registered. It was decided to complete the registration process for SY and TY by 14th August 2022. The chair suggested that the college has to offer and promote maximum skill development programs. Encourage all students to take up the courses which are freely offered by the college. Members second on the pathway for registration. In order to discuss the data collection process and date of submission of AQAR 2021-22, 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 2022.

### **Few other matters were discussed with the permission of the chair.**

- i. The Placement coordinator suggested organising a few personality development and soft skill programs to make second and third year students industry ready. Members agreed on the suggestion and the IQAC coordinator was requested to take the matter ahead and organise such certified courses. The placement coordinator also suggested that Lets Learn English camps as a pilot study can be organised for interested students to enable them to improve their communication skills.
- ii. Staff Secretary Dr Vijaya Jacqueline suggested that as a good number of new appointments of staff have taken place, a college tour and a staff orientation program should be arranged. The chair appreciated the suggestion and requested the IQAC coordinator to give the newly appointed staff members a college tour and orientation program covering ISO documentations, Library services, college policies. The above activity was decided to be completed before the lectures commence for students. It was also suggested if N- List training and a seminar on how to identify students counseling needs could be given to the newly appointed staff members. Members second on the matter.
- iii. The staff secretary also requested that we continue with the best practice of giving rewards and recognition to the teaching and non teaching staff. Due to covid there had been a gap and break of two years. For the two years 2019- 20 and 2021- 22 Teachers and non teaching staff who contributed good to the organisation will be recognised this year. Members second on the matter and decided to felicitate the deserving staff in the second half of the academic year.





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- iv. The IQAC coordinator also suggested that the new staff may be oriented about getting themselves registered as life members with the state and national body of commerce association of teachers. The chair agreed to the suggestion and requested the chair.
- v. Dr Megha proposed to organise a workshop and seminar on How to write effective research papers. Members second on the proposal. The chair suggested holding the seminar in the month of August for staff members.
- vi. The chair directed the vice principal to take a follow up on department wise activity proposals to be submitted by June 2022 for approval on activities to be organised. She emphasised on focus should be given on Educational Tours through industrial visits.
- vii. The chair announced that the procedure for alumni association will be shortly completed and formal alumni association will be formed.
- viii. Ms. Vaishali proposed to continue with bridge courses for first, second and third year students on required practical knowledge for B.sc IT related subjects. Members second on the proposal and suggested other departments too to conduct the bridge course for required subjects.
- ix. The IQAC coordinator proposed to organise a NAAC sponsored seminar on good documentation for the NAAC accreditation process. The Chair accepted to start with the formalities for getting the sponsorship from NAAC for organising the seminar.
- X. The chair suggested the IQAC Coordinator to relook into the revised composition of the IQAC forum which should exactly be as per NAAC norms. All the members second the idea and appreciated it.

Having no other matter for discussion the meeting concluded with a Vote of Thanks to the Chair.

Issued by DR: Prof Sumathi Rajkumar







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Sr No	Name	Signature
01	Dr Denis Desai	
02	Ms. Swiddle D'Cunha	
03	Dr. Jignesh Dalal	
04	Dr Vijaya Jacqueline	
05	Mr. Ayush , Student Representative	
06	Dr Megha Juvekar	
07	Ms. Vaishali Mishra	
08	Ms. Swati Desai	
09	Dr Neha Goel	
10	Mr. Aditya Vijay ( Student Representative)	
11	Mr. Ishwar Jha ( Industry Expert)	
12	Dr Poonam Kakkad ( IQAC Coordinator)	





# Nirmala Memorial Foundation College of Commerce & Science

## DEPARTMENT MEETING MINUTES

DI/F-DMM/00

2022 – 2023 /D – IQAC/ 01

Minutes of the Thirty Fourth meeting of IQAC committee held on Saturday, 10th September, 2022 at 2.30 pm. The meeting was conducted offline in the IQAC room.

### Committee: IQAC

- ❖ Type of Meeting: Formal
- ❖ Day: Saturday Date: 10th September, 2022 Time: 2:30 pm
- ❖ Venue :- Offline in IQAC room
- ❖ Convenor of the Committee: Dr Poonam Kakkad
- ❖ Number of Members Present: 13
- ❖ Number of Members Absent: 02

Names	With Permission	Without Permission
❖ Dr Harish Pokale, Nominee from Society	With 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
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 started with welcoming the new members of IQAC and sharing of good news by the principal.

1. College has received a grant from NAAC for organising One Day State Level Seminar
2. Formal alumni association is registered.
3. Institute recognition for 2(f) 12 B of the UGC ACT 1956

**AGENDA 1:**

The Minutes of the previous meeting held on Saturday, 4th June 2022 were read, confirmed and recorded.

**AGENDA 2:**

Discussion on proper canteen functioning and Canteen Waste management mechanism was made. A proposal by Dr Megha Juvekar on setting up a compost bin was given. Plastic material and waste would be collected every day by NSS students and given to Bisleri Ltd. Canteen committee was set up to look into its smooth functioning. Members appreciated the idea and second on it. the chair directed to take up the matter in the CDC.

**AGENDA 3:**







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The chairperson requested Dr Megha, Convener of Research Cell to present the activities conducted by the research cell till date and showcase plan of action and budget for the upcoming research activities like participation in avishkar research project competition organised by University of Mumbai, conduct of IPR webinar, conference to be organised. Good deliberations took place in deciding the date, theme and matter in collaboration for the conference. The chair suggested entering into collaboration with institutes outside the state for various academic activities. The IQAC Coordinator briefed on the status of submitting the proposals for minor / major research projects as now being our college recognised with 2(f) 12 B of the UGC ACT 1956. Further suggestion was given by Dr Megha to collaborate with Andra Loyola Institute of Engineering and Technology for academic collaborations. In order to build research network and knowledge she also suggested encouraging new faculty members to become lifetime members for Maharashtra Commerce Association or Indian Association for Commerce Members. The chair appreciated and agreed to take the matter to the CDC.

### AGENDA 4:

IQAC coordinator proposed that the Vocational Skill Development courses being offered to the students need to be accelerated. Certified courses like Teach Earn and Learn should be continued, IIT spoken tutorial should be continued and was unanimously decided by the members. The chair proposed to enter into MoU with Yuva Parivartan affiliated to National Skill Development Corporation for our college to become an authorised training and certification centre. Various skill development programs are offered under this MoU with nominal charges. Members second the matter and chair decided to take the matter in CDC

### AGENDA 5, 6 and 7 :

As the college needs to gear up with the preparatory part for the second cycle the IQAC coordinator proposed to organize a seminar on NAAC and the Role of IQAC in the accreditation process, where Mr. Satish Bhatia, an Ace mentor for the NAAC accreditation process, would be the guest speaker. The IQAC coordinator Dr Kakkad briefed the members on the data collection status for AQAR 2021-22 submission. The IQAC coordinator also presented the procedure to be followed for NIRF. The chair and members agreed for NIRF registration for the academic year 2022-23.

### AGENDA 8:





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Discussions took place on Examination preparatory work. The Vice Principal was given the responsibility to take follow-up on examination preparatory work. for all upcoming examinations. Dr Kakkad proposed the dates of 23rd and 24th September, 2022 for Academic and Administrative (AAA) Internal Audit. The chair gave her consent for the same. As per academic calendar the annual sports meet being in the month of January 2023, the chair requested the Vice Principal to complete the procedure of booking the Sports Authority Of India Ground (SAI) ground for the same.

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





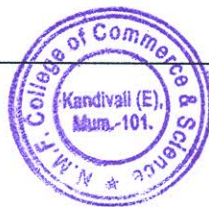


Nirmala Memorial Foundation College of Commerce & Science  
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DI/F-DMM/00

The meeting was attended by the following members:

<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	
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	





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

DI/F-DMM/00

**2022 – 2023 /D – IQAC/ 01**

Minutes of the Thirty Fifth meeting of IQAC committee held on Saturday, 3rd December, 2022 at 12.30 pm. The meeting was conducted offline in the IQAC room.

**Committee: IQAC**

- ❖ **Type of Meeting: Formal**
- ❖ **Day: Saturday Date: 3rd December, 2022 Time: 12:30 pm**
- ❖ **Venue :- Offline in IQAC room**
- ❖ **Convenor of the Committee: Dr Poonam Kakkad**
- ❖ **Number of Members Present: 13**
- ❖ **Number of Members Absent: 02**

<b>Names</b>	<b>With Permission</b>	<b>Without Permission</b>
❖ Dr Harish Pokale, Nominee from Society	With Permission	
❖ Mr. Christopher Mathew, Nominee from Stakeholders	With Permission	

❖ **Points Discussed:**

The meeting was attended by the following members:

<b>Description</b>	<b>Name</b>
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







# Nirmala Memorial Foundation College of Commerce & Science

## DEPARTMENT MEETING MINUTES

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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
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 started with welcoming the new members of IQAC and sharing of good news by the principal.

1. College has received grants from NAAC for organising One Day State Level Seminar that we have received
2. Formal alumni association is registered.
3. Collaboration with Andhra Loyola College and Andhra Loyola Institute of Engineering and Technology for Faculty and Student Exchange Program.

### AGENDA 1:

The Minutes of the previous meeting held on Saturday, 10th September, 2022 were read, confirmed and recorded.

### AGENDA 2:

The IQAC Coordinator presented the term II calendar for deliberations and finalisation. She also proposed to focus on faculty and student exchange programs with collaborating institutions. Members appreciated the idea and second on it. The chair directed to take up the matter in the CDC.

### AGENDA 3:





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## DEPARTMENT MEETING MINUTES

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Discussion about the activities to be organised by the research cell and alumni association took place. Dr Megha proposed to conduct The Joy of Research in the month of March, conference in month of and in the month of May research course work as our college is a research centre. Ms. Vaishali proposed to conduct a get together for the alumni association and organise our first event.

### **AGENDA 4:**

IQAC coordinator proposed that the Skill Development certified courses being offered to the students need to be accelerated. Certified courses like Teach Earn and Learn should be continued, IIT spoken tutorial should be continued and was unanimously decided by the members. The chair proposed to enter into MoU with Yuva Parivartan affiliated to National Skill Development Corporation for our college to become an authorised training and certification centre. Various skill development programs are offered under this MoU with nominal charges. As hardly any student appeared for SWAYAM examination, due to monetary involvement, members unanimously decided to offer a variety of courses free of charge to our students on soft skills, yoga, computer skills, accounting and finance and make it mandatory for students to avail the benefits. Members second the matter and the chair decided to take the matter in CDC.

### **AGENDA 5, 6 and 7:**

Insights on AQAR submission updates were given by the IQAC Coordinator. Data collection on NIRF submission was in progress.

### **AGENDA 8:**

Discussions took place on Examination preparatory work. The Vice Principal was given the responsibility to take follow-up on examination preparatory work for all upcoming examinations. Also Dr Dalal was asked to make remedial lectures for upcoming ATKT exams for the month of January 2023 preparatory

### **AGENDA 9:**

Deliberations took place for the Inter collegiate festival Mr. Jay and Mr..Aditya gave their suggestions to make the fest much more prominent. Dr Kakkad, also being the cultural head, discussed the schedule and timeline for the event. Dr Dalal discussed the preparatory work for sports day. Number of entries of students for each event was presented by him. The cultural committee also presented the game plan for inter collegiate fest Splash 2.0. Discussions took place on the schedule and number of







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events to be organised in splash. The chair requested to present the budget in celebrating the events. The budget will be finalized by the CDC.

### AGENDA 9:

Dr Dalal and Dr Neha proposed a seven day Faculty Development Program to be organised by the Accountancy Association and Planning forum in association with IQAC. The chair requested to present the schedule and expected budget for the conduct of the program. Dr Neha suggested a different mechanism as an approach to be given to increase the awareness and students participation for the upcoming job fair, scheduled on 18th March 2023. Members appreciated the idea presented and the chair gave a go ahead signal.

With the permission of the chair

1. Further discussion took place on deciding the dates for the second internal Academic and Administrative Audit. 23rd and 24th February was decided for the same.
2. Ms. Kinnary suggested promoting NEP 2020 to all the stakeholders. Frequent Parents and students meetings should be conducted to create awareness about NEP. The chair decided to hold the Parent Teacher meeting in the month of February, 2023. Members second the suggestions.
3. Dr Harsh suggested as institutional social responsibility, the institution should organise **"Awareness and Training on Sudden Cardiac Arrest Resuscitation"** for students, teaching and nonteaching staff members. The seminar can be in association with Revive Heart Foundation 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)
4. 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.
5. Dr Kakkad suggested that eligible staff members should complete the orientation program and refresher course . Dr Dalal for the orientation program. Ms. Swiddle, Dr Megha and Dr Neha for Refresher Course.





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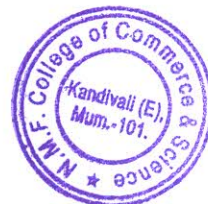
## DEPARTMENT MEETING MINUTES

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

The meeting was attended by the following members:

<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	
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	
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One of the Senior teachers as the Coordinator/Director of the IQAC	Dr Poonam Kakkad	







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

DI/F-DMM/00

**2022 – 2023 /D – IQAC/ 01**

Minutes of the Thirty Sixth meeting of IQAC committee held on Friday, 31st March 2023, at 11.30 am.  
The meeting was conducted online.

**Committee: IQAC**

- ❖ **Type of Meeting: Formal**
- ❖ **Day: Friday Date: 31st March 2023 Time: 11:30 am**
- ❖ **Venue :- Online**
- ❖ **Convenor of the Committee: Dr Poonam Kakkad**
- ❖ **Number of Members Present: 13**
- ❖ **Number of Members Absent: 02**

<b>Names</b>	<b>With Permission</b>	<b>Without Permission</b>
❖ Dr Harish Pokale, Nominee from Society	With Permission	
❖ Mr. Christopher Mathew, Nominee from Stakeholders	With Permission	

❖ **Points Discussed:**

The meeting was attended by the following members:

<b>Description</b>	<b>Name</b>
Special Invite	CMA Dr Kinnary Thakkar
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# Nirmala Memorial Foundation College of Commerce & Science

## DEPARTMENT MEETING MINUTES

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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
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 started with sharing of good news by the principal.

1. Our IQAC coordinator Dr Poonam Kakkad has been awarded with ICSSR Minor Research Project 2022-23. Official correspondence for the same was received on 10th March 2023.

### AGENDA 1:

The Minutes of the previous meeting held on Saturday, 3<sup>rd</sup> December, 2022 were read, confirmed and recorded.

### AGENDA 2:

The IQAC Coordinator proposed to conduct the library audit , gender audit and energy audit by 30th May 2023. The chair has appreciated and confirmed to put forth the proposal in the CDC.

### AGENDA 3:

Discussion about the activities to be organised by the research cell and alumni association took place. Dr Megha proposed to conduct various webinars in the month of April as being the research center the newly admitted PhD students will be trained in research methodology. Ms. Vaishali proposed 6th May 2023 as the date to conduct a get together for the alumni association and organise our first event.







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The event flow and budget was presented by her. Deliberations took place for it and final event flow was decided.

### **AGENDA 4:**

IQAC coordinator proposed that the Skill Development certified courses being offered to the students were well accelerated. Graphical presentation was given by Dr Kakad on the increase in percentage of Certified courses being offered over a period of years and their number of beneficiaries. A rolling number was observed in the beneficiaries as the courses were made mandatory for the students.

### **AGENDA 5 and 6:**

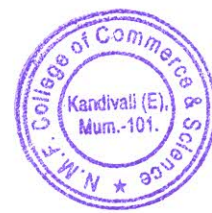
Insights on Degree Certificate Distribution was given by the chair that this academic year offline ceremony will take place awaiting for university circular for the same. The coordinator had a detailed discussion with the members about AQAR 2022-23 submission dates and preparation for SSR for the second cycle.

### **AGENDA 7:**

The coordinator suggested having a separate Industry Advisory Board which may help the institute to identify the industry demand and groom our students making them industry ready. Mr. Ishwar Jha appreciated the idea and proposed a few names to introduce members on the panel. Alumnus Mr Jay Raval also suggested a couple of names coming from the industry of media. Mr. Jha emphasised on continuing promoting various entrepreneur development programs amongst students. Dr Kakkad highlighted that the college is in collaboration with Mu Ideas incubation center University of Mumbai is conducting various programs to encourage students.

### **AGENDA 9:**

The coordinator spoke about the fantastic steps taken by the management this academic year to encourage and aid the students in their academic endeavours. Free Laptops were distributed to selective students at undergraduate level pursuing IT and CS programs. Air-conditioned classrooms were built as a result of the management's efforts to ensure that the teaching and learning processes are carried out in luxury and comfort. Discussion about proper examination preparation, lower examination result declaration, and the admissions procedure for second and third year for the next academic year. The chair confirmed with Dr Kakkad if all Departments and Administrative office is prepared for the external audit scheduled on 17th April, 2023.





# Nirmala Memorial Foundation College of Commerce & Science

## DEPARTMENT MEETING MINUTES

DI/F-DMM/00

With the permission of the chair

1. To promote The Sustainable Kitchen: A Guide to Starting Your Own Garden was suggested by Dr Harsh. Members appreciated the topic and concern to create awareness about.
2. Steps to enhance the physical and emotional well-being of its students was suggested by Dr Harsh. He further suggested to organise for hosting the meditation session conducted by Art of Living organization under the Har Ghar Dhyam Campaign by Ministry of Culture under aegis of Azadi Ka Amrit Mahotsav.
3. Dr Kinnary suggested completing a gender audit and library audit . She further suggested completing an energy audit. The chair second on the matter and confirmed to complete it by May 2023. She also suggested conducting a student exchange program in our conference with Loyola college students.
4. Dr Kakkad shared a proposal for institutional ISBN number and published books of advanced learners internship projects. All members unanimously agreed and appreciated the idea. The Chair will take the matter to CDC.
5. The Principal announced the schedule for the student exchange program taking place to attend the upcoming National Level Conference being organised.
6. Mr Aditya Vijaya brought in picture about certain initiative to beautify the college. Dr Kakkad proposed to come up with some saying and quotes of famous personalities. Members second the matter and the chair confirmed to take the matter in CDC.

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	
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