



Autonomous (2016-17)

Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)
ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.
IMC Ramkrishna Bajaj National Quality Commendation Certificate

**Date of Meetings conducted by Internal Quality Assurance Cell (IQAC)
from 2016-17 to 2020-21**

Sr. No.	Academic Year	Meeting Number	Meeting Date
1	2016-17	1	25 th June 2016
2		2	11 th August 2016
3	2017-18	1	4 th January 2018
4		2	3 rd February 2018
5		3	9 th March 2018
6		4	21 st April 2018
7	2018-19	1	27 th October, 2018
8		2	21 st December, 2018
9		3	14 th February, 2019
10		4	5 th April, 2019
11	2019-20	1	15 th June 2019
12		2	13 th July 2019
13		3	29 th November 2019
14		4	5 th March 2020
15	2020-21	1	25 th June 2020
16		2	16 th September 2020
17		3	4 th January 2021
18		4	22 nd March 2021

M. Datta.

Prof. Dr. Moushumi Datta
I/c. Principal

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND
MANAGEMENT STUDIES AND SHANTABEN NAGINDAS
KHANDWALA COLLEGE OF SCIENCE**

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on 15th June, 2019 Saturday in the Board Room of Malad Kandivali Education Society to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss the preparation of the Academic Calendar.
3. To automate the ISO audit process.
4. To discuss New Framework Guidelines for NAAC Accreditation.
5. To discuss about the new programmes which will start from the academic year 2019-20
6. To consider and deliberate upon the Short Term Courses conducted in the institution.
7. To discuss the preparation of Departmental Profiles.
8. To discuss about the up gradation of syllabus.
9. Planning for new Academic session.
10. Formation of various committees.
11. To discuss the Teaching plan and workload distribution.
12. To discuss about the Refresher Course organized by the Accountancy Department.
13. To discuss about the Quality Objective.
14. Any other business with the permission of the Chair

M. Datta.

PROF DR. MOUSHUMI DATTA

CO-ORDINATOR

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND MANAGEMENT
STUDIES AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

INTERNAL QUALITY ASSURANCE CELL

MINUTES AND ACTION TAKEN REPORT OF THE MEETING

A meeting of the I.Q.A.C Committee was held on 15th June, 2019 Saturday in the Board Room of Malad Kandivali Education Society.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
- 2) Prof Dr. Moushumi Datta – Co-ordinator
- 3) Mr. V.G. Suchak
- 4) Dr. Mona Mehta
- 5) Dr. Varsha Ainapure
- 6) Dr. Marina Pereira
- 7) Mr. Vinay Prabhu
- 8) Mr. Suresh Shetkar
- 9) Dr. Bharat M Pithadia
- 10) Ms. Sindhu P M
- 11) Dr. Santosh C. Hulagabali
- 12) Mr. Chandrashekhar Penta
- 13) Mr. Dhruvan Pandya
- 14) Ms. Soniya Pandey
- 15) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

The IQAC Coordinator Dr. Moushumi Datta emphasized on automating the ISO audit process. The Principal suggested that the IT/CS department should take this as a project and automate the ISO audit processes. Mrs. Sindhu was asked to discuss with her colleagues and come out with a proposal to go ahead with the project.

The Principal put forward that from the academic year 2019-2020 three new programmes have started and they are as follows:

1. B.A. Honours in Apparel Design and Construction.
2. B.COM Honours in International Accounting.
3. B.COM Honours in Actuarial Studies.

The IQAC coordinator Dr. Moushumi Datta informed the members that 43 Short Term Courses are at present offered by the institution and students are enrolled for the same.

In Semester I, III and V

21 STCs are offered and in Semester II and IV, 22- thus bringing the total to 43.

Upgradation of syllabus was carried on for B.com Commerce III, Commerce IV, Commerce V and Commerce VI, B.A. Geography II, Geography III, Geography IX and Economics IV, Economics V, Economics VI, Economics VII, Economics VIII and Economics IX.

Vice Principal Mr. V.G.Suchak was asked to prepare the Academic Calendar for 2019-20. Important events, curricular and co-curricular activities, extra-curricular activities and extension activities would be incorporated. The Head of Departments were asked to plan departmental calendars as well.

All the Head of Departments were directed to prepare the departmental profiles as per the new NAAC format.

The IQAC Coordinator Dr. Moushumi Datta asked each department to have an interactive session with the first year students.

The constitution of the

1. Academic and Exam Reforms Committee
 2. Examination Committee
 3. Unfair means Enquiry Committee
 4. Students Council
 5. IQAC/NAAC
 6. Students Aid Fund
 7. Attendance Committee
 8. Time table Committee
 9. Gymkhana
 10. Discipline Committee
 11. Social Cell
 12. Counselling Cell
 13. Library Committee
 14. Purchase Committee
 15. ISO
 16. Grievance Redressal Committee
 17. Admission Committee
 18. Women Development Cell
 19. Entrepreneurship Development Cell
 20. Anti-Ragging Cell
 21. UGC Planning Board,
 22. Career Guidance and Placement Cell
 23. Rotaract Club of Khandwala
 24. International initiatives
- will be decided at a later date.

All the Head of Departments and Co-ordinators presented in brief the distribution of workload that was finalized in the departmental meetings. They also presented the teaching plan for the approval of the IQAC.

The Head of Department of Accountancy announced that the Refresher Course will be held from June 17 to 29 in the college campus and that 33 participants have registered.

The IQAC coordinator Dr. Moushumi Datta put forward that in the academic year 2019-20, two quality objectives will be taken up:

1. To provide six man-days of training to the faculty.
2. To introduce a credit based Short Term Course for PG students on online information sources, tools and techniques.

She further added that an improvement project titled 'To Elevate the Lives of the Needy and the Underprivileged' will also be taken up.

The IQAC and NAAC coordinator Dr. Moushumi Datta informed that Principal Venkatramani on 8th June 2019 spoke on 'New Framework Guidelines for NAAC Accreditation'. She also added the second session of the same will be held on 17th June 2019.

There being no other business the meeting ended with a vote of thanks to the chair.

Matta.

PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. ANCY JOSE
CHAIRPERSON



Action Taken Report of IQAC Meeting held on 15th June, 2019 at 11.30 a.m.

Sr. No.	Agenda	Action Taken
1.	To discuss the preparation of the Academic Calendar	Academic Calendar was prepared.
2.	To automate the ISO audit process	Training was provided.
3.	To discuss New Framework Guidelines for NAAC Accreditation	Prin. K. Venkartramani spoke about New Framework Guidelines for NAAC Accreditation on 8 th June, 2019
4.	To discuss about the new programmes which will start from the academic year 2019-20	3 Programmes were started 1) B.A. Honours in Apparel Design and Construction. 2) B.Com Honours in International Accounting 3) B.Com. Honours in Actuarial Studies
5.	To consider and deliberate upon the Short Term Courses conducted in the institution	43 Short Term Courses were offered in total out of which 21 Short Term Courses were offered in Sem. I, III and V and remaining 22 Short Term Courses were offered in Sem. II and IV
6.	To discuss the preparation of Departmental Profiles	Departmental Profiles were prepared and submitted
7.	To discuss about the up gradation of syllabus	Upgradation of syllabus was carried out.
8.	Planning for new Academic session	Activities were discussed.
9.	Formation of various committees	24 committees were constituted.
10.	To discuss the Teaching plan and workload distribution	Teaching plan and workload was finalized.
11.	To discuss about the Refresher Course organized by the Accountancy Department	On behalf of University of Mumbai the Accountancy Department of our College conducted Refresher Course from 17-06-2019 to 29-06-2019.
12.	To discuss about the Quality Objective.	Quality Objectives were framed and its continual evaluation is planned.

Matta.

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT
STUDIES AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

3rd July, 2019

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC Committee will be held on Saturday, 13th July, 2019 at 11.30 a.m in the Board Room of Malad Kandivli Education Society to discuss the following agenda.

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the workshops / seminars and conferences to be conducted in 2019-20.
3. To discuss about the perspective plan of 2019-2020.
4. To discuss about the updates of AQAR Report.
5. To discuss about the updates of RUSA.
6. Any other business with the permission of the Chair.

M. Datta.

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

A meeting of the I.Q.A.C. Committee was held on, 13th July, 2019 at 11.30 am in the Board Room of Malad Kandivli Education Society.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
- 2) Prof Dr. Moushumi Datta - Cordinator
- 3) Prof. Venkatramani
- 4) Mr. V.G. Suchak
- 5) Dr. (Mrs.) Mona Bhatia
- 6) Dr. Varsha Ainapure
- 7) Dr. Marina Pereira
- 8) Mr. Vinay Prabhu
- 9) Mr. Suresh Shetkar
- 10) Dr. Bharat M Pithadia
- 11) Ms. Sindhu P M
- 12) Ms. Preeti Rao
- 13) Gardgi Dubey
- 14) Dr. Santosh C. Hulagabali
- 15) Mr. Chandrashekhar Penta
- 16) Mr. Dhruvan Pandya
- 17) Ms. Soniya Pandey
- 18) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Before the meeting commenced, the Principal announced and complimented the selection of Mrs. Gargi Dubey and Mr.G Hanumatha Rao as Coordinator of BMS and Deputy Director of Examination Section respectively.

Prof. Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

The Coordinator shared the details of about the workshops / seminars and conferences to be conducted in 2019-20. She said that IQAC has received four proposals from WDC, Gandhian Studies, IQAC and Dept. of Management and Media. The Coordinator informed the Cell that the IQAC's conference would be on Inclusiveness and to be held on 19th Sept. 2019. Prof. Venkataramani suggested to contact Social Welfare Department for sponsorship.

While discussing on perspective plan of 2019-2020, the Coordinator said that five more courses would be started. The Coordinator further briefed that an incubation centre would be started in College on 27th July, 2019.

The Principal asked the members to submit research proposals for STRIDE.

The Coordinator said that this time the AQAR report would be submitted online as well as offline as per the NAAC guidelines. The Principal requested the Coordinator to present the Report before the Cell in the next IQAC meeting.

The Coordinator shared the details of RUSA funding. The grant received from RUSA was spent on renovating the wash rooms; to be used to create new exam centre; to set a virtual classroom. Prof. Venkatramani suggested that the College should give mandatory project works for students and also suggested to do analysis of the learning outcome of each course under Autonomy. Later the Coordinator briefed that one student has enrolled for international courses of 2+2 years.

Informing the members about the students' election in the campus as per the guidelines, the Principal requested the members to talk to the students about discipline and individual responsibility.

There being no other business the meeting ended with a vote of thanks to the chair.



PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED ON



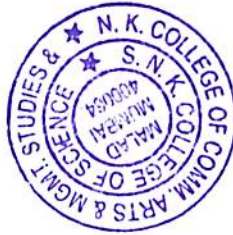
DR. ANCY JOSE
CHAIRPERSON

Action Taken Report of IQAC Meeting held on 13th July, 2019 at 11.30 a.m.

Sr. No.	Agenda	Action Taken
1.	To discuss about the workshops / seminars and conferences to be conducted in 2019-20.	Various workshops / seminars were conducted
2.	To discuss about the perspective plan of 2019-20.	Departments submitted their Perspective Plan
3.	To discuss about the updates of AQAR Report.	AQAR Report is in progress
4.	To discuss about the updates of RUSA.	RUSA Funding were used appropriately and utilizations were submitted to RUSA

M Datta.

Prof. Dr. Moushumi Datta
IQAC Coordinator



Dr. Mrs. Ancy Jose
Principal

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MANAGEMENT STUDIES AND SHANTABEN NAGINDAS
KHANDWALA COLLEGE OF SCIENCE**

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on 29th November, 2019 Friday in the Board Room of Malad Kandivali Education Society to discuss the following agenda

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To create awareness of NAAC Criteria 1, 2, 3, 4, 5, 6 and 7.
3. To discuss about the conference by the Gandhian Studies Centre.
4. To discuss about the internal audit.
5. To discuss the results of Semester I, II and V.
6. To discuss about the 37th Annual Athletic Meet.
7. To discuss about the Feedback analysis of students.
8. Any other business with the permission of the chair.

M. Datta.

PROF DR. MOUSHUMI DATTA

CO-ORDINATOR

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND
MANAGEMENT STUDIES AND SHANTABEN NAGINDAS
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- 14) Ms. Soniya Pandey
- 15) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

The Convenor of Gandhian Studies Center Dr. Marina Pereira announced that conference on 150 years of celebrating the mahatma will be conducted on 20th and 21st January 2020.

The IQAC Coordinator Dr. Moushumi Datta put forward that the internal audit was conducted on 26th and 27th of August 2019. One minor NCR was booked but it was closed successfully within 15 days. In this connection she further added that the Management Review Meeting was held on 14th September 2019.

The result analysis of the institution was presented by the Controller of Examinations Mr. Thomson Thomas.

The Gymkhana Coordinator CA Haresh Godhia informed that the 37th Annual Athletic Meet will be conducted on 10th December 2019.

IQAC Coordinator Dr. Moushumi Dattaput forward that 360 degree feedback analysis was conducted on admission process, course administration, faculty interaction, resource facilities and personality development and counselling. Satisfaction ratio was calculated to understand the students' feedback.

There being no other business the meeting ended with a vote of thanks to the Chair.

Ms Datta

PROF. DR. MOUSHUMI DATTA

CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. ANCY JOSE



CHAIRPERSON

Action Taken Report of IQAC Meeting held on 29th November, 2019 at 11.30 a.m.

Sr. No.	Agenda	Action Taken
1.	To create awareness of NAAC Criteria 1, 2, 3, 4, 5, 6 and 7.	Awareness regarding NAAC Criteria's were conducted.
2.	To discuss about the conference by the Gandhian Studies Centre.	Conference was conducted on 20-21 st January, 2020.
3.	To discuss about the internal audit.	Internal Audit was conducted on 26-27 th August, 2019
4.	To discuss the results of Semester I, II and V.	Results Analysis were presented.
5.	To discuss about the 37 th Annual Athletic Meet.	37 th Annual Athletic Meet was held on 10 th December, 2019.
6.	To discuss about the Feedback analysis of students	360 degree feedback analysis was conducted.

M. Datta.

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND
MANAGEMENT STUDIES AND SHANTABEN NAGINDAS
KHANDWALA COLLEGE OF SCIENCE**

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on 5th March, 2020 Thursday in the Board Room of Malad Kandivali Education Society to discuss the following agenda:

AGENDA

1. To read and confirm the minutes of the previous meeting.
2. To discuss the National Conference by IQAC.
3. To discuss about the NAAC work progress.
4. To discuss research projects funded by the Management.
5. To discuss the RUSA grant.
6. To discuss the Environmental Initiative.
7. Any other business with the permission of the chair.

Matta.

**PROF DR. MOUSHUMI DATTA
CO-ORDINATOR**

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND
MANAGEMENT STUDIES AND SHANTABEN NAGINDAS
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INTERNAL QUALITY ASSURANCE CELL

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- 11) Dr. Santosh C. Hulagabali
- 12) Mr. Chandrashekhar Penta
- 13) Mr. Dhruvan Pandya
- 14) Ms. Soniya Pandey
- 15) Mr. Thomson Thomas - Invitee

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee. The following business was transacted in the meeting:

Dr. Moushumi Datta, Coordinator of IQAC read out the minutes of the previous meeting and sought for confirmation of the minutes. The members confirmed the minutes.

IQAC Coordinator Dr. Moushumi Datta informed that National Conference on Inclusion in Diversity was held on 14th February. 33 research papers were accepted to be published in approved UGC CARE Journal Shodh Sarita.

IQAC coordinator Dr. Moushumi Datta informed the Committee that the committee and sub-committees for preparation of NAAC have been formed. She also informed them that the three research projects which were funded by the Management have been submitted successfully.

IQAC coordinator Dr. Moushumi Datta informed the members about the current status of RUSA and the new infrastructural project funded by RUSA.

It was decided that in order to make the campus more green and ecofriendly a plantation drive will be held.

There being no other business the meeting ended with a vote of thanks to the Chair.

M Datta.

PROF. DR. MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. ANCY JOSE
CHAIRPERSON



Action Taken Report of IQAC Meeting held on 5th March, 2020 at 11.30 a.m.

Sr. No.	Agenda	Action Taken
1.	To discuss the National Conference by IQAC	National Conference was organized on 14 th February, 2020
2.	To discuss about the NAAC work progress	Committees and subcommittees were formed for the 4 th Cycle of Accreditation work.
3.	To discuss research projects funded by the Management	3 Minor Research Projects were funded by the Management
4.	To discuss the RUSA grant.	RUSA Funding were used appropriately and utilizations were submitted to RUSA
5.	To discuss the Environmental Initiative.	Plantation drive was conducted to Campus more green and ecofriendly.

M Datta

Prof. Dr. Moushumi Datta
IQAC Coordinator



Ancy Jose

Dr. Mrs. Ancy Jose
Principal