



University of Mumbai
NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

6.5.2 A Minutes of IQAC - 1st Meeting in 2023-24 on 1st June, 2023

NIRMALA COLLEGE OF COMMERCE

MALAD EAST

MINUTES OF IQAC MEETING

Meeting held on 1st June, 2023, Wednesday
Timing: 12.30 pm onwards
Venue: Seminar Hall

Members present for the meeting with signature

Sr.No	Designation	Name of the member	Signature with date
1	Chairperson(I/C Principal)	Mr Umeshchandra Yadav	
2	Teacher Representative		
2.1	Teacher Representative (1)	Neeta Singh	
2.2	Teacher Representative(2)	Mrs Glena Dsilva	
2.3	Teacher Representative(3)Mrs	Mr Suresh Lorik Yadav	
3	One member from the Management	Ms. Dhara Desai	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer(1)	Mr. Dilip Fatkare	
4.2	Senior Administrative officer(2)	Ms. Ashwini	
5	One Nominee each from local society		
5.1	Nominee from Society	Ms. Arunaben Desai	
5.2	Nominee from Student	Mr Shrey Gala	
5.3	Nominee from Alumni	Ms Abhilasha Sushil Jha	
6	One Nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Ms. Swiddle D'cunha	
6.2	Nominee from Industrialists	Shri Pradeep Desai	
6.3	Nominee from Stakeholders	Mr. Khalil Ahmed	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mr Pankaj Maurya	



I/c Principal
Dr. Umeshchandra Yadav



Minutes of meeting

1. **Salutation and Reception of member dignitaries** – On 1st June, 2023 at 12:30 pm almost every quality assurance of the college. To start with new academic year, with but confidence, almost every member of IQAC was present. They all were welcomed by the secretary coordinator of IQAC.

2. **Discussion on present states of assessment and accreditation by NAAC for First cycle:** IQAC coordinator with kind permission of Chairperson, given the details of present status of assessment and accreditation by NAAC for first cycle IQAC coordinator made aware to meeting that:

- On 27th March 2023, college applied and gets accepted by the IQAC.
- On 18th May 2023, college submitted the SSR to NAAC on online.

At present, college is looking for clarification, queries of DVV, Later on there will be SSR acceptance and NAAC will pre-qualify the college for process. Thereafter, the NAAC peer team visit will be expected.

It is learned from IQAC coordinator that the SSR contains the '7' criterion for AA by NAAC. There are same '7' criteria for the AQAR of 2023-24.

Members of IQAC cleared that SSR is of '5' years report while in 23-24, college has to continue and submit the Annual Report called AQAR - Yearly format of SSR will with same 7th criterion.

Present status of 1st cycle was underlined by meeting that SSR submission was done while waiting for DUV clarification in AA.

3. **Discussion on academic calendar preparation for 2023-24:**

IQAC meeting discussed about perspective plan of Annual Quality activities through Academic Calendar. The Academic Calendar was decided to start in 15th June 2023 to 31st May 2024. It was also discussed about Curriculum and Co-curriculum activities with consideration of Ganesh festival vacation, Diwali vacation and Christmas break.


4. **Discussion on the role of IQAC in second cycle AQAR preparation:**

Co-ordinator being secretary of IQAC informed to IQAC that, the role is as crucial, important, vital as it was in 1st cycle same in the 2nd cycle. Co-ordinator narrated to meeting that IQAC's role is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution.

Co-ordinator said to the gathering that as in 1st cycle. We developed the SSR, submitted to NAAC similarly IQAC has to go through same quality Indices, 7 criterions, more than hundreds of matrices along with supporting document. Hence, Chairperson guided that college portal must have RTI; POs and Cos; feedbacks and related all information of AQAR to prepare an upload on College website.

The Role of IQAC is more crucial and important and second cycle than First cycle because the IQAC has to set grade bar by first cycle, IQAC has to raise the quality education beyond that grade bar.




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5. Discussion on continuation of Quality Education Indices, 7 Criterion for 2nd Cycle, AQAR of 23-24:

IQAC discussed the means for quality education and that leads to conclusion schedule as below –

Criterion	Matrices	Description	Proposed activities in 2023 - 24
I	1.1.1	Effective curriculum delivery	In Sem I and Sem II
	1.1.2	Academic calendar and CIE	In Sem I and Sem II
	1.1.3	Role of teachers in evaluation	In Sem I and Sem II
	1.2.1	CBCS/ elective course	In Sem I and Sem II
	1.2.2	Add on courses	In Second term
	1.2.3	Add on courses	In Second term
	1.3.1	Cross cutting issues	In Sem I and Sem II
	1.3.2	Project work or field work	In Sem I and Sem II
	1.3.3	Project work or field work	In Sem I and Sem II
	1.4	Feedback system	April, May 2024
II	2.1.1	Enrollment of students	June, July 2023
	2.1.2	Reservation seats	June, July 2023
	2.2.1	Students _So slow and advance learners	In Sem I and Sem II
	2.2.2	Student teacher ratio	June, July 2023
	2.3.1	Student centric methods	In Sem I and Sem II
	2.3.2	ICT enabled classroom	June 2023
	2.3.3	Mentor	June, July 2023
	2.4.1	Full time teachers post	June, July 2023




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	2.4.2	The teachers with PhD / NET/ SET	June, July 2023
	2.4.3	Teachers-teaching experience	June, July 2023
	2.5.1	Internal assessment	Aug/September 2023; Jan-Feb 2024
	2.5.2	Grievances of internal assessment	Aug/September 2023; Feb-March 2024
	2.6.1	COs and POS	June 2023 & Nov 2023
	2.6.2	Attainment of COs and POS	Dec 23/ Jan 24; May/June24
	2.6.3	Pass percentage	Dec 23/ Jan 24; May/June24
	2.7.1	Student satisfaction survey	April/May24
III	3.1.1	Research grants from NGOs	June, July, August 2023
	3.1.2	Research project	June, July, August 2023
	3.1.3	Seminar conducted by HEI	In Sem I and Sem II
	3.2.1	Papers published in UGC recognised journals	October / November 2023, April/May 24
	3.2.2	Books / conference/proceedings	October / November 2023, April/May 24
	3.3.1	Extension activities in the neighbourhood community	June 23 to February 24
	3.3.2	Recognition for research awards for research	June 23 to February 24
	3.3.3	Extension activities by NSS	June 23 to February 24
	3.3.4	Functional MOUs	June 23 to May 24
IV	4.1.1	Adequate infrastructure 50% class room with ICT	June 23 to July 23
	4.1.2	[14:30, 16/11/2024] 🌟: Adequate facilities for cultural sports yoga etc	June 23 to July 23
	4.1.3	ICT classrooms minimum 50%	June 23 to July 23




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	4.1.4	Infrastructure argumentation expenses extract of audited statement	May/June 24 (Audited statement)
	4.2.1	Library automation	June 23 to July 23
	4.2.2	E-Library i.e. subscription	June 23 to July 23
	4.2.3	Book expenses	May/June 24 (Audited statement)
	4.2.4	Usage of books / library	June 23 to May 24
	4.3.1	IT facilities update	June 23 to July 23
	4.3.2	Computers: students	June 23 to July 23
	4.3.3	Internet connection	June 23 to July 23
	4.4.1	Maintenance of physical and academic support.	May, June 24(Audited statement extract)
	4.4.2	Maintenance of physical and academic support.	May, June 24(Audited statement extract)
V	5.1.1	Scholarship / free ships for students	June to September 2023
	5.1.2	Scholarship / free ships for students	June to September 2023
	5.1.3	Capacity building and skill enhancement	June 23 to March 2024
	5.1.4	Guidance to students for competitive examination and career counselling	January to March 2024
	5.1.5	-Redressal of student grievance -Prevention of sexual harassment and Anti-ragging	June 23 to April 2024
	5.2.1	Placement	March to May 2024
	5.2.3	Competitive exam qualification by students	May 2024
	5.3.1	Awards for students in sports / cultural	June 23 to May 2024
	5.3.2	Students representation in committees activities	June 23 to May 2024
	5.3.3	Sports / cultural events / competition	June 23 to May 2024
	5.4.1	Registered Alumni association	June 23 to May 2024




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	5.4.2	Alumni contribution	June 23 to May 2024
VI	6.1.1	Governance of institution – vision, mission	June 23 to May 2024
	6.1.2	Decentralization and participative management	June 23 to May 2024
	6.2.1	Institutional strategic plan	June 23 to May 2024
	6.2.2	Effective and efficient institutional bodies	June 23 to May 2024
	6.2.3	E-Governance in administration, finance, accounts, admission, examination	June 23 to May 2024
	6.3.1	Effective welfare measures for teaching and non-teaching staff	June 23 to May 2024
	6.3.2	Financial support to attend conference / workshops to teachers	June 23 to May 2024
	6.3.3	Teachers professional development	Dec 23 to April 24
	6.3.4	FDPs	Dec 23 to April 24
	6.3.5	Appraisal system	March to April 24
	6.4.1	Audits-internal and external financial audit	May to June 24
	6.4.2	Fund / grants received from government NGO philanthropies	June 23 to May 2024
	6.4.3	Mobilization of funds and the optimum utilisation of resources	June 23 to May 2024
	6.5.1	IQAC contribution	June 23 to May 2024
	6.5.2	IQAC incremental improvements	June 23 to May 2024
6.5.3	IQAC regular meetings, GA, AAA, MIRF, ISO certificates	June 23 to May 2024	
VII	7.1.1	Gender equity/ gender audit	August 23
	7.1.2	Alternate sources of energy	April 24
	7.1.3	Waste management	April 24
	7.1.4	Water conservation	April 24
	7.1.5	Green campus initiative	April 24
	7.1.6	Environment audits energy audit	April 24




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7.1.7	Disabled friendly campus	April 24
7.1.8	Efforts for inclusive environment	June 23 to May 2024
7.1.9	Sensitization of students to constituent obligation	June 23 to May 2024
7.1.10	Institutional code of conduct for teachers Commerce students administration (displayed on website)	June 23 to May 2024
7.1.11	National and international commemorative day's, events, festivals	June 23 to May 2024
7.2.1	Best practices	June 23 to May 2024
7.3.1	Distinctiveness of HEI	June 23 to May 2024

0. Any relevant matter for college development with prior permission of chairperson of the IQAC-

There was no any matter for discussion. Meeting ends with Vote Of Thanks and National Anthem.



Mr Pankaj Maurya
IQAC-Coordinator & Member Secretary of IQAC
(IQAC Co-ordinator and Member Secretary of IQAC)
Rani Sati Marg, N.S. School Bldg.,
Malad (E)

OUTCOME OF IQAC MEETING HELD ON 1st JUNE 2023
1st IQAC MEETING IN 2023-2024

Criterion	Matrices	Description	IQAC Incremental Improvement
I	1.1.1	Effective curriculum delivery	20-25 major decided and start of execute for effective curriculum delivery
	1.1.2	Academic calendar and CIE	IQAC prepared academy calendar and focus on continuous internal evaluation
	1.1.3	Role of teachers in evaluation	Examination committee academic committee form to accelerate the role of teacher and paper setting assessment, curriculum development
	1.2.1	CBCS/ elective course	As per University of Mumbai, curriculum delivery with CO-PO approach explained to students



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	1.2.2	Add on courses	IQAC decided to minimum 50% enrollment in add on courses of SWAYAM and autonomous
	1.2.3	Add on courses	IQAC decided to undergo '5' Add on courses by SWAYAM and 3 Autonomous Diploma Courses
	1.3.1	Cross cutting issues	Curriculum environment IQAC workout with 4 to 8 cross cutting issues scheduled properly
	1.3.2	Project work or field work	IQAC asked teachers to provide projects to: students of FY and SY. The TY are not having projects however IQAC has provided internship to TYs students
	1.3.3	Project work or field work	IQAC initiated to minimum 50% students of TY should undergo internship activities
	1.4	Feedback system	IQAC planned to go feedback system of students aluminium um, teachers and employees at end of the academic year 2023-24
II	2.1.	Enrollment of students	Enrollment percentage of students worked out
	2.1.2	Reservation seats	IQAC keen on implementation of reservation policy of students for administration and college as Part of Social justice
	2.2.1	Students _So slow and advance learners	Class wise slow and advance learners calculated ;special teaching - learning focused on these students
	2.2.2	Student teacher ratio	IQAC initiated process of teachers appointment process
	2.3.1	Student centric methods	Experimental learning, participants learning and problem solving methodologies are decided to implement student centric methods of teaching learning
	2.3.2	ICT enabled classroom	IQAC inspector classroom for ICT facilities schedule for repairing, maintenance and incremental purchase as per budget available




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	2.3.3	Mentor	IQAC work out the mentors, each mentors provided with certainment for counselling
	2.4.1	Full time teachers post	IQAC calculated the requirement of full time teachers in 2023 – 2024 followed procedure to appoint the post of teachers with permission of governance
	2.4.2	The teachers with PhD / NET/ SET	IQAC start to encourage teachers to do PhD / NET/ SET
	2.4.3	Teachers-teaching experience	Governance management preferred to written teachers for years by teachers welfare
	2.5.1	Internal assessment	IQAC set active committee for grievance of internal assessment to take care of unbiased - transparent - pactual internal assessment
	2.5.2	Grievances of internal assessment	IQAC set active committee for grievance of internal assessment to take care of unbiased - transparent - pactual internal assessment
	2.6.1	COs and POS	IQAC addresses and trained teachers to follow teaching learning process as per capital see COs and POs
	2.6.2	Attainment of COs and POS	IQAC guides teachers for process of attainment of POs and COs
	2.6.3	Pass percentage	IQAC scheduled the activities for improve – sustain the best pass percentage at end of semester and examination
	2.7.1	Student satisfaction survey	IQAC prepared SSS questionnaires
III	3.1.1	Research grants from NGOs	IQAC start to tape the NGOs employees etc for providing research fund to teachers - researchers
	3.1.2	Research project	IQAC plans to distribute the research fund to teacher- researcher who are ready with research proposal
	3.1.3	Seminar conducted by HEI	IQAC plans to conduct seminars workshop




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	3.2.1	Papers published in UGC recognised journals	IQAC made aware to teachers – researchers for research research paper writing and publication
	3.2.2	Books / conference/proceedings	IQAC planned for organising National conference of research
	3.3.1	Extension activities in the neighbourhood community	IQAC work out as extension activities to carry out on need base in the community
	3.3.2	Recognition for research awards for research	IQAC asked to teachers- researchers to do standard research, teaching-learning, social extension so as to as to get recognition on by government, NGO for awards
	3.3.3	Extension activities by NSS	Need base social extension work, activities planned on paper to be followed by IQAC
	3.3.4	Functional MOUs	IQAC worked by MOUs with employees, industrialist, NGOs and Institutes of education for curriculum – Co curriculum activities
IV	4.1.1	Adequate infrastructure 50% class room with ICT	IQAC planned for repair and maintenance of infrastructure with ICT
	4.1.2	Adequate facilities for cultural sports yoga etc	Review taken by IQAC of adequate infrastructure facilities for cultural, sports, yoga etc
	4.1.3	ICT classrooms minimum 50%	IQAC under gone review, repair and maintenance of ICT classrooms
	4.1.4	Infrastructure argumentation expenses extract of audited statement	IQAC undergone the augmentation of infrastructure
	4.2.1	Library automation	E-Granthalaya, its implementation, maintenance carried out
	4.2.2	E-Library i.e. subscription	Number of PCs in e-library maintained, repaired and upgraded along with work on more e-subscription
	4.2.3	Book expenses	Requirement of books and order placement of books purchase; in process ebook (open access worked)
	4.2.4	Usage of books / library	Increase in usage of books, library on fronts as students and teachers
	4.3.1	IT facilities update	Up gradation of IT facilities in process




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	4.3.2	Computers: students	Repairing, maintenance and review of computers exclusively for students
	4.3.3	Internet connection	Internet speed in MBPS is reviewed
	4.4.1 & 4.4.2	Maintenance of physical and academic support.	IQAC reviewed the physical facilities maintenance & academic facility maintenance, improvement use upto mark
V	5.1.1	Scholarship / free ships for students	College made awareness about scholarships, freeships for students in college
	5.1.2	Scholarship / free ships for students	College made awareness about scholarships, freeships for students in college
	5.1.3	Capacity building and skill enhancement	IQAC planned to carry out capacity building and skill development workshops about 10 in quantity
	5.1.4	Guidance to students for competitive examination and career counselling	Programs activities workshop schedule to competitive examination guidance as well as career counselling
	5.1.5	-Redressal of student grievance -Prevention of sexual harassment and Anti-ragging	Committees for redressal, anti-ragging and prevention sexual harassment with awareness activities
	5.2.1	Placement	IQAC had constituted placement cell, MOC interviews, group discussion
	5.2.3	Competitive exam qualification by students	Awareness, guidance, follow up of competitive exam in college for students
	5.3.1	Awards for students in sports / cultural	Practice, participation awareness and students for sports and cultural activities
	5.3.2	Students representation in committees activities	Formation of curriculum, co-curricular and extra curriculum students committees to increase involvement and participation of students
	5.3.3	Sports / cultural events / competition	IQAC along with sports and cultural committees scheduled for intercollegiate sports competition and cultural event presentations
	5.4.1	Registered Alumni association	Scheduled Alumni meetings activities planning and environment in college activities




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	5.4.2	Alumni contribution	Monetary contribution, physical material kind contribution by alumni discussed and started the momentum
VI	6.1.1	Governance of institution – vision, mission	Vision of college is displayed physically virtually and in each governance activities
	6.1.2	Decentralization and participative management	Efforts for better decentralization and active participated management started and continued
	6.2.1	Institutional strategic plan	IQAC developed and implemented the strategic plan for institute
	6.2.2	Effective and efficient institutional bodies	IQAC initiated effective and efficient institutional bodies in governance of college
	6.2.3	E-Governance in administration, finance, accounts, admission, examination	ERP s for e-governance in college implemented especially in administration, finance, account, admission and examination
	6.3.1	Effective welfare measures for teaching and non-teaching staff	IQAC work out positively on welfare of staff
	6.3.2	Financial support to attend conference / workshops to teachers	Strategic plans and execution for financial support to attend conference/workshops to teachers
	6.3.3	Teachers professional development	IQAC prepared, scheduled programmes for teacher development
	6.3.4	FDPs	IQAC prepared, scheduled programmes for teacher development
	6.3.5	Appraisal system	IQAC prepared, scheduled programmes for teacher development
	6.4.1	Audits-internal and external financial audit	IQAC initiated to find, communicate, plea to some of philanthropers, NGOs for funds/grants to develop institute.
	6.4.2	Fund / grants received from government NGO philanthropies	IQAC reviewed audits, accounts on every quarter of financial year
	6.4.3	Mobilization of funds and the optimum utilisation of resources	IQAC took initiative for mobilization of funds and the optimum utilisation of resources
	6.5.1	IQAC contribution	Statutory active, fundamental body formation




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	6.5.2	IQAC incremental improvements	IQAC initiated momentum and incremental improvements
	6.5.3	IQAC regular meetings, GA, AAA, MIRF, ISO certificates	IQAC initiated regular meetings, GA, AAA feedback collection, NIRF, ISO certification
VII	7.1.1	Gender equity/ gender audit	IQAC organised activities for gender equity and carried out gender audit
	7.1.2	Alternate sources of energy	Solar energy maintenance, repair and use of LEDs ,electrical efficient equipments use planned
	7.1.3	Waste management	IQAC developed system for water management
	7.1.4	Water conservation	Rainwater harvesting, maintenance of water tanks minimising use of water, implemented by college
	7.1.5	Green campus initiative	IQAC along with NSS volunteers, NGOs organising activities for green campus
	7.1.6	Environment audits energy audit	Environmental audit planned for campus to concern about college
	7.1.7	Disabled friendly campus	IQAC worked out for it to form disabled friendly campus
	7.1.8	Efforts for inclusive environment	IQAC organising functions workshops for social harmony inclusive environment in culture of college
	7.1.9	Sensitization of students to constituent obligation	IQAC start to organise activities, functions for sensitization of students to constitutional obligation
	7.1.10	Institutional code of conduct for teachers Commerce students administration (displayed on website)	IQAC displaying it on College website
	7.1.11	National and international commemorative day's, events, festivals	IQAC organised commemorative functions at National and international level
	7.2.1	Best practices	IQAC decided two best practices
	7.3.1	Distinctiveness of HEI	IQAC work out distinctiveness of Institute




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