



**SMT. KAMALADEVI GAURIDUTT MITTAL COLLEGE  
OF ARTS & COMMERCE  
Accredited by NAAC B+**

Nahar Nagar, Behind Navy Colony, Malad (West), Mumbai - 400 064  
Tel: 28821673 / 28824252 E-mail: mittalcollege@rediffmail.com

**IQAC MEETING**

Date: 02<sup>nd</sup> July 2018


**Members present:**

- 1) Dr. Suhasini B. Arya – Chairperson
- 2) Mrs. J. Kumar
- 3) Dr. N. V. Kothari
- 4) Mrs. Mamta Balwanti
- 5) Mrs. S. Sovani
- 6) Mrs. N. Menon
- 7) Mrs. Swati Parab
- 8) Mrs. Shubhangi Mainkar
- 9) Mr. Jestin T.K.G
- 10) Ms. Darshika Karia

**Agenda:-**

- To read and confirm the minutes of the previous meeting held on 12<sup>th</sup> May 2018
- To discuss about the result analysis of 2017 – 2018
- To discuss the measures for the further improvement of the academic results
- To decide the conduct of International Conference planned in the month of September.
- To discuss the activities to be organized in the adopted village at Savarsai
- To discuss the conduct of awareness programmes on malaria, dengue and other mosquito borne diseases in the nearby slums.
- To discuss the conduct of orientation programme for freshers.
- To discuss about renovation of gymkhana.



  
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- To decide on the appointment of counsellor to deal with issues of students.

Minutes:-

- The minutes of the previous meeting held on 12<sup>th</sup> May, 2018 was read and confirmed
- The results of 2017-2018 were discussed (Semester II/ IV) and analysis was instructed to be done subject wise/ classwise by the computer department.
- It was suggested by the chairperson that necessary efforts to improve the academic results like conduct of remedial lectures should be continued. Classwise responsibility was given to mentors who will monitor attendance, performance of the students conduct of test/ assignments.
- All the teaching faculty members have to be instructed to submit teaching plans. Preparation of academic calendar is over. Plans for 2018-2019 are charted out by the departments and committees and have to be implemented.
- It was informed that Department of Commerce is organizing an International Conference in the month of September and staff meeting will be convened to discuss the responsibilities of the committees for the smooth conduct of the conference.
- A visit to the adopted village Savarsai is planned in July 2018 for tree plantation and also to create awareness on social issues like Swach Bharat Abhiyaan.
- It was suggested by the chairperson to conduct malaria, dengue awareness in the nearby slums along with SFCs. Street plays also has to be prepared and performed.
- The orientation (induction) programme for the freshers was recommended to be conducted.
- It was suggested to prepare self appraisal forms. The updation of website was under the charge of Mr. T.K.G Jestin along with Mr. Manoj for which reports and photographs have to be provided by the respective faculty in charge.
- Gymkhana has been renovated to be professional with an objective to maintain the fitness of the students. Plan is in pipeline to introduce one more gym for the SFC in the near future. Separate timings will be allotted to students and faculty members. A trainer was proposed to be appointed.
- It was proposed to appoint a counsellor to deal with the issues of the students.
- The meeting ended with a vote of thanks to the chair.

*Nme*

Mrs. Nimmi R. Menon

IQAC Co-ordinator

Dr. Suhasini B. Arya

IQAC Chairperson



*[Signature]*  
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## ACTION TAKEN REPORT

Sr.No.	AGENDA	ACTION TAKEN
1	To read and confirm the minutes of the previous meeting held on 12 <sup>th</sup> May, 2018	Read and confirmed
2	To discuss about the result analysis of 2017 – 2018	Results found satisfactory
3	To discuss the measures for the further improvement of the academic results	Remedial lectures conducted
4	To decide the conduct of International Conference planned in the month of September	International Conference successfully conducted
5	To discuss the activities to be organized in the adopted village at Savarsai	Various socially relevant activities conducted
6	To discuss the conduct of awareness programmes on malaria, dengue and other mosquito borne diseases in the nearby slums.	Awareness programmes conducted
7	To discuss the conduct of orientation programme for freshers	Induction programme conducted for freshers
8	To discuss about renovation of gymkhana.	Gymkhana renovated
9	To decide on the appointment of counsellor to deal with issues of students	Counsellor appointed



  
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**IQAC MEETING**

Date: 2<sup>nd</sup> November, 2018


Members present :

- 1) Dr. Suhasini B. Arya – Chairperson
- 2) Mrs. N. Menon
- 3) Mrs. Shubhangi Mainkar
- 4) Mrs. Swati A Parab
- 5) Mr. Pratik Bharadwaj
- 6) Mrs. Smita Sovani
- 7) Ms. Darshika Karia
- 8) Mrs. Mamta Balwanti
- 9) Dr. Nikhil Kothari
- 10) Mr. Ashwin Gupta
- 11) Mr. Jestin T.K.G

Agenda:-

- To read and confirm the minutes of the previous meeting held on 25<sup>th</sup> September, 2018
- To discuss curricular and extra-curricular activities
- To discuss infrastructural aspects
- To discuss about entering into more MOUs.
- To analyse the conduct of International Conference
- To discuss about the the conduct of programmes for career counseling and placements for students
- To discuss any other matter with the permission of the Chair



  
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## Minutes:-

An IQAC meeting was held on 02<sup>nd</sup> November, 2018 at 11.40 am in the Principal's cabin. The following matters were discussed.

- The meeting started with the Chairperson welcoming the members.
- The minutes of the previous meeting held on 25<sup>th</sup> September 2018 was read and confirmed
- Regarding academic aspects, remedial lectures were conducted for which documentation should be maintained. The members informed that the same is continued as earlier. Timely declaration of results to be ensured. Revaluation, moderation also should be completed on time.
- New composition under revised format as student representative has been added to IQAC and the existing Alumni representative has been replaced by a new one.
- All the reports of activities of various departments/ committees should be ready and submitted by November end itself for which notice is to be circulated.
- Updation of website to be on regular basis including audio/ video clips. It was appreciated that students were given a chance to serve the institution by assisting to fill Form 9 to help them earn while learning.
- Freeships/ scholarships for students has been publicized and more efforts to rope in more students to be done.
- Appreciated the successful conduct of International Conference in September 2018.
- Sanitary pad vending machine has been installed. Painting work has been completed.
- Has to ensure entries in University/ State level in sports/ cultural events. Our college won street play intercollegiate competition in Malhaar.
- Proposal to organize training for non teaching staff and library staff to be undertaken this month itself subject to the availability of trainer. Slim software training is given regularly.
- Suggestion box is opened regularly and the complaints, if any are addressed by the Grievance Redressal Committee.
- Discussed SFC industrial visit.
- Alumni meet is proposed to be conducted in January 2019.
- Suggested to conduct student council meeting.
- Disaster management programme has been conducted.
- Faculty Study Circle has to continue with the conduct of interactive sessions.
- Discussed about MOUs which are already signed and has to be undertaken more
- Students are being trained for retail management. Has to sign MOU with the agencies for conducting regular skill development programmes
- Suggested to conduct Academic and Administrative Audit
- Remedial lectures are taken. Group studies have to be promoted under the guidance of academically outstanding students.



  
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- Meeting ended by giving vote of thanks to the chair.



Mrs. Nimmi R. Menon

IQAC Co-ordinator



Dr. Suhasini B. Arya

IQAC Chairperson




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**Mahad (West), Mumbai - 400 084**

## ACTION TAKEN REPORT

Sr.No.	AGENDA	ACTION TAKEN
1	To read and confirm the minutes of the previous meeting held 25 <sup>th</sup> September 2018	Read and confirmed
2	To discuss curricular and extra-curricular activities	Curricular and extra curricular activities planned and implemented
3	To discuss infrastructural aspects	Undertook infrastructural improvements
4	To discuss about entering into more MOUs.	Implemented
5	To analyse the conduct of International Conference	Appreciated the successful conduct of the same
6	To discuss about the the conduct of programmes for career counseling and placements for students	Conducted



  
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**IQAC MEETING**

Date: 25<sup>th</sup> September, 2018

Members present :

- 1) Dr. Suhasini B. Arya – Chairperson
- 2) Mrs. J. Kumar
- 3) Dr. N. V. Kothari
- 4) Mrs. Mamta Balwanti
- 5) Mrs. S. S. Sovani
- 6) Ms. Darshika Karia
- 7) Mrs. N. Menon
- 8) Mrs. Swati Parab
- 9) Mrs. Shubhangi Mainkar
- 10) Mr. Jestin T.K.G

Agenda:-

- ➔ To read and confirm the minutes of the previous meeting held on 02<sup>nd</sup> July 2018
- ➔ To encourage the conduct of lectures with the use of ICT.
- ➔ To discuss about the conduct of remedial lectures in all the subjects.
- ➔ To discuss organising programmes addressing women's health.
- ➔ To discuss the conduct of PTA meeting regarding attendance.
- ➔ To discuss the conduct of various courses for the benefit of students.
- ➔ To discuss about the book bank facility
- ➔ To discuss about organising a session on computer security



  
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Minutes:-

IQAC meeting was held on 25<sup>th</sup> September 2018 at 11:15 am in the Principal's cabin. The meeting discussed the following matters:

- The minutes of the previous meeting held on 02<sup>nd</sup> July 2018 was read and confirmed
- Since full fledged lectures are in progress the chairperson recommended to continue with and to enhance with the use of ICT assisted teaching methods along with periodic evaluation of students with tests/ assignments etc.
- The chairperson proposed to continue with remedial lectures in all the subjects. Proposal was also made to invite experts to conduct an overview of the syllabus and to conduct guest lectures for SFC students.
- Proposal to organize programmes addressing women's health to be organized.
- Proposal was also made to conduct PTA meeting to discuss the attendance matters.
- It was informed by the chairperson that book bank facility has helped a lot of students and they are taking the benefit of it.
- A computer security session has to be conducted for the faculty and the students and it was recommended to organize the same. The international conference planned to be on 10<sup>th</sup> and 11<sup>th</sup> September is imminent with preparations in full swing including the formation of committees.
- The meeting ended with vote of thanks to the Chair.



Mrs. Nimmi R. Menon

IQAC Co-ordinator



Dr. Suhasini B. Arya

IQAC Chairperson



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## ACTION TAKEN REPORT

Sr.No.	AGENDA	ACTION TAKEN
1	To read and confirm the minutes of the previous meeting held on 02 <sup>nd</sup> July 2018	Read and confirmed
2	To encourage the continuance of the conduct of lectures using ICT	Implemented
3	To discuss about the conduct of remedial lectures in all the subjects.	Conducted remedial lectures
4	To discuss organising programmes addressing women's health	Various programmes addressing women's health were conducted
5	To discuss the conduct of PTA meeting regarding attendance	PTA meeting conducted
6	To discuss the conduct of various courses for the benefit of students.	Implemented
7	To discuss about the book bank facility	Book bank facility scheme provided to students
8	To discuss about organising a session on computer security	Implemented



  
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**IQAC MEETING**

Date: 28<sup>th</sup> February 2019

Members present :

- 1) Dr. Suhasini B. Arya – Chairperson
- 2) Mrs. Jagriti Kumar
- 3) Mrs. Mamta Balwanti
- 4) Mrs. Smita Sovani
- 5) Mr. Jestin TKG
- 6) Mr. Pratik Bharadwaj
- 7) Mrs. Swati Parab
- 8) Dr. Nikhil Kothari
- 9) Mrs. Nimmi Menon
- 10) Mrs. Shubhangi Mainkar
- 11) Ms. Bhavika Patni

Agenda:

- To read and confirm the minutes of the previous meeting held on 2<sup>nd</sup> November 2018
- To review the results of Semester I and III
- To discuss about the preparation of AQAR of 2018-19
- To discuss the activities conducted by various Departments/ Committees
- To discuss any other matter with the permission of the Chair

Minutes:

An IQAC meeting was held on 28<sup>th</sup> February 2019 at 12.30 p.m. in the Conference Room. The following matters were discussed:



  
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- The minutes of the previous meeting held on 2<sup>nd</sup> November 2018 was read and confirmed
- Appreciated the successful conduct of intercollegiate fest Aarunya and annual sports
- To inform the parents of absentee students and students who scored less marks in preliminary examination
- To get criteria wise inputs from faculty members for the preparation of AQAR 2018-19
- To finalise documentation process of all departments/ committees – annual reports to be made
- Result analysis was done. Remedial/ revision lectures were suggested for all programmes
- To continue with the practice of conducting guest lectures for B.Com.
- Industrial visits successfully conducted by all departments. SFC has already conducted industrial visits to Kulu Manali, Igatpuri, Nashik. Nature trip has been conducted to SGNP. Dept. of Economics has conducted visit to RBI Monetary Museum. BMM students have visited various media channels to provide practical exposure.
- Number of students who had been placed have increased
- To promote the use of audio-visual studio, and appreciated sending of students to Zee News
- To install electronic displays/ LCD monitors in ground floor
- Received the Best College Award
- To increase the usage of INFLIBNET, N-LIST
- To enter into more MOUs for research, training, student exchange, faculty exchange
- To enter into more tie-ups with NGOs and industries

*Nimmi*

Mrs. Nimmi R. Menon

IQAC Co-ordinator

*Suhasini B. Arya*

Dr. Suhasini B. Arya

IQAC Chairperson

*Smt. K. G. Mittal*

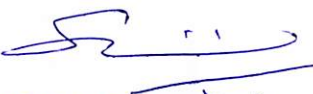
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## ACTION TAKEN REPORT

Sr. No.	AGENDA	ACTION TAKEN
1	To read and confirm the minutes of the previous meeting held on 2 <sup>nd</sup> November, 2018	Read and confirmed
2	To review the results of Semester I and III	Reviewed and found satisfactory
3	To discuss about the preparation of AQAR of 2018-19	Preparation of AQAR 2018-19 is underway
4	To discuss the activities conducted by various Departments/ Committees	Activities are organized and conducted by Departments/ Committees



  
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