

# **SMT. K. G. MITTAL COLLEGE OF ARTS & COMMERCE**

## **IQAC MEETING ON 03<sup>RD</sup> MAY 2021**

### **AGENDA:**

- To read and confirm the minutes of the previous meeting held on 19<sup>th</sup> March 2021
- To discuss the academic aspects including the conduct of examinations and assessment
- To discuss the maintenance of infrastructure
- To discuss any other matter with the permission of the Chair

### **MEMBERS PRESENT:**

- 1) Dr. Suhasini B. Arya
- 2) Dr. Shagun Srivastav
- 3) Mrs. Nimmi R. Menon
- 4) Mrs. Mamta .G. Balwanti
- 5) Mrs. Shubhangi Mainkar
- 6) Dr. Sunil Gosavi
- 7) Mrs. Smita Sovani
- 8) Mrs. Swati A. Parab
- 9) Ms. Darshika Karia
- 10) Ms. Sonali Ghadi

### **MINUTES OF THE MEETING:**

The following matters were discussed in the IQAC meeting held online on 03<sup>rd</sup> May 2021 online:



  
**PRINCIPAL**  
**SMT.K. G. MITTAL COLLEGE OF**  
**ARTS & COMMERCE**  
**Nahar Nagar, Near Navy Nagar,**  
**Malad (West), Mumbai - 400 064**


The minutes of the previous meeting held on 19<sup>th</sup> March 2021 was read and confirmed.

It was informed that examinations in online mode are being carried out as per the guidelines of the affiliating University. Continuous internal evaluation of the students was also carried out. Tests in the form of google forms, online assignments, chat box quizzes etc. were conducted.

Proposal was made to organize an international conference in online mode in association with Research Foundation of India, and many more webinars are also in pipeline in association with Christian Eminent College, under MOU signed between the two institutions. The conduct of extracurricular activities in online mode was appreciated and suggested to be continued.

Infrastructure is being maintained in all possible manners. It was also informed that conduct of different quality audits are in pipeline.

The meeting ended on a positive note with the Co-coordinator expressing vote of thanks.

  
Mrs. Nimmi R. Menon

IQAC Co-ordinator

Dr. Shagun Srivastava

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 19 <sup>th</sup> March 2021	Read and confirmed
2.	To discuss the academic aspects including the conduct of examinations and assessment	Held as per schedule
3	To discuss the maintenance of infrastructure	Infrastructure maintained



  
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**SMT. K. G. MITTAL COLLEGE OF ARTS & COMMERCE**

**MALAD (WEST), MUMBAI - 64**

**MINUTES OF MEETING OF IQAC**

**19<sup>th</sup> MARCH 2021**

**AGENDA:**

- To read and confirm the minutes of the previous meeting held on 25<sup>th</sup> September 2020
- To discuss the conduct of academic aspects
- To discuss the maintenance of infrastructure and the conduct of audits
- To discuss any other matter with the permission of the Chair

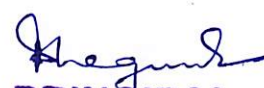
**MEMBERS PRESENT:**

- 1) Dr. Suhasini B. Arya
- 2) Dr. Shagun Srivastav
- 3) Mrs. Nimmi R. Menon
- 4) Mrs. Mamta .G. Balwanti
- 5) Shubhangi Mainkar
- 6) Dr. Sunil Gosavi
- 7) Mrs. Smita Sovani
- 8) Mrs. Swati A. Parab
- 9) Ms. Darshika Karia
- 10) Ms. Sonali Ghadi

**MINUTES OF THE MEETING:**

The following matters were discussed in the IQAC meeting held on 19<sup>th</sup> March 2021 online:



  
**PRINCIPAL**  
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**Malad (West), Mumbai - 400 064**



The minutes of the previous meeting held on 25<sup>th</sup> September 2020 was read and confirmed.


Regarding academic matters, it was informed that regular lectures are being conducted as per timetable in online mode. Continuous evaluation of the students is also being done in the form of regular tests, assignments and quizzes. For the academically weak students, remedial lectures are conducted by respective faculty. Analysis of results of I term was done and found satisfactory, and remedial measures like extra revision and more practice were suggested, wherever required. The examinations of II Term were discussed to be conducted as per the guidelines of University of Mumbai.

Webinars/ conferences/ workshops were proposed to be organized continuously on relevant themes for the benefit of diverse stakeholders. Various competitions were suggested to be conducted for the students under the auspices of Departments/ Committees.

It was informed that infrastructural facilities are being maintained and augmented, as per requirements. The concept of green campus is being promoted, focusing on digital documentation and communication.

The preparations for conducting audit are in process, and are getting delayed due to the pandemic necessitated lockdown.

The meeting ended on a positive note with the Co-ordinator expressing vote of thanks.

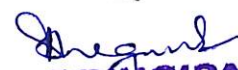
  
Mrs. Nimmi R. Menon

IQAC Co-ordinator

Dr. Shagun Srivastava

IQAC Chairperson



  
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**ARTS & COMMERCE**  
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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 on 25 <sup>th</sup> September 2020	Read and confirmed
2.	To discuss the conduct of academic aspects	Implemented
3	To discuss the maintenance of infrastructure and the conduct of audits	Infrastructure maintained and various quality audits conducted



  
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**SMT. K. G. MITTAL COLLEGE OF ARTS & COMMERCE**

**MALAD (WEST) MUMBAI-64**

**MEETING OF IQAC HELD ON 25<sup>th</sup> SEPTEMBER 2020**

**AGENDA:**

- To read and confirm the minutes of the previous meeting held on 07<sup>th</sup> January 2020
- To discuss curricular, extra-curricular and infrastructural aspects
- To discuss the conduct of various quality audits
- To discuss any other matter with the permission of the Chair

**MEMBERS PRESENT:**

- 1) Dr. Suhasini B. Arya
- 2) Dr. Shagun Srivastav
- 3) Mrs. Nimmi R. Menon
- 4) Mrs. Mamta .G. Balwanti
- 5) Shubhangi Mainkar
- 6) Dr. Sunil Gosavi
- 7) Mrs. Smita Sovani
- 8) Mrs. Swati A. Parab
- 9) Ms. Darshika Karia

**MINUTES OF THE MEETING:**

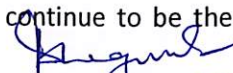
The following are the minutes of the meeting of IQAC which was held online on 25<sup>th</sup> September 2020:

The minutes of the previous meeting held on 07<sup>th</sup> January 2020 was read and confirmed

**CONDUCT OF ACADEMIC ASPECTS**

Regarding the conduct of lectures, lectures were conducted in online mode only due to the pandemic necessitated lockdown imposed by the Government of Maharashtra, in lines with the Academic Calendar of University of Mumbai. Microsoft Teams/ Google Meet will continue to be the



  
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online platform for the same. Academic Calendar, teaching learning plans and time table are prepared for the effective delivery of the curriculum. Students' Whatsapp groups are formed and all the communications were made online through display in the college website and through students groups. Notes/ reading materials were circulated in digital form as pdf, web links and through Google Classroom. The practice of conducting remedial lectures for the academically weak students was proposed to be continued, to improve the overall academic performance of the students.

Mentoring system was suggested to be strengthened, providing academic and personal motivation of the students. Library was proposed to function in the online mode with e-resources being made available to the students. Departmental activities such as online guest lectures, quizzes, presentations were suggested to be organized to provide the students more exposure and clarity on different subjects. Webinars/ conferences/ workshops were suggested to be organized continuously for the benefit of various stakeholders. Faculty/ student exchange programmes were proposed to be conducted in association with other institutions to enhance the academic quality.

Internal evaluation of the students was proposed to be continued in the online form through google forms, assignments and class tests. Regarding term end examinations, it was suggested to be held as per the guidelines of University of Mumbai.


### **CONDUCT OF EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities such as various competitions on relevant themes were proposed to be held in online mode by different committees. Recommendations were given to NSS Unit, WDC, DLLE, Student Development and Enrichment Cell, Career Placement Cell and Cultural Unit to organize activities for the benefit of different stakeholders.

### **INFRASTRUCTURAL ASPECTS**

Amidst the lockdown, the infrastructural facilities were proposed to be maintained and upgraded as per requirements. Annual Maintenance Contracts of various facilities were to be continued and renewed. The objective of promoting Green Campus continues to be paramount, with the maintenance of vertical garden and the herbal medicinal plants in the campus. Solar power plant installation is in the final phase and it was proposed to be completed this academic year itself, to meet the energy requirements of the institution. Installation of sensor based equipment and switches to increase energy efficiency and to reduce energy consumption is also in the pipeline.



  
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## CONDUCT OF AUDITS

It was proposed to conduct various audits such as ISO Audit, Structural Audit, Green Audit, Library Audit, Gender Audit. Measures for the initiation of the same had also been adopted and are in process.

The meeting ended on a positive note with the Co-ordinator expressing vote of thanks.



Mrs. Nimmi R. Menon

IQAC Co-ordinator



Dr. Shagun Srivastava

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 07 <sup>th</sup> January 2020	Read and approved
2	To discuss curricular, extra-curricular and infrastructural aspects	Implemented
3	To discuss the conduct of various quality audits	Initiatives for quality audits commenced



  
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