



**SMT. KAMLADEVI 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: 07<sup>th</sup> January 2020

**Members present :**

- 1) Dr. Shagun Srivastava – Chairperson
- 2) Dr. Suhasini B. Arya - Expert
- 3) Mrs. Nimmi Menon – Coordinator
- 4) Mrs. Mamta. G. Balwanti – Member
- 5) Dr. Nikhil. V. Kothari – Member
- 6) Mrs. Smita Sovani – Member
- 7) Ms. Darshika. M. Karia – Member
- 8) Dr. Sunil Gosavi – Member
- 9) Mrs. Swati Parab – Member
- 10) Mrs. Shubhangi Mainkar – Member
- 11) Mr. Jestin George – Member
- 12) Mr. Pratik Bharadwaj – Member

**Agenda:-**



  
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- To read and confirm the minutes of the previous meeting held on 12<sup>th</sup> July 2019
- To discuss the status of AQAR 2018-19
- To analyze briefly the activities planned and conducted in 2019-20
- Any other matter with the permission of the Chair

Minutes:-

A meeting of IQAC was held on 07<sup>th</sup> January 2020 at 11:30 a.m. in the Conference Room. The following are the minutes of the meeting:

- The minutes of the previous meeting held on 12<sup>th</sup> July 2019 was read and confirmed
- It was informed that the uploading of AQAR 2018-19 is in process and is planned to be submitted by second week of March 2020
- Activities conducted so far by professional courses, Committees such as NSS, Sports Unit, Cultural Unit, DLLE, WDC were reviewed. NSS special camp is planned to be conducted in 2<sup>nd</sup>/ 3<sup>rd</sup> week of January 2020 in the adopted village. Library is proposed to be set up in the adopted village with support from Management. The successful conduct of the Seminar cum exhibition on Ayurveda was appreciated
- Upcoming activities planned for this academic year are Conference to be organized by the Library Department in February 2020, Session to be organized by the Faculty Study Circle, Annual Sports Day, Intercollegiate Cultural Fest, Career Fest, Convocation Ceremony. Papers from teachers and students are expected on large scale for the publication of the Conference
- Industrial visit is planned to Amritsar, Atari Border, Dharamshala, Silvassa in the 3<sup>rd</sup> and 4<sup>th</sup> week of January 2020
- Installation of Sakhi Box is proposed on International Women's Day
- Book Bank scheme is fully functional and proposal was also made to purchase competitive books for the Library
- Orientation programme for the professional students in collaboration with the Film Institute of India, Pune is also on pipeline
- A course in association with Harvard Business School is also in process, for which two rounds of meetings are already over
- The activities of Placement Cell were also reviewed. Several students were provided internship, many students were trained under Technoserve, various interviews and career counseling sessions were being planned.
- The results of Semester I/ III of B.Com and professional courses and Semester V of B. Com. were reviewed



*Hequnh*  
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- It was informed that the syllabus of Semester II/ IV and VI were about to be completed, and the plan for the conduct of Semester II/ IV examinations are in the pipeline
- It was proposed to continue with the conduct of remedial lectures for the benefit of academically weak students
- Regarding eco-friendly measures, it was informed that the second phase of the installation of solar power plant is completed. Vertical garden is being maintained and composting is done which is appreciated by BMC

Meeting ended on a positive note with the Co-ordinator proposing vote of thanks to the Chair.

*Nimmi*

Mrs. Nimmi R. Menon

IQAC Co-ordinator

Dr. Shagun Srivastava

IQAC Chairperson



*Shagun*  
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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> July 2019	Read and confirmed
2	To discuss the status of AQAR 2018-19	AQAR 2018-19 prepared and submitted
3	To analyze briefly the activities planned and conducted in 2019-20	Discussed the reports of various Departments/ Committees and found to be satisfactory



*[Signature]*  
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**IQAC MEETING**

Date: 12<sup>th</sup> July 2019

Members present:

- 1) Dr. Suhasini B. Arya – Chairperson
- 2) Mrs. Nimmi Menon
- 3) Mrs. Mamta. G. Balwanti – Member
- 4) Dr. Nikhil. V. Kothari
- 5) Mrs. Smita Sovani
- 6) Ms. Darshika. M. Karia
- 7) Dr. Sunil Gosavi
- 8) Mrs. Swati Parab
- 9) Mrs. Shubhangi Mainkar
- 10) Mr. Pratik Bharadwaj

Agenda:-

- ➔ To read and confirm the minutes of the previous meeting held on 21st June, 2019
- ➔ To discuss curricular, co-curricular and extracurricular aspects
- ➔ Any other matter with the permission of the Chair

Minutes:-

A meeting was held on 12<sup>th</sup> July 2019 at 12:00 noon in the Principal's cabin. The following are the minutes of the meeting:



  
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- The minutes of the previous meeting held on 21st June, 2019 was read and confirmed
- It was informed that time table and academic calendar is already prepared and circulated, and lectures are being held as per schedule
- Proposed to appoint counselor to counsel students, personally and academically in a professional manner
- Certificate courses in Skill Management, GST, Tally, Retail Management, and Hacking are proposed to be continued this year too. MOUs with academic institutions are also proposed to be entered.
- Upgradation of the website is in process, and planned to be completed soon with a new outlook
- Proposed to conduct more co-curricular and extra-curricular activities by different Departments/ Committees
- Proposal to conduct workshop on Ayurveda in association with Smt. K. G. Mittal Ayurveda College
- Proposal to initiate the functioning of Book Bank scheme for the benefit of economically underprivileged students

Meeting ended on a positive note with the Co-ordinator proposing 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 21st June, 2019	Read and confirmed
2	To discuss curricular, co-curricular and extracurricular aspects	Discussed and implemented



  
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**IQAC MEETING**

Date: 21st June, 2019

**Members present:**

- 1) Dr. Suhasini B. Arya – Chairperson
- 2) Mrs. Nimmi Menon
- 3) Ms. Darshika Karia
- 4) Mrs. Mamta Balwanti
- 5) Mrs. Smita Sovani
- 6) Mr. Jestin TKG
- 7) Mrs. Subhangi Mainkar
- 8) Mrs. Swati Parab
- 9) Mrs. Bhavika R Patni
- 10) Dr. Nikhil V Kothari

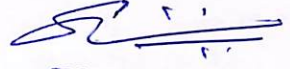
**Agenda:**

- To read and confirm the minutes of the previous meeting held on 28<sup>th</sup> February 2019
- To discuss about the result analysis of 2018-2019.
- To discuss about installation of solar panels.
- To discuss about AQAR preparation.
- To discuss the conduct of conferences and seminars.
- To discuss the conduct of intercollegiate fest Arunya.
- To discuss about appointment of professional counsellor.
- To discuss any other matter with the permission of the Chair

**Minutes:**

An IQAC meeting was held on 21<sup>st</sup> June 2019 at 11.30 am in the Conference Room. The following matters were discussed:



  
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- The minutes of the previous meeting held on 28<sup>th</sup> February 2019 was read and confirmed
- Results of II/ IV/ VI semester were analysed (Regular / ATKT) of 2018-2019 and found to be satisfactory.
- Appreciated the excellent results in T.Y.B.Com. in all subjects, 100% results in 2 subjects.
- Suggestions to install solar panels.
- AQAR preparation in process – criterion wise meeting from July 1<sup>st</sup> 2019.
- Suggested to conduct various extra-curricular activities
- Farewell of J.Kumar to be held on 26<sup>th</sup> June at 11:00 a.m.
- Meeting related to Arunya already conducted.
- Suggested for drafting of Academic Calendar
- Examination Committee meeting to be held
- Mentorship along with documentation has to be maintained
- Planning to appoint a professional counsellor.
- DLLE more students to be enrolled minimum of 100 students.
- Identify continuous absentee students/ weak learners/ advanced learners and parents can be called to discuss the same.
- The meeting ended on a positive note with permission of the chair.

Mrs. Nimmi R. Menon

IQAC Co-ordinator

Dr. Suhasini B. Arya

IQAC Chairperson

### ACTION TAKEN REPORT

Sr.No.	AGENDA	ACTION TAKEN
1	To read and confirm the minutes of the previous meeting held on 28 <sup>th</sup> February 2019	Read and confirmed
2	To discuss about the result analysis of 2018-2019	Result analysis discussed and found satisfactory
3	To discuss about installation of solar panels	Installation of solar panels initiated
4	To discuss about AQAR preparation	AQAR prepared and submitted on time
5	To discuss the conduct of conferences and seminars.	International conference successfully organised



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6	To discuss the conduct of intercollegiate fest Arunya	Intercollegiate fest Arunya succesfully conducted
7	To discuss about appointment of professional counsellor.	Professional counselor appointed



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