



TILAK EDUCATION SOCIETY'S

# J. K. COLLEGE OF SCIENCE & COMMERCE

(Recognised by Govt. of Maharashtra & Affiliated to University of Mumbai)

PLOT NO. 22, SECTOR 5, GHANSOLI, NAVI MUMBAI - 400 701. PH. : 9833026278

E-mail : jkcollege.ghansoli@gmail.com • Website : www.jkc.ac.in

Date : \_\_\_\_\_

Ref. No. JKCS/IQAC/NA/2020-21/T1/1

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held in an online mode on Wednesday, 5th August 2020 at 05:00 pm. All are requested to attend the meeting.

### AGENDA

1. Approval of minutes.
2. To discuss the plan of action for 2020-21.
3. Adoption of the policies and strategies by the College due to shift from offline to online mode of working for Academic Year 2020 - 2021
4. Capacity Building for Online Admission process, development of Online Lectures and Blended Teaching readiness
5. Declaration of the Results of First- & Second-Year level Students for Academic Year 2019 - 2020
6. Implementation of new certificate courses under center for skill development.
7. To discuss the conduct of webinar courses.
8. To review and discuss the progress of the Computer Programme.
9. Criteria wise faculties were allocated with duties.
10. To discuss the curricular aspects of the academic program and suggest improvements for criteria 1.
11. Admission of the Students at Second- & Third-Year Levels for Academic Year 2020 - 2021:
12. Any other permission with the chair.

**IQAC Coordinator**

**Remya Anilkumar**

**Chairperson of the IQAC**

**Dr. Gurmeet Kaur Monga**

**Principal**

**PRINCIPAL**

**J. K. College of Science & Commerce  
Sector - 5, Ghansoli, Navi Mumbai-400701**





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## MINUTES OF THE IQAC MEETING CONDUCTED ON 05.08.2020

### THE ACADEMIC YEAR 2020-2021

**Date** – 5th August 2020

**Time:** 05:00 pm (Google meet)

#### Present in the Meeting:

- |                           |                           |
|---------------------------|---------------------------|
| 1. Dr. Gurmeet Kaur Monga | Chairperson               |
| 2. Mr. Suresh Pillai      | Management representative |
| 3. Prof. K. Venkatramani  | Academic Advisor          |
| 4. Mrs. Bhavana Mulani    | Teacher Representative    |
| 5. Mrs. Swati Pawar       | Head of Department        |
| 6. Mrs. Minakshi Lohani   | Head of Department        |
| 7. Mrs. Neha Jadhav       | Head of Department        |
| 8. Mrs. Saba Ansari       | Head of Department        |
| 9. Mrs. Kimi Garg         | Head of Department        |
| 10. Mrs. Sushanta Lahiri  | Teacher Representative    |
| 11. Dr. Priyanka          | Teacher Representative    |
| 12. Mrs. Komal B.         | Teacher Representative    |
| 13. Dr. Alwin Menez       | Educationist              |
| 14. Mr. George Johnson    | Industrialist             |
| 15. Mr. Vinayak Mesta     | Social Representative     |
| 16. Mr. Ashwary Patil     | Student Representative    |
| 17. Ms. Sanjana Kurukkul  | Student Representative    |
| 18. Ms. Quisar Qureshi    | Administrative Staff      |
| 19. Mrs. Remya Anilkumar  | IQAC Coordinator          |





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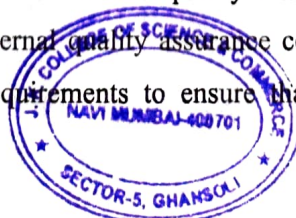
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### **The Agenda for the discussion was as follows:**

- The meeting started with reading the minutes of the last IQAC meeting and the same was approved unanimously.
- The meeting discussed the plan of action for the coming academic year. The focus was also on planning and formalizing the shift from Mumbai University to Cluster University.
- The members gave their views and suggested measures to ensure the smooth transition for the institution to switch to the cluster university.
- Capacity Building for Online Admission process, development of Online Lectures and Blended Teaching readiness. Principal and Management feels that the Institution needs Capacity Building for Online Admission process, development of Online Lectures and Blended Teaching readiness during pandemic time. The IQAC coordinator proposes to develop an online admission process and online payment configuration during Lockdown.
- The members went on to brainstorm about possible events that could be held for webinar for the upcoming academic year. The members also discussed the major events that the institution would organize in September, October, and November 2020.
- The IQAC Coordinator allocated duties to criteria in-charges. The members were satisfied with the progress in the admissions and commented that if so many students are taking admission in spite of the pandemic situation then it is a good sign.
- The principal gave a brief about the quality and its importance currently. She further stated that this internal quality assurance cell meeting on quality aspect is one of the mandatory requirements to ensure that quality education should be





imparted which is possible only if we have the set process, proper monitoring and control. She further explained the need to improve the lesson plan and replace it with a pedagogical plan which includes course objectives and course outcome.

- The results of First- & Second-Year Students for Academic Year 2019 - 2020 were presented before the members. The Results were declared as per the Rules of Assessment & Evaluation given by the Mumbai University. Asst. Prof. Minakshi Lohani opined that the Results should be passed according to the Mumbai University latest Circular.
- Implementation of new certificate courses under center for skill development were discussed.
- Recommendations of the members were taken and analyzed. It was decided to organize one national-level webinar on covid 19.
- Admission of the Students at Second- & Third-Year Levels for Academic Year 2020 - 2021: The members were satisfied with the progress in the admissions and commented that if so many students are taking admission in spite of the pandemic situation then it is good sign.





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Ref. No.  
JKCSC/IQAC/NA/2020-21/T1/2

Date : \_\_\_\_\_

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held in an online mode on Tuesday, 29th September 2020 at 05:30 pm. All are requested to attend the meeting.

### AGENDA:

1. Approval of minutes
2. Current status and perspective plan for the development of college with quality initiative
3. To discuss the conduct of National Level Webinar and allocate duties for the same.
4. To review the series of events proposed by coordinators of all
5. Departments and committees and finalize the academic calendar.
6. To discuss and plan online conduct of cultural activities.
7. To discuss the conduct of a career guidance session under placement cell.
8. To propose the vote of thanks



**IQAC Coordinator**

**Remya Anilkumar**

**Chairperson of the IQAC**

**Dr. Gurmeet Kaur Monga**

**Principal**

**PRINCIPAL**

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## MINUTES OF THE IQAC MEETING CONDUCTED ON 29.09.2020

### THE ACADEMIC YEAR 2020-2021

**Purpose of Meeting:** To discuss the matters of the agenda.

**Date:** 29th September 2020

**Time:** 05:30 pm

#### Present in the Meeting:

- |                           |                           |
|---------------------------|---------------------------|
| 1. Dr. Gurmeet Kaur Monga | Chairperson               |
| 2. Mr. Suresh Pillai      | Management representative |
| 3. Prof. K. Venkatramani  | Academic Advisor          |
| 4. Mrs. Bhavana Mulani    | Teacher Representative    |
| 5. Mrs. Swati Pawar       | Head of Department        |
| 6. Mrs. Minakshi Lohani   | Head of Department        |
| 7. Mrs. Neha Jadhav       | Head of Department        |
| 8. Mrs. Saba Ansari       | Head of Department        |
| 9. Mrs. Kimi Garg         | Head of Department        |
| 10. Mrs. Sushanta Lahiri  | Teacher Representative    |
| 11. Dr. Priyanka          | Teacher Representative    |
| 12. Mrs. Komal B.         | Teacher Representative    |
| 13. Dr. Alwin Menez       | Educationist              |
| 14. Mr. George Johnson    | Industrialist             |
| 15. Mr. Vinayak Mesta     | Social Representative     |
| 16. Mr. Ashwary Patil     | Student Representative    |
| 17. Ms. Sanjana Kurukkul  | Student Representative    |
| 18. Ms. Quisar Qureshi    | Administrative Staff      |
| 19. Mrs. Remya Anilkumar  | IQAC Coordinator          |





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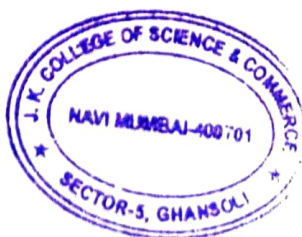
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## **Matter discussed:**

1. The meeting started by briefly discussing the agenda points.
2. The IQAC Coordinator informed all members about the syllabus completion and assessment with the use of ICT tools-Google Classroom.
3. The members went on to discuss a series of actions required for arranging a national-level webinar in November.
4. It was proposed to conduct the webinar in association with other colleges and all members unanimously agreed to it. All members were given responsibility for organizing the webinar. Discussed and finalized the activities for the academic calendar for the A.Y 2020-21.
5. Discussed and planned the conduct of cultural activities virtually.
6. As regards the placement of students, it was observed that the COVID 19 pandemic also majorly hit the placement process because of which many students were affected. Because of the same, the committee came up with various strategies to strengthen the process of placements even during the pandemic. The whole process was shifted to online mode. Companies were connected to students digitally and the college made sure that the pandemic does not affect the placement process for students.
7. No other matter was discussed, the meeting ended with a vote of thanks to the Chair.







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Ref. No.

Date : \_\_\_\_\_

JKCSC/IQAC/NA/2020-21/T2/1

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held in an online mode on Thursday, 3rd December 2020 at 02:20 p.m. All are requested to attend the meeting.

### AGENDA:

1. Approval of minutes
2. To plan and discuss the drafting of chronicles for the A.Y 2020-21
3. To review feedback from stakeholders.
4. To discuss the matter regarding the introduction of various skill development certificate programmes.
5. To discuss the plan of action.
6. To discuss the mentor-mentee progress.
7. To review the conduct of the Webinars & Workshop and collaboration with other club
8. To propose the vote of thanks.

**IQAC Coordinator**

**Remya Anilkumar**



**Chairperson of the IQAC**

**Dr. Gurmeet Kaur Monga**

**Principal**  
**PRINCIPAL**

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**Purpose of Meeting:** To discuss the matters on agenda.

**Date:** Thursday, 3rd December 2020

**Time:** 02:20 p.m.

### Present in the Meeting:

#### Present in the Meeting:

- |                           |                           |
|---------------------------|---------------------------|
| 1. Dr. Gurmeet Kaur Monga | Chairperson               |
| 2. Mr. Suresh Pillai      | Management representative |
| 3. Prof. K. Venkatramani  | Academic Advisor          |
| 4. Mrs. Bhavana Mulani    | Teacher Representative    |
| 5. Mrs. Swati Pawar       | Head of Department        |
| 6. Mrs. Minakshi Lohani   | Head of Department        |
| 7. Mrs. Neha Jadhav       | Head of Department        |
| 8. Mrs. Saba Ansari       | Head of Department        |
| 9. Mrs. Kimi Garg         | Head of Department        |
| 10. Mrs. Sushanta Lahiri  | Teacher Representative    |
| 11. Dr. Priyanka          | Teacher Representative    |
| 12. Mrs. Komal B.         | Teacher Representative    |
| 13. Dr. Alwin Menez       | Educationist              |
| 14. Mr. George Johnson    | Industrialist             |
| 15. Mr. Vinayak Mesta     | Social Representative     |
| 16. Mr. Ashwary Patil     | Student Representative    |
| 17. Ms. Sanjana Kurukkul  | Student Representative    |
| 18. Ms. Quisar Qureshi    | Administrative Staff      |
| 19. Mrs. Remya Anilkumar  | IQAC Coordinator          |





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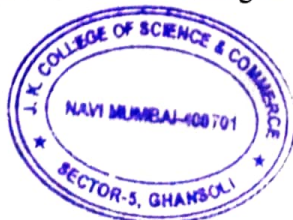
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### **Matters Discussed**

1. The meeting commenced by reading the minutes of the last meeting, which were unanimously approved. Thereafter, the agenda points for the meetings were conveyed.
2. Discussed and planned the chronicles for the A.Y 2020-21.
3. After a thorough discussion of the review points given under webinars in the previous meeting, the members went on to talk about the validity of the suggestions made. The online feedback forms of all stakeholders were analyzed and approved by all members after a few additions to it.
4. The committee looked at all the planned events of student associations and came up with a plan of action for its implementation.
5. A thorough discussion took place for the introduction of new certificate programs in online mode.
6. The progress of mentee colleges was reviewed by all mentors and it was decided to conduct the benchmarking series for the criterion with the highest weightage.
7. Discussed and planned the conduct of webinars in collaborations with other committees.
8. The meeting ended successfully with a vote of thanks proposed by the speaker who observed that the objectives of the meeting had been successfully met.





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Ref. No.  
JKCSC/IQAC/NA/2020-21/T2/2

Date : \_\_\_\_\_

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 27th March , 2021 at 11:00 am on online mode. All members are requested to join the meeting.

## AGENDA

1. Approval of Minutes.
2. To take an update on the activities held in this year.
3. Review of online Academic results and Action plan for A.Y 2021-22.
4. To discuss the teaching plan and workload distribution for the A.Y 2021-22.
5. To discuss the innovative process adopted by the institution for the teaching learning evaluation method under Criteria 2.
6. To introduce more skilled based add on certificate courses.
7. To propose the vote of thanks.

**IQAC Coordinator**

**Remya Anilkumar**

**Chairperson of the IQAC**

**Dr. Gurmeet Kaur Monga**

**Principal**

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**Purpose of Meeting:** To discuss the matters on the agenda.

**Date:** March 27, 2021

**Time:** 11:00 am

### **Present in the Meeting:**

- |                           |                           |
|---------------------------|---------------------------|
| 1. Dr. Gurmeet Kaur Monga | Chairperson               |
| 2. Mr. Suresh Pillai      | Management representative |
| 3. Prof. K. Venkatramani  | Academic Advisor          |
| 4. Mrs. Bhavana Mulani    | Teacher Representative    |
| 5. Mrs. Swati Pawar       | Head of Department        |
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### **Proceedings of the meeting:**

1. The meeting commenced by reading the minutes of the last meeting. Thereafter, the agenda points for the meetings were conveyed.
2. A plan was made to conduct an examination on online platform 2021 and a discussion regarding the problems arising for the same. Then the members went on to plan a few major events on creating awareness on the current scenario.
3. Principal informed the faculties about the syllabus completion report and prospective plan for the development of college with quality initiative for the next academic year.
4. Discussed and planned the teaching plan and workload distribution for the A.Y 2021-22
5. Criteria 2 incharge Asst.Prof Swati Pawar informed faculties about the objectives of student centric method i.e participative, experiential and problem solving. She further explained that the regular review of the quality aspect is very important as it gives us an opportunity to identify the lack of provisions in the current methodologies.
6. It was resolved to add on more skilled based courses and to collaborate with other institutions for the same.
7. After having a thorough discussion and making sure that all agendas set for the meeting were discussed, the meeting ended successfully with a vote of thanks.

