



Ref. No.

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

JKCSC/IQAC/NA/2021-22/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 19th June, 2021 at 05:00 pm. All are requested to attend the meeting.

**AGENDA**

1. Approval of minutes.
2. To discuss the plan of action for 2021-22.
3. Review on academic calendar & departmental activities.
4. To discuss and plan 5 days Webinar on "Overview of Stock Markets"
5. To make a review and conduct of Financial Literacy - ABC of Stock Exchange programme.
6. To discuss the conduct of Faculty Development Program on "Wealth Creation & Investment monetization for Teachers"
7. Implementation of certificate courses.
8. To discuss the plan of action for criteria 3 and allocate duties for the same.
9. To conduct a webinar on a soft skill programme.
10. To plan major events for the academic year 2021-22.
11. To propose the vote of thanks.

**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



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. : 022-27540033, 27550033

E-mail : jkcollege.ghansoli@gmail.com • Website : www.tilakedu.com

## MINUTES OF THE IQAC MEETING CONDUCTED ON 19.06.2021

### THE ACADEMIC YEAR 2021-2022

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

**Date:** 19th June 2021

**Time:** 05:00 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, Head of Department
- 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. Bindu Tambe, Teacher Representative
- 12 Dr. Priyanka, Teacher Representative
- 13 Mrs. Komal B., Teacher Representative
- 14 Dr. Alwin Menez, Educationist
- 15 Mr. George Johnson, Industrialist
- 16 Mr. Vinayak Mesta, Social Representative
- 17 Mr. Ashwary Patil, Student Representative
- 18 Ms. Sanjana Kurukkul, Student Representative
- 19 Ms. Quisar Qureshi, Administrative Staff
- 20 Mrs. Remya Anilkumar, IQAC Coordinator





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## **J. K. COLLEGE OF SCIENCE & COMMERCE**

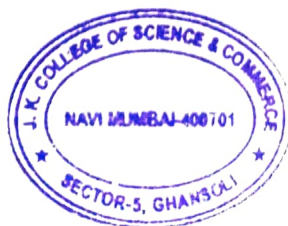
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### **Matters Discussed:**

- The meeting started with reading the minutes of the last IQAC meeting and Action taken report, the same was approved unanimously.
- The meeting discussed the plan of action for the coming 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.
- The members went on to brainstorm about possible events that could be held for the faculty development programs on "Wealth Creation & Investment monetization for Teachers": Resource Person - Dr. Aditya Srinivas
- Coordinators were informed to update academic calendar as per their revised departmental activities.
- The members also shared their opinions on establishing the CERTIFICATE COURSE- based on Information Technology skills. It was decided to invite and incorporate all inputs from all sources before taking the final step of establishing the same.
- The members also discussed the events that the institution would organize in the coming month and regarding the event of Financial Literacy - ABC of Stock Exchange: Resource Person - Dr. Riya Nathani
- Recommendations of the members were taken and analyzed. It was decided to organize a Learning Through Creative Thinking by Resource Person - Mr. Rinkesh Chedda. The speaker, after observing that the objectives of the meeting were satisfactorily met, proposed a vote of thanks at the end of the meeting.





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JKCSC/IQAC/NA/2021-22/T1/2

Ref No

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

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held virtually on 16th November, 2021 at 05:30 pm on Zoom. All are requested to attend the meeting.

#### AGENDA:

1. Approval of minutes
2. To review the series of events proposed by faculty members of various departments and the committees.
3. To Review on conduct of webinars.
4. To review the working of the Online PPT Presentation by Tally Trained students
5. To plan strategies to strengthen the process of placements and have more collaboration with other institutions.
6. To Review Criteria Wise Gap analysis
7. 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 16/11/2021 THE ACADEMIC YEAR 2020-2021

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

**Date:** 16th November, 2021

**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, Head of Department
- 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. Bindu Tambe, Teacher Representative
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- 16 Mr. Vinayak Mesta, Social Representative
- 17 Mr. Ashwary Patil, Student Representative
- 18 Ms. Sanjana Kurukkul, Student Representative
- 19 Ms. Quisar Qureshi, Administrative Staff
- 20 Mrs. Remya Anilkumar, IQAC Coordinator





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### **Proceedings of the meeting:**

- The meeting started by reading the minutes of the last meeting and briefly discussing the agenda point.
- The members went on to discuss a series of actions required for arranging a webinar on Vocabulary Enhancement for fluent Communication: Resource Person - Ms. Chitra Nair
- Criteria Wise Gap analysis: All the criteria heads discussed their Gap analysis based on data collected. Dr.Gurmeet Kaur Monga gave a detailed analysis and explained various areas where gaps were noticed and needed immediate action. Some of the points highlighted in this context are:
  - A. Introduction of skill oriented certificate course.
  - B. Industrial and academic research progression by faculty members.
  - C. Faculty academic enhancement by conducting FDP or workshop on Research.
  - D. Enrichment of student progression and support program.
  - E. Availability of e resources online anytime anywhere
- It was proposed to conduct the webinar in association with other institutions and all members unanimously agreed to it. All members were given responsibility for organizing the webinar.
- 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.
- After the discussion, the meeting ended with a vote of thanks to the Chair.





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Ref. No.

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

JKCSC/IQAC/NA/2021-22/T2/1

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held in an online mode on 19th January, 2022 at 2.00 p.m on. All are requested to attend the meeting.

### AGENDA:

1. Approval of minutes
2. Collection of feedback from stakeholders under criteria 1.
3. To conduct and discuss the plan of action.
4. To review the smooth conduct of examination for all streams.
5. To organize skill development courses for teaching and non-teaching staff.
6. Commencement of various extension activities.
7. 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 19th

January, 2022. THE ACADEMIC YEAR 2021-2022

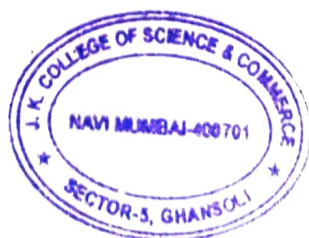
**Purpose of Meeting:** To discuss the matters on agenda.

**Date:** 19th January, 2022

**Time:** 2.00 p.m.

### 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, Head of Department
- 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
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### **Matters Discussed**

- The meeting commenced by reading the minutes of the last meeting, which were unanimously approved. Thereafter, the agenda points for the meetings were conveyed.
- Online Feedback from stakeholders: Alumni, Parents, Employers & Students: Members were informed about the Feedback Mechanism developed on the College Website to get feedback from the Stakeholders like Alumni, Parents, Employers, Teachers & Students
- The committee looked at all the planned events of student associations and came up with a plan of action for its implementation.
- The examination committee informed about the smooth conduct of online exams of all streams.
- Discussed and planned the conduct of extension activities like best out of waste and E-waste.
- 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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JKCSO/IQAC/NA/2021-22/T2/2

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

## NOTICE

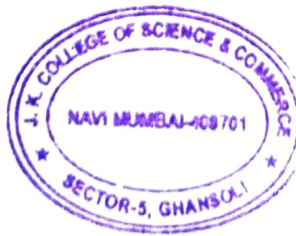
A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 29th April, 2022 at 11:00 am in the conference room. All are requested to attend the meeting.

### AGENDA

1. Approval of Minutes.
2. To discuss the functions of Criteria 5 & 6
3. To suggest an implementation of an incubation center to give experiential learning for students.
4. To take a review on quality enhancement for certificate courses.
5. Proposal for the requirement of renovation in regards of infrastructure as suggested by members.
6. Proposal regarding research enhancement of faculty members.
7. To review the academic result for the A.Y 2021-22
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 29.04.2022 THE ACADEMIC YEAR 2021-2022**

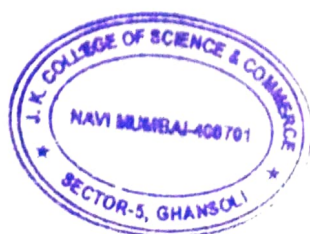
**Purpose of Meeting:** To discuss the matters on the agenda.

**Date:** 29th April 2022

**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, Head of Department
- 5 Mrs. Swati Pawar, Head of Department
- 6 Mrs. Minakshi Lohani, 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. IQAC Coordinator discussed the functions criteria 5 & 6 with the respective in-charges.
3. A proposal was put forth for the implementation of an incubation center to improve the learning enhancement of students.
4. Members were informed to inculcate certificate courses based on vocational skills. It was also suggested to design the course as skill oriented and interdisciplinary.
5. Proposal was put forth for the requirement of renovation in regards to infrastructure as suggested by members.
6. IQAC tabled a proposal regarding research enhancement of faculty members.
7. Discussed and reviewed the result analysis for the A.Y 2021-22.
8. No other matter was discussed.

