



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

Ref. No.

Date : 21/06/2022

JKCSC/IQAC/NA/2022-23/T1/1

## Internal Quality Assurance Cell (IQAC)

### Notice

Date: 2/07/2022

All Internal Quality Assurance Cell (IQAC) members are hereby informed that the IQAC's Meeting for the academic year 2022-23 Quarter 1 is scheduled to be held on 11/07/2022 in the Conference Room at 12:00 pm. The brief agenda of the meeting is attached to this notice. All members are therefore requested to kindly make it convenient to attend the meeting.

### AGENDA OF THE MEETING

1. Approval of minutes.
2. To discuss on 1<sup>st</sup> cycle NAAC recommendations
3. To outline curriculum planning and implementation strategies of the academic year, 2022-23
4. To revise academic calendar according to departmental activities.
5. To organize International, National Seminars/Conferences/Workshops for the academic year 2022-23
6. Any other subject with the kind permission of the Chairperson

**IQAC Coordinator**

**Mrs. Remya Anilkumar**



**Chairperson of the IQAC**

**Dr. Nithya Varghese  
Principal**

**PRINCIPAL**

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



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

INTERNAL QUALITY ASSURANCE CELL (2022-23)

Sr. No	Name of Member	Designation	Signature
1	Dr. Nithya Varghese	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	Ms. Shilpa Poojary	Teacher Representative	
14	Dr. Alwin Menez	Educationist	Google Meet
15	Mr. George Johnson	Industrialist	
16	Mr. Vinayak Mesta	Social Representative	Google Meet
17	Mr. Ashwary Patil	President, Student Council	
18	Ms. Sanjana Kurukkul	Secretary, Student Council	
19	Ms. Quisar Qureshi	Administrative Staff	
20	Mrs. Remya Anilkumar	IQAC Coordinator	





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### **MINUTES OF THE MEETING**

At the outset, Asst. Prof. Remya Anilkumar, IQAC coordinator welcomed the chairperson of the meeting Principal. Dr. Nithya Varghese and all members of Internal Quality Assurance Cell (IQAC). The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

#### **To read and confirm minutes of the meeting held on 23.4.2022:**

The minutes of the previous meeting are read by the coordinator and confirmed. As per the minutes of the meeting the action taken report is briefly discussed in the meeting.

#### **To discuss on 1<sup>st</sup> cycle NAAC implementation:**

Update from criteria incharges and information for the 1<sup>st</sup> cycle NAAC implementation.

#### **To outline curriculum planning and implementation strategies of the academic year, 2022-23**

Discussion took place on planning and strategies of teaching and learning activities of the academic year 2022-23. The same is decided to communicate to the faculty through head of respective department


**To Prepare academic calendar:** Committee decided to prepare academic calendar and implement them.

**To organize International, National Seminars/Conferences/Workshops:** Discussion happened in order to organize seminars/conferences and duties allocated to the faculties in regard of the same

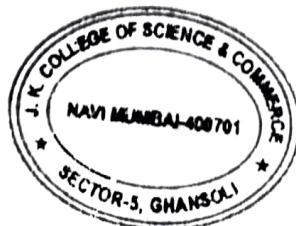
**The IQAC Coordinator**

  
Remya Anilkumar

**Chairperson of the IQAC**

  
Dr. Nithya Varghese

**Principal**







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Ref. No.

JKCSC/IQAC/NA/2022-23/T1/2

Date : 17/08/2022

Date: 30/08/2022

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### NOTICE

All Internal Quality Assurance Cell (IQAC) members are hereby informed that the IQAC's Meeting for the academic year 2022-23 Quarter 2 is scheduled to be held on 13/09/2023 in the Conference Room at 12:00 noon. The brief agenda of the meeting is attached to this notice. All members are therefore requested to kindly make it convenient to attend the meeting.

#### **Purpose of the meeting:**

To approve previous IQAC minutes of the meeting held on 11<sup>th</sup> July 2022 and discuss the initiatives taken during the third quarter (June to August 2022) and the quality initiatives to be taken in the fourth quarter (September to November 2022).

#### **Agenda:**

The agenda of the meeting is to discuss the quality initiatives based on the following NAAC criteria:

1. To discuss the co-curricular and extracurricular activities of the Academic programs and suggest improvements.
2. To discuss the Student Centric processes adopted by the institution in Teaching, Learning and Evaluation.
3. To discuss the initiatives taken to sensitize research activities in the Institution.
4. To discuss the increase in infrastructure facilities and library facilities as Learning Resources.
5. To discuss Student Support services and its progression offered by the college.
6. To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Governance, Leadership and Management)
7. To discuss the innovations introduced during this academic year which have created a positive impact on the functioning of the Institution.
8. To discuss the action taken by the departments on the actionable points identified in the previous meeting.
9. Any other point with permission of the chair.

**IQAC Coordinator**

**Remya Anilkumar**



**Chairperson of the IQAC**

**Dr. Nithya Varghese**

**Principal**

**PRINCIPAL**

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



TILAK EDUCATION SOCIETY'S

# J. K. COLLEGE OF SCIENCE & COMMERCE

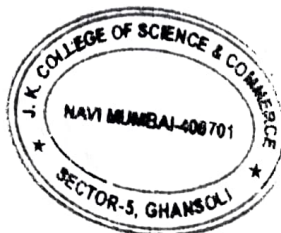
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## INTERNAL QUALITY ASSURANCE CELL (2022-23)

Sr. No	Name of Member	Designation	Signature
1	Dr. Nithya Varghese	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	Ms. Shilpa Poojary	Teacher Representative	
14	Dr. Alwin Menez	Educationist	ABsent.
15	Mr. George Johnson	Industrialist	
16	Mr. Vinayak Mesta	Social Representative	Google meet
17	Mr. Ashwary Patil	President, Student Council	
18	Ms. Sanjana Kurukkul	Secretary, Student Council	
19	Ms. Quisar Qureshi	Administrative Staff	
20	Mrs. Remya Anilkumar	IQAC Coordinator	





The following dignitaries were present for the meeting:

**Welcome to all the members present:**

The meeting began by IQAC Coordinator, Mrs. Remya Anilkumar welcoming all to the IQAC meeting. She briefed about the agenda and requested Principal Mam to welcome and give the opening remarks for the meeting.

The Principal began by outlining quality and its current significance for institutions. She continued by saying that this internal meeting of the quality assurance cell is necessary to ensure that high-quality instruction is provided. This is only possible if we have a set process, adequate monitoring and control, a review mechanism, and a process for learning from the review in order to further improve the system. Only then will the system be able to advance, reach maturity, and be given the chance to move on to the next stage of operation.

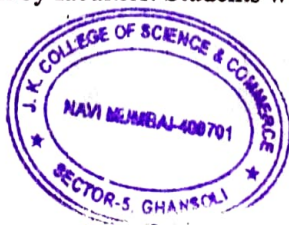
She also said that the infrastructure is under revamping and augmentation, and the work is still going on. We are expecting that maybe in a couple of months, the external work will get over and then there will be all internal work, which may take another six months to complete. She further said that we are quite confident that maybe within six months we will be able to complete the internal as well as the external work after which the institute is going to have the new look. With this we can say that we are trying to provide the best of the infrastructure, facilities, learning environment and the best of the carrier. So, this is the objective of our college and we are focusing on all round development of the students.

She further explained that there is an agenda which is designed for this IQAC which is in alignment with the points given in the NAAC and this IQAC cell is even important as for the Affiliation. She said that we expect that the members from the different institutions need to be included and we have to see that as per the guidelines the faculty and that they can act as a peer review team who need to carry out the academic audit for the institute and that academy audit report.

She said that the IQAC cell in the last semester started capturing the criteria wise information from all the departments. And apart from that, a lot of work on how to capture the right information was done by IQAC.

**To discuss the Curricular Aspects of the Academic programs and suggest improvements. To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation.** Mrs. Bhavana Mulani said that regarding curricular aspects they have prepared a report on research, teaching extension and other academic activities in the department. We have identified companies under which the students will undergo the internship, which will commence. Mrs. Sushanta Lahiri, Training & Placement Officer, said that as far as the industry interactions, placement of students and internship is concerned, the placement cell has approached almost 15 plus companies

**To discuss the initiatives taken to sensitize/promote Research climate in the Institution** Two projects of the Research projects submitted by faculties Ma'am further added that there are three more projects undertaken by faculties. Students were supposed to attend an Avishkar



session going to be held in the month of September.

**To discuss the increase in infrastructure facilities and library facilities as Learning Resources**

Mrs. Saba Ansari informed that infrastructure facilities and library facilities details were detailed in the meeting opening remark, and hence the agenda stands to be covered.

Mrs. Saba Ansari added to the infrastructure and learning resources agenda stating that the college has provided pen tablets and other necessary infrastructure to effectively conduct the online session like good cameras and pen tablets and all other requirements have been given to the department in sufficient numbers.

**To discuss Student Support services and its progression offered by the college Points**

**Discussed:**

Mrs. Kimi Garg informed the scholarship program that, scholarship is conducted. Students were given more hands-on information about scholarship.

**To discuss the innovations introduced during the academic year which had created a positive impact on the functioning of the institution**

As one student has enrolled in Second year, for the course 'BAMMC', our college logo was designed focusing mainly on quality enhancement. Patent for the logo is yet to be finalised.

**To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Governance, Leadership and Management)**

Mrs.Sushanta addressed the registration of NIRF and Innovation and Incubation Centre under guardianship of Dr.Priyanka. Audit report of all the last four years data was collected. She initiated the Audit for the upcoming year.





Ref. No.

Date : 29/09/2022

JKCSC/IQAC/NA/2022-23/T2/1

**Internal Quality Assurance Cell (IQAC)**

**Notice**

Date: 10/10/2022

All the IQAC members are hereby informed that the IQAC 3<sup>rd</sup> Meeting for the year 2022-23 is scheduled to be held on 19/11/2022 in the conference hall at 12.00 pm. The brief agenda of the meeting is as follows. All are therefore requested to kindly make it convenient to attend the meeting

**AGENDA OF THE MEETING**

1. To read and confirm minutes of the meeting held on 13/09/2022
2. To implement ERP system and training to be provided to the staff members on the same.
3. To conduct the extension activities through NSS.
4. To discuss NEP workshop Report
5. To confirm academic bank of credit from all the students.
6. To conduct planning and orientation of NAAC
7. To discuss the Annual fest "Avahan Theme and Intercollegiate Fest.
8. Any other subject with the kind permission of the Hon. Chairperson

**IQAC Coordinator**

**Remya Anilkumar**



**Chairperson of the IQAC**

**Dr. Nithya Varghese  
Principal**

**PRINCIPAL**

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

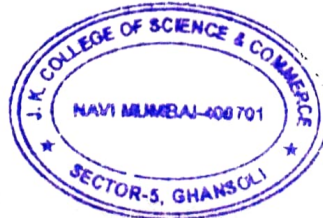




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*INTERNAL QUALITY ASSURANCE CELL (2022-23)*

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1	Dr. Nithya Varghese	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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13	Ms. Shilpa Poojary	Teacher Representative	
14	Dr. Alwin Menez	Educationist	Google meet
15	Mr. George Johnson	Industrialist	
16	Mr. Vinayak Mesta	Social Representative	Absent
17	Mr. Ashwary Patil	President, Student Council	
18	Ms. Sanjana Kurukkul	Secretary, Student Council	
19	Ms. Quisar Qureshi	Administrative Staff	
20	Mrs. Remya Anilkumar	IQAC Coordinator	





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

1. **To read and confirm minutes of the meeting held on 13/09/2022**
  - Confirmation of the minutes of the previous meeting held on 13/09/2022 were read and confirmed. As per the minutes of the meeting the action taken report is briefly discussed in the meeting
2. **To implement ERP and training to staff:**
  - Dr. Nithya Varghese, principal of J.K College of Science & Commerce, informed the staff regarding the Plan to buy ERP software for the formation of the MIS system.
3. **To conduct the extension activities through NSS.**
  - Discussed and planned the conduct of NSS activities regarding environmental awareness.
4. **To Discuss NEP workshop Report :**
  - All members were given a brief on NEP policy and its impact on the long term growth for education. 2 DAYS WORKSHOP ON NEP 2020: 'A HIGHER EDUCATION GAMECHANGER' was successfully conducted and further sessions on implementation of NEP policy are recommended.
5. **To confirm academic bank of credit from all the students:**
  - As an initiative for NEP policy, The students were informed to register themselves on the government portal to get the benefits of academic bank of credit.
6. **To conduct planning and orientation of NAAC:**
  - Asst.Prof. Remya Anilkumar provided faculties with information about the newly formed committee, the incharges of criteria for NAAC. She also explained how criterias work as per NAAC guidelines to be planned and executed. Training for the criteria work was initiated under the guidance of Prof.Venkataramani Sir on regular meets.
7. **To discuss the Annual fest "Avahan Theme and Intercollegiate Fest :**
  - The members of the cultural committee, Asst. Prof. Swati Pawar in-charge and other faculties were notified to come up with a theme and start implementing on the same and to encourage more eligible students for intercollegiate fest.
8. **Any other subject with the kind permission of the Hon. Chairperson**
  - There was no other matter to be discussed, hence the meeting was adjourned with thanks to the chair and the staff.

The IQAC Coordinator

Remya Anilkumar



Chairperson of the IQAC

Dr. Nithya Varghese  
Principal

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Ref. No.

Date : 18/01/2023

JKCSC/IQAC/N/2022-23/T2/1


## Internal Quality Assurance Cell (IQAC)

### Notice

Date: 01/02/2023

All Internal Quality Assurance Cell (IQAC) members are hereby informed that the IQAC's Meeting for the academic year 2022-23 Quarter 4 is scheduled to be held on 09/02/2023 in the Conference Room at 12:00 pm. The brief agenda of the meeting is attached to this notice. All members are therefore requested to kindly make it convenient to attend the meeting.

  
IQAC Coordinator  
Remya Anilkumar

  
Chairperson of the IQAC  
Dr. Nithya Varghese  
Principal  
**PRINCIPAL**

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Ref. No.  
JKCSC/IQAC/A/2022-23/T2/1

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

## AGENDA OF THE MEETING

1. Read and confirm minutes of the meeting held on 19.11.2022
2. Discussion on the syllabus and approval of the certificate courses under the center for skill development.
3. Increasing resources at Sarada Knowledge Center: (NDLI,N-LIST,Books)
4. Approval of magazine theme for "Tilak Darpan 2023"
5. Alumni reunion planning for the month of March 2023.
6. Installation of vertical garden in campus premises.
7. Organising NEP implementation guidelines workshop.
8. Any other subject with the kind permission of the Hon. Chairperson.

**The IQAC Coordinator**

**Remya Anilkumar**

**Chairperson of the IQAC**

**Dr. Nithya Varghese  
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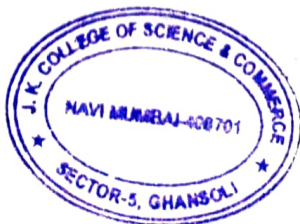




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### **MINUTES OF THE MEETING**

Matters discussed:

1. Read and confirm minutes of the meeting held on 19.11.2022

- Staff secretary Ms. Shilpa Poojary welcomed all members of the Internal Quality Assurance Cell (IQAC). The minutes of the previous meeting were read and confirmed. The following agenda items were discussed during the meeting and it was unanimously resolved to implement them.

2. Discussion on the syllabus and approval of the certificate courses under the center for skill development.

- Assistant Professor Mubina Shaikh read out the syllabus for the certificate course. She further shared details regarding the enrollment of students per course and when it will be implemented. Dr. K Venkataramani gave an input regarding the conduct of exams based on these courses. Sir further asked the student council members whether they have any suggestions regarding the same, to which Mr. Ashwary Patil, the president of the student council, suggested that an advanced cloud computing course be added. This suggestion was taken into consideration by the IT department.

3. Increasing resources at Sarada Knowledge Center:  
(NDLI-N-LIST, Books)

- Mrs. Smruti K [Librarian] shared details regarding E-Resources i.e the NDLI & N- List Institution registration is in progress and the email id confirmation is yet to be received. for subscription the approx budget is Rs. 36000/-. She further stated that the requirement list of books for next term is ready





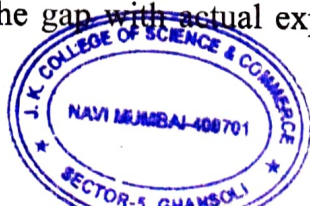
and it includes reference books, textbooks, non-fiction etc. the approx budget for the same is Rs. 50,000/-.. she also informed all about the Barcode reading status, that the LIBMAN software is deployed and ready to use in which all information and data regarding the book can be stored. The library also has a barcode printer ready, and the pending requirement is a barcode reader for the library circulation section for which the approx budget is Rs.3000/-. Overall the expected budget for the Sarada Knowledge Center for upcoming term is approx Rs. 89,000/-There were no suggestions or input raised by any of the members for the above points as all members approved for the same.

4. Approval of magazine theme for “Tilak Darpan 2023”

- Assistant Professor Shilpa Poojary, convener of the Magazine Committee informed all about the theme for ‘Tilak Darpan 2023’ that the notices were issued and the competitions were conducted whereby the best theme was selected i.e ‘Rise up with Self-Love. Regarding the same Dr. Alwin Menez Principal of Abhinav College of Arts, Science and Commerce suggested conducting a program regarding the theme as to create an awareness among students of Mindfulness. All members approved for the same.

5. Alumni reunion planning for the month of March 23.

- Assistant Professor. Bhavna Mulani in- charge of Alumni Association shared information that the registration for alumni association has already begun and the meetings have been formed accordingly. The first meeting for the same will be conducted on 11th March,2023 for the batch 2018-19 & 2019-20. The second meeting will be held on 25th March, 2023 for the batch 2020-21 & 2021-22. The agenda for the same will be to complete the registration process of all alumni present, followed by a talk with them and sharing latest developments in the college.
- On the above shared information, dignitaries Dr. K Venkataramani & Dr. Alwin Menez suggested that the current scenario of employees is like attrition within 6 months, for which a feedback link should be shared with the alumni where they can share their corporate experience. Through this we can try to bridge the gap with actual expectations of industry and



what they have actually learned. They further stated that the alumni should be encouraged to contribute their knowledge, stories, Entrepreneurial ideas, about their growth and higher studies as well.. an open forum for the current batch can be conducted as well. All members approved for the same.

6. Installation of vertical garden in campus premises.

- Assistant Professor Neha Jadhav in- charge of the Environmental Protection Cell gave an insight on the implementation of installing vertical gardens in college premises. She shared that the garden implementation will be done on the college boundary walls. The testing will be done on the 1st wall to check the greener look. Keeping the environment in mind, a zero plastic policy method is adopted, the materials used plastic bottles and soil will be looked after by the students. The bottles will be attached on the hook strings to avoid damage to the wall NSS volunteers will be roped in for this initiative. The budget for the same is approx 10,000/-.
- The dignitaries suggested that if a zero plastic policy is adopted then the use of plastic bottles need to be taken into consideration. all members approved for the same.

7. Organising NEP implementation guidelines workshop.

- Assistant Professor Remya Anilkumar, IQAC coordinator shared details regarding the implementation of NEP. She informed that one workshop on NEP has already been conducted in the month of September 2022. wherein two resource persons were invited who shared details on the frame of policy. She further stated that two more workshops are in process and will be conducted in the upcoming month, where the teachers will be provided training for the same.
- The dignitaries suggested that during the conduct of the NEP workshop, Gender Equity topic must be highlighted and a workshop on Academic Bank should also be conducted for the students and teachers on the same day.

8. Any other subject with the kind permission of the Hon. Chairperson.

- No other matter was discussed and the meeting was adjourned by 12.30 p.m

