



**SMT. KAMLADEVI GAURIDUTT MITTAL COLLEGE  
OF ARTS & COMMERCE**

Nahar Nagar, Behind Navy Colony, Malad (West), Mumbai - 400 064  
Tel: 28821673 / 28824252 E-mail: mittalcollege@rediffmail.com

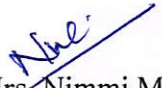
**INTERNAL QUALITY ASSURANCE CELL**

**NOTICE**

A meeting of Internal Quality Assurance Cell will be held on 03<sup>rd</sup> February 2022 in the Conference Room to discuss the following agenda:

**Agenda:**

- To read and confirm the minutes of the previous meeting held on 12<sup>th</sup> August 2021
- To discuss about the curricular, co-curricular and extracurricular aspects
- To discuss about the preparation and submission of SSR
- To discuss the conduct of conferences and seminars.

  
Mrs. Nimmi Menon

Co-Ordinator

  
Dr. Shagun Srivastava

Principal



**PRINCIPAL**  
**SMT.K. G. MITTAL COLLEGE OF**  
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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**Minutes:**

A meeting of IQAC was held on 03<sup>rd</sup> February 2022 at 11.30 am in the Conference Room.

Dr. Shagun Srivastava, the Chairperson of IQAC presided over the meeting. The following members were 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) Dr. Kashmira Shah
- 10) Mr. T. K. G. Jestin
- 11) Ms. Darshika Karia

The meeting started with the coordinator of IQAC welcoming the members. The minutes of the meeting held on 12<sup>th</sup> August 2021 was read and confirmed.

It was informed that regular lectures were being continued in hybrid mode as per the guidelines of the Government of Maharashtra and University of Mumbai as per the timetable and teaching learning plans. The syllabus of all courses across all programmes are about to be completed ahead of the examinations to be scheduled as per the norms of the affiliating University.



*Shagun*

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Co-curricular and extra-activities are being organized by respective departments in the form of various competitions, quizzes, presentations, guest lectures. Various activities are also organized under the auspices of various committees.

Regarding NAAC re-accreditation, it was informed that due to the covid related restrictions imposed from late 2021 to the beginning of 2022, the SSR preparation work could not be undertaken in full swing. AQAR 2019-20 has been successfully submitted in August 2021 and the preparation of AQAR 2020-21 is going on.

The meeting ended on a positive note with the Co-ordinator proposing 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 12 <sup>th</sup> August 2021	Read and confirmed
2	To discuss about the curricular, co-curricular and extracurricular aspects	Implemented
3	To discuss about the preparation and submission of SSR	Preparations going on though not in full-fledged mode due to pandemic related restrictions



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**INTERNAL QUALITY ASSURANCE CELL**

**NOTICE**

A meeting of Internal Quality Assurance Cell will be held on 12<sup>th</sup> April 2022 in the IQAC Room to discuss the following agenda:

**Agenda:**

- To read and confirm the minutes of the previous meeting held on 03<sup>rd</sup> February 2022
- To discuss about the curricular, co-curricular and extracurricular aspects
- To discuss about the preparation and submission of AQAR 2020-21 and SSR
- To discuss the infrastructure renovation

  
Mrs. Nimmi Menon

Co-Ordinator



Dr. Shagun Srivastava

Principal

  
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**MINUTES OF THE MEETING**

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Dr. Shagun Srivastava, the Chairperson of IQAC presided over the meeting. The following members were present:

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- 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) Dr. Kashmira Shah
- 10) Mr. T. K. G. Jestin
- 11) Ms. Darshika Karia

The meeting started with the coordinator of IQAC welcoming the members. The minutes of the meeting held on 03<sup>rd</sup> February 2022 was read and confirmed. Regarding curricular aspects, it was informed that regular/ ATKT examinations are being conducted according to the guidelines of University of Mumbai. A brief review of the activities of Departments and committees was done and appreciated by the members.



  
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It was informed that AQAR 2020-21 was being prepared and is ready to be uploaded in few days. NAAC reaccreditation process is also going on, and SSR preparation is being undertaken after the covid necessitated restrictions imposed in 2021-22.

Related to infrastructure renovation, it was discussed that the work is planned to be undertaken in the hall in the basement initially. The basement hall is being renovated to a full fledged auditorium with state of art facilities for the conduct of curricular, co-curricular and extra curricular programmes.

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

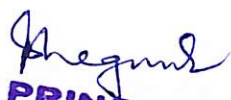
  
Mrs. Nimmi R. Menon

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 03 <sup>rd</sup> February 2022	Read and confirmed
2	To discuss about the curricular, co-curricular and extracurricular aspects	Reviewed the activities
3	To discuss about the preparation and submission of AQAR 2020-21 and SSR	AQAR 2020-21 is being prepared and is in the final stage of submission. Preparation of SSR is going on
4	To discuss about the infrastructure renovation	Discussed and recommended



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**INTERNAL QUALITY ASSURANCE CELL**

**NOTICE**

A meeting of Internal Quality Assurance Cell will be held on 12<sup>th</sup> August 2021 in the Conference Room to discuss the following agenda:

**Agenda:**

- To read and confirm the minutes of the previous meeting held on 19<sup>th</sup> March 2021
- To discuss about the curricular, co-curricular and extracurricular aspects
- To discuss about the preparation and submission of SSR
- To discuss the conduct of conferences and seminars.

  
Mrs. Nimmi Menon

Co-Ordinator

Dr. Shagun Srivastava

Principal



  
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- 8) Mrs. Swati A. Parab
- 9) Dr. Kashmira Shah
- 10) Mr. T. K. G. Jestin
- 11) Ms. Darshika Karia

The co-ordinator of IQAC welcomed the members of the committee. The following matters were discussed:

It was informed that regular lectures were continuing in online mode as per the guidelines of the Government of Maharashtra and University of Mumbai. Academic Calendar, timetable and teaching learning plans are already prepared and curricular activities are carried out accordingly.




  
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Co-curricular activities are being planned and carried out by respective departments in the form of various competitions, quizzes, presentations, guest lectures. Many more activities are in the pipeline. Regarding the conduct of seminars & conferences, the successful conduct of International conference in association with Research Foundation of India was appreciated in the meeting. The series of national webinars with Christian Eminent College under MOU is also being carried out. All the committees are also organising diverse activities under their aegis.

Regarding NAAC re-accreditation, it was informed that certificate of accreditation of our institution was valid from 2016 to 15<sup>th</sup> December 2021, and the process of preparation of SSR has already commenced. However due to the pandemic and related lockdown and other restrictions, the process could not be continued in full swing. AQAR 2019-20 is in the final stage of submission. The AQAR for 2020-21 is being prepared.

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

  
Mrs. Nimmi R. Menon

IQAC Co-ordinator

Dr. Shagun Srivastava

IQAC Chairperson



  
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2	To discuss about the curricular, co-curricular and extracurricular aspects	Implemented
3	To discuss about the preparation and submission of SSR	Preparations going on though not in full-fledged mode due to pandemic related restrictions
4	To discuss the conduct of conferences and seminars	Conferences and seminars conducted



  
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