



NIRMALA NIKETAN INSTITUTE'S
**COLLEGE OF HOME SCIENCE,
NIRMALA NIKETAN**

Affiliated to the University of Mumbai
NAAC Accredited 'A+' Grade

49, New Marine Lines, Churchgate, Mumbai - 400 020. ☎ 2207 6503 / 2200 7544

Email: principal@nnchsc.edu.in / office@nnchsc.edu.in Web.: www.nirmalaniketan.com

NOTICE

INTERNAL IQAC MEETING – 28th November 2024 at 1.00 p.m.

Dear Staff Members,

This is to inform that the INTERNAL IQAC MEETING will be held for all Teaching Staff members on 28th November 2024 from 1.00 p.m. online onwards *in the Cyber Room.*

AGENDA

- 1) Academic and Administrative Audit
- 2) Gender Audit
- 3) Green Audit
- 4) Environment Audit
- 5) Energy Audit

Prof. Dr. Kamini Rege
IQAC Co-Coordinator

Dr. Pratima Goyal
IQAC Coordinator

Dr. Asha Mathew
Principal

Date: 27th November 2024



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**Attendance for the meeting conducted for Audits by IQAC Cluster Agency on
Thursday, 28th November 2024 from 01.00 pm onwards**

AIDED TEACHING STAFF			
Sr. No.	Name of the Faculty	Designation	Signature
1.	Dr. Asha Mathew	Principal	
2.	Dr. Pratima Goyal	Associate Professor	
3.	Ms. Sunita Jaiswal	Associate Professor	
4.	Ms. Rhonda Divecha	Assistant Professor	
5.	Ms. Vibha Hasija	Assistant Professor	
6.	Prof. Dr. Vishaka Karnad	Professor	
7.	Ms. Payal Maheshwari	Associate Professor	
8.	Prof. Dr. Kamini Rege	Professor	
9.	Dr. Ritu Madhan	Associate Professor	
10.	Dr. Roopa Rao	Associate Professor	
11.	Dr. Neha Mulchandani	Assistant Professor	
12.	Ms. Vrinda Udiaver	Assistant Professor	
13.	Dr. Anjali Srivastava	Assistant Professor	
14.	Ms. Sanghmitra N.	Assistant Professor	
15.	Ms. Vibhuti Khedekar	Assistant Professor	





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16.	Ms. Fatima Kader	Assistant Professor	<i>Fatima K</i>
17.	Dr. Sheetal Joshi	Assistant Professor	<i>Sheetal Joshi</i>
18.	Ms. Khyati Sampat	Assistant Professor	<i>Khyati Sampat</i> 28/11/24
19.	Dr. Minelly Rodrigues	Assistant Professor	<i>Rodrigues</i>
20.	Ms. Noella Dias	MANAGER	<i>NDias</i>
21.	MS. CHERYL MACHADO	SECRETARIAL ASSISTANCE	<i>Machado</i> 28/11/2024
22.			
23.			
24.			
25.			





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MINUTES OF MEETING- AUDITS PROCEDURES

- Agenda- Orientation to the process of 5 different Audits

Date: Friday 28th November 2024

Time: 1.00-1.30pm

Online meeting

- Link:
<https://us04web.zoom.us/j/73914942784?pwd=V72ynbBml1xdpesoZg72Kjf4LfQ08L.1>

Invited speakers

➤ Dr Ayub Shaikh- IQAC Cluster Member

➤ Mr. Anup Samant - Director of Saur Engineers & Consultants Pvt. Ltd.

➤ Attended by Manager, Principal, Teaching & Non-teaching staff of the college

AGENDA

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The Management with the Principal of College of Home Science, Nirmala Niketan organized a meeting with the Dr. Ayub Shaikh from the IQAC Cluster to understand the way ahead for different types of audits to be carried out.

The Audits to be carried out are as follows:-

- Academic And Administrative Audit
- Gender Audit
- Green Audit
- Environment Audit
- Energy Audit

After welcome greetings from either team, a brief on the credentials of Mr. Anup Samant's work were shared by Mr. Ayub Shaikh - their Audit process is accredited by NAAC and that they have carried out audit for approximately 120 colleges.

Details of different audits -

• **For Green Audit, Environment Audit, Energy Audit- requirements:**

- Format, Letter of intent will be shared with college
- No physical visit for the above 3 audits but all documents, photographs, etc. to be filled by the institution & forwarded by email to the auditors
- Doubts will be addressed – online or via email
- Data has to be maintained for every year.

• **For Academic & Administrative audit**

- All documents as per format have to be filled & kept ready
- Visit will be in person (2 experts will be visiting) - One from out of Mumbai and one from Mumbai
- Their travel, stay & food has to be taken care by the institution
- After the data is filled and submitted and on financial clearance, the experts will come for the visit to the college
- Certificate of Audit will be handed over when the auditors come for the visit

- *Time frame* : 15 days required to fill up the application & document collection
- Once financial clearance takes place the visit will be in a weeks' time

The meeting ended at 1.30 p.m.to the Vote of thanks to the Chair.

Prof. Dr. Kamini Rege
IQAC Co-Coordinator

Dr. Pratima Goyal
IQAC Coordinator

Dr. Asha Mathew
Principal





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ACTION TAKEN REPORT

The Management with the Principal of College of Home Science, Nirmala Niketan planned to carry out the different Audits: -

- Academic and Administrative Audit
- Gender Audit
- Green Audit
- Environment Audit
- Energy Audit

Dr. Pratima Goyal was handed over the responsibility as IQAC Coordinator to coordinate with Dr. Ayub Shaikh and Mr. Samant for the formats and lead the team. A team was made by Dr. Asha Mathew to assimilate and collate the data (from different committees and departments) which was required to fill up the audit formats, shared by Dr. Ayub Shaikh and Mr. Anup Samant.

The members of the team were as follows:

- Dr. Asha Mathew
- Ms. Noella Dias
- Dr. Pratima Goyal
- Dr. Ritu Madhan
- Ms. Rhonda Divecha
- Dr. Roopa Rao
- Dr. Neha Mulchandani
- Dr Shilpa Joshi
- Ms. Fatima Kader
- Dr. Minelly Rodrigues
- Ms. Cheryl Machado
- Ms. Sujata Shigwan

Dr. Pratima Goyal
IQAC Coordinator

Dr. Asha Mathew
Principal

