



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 – 2ND JANUARY 2025 at 1.30 p.m.

Dear IQAC Members,

This is to inform that the INTERNAL IQAC MEETING will be held for all IQAC Convenors on 2nd January 2025 from 1.30 p.m. onwards in the A.V Room / Conference Room.

Prof. Dr. Kamini Rege
IQAC Co-Coordinator

Dr. Pratima Goyal
IQAC Coordinator

Dr. Asha Mathew
Principal

Date: 02nd January 2025





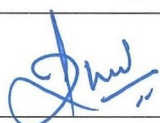
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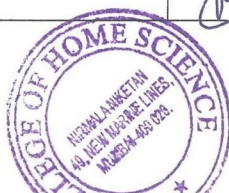
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Intimation to the members for the IQAC Meeting to be held on 2nd January 2025

Sr. No.	Members	Signature
1	Dr. Asha Mathew – IQAC Chairperson	
2	Ms. Noella Dias – Management Nominee	NDias 2/1/2025
3	Dr. Pratima Goyal – IQAC Coordinator	Goyal 2/1/2025
4	Prof. Dr. Kamini Rege – IQAC Co-Coordinator & Criterion I Convenor	Rege 2/1/2025
5	Dr. Ritu Madhan – Criterion II Convenor	Madhan 2/1/2025
6	Prof. Dr. Vishaka Karnad – Criterion III Convenor	Karnad 2/1/2025
7	Ms. Rhonda Divecha – Criterion IV Convenor	Divecha 2/1/2025
8	Ms. Payal Maheshwari – Criterion V Convenor	Maheshwari 2/1/2025
9	Ms. Vibha Hasija – Criterion VI Convenor	Hasija 2/1/2025
10	Mrs. Sunita Jaiswal – Criterion VII Convenor	Jaiswal 2/1/2025
11	Dr. Yasmina Avari Dordi – Director, Self-Financed Courses	Yasmina Dordi-Avari 2/1/25
12	Ms. Prajakta Mhaprolkar- Librarian	Prapolkar
13	Ms. Flavia Fernandes – Senior Administrative Officer	Flavia 2/1/2025 10.58am
14	Ms. Cheryl Machado – IQAC Secretary	Machado 2/1/2025





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Attendance of the members for the IQAC Meeting held on 2nd January 2025

Sr. No.	Members	Signature
1	Dr. Asha Mathew – IQAC Chairperson	
2	Ms. Noella Dias – Management Nominee	 1.30 pm 02/1/2025
3	Dr. Pratima Goyal – IQAC Coordinator	 02/1/2025
4	Prof. Dr. Kamini Rege – IQAC Co-Coordinator & Criterion I Convenor	 1.30pm. 2/1/2025
5	Dr. Ritu Madhan – Criterion II Convenor	 2/1/2025 1:35pm.
6	Prof. Dr. Vishaka Karnad – Criterion III Convenor	 2/1/2025. 1.30pm.
7	Ms. Rhonda Divecha – Criterion IV Convenor	 2/1/2025
8	Ms. Payal Maheshwari – Criterion V Convenor	 2/1/2025
9	Ms. Vibha Hasija – Criterion VI Convenor	 2/1/2025
10	Mrs. Sunita Jaiswal – Criterion VII Convenor	 2/1/2025
11	Dr. Yasmina Avari Dordi – Director, Self-Financed Courses	 2/1/25.
12	Dr. Prajakta Mhaprolkar- Librarian	 2/1/2025
13	Ms. Flavia Fernandes – Senior Administrative Officer	 2/1/2025 1.30pm
14	Ms. Cheryl Machado – IQAC Secretary	 1.30 p.m.





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Agenda for the IQAC Meeting to be held 2nd January 2025 at 1.30 pm in the AV Room

- **Approval of Previous Minutes** – Confirmation and adoption of the last meeting's minutes.
- **Audit Updates** – Progress on Academic and Administrative Audit (AAA), Green Audit, Gender Audit, and related preparations.
- **Academic Planning** – NEP syllabus implementation, CO–PO mapping session, study leave schedules, and data collection formats.
- **Staff and Student Development** – Non-teaching staff program, extension/industrial visits, school outreach, and library initiatives.
- **Research and Publications** – Revival of *Research Reach* journal, ISSN application, editorial board formation, and publication of updated *Calorie Counter Book*.

Prof. Dr. Kamini Rege

IQAC Co-Coordinator

Dr. Pratima Goyal

IQAC Coordinator

Dr. Asha Mathew

Principal





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Dated: Thursday, 02- January 2025

Time of the meeting: 1.30pm to 3.40pm

MINUTES OF THE IQAC MEETING

1. Minutes of the meeting was read by Ms Cheryl and was proposed by Ms Payal M and Second by Ms Sunita J.
2. 5 Audits – Academic And Administrative Audit; Green Audit; Gender Audit;
 - University sub section was contacted, however the process has discontinued; thus Cluster College authorities were connected and the process has been initiated by Ms Noella. 50% amount has been paid as advance and formats have been shared for procedures to begin.
 - Tentative proposed date for AAA is schedule for physical visit on the Saturday, 18th January 2025. Period accounted for the same would be October 2021 to December 2024.
3. Prof. Dr Vishaka Karnad informed that she had resigned from the chairman position of BoS and the new committee will be formed in the due course.
4. Website to be updated and all the details to be looked into by the committee regularly.
5. Principal to be informed and updated by the department Head's regarding all the updates and events before the 10th of every month for all sanctions and approvals.
6. Saturday, 4th January all the non-teaching staff will be going for staff development program to Dahanu. Ms Noella will be accompanying them for input sessions as well as a few visits to various places.
7. Extension trips and industrial visits planned by most of the departments during January and February 2025
 - Human Development - 9th to 11th January 2025
 - Textile and Fashion Technology – 3rd to 8th February 2025
 - Community Resource Management – 25th to 1st February 2025
8. Session for all staff on CO & PO mapping by Mr Geo Jose proposed between 20th and 24th January 2025.
9. NEP F.Y.BSC syllabus for semester 2 to be initiated from 3rd January 2025 any overlapping topics to be initiated. Any overlapping/ missed topics from the semester 1 to be completed first. AEC for semester 2 FYBSC to be selected as Hindi Bhasha
10. School in the nearby vicinity could be contacted and students from the 9th 10th 11th and 12th standard could be briefed about the courses and NEP syllabus. All the Junior college staff is involved actively, Ms Vibha Hasija also opted for the same.





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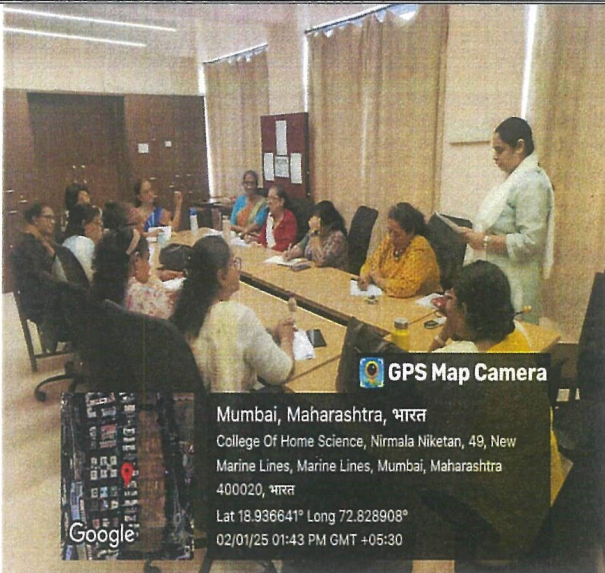
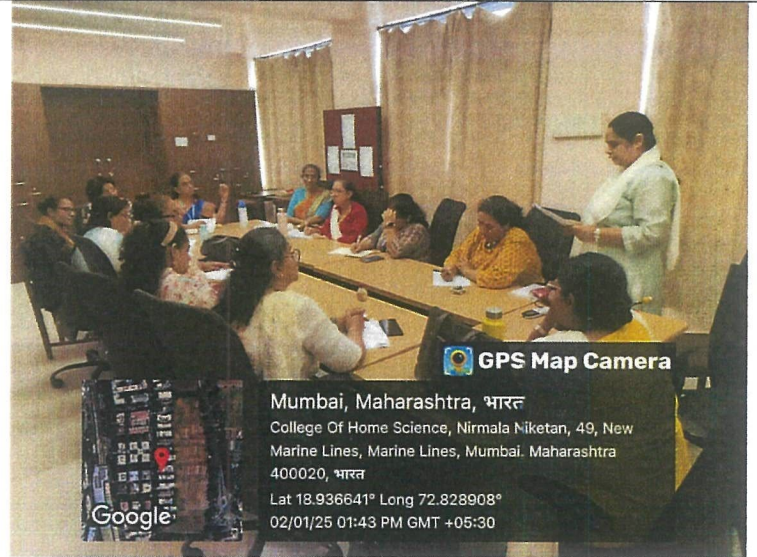
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11. Joint director directives has initiated a program to be conducted by the library committee:
 - Vachan Sankalap Maharashtra – includes Reading Habits, book procession, Competitions, Issuing Books Cleanliness Drive; Book Reviewing, Poetry Recitation, Arranging Talks and visit to Book Club with Shantanu were suggested in multiple languages.
 - All of the above activities to be completed by the Library Committee by 25th January 2025 and awards to be declared to students.
12. Reasons for CHB staff turnover was a challenge discussed and multiple reasons were and suggestions were deliberated
 - Payment of the CHB and the number of lectures is not conducive for them to be retained because the CHB looks for a better prospects and leave at their convenience
 - Instead of CHB the staff should be employed on Contractual basis for security basis and also for the commitment to the work place as well as support and help to the department.
 - Option of online classes to be taken by superannuated / retired staff of the college or resource persons was suggested, however on deliberation of misuse of attendance and online attendance by students and further setting an incorrect precedence for any staff to conduct online classes this option was not endorsed. Suggestion was accepted if any superannuated / retired staff of the college or resource persons was willing to do the same for some expertise or specific topics as add on sessions or lecture or talk could be considered.
 - Interview for the current CHB for all the departments was decided for Saturday 4th January 2025.
13. Study leave for MSc part 1 and 2 before their semester examination was proposed:
 - MSc part 1 : 12th and 13th January 2025
 - MSc part 2 : 26th and 27th January 2025
14. Documentation and links to be shared with students for collecting data from them was discussed for the approval in the context of timely data collection, similar format for all the departments and preferably single link for catering to various criteria was also discussed. These included TAQ, links students satisfaction survey, employer's feedback, alumni feedback, student's feedback for curriculum etc. Some data can be collected as soon as the semester ends such as Semester 1 and 3 related data.
15. Reviving of the Research Reach with applying for ISSN number, constituting editorial board and peer reviewing team. Prof Dr Vishaka Karnad and Dr Ritu Madhan have accepted to take the responsibility for the same. Some of the data is available with Dr Dedhia and Dr Ratna Rane. Similarly Calorie Counter Book has been updated and all the new information is available with Dr Ratna Rane, which will be procured by Ms Vibha Hasija for publishing the latest edition.

Meeting adjourned at 3.40pm.



GEOTAGGED PHOTOGRAPHS





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ACTION TAKEN REPORT

1. Approval of Previous Minutes

- Action: File minutes as approved and publish on the website- proposed by Ms Payal M, seconded by Ms Sunita J).

2. Audits: Academic & Administrative, Green, Gender Audits

- Dr. Amelia Antony, Dr. Ayub Shaikh and Mr. Anup Samanth (External Peer Committee Members) carried out the Academic & Administrative, Gender & Green Audits. Certificates received for the same which is valid till 18/01/2026

3. Website Updates

- Action: Website Committee needs to accelerate the review and update the website details (policies, events, reports, achievements, etc.).

4. Staff Development Program (Non-Teaching Staff)

- Date: Saturday, 4 January 2025.
- Action: Ms Noella accompanied staff for input sessions

5. Extension & Industrial Visits

Action: HoD's planned and executed the extension & industrial visits

- Human Development: 9–11 January 2025
- Textile and Fashion Tech: 3–8 February 2025
- Community Resource Management: 25 January – 1 February 2025

6. FDP - Binary Accreditation Process

- Action: On discussion with Dr. Jose- an FDP for all staff was organized by the IQAC – On Binary Accreditation Process instead of CO PO Mapping on 17th, 18th and 20th February from 2:00 to 3:30 pm.

7. NEP FYBSc Semester-2 Syllabus Implementation

- FYBSc Semester II –classes started from 3rd January 2025 as planned. Hindi Bhasha Kaushal ke Aadhar was selected as AEC course from University website.





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8. School Outreach

- Action: Principal, teachers of Junior and Degree college planned and conducted vocational guidance at 25 schools briefing the young students on the various subjects taught at College of Home Science Nirmala Niketan
- An exhibition was held for school students – “School Connect 2.0”, students were invited to our college for the exhibition and explained in detail all the subjects taught in the various branches on 4th and 5th February 2025.

9. Library Committee Initiative: There were 9 activities, along with cleaning of the library, carried out during the fortnight of “Vachan Sankalp Maharashtra” 2025. Details listed below:

 COLLEGE OF HOME SCIENCE NIRMALA NIKETAN AFFILIATED TO THE UNIVERSITY OF MUMBAI NAAC Accredited 'A+' Grade 49, New Marine Lines, Churchgate, Mumbai – 400 020		
“वाचन संकल्प महाराष्ट्राचा” २०२५ वाचन पंधरवडा		
Date	Activity	Place and Timing
1 January 2025	Book reading Workshop	Library 11.00 a.m. to 1.00 p.m.
1 January 2025	Lecture on “Advantages of Book Reading”	Library 12.30 p.m. to 1.00 p.m.
8th January to 9th January 2025	Book Exhibition	Library 10.00 a.m. to 5.00 p.m.
9th January 2025	Granth Dindi	College Lobby 1.30 p.m. to 2.30 p.m.
13th January	Meet the Author (Dr. Anand Gokani)	College Hall 2 p.m. to 4 p.m.
14th January to 18th January	Pick a Book to Take away (Choose a Book to Take Home)	Library 11.00 a.m. to 5.00 p.m.
16th January 2025	Book review Competition	Library 11.00 a.m. to 1.00 p.m.
25th January 2025	Distribution of prizes of book reading competition	College Hall





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10. CHB (Clock Hour Based) Staff Turnover

- Issues: Low remuneration, lack of commitment by the CHB's
- Action: JD's Office was contacted for the same and they suggested that it was not feasible to appoint CHB on contractual appointments for now.
- Interviews were conducted for CHB positions across departments on Saturday, 4 January 2025.

11. Study Leave for MSc Students was given, details are as follows:

- MSc Part I: 12–13 January 2025
- MSc Part II: 26–27 January 2025
- Action: Examination Committee informed teachers and students about the last teaching days, study leave and exam schedule

12. "Research Reach" Journal Revival

- Action: Apply for ISSN "Research Reach" Journal – is in the pipeline- as per the discussion with experts in the Research and Ethic Committee, since it is not in Web of Science or Scopus Journal Lists, publishing in Research Reach Journal will now not be beneficial to the faculty for promotion, but the journal if revived can publish student researches conducted at UG and PG levels. So further deliberation is required.

13. Calorie Counter Book Publication in the process

- Action: Ms Vibha Hasija to procure Updated version from Dr Ratna Rane, update and proceed with publication.

Prof. Dr. Kamini Rege

IQAC Co-Coordinator

Dr. Pratima Goyal

IQAC Coordinator

Dr. Asha Mathew

Principal

