



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

**IQAC Meeting to be held on 13<sup>th</sup> November 2024 at 2:00 pm**

**AGENDA:**

- Welcome address – Dr. Pratima Goyal.
- Minutes of the previous IQAC meeting & Action taken / To be taken.
- Update of department activities by the Head of the Departments.
- Update on Criteria activities by Criteria Convenors.
- Address by Principal Dr. Asha Mathew.
- Administrative & Academic audit to be conducted.
  1. Internal committee and format of assessment to be formed.
  2. External committee and format of assessment to be formed.
- Green and Energy Audit to be conducted.
- Best performing Department.
- AQAR 2022 23 has been accepted on 7<sup>th</sup> November 2024.
- AQAR 2023-24 to be uploaded.
  1. The first on screen review of the files uploaded will be on 16<sup>th</sup> Nov 2024.
- Two department staff meeting to be held per semester.
- Reports and Minutes of Departments and Committees to be submitted by 10<sup>th</sup> of every next month.
- Map the events to be conducted with NAAC requirement.
- Website overhaul.
  1. Messages/Reports to be checked and modified under each tab by staff/department.
- Future activities of IQAC.

  
**Dr. Asha Mathew**  
**Principal**





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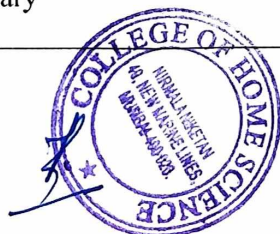
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**Members Present in the IQAC Meeting held on 13<sup>th</sup> November 2024**

Sr. No.	Members	Signature
1	Prin. Dr. Asha Mathew – Chairperson	
2	Ms. Noella Dias – Management Nominee	
3	Dr. Pratima Goyal – IQAC Coordinator	13/11/2024
4	Prof. Dr. Kamini Rege – IQAC Co-Coordinator & Criterion I Convenor	13/11/2024
5	Dr. Ritu Madhan – Criterion II Convenor	 ABSENT (MIL Expired)
6	Prof. Dr. Vishaka Karnad – Criterion III Convenor	13/11/2024
7	Ms. Rhonda Divecha – Criterion IV Convenor	13/11/2024
8	Ms. Payal Maheshwari – Criterion V Convenor	13/11/2024
9	Ms. Vibha Hasija – Criterion VI Convenor	13/11/2024
10	Mrs. Sunita Jaiswal – Criterion VII Convenor	13/11/2024
11	Dr. Yasmina Avari Dordi – Director, Self-Financed Courses	
12	Ms. Prajakta Mhaprolkar- Librarian	
13	Ms. Flavia Fernandes – Senior Administrative Officer	Ab sent
14	Ms. Cheryl Machado – IQAC Secretary	





### **Agenda Points Discussed and Deliberations are as follows:**

#### **Dr. Pratima Goyal commenced/initiated the meeting with:**

- ❖ Welcoming the IQAC convenors and members
- ❖ Congratulating Ms Payal Maheshwari and her RUSA team for infrastructural progression and upliftment
- ❖ Welcoming Prof. Dr Kamini Rege for accepting Co- Coordinator.

#### **Points discussed and shared by Dr Asha Mathew and suggestions, ideas and recommendations from other members:**

1. Discussions, emphasised that IQAC and Exam Committee should be highly active and be available for day-to-day activities for improvement in quality of institution.
2. All activities that will be executed in college will be under the aegis of IQAC.
3. **IQAC should conduct 3 or 4 events** in a year other than the Department and Committee activities for the Teaching, Non-Teaching staff and students for support and progress.
4. Any activities and events should be conducted with due permission from principal. The activities should be accompanied with notice, flyers, attendance records, agenda, report and geotagged photographs. Closure of reports signed and filed not later to 10<sup>th</sup> of next month.
5. **Examination needs to be streamlined** – examination committee and IQAC committee to work in synchronization (hand and hand) to develop the academic calendar at the beginning of the academic year. Examination dates to be planned in the beginning of the year to enable other activities planned through the year.
6. **AAA (Academic and Administrative Audit) – (duration October 2021 to November 2024)**
  - Internal audit: Tentative dates proposed are 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> December 2024 - duration October 2021 to November 2024.
  - Internal audit: Proposed Three Principals – Dr Rajendra Shinde, Dr Kurade, Dr Dabolkar from Colleges and Institutes affiliated to the University of Mumbai, and a Registrar, Mr Peter. Dr Mala Pandurang.
  - External Audit to be planned in next two months. Tentative dates suggested are 20<sup>th</sup> to 25<sup>th</sup> January 2025, however before that an internal audit to be conducted.
  - All records to be maintained in Coloured as well as Black and White. Printouts and be uploaded on the AQAR with signatures.
7. **DQAC (Department Quality Assurance Cell):** Department should maintain records and guard file as per the criteria in NAAC. Quality of department will reflect the quality of college.
  - Records to be maintained and Guard file (documentation).
  - Award system for Department was proposed and the suggestions were:

- Quality and benchmarks to be maintained and healthy competition without the award system.
- To implement the DQAC, the parameters used for the internal and external AAA, can be utilised and executed to award the best department, which IQAC need to follow up.
- Each department should have two staff meetings per semester with the proper notice, agenda, minutes, attendance records and action plans on college letterhead.
  - Any activity executed in the month should be reported signed and sealed not later to 10<sup>th</sup> of next month.
  - All activities decided by the departments or committees should be mapping as per the NAAC requirement.
  - Department should maintain mentor and mentee records with name of the teacher, and names of the students, roll numbers, PRN, challenges or concerns and suggestions or recommendations provided by counsellor and action initiated.
  - Budget of departments or college activities to be submitted and approved in advance as far as possible.

#### **8. Students to be identified for advanced and slow learners:**

- Policy to be framed with the help of department of human development for
  - Identifying the advanced and slow learners.
  - Strategies and plans for mentoring.
  - Observation and recording the progress of the students both advance and slow learners.
  - APAR and SARTHI portals were suggested.
  - Counselling cell to be formed and Counsellor should maintain the records and progression should be visibly documented.

#### **9. Autonomy: College is working towards Academic and Administrative Autonomy. Benefits**

- Academic freedom creates their own courses, syllabi, and curricula, and restructure them to meet local needs and also can offer short-term courses based on student needs.
- Research and teaching encourage new teaching methods and research.
- Institutional efficiency fosters a culture of accountability and responsibility. Motivates their faculty and staff to achieve excellence.
- Autonomous colleges have a prestigious image for students and teachers.
- College can start new courses, and issue diplomas and certificates under their own seal

**10. Website to be updated:** Checking of the college website by the departments and individual faculty is essential for the backlog. The activities of department and committees to be uploaded on website in 24 hours' time. Website committee should be informed for any tabs that needs modification or change in data, reports and records.

**11. No meetings during lecture and practical time to be executed** all events and meetings to be planned post class time and if any challenges experienced solution and strategies can be mutually discussed and decided by the committee, department in consent with the Principal.

**12. Letters to be drafted** for the existing IQAC external committee members and internal committee members, as well as letters for staff who have contributed in revision of the NEP syllabus and those on BOS.

**13. Formation of BOS members** including members from every specialization needs to be considered.



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**14. List of newly registered Ph.D. students** and their status of admission along with the details of the guides to be furnished to the Principal.

**15. Standard operation policy (SOP)** to be in place for Lab Assistants and Lab Attendants.

**16. Future and other activities** to be planned as IQAC initiative for

- CO and PO mapping by Mr Rupesh.
- Interdepartmental or each department could plan - Health and wellbeing for non-teaching staff for their welfare on Saturday between 12 to 1 pm.
- Fire drill and fire safety session for staff/students.

**17. Strengthening Alumnae**

- Proposed that a student can become a member of the Alumnae Association of the college during their Third year/Master Part II with 50% off on the membership fees. If they opt for it later 100% payment will have to be done by the student.

**18. Fund generation and fund dispersal to the Department:**

- **Student club per Department:** Each student will pay Rs. 500/- towards Student Development and Resource person. Receipt to be issued
- **Musical night**
- **Using the hall** for educational purpose and training purpose by outsiders or elderly to be approved for recreational activities.
- **Rotary club** sharing funds towards education.
- **Applying for RUSA** soft skill – conferences, seminars etc.
- **CSR Funds:** Developing proposals for the same and approaching various organisations/industries.

**19. Students' attendance and records to be strictly followed:**

- Hard and soft copy to be maintained.
- Encourage students in most possible ways for attending classes.
- Attendance and regular warning letters to be executed.
- As per University rules debar the students, if they lack the necessary attendance.

**Ms Noella Dias:**

- **Green audit to be executed** through Archdiocesan Office for Environment (AOE). They have two reports. They don't have to do the backlog work so they will audit on progression. They will need 3-4 months to execute the audit which may be completed by March.

**Meeting was adjourned at 4.30pm**



## Geo tag pictures

