

**SMT. M. M. K. COLLEGE OF COMMERCE & ECONOMICS, BANDRA (W), MUMBAI**

Minutes of the meeting held on 4<sup>th</sup> July 2019

The meeting of IQAC members was held on 4<sup>th</sup> July 2019 at 10.30 am in Room No.26.

Attendees

- 1) Principal Dr.A.C.Vanjani
- 2) Mr.Manikandan Iyer
- 3) Dr.Megha Somani
- 4) CA Sanjay Dagia
- 5) Ms.Ligimol Benny
- 6) Mr.Vinod Pawar
- 7) Mr.Vijay Kuwale



1. The minutes of the meeting held on 12<sup>th</sup> January 2019 was read out and approved.
2. AQAR 2018-19 was presented and discussed before its submission to NAAC.
3. CA Sanjay Dagia suggested some modifications in Criterion II.
4. Mr.Mani Iyer suggested saving on electricity bill by requesting BMC to shift the meter of college from commercial usage to public institution usage, which can lead to reduction in monthly charges of electricity.

6 All members agreed with suggestions of the members.

5. Mrs. Ligimol Benny suggested that all notifications/ messages should also be displayed on website along with SMS & display boards of the college

The meeting attended with the vote of thanks to the chair

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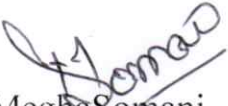
3<sup>rd</sup> July 2019

Notice

The meeting of IQAC members will be held on 04th July 2019 at 10.30 am in the Principal's office. The agenda for the meeting is enclosed.

Agenda:-

- 1) To discuss the AQAR for the year 2018-19.
- 2) To finalize the report and decide about submitting it to the NAAC.
- 3) Any other topic with the permission of the chair.
- 4) Vote of thanks to the chair.

  
Dr. Megha Somani

(IQAC Coordinator)

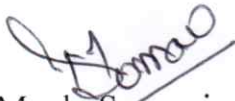
09th October 2018

Notice

The meeting of IQAC members & criterion members will be held on 17<sup>th</sup> October 2018 at 10.30 am in the Principal's office. The agenda for the meeting is enclosed.

Agenda:-

- 1) To discuss the AQAR for the year 2017-18.
- 2) To finalize the report and decide about submitting it to the NAAC.
- 3) To discuss and review the revised framework of accreditation guidelines.
- 4) Any other topic with the permission of the chair.
- 5) Vote of thanks to the chair.



Dr. Megha Somani

(IQAC Coordinator)

12<sup>th</sup> January 2019

**Minutes of the meeting held on 12<sup>th</sup> January 2019**

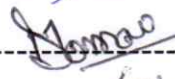
The meeting of IQAC was held on 12<sup>th</sup> January 2019 at 10.30 am in the Principal's office. The following members attended the meeting:-

Attendees:-

1. Dr. A.C. Vanjani



2. Dr. Megha Somani



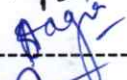
3. Mr. Mani Kandan Iyer



4. Mrs. S.G. Gupta



5. Mr. Sanjay Dagia



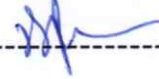
6. Mrs. Ligimol Benny



7. Mrs. Devika Nakra



8. Mr. Vinod Pawar



- a) The minutes of the meeting held on 17<sup>th</sup> October 2018 was read out and approved by the members.
- b) Dr. Megha Somani, IQAC coordinator informed the members that AQAR 2017-18 has been submitted to the NAAC.
- c) Principal Dr. A.C. Vanjani suggested that quality enhancement measures are essential to sustain and improve the grades and students' feedback should be given utmost importance when we are considering academic improvement.
- d) Dr. Somani informed the members that NAAC has introduced revised parameters for accreditation.
- e) Dr. Somani suggested that an expert on this issue should be called to explain the procedure and revisions made in this process.
- f) All the members supported this suggestion.

- g) Dr.Somani suggested that Dr.B.D. Bhole who is an authority on reaccreditation guidelines should be called for the workshop in February 2019.
- h) Meeting concluded with the vote of thanks to the chair.



**SMT. M. M. K. COLLEGE OF COMMERCE & ECONOMICS, BANDRA (W), MUMBAI**

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held in the Meeting Room on 17<sup>th</sup> October, 2018 at 10.30 am

1. Ms. Megha Somani, Co-ordinator, requested for this meeting to discuss the issues arising from the data and contents received from various Criterion Heads, which needs to be incorporated in the AQAR for FY2017-18
2. The following persons / members, attended the meeting :
  - a) Dr. A.C. Vanjani, Principal – Chairperson;
  - b) Dr. Ms. Megha Somani, Co-ordinator;
  - c) Mr. Manikandan Iyer, Asst. Co-ordinator;
  - d) Ms. Shailkumari Gupta, Member – Senior Faculty;
  - e) Mr. S. R. Dagia, Member – Senior Faculty;
  - f) Mr. Vijay Kuwale, Member –Admin Dept.;
  - g) Ms. Ligimol Benny, Member – Librarian;
  - h) Dr. Aashish Jani, Criterion Member;
  - i) Dr. Jayesh Rana, Criterion Member;
  - j) Ms. Prachi Raut, Criterion Member;
  - k) Mr. S. P. Pandey, Criterion Member
3. The various issues arising from the data received from ALL criterion members were discussed. The corrections and re-verification of certain data were communicated to the criterion members. They were requested to revise the data and re-submit the same to the co-ordinator.
4. During the course of discussions, some suggestions were received from the members, the same are outlined as under –
  - a) To comply with new norms of RAF, it is necessary to obtain feedback from the stakeholders, viz. Parents, Students, Faculty, Alumni and Employers. For Alumni, it was suggested to hold a small alumni meet on the day of convocation and obtain feedback from them;

- b) To upgrade attendance APP, to enable output in EXCEL format;
  - c) In Staff Meeting, Teachers should be encouraged to Login and Use N-List at regular intervals;
  - d) To put in place a mechanism for conduct of Internal Audit for Academic Initiatives and Administrative Tasks
5. The meeting ended on a positive note, with thanks to the Chair.

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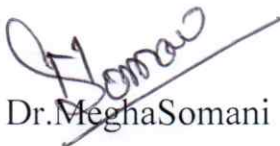
3<sup>rd</sup> January 2019

Notice

The meeting of IQAC will be held on 12<sup>th</sup> January 2019 at 10.30 am in the Principal's office. The agenda for the meeting is enclosed.

Agenda:-

- 1) To read and approve the minutes of the previous meeting.
- 2) To review the revised accreditation norms introduced by NAAC.
- 3) To plan a workshop on revised accreditation parameters.
- 4) Any other topic with the permission of the chair.
- 5) Vote of thanks to the chair.



Dr. Megha Somani

(IQAC Coordinator)



1	Chairperson: Dr. A.C. Vanjani
2	Registrar: Ms. Devika Nakra
	Admin. Dept: Mr. Vinod Pawar
	Admin. Dept: Mr. Vijay Kuwale
	Admin. Dept: Ms. Akanksha Talreja
3	Dr. Girija Nachmani - Senior Faculty
	Mrs. Shailkumari Gupta - Senior Faculty
	CA. Sanjay Dagia - Senior Faculty
	Dr. Shreekumar Menon - Senior Faculty
	Ms. Chippy Susan - Senior Faculty
4	Librarian: Mrs. Ligimol Benny
5	Ms. Padma Shah - Management Member
6	Mr. H. Bhasin - Alumni
	Mr. Sashikant Manghani - Alumni
7	Industrialist: Mr. Sameer Kadamb
8	Co-ordinator: Dr. Megha Somani
	Asst. Co-ordinator: Mr. M.N. Iyer