



K.P.B. HINDUJA COLLEGE OF COMMERCE

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NAAC Re-Accredited 'A+'

ISO 9001:2008 THE BEST COLLEGE OF UNIVERSITY OF MUMBAI FOR THE ACADEMIC YEAR 2010-2011

Prin. Dr. (Ms.) Minu Madlani - M.Com., Ph.D.

Ref. No. :

Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Meeting

Date: 22 September

Time: 11.00 am

Venue: Conference Room, 6th Floor

Chairperson: Dr. Susan Alex, IQAC Coordinator

Meeting Type: Internal Quality Assurance Cell (IQAC) Meeting

Criteria Conveners and Co-Conveners present for the meeting were the following:

1. Dr. Chandrakala Joshi (I/C Principal)
2. Dr. Susan Alex (Convener)
3. Dr. Sarita Mahadik
4. Dr. Ambili Madhu Thampi
5. Dr. Kuldeep Sharma
6. Dr. Khyati Shah
7. Ms. Mithu Biswas
8. Dr. Gayatri Agarwal
9. Mr. Durgesh Kumar Dubey
10. Ms. Seema Narendran
11. Dr. Shraddha Jain
12. Dr. Rommani Sen Shitak
13. Dr. Samira Sayed
14. Dr. Sheetal Mody
15. Dr. Saira Banoo Shaikh
16. Ms. Shehnaaz Nazkani

Agenda:



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To discuss updates related to the revised NAAC framework, institutional preparedness, and quality enhancement initiatives.

Proceedings:

1. Welcome and Introduction:

Dr. Susan Alex, IQAC Coordinator, welcomed all members and initiated the meeting with a briefing on the newly implemented NAAC assessment framework.

2. Highlights of NAAC Criteria Changes:

Dr. Alex outlined significant changes introduced in the revised NAAC system, emphasizing the need for alignment with the new criteria, especially under Teaching and Learning. She stressed the importance of mapping academic practices with the designated criterion heads.

3. Focus on Research and Extension Activities:

The committee agreed on increasing institutional emphasis on **Research, Extension, and Collaboration**. Special focus was given to functional linkages and SDG-aligned initiatives such as **NSS** and **DLLE**. Dr. Kuldeep Sharma, Ph.D. Programme Coordinator, informed that efforts are underway to sign **MoUs** with legal institutions engaged in these activities.

4. UGC Circulars:

Dr. Sharma further suggested that important **UGC circulars** be regularly downloaded from the official website and archived for future reference.

5. Proposal for NAAC Workshop:

Prof. Durgesh Kumar Dubey, Criterion Head –7, proposed the organization of a workshop to familiarize all stakeholders with the new NAAC system.



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6. Student Support and Development:

The committee deliberated on enhancing the **mentoring and counseling system** for students. It was agreed that these services should be prominently publicized to ensure maximum utilization. Departments were instructed to maintain proper documentation for NAAC inspection purposes. Strengthening of the **Alumni Association** and **Placement Cell** was also emphasized.

7. Best Practices Implementation:

The committee unanimously agreed to develop and document more **Best Practices**, such as:

- Green Campus
- Green Consumerism
- Reduction of Paperwork
- Use of Google Drive for presentations

Each criterion team was encouraged to propose and implement best practices relevant to their area.

8. Development of Institutional App:

Dr. Khyati Shah, Criterion Head – Criterion 4, proposed the creation of a **mobile application** for digital circulation of institutional notices and circulars, aimed at reducing paperwork. The existing software **from Data Vista** was cited as a potential model.

9. Feedback Mechanism:

The institution should establish an **upgraded and efficient feedback system** to gather input from all stakeholders.

10. Proposal for Dedicated IQAC Room:

Dr. Susan Alex proposed the allocation of a **dedicated space for IQAC operations** to enhance efficiency and coordination.



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11. Student Involvement in IQAC Data Collection:

Dr. Rommani Sen Shitak, Co-Head – Criterion 5, suggested involving **student volunteers** in IQAC data collection. Participation can be recognized under **Internship or OJT policies**, with the issuance of certificates and refreshments to encourage participation.

12. Briefing on the changes to be introduced under the revised NAAC framework

Dr. Susan Alex also briefed the committee on the potential changes to be introduced under the revised NAAC framework, outlining modifications in assessment criteria and documentation requirements.

13. AQAR 2024–2025 Submission:

The committee was informed that the **AQAR for the academic year 2024–2025** should be prepared following the **previous NAAC guidelines**, as the transition to the new system is still underway.

14. Next Meeting Schedule:

It was tentatively decided that the next IQAC meeting would be held in the **second week of November 2025**. The exact date will be communicated in due course.

Conclusion:

Dr. Susan Alex thanked all members for their valuable contributions and reiterated the importance of timely implementation of all discussed initiatives to ensure quality enhancement and compliance with NAAC requirements.