



Esplanade Education Society's
NIRANJANA MAJITHIA COLLEGE OF COMMERCE
Affiliated to University of Mumbai
NAAC Accredited 'B' Grade
(ISO 9001: 2015 CERTIFIED)

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Minutes of IQAC meeting held on 29th August 2022, at 11.30 a.m.

Date: 29 August 2022

Venue: Conference Room

Time: 11.30 to 1.00 p.m.

Agenda of the Meeting:

1. Discussion about NAAC accreditation status.
2. Discussion on Infra maintenance
3. Discussion on Peer Team Visit Preparation
4. Discussion on staff approval and service book
5. Discussion on proper appraisal policy for teaching and non-teaching staff
6. Any other discussion with permission of chair.

Meeting of Internal Quality Assurance Cell (IQAC) with external members was conducted on the above-mentioned date, venue, time and agenda.

Points discussed in the meeting:

1. The Principal Dr. Reshma A. Vaja addressed the meeting and welcomed all the members for the meeting of IQAC. The minutes of the last meeting were read and confirmed. The principal welcomed all the members for the meeting and the minutes of meeting was approved.
2. The principal discussed and stated that SSR 2 level and logistic payment has been done and further that the planning and preparation to be done for the Peer Team Visit for NAAC accreditation this year.
3. The principal invited Dr. Sweta Kumar, Coordinator, IQAC to give a brief information regarding Peer Team Visit preparation to be done

- a) All quantitative documents will be verified by the PTV so the files need to be prepared as per the criteria.
 - b) Cultural Programme to be planned and choreographer to be appointed.
 - c) Dress code to be finalised for all Teaching and Non-Teaching staff.
 - d) Logistics team to be decided for the PTV.
4. It was proposed by IQAC coordinator that staff approval and service book are not done so the procedure for the same should be done.
 5. It was also brought to the notice that there should be a proper appraisal policy for teaching and non-teaching staff.
 6. It was proposed by the Managing Trustee that renovation work of building will be done and taken care.
 7. The meeting was concluded after IQAC Coordinator, Dr. Sweta Kumar proposed a formal Vote of Thanks.

Action Taken Report

1. Choreographer was appointed for Cultural Programme to be organised on the day of PTV.
2. Dress code for all staff was approved.
3. It was finalised that building renovation work will done.
4. It was informed to the Principal by the Managing Trustee that she should send the file for staff approval and plan for CAS.
5. It was informed to the Clerk to get the service book of employee be ready.

Sweta R. Kumar

Dr. Sweta R Kumar

(IQAC Coordinator)

R.A. Vaja

Dr. . Reshma Vaja

(I/C Principal)

