

Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 16th October, 2021

IQAC
NOTICE

The meeting of the IQAC will be held on **Friday, 29th October, 2021 at 10.30 am** in the AV Room of the college. All the members are requested to make it convenient to attend this meeting and guide us in the smooth and successful administration of the college. The agenda of the meeting is as follows:

Agenda:

1. To confirm and approve the minutes of last meeting held on 31st March, 2021
2. Composition of IQAC – Introduction of new members
3. To discuss on filling of AQAR 2020-21 in NAAC Portal
4. To approve the planned activities under IQAC for the year 2021-22
5. To discuss and finalize Institutional Distinctiveness for the year 2021-22
6. To discuss on preparation of Self Study Report (SSR) for 4th Cycle as per NAAC Guidelines.
7. To discuss on Audit- Gender Audit and Academic & Administration Audit
8. To discuss about documentation process for the filling AQAR 2020-21 and SSR
9. To discuss on NIRF 2022
10. To discuss about of MOUs and Activities to be conducted under MOUs
11. To discuss contribution by NGO, Industry and ex-students association.
12. Any other matter with the permission of the Hon'ble Chair.
13. Vote of thanks to the chair.


Dr. Himanshi Mansukhani
IQAC Coordinator




Dr. Dilip M. Patil
Principal

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Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Internal Quality Assurance Cell

Minutes of Meeting

The meeting of IQAC held on 29th October, 2021 at 10.30 am in AV Room of the college under the chairmanship of Hon. Principal Dr. Dilip M.Patil.

Following members were present for the meeting-

Principal (Dr.) Dilip Patil	Chairperson
Mr. Paresh N. Thakkar	Management Representative
Dr. Himanshi D. Mansukhani	IQAC Coordinator
Dr. Dhanshree P. Sawant	Vice Principal & Member
Mr. Nitin N. Varade	Member
CA Vaibhav B. Sali	Member
Dr. Suryakant D. Koshti	Member
Ms. Deepali B. Mulmulay	Member
Mr. Anil O. Khadse	Member
Ms. Geetanjali B. Chiplunkar	Member
Mr. Vibhav. R. Galadagekar	Member
Mr. Kiran S. More	Member
Mr. Harish N. Patil	Office Superintendent & Member
Ms. Bhagyashree P. Kasar	Member
Dr. M. Z. Farooqui	Representative – Academics
Mr. Nilesh Lele	Representative – Industry
Mr. Girish Kadam	Ex Student Representative
Mr. Jitesh Poojari	Ex Student Representative
Ms. Sabnis Ishika Raghunandan (SYBMS)	Student Representative



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IQAC Coordinator Dr. Himanshi Mansukhani welcomed to IQAC members.

The following points were discussed in the meeting-

1. **To confirm and approve the minutes of previous meeting held on 31st May, 2021**

The minutes of the previous meeting were read and confirmed.

2. **Composition of IQAC – Introduction of new members**

IQAC Coordinator circulated the revised list of IQAC composition due to three of the faculty took VRS and sad demise of one of the faculty members. In replacement of those members new members were introduced.

3. **To discuss on filling of AQAR 2020-21 in NAAC Portal**

It was informed that Part A of AQAR is completed as per the given format and in Part B few data templates are remaining i.e. examination data, extended due to pandemic. QIm related metrics are ready with all criteria in-charges.

Principal appreciated the work of IQAC during pandemic and informed that once NAAC portal will open, we will start filling AQAR.

4. **To approve the planned activities under IQAC for the year 2021-22**

IQAC coordinator circulated criteria wise list of activities, received from various committee and Departments for approval.

Dr. M.Z. Farooqui, external advisor suggested that each dept should contribute to the NAAC work and conduct activities as per criteria wise requirement. It was told that every stakeholder is accountable according to their work

Mr. Nilesh Lele industry representative suggested that self-appraisal forms, peer appraisal form and principal's appraisal system should be followed.

Principal advised that Industry linkage, Training & Placement Services can be planned with the help of Mr. Nilesh lele and SOPs for placement can be prepared.

5. **To discuss and finalize Institutional Distinctiveness for the year 2021-22**

Dr. Farooqui sir suggested that vaccination drive, distribution of food in flood affected areas by NSS and donated mobile phones can be considered as institutional distinctiveness.

It was also suggested about green initiatives such as REFUSE TO PLASTIC. Paperless. Print as less as possible, draft notice should be E – way, rough page one side print and LRC facilities and Schemes.

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6. To discuss on preparation of Self Study Report (SSR) for 4th Cycle as per NAAC Guidelines.

New Manual has been released by NAAC for the SSR preparation including Data Template as per that IQAC has started the work for SSR. QIM were discussed in previous meeting of IQAC on 31st May, 2021 with an external advisor Dr. Farooqui. Sir has suggested that criteria wise reporting and accountability must be there.

7. To discuss on Audit- Gender Audit and Academic & Administration Audit.

Gender Audit

The Women Development Cell of the college has undertaken a Gender Audit for the academic year 2018-19 to 2020-21. The members of WDC, Ms. Geetanjli Chiplunkar, Ms. Kinjal M. Gosai and Ms. Maithili Kende under the guidance of Coordinator Dr. Pallavi Shah. prepared a rough draft which was discussed in the meeting.

Academic & Administration Audit

Considering various requisite clauses of Academic and Administrative Audit, It was informed that AAA work has been started under the convenership of CA Kanak Jayawant with other members for Academic Years 2017-18, 2018-19, 2019-20 and 2020-21.

8. To discuss about documentation process for the filling AQAR 2020-21 and SSR.

IQAC Coordinator reported about criteria wise collection of documents since Academic Year 2017-18 to 2020-21.

9. To discuss on NIRF 2022.

NIRF for the year 2021-22 data filling entries will be done by CA Vaibhav Sali and Dr. Pallavi Shah.

10. To discuss about of MOUs and Activities to be conducted under MOUs-

CGPC committee has 4 (Four) Active MOUs:

Akshay Foundation

Technoserve

Decotech

Sahyog College

For transfer/exchange of knowledge, two more MoUs were taken place from 2021-22 with NSS College, Mumbai and Sadhubela College, Ulhasnagar

It was suggested that for every activity beneficiary's feedback and ATR report should be prepared. Also, MoUs can be planned with universities.

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11. To discuss contribution by NGO, Industry and ex-students association.

Alumni registration is in process, ANVAY – Ex-students Association has taken initiative to organize a Mega Registration Drive and insisted to Ex-students to register through college website.

Mr. Girish Kadam suggested training or certificate course on Yoga as wellness program of college, can be started.

Mr. Jitesh Poojari advised that content writing, communication skills, film making, photography, drama workshop can be organized with the help of Alumni.

12. Any other matter with the permission of the Hon'ble Chair.

NIL

IQAC Coordinator proposed the vote of thanks to all the members.

Prepared By

Mr. Vibhav Galadakar



IQAC Coordinator

Dr. Himanshi D. Mansukhani

Principal

Dr. Dilip M. Patil

**Sheth T.J. Education Society's
Sheth N.K.T.T College of Commerce & Sheth J.T.T. College of Arts, Thane (W)**

ACTION TAKEN REPORT of meeting held on 31st May, 2021

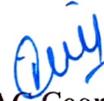
- All the suggestions regarding QIMs given by Dr. M. Z. Farooqui were implemented by Criteria In-Charges in their respective Criteria wise metrics.
- TeachUs App is used for online teaching learning in the Pandemic. Students' Attendance Data are recorded through TeachUs.
- Academic Calendar for Academic Year 2021 – 22 was prepared and uploaded on college website.
- It was finalized that proposed National Level Conference will be organized by Commerce Department on 4th December, 2021 on 'Atmanirbhar Bharat – Opportunities and Challenges.'



Prepared By

Mr. Vibhav Galadakar





IQAC Coordinator

Dr. Himanshi D. Mansukhani



Principal

Dr. Dilip M. Patil

Sheth T.J. Education Society's
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ACTION TAKEN REPORT of meeting held on 29th October, 2021

- IQAC members list was Finalized and uploaded on website.
- AQAR 2020-21 portal login started from 22nd November and submitted on 17th February, 2022.
- List of activities received which were conducted by department and Committee.
- Self-appraisal forms (API) of teaching staff will be collected by end of Second Term after verification by Vice-Principal and IQAC coordinator.
- Institutional Distinctiveness was finalized and prepared as per required information
- IQAC coordinator prepared criteria wise schedule for preparation and discussion on metrics of SSR.
- Drafted Academic and Administrative Audit & Gender Audit report have been submitted to IQAC and principal for suggestions.
- Documentation committee and criteria in-charges submitted documents to IQAC for AQAR 2020-21
- NIRF was submitted on 10st February, 2022.
- Alumni registration process has been completed by Ex-students Association convener and Alumni members.



Mr. Vibhav Galadagekar
Member, IQAC



Dr. Himanshi Mansukhani
IQAC Coordinator



Dr. Dilip Patil
Principal

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Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 17th February, 2022

IQAC
NOTICE

The meeting of the IQAC will be held on **Thursday, 3rd March, 2022 at 10.30 am** in the AV Room of the college. All the members are requested to make it convenient to attend this meeting and guide us in the smooth and successful administration of the college. The agenda of the meeting is as follows:

Agenda:

1. To confirm and approve the minutes of previous meeting held on 29th October, 2021
2. To report server space created for documents consolidation for AQAR and SSR
3. To report about AQAR submission successfully and accepted by NAAC
4. To review of activities conducted in the first Term of AY 2021-22
5. To plan of activities to celebrate 75th Ajadi ka Amrit Mahotsava
6. To ensure the list of SOPs are prepared and uploaded on college website as per NAAC guidelines
7. To report about language lab installation
8. To appraisal of Conference organized by Department of Commerce in Association with IQAC
9. To inform about ICSSR funded Conference going to be organized by department of Economics and Department of English on 12th March, 2022
10. To discuss any other matter with the permission of the chair
11. Vote of thanks to the chair.


Dr. Himanshi Mansukhani
IQAC Coordinator




Dr. Dilip M Patil
Principal

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Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Internal Quality Assurance Cell
Minutes of Meeting

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on **Thursday, 3rd March, 2022** at 11.00 am in the college AV Room.

Principal (Dr.) Dilip Patil	Chairperson
Mr. Paresh N. Thakkar	Management Representative
Dr. Himanshi D. Mansukhani	IQAC Coordinator
Dr. Dhanshree P. Sawant	Vice Principal & Member
Mr. Nitin N. Varade	Member
CA Vaibhav B. Sali	Member
Dr. Suryakant D. Koshti	Member
Mr. Anil O. Khadse	Member
Ms. Geetanjali B. Chiplunkar	Member
Mr. Vibhav. R. Galadagekar	Member
Mr. Kiran S. More	Member
Mr. Harish N. Patil	Office Superintendent & Member
Ms. Bhagyashree P. Kasar	Member
Dr. M. Z. Farooqui	Representative – Academics
Mr. Nilesh Lele	Representative – Industry
Mr. Girish Kadam	Ex Student Representative
Mr. Jitesh Poojari	Ex Student Representative
Ms. Bhuiya Priyanka Arun (SYBCOM)	Student Representative

Dr. Himanshi Mansukhani, IQAC Coordinator started the meeting with welcoming all IQAC members present for the meeting.

- 1. The minutes of meeting held on 29th October, 2021 were read and confirmed.**
- 2. To report the online server space created for documents consolidation for AQAR and SSR.**

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IQAC Coordinator thanked the management on behalf of IQAC for providing the facility of Server Space to be used on the website portal for uploading and storing data on the drive. The data stored under a single would make it easy for IQAC to retrieve it conveniently. Dr. Farooqui suggested that the Drive should be compartmentalized based on Criteria wise requirements for the SSR as well.

3. To report about AQAR submission successfully and accepted by NAAC.

IQAC Coordinator informed that the AQAR for the academic year 2020 - 21 was uploaded on the NAAC portal on 17th February, 2022 and acceptance mail without any query was received from NAAC on 21st February, 2022. Coordinator thanked Principal, NAAC Advisor Dr. Farooqui and IQAC members for valuable suggestions, guidance and efforts taken for the preparing AQAR.

4. To review of activities conducted in the first Term of AY 2021-22.

It was reported that more than 50 activities were conducted by departments and committees in the First Term of the academic year 2021-22. Activities Report was prepared by concerned persons.

5. To plan of activities to celebrate 75th Ajadi ka Amrit Mahotsava.

It was informed that as per circular from Hon'ble Prime Minister's Office, college needs to conduct 75 activities under the banner of "Azadi ka Amrit Mahotsava" Henceforth activities should be planned and conducted under the same banner.

6. To ensure the list of SOPs are prepared and uploaded on college website as per NAAC guidelines.

IQAC is in process of preparing SOPs related to admission, administration, committees, examination etc. Dr. Farooqui suggested that SOP manual should be comprehensive enough to allow the viewer the entire organogram and the person accountable for the task and should be uploaded on the college website for view by all stakeholders.

7. To report about language lab installation.

Principal, Dr. Dilip Patil congratulated to IQAC and Department of English for successfully installation of the language lab and conducting orientation for the students.

8. To appraisal of Conference organized by Department of Commerce in Association with IQAC.

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Principal Sir congratulated IQAC and Department of Commerce for successfully organizing One Day National Level Conference on the theme 'Atmanirbhar Bharat – Opportunities and Challenges' on 4th December, 2022.

9. To inform about ICSSR funded Conference going to be organized by Department of Economics and Department of English on 12th March, 2022

Principal Sir informed that Department of English and Department of Economics are going to organize an ICSSR sponsored One Day National Level Conference on 12th March, 2022. Hon'ble Joint Director Dr. Sanjay Jagtap would be the Chief Guest for the conference. More than 50 Research Papers are expected to be published in the conference.

10. To discuss any other matter with the permission of the chair.

- a. Industrial Visit was proposed for the students of BMS / BBI / BSC IT.
- b. Study Tour was proposed by Department of Commerce and Commerce Association. Principal Sir informed IQAC members to shortlist organizations where such study tours can be organized.
- c. Girish Kadam, Member IQAC was invited to conduct training sessions on Basics of Yoga.
- d. IQAC Coordinator proposed new certificate courses, to be conducted from Academic Year 2022-23. List is ready for approval from Hon'ble Management.

Dr. H. D. Mansukhani, IQAC Coordinator proposed the vote of thanks to the chair.

Mr. Vibhav Galadagekar
Member, IQAC



Dr. Dilip Patil
Principal

Dr. Himanshi Mansukhani
IQAC Coordinator

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ACTION TAKEN REPORT of meeting held on 3rd March, 2022

1. Server Space for document consolidation for AQAR & SSR created.
2. Activity Reports were collected from HODs & Conveners of committees at end of the second term.
3. HODs and Conveners were informed to conduct activities under the banner of "Azadi ka Amrit Mahotsava".
4. SOPs were prepared and Organogram was uploaded on college website
5. Industrial Visit was conducted by Self Financing Section after pandemic from 28th March, 2022 to 1st April, 2022.
6. ICSSR sponsored One Day National Level Conference was organized by Department of English and Department of Economics on 12th March, 2022.
7. Training sessions were started on Basics of Yoga from 26th march, 2022 by Alumni Yoga Guru Mr. Girish Kadam.
8. Proposal of Certificate Courses was approved by management commencing from Academic Year 2022-23.


Mr. Vibhav Galadagekar
Member, IQAC


Dr. Himanshi Mansukhani
IQAC Coordinator




Dr. Dilip Patil
Principal

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Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 30th July, 2022

IQAC
NOTICE

The meeting of the IQAC will be held on **Friday, 12th August, 2022 at 10.30 am** in Conference Room of the college. All the members are requested to make it convenient to attend this meeting and guide us in the smooth and successful administration of the college. The agenda of the meeting is as follows:

Agenda:

1. To confirm and approve the minutes of last meeting held on 3rd March, 2022.
2. To read and confirm SWOC analysis.
3. To approve Academic Calendar for Academic Year 2022 – 23.
4. To discuss on preparation of 5 years Perspective Plan for Academic Years 2022 – 27.
5. To finalize QIm & Qnm of SSR Cycle IV
6. To discuss the establishment and activities of Research, Incubation and Innovation, Center.
7. To discuss about campus beautification - vertical garden.
8. Any other matter with the permission of the chair.


Dr. Himanshi Mansukhani
IQAC Coordinator




Dr. Dilip M Patil
Principal

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Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Internal Quality Assurance Cell
Minutes of Meeting

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on **Friday 12th August, 2022** at 10.30 am in the college Conference Room.

Following members were present for the meeting-

Principal (Dr.) Dilip Patil	Chairperson
Mr. Paresh N. Thakkar	Management Representative
Dr. Himanshi D. Mansukhani	IQAC Coordinator
Dr. Dhanshree P. Sawant	Vice Principal & Member
Mr. Nitin N. Varade	Member
Dr. Suryakant D. Koshti	Member
Mr. Anil O. Khadse	Member
Ms. Geetanjali B. Chiplunkar	Member
Mr. Vibhav. R. Galadagekar	Member
Mr. Kiran S. More	Member
Mr. Harish N. Patil	Office Superintendent & Member
Ms. Bhagyashree P. Kasar	Member
Dr. M. Z. Farooqui	Representative – Academics
Mr. Nilesh Lele	Representative – Industry
Mr. Girish Kadam	Ex Student Representative
Mr. Jitesh Poojari	Ex Student Representative

Dr. Himanshi Mansukhani, IQAC Coordinator started the meeting with welcoming all IQAC members present for the meeting.

1. The minutes of meeting held on 3rd March, 2022 were read and confirmed.

2. To read and confirm SWOC analysis

IQAC coordinator presented SWOC analysis for approval which were prepared by IQAC members.

3. To approve Academic Calendar for Academic Year 2022 – 23

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Academic calendar was prepared by IQAC coordinator and Vice-principal it was submitted for approval for the academic year 2022-23.

4. To discuss on preparation of 5 years Perspective Plan for Academic Years 2022 – 27

IQAC Coordinator informed that perspective plan rough draft was prepared by perspective plan committee and submitted to Principal for approval.

5. To present QIm & QnM of SSR Cycle IV before IQAC for approval

The QIM & QnM of SSR Cycle IV were approved by IQAC after consultation with Dr. M. Z. Farooqui.

6. To discuss the establishment of Research, Incubation and Innovation Cell.

Coordinator informed about the setup of Research, Incubation and Innovation Cell in the college campus and activity are being started to conduct under cell.

7. To discuss about campus beautification - vertical garden.

Principal Sir informed that pot garden work has been completed and vertical garden work will start soon as management has already approved.

8. To discuss any other matters with permission of the chair.

It was informed by IQAC Coordinator, regarding certificate courses some courses have been started and are getting good response from the students

Dr. H. D. Mansukhani, IQAC Coordinator proposed the vote of thanks to the chair.


Mr. Vibhav Galadagekar
Member, IQAC


Dr. Himanshi Mansukhani
IQAC Coordinator




Dr. Dilip Patil
Principal

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