

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

Date: 4<sup>th</sup> January 2021

IQAC  
NOTICE

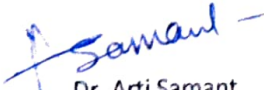
This is to inform you that the meeting of the IQAC will be held on Monday, 11<sup>th</sup> January 2021, at 11.00 am in the A.V Room of the college. You are requested to make it convenient to attend this meeting and guide us in the smooth and successful administration of the college. The agenda of the meeting is as follows:

**AGENDA**

1. To discuss and approve the minutes of last meeting held on 18<sup>th</sup> September, 2019.
2. Preparation of IV Cycle of NAAC & Documentation.
3. To discuss appointment of external advisor for IV Cycle NAAC preparation
4. To discuss Filling of AQAR 2019-20.
5. To plan activities for II<sup>nd</sup> term of academic year 2020-21.
6. To discuss on Best practices for the academic year 2020-21.
7. To discuss new initiatives taken by IQAC 2019-20.
8. To discuss about MOU, Linkage with other NGO and Organizations.
9. To discuss about NIRF21.
10. To discuss on contribution by NGO, industry and ex-students association
11. To fix date and place and time of Next college IQAC meeting.
12. To discuss AQAR 2020-21.
13. To discuss A&A
14. To discuss any other matter with the permission of the chair.
15. Vote of thanks to the chair.

**EXPECTED OUTCOME OF THE MEETING:**

1. Finalization of appointment of external advisor for IV Cycle NAAC preparation
2. Discussion on review of activities conducted in academic year 2020-21.
3. Finalization of two Best practices of the college for the academic year 2020-21.
4. Finalization of A&A

  
Dr. Arti Samant

IQAC Coordinator

  
Dr. Dilip M patil

IQAC Chairperson & Principal

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACADEMIC YEAR 2020-21**

**MINUTES**

Minutes of the meeting of the **Internal Quality Assurance Cell (IQAC)** held on **Monday, 11<sup>th</sup> January, 2021 at 11.00 am** in the college AV Room.

The Following Members were present:

<b>Name</b>	<b>Designation</b>
Prin. (Dr.) Dilip Patil	Chairperson
Mr. Paresh N. Thakkar	Management Representative
Dr. (Ms.) Arti Samant	IQAC Coordinator
Ms. A. S. Patki	Member
Dr. (Ms.) A.S.Thakur	Member
Mr. N. N. Varade	Member
CA. (Mr) V. B. Sali	Member
Dr. M.B. Patil	Member
Dr. (Ms.)H.D. Mansukhani	Member
Mr. R. B. Lule	Member
Ms. Sonali Saraf	Member
Mr. Kiran More	Member
Mr. Vibhav Galadagekar	Member
Ms. B. P. Kasar	Member
Mr. Peeyush Pahade	Member - Educational Field
Mr. Haresh Shah	Member Representative – Society (NGO)
Mr. Nilesh Lele	Member Representative - Industry
Mr. A. Nikam	Member Representative of College Alumni
Ms. Nikita Jagdale	Member Representative of College Alumni
Ms. Khan Muskan Ayaz (TYBCom)	Member Students' Representative
Mr. Imran Daulat Khan (TYBA)	Member Students' Representative
Ms. Anushka Sanjay Gangan (TYBMS)	Member Students' Representative

Dr. Arti Samant, IQAC Coordinator started the meeting with welcoming all IQAC members present for the Meeting.



1. **Minutes of the previous meeting conducted on 18<sup>th</sup> September, 2019 were read and confirmed.**
2. **Preparation of IV Cycle of NAAC & Documentation**
  - a. IQAC Coordinator informed about AQAR 2019-20 is ready and will be uploaded in NAAC portal as per guidelines.
  - b. As the third cycle validity date of the college will end on 28th March 2022; hence all Criteria In charges were insisted to start the preparation of NAAC Cycle IV from June 2021.
  - c. It was informed that Documentation Committee has started to collect documents for the year 2020-21.
  - d. It was informed by Principal Sir that 360 degree feedback is taken by the college feedback committee and Analysis is in process.
3. **To discuss appointment of external advisor for IV Cycle NAAC preparation.**
  - a. IQAC Coordinator informed that from 2017 NAAC assessment patterns have changed. There are benchmarks to be defined by the college. So, IQAC Coordinator requested the appointment of an external advisor and approved by the management in the meeting.
  - b. Principal Sir suggested that the External Advisor should be from the local area and should be easily approachable for the consultancy.
4. **To discuss Filling of AQAR 2019-20.**

IQAC coordinator informed that for filing AQAR 2019-20 a committee is constituted and Mr. R. Lule, Librarian & IQAC Member, Criteria IV In-charge is appointed as the convener of the committee.
5. **To plan activities for II<sup>nd</sup> term of academic year 2020 – 21.**

A list of activities is prepared by IQAC as recommended by NAAC. IQAC will suggest all the heads of departments and conveners of various committees to organize such activities
6. **To discuss the Best practices for the academic year 2020 – 21.**

Ms. Sonali Saraf, IQAC Member & Criteria VII In-charge briefed Two Best Practices that can be considered for the year 2020-21.
7. **To discuss initiatives taken by IQAC 2019 – 20.**

A list of the initiative undertaken by IQAC 2019 – 20 is submitted by IQAC Coordinator and reviewed.
8. **To discuss about MOU, Linkage with other NGO and Organizations.**

CA. V. B. Sali, IQAC member informed in detail about the MOUs signed by the college with different NGOs and organization from academic year 2017-18.
9. **To discuss about NIRF21.**

IQAC Coordinator informed that College has registered for NIRF 2020-21 and started working on it.
10. **To fix date and place and time of Next college IQAC meeting.**

The next college IQAC meeting will be in the month of March / April 2021.
11. **To discuss AQAR 2020-21.**

NAAC has released in the month of December, 2020 the new guidelines related AQAR 2020-21. The criteria in-charges are requested to follow the new guidelines for the preparation of AQAR 2020-21.



**12. To discuss A&A.**

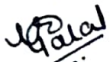
Internal AAA committee is constituted in the first week of January, 2021. Dr. Yogeshwari Patil is the convener of the Internal Audit Committee and Dr. M. B. Patil is appointed as convener of internal administrative audit.

**13. To discuss any other matter with the permission of the chair.**  
Nil.

Principal Sir emphasised on research-based activities & research publication. Also, he suggested that the connectivity with the alumni should be increased to give valuable guidance and share their experiences with our present students.


Dr. Arti Samant, IQAC Coordinator proposed vote of thanks to the Chair.

Prepared by:


  
**Vibhav Galadagekar**  
Member, IQAC



Submitted by:

  
**Dr. Arti Samant**  
IQAC Coordinator

Approved by

  
**Dr. Dilip Patil**  
Principal  
Chairperson IQAC

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**ACTION TAKEN REPORT of meeting held on 18<sup>th</sup> September, 2019**

- a. AQAR of 2017-18 & 2018-19 submitted to NAAC Portal. IQAC will start working for SSR from July, 2021.
- b. 360 degree feedback analysis is ready to submit.
- c. Activities conducted by Department and Committees in Second Term of academic year 2019 -20, published in College Magazine.
- d. Two best practices for academic year 2019 – 20 discussed, approved and will be uploaded on college website.
- e. College has in total 12 active MOU's.

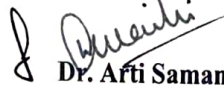
Prepared by:



**Vibhav Galadagekar**  
Member, IQAC

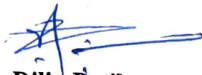


Submitted by:



**Dr. Arti Samant**  
IQAC Coordinator

Approved by



**Dr. Dilip Patil**  
Principal  
Chairperson IQAC

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

### MINUTES

Minutes of the meeting of the **College Internal Quality Assurance Cell (IQAC)**, held on **Monday, 31<sup>st</sup> May, 2021 at 11.00 am** in the college AV Room.

The meeting of the **College Internal Quality Assurance Cell (IQAC)** started under the chairmanship of Hon. Principal Dr. Dilip Patil.

The Following Members were present:

<b>Name</b>	<b>Designation</b>
Prin. (Dr.) Dilip Patil	Chairperson
Mr. Paresh N. Thakkar	Management Representative
Dr. (Ms.) Arti Samant	IQAC Co-ordinator
Mr. N. N. Varade	Member
CA. (Mr) V. B. Sali	Member
Dr. (Ms.)H.D. Mansukhani	Member
Mr. R. B. Lule	Member
Ms. Sonali Saraf	Member
Mr. Kiran More	Member
Mr. Vibhav Galadagekar	Member
Ms. B. P. Kasar	Member
Dr. M. Z. Farooqui	Member - Academics
Mr. Haresh Shah	Member Representative – Society (NGO)
Mr. Nilesh Lele	Member Representative - Industry
Mr. A. Nikam	Member Representative of College Alumni
Ms. Nikita Jagdale	Member Representative of College Alumni

\*IQAC Members: Dr. A. S. Patki and Dr. A. S. Thakur took VRS in this academic year.

\*Sad demise of Dr. M. B. Patil due to Covid in the month of April, 2021

Dr. Arti Samant, IQAC Coordinator started the meeting and welcomed members present for the Meeting.

#### **THE FOLLOWING AGENDA WAS TAKEN FOR DISCUSSION:**

1. To approve the minutes of last meeting held on 11<sup>th</sup> January, 2021.
2. To discuss on AQAR 2020 – 21 QLM with an external advisor Dr. M. Z. Farooqui.
3. To discuss Online teaching through teachus application.
4. Preparation of Academic Calendar for the Academic Year 2021 – 22.
5. To discuss any other matter with the permission of the chair.



Minutes of Meeting:

1. Minutes of the meeting conducted on 11<sup>th</sup> January, 2021 were read and confirmed.
2. To discuss on AQAR 2020 – 21 QLM with an external advisor Dr. M. Z. Farooqui.
  - a. All criteria In-charges discussed the drafted metrics related to QLM for their respective criteria with Dr. M. Z. Farooqui. For AQAR 200 words & for SSR 500 words.
  - b. Harcopy of the complied QLMs were submitted to Dr. M. Z. Farooqui for analysis and consultation.
3. To discuss Online teaching through teachus application.

In the academic year 2021 – 22 online lectures would be conducted using TeachUs application. Teachers' and Students' data would be integrated in the software by the technical committee once the admissions for academic year 2021 – 22 will be completed.
4. Preparation of Academic Calendar for Year 2021 – 22.

Academic calendar is prepared by academic calendar committee and submitted to IQAC. IQAC would upload the academic calendar on the college website.
5. To discuss any other matter with the permission of the chair.

It was decided that national level conference proposed by commerce department will be taken in association with IQAC

Dr. Arti Samant, IQAC Coordinator proposed vote of thanks to the Chair.

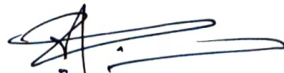
Prepared by:



**Vibhav Galadagekar**  
Member, IQAC



Approved by



**Dr. Dilip Patil**  
Principal  
Chairperson IQAC

Submitted by:



**COORDINATOR**  
IQAC

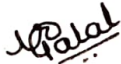
SHETH T. J. EDUCATION SOCIETY'S  
SHETH N.K.T.T. COLLEGE OF COMMERCE &  
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Sheth N.K.T.T College of Commerce & Sheth J.T.T. College of Arts, Thane (W)**

**ACTION TAKEN REPORT of meeting held on 11<sup>th</sup> January, 2021**

1. NAAC cycle IV documentation work is in progress.
2. 360 degree feedback from stakeholder collected and analysed by feedback committee.
3. Dr. M. Z. Farooqui, Ex – Principal Rizvi College of Arts, Science and Commerce, Mumbai is appointed as External Advisor.
4. AQAR 2019 – 20 is filled and uploaded on 8<sup>th</sup> April, 2021. AQAR Acceptance mail received from NAAC on 18<sup>th</sup> April, 2021.
5. Plan of Activities for II<sup>nd</sup> Term of academic year 2020 – 21 prepared.
6. Two best practices finalized. One Best practice carry forwarded and One new Best practice added.
7. NIRF 2020 – 21 registration mail received.
8. AQAR 2020 – 21 work is in progress.
9. Convener of Internal Academic and Administrative Audit has been changed due to sad demise of Dr. M. B. Patil. Internal Academic and Administrative Audit is in work in progress.

Prepared by:



**Vibhav Galadagekar**  
Member, IQAC



Approved by



**Dr. Dilip Patil**  
Principal  
Chairperson IQAC

Submitted by:



**CO-ORDINATOR**  
IQAC

SHETH T. J. EDUCATION SOCIETY'S  
SHETH N.K.T.T COLLEGE OF COMMERCE &  
SHETH J. T. T. COLLEGE OF ARTS, THANE (W)