

Sheth T.J. Education Society's

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

Date: 31st August, 2019

IQAC
NOTICE

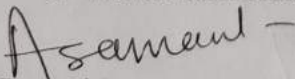
Members of IQAC core committee are hereby informed that the First meeting of college IQAC will be held on Wednesday, 18th September, 2019 at 10.30 am in the conference room of the college. All are requested to make it convenient to attend this. The agenda of the meeting is as follows:

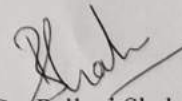
AGENDA:

1. To discuss and approve the minutes of last meeting held on 24th April, 2019.
2. Preparation of 4th Cycle of NAAC & Documentation.
3. To plan activities for IInd term of academic year 2019-20.
4. To discuss on Best practices for the academic year 2019-20.
5. To discuss new initiatives taken by IQAC 2019-20.
6. To discuss about MOU, Linkage with other NGO and Organizations.
7. To discuss about NIRF.
8. To discuss on contribution by NGO, industry and ex-students association
9. To fix date and place and time of Next college IQAC meeting.
10. To discuss any other matter with the permission of the chair. (such as approval of plan of action 2019 – 20)
11. Vote of thanks to the chair.

EXPECTED OUTCOME OF THE MEETING:

1. Plan of Action of Documentation of 1st Semester Activities related to NAAC with time period.
2. Plan of Action of 2nd Semester Activities.
3. Plan of Action of Best Practices related to departments with time period.
4. Plan of Action of quality initiates activities of IQAC with time period.
5. Discussion on MOU Linkage with other NGO and organization.
6. Plan of Action regarding NIRF.
7. Plan of Action related to other activities conducted by IQAC/Department/Committee/Association/Club/Circle.
8. Plan of Action regarding SWOC of departments.
9. Plan of Action 2019 – 20

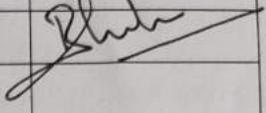
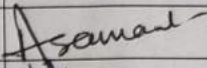

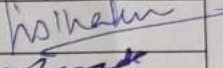
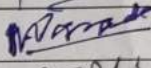
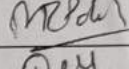
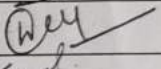
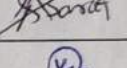



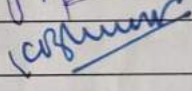
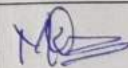
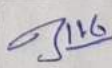

Dr. Arti Samant
IQAC Coordinator


Dr. Pallavi Shah
I/C PRINCIPAL

Sheth T.J. Education Society's

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

The first IQAC meeting ~~held~~ held on 18/09/2019 in Conference room at 10:30am.

Name	Designation	Signature
I/C Prin. (Dr.) P.A Shah	Chairperson	
Mr. Paresh N. Thakkar	Member, Management Representative	
Dr. (Ms.) A.S.Samant	IQAC Coordinator	
Ms. A.S.Patki	IQAC Member	
Dr.(Ms.) A.S.Thakur	IQAC Member	
Mr. N. N. Varade	IQAC Member	
Dr. M. B. Patil	IQAC Member	
Dr.(Ms.) H.D. Mansukhani	IQAC Member	
Ms. Sonali Saraf	IQAC Member	
Mr. Kiran More.	IQAC Member	
Mr. Vibhav Galadagekar	IQAC Member	
Mr. M. N. Ingale	IQAC Member	
Ms. B. P. Kasar	IQAC Member	
Mr. Peeyush Pahade	Member – Educational Field	
Mr. Haresh Shah	Member Representative of Society (NGO)	
Mr. Nilesh Lele	Member Representative of Industry	
Ms. Nikita Jagdale	Member Representative of Alumni	
Mr. Abhinav Nikam	Member Representative of Alumni	
Ms.Khan Muskan Ayaz.(SYBCom)	Member Student representative	
Mr. Imran Daulat Khan (SYBA)	Member Student representative	
Ms. Anushka Sanjay Gangan (SYBMS)	Member Student representative	

Mr V B Sali

IQAC Member

Sali
18/09/2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2019-20

MINUTES

Minutes of the first meeting of the members of **College Internal Quality Assurance Cell (IQAC)** and held on **Wednesday, 18th September, 2019 at 10.30 am** in the Conference Room of the college.

The meeting of the **Internal Quality Assurance Cell (IQAC)** started at 10.30 am under the chairmanship of Hon. Principal Dr. Pallavi A. Shah.

The Following Agenda was then taken for discussion point by point –

- 1. To discuss and approve the minutes of last meeting held on 24th April, 2019.**
 - a. The minutes of the last meeting held on 24th April, 2019 were approved.

- 2. To Discuss the Preparation of 4th Cycle of NAAC:**
 - a. Dr. Arti Samant, IQAC Co-ordinator briefed that the next NAAC Cycle is in the year 2022; which leaves us with only 2 years for the preparation of the pending work, documents, collection of activity-based documents, verification etc.
 - b. It was discussed that Dr. H. D. Mansukhani, IQAC member would draft a notice for the submission of reports & documents. These documents are to be emailed to the IQAC Email ID. The documents are to be submitted in Hardcopy as well as softcopy. Softcopy to be uploaded on college website.
 - c. First year report of activities is to be collected from all departments, committees, clubs, association etc. The following format was prescribed for the said report
 - i. Name of the activity
 - ii. Name of the department, club etc. organizing the activity
 - iii. Objective of the activity
 - iv. Target audience
 - v. Guest lecturer invited
 - vi. Outcome of the activity

- 3. To Plan activities for the IInd Term of the academic year 2019-20:**
 - a. A meeting of all head of departments and conveners is to be organized.

- 4. To discuss on best practices for the academic year 2019-20:**
 - a. It was decided to circulate a notice to all departments to decide and submit to IQAC minimum 1 (one) best practice and 2 (two) innovative practice per department so as to help IQAC to frame college best practices and innovative practices.
 - b. It was decided that college will frame 1 (one) best practice of college & 2 (two) innovative practice of college for the academic year 2019-20.
 - c. These would be based on the report submission done by head of departments and conveyors of various committees.
 - d. It was decided that Dr. H. D. Mansukhani would draft the notice regarding the document submission.

- 5. To discuss new initiative undertaken by IQAC 2019-20.**
 - a. it was discussed that IQAC would appeal to all the departments to conduct activities to boost values like national integration.
 - b. It was discussed that every Saturday 1st lecture, the concerned faculty would conduct Yoga and meditation activity in the respective class for 10 minutes between 7.20 am to 7.30 am.
 - c. IQAC along with college library would celebrate the birth and death anniversaries of revolutionaries, social workers, reformers, freedom fighters etc. Special activities could be organized for the same.

- 6. MoU linkages with other NGOs and Organizations – was discussed**

- 7. To discuss about NIRF20.**
 - a. It was discussed that the data required for NIRF registration for the academic year 2019-20 would be collected from the administrative staff of the college.

8. To fix date, time and place of next college IQAC meeting.

- a. It was decided that the tentative date of the next college IQAC meeting would be held on 23rd October, 2019 at 11.30 am in the conference room.

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

- a. It was discussed that to identify the slow and advanced learners a general aptitude test would be undertaken & based on the performance analysis of the aptitude test the students would be segregated into slow and advanced learners. The general aptitude test was conducted in association with state government initiative 'DigiThane'
- b. It was discussed to conduct the remedial lectures for the slow learners.
- c. It was decided that on every month end a students' meeting would be conducted by the concerned mentor under the mentor-mentee initiative.
- d. IQAC Suggested having a Helpline number of nearby hospital or Ambulance in case of medical emergency. Such number should be displayed on specified places in the campus.
- e. IQAC suggested that the college should have a doctor on call in case of any medical treatment or emergency.
- f. Plan of Action 2019 – 20 discussed and finalized: following are the points
 - i. Preparation of AQAR 2018 – 19 as per NAAC Format
 - ii. Upgradation of college website
 - iii. Formation of new committees
 - iv. Adoption of format related to AQAR as per NAAC Guidelines
 - v. Formation of new committees for decentralization of administrative work
 - vi. Organization of interdisciplinary bridge course
 - vii. Introduction of Value Added Certificate Course
 - viii. Conducting of Sample survey for Students' Satisfaction Survey
 - ix. Organization of seminar / workshop / special lectures by department / committee in association with IQAC
 - x. Preparation for IV cycle of NAAC
 - xi. Computerization of proceedings of IQAC meetings
 - xii. Academic calendar 2019 – 20

xiii. Quality enhancement issues taken by IQAC

10. Chairman's Remarks

- a. It was informed by Hon' Principal Madam that 2nd October, 2019 marks the 150th Birth Anniversary of Mahatma Gandhi. IQAC should take the initiative of "Plastic Free Campus".
- b. It was informed that the college should apply for research center. As research evolves the teaching skills IQAC must evaluate the feasibility of the proposal by the Hon' Principal Madam.

11. Vote of thanks to the chair.


- a. Dr. Arti Samant, Coordinator IQAC proposed the vote of thanks for the chairman.

PTD

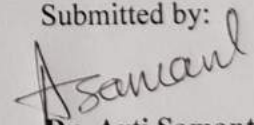
Action taken in response to decisions taken in the meeting held on 24th April, 2019:

1. It was confirmed from entrepreneurship cell that 44 students participated in the workshop '15 SUMMIT: IIM Indore' conducted in the college. Among 44 students, 3 female students were selected by IIM Indore and they visited IIM Bangalore Campus for presentation. 1 faculty accompanied the students.
2. IQAC will apply for UGC grant in the second term of the academic year 2019-20 to conduct national level conference.
3. IQAC will appeal to various department and committees to organize conference/seminar for the faculty as well as the students in their fields in the second term of the academic year 2019-20
4. Job Fair and Entrepreneurial cell activities are continued for the academic year 2019-20.
5. Various departments are planning intercollegiate competition.
6. Green audit for academic year 2019-20 is in process
7. Minutes of meeting of IQAC 2018-19 held on 24th April, 2019 will be uploaded on college website and the action taken report will be uploaded on college website.
8. Documentation collection for AQAR 2018-19 is complete.
9. Online admission fee payment link is active for the academic year 2019-20.
10. AQAR 2018-19 will be prepared by Ex-IQAC Coordinator Dr. Heena Thakkar.
11. Personal and Professional counselor to be continued for the academic year 2019-20.
12. Beneficiary for the add-on courses on capital market are 93.

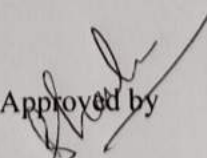
Prepared by:


Vibhav Galadagekar
Member, IQAC

Submitted by:


Dr. Arti Samant
Coordinator, IQAC

Approved by


Dr. Pallavi Shah
I/C Principal
Chairperson IQAC

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 (IQAC)

ACADEMIC YEAR 2020 – 21

ACTION TAKEN REPORT

Action taken report in response to decisions taken in the meeting held on 11th January, 2021

- a. AQAR of 2017 – 18 & 2018 – 19 submitted to NAAC. IQAC start working for SSR from July, 2021. 360 degree feedback as suggested by NAAC is prepared by the college feedback committee.
- b. Activities conducted in Second Term of academic year 2019 – 20 by Department and Committees are published in College Magazine (Academic Year 2019 – 20)
- c. Two best practices for academic year 2019 – 20 are discussed, approved and will be uploaded on college website.
- d. IQAC presented a list of new initiatives on 11th January, 2021.
- e. College has in total 12 active MOU's.
- f. NIRF 2019 – 20 is submitted. College has registered for NIRF 2020 – 21.

Asamant
Dr. Arti Samant
IQAC Coordinator

[Signature]
Dr. Dilip Patil
Principal
IQAC Chairperson

Co-ordinator
Internal Quality Assurance Cell
Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and
Sheth J.T.T. College of Arts, Thane (W).

