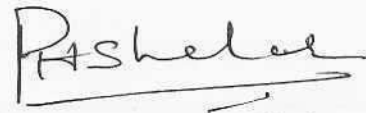


## Agenda of IQAC Meeting on 13<sup>th</sup> August, 2022

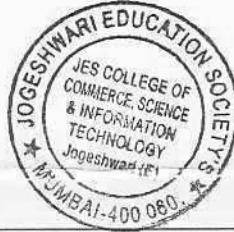
1. Presentation of the IQAC Work Report.
2. Discussion on Future plan of action.
3. Any other matter with permission of the chair.



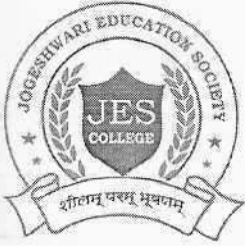
Prof. (Dr.) Sunita Sharma  
Co-Ordinator, IQAC



Dr. Prashant H. Shelar  
Principal



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Mr. Yash Chitambar	982081779	chitambar.yash@gmail.com
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**Jogeshwari Education Society's  
JES COLLEGE OF COMMERCE  
SCIENCE & INFORMATION TECHNOLOGY  
(AFFILIATED TO MUMBAI UNIVERSITY)**

**Internal Quality Assurance Cell (IQAC)**

17<sup>th</sup> August, 2022

**Minutes of Inaugural IQAC Meeting 2022 – 2023**

Date: - 13<sup>th</sup> August, 2022 at 11:00 a.m.

Venue: - Audio – Visual Room, JES College of Commerce Science & I.T.

Facilitator: - Prof. (Dr.) Sunita Sharma, Co-ordinator - IQAC

**A. Opening**

The first meeting for Academic Year 2022-2023 of IQAC was conducted in Audio – Visual Room of JES College of Commerce Science & I.T.

**B. Attendee's List of Member, IQAC**

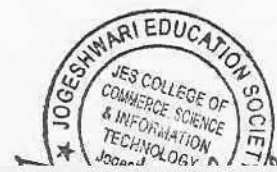
1. Dr. Prashant H Shelar, Principal
2. Dr. Sunita Sharma, Co-ordinator IQAC
3. Shri. Kiran Kamat, Jt. Secretary
4. Dr. Shankar Sawant, Doctor
5. Ms. Neha Kothari, Asst. Prof.
6. Mr. Chittrarth Kate, Asst. Prof.
7. Mr. Hyder Khan, Asst. Prof.
8. Mr. Vikram Desai, Asst. Prof.
9. Mr. Yash Chilveri, Alumni Representative
10. Mrs. Manisha Shinde, Librarian
11. Mrs. Jasmine Jadhav, Head Clerk
12. Mr. Vedant Vora, Student (SYBAF)
13. Miss. Sakshi Rane, Student (SYBMS)
14. Miss. Pari Gada, Student (SYBCOM)
15. Mr. Avishkar Kurhade, Student (SYBSc.I.T.)

**C. Absentee's List**

1. Shri Manoj Phene, Chairman
2. Shri Abhay Jinsewala, Industrialist

**D. Agenda**

1. Presentation of the IQAC Work Report.
2. Discussion on Future plan of action.
3. Any other matter with permission of the chair.



#### E. Proceedings & Remarks

Prof. (Dr.) Sunita Sharma started the PPT presentation by introducing the role of IQAC towards ensuring quality enhancement and sustenance in an educational institution, its operational features listed as.

- Defining its objectives and chalking out work plan to achieve them.
- To see that whatever is done in the institution for institution for higher education is done efficiently and effectively.
- Mr. Hyder Khan presented the objectives and functions of IQAC.
- Mr. Vikram listed the jobs done by IQAC to streamline the activities in the college which included.
  - Formation of Statutory and Non – Statutory Committees.
  - Listing the objectives and activities plan for academic year 2022 – 2023.
  - 4 Bridge Courses planned
  - Preparation of following 4 documents.
    - College Prospectus
    - Faculty Log Book
    - Performance Appraisal Book
    - Hand Book of Code of Conduct 2022 – 2023
- Dr. Sunita Sharma listed the program conducted by IQAC
  - Workshop on “Documentation and its Importance by Mr. Peeyush Pahade, President, IQAC Cluster.
  - Workshop on “Workshop 2022 – Incorporating Professional Ethics and Personal Values at the workplace” by Mr. Harikrishnan Kurup, HOD, Dept. of Management, Mithibai College.
  - Workshop on “Mentoring in Achieving Excellence in HEIs” by Dr. Silpy Gupta, Behavioral Trainer.
  - A talk on “Kargil Valour Reignited” by Brigadier Ajit Shrivastav.
- Dr. Sunita Sharma also mention about the feedback collected from students, Teachers, Employees and Alumni.
- Ms. Neha Kothari explained the formation of College Grievance Redressal Cell (CGRC) formed in the institution and the Grievance Box is placed as per UGC guidelines. The roles and functions of various Statutory Committees like CGRC, Anti-

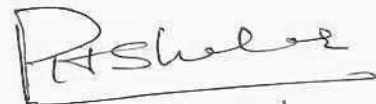
- Ragging Cell, RTI Cell, Anti-discrimination Cell and Internal Complaint Committee were also listed.
- IQAC Co-ordinator Prof. (Dr.) Sunita Sharma ended the meeting by listing the Journey Forward.
  - The proposed workshop on Teaching Methods – Enhancing Teaching, Learning, Experiences in Higher Education Institutions (HEIs)
  - Workshop on Outcome Based Education
  - Gender Week in Collaboration with WDC
  - Best practices in Higher Education for Quality Management
  - Assessment and Accreditation of HEIs and National Educational Policy
  - Website Development as per NAAC guidelines
  - Research Cell and IQAC of JES College of Commerce Science & I.T. is proposing a Collaborative student research paper competition and a conference along with other colleges.

Meeting adjourned at 12:00 noon.

Respectfully Submitted,



Prof. (Dr.) Sunita Sharma  
Co-ordinator, IQAC



Dr. Prashant H Shelar  
Principal



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## IQAC

Action taken of the Inaugural Meeting of Internal Quality Assurance Cell, JES College of Commerce Science & I.T. on 13<sup>th</sup> August, 2022 at 11:00 a.m. in the Audio – Visual Room.

**Agenda 1:** - Presentation of the IQAC Work Report.

**Action taken.** IQAC Work Report was presented by members.

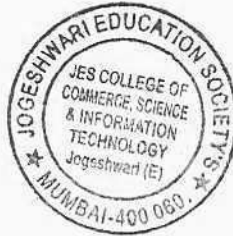
**Agenda 2:** - Discussion on Future plan of action.

**Action taken.** Future activities and plans of IQAC was decided.

**Agenda 3:** - Any other matter with permission of the chair.

**Action taken.** No such matter was discussed under this item.

Prof. (Dr.) Sunita Sharma  
Co-ordinator, IQAC



Dr. Prashant H Shelar  
Principal