JES COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

(Affiliated to University of Mumbai)

Caves Road, Arvind Gandbhir Campus, Opp. Rly. Stn., Jogeshwari (E), Mumbai - 400 060.

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NOTICE

23rd February, 2023

To,

All Members

Greetings of the day, Internal Quality Assurance Cell (IQAC) of JES College of Commerce Science & I.T. will be organising another academic meeting on 27th February 2023 at 12.00 noon in the Audio – Visual Room, First Floor.

Agenda of IQAC Meeting

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

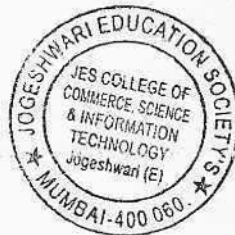Your presence is very much appreciated.

Thank you,

Regards,

Prof. (Dr.) Sunita Sharma

Co-ordinator, IQAC

Dr. Prashant H Shelar

Principal

JOGESHWARI EDUCATION SOCIETY'S

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28[th]February 2023

Minutes of 3rd IQAC Meeting held in Academic Year 2022 - 2023

Date:27th February 2023 at 12.00 noon

Venue:B.Sc.(IT) Lab, JES College of Commerce Science & I.T.

Facilitator: Prof. (Dr.) Sunita Sharma, Co – Ordinator – IQAC.

A. Opening:

The third meeting for Academic Year 2022-2023 of IQAC was conducted in B.Sc. (IT) Lab of JES College of Commerce Science & IT.

B. Attendee's List of Members, IQAC

1. Dr. Prashant H Shelar, Principal
2. Dr. Sunita Sharma, Co-ordinator IQAC
3. Shri. Kiran Kamat, Jt. Secretary
4. Mr. Chitrarth Kate, Member Faculty
5. Mr. Vikram Desai, Member Faculty
6. Mr. Yash Chilveri, Alumni Representative
7. Ms. Manisha Shinde, Librarian
8. Ms. Jasmine Jadhav, Head Clerk
9. Mr. Vedant Vora, Student Representative
10. Ms. Sakshi Rane, Student Representative
11. Ms. Pari Gada, Student Representative
12. Mr. Avishkar Kurhade, Student Representative

C. Absentee's List

1. Shri. Manoj Phene, Chairman
2. Shri. Abhay Jinsewala, Industrialist
3. Dr. Shankar Sawant, Doctor
4. Mr. Hyder Khan, Member Faculty
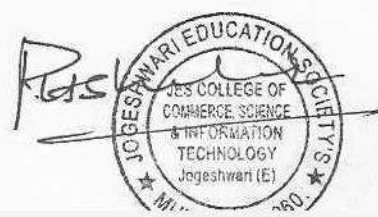
D. Agenda

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 welcomed all the members of IQAC for the third meeting of IQAC for the Academic Year 2022 – 2023. She read out the minutes of the meeting held on 1st December 2022, which was approved by all the members.

Agenda Item No 1:

Report of IQAC activities conducted by IQAC from 1st December 2022- 26th February 2023.

- **MOUs entered –**
  1. MBTLA Academy for Skill Development Programme on Entrepreneurship Development Training – 40 hours – 27 students completed the training.
  2. Techno Serve for Skill Development Course titled "Career Readiness and Work Readiness"- 100 hours for T.Y. students for 3 months online 2 hours, 6 days a week,42 students registered for the course.
  3. Insurance Institute of India along with Mr. Vivek Sthalekar (Joint Secretary JES College) and IQAC of JES College conducted a 40 hours insurance training programme. This was conducted in the month of October, November, December 2022 for 21 students
  4. Anudip Life Transformed for Skill Development Training Programme an MOU was entered to conduct training for the following 30 hours programmes.

     Advanced Program in JAVA WEB Programming.   15 students

     Advanced Program in Digital Marketing.   25 students

     Advanced Ms. Excel.   38 students

- A Workshop on **"Institutional Preparedness for NEP 2020"** conducted on 14th December 2022. The resource person was **Mr. Peeyush Pahade, President IQAC Cluster**. The workshop was attended by 25 teachers. Different fundamental principles of NEP 2020 were explained, he also briefed on different funding agencies.
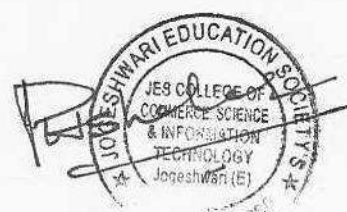
Different questions of teachers were answered like difference between MOUs & Linkages, registration of students for ABC, Internships, field projects etc.

- **College Alumni Association** formed and first Get together organized on 21/01/2023.
- 9th February 2023 - A presentation by White Code on **"Preparing Website as perNAAC Compliance"** was made by Mr. Amit Patil Sr. Manager and Ms. Rutuja, Officer of White Code. The presentation started by explaining concepts like what is Domain, Hosting & E Mail, who can have edu.in, ac. in, which server to use, what is a dynamic website etc.
- Teachers Appraisal Form has been prepared and a feedback of teachers is being collected by Principal Sir about teachers from students. The data for Student Satisfaction Survey is also being collected.
- A detailed progress report of NAAC for Criterion I to VII was presented.
- Dr. Prashant Shelar presented division of Teachers as per seven criterions of NAAC.

AGENDA ITEM NO 2:

Future Plan of Action (March, April 2023)

- Compulsory **Internship** has been introduced for students of S.Y. BMS S.Y. BAF & S.Y.BSc.I.T.
  This will be followed by a **PPT presentation on 'Learnings from Internship'.**
- A Workshop titled 'Putting Best Foot Forward' and 'Career in Tourism & Travel Industry' planned for 27th & 28th February 2023 by IQAC in collaboration with Placement Cell. (**27th & 28th February 2023**).
- A half day **workshop on Outcome Based Education**. This will help us to write two answers – 2.6.1 and 2.6.2 (**March 2023**).
- A Guidance Lecture on **"Getting Ready For Submission of Self Study Report"** and submitting **IIQA (March 2023)**.
- **Two Best Practices** beingimplemented by the Institution - ANNNAPURNA & HAR GHAR DASTAK
- Performance of the Institution in **one area distinctive** to its priority and thrust the theme taken for current year is "JOY OF SHARING".

Agenda Item No3:

Any other matter with permission of the chair:

- Ms. Manisha Shinde, Librarian suggested that we should invite one speaker for the library who would give suggestions on what new things can be introduced in the college library (conduct Library Audit).
- Dr. Sunita Sharma suggested that whenever there is a grievance in the college the students should be using the grievance box and the formal procedure to resolve the grievance should be followed.
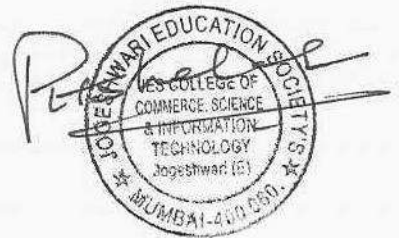
The meeting ended with thanks to the Chair at 1.00 p.m.

Respectfully Submitted,

Prof. (Dr) Sunita Sharma

Co-Ordinator, IQAC

Jogeshwari Education Society's
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IQAC

Action Taken Report of 27th February, 2023 IQAC Meeting

Action taken of the meeting of Internal Quality Assurance Cell, held on 27th February 2023 at 12:00 noon in the B. Sc.IT lab was as follows:

Agenda 1: Presentation of the IQAC work report.

Action taken: IQAC work report by presented by members.

Agenda 2: Discussion on future plan of action.

Action taken:

1. **Internships:**

As many of the students completed their internship on 03rd April 2023 and their exams as per the University instructions started from 05th April 2023. The internship completion certificates have been submitted, but the PPT presentation will be held after exams.

2. **Workshops:**

Both the workshops "Putting Best Foot Forward" and "Career in Tourism and Travel Industry" was conducted on 27th and 28th February 2023 by IQAC in collaboration with Placement Cell.

Workshop on "Outcome Based Education" has been postponed as teachers are busy with examination supervisions.

Dr. Anuya Warty was invited on 16th March 2023 to give a guidance lecture on "Getting ready for submission of Self Study Report and preparing Best practices & Distinctiveness of an organisation (as per NAAC format)

Two best practices Annapurna and Har Ghar Dastak have been successfully implemented and one area of college distinctiveness is decided as "Joy of Sharing" (as per NAAC guidelines).
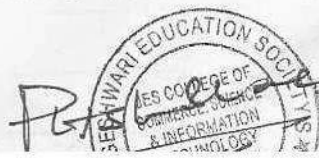
Principal sir divided the staff members as per different criteria. List attached.

Agenda 3: Any other matter with permission of the chair

Action Taken:

As suggested by Ms. Manisha Shinde it was requested to her to call a librarian from her network to give suggestions on new things that can be introduced in college library.

Ms. Jigna Sadhu took up the responsibility to guide the students to write their grievances formally and put them in the grievance box.