



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

Internal Quality Assurance Cell (IQAC)
NOTICE

20th October, 2023

To

All Members

Subject: Invitation to the 2nd Meeting of Academic Year 2023 2024

Greetings to all the members of Internal Quality Assurance Cell (IQAC) of Jogeshwari Education Society's College of Commerce Science and Information Technology. We are all geared up for our journey for 1st Cycle of NAAC and it is crucial to convene and discuss various aspects of Self Study Report (SSR) uploaded by our institution.

We take immense pleasure in inviting you to attend the 2nd Meeting of the Academic Year 2023 2024 scheduled as follows.

Date: October 23, 2023

Time: 1.00 p.m. onwards

Venue NAAC Room, 2nd Floor, JES Education complex.

AGENDA of the Meeting is as follows:

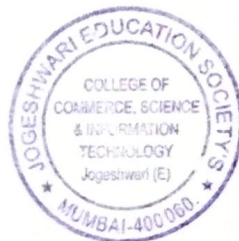
1. Approval of Minutes of Meeting held on 8th July, 2023.
2. Presenting Report of SSR Uploaded.
3. Discussion on:
 - a) Queries and Clarifications raised by NAAC Data Verification & Validation (DVV) team, regarding the data mentioned in SSR. The Clarifications have to be uploaded by 04/11/2023.
 - b) Suggestions by Green, Energy and Environment Audit Committee.
4. Any other matter with permission of the Chair.

We look forward to your presence and meaningful contributions to the meeting. The Criteria heads will be special invitees for this meeting

Your presence is very much appreciated.

Prof (Dr) Sunita Sharma
IQAC Co Ordinator

Dr Prashant H. Shetkar
Principal



ATTENDENCE

INTERNAL QUALITY ASSURANCE CELL (IQAC)

23rd October, 2023

Sr. No.	Name	Designation	Position	Signature
1	Dr. Prashant H Shelar,	Principal	Chairperson	<i>P. Shelar</i>
2	Dr. Sunita Sharma,	Co-ordinator IQAC	Co-ordinator IQAC	<i>S. Sharma</i>
3	Shri Manoj Phene,	Chairman	Management Representative	<i>M. Phene</i>
4	Shri. Kiran Kamat,	Jt. Secretary	Management Representative	<i>K. Kamat</i>
5	Shri Abhay Jinsewala,	Industrialist	Industrialist	Absent
6	Dr. Shankar Sawant,	Doctor	Member Local Society	Absent
7	Mr. Chitrarth Kate,	Asst. Prof.	Member	<i>C. Kate</i>
8	Mr. Hyder Khan,	Asst. Prof.	Member	<i>H. Khan</i>
9	Mr. Vikram Desai,	Asst. Prof.	Member	<i>V. Desai</i>
10	Ms. Pragati Yerunkar	Asst. Prof.	Member	<i>P. Yerunkar</i>
10	Mr. Yash Chilveri,	Alumni Representative	Alumni Representative	Absent
11	Ms. Manisha Shinde,	Librarian	Member	<i>M. Shinde</i>
12	Ms. Jasmine Jadhav,	Head Clerk	Administrative Member	<i>J. Jadhav</i>
13	Mr. Vedant Vora,	Student (TYBAF)	Student Representative	<i>V. Vora</i>
14	Ms. Pari Gada,	Student (TYBCOM)	Student Representative	<i>P. Gada</i>
15	Mr. Avishkar Kurhade,	Student (T.Y.B.Sc.I.T.)	Student Representative	<i>A. Kurhade</i>
16	Mrs. Rachana S.	Asst. Prof.	Special Invitee	<i>R. S.</i>
17	Mrs. Vaishali Trivedi	Asst. Prof.	Special Invitee	<i>V. Trivedi</i>
18	Mrs. Prachi Shah	Asst. Prof.	Special Invitee	<i>P. Shah</i>
19	Mrs. Jigna. Sachu	Asst. Prof.	Special Invitee	<i>J. Sachu</i>
20			Special Invitee	
21			Special Invitee	





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MINUTES OF 2nd IQAC MEETING HELD ON 23rd OCTOBER 2023

VENUE: NAAC Room, 2nd Floor, JES Education Complex

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

(A) Opening: The second meeting for academic year 2023 -2024 of IQAC was conducted in NAAC Room, Jogeshwari Education Society's College of Commerce & Information Technology.

(B) Attendee's List of Members, IQAC

S.NO	NAME	POSITION
1	Dr. Prashant H Shelar	Principal
2	Prof. (Dr) Sunita Sharma	IQAC Co Ordinator
3	Shri Manoj Phene	Management Representative (Chairman)
4	Shri Kiran Kamat	Management Representative (Jt. Secretary)
5	Mr. Chitrarth Kate	Member
6	Mr. Hyder Khan	Member
7	Mr. Vikram Desai	Member
8	Ms. Pragati Yerunkar	Member
9	Ms. Manisha Shinde	Administrative Member (Librarian)
10	Ms. Jasmin Jadhav	Administrative Member (Head Clerk)
11	Mr. Vedant Vora	Student Representative
12	Ms. Pari Gada	Student Representative
13	Mr. Avishkar Kurhade	Student Representative
14	Ms. Rachana. S	Special Invitee
15	Ms. Vaishali Trivedi	Special Invitee
16	Ms. Prachi Shah	Special Invitee
17	Ms. Jigna Sadhu	Special Invitee

(C) List of Members Absent (Informed)

1	Shri. Abhay Jinsewala	Industrialist
2	Dr. Shankar Sawant	Doctor
3	Mr. Yash Chilveri	Alumni Representative

(D) List of Members Absent (Uninformed)

Nil



(E) Agenda

1. Approval of Minutes of Meeting held on 8th July, 2023.
2. Presenting Report of SSR Uploaded.
3. Discussion on:
 - a) Queries and Clarifications raised by NAAC Data Verification & Validation (DVV) team, regarding the data mentioned in SSR. The Clarifications have to be uploaded by 04/11/2023.
 - b) Suggestions by Green, Energy and Environment Audit Committee.
4. Any other matter with permission of the Chair.

(F) Proceedings & Remarks

Prof (Dr) Sunita Sharma welcomed all the members of IQAC for the second meeting of IQAC for Academic Year 2023 -2024.

Agenda Item No 1: Approval of minutes of the meeting held on 8th July 2023.

Prof. (Dr) Sunita Sharma read out the minutes of the meeting held on 8th July 2023, which was approved by all the members without any modifications.

Agenda Item No 2: Presenting report of SSR Uploaded.

A hard copy of PDF of SSR uploaded was shared with all the members present and on computer screen the SSR uploaded was presented by Asst. Prof. Chitrarth Kate. The questions raised by the house were answered by the criterion in charge and IQAC team members present.

Agenda Item No 3 (A) Discussion on Queries and clarifications raised by NAAC Data Verification (DVV) team, regarding the data mentioned in SSR.

After discussion it was listed that the data needs to be provided as mentioned in the DVV



CLARIFICATIONS RAISED BY DATA VERIFICATION & VALIDATION TEAM NAAC

Criteria	Metric ID	Details to be given
	7.1.3	Green Audit Action taken report.
I	1.2.1	Name of program, list of students enrolled with signature, model certificate, curriculum.
	1.2.2	Attendance sheet of students with signature and model certificate.
	1.3.2.1	Internship starting and ending date along with duration to be mentioned.
	1.4.1	2 sample filled in forms of at least two stakeholders. Along with Action Taken Report.
II	2.1.1.1	University approved admission list year – wise.
	2.1.2	Letter of State Govt indicating the reserved categories.
	2.2.1	Current Appointment Letters of all Teachers
	2.4.1.1	Sanction letter indicating number of Management sanctioned posts.
	2.4.2	List of faculty with highest Degree along with name of university and subject
	2.6.3	Copy of Gazette to be attached.
III	3.1.1.1	Grants for Research Projects to be written nil
	3.2.2	Link to the detailed report for each program.
	3.3.1	URL of content page in case of print journal
	3.3.2	Cover page, content page and first page of each publication.
	3.4.3	Upload photographs with captions and dates
	3.5.1	Indicate the nature of collaboration with starting and completion date
IV	4.1.2	Funds allocated towards infrastructure certified by Principal and CA
	4.3.2	Stock entry register of computers for students use
	4.4.1	Highlight expenditure on maintenance of physical facilities
V	5.1.1	Sanction letter attested by competent authority & Policy document for Non-Government scholarship
	5.1.2	Web link for each program with date and caption for photograph
	5.1.3	Detail of resource person with photo and caption
	5.2.1	Students joined higher education to be given in prescribed format
	5.2.2	Qualifying students certificates
	5.3.1	E – copies of award letters
	5.3.2	List of events with list of participants signed by Principal
VI	6.2.2	e-governance reflected in audited statement
	6.3.2	Audited statement showing financial support
	6.3.3	e-copy of certificate, brochure and report of FDP attended by teaching & non-teaching staff
	6.5.2	Upload minutes of meeting
VII	7.1.2	Photos geotag with videos of facilities with caption
	7.1.3	Green Audit Action taken report.



Agenda Item No 3 (B) Green, Energy and Environment Audit

Green, Energy and Environment Audit was conducted in the institution on 15/07/2023
And the following suggestions were recommended

Suggestions by Green, Energy and Environment Audit Committee

For Immediate Action:

- *Solar Street Lights
- *Sand bucket outside science lab
- *Fire Escape Route plan (Floor plan highlighting staircase and passage area)
- *Water tanks should be painted with Information of capacity, size and usage and photos for the same to be uploaded in criterion.
- *Aerator should be fixed in all taps.
- *For Water Management we have to do Rain Water Harvesting by fixing water tank with the capacity of 5000 litres connected to rooftop.
- *For waste Management bio composter can be purchased.
- *Posters of Save water and energy should be kept at various positions.
- *Fire Exit signage should be there at appropriate positions.
- *Each tree and plant should have English and scientific name with QR Code.

For next 1.5 years:

- * For disabled friendly environment we should have Brail signage and abral software
- *Sprinkler and sensor base fire alarm system.

After discussion the following suggestions emerged

For immediate action

S.No	Suggestions given by Environment Audit for Immediate Action	Action to be taken
1	Solar Street Lights	Putting to CDC to install Solar Panels in the College Campus
2	Sand bucket outside science Lab	Bucket placed outside science lab
3	Fire Escape Route Plan	To be displayed on every floor and entrance of the college.
4	Water tank displaying information of capacity, size, usage	To get the information of capacity, size and usage displayed on the water tank.
5	Aerator to be fixed in all taps	To get Aerator fixed in all taps.
6	Rain water Harvesting by fixing water tank with the capacity of 5000 lts connected to rooftop	Put forward suggestion to CDC
7	For waste Management purchase by Bio composter	Put forward suggestion to CDC
8	Posters of save water and energy should be kept at various positions	To get posters of save water and energy displayed in the JES Campus.



9	Fire exit signage should be there at appropriate position	To get Fire exit signage displayed in JES Campus.
10	Each tree and plant should have English and scientific name with QR code	To display English and Scientific name with QR code on each tree and plant in JES Campus

For next 1.5 years

Sr.No.	Suggestions given by Environment Audit for Immediate Action	Action Taken
1	For disabled friendly environment we should have brail signage and abral software	Put forward to CDC
2	Sprinkler and sensor base fire alarm system	Put forward to CDC

Agenda Item No 4: Any other matter with permission of the Chair.

Prof. (Dr) Sunita Sharma informed all the members about the Prize Distribution function an IQAC initiative to be held in the month of December 2023.

The meeting was adjourned with thanks to the chair at 2.30 p.m.

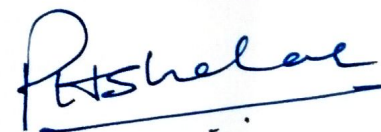
Respectfully Submitted,



Prof. (Dr) Sunita Sharma

Co – Ordinator, IQAC





Dr. Prashant H Shelar

Principal



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IQAC

Action taken Report of the 2nd IQAC Meeting of Internal Quality Assurance Cell, Jogeshwari Education Society's College of Commerce Science & Information Technology held on 23rd October 2023 at 1.00 p.m. in the IQAC Room.

Agenda 1: Approval of Minutes of Meeting held on 8th July, 2023.

Action Taken: All the members unanimously approved the minutes.

Agenda 2: Presenting Report of SSR Uploaded.

Action Taken: A hard copy of PDF of SSR uploaded was shared with all the members present and on computer screen the SSR uploaded was presented by Asst. Prof. Chitrarth Kate. The questions raised by the house were answered by the criterion in charge and IQAC team members to their satisfaction.

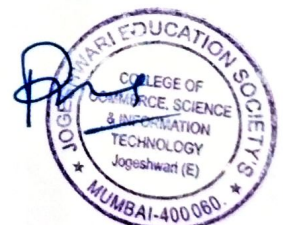
Agenda 3 (A): Discussion on Queries and clarifications raised by NAAC Data Verification (DVV) team, regarding the data mentioned in SSR.

Action Taken: The directions given in the meeting were noted by the criterion members and they all consented to incorporate the clarifications and queries as instructed

Agenda 3 (B): Suggestions by Green, Energy and Environment Audit Committee.

For immediate action

S.No	Suggestions given by Environment Audit for Immediate Action	Action Taken
1	Solar Street Lights	Putting to CDC to install Solar Panels in the College Campus
2	Sand bucket outside science Lab	Bucket placed outside science lab
3	Fire Escape Route Plan	To be displayed on every floor and entrance of the college.
4	Water tank displaying information of capacity, size, usage	Water tank painted displaying information of capacity, size, and usage.
5	Aerator to be fixed in all taps	All the taps fixed having Aerator.



6	Rainwater Harvesting by fixing water tank with the capacity of 5000 liters connected to rooftop	Put forward suggestion to CDC
7	For Waste Management purchase by Bio composter	Put forward suggestion to CDC
8	Posters of save water and energy should be kept at various positions	Posters of save water and energy displayed.
9	Fire exit signage should be there at appropriate position	Fire Exit signage displayed.
10	Each tree and plant should have English and scientific name with QR code	Each tree and plant having English and Scientific name with QR code displayed.

For next 1.5 years

Sr.No.	Suggestions given by Environment Audit for Immediate Action	Action Taken
1	For disabled friendly environment we should have brail signage and abral software	Put forward to CDC
2	Sprinkler and sensor base fire alarm system	Put forward to CDC

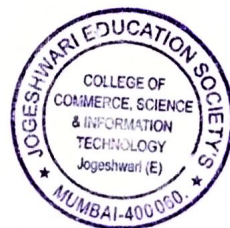
Agenda 4: Any other matter with permission of the Chair.

Prize Distribution function to be held in the month of December 2023 – Program copy prepared.



Prof. (Dr) Sunita Sharma

Co – Ordinator, IQAC





Dr. Prashant H-Shelar

Principal