



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

30th November 2023

To
All Members

Subject: Invitation to the 3rd Meeting of Academic Year 2023-2024

Greetings of the day. It is essential for the Internal Quality Assurance Cell to convene and discuss important matters pertaining to academics.

In light of this, we cordially invite you to attend the 3rd Meeting of the Academic Year 2023-2024, which will take place on:

Date: **09th December, 2023**

Time: **11:00 a.m.**

Venue: **Audio – Visual Room, 1st Floor, JES Education Complex.**

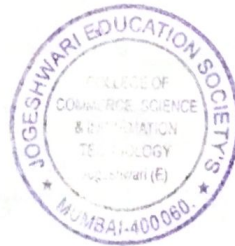
Agenda of the meeting is as follows,

1. Review and approval of minutes of the meeting held on 23rd October 2023.
2. Prize distribution function to be organised in December 2023.
3. Preparation for Peer Team Visit.
4. Any other matter with permission of the Chair.

Your presence and active participation in this meeting are of utmost importance. Your valuable insights, expertise, and contributions will play a significant role in driving our institution's success.

Regards,

Prof. (Dr) Sunita Sharma
Coordinator, IQAC



Dr Prashant H Shelar
Principal

ATTENDANCE

INTERNAL QUALITY ASSURANCE CELL (IQAC)

09th December, 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 [not informed]
6	Dr. Shankar Sawant,	Doctor	Member Local Society	ABSENT [informed]
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> 9/12/23
10	Ms. Pragati Yerunkar	Asst. Prof.	Member	<i>P. Yerunkar</i>
10	Mr. Yash Chilveri,	Alumni Representative	Alumni Representative	ABSENT [not informed]
11	Ms. Manisha Shinde,	Librarian	Member	<i>M. Shinde</i> 9/12/23
12	Ms. Jasmine Jadhav,	Head Clerk	Administrative Member	<i>J. Jadhav</i>
13	Mr. Vedant Vora,	Student (TYBAF)	Student Representative	ABSENT [informed]
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			Special Invitee	
17			Special Invitee	
18			Special Invitee	
19			Special Invitee	
20			Special Invitee	
21			Special Invitee	



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12th December 2023

MINUTES OF 3rd IQAC MEETING HELD ON 9th December 2023

VENUE: Audio – Visual Room, JES Education Complex

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

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

(B) Attendee's List of Members, IQAC

Sr.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	Ms. Pari Gada	Student Representative
12	Mr. Avishkar Kurhade	Student Representative

(C) List of Members Absent (Informed)

1	Dr. Shankar Sawant	Doctor
2	Mr. Vedant Vora	Student Representative

(D) List of Members Absent (Uninformed)

1	Shri. Abhay Jinsewala	Industrialist
2	Mr. Yash Chilveri	Alumni Representative

(E) Agenda

1. Review and approval of minutes of the meeting held on 23rd October 2023.
2. Prize distribution function to be organised in December 2023.
3. Preparation for Peer Team Visit.
4. Any other matter with permission of the Chair.

(F) Proceedings & Remarks

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

Agenda Item No 1: Approval of minutes of the meeting held on 23rd October 2023.

Prof. (Dr) Sunita Sharma read out the minutes of the meeting held on 23rd October 2023, which was approved by all the members without any modifications.

Agenda Item No 2: Prize Distribution Function to be organised in December 2023.

The Prize Distribution is going to include –

- **Academics** – In each class, topper of each class for each semester and subject topper for each subject. They will be given one medal + one certificate.
Best Student Award Form prepared will be got filled from the interested students of third year and after the panel interview conducted the winner will be declared.
- In the Prize Distribution Function Prizes will also be given for Sports, NSS, DLLE and Cultural winners.
- **Principal's Special Awards** – 10 in number will be given from current TY Batch. They will be given Certificate + Medal.
- **Special Category Prizes** – This includes Young Entrepreneur of the college, Best Reader of the Year, Student from Backward Community who has put special efforts, Working and Good Performer.

Agenda Item No 3: Preparation for Peer Team Visit.

- Members decided that we will gather 100 parents and maximum Alumni for NAAC Peer Team Visit.
- The Class Mentors will guide the students for displaying Vision, Mission, Objectives and Values. The Programme Outcomes will also be displayed without spoiling the walls in

each classroom. The decoration of white boards outside the classroom is also the responsibility of the class mentors.

- Exhibition in the IT Lab and Library will be held during NAAC Peer Team visit.
- Exhibition:(Room No will be given and space allotted) – Sports, Cultural, Parivartan, NSS, DLLE, WDC, Student Council, Research Cell, Magazine.
- Documents required Criterion wise will be listed by NAAC Committee.
- PPT of Program Co Ordinators and IQAC In charge.

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

- Ms. Jasmine requested to represent to the Management to consider medical leave for staff who has completed 5 years of service without gap.

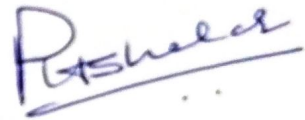
The meeting ended with thanks to the Chair.

Meeting adjourned at 12.00 noon.

Respectfully Submitted,



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



Dr. Prashant H Shelar
Principal



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Internal Quality Assurance Cell (IQAC)

Action taken Report of the 3rd IQAC Meeting of Internal Quality Assurance Cell, Jogeshwari Education Society's College of Commerce Science & Information Technology held on 9th December 2023 at 11a.m. in the IQAC Room.

Agenda 1: Approval of Minutes of Meeting held on 23rd October, 2023.

Action Taken: All the members unanimously approved the minutes.

Agenda 2: Prize Distribution Function to be organised in December 2023.

Action Taken: A detailed programme of Prize Distribution was presented.

Agenda 3: Preparation for Peer Team Visit

Action Taken: List of preparations to be done before Peer Team Visit was presented in a priority list of jobs to be done.

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

Action Taken: It was unanimously decided by all members to forward the suggestion of granting medical leave to upcoming CDC Meeting.

Prof. (Dr) Sunita Sharma

Co – Ordinator, IQAC

Dr. Prashant H Shelar

Principal