

7.1.3_1

Action Taken and achievement report for clean and green campus initiatives with geotagged

Photos

Sr. No.	Suggestions given by environment audit	Action taken	Achievement report	Reference	Page no.
1	Solar street lights	Put forward suggestion to CDC	Refer minutes and ready reckoners of CDC meeting held on 9 th December 2023	Pdf 7.1.3_1A: Minutes of CDC Meeting [agenda no. 3(a)]	2-3
2	Rain water harvesting	Put forward suggestion to CDC		Pdf 7.1.3_1 B: Ready reckoner	4-5
3	Bio composter	Put forward suggestion to CDC			
4	Brail signage and abral software	Put forward suggestion to CDC			
5	Sprinkler and sensor based fire alarm	Put forward suggestion to CDC			
6	Sand bucket outside science lab	done		Pdf 7.1.3_ C: Geotagged photos with caption and date	1
7	Fire escape route plan	done			2-4
8	Water tank with information	done			5
9	Aerator in taps	done			6
10	Posters of conservation of water and energy	done			7-13
11	Fire exit signage	done			14-17
12	Trees with QR code, English and scientific name	done			18-19



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

College Development Committee (CDC)

12th December, 2023

Minutes of 2nd CDC Meeting held in Academic Year 2023 -2024

Date: - 09th December 2023 at 12.00 noon

Venue: -I.T.Lab, 2nd Floor, Jogeshwari Education Society's College of Commerce Science & Information Technology

Facilitator: - Dr Prashant H Shelar, Principal - College & Member Secretary - CDC

A. Opening

The second meeting for Academic Year 2023-2024 of CDC was conducted in I.T. Lab, 2nd Floor, of Jogeshwari Education Society's College of Commerce Science & I.T.

B. Attendee's List of Member, CDC

1. Shri Manoj Phene, Chairman
2. Shri. Kiran Kamat, Jt. Secretary
3. Dr Prashant H Shelar, Member Secretary, CDC & Principal, College
4. Prof. (Dr.) Sunita Sharma, Co-ordinator IQAC
5. Ms. Anjali Gaikwad, HOD nominated by the Principal
6. Ms. Pragati Yerunkar, Teacher Representative
7. Mr. Chitrarth Kate, Teacher Representative
8. Mr. Nikhil Pawar, Alumni Representative
9. Ms. Sakshi Rane, Alumni Representative
10. Mr. Devraj Khade, Student Representative

C. Absentee's List (Informed)

1. Shri. Shankar Sawant, Doctor, Local Member Representative
2. Shri. Uday Nadkarni, Banker, Local Member Representative
3. Shri. Pankaj Yadav, Educationist, Local Member Representative
4. Shri. Shivanand Borkar, Scientist

D. Absentee's List (Not informed)

1. Shri Abhay Jinsewala, Industrialist, Local Member Representative
2. Mr. Yash Chilveri, Alumni Representative
3. Ms. Mantasha Shaikh, Student Representative
4. Ms. Radhika Rao, Teacher Representative (on leave)

E. Agenda

1. Review and approval of minutes of the meeting held on 8th July 2023.
2. Presentation by the Principal of the activities conducted from June to November 2023 and listing the upcoming activities.
3. Presentation by IQAC coordinator
 - a. Suggestions given by Library, Academic, Administrative, Green Energy and Environment Audit Committees.
 - b. Prize Distribution function to be organised in December 2023.
 - c. Strengthening Research Culture in the college.
 - d. Progress towards NAAC accreditation and preparation for Peer Team Visit.
4. Any other matter with permission of the Chair.

F. Proceedings & Remarks

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

Dr. Prashant H Shelar welcomed all present members of CDC for the meeting and read the minutes of previous meeting of CDC held on 8th July 2023, which was approved by the members without any changes.

Agenda Item No 2: Presentation by the Principal of the activities conducted from June to November 2023 and listing the upcoming activities.

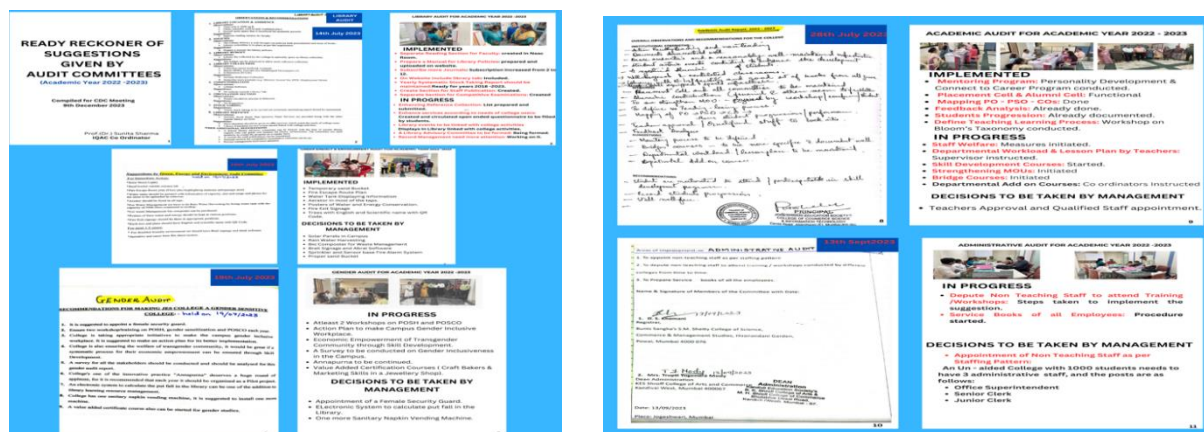
Dr Prashant H Shelar listed various events organised by cultural committee, placement cell, women development cell, DLLE, sports committee, NSS, research cell and students' council.

This was followed by listing the upcoming events of various committees.

Agenda Item No 3: Presentation by IQAC Co Ordinator

a) Suggestions given by Library, Academic, Administrative, Green Energy and Environment Audit Committees.

Dr. Sunita Sharma presented a summary of suggestions given by Audit Committees



b) Prize Distribution Function to be organised in December 2023.

Mr Hyder Khan presented a flow of Prize Distribution Function to be conducted as summarized below:

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.

c) Strengthening Research Culture in the Institution:

Mr.Chitrarth Kate listed the events in research organised in the institution

Events organised:

- Literature Search (11th August 2023)
- How to Write a Research Paper – Tips For Beginners (22nd November 2023)

He also mentioned that Research Cell would organise One Day Conference for students and teachers in the first week of May 2023.

d) Progress towards NAAC accreditation and preparation for Peer Team Visit:

Mr. Vikram mentioned that IIQA was accepted on 8th September 2023, SSR Uploaded on 17th October 2023 and DVV Uploaded on 3rd November 2023.

For Peer Team Visit the following preparations to be made:

- Staff 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 Principal, Program Co Ordinators and IQAC In charge work will be started.

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

a) Mr. Manoj Phene, Chairperson, JES Management, pointed out that:

- We should have some Entrepreneurship Cell activities which motivates our students to start their own business.
- Strengthening of Placement Cell activities by having a Career Fair in which we invite corporates to interview our students. We could have it as a part of Parivartan.
- Teachers Evaluation Appraisal done every year should be put in the personal file of teachers.

b) Ms. Jasmine represented to the management to consider the request of the teaching and non-teaching staff to sanction the staff with 5 or more years of experience in JES College medical leave.

Meeting adjourned with thanks to the Chair 01:30 p.m.

Respectfully Submitted,

Dr. Prashant H Shelar

Member Secretary & Principal

**READY RECKONER OF
SUGGESTIONS
GIVEN BY
AUDIT COMMITTEES
(Academic Year 2022 -2023)**

**Compiled for CDC Meeting
9th December 2023**

**Prof.(Dr.) Sunita Sharma
IQAC Co Ordinator**

OBSERVATIONS & RECOMMENDATIONS

14th July 2023

1. LIBRARY LOCATION & AMBIENCE**Observations:**

- Total area is 1000 sq.ft.
- Clean, naturally well-lit and ventilated place
- Overall quiet space that is beneficial for academic pursuits

Suggestions:

- Separate reading section for faculty

2. POLICIES**Observations:**

- The Library follows a well thought out policies both procurement and issue of books.
- Library committee is in place as per the requirement.

Suggestions:

- Prepare a manual for library policies.

3. LIBRARY BUDGET**Observations:**

- Library fee collected by the college is optimally spent on library collection.

Suggestions:

- The budget can be enhanced to allow more reference collection.

4. LIBRARY COLLECTION**Observations:**

- Collection (more textbook oriented)
- Books (8000), Journals (3), Multilingual Newspapers (3)
- E Resources (N-List)

Suggestions:

- Increase Reference Collection
- Subscribe more journals (e.g. Ministry Journal Set, EPW, Employment News)

5. COMPUTERISATION**Observations:**

- Libman Software

Suggestions:

- On website include Library Tab.

6. CIRCULATION SECTION**Observations:**

- Proper circulation process is followed.

Suggestions:

- No Suggestion

7. STOCK TAKING**Suggestions:**

- Yearly stock taking to be carried out systematic stocktaking report should be maintained.

8. LIBRARY SERVICES**Observations:**

- Internet, Book Bank, Past Question Paper Services are provided along with the other regular library services.

Suggestions:

- More attention should be given to offer services which match the needs of college users.
- Library Extension service events should linked with college activities.

OTHER ADDITIONAL SUGGESTIONS

- A formal library advisory committee can be formed with the help of outside library experts who can guide and monitor the library advancement. The committee can meet quarterly to screen the progress on a regular basis.
- A section for staff publications can be maintained.
- Separate section for competitive examination collection can be set.
- Record management need more attention.

LIBRARY AUDIT FOR ACADEMIC YEAR 2022 -2023



IMPLEMENTED

- **Separate Reading Section for Faculty:** created in Naac Room.
- **Prepare a Manual for Library Policies:** prepared and uploaded on website.
- **Subscribe more Journals:** Subscription increased from 2 to 12.
- **On Website include library tab:** Included.
- **Yearly Systematic Stock Taking Report should be maintained:** Ready for years 2018 -2023.
- **Create Section for Staff Publication:** Created.
- **Separate Section for Competitive Examinations:** Created

IN PROGRESS

- **Enhancing Reference Collection:** List prepared and submitted.
- **Enhance services according to needs of college users:** Created and circulated open ended questionnaire to be filled by students.
- **Library events to be linked with college activities** Displays in Library linked with college activities.
- **A Library Advisory Committee to be formed:** Being formed.
- **Record Management need more attention:** Working on it.

14TH

15th July 2023

Suggestions by Green, Energy and Environment Audit Committee

For Immediate Action:

held on 15/07/2023

- *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.



IMPLEMENTED

- Temporary sand Bucket
- Fire Escape Route Plan
- Water Tank Displaying Information
- Aerator in most of the taps.
- Posters of Water and Energy Conservation.
- Fire Exit Signage
- Trees with English and Scientific name with QR Code.

DECISIONS TO BE TAKEN BY MANAGEMENT

- Solar Panels in Campus
- Rain Water Harvesting
- Bio Composter for Waste Management
- Brail Signage and Abral Software
- Sprinkler and Sensor base Fire Alarm System
- Proper sand Bucket

GENDER AUDIT

RECOMMENDATIONS FOR MAKING JES COLLEGE A GENDER SENSITIVE

COLLEGE: - held on 19/07/2023

1. It is suggested to appoint a female security guard.
2. Ensure two workshop/training on POSH, gender sensitization and POSCO each year.
3. College is taking appropriate initiatives to make the campus gender inclusive workplace. It is suggested to make an action plan for its better implementation.
4. College is also ensuring the welfare of transgender community, it would be great if a systematic process for their economic empowerment can be ensured through Skill Development.
5. A survey for all the stakeholders should be conducted and should be analysed for this gender audit report.
6. College's one of the innovative practice "Annapurna" deserves a huge round of applause, for it is recommended that each year it should be organised as a Pilot project.
7. An electronic system to calculate the put fall in the library can be one of the addition to library learning resource management.
8. College has one sanitary napkin vending machine, it is suggested to install one more machine.
9. A value added certificate course also can be started for gender studies.



IN PROGRESS

- Atleast 2 Workshops on POSH and POSCO
- Action Plan to make Campus Gender Inclusive Workplace.
- Economic Empowerment of Transgender Community through Skill Development.
- A Survey to be conducted on Gender Inclusiveness in the Campus.
- Annapurna to be continued.
- Value Added Certification Courses (Craft Bakers & Marketing Skills in a Jewellery Shop).

DECISIONS TO BE TAKEN BY MANAGEMENT

- Appointment of a Female Security Guard.
- Electronic System to calculate put fall in the Library.
- One more Sanitary Napkin Vending Machine.

28th July 2023

OVERALL OBSERVATIONS AND RECOMMENDATIONS FOR THE COLLEGE

INSTITUTIONAL STRENGTHS:-

- Active Faculty teaching and non-teaching
 - Documents documented well.
 - Basic amenities and a reasonably well-maintained infrastructure.
 - Student centric events conducted to enhance the development of students.
 - A registered Alumni
 - Well designed & ventilated classrooms.
 - Library with D-Inst facility and good set of books from all year.
 - Well equipped sports infrastructure.
- WEAKNESS**
- Placement Cell and all committees to be maintained
 - Alumni contribution (financial & other means) to further
 - To see strengthen MOU. - Physical by workshop / conf / student.
 - To define the Teaching-learning process.
 - Mapping of PO \rightarrow PSO \rightarrow CO \rightarrow their student progression / performance.
 - Teacher appraisal. / Qualified staff to look into.
 - Feedback Analysis

SUGGESTIONS

- Mentoring process to be defined.
- Bridges courses - to be more specific & document well.
- Departmental workload. / lesson plan. to be maintained.
- Departmental Add on courses.

RECOMMENDATIONS

- students are motivated to attend / participate in skill development program.
- Record students progression.
- Staff well fare.



Rachel
PRINCIPAL
JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
& INFORMATION TECHNOLOGY
Caves Road, Jogeshwari (E), Mumbai-400 060.

ACADEMIC AUDIT FOR ACADEMIC YEAR 2022 - 2023



IMPLEMENTED

- **Mentoring Program:** Personality Development & Connect to Career Program conducted.
- **Placement Cell & Alumni Cell:** Functional
- **Mapping PO - PSO - COs:** Done
- **Feedback Analysis:** Already done.
- **Students Progression:** Already documented.
- **Define Teaching Learning Process:** Workshop on Bloom's Taxonomy conducted.

IN PROGRESS

- **Staff Welfare:** Measures initiated.
- **Departmental Workload & Lesson Plan by Teachers:** Supervisor instructed.
- **Skill Development Courses:** Started.
- **Strengthening MOUs:** Initiated
- **Bridge Courses:** Initiated
- **Departmental Add on Courses:** Co ordinators Instructed

DECISIONS TO BE TAKEN BY MANAGEMENT

- Teachers Approval and Qualified Staff appointment.

13th Sept2023

Areas of improvement:— **ADMINISTRATIVE AUDIT**

1. To appoint non-teaching staff as per staffing pattern
2. To depute non-teaching staff to attend training / workshops conducted by different colleges from time to time.
3. To Prepare Service books of all the employees.

Name & Signature of Members of the Committee with Date:

 13/09/2023

1. **D. S. Khemani**

Registrar,

Bunts Sangha's S.M. Shetty College of Science,

Commerce & Management Studies, Hiranandani Garden,

Powai, Mumbai 4000 076

 13/09/2023

2. **Mrs. Trupti Yogendra Mody**

Dean Administration

KES Shroff College of Arts and Commerce

Kandivai West, Mumbai 400067

DEAN

Administration

Kandivli Education Society's

B. K. Shroff College of Arts &

M. H. Shroff College of Commerce

Bhulabhai Desai Road,

Kandivli (West), Mumbai - 67.

Date: 13/09/2023

Place: Jogeshwari, Mumbai

ADMINISTRATIVE AUDIT FOR ACADEMIC YEAR 2022 -2023



IN PROGRESS

- **Depute Non Teaching Staff to attend Training /Workshops:** Steps taken to implement the suggestion.
- **Service Books of all Employees:** Procedure started.

DECISIONS TO BE TAKEN BY MANAGEMENT

- **Appointment of Non Teaching Staff as per Staffing Pattern:**

An Un - aided College with 1000 students needs to have 3 administrative staff, and the posts are as follows:

- Office Superintendent
- Senior Clerk
- Junior Clerk

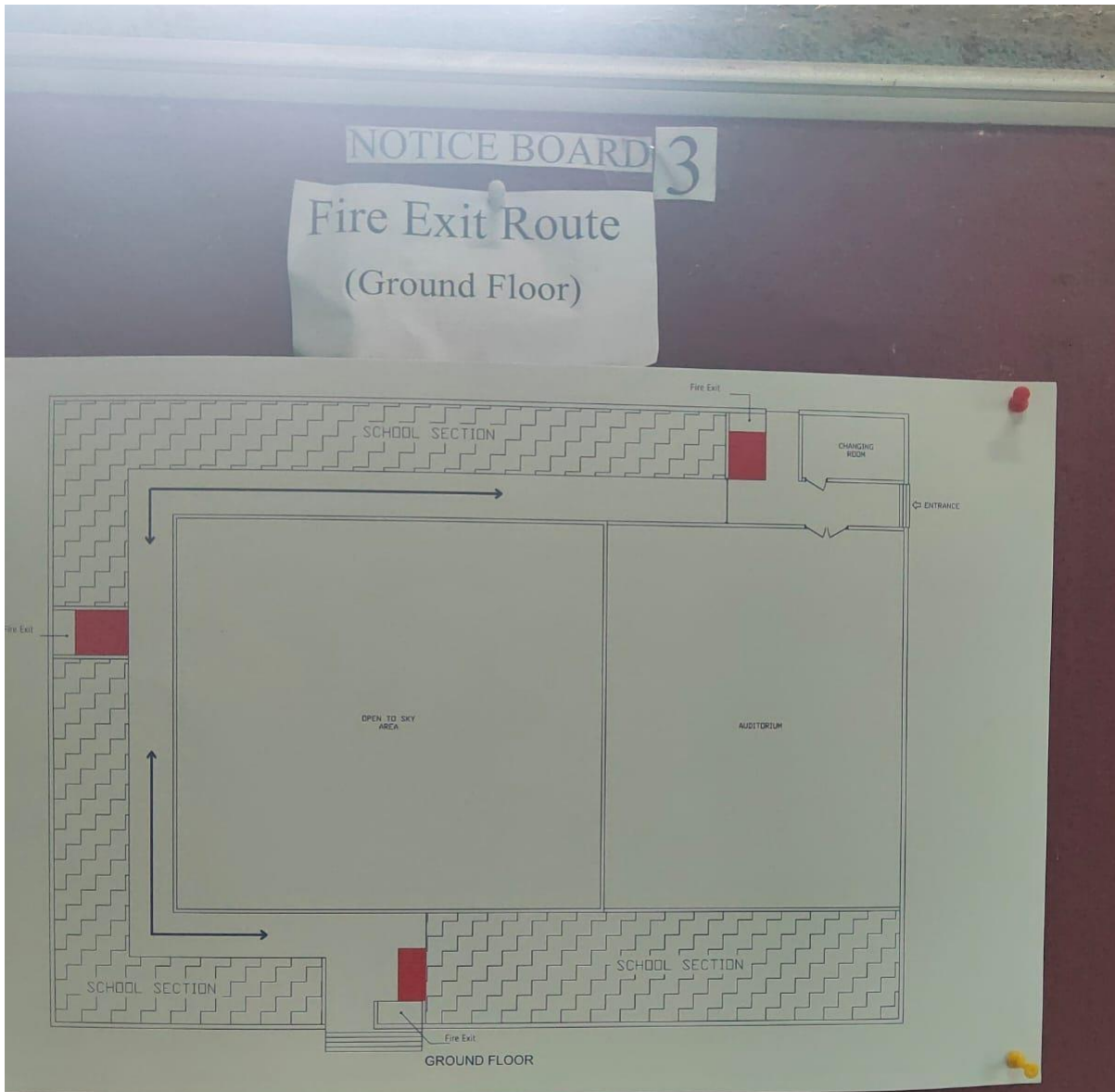
6) Sand Bucket placed outside the Science Lab

1st November 2023

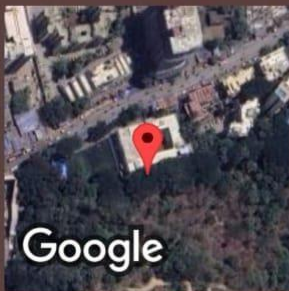


7) Fire Escape Route Plan (Ground Floor)

1st November 2023



 **GPS Map Camera**



Google

Mumbai, Maharashtra, India

J.E.S. Compound, Caves Road, Jogeshwari Education Society, Station Rd, near I.Y. College Campus, Ismail College Camps, Natwar Nagar, Jogeshwari East, Mumbai, Maharashtra 400060, India

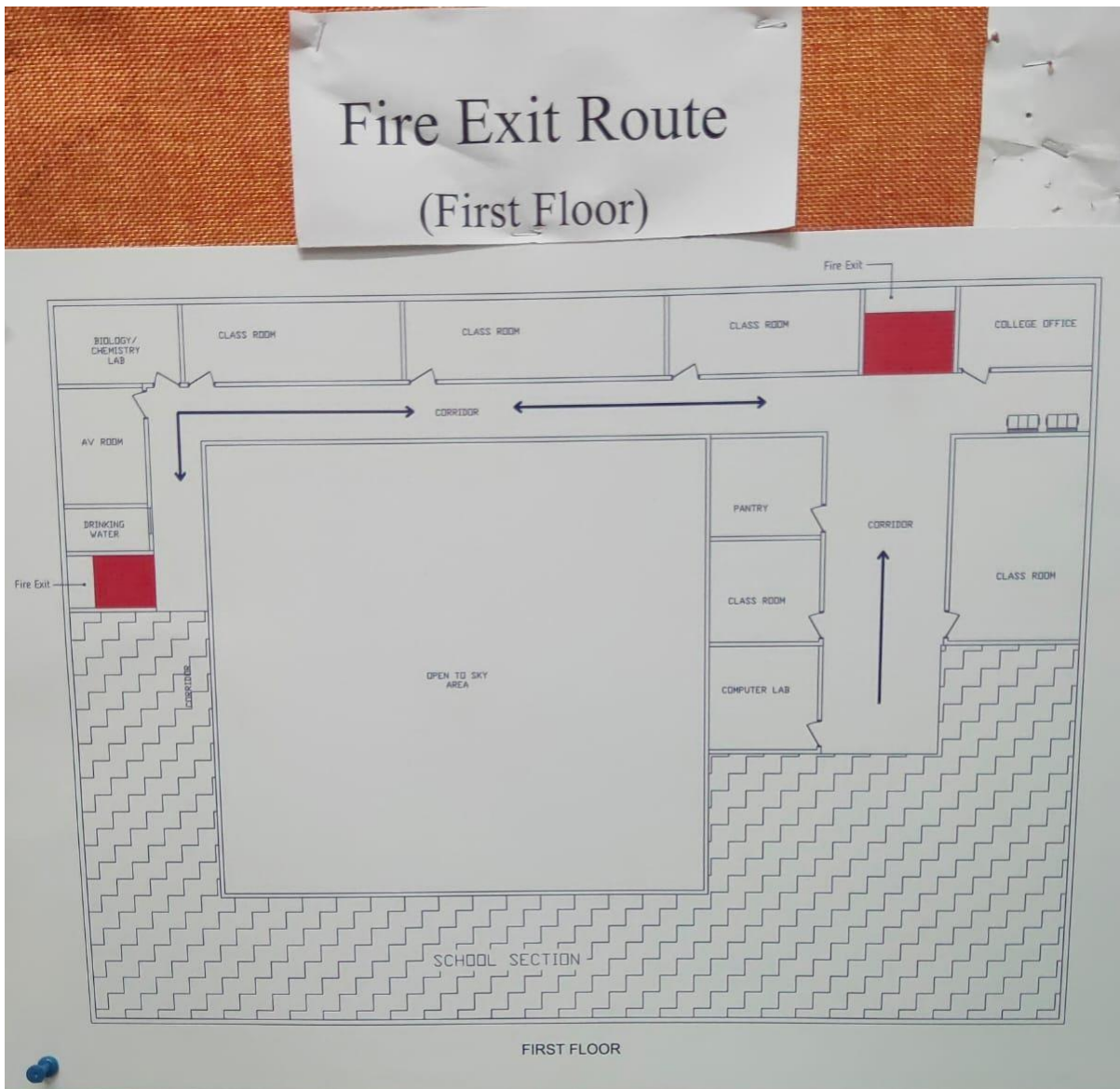
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Long 72.851064°

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Fire Escape Route Plan (First Floor)

1st November 2023



 **GPS Map Camera**



Mumbai, Maharashtra, India

J.E.S. Compound, Caves Road, Jogeshwari Education Society, Station Rd,
near I.Y. College Campus, Ismail College Camps, Natwar Nagar, Jogeshwari
East, Mumbai, Maharashtra 400060, India

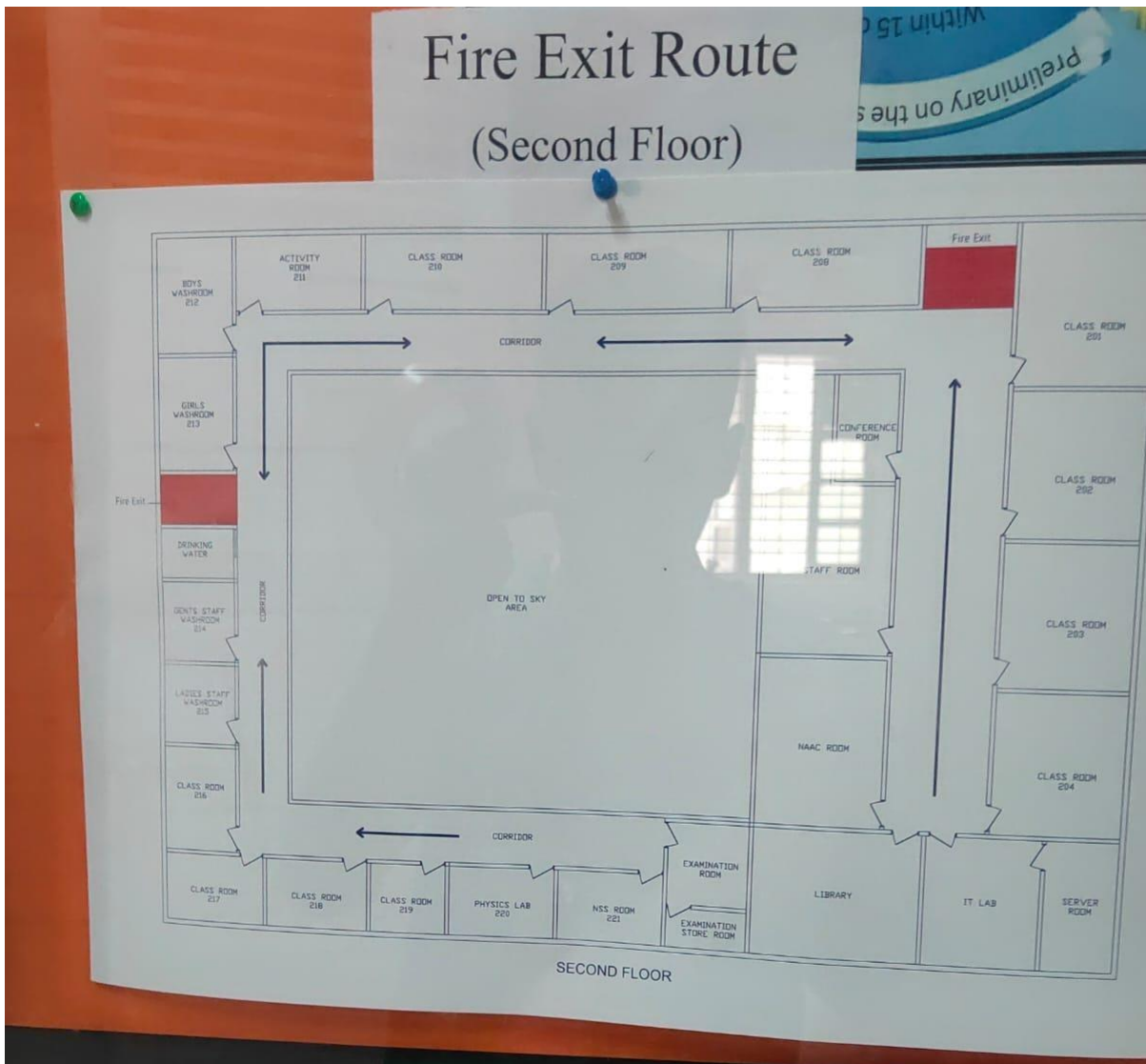
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Long 72.851064°

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Fire Escape Route Plan (Second Floor)

1st November 2023



 **GPS Map Camera**



Mumbai, Maharashtra, India
J.E.S. Compound, Caves Road, Jogeshwari Education Society, Station Rd,
near I.Y. College Campus, Ismail College Camps, Natwar Nagar, Jogeshwari
East, Mumbai, Maharashtra 400060, India
Lat 19.135318°
Long 72.851064°
01/11/23 11:23 AM GMT +05:30

8) Water Tank displaying information of capacity

26th October 2023



9) Taps with sprinkler - 28th October 2023

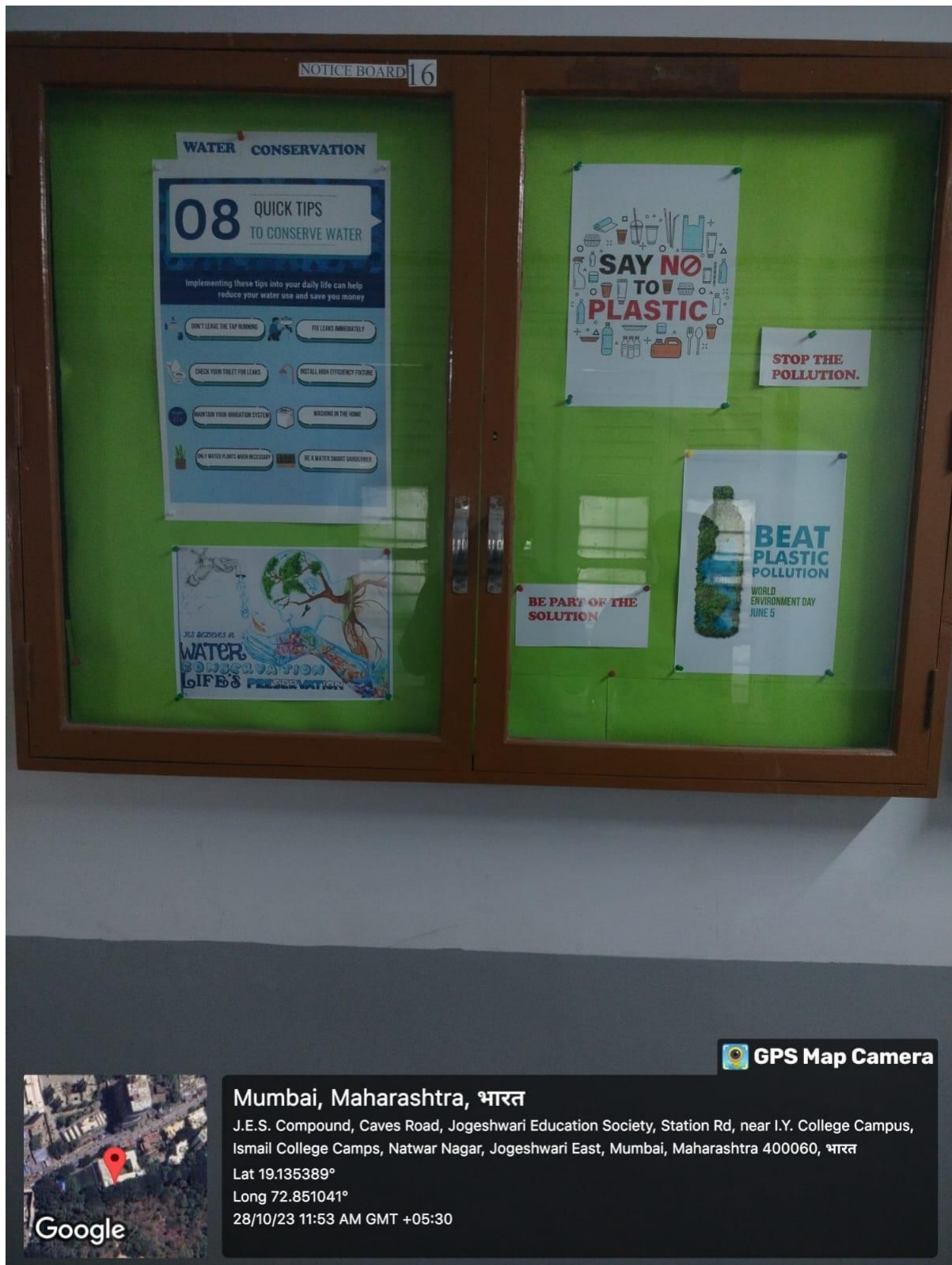


10) Posters of conservation of energy and water

A] Water Conservation messages

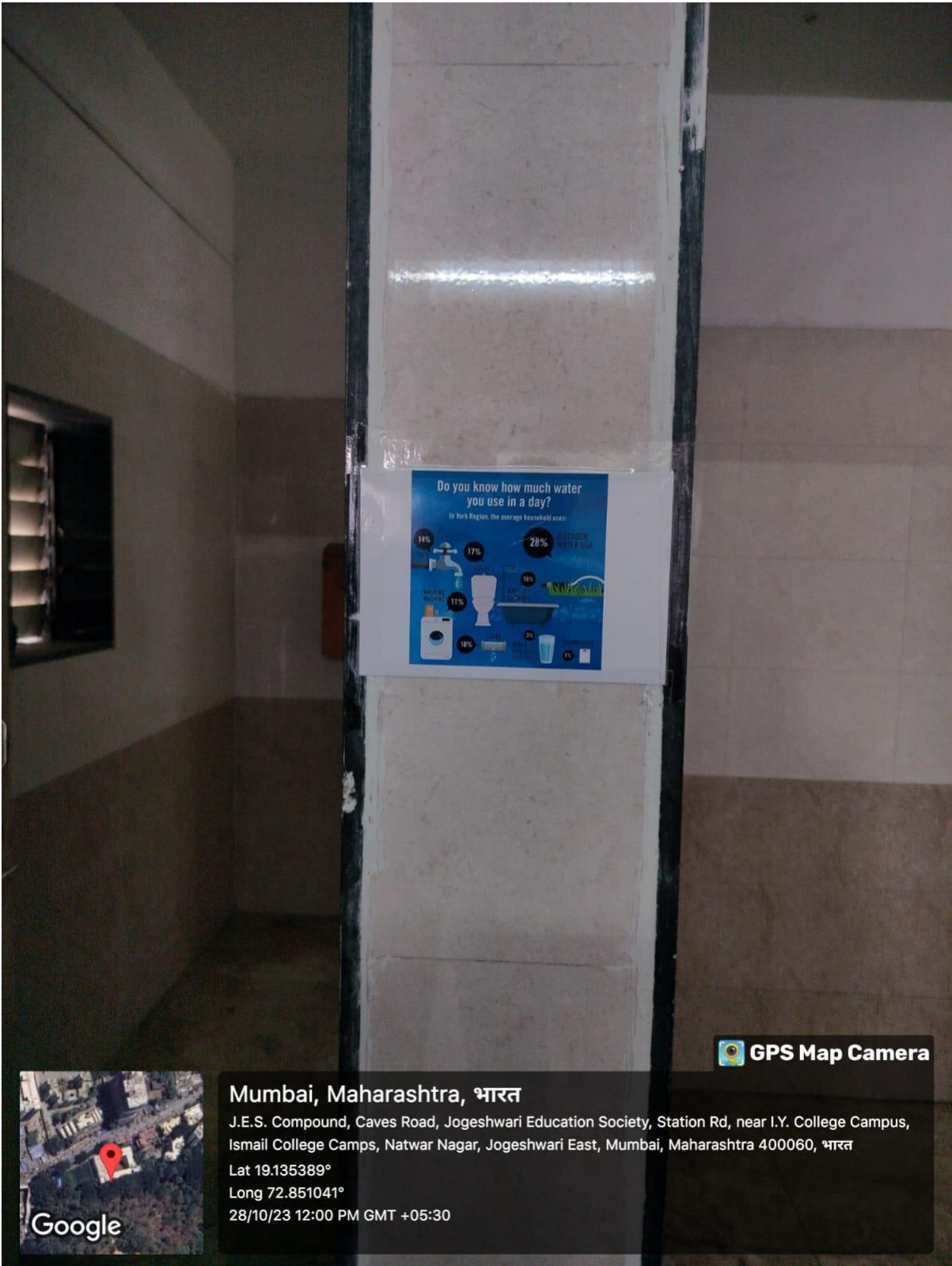
28th October 2023


I) On Notice Board



II) at Boys and Girls Washrooms - 28th October 2023





 **GPS Map Camera**



Mumbai, Maharashtra, भारत

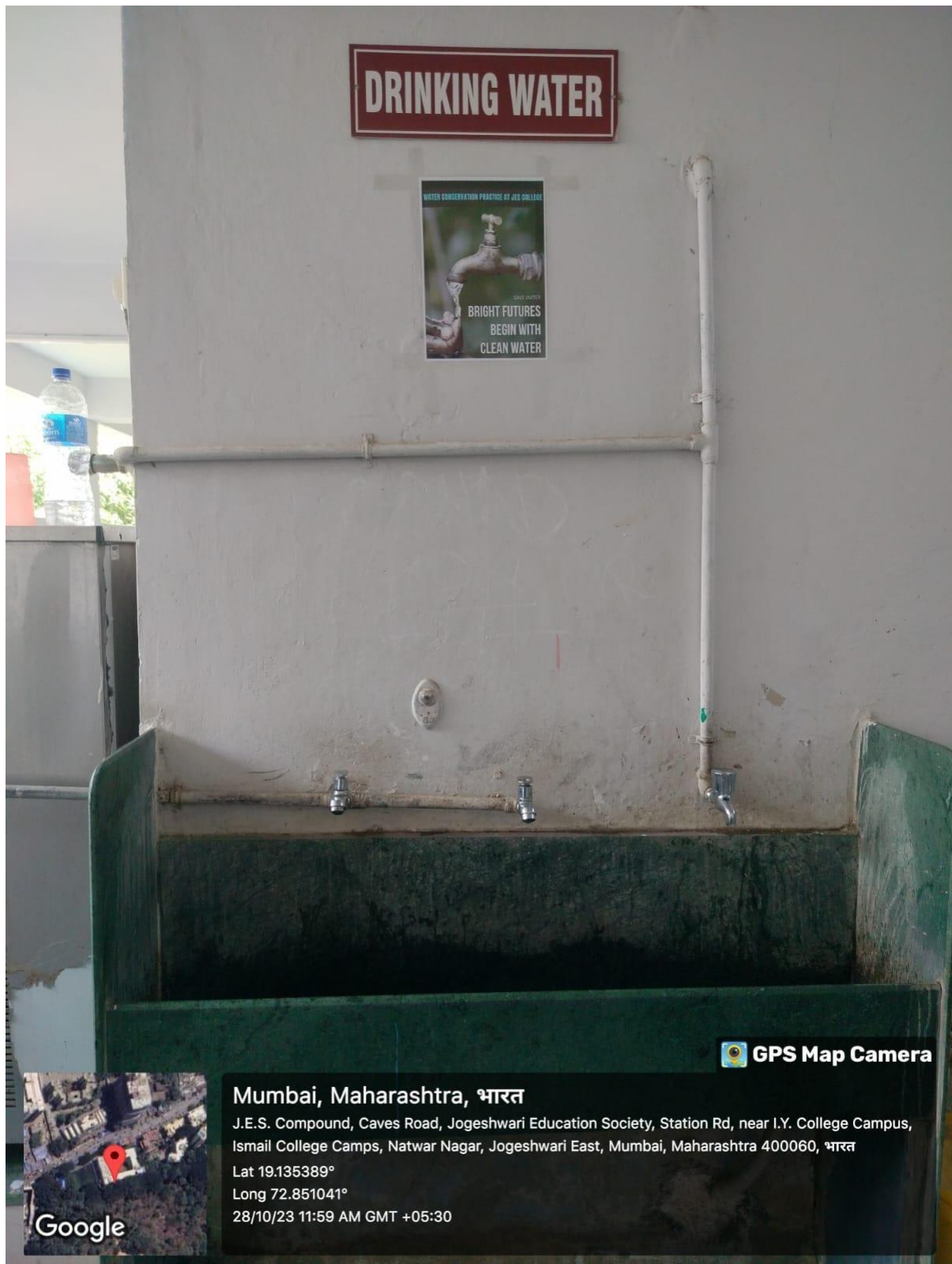
J.E.S. Compound, Caves Road, Jogeshwari Education Society, Station Rd, near I.Y. College Campus, Ismail College Camps, Natwar Nagar, Jogeshwari East, Mumbai, Maharashtra 400060, भारत

Lat 19.135389°

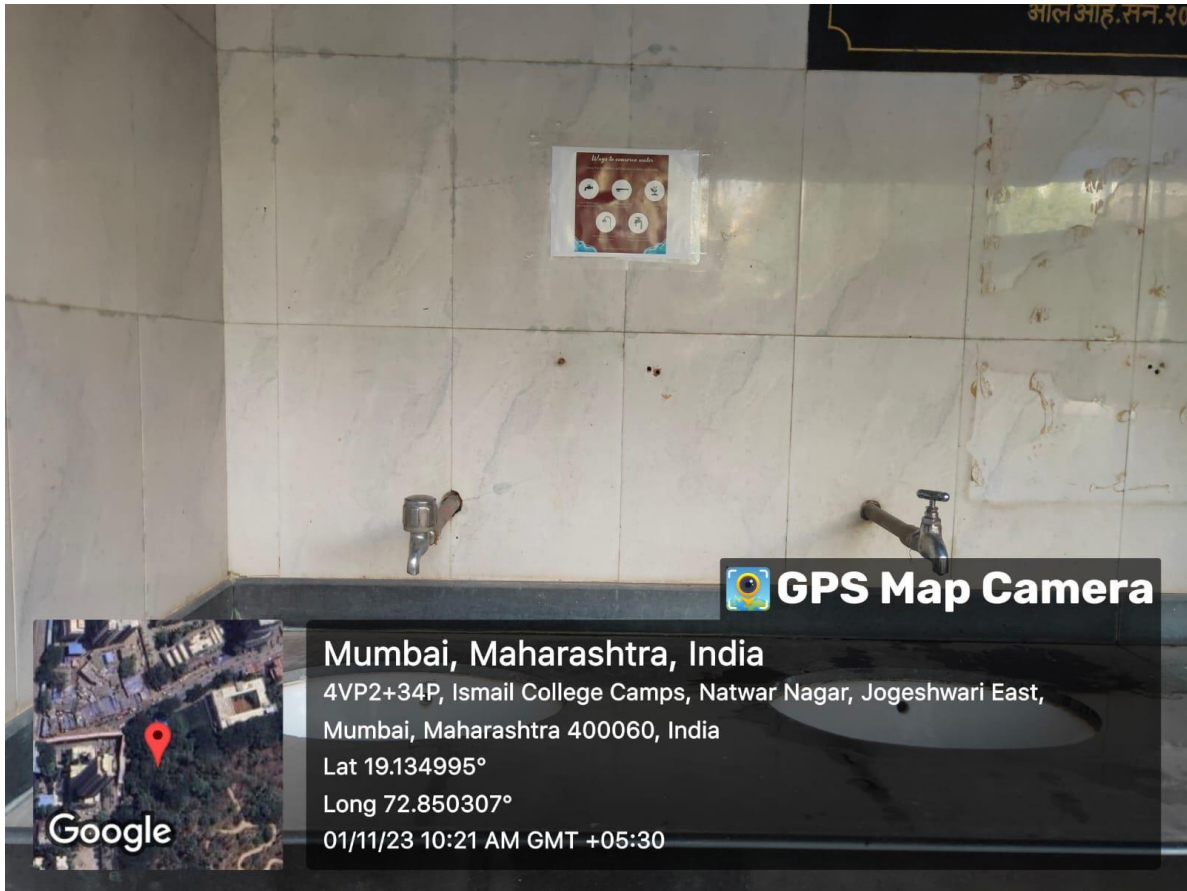
Long 72.851041°


28/10/23 12:00 PM GMT +05:30

III) at drinking water facility at second floor - 28th October 2023



IV) at College gate drinking facility - 1st November 2023



 **GPS Map Camera**

Mumbai, Maharashtra, India
4VP2+34P, Ismail College Camps, Natwar Nagar, Jogeshwari East,
Mumbai, Maharashtra 400060, India
Lat 19.134995°
Long 72.850307°
01/11/23 10:21 AM GMT +05:30

B] Energy Conservation messages

1) On Notice Board - 28th October 2023



II) at Computer lab entrance - 28th October 2023



11) Fire Exit Signage - 1st November 2023





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Lat 19.1354°

Long 72.850961°

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Long 72.850961°

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East, Mumbai, Maharashtra 400060, India

Lat 19.1354°

Long 72.850961°

01/11/23 11:58 AM GMT +05:30


12) Trees with English and Scientific name with QR code 1st

November 2023





English Name: Papaya Tree
Scientific Name: Carica papaya

 **GPS Map Camera**



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near I.Y. College Campus, Ismail College Camps, Natwar Nagar, Jogeshwari
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01/11/23 11:39 AM GMT +05:30