



**JOGESHWARI EDUCATION SOCIETY'S  
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY**

(AFFILIATED TO UNIVERSITY OF MUMBAI)

Accredited by NAAC with 'B' Grade

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**Internal Quality Assurance Cell (IQAC)**

**NOTICE**

14<sup>th</sup> June 2025

To  
All Members

**Subject:** Invitation to the 1<sup>st</sup> IQAC Meeting of Academic Year 2025-2026

Dear Members,

Greetings!

The Internal Quality Assurance Cell (IQAC) remains committed to fostering a culture of continuous improvement and institutional excellence. In line with this commitment, we are pleased to invite you to attend the **1<sup>st</sup> IQAC Meeting** of the academic year **2025-2026**.

Meeting Details:

- Date: Saturday, 21<sup>st</sup> June 2025
- Time: 11:00 a.m.
- Venue: Audio-Visual Room, 1st Floor, JES Education Complex

**Agenda:**

1. Confirmation and approval of the minutes of the previous meeting held on 12th April 2025.
2. Presentation and discussion on all seven criteria of data compiled for submission of the AQAR for the academic year 2024-2025.
3. Any other matter with the permission of the Chair.

Your valuable inputs and active participation are vital in shaping our quality initiatives. We look forward to your presence as we work together to further enhance the academic and institutional environment.

Warm regards,

**Prof. (Dr.) Sunita Sharma**  
IQAC Coordinator

**Dr Prashant H Shelar**  
I/C Principal

**MINUTES OF 1<sup>st</sup> IQAC MEETING HELD ON 21<sup>st</sup> February 2025****VENUE:** Audio – Visual Room, JES Education Complex **TIME:** 11.00 a.m. – 12.00 noon.**FACILITATOR:** Prof. (Dr) Sunita Sharma, Co – Ordinator – IQAC

(A) Opening: The 3<sup>rd</sup> Meeting for academic year 2024 -2025 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

S.NO	NAME	POSITION
1	Dr. Prashant H Shelar	I/C 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	Asst. Prof. Jigna Sadhu	Teacher Representative
6	Asst. Prof. Pragati Yerunkar	Teacher Representative
7	Asst. Prof. Hyder Khan	Teacher Representative
8	Asst. Prof. Tejaswini Parab	Teacher Representative
9	Asst. Prof. Vaishali Trivedi	Teacher Representative
10	Asst. Prof. Vikram Desai	Teacher Representative
11	Ms. Manisha Shinde	Senior Admin Officer
12	Ms. Jasmine Jadhav	Senior Admin Officer
13	Ms. Fahima Patel	Student Representative
14	Mr. Gaurav More	Student Representative
15	Ms. Rutuja Prabhune	Student Representative
16	Mr. Rahul Rahatwal	Student Representative

(C) Absentee's List:

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

(D) Agenda:

1. Confirmation and approval of the minutes of the previous meeting held on 12th April 2025.
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(E) Proceedings & Remarks:

Prof. (Dr) Sunita Sharma welcomed all the members of IQAC for the 1<sup>st</sup> meeting of IQAC.  
**Agenda Item No. 1: Confirmation and Approval of the Minutes of the Previous Meeting**

Prof. (Dr.) Sunita Sharma read out the minutes of the meeting held on 12th April 2025. The minutes were unanimously approved by all members without any modifications.



## Agenda Item No. 2: Presentation and Discussion on Seven Criteria for AQAR Submission (2024–2025)

The Criteria Heads, along with the IQAC Coordinator, presented a summary of the compiled data for all seven NAAC criteria pertaining to the academic year 2024–2025. The members discussed the progress and inputs were shared for final refinement.

### AQAR 2024 -2025 Filling of the Data Templates and Writing the Answers

CRITERION 1				
Metric No	Question	Answer	Supporting Documents	Points to be taken care
1.1.1	Effective curriculum delivery	Written 200 words	Minutes of Meetings of staff & Principal Logbooks samples	
1.1.2	Institution follows academic calendar	Written 200 words	The planned Academic calendar followed	We see that we strictly follow the calendar what we plan
1.1.3	Institution participates in activities related to curriculum development	Any 2 of the above	Letters of Anjali to be taken List of Teachers who have done assessment work to be attached	Connect to Uni and participate in preparing Add on/ Certificate /Diploma courses
1.2.1	Programmes in which CBCS/effective course system has been implemented	All Programs	-	-
1.2.2	Number of Add/Certificate programs offered during the year	Anudip Jewellery Marketing & Craft bakers Beauty Parlour Training Mission Sparrow - Getting ready for BFSI certification Kotak Education Foundation - Banking Insurance & Finance Sushela Gandhi Skill Development Institute - Web Designing	8	-
1.2.3	Number of students enrolled in Certificate courses/ number of students during the year	Total of above	-	-
1.3.1	Institution integrates crosscutting issues into curriculum	200 words answer ready	Zerox of the topics from syllabus taken	
1.3.2	Project work, field work, internships	Lists ready of projects done, field work (BBBS -20) and Internships (63)	-	-
1.3.3	Number of students undertaking project work/field work/internships			
1.4.1	Institution obtains feedback	All the above	Data analysis in process	-
1.4.2	Feedback process of the institution collected, analyzed and action taken & feedback available on website	All the above		
CRITERION 2				
2.1.1	Enrolment & sanctioned	ready	-	- Open to discussion
2.1.2	Seats filled against reserve category	Data submitted partially	To collect zerox copy of seats reserved category as per GOI	-
2.2.1	Slow & Advance Learners	200 words ready	Timetable and attendance for slow learners & written assignments of advance learners	CLAT discussed
2.2.2	Student Full time teacher ratio	Data	List of students of all classes enrolled and List of teachers	-
2.3.1	Teaching methods	200 words answer written	File of teaching methods ready	-
2.3.2	Teachers use ICT tools	200 words answer ready	Web link for ICT enabled tool	-
2.3.3	Mentor / Mentee	File is ready	-	-
2.4.1	Full time teachers against sanctioned posts	Only numbers to be filled	No of full-time teachers Mgt sanction letter	-
2.4.2	No of full-time teachers with Ph.D	8	Copy of degrees	-
2.4.3	Number of full-time teachers with experience in same institute	22	List of full-time teachers with experience, designation, dept and PAN No	-
2.5.1	Mechanism for internal assessment			
2.5.2	Mechanism to deal with internal examination grievances	200 words answer done	University Guidelines College Examination Policy	
2.6.1	COs for all courses and mechanism of communication	200 words answer	COs for all courses of FY to be written and uploaded on website	
2.6.2	Attainment of POs, PSOs, COs	200 words answer		
2.6.3	Pass percentage of students during the year		Program wise list of students appeared, and list of students passed	
2.7.1	SSS	Ready	Copy to be attached	-
CRITERION 3				
3.1.1	Grants from govt & non govt agencies for research projects	-	-	We can approach banks, Mumbai uni and NGOs for research projects



3.1.2	Number of depts having research projects	-	-	We can approach banks, Mumbai uni and NGOs for research projects
3.1.3	No of Seminars/Conferences/workshops/conducted during the year	4 Documents ready	PDF of FDP for Teachers, Seminar for Admin Staff, Workshop for teachers on developing Rubric, National Research Conference	-
3.2.1	UGC website Journals papers published	nil	nil	-
3.2.2	Number of Books, Chapters in Books and Papers in conference Proceedings	30	List to be attached	-
3.3.1	Extension activities	200 words answer ready	PDF of activities to be attached	-
3.3.2	Awards and Recognitions	4	Recognitions got by NSS to be added	-
3.3.3	Number of Extension & Outreach Programs	18 activities	PDF of activities to be prepared	-
3.3.4	Student participation	number of students participated is 303	PDF to be prepared	-
3.4.1	Collaborations & Linkages	10	ready	-
3.4.2	Functional MOUs	10	ready	-
<b>CRITERION 4</b>				
4.1.1	Infrastructure facilities	200 words written	Photos of facilities ready	-
4.1.2	Facilities for sports & cultural	200 words written	Photos of facilities ready	-
4.1.3	Classroom & Seminar Hall	4	Class with ICT=3 Class with Wifi & LAN =2	Book in which teachers sign when they visit AV Room/Auditorium (1 time fortnightly)
4.1.4	Exp Infra excluding salary	Financial statement in process	-	Create separate bills for college
4.2.1	Library is automated using ILMS	Answer ready	Master Soft ERP Library Mgt System Partially 2.0 (Upgraded Cloud based) Year - 2018	-
4.2.2	E-resources subscription	Any three	E - journals E - Shodh Sindhu E - books	-
4.2.3	Expenditure for purchase of books	Total - Rs 159726	Statement ready	-
4.2.4	Per day Usage	5705	Proof with register & sign	-
4.3.1	Updating of Wifi facilities	200 words answer written	Complain book for Shreedatt Register of attendance of students	IT Lab should also be used by college & keep a book for that as needed for NAAC
4.3.2	Student - Computer Ratio	done	Photos of IT Lab	-
4.3.3	Bandwidth of internet	100 MBPS	Computer stock register ready	-
4.4.1	Exp on maintenance of Infrastructure excluding salary	Financial statement in process	Bills of airtel	-
4.4.2	Systems and procedures to maintain support facilities.	200 words answer ready	Bills available	-
<b>CRITERION 5 Student Support &amp; Progression</b>				
5.1.1	Government scholarships	52 done	MahaDBT list	-
5.1.2	Scholarships by NGO	83	Rotary, Akshara & ANGC List of Beneficiaries	-
5.1.3	Soft skills, Language Skills & Life skills & ICT	3 of the above	First Aid Training, Yoga, Microsoft certification, Communication skills	Let us try for all 4
5.1.4	Competitive Exams & Career counselling	4 activities	374 beneficiaries	-
5.1.5	Student grievances	All 4	Minutes of meeting, Documents of handling of complains	-
5.2.1	Placement of Students	36	Offer letter of all 36 students	-
5.2.2	Progression to Higher Education	21	Admission letters of 21 students	-
5.2.3	Competitive Exams	nil	-	-
5.3.1	Awards, Medals for sports /cultural at university level	Powada Singing	Certificates of Powada singing	-
5.3.2	Students Representation in administrative, co-curricular & extracurricular bodies	IQAC & CDC members list, Library, magazine, cultural, sports, NSS, DLLE, Student's Council.	List attested by Principal	-
5.3.3	Number of students participated in sports & cultural	1511	pdf of all events	-
5.4.1	Alumni report of financial and other support services	200 words answer ready	-	-
5.4.2	Alumni contribution	Ans. E	Statement of account	-
<b>CRITERION 6 Institutional Values and Best Practices</b>				
6.1.1	Governance in tune with vision & mission	200 words done	CDC IQAC Committees	-
6.1.2	Effective leadership visible in institutional practices	200 words done	Portfolio letter assigned List of co Ordinator's appointed. Parivartan duty list.	-
6.2.1	Describe one activity successfully implemented.	200 words written	Sports - * Uni participation list, Bills of sports equipment, Thanks letter to Pavan & Sagar	-
6.2.2	Functioning of institutional bodies	200 words	Organogram	-
6.2.3	e-governance	Administration E governance in administration, - Finance & Accounts- ERP Document, Students Admission - Staff Picnic	e -software maintenance charges, Easynet annual maintenance, system technology. Student admission & support.	-
6.3.1	Welfare Measures	Documents to be attached	-	-



		Early leave departure Mgt contribution towards PF Teachers Day Bonus & Lunch Payment for any additional responsibility by staff		
6.3.2	Support for Conference	Decision to be taken	-	
6.3.3	Professional development for teaching & non-teaching	Done	Done	
6.3.4	FDPs of Teachers	Data collected	-	-
6.3.5	Institution Performance Appraisal System for teaching and non-teaching	Done	-	-
6.4.1	Internal & External Audits	In Process answer will be prepared	-	-
6.4.2	Grants from Govt	nil	-	-
6.4.3	Institutional strategies for mobilization of funds	Answer done	nil	nil
6.5	Internal Quality Assurance System	In Process	-	-
<b>CRITERION 7 Institutional Values and Best Practices</b>				
7.1.1	Gender Equity	200 words answer ready	Annual Action Plan Facilities for women No means no Panel Discussion (Rape Culture & Masculinity, Her Path Her Power, Seminar Gender Health, Street Plays, curriculum photos	
7.1.2	Facilities for alternate sources of energy	Only 1 Use of LED bulbs, Energy conservation messages displayed in campus		
7.1.3	Management of degradable & non degradable waste	200 a Ans written (Only two)	Waste recycling system & solid waste management	
7.1.4	Water Conservation facilities	Any 3	Rain water harvesting Borewell Recharge Maintenance of water bodies & distribution in campus	
7.1.5	Green Campus Initiative	Any 2	Ban on use of Plastic Landscaping with trees & plants	
7.1.6	Quality Audit on Environment & Energy	Any 1	Beyond Campus Environmental Promotional Activity	
7.1.7	Divyangjan friendly - Barrier free environment	Any 3 of above	Ramp Washrooms Human assistance	
7.1.8	Tolerance & Harmony	Answer of 200 words	Board Decoration, Patriotic song, Rakhi to police, Rashtriya Bhasa Diwas, Powada Singing, Harmony, Dahi Handi, Ganesh Pooja, Garba Night, Lantern Making, Kite Making	
7.1.9	Sensitization of students and employees towards constitutional obligations, values, rights, duties & responsibilities of citizens	Answer of 200 words	Training for election duty, Election duty, Constitution Day, Voter ID Registration, National Voters Day, Quiz Competition	
7.1.10	Code of conduct	Any 3 of above	Code of Ethics Policy Document, Committee to monitor adherence to the code of conduct, Annual awareness program	
7.1.11	Institution celebrates/organizes national/commemorative days, events & festivals	Answer 200 words	Yoga Day, International Yoga Day, Guru Purnima, NSS Day, Independence Day, Republic Day, Annual Report of cultural committee	
7.2.1	Two Best practices implemented	IT teaching in Guru Nanak School BBBS	To be put in NAAC format	
7.3.1	Institutional Distinctiveness	Joy of Sharing	Newsletter Rotaract	

### Agenda Item No. 3: Any Other Matter with the Permission of the Chair

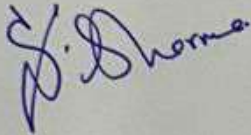
Kamat Sir shared the following key suggestions and updates:

- Presentation for NAAC Preparation:
  - The next presentation should focus on Quantitative Metrics (QnM) for the period 2018–2019 to 2024–2025.
  - Criteria Heads should ensure suggestions are implemented to demonstrate an upward trend in scores.
- Teacher Representative Proposals for CDC Meeting:
  - Introduction of minor research projects for faculty.
  - Purchase of a plagiarism detection tool.
  - Subscription to a new e-resource application.

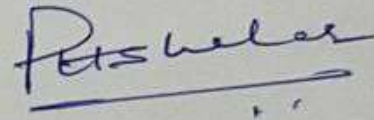
- Opening of a bank account for Management Scholarships (e.g., for students raised by single parents, which can be considered a Best Practice).
- 3. Student and Alumni Engagement:
  - Collaboration with a Competitive Exam Centre to support student preparations.
  - Organizing sessions by alumni to promote student progression.
- 4. Sports and Extracurriculars:
  - Coaches available for university-level training:
    - Mr. Jay – Cricket
    - Mr. Flamingo – Football
    - Mr. Vaibhav Sagwakar – Archery
  - Approval granted for the purchase of two additional cricket kits for university participation.
- 5. Infrastructure and Security:
  - Appointment of a lady security personnel.
  - Post-construction plans for the new building include:
    - Installation of solar panels
    - Provision of a lift
    - Washroom facility for Divyangjan (persons with disabilities)

The meeting entered with thanks to the Chair.

Respectfully Submitted,



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



Dr. Prashant H Shelar  
I/C Principal.