



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO UNIVERSITY OF MUMBAI)
Accredited by NAAC with 'B'

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

NOTICE

Internal Quality Assurance Cell (IQAC)

15th October 2024

To,

All Members.

Subject: Invitation to the 1st Meeting of Academic Year 2024-2025

Greetings of the day!

We are delighted to inform you that our college received its Certificate of Accreditation from NAAC on 4th October 2024. We have been accredited with a CGPA of 2.34 on a four-point scale, earning a **B Grade**, valid until 29th August 2029.

In light of this achievement, we cordially invite you to attend the 1st meeting of the academic year 2024-2025, which will be held as follows:

- **Date:** 26th October 2024
- **Time:** 11:00 a.m.
- **Venue:** Audio-Visual Room, 1st Floor, JES Education Complex

Agenda of the meeting:

1. Review and approval of the minutes of the meeting held on 20th April 2024.
2. Presentation of the IQAC work report for AY 2024 and discussion on future plans.
3. Any other matter with the permission of the chairperson.

Your presence and active participation are essential, as your valuable insights, expertise, and contributions will play a pivotal role in our institution's continued success.

We look forward to your valuable presence.

Prof. (Dr) Sunita Sharma

Coordinator, IQAC.



Dr Prashant H Shelar

I/C Principal



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28th October 2024

MINUTES OF 1st IQAC MEETING HELD ON 26th OCTOBER 2024

VENUE: Audio – Visual Room, JES Education Complex

TIME: 11.00 a.m. – 12.00 a.m.

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

(A) Opening: The 1st 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. Fahima Patel	Student Representative
13	Mr. Krishna Gupta	Student Representative

(C) Absentee's List:

1	Dr. Shankar Sawant	Nominee Local Society
2	Shri Abhay Jinsiwale	Industrialist
3	Ms. Jasmine Jadhav	Senior Admin Officer
4	Mr. Yash Chilveri	Alumni Representative
5	Mr. Kaushik Pujari	Student Representative
6	Ms. Mitali Prabhu	Student Representative

(D) Agenda:

1. Review and approval of the minutes of the meeting held on 20th April 2024.
2. Presentation of the IQAC work report for AY 2024 and discussion on future plans.
3. Any other matter with the permission of the chairperson.

(E) Proceedings & Remarks:



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Prof. (Dr) Sunita Sharma welcomed all the members of IQAC for the first meeting of IQAC for Academic Year 2024 – 2025.

Agenda Item No 1: Review and approval of the minutes of the meeting held on 20th April 2024.

Prof. (Dr) Sunita Sharma read out the minutes of the meeting held on 20th April 2024, which was approved all the members without any modifications.

It was followed by presentation of Action Taken Report of suggestions given in IQAC Meeting held on 20th April 2024.

SNO	Suggestions / Decisions	Execution
1.	Improve the usage of counselling services	IQAC Meeting held on 20 th June 2024, with Ms. Janhavi Wagle. Invited for the Orientation Program to be conducted for 1 st Year students.(conducted on 6 th & 7 th August 2024).
2.	SWAYAM/MOOC online courses.	All teachers informed.
3.	Steps to strengthen cultural activities.	Ms. Jigna attended meeting organised by Dept of Student Development held in Valia College on 4 th July 2024.
4.	Steps to strengthen sports activities.	Our college student who plays for a football club is coaching our students for upcoming Football Tournament. Our senior students also provide training to the cricket team.
5.	Alumni Association Get together	Cricket and football match. 27 th April 2024
6.	Strengthen Internships & Placements.	Work for more MOUs with the companies.
7.	Strengthen Grievance procedure.	Implementation of Agony Aunt.
8.	National Level Conference	Brochure prepared February 2025.
9.	Installation of Manual Compost Tumbler.	Installed on 11 th June 2024.
10.	Vermi Compost Pit.	MOU with Proud In Foundation 15 th August 2024.
11.	Ground Water Recharge.	Implemented 15 th August 2024.

Agenda Item No 2: Presentation of the IQAC work report for A.Y. 2024 – 2025 and discussion on future plans.

Prof. (Dr) Sunita Sharma congratulated all the members for all their support and contribution for the accreditation process by NAAC for Cycle 1 and successfully attaining B Grade.

Dr. Sharma presented an analysis of what activities have to be done in the current academic year 2024 – 2025. The analysis was listed criterion - wise, committee - wise and which teacher is responsible for what work. It was now required to prepare the Academic Calendar as per the activities listed and committees responsible.

ACTIVITY	TOPICS	CRITERION	COMMITTEE	TEACHERS RESPONSIBLE & ACCOUNTABLE
GUEST LECTURES	Gender	1.3.1, 7.1.1	WDC	Ms. Archana
	Professional Ethics	1.3.1	IQAC	Dr. Sunita Sharma



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	Human Values	1.3.1	IQAC&DLLE	Dr. Sunita & Ms. Pragati
	Environment & Sustainability	1.3.1	NSS, NATURES CLUB	Mr. Sanju & Ms. Vaishali
	Tolerance and Harmony towards cultural, linguistic, communal socio economic and other diversities.	7.1.8	NSS, STUDENTS COUNCIL, CULTURAL	Mr. Sanju, Mr. Hyder, Ms. Jigna
	Sensitization of students and employees of the institution to constitutional obligations: values, duties & responsibilities of citizens	7.1.10	ELC NSS, LAW, IQAC, STUDENTS COUNCIL	Mr Hyacin, Mr. Sanju, Mr. Vaibhav, Dr. Sunita, Ms. Jigna
GUIDANCE FOR COMPETITIVE EXAMS&CAREER COUNSELING	Guidance -Counseling for competitive exams Career Counseling.	5.1.4	PLACEMENT	Ms. Mariyam
ADVANCE LEARNERS & SLOW LEARNERS	Special guidance sessions for slow & advance learners.	2.2.1	EXAMINATION DEPT	Mr. Vikram
STUDENT CENTRIC METHODS	Experiential Learning Participative Learning Problem Solving Methodologies.	2.3.1	4 COORDINATORS	Ms. Jigna, Mr. Hyder, Ms. Rachna, Ms. Anjali.
ICT TOOLS	Teachers use ICT Tools for effective Learning Process.	2.3.2	ALL TEACHERS	All Teachers
MENTOR- MENTEE	Documents to support.	2.3.3	ANJALI	Ms. Anjali
POs & COs	Attainment to be documented.	2.6.1/2.6.2	HYDER & VIKRAM	Hyder & Vikram
SEMINAR/WORKS HOP/ CONFERENCE	How many organized. This includes ENTREPRENEURSHIP Workshops.	3.1.3	RESEARCH CELL & IQAC	Ms. Tejaswini &Dr. Sunita
PAPERS PUBLISHED BY TEACHERS	Papers and Chapters in Books	3.2.1/3.2.2	RESEARCH CELL & IQAC	Ms. Tejaswini & Dr. Sunita
EXTENSION ACTIVITIES	To sensitize students on social issues	3.3.1	DLLE, NSS, WDC, ROTARACT CLUB	Ms. Pragati, Mr. Sanju, Ms. Archana, Dr. Sunita
AWARDS & RECOGNITIONS FOR EXTENSION ACTIVITIES	Collect Letters	3.3.2	DLLE & NSS, WDC, ROTARACT	Ms. Pragati, Mr. Sanju, Ms. Archana, Dr. Sunita
NUMBER OF STUDENT PARTICIPATION IN EXTENSION ACTIVITIES	These must be done in collaboration with INDUSTRY, COMMUNITY & NGOs (Support by MOU)	3.3.4	DLLE, NSS, ANY OTHER COMMITTEE	Ms. Pragati, Mr. Sanju.
MOUs (functional means supported by activities)	With Universities, Colleges, Industries, Corporate Houses, NGOs etc	3.4.1	ALL COMMITTEES	All committee in charges.
SCHOLARSHIPS & FEESHIPS	Provided by Government, Non-Government Bodies, Industries, Individuals, Philanthropists.	5.1.1	ANJALI	Ms. Anjali
CAPACITY BUILDING & SKILL ENHANCEMENT	Soft Skills Language & Communication Skills Life Skills (Yoga, Physical Fitness & Hygiene) ICT & Computing Skills	5.1.3	PLACEMENT, SPORTS,	Ms. Mariyam, Mr. Hyacin.
PLACEMENT OF OUTGOING STUDENTS	Students placed	5.2.1	PLACEMENT CELL	Ms. Mariyam
NUMBER OF AWARDS/MEDALS FOR OUTSTANDING PERFORMANCE IN SPORTS & CULTURAL EVENTS	Organized by the Institution, Other Institutions.	5.3	SPORTS & CULTURAL	Mr. Hyacin, Ms. Jigna
ALUMNI	Development of the Institution through financial & Other Support Services	5.4.1	PRACHI	Ms. Prachi
PROFESSIONAL DEVELOPMENT & ADMINISTRATIVE	Organized by the Institution for teaching and non-teaching staff during the year.	6.3.3	IQAC	Dr. Sunita Sharma



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TRAINING PROGRAMS	Internal & External financial audits	6.4.1	ADMIN	Ms. Jesmin
FINANCIAL AUDITS	Received from non govt bodies, individuals, philanthropes (not include in criterion 3)	6.4.2	ADMIN	Ms. Jesmin
FUNDS & GRANTS	Policy & Procedures of the Institution.	6.4.3	VASHALI & VAIBHAV	Ms. Vaishali & Ms. Vaibhav
RESOURCE MOBILIZATION	Review Structures, Methodologies & Learning Outcomes (2 programs for examination improvement)	6.5.2	EXAMINATION	Ms. Radhika Rao
TEACHING & LEARNING PROCESS	Planning, Taking Feedback, Preparing Action Taken Report.	6.5.3	IQAC	Dr. Sunita Sharma
REGULAR MEETING OF IQAC			IQAC & ALL DEPTS.	
BEST PRACTICES				

Prof. Sunita Sharma mentioned that JES Senior College has signed 5 MOU's and will now plan activities as per the areas of collaboration.

5 MOU's signed are:

- Proud In Foundation Trust.
- Patrician College of Arts & Science
Department of B. Com Accounting and Finance.
University of Madras and is accredited by NAAC with A+ Grade.
- B. M. Ruia Girls' College
SNDT Women's University and is accredited by NAAC with B + Grade.
- Bebaak Collective
- Gur Samarath Foundation

Activities Planned:

- **5 Days Online FDP** on "Enhancing Research Skills through Efficient AI Tools."
- **Seminar for Non – Teaching Staff** on "Empowering Office Management: Building Skills for Industry 5.0."
- **Workshop for Teachers:** on "Effective Tool of Evaluation -Rubric."
- **One Day Conference:** on "Cutting Edge Development in Commerce and Management: Embracing Industry 5.0."

IQAC will guide and support all Committees and Departments in executing the activities planned (Academic Calendar 2024 -2025).



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Agenda Item No 3: Any other matter with permission of the Chairperson.

Nil

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

I/C Principal