

Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 3rd July 2017

IQAC notice

Meeting of IQAC will be held on 10th July 2017 at 11.30am in the conference room. Members are requested to attend the same.

Agenda for the meeting is :

1. Formation of IQAC for the year 2017-18
2. Nomination of members other than from the institution.
3. Review of Peer team report
4. Any other subject with the permission of the chair.

Chandekar

IQAC Co-ordinator

Principals

Chairperson, IQAC

& PRINCIPAL

Dr. (Ms.) H.A.Chande
Ms. A.S.Samant
Dr.(Ms.) A.S.Thakur
C.A. K.S.Jaywant
Mr. A.O.Khadse
Dr. (Ms.) P.A.Shah
Mr. H.N.Patil
Mr. N.N.Ingale

IQAC Co-ordinator *Chandekar*

Member

Member — *Kishore*

Member — *Prasad*

Member — *Chandekar*

Member — *Shah*

Member (Office Superintendent) *Infantis*

Member (Head Clerk) *Prasad*



Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 10th July 2017

Minutes of the meeting of IQAC

Minutes of the meeting of the IQAC held on 10th July 2017 at 11.30am in the conference room are as follows.

1. Members unanimously nominated following names as IQAC members for the academic year 2017-18

Mr. Abhay Sawant	Ex-Student Representative
Mr. Chetan Baraskar	Ex-Student Representative
Ms. Poonam Yadav	Student Representative
Ms. Asmi Joshi	Student Representative
Mr. Arjun Choudhary	Student Representative
Ms. Charu Sriram	President, Inner Wheel Club, Thane (west), NGO
Mr. Nilesh Lele	Industrialist

2. IQAC was formed for the year.

3. Peer team report on Institutional Re-accreditation (3rd cycle) was reviewed in the meeting and necessary suggestions were made.

4. Meeting ended with vote of the thanks to the chair.

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IQAC Co-ordinator

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Chairperson, IAQC and

PRINCIPAL



Action Taken Report

Action taken in response to decisions taken in the meeting held on 10th July 2017.

IQAC was formed for the year 2017-18.

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Dr. H.A.Chande

IQAC Coordinator

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Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 11th September 2017

IQAC Notice

Meeting of IQAC will be held on 22nd September 2017 at 11 am in the conference room. Members are requested to attend the same.

Agenda for the meeting is:

1. To discuss and approve the minutes of last meeting held on 10th July 2017.
2. To make recommendations as per peer team report to be forwarded to CDC.
3. To discuss activities to be conducted by various departments as per suggestions of peer team.
4. To discuss activities to be conducted by various committees as per suggestions of peer team.
5. To discuss activities to be conducted by Library as per suggestions of peer team.
6. To discuss about conduct of ICT training workshop for teaching faculty
7. To discuss about conduct of training for non- teaching faculty/Development prog. For support staff
8. To discuss about new manual for affiliated/ constituent colleges by NAAC.
9. To discuss any other matter with the permission of the chair.

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IQAC, Co-ordinator

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Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 22nd September 2017

Minutes of the meeting of IQAC

The minutes of the meeting of IQAC held on 22nd September 2017 at 11 am in the conference room are as follows.

Principal Sir was in the chair.

1. Minutes of the meeting held on 10th July 2017 were approved.
2. Principal briefed about formation of CDC and requested IQAC members to suggest names of current students for the same.
3. Principal briefed about new NAAC guidelines and about new manual for affiliated colleges. It was decided to give hard copy of manual to all teaching staff members and to invite feedback from them regarding the same on or before 10th October 2017.
4. IQAC coordinator, Dr (Ms) H. A. Chande, informed about planned workshop on Prezi on 26th September 2017. She informed about planned workshop on Google classrooms for teaching faculty and a workshop for non-teaching staff to be conducted in 2nd term.
5. Suggestions related to departments, Library, various committees and student bodies made by NAAC Peer team (3rd cycle) were discussed.
6. It was suggested that RDC for students can conduct workshop on how to search data, write and present papers.
7. Discussion was done on recommendations made by NAAC peer team and its attainment on points related to Industry, Alumni and NGO by interaction and collaboration.
8. Mr Nilesh lele, Industry representative, emphasized importance of MIS and training related to it to non -teaching staff members.
9. Dr (Ms) P.A. Shah requested Mr Nilesh Lele and Mr Abhay sawant to help organize Industry visits, guest lectures for interaction, interview skills enhancement and training workshops and for tie ups with Chamber of Commerce/ any other body. To organize programmes and inform students about startups and required skills and mindset for it.
10. It was suggested to organize programmes on attitudinal change by experience sharing.

11. Mr Abhay sawant suggested to begin coaching for MPSC/UPSC and other competitive examination.
12. Principal suggested Dr.(Ms) P.A.Shah to follow up for industry related programmes and tie ups, C.A. (Ms) K.S. Jaywant to follow up for registration of Alumni and to organize programmes for training , placement and interaction with Alumni with the help of Mr Abhay Sawant and Ms A.S. Samant to follow up with the help of Mr Chetan Baraskar to tie up and organize programmes with NGOs related to environmental awareness and protection activities, gender sensitization activities and on social initiatives.
13. Current student representative Ms Poonam suggested to make more books available from different publications to academic toppers from library. Principal requested faculty to adopt students and to give them books in addition to available from library. It was suggested that Alumni can also adopt students.
14. Planning about remedial coaching scheme was discussed.
15. IQAC coordinator requested Alumni Association to invite alumni from prestigious fields and conduct workshop with Arts faculty on 'Career in Arts' in second term.
16. It was decided to hold next meeting in December 2017.
17. Meeting ended with vote of thanks to the chair.

Chandela

IQAC coordinator

H. K. K.

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Action Taken Report

Action taken in response to decisions taken in the meeting held on 22nd September 2017.

- Hard copy of new manual of NAAC guidelines was given to teaching staff members.
- Workshop on Prezi was conducted.
- Workshop on Google classroom was conducted.
- Gymkhana and Health services collaborated with Sahajyoga and three months training programme in yoga was conducted.
- Ex students association and CGPC organized guidance lecture by ex students on entrepreneur skill development and Career in Arts.
- Career guidance lectures were organized by CGPC and Departments.

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Dr. H.A.Chande

IQAC Coordinator



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Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 5th December 2017

IQAC Notice

Meeting of IQAC will be held on 15th December 2017 at 11 am in the conference room. Members are requested to attend the same.

Agenda for the meeting is:

1. To discuss and approve the minutes of last meeting held on 22nd September 2017.
2. To discuss on the report submitted by IQAC members of their visit to nearby colleges to understand implementation of new NAAC guidelines.
3. To discuss about the progress of development of website and feedback mechanism.
4. To discuss about conduct of ICT training workshop for teaching faculty
5. To discuss progress of the remedial coaching scheme
6. To discuss about activities conducted by various departments, committees and Library in the current academic year
7. To discuss any other matter with the permission of the chair.

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IQAC Coordinator

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Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 15th December 2017

Minutes of the meeting of IQAC

Minutes of the meeting of the IQAC held on 15th December 2017 at 11 am in the conference room are as follows.

Principal Sir was in the chair.

1. Minutes of the meeting held on 22nd September 2017 were approved.
2. Members discussed on the report submitted by IQAC members after their visit to CKT College, MCC and DAV College on 15th November to understand implementation of new NAAC guidelines.
3. It was decided to depute two members from feedback committee to visit CKT College to understand online feedback mechanism carried out by their college.
4. It was also decided to suggest website update committee to visit various College and University websites and make suggestions accordingly for college website update.
5. It was informed by feedback committee convener that feedback mechanism development work is in process.
6. IQAC coordinator informed about workshop on Google classroom to be conducted on 23rd January 2018 by IQAC inviting Mr Hiren Dand as resource person as part of ICT training to faculty.
7. Progress of the remedial coaching scheme was discussed.
8. IQAC discussed in detail about tasks to be done according to new manual of NAAC.
9. Draft of Code of conduct was discussed.
10. Code of ethics in academic research submitted by RDC was finalized.
11. Discussion was held on institutional distinctiveness.
12. Discussion was held on formation of 'Capability enhancement and Development Cell'
13. Discussion was held on Lecture capturing system.
14. Resource mobilization policy and procedures were discussed.
15. Post accreditation Quality initiatives were reviewed and discussed.

16. IQAC coordinator informed about the various activities conducted by Departments, committees and library in the current academic year.
17. Discussion on upgrading of Wifi and ICT facilities was done.
18. It was decided to hold next meeting in April 2018.
19. Meeting ended with vote of thanks to the chair.

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IQAC coordinator

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Action Taken Report

Action taken in response to decisions taken in the meeting held on 15th December 2017.

- Feedback committee members visited CKT College to understand online feedback mechanism carried out by their college.
- Online feedback mechanism and college website update work is in progress.
- Workshop on Google classroom was conducted.
- Remedial coaching was conducted.
- Code of ethics in academic research was finalized by RDC.
- Wifi and ICT facilities were upgraded.

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Dr. H.A.Chande

IQAC Coordinator

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Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 24th March, 2018

IQAC Notice

Meeting of IQAC will be held on 11th April, 2018 at 10 am in the conference room. Members are requested to attend the same.

Agenda for the meeting is:

1. To discuss and approve the minutes of last meeting held on 15th December 2017.
2. To discuss on progress of feedback mechanism and website development.
3. To discuss SWOC of the college
4. To discuss activities conducted by departments and committees as per suggestions given to them by IQAC
5. To discuss on attainment of Best practice of the college for academic year 2017-18
6. To take a review of work assigned and activities by IQAC members
7. To discuss on progress of Audits conducted as per NAAC requirement
8. To review students research
9. To review suggestions submitted by IQAC to CDC
10. To discuss on IQAC plan for 2018-19
11. To discuss any other matter with the permission of the chair.



IQAC Coordinator



PRINCIPAL



Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 11th April, 2018

Minutes of the meeting of IQAC

Minutes of the meeting of the IQAC held on 11th April 2018 at 10 am in the conference room are as follows.

Principal Sir was in the chair.

1. Minutes of the meeting held on 15th December 2017 were approved.
2. Feedback Committee convener informed that online feedback development mechanism is in progress. Principal Sir informed to refer SSS format while developing format for obtaining of online feedback.
3. Principal Sir informed that the work of the up gradation of dynamic website of college is in progress.
4. SWOC analysis of the college was discussed.
5. Dr A S Thakur informed that E-waste bins will be installed in college and for this college will get Green Certificate from the MPCB.
6. Dr P A Shah informed that MoU is signed for yoga course conducted by Gymkhana and Health and welfare committee.
7. Dr A S Samant recommended cycle stand in the college premises
8. Principal sir informed that college is in the process of installing solar plant
9. Dr A S Thakur and Dr A S Samant recommended water harvesting
10. Principal Sir informed about new computer lab being developed.
11. IQAC discussed activities conducted by departments and committees as per suggestions given to them in academic year 17-18.
12. Attainment of the best practice of the college was discussed. First best practice- Growing within –resource augmentation and its best utilization. Second best practice- Nurturing and Fostering female students of the college. Attainment of these best practices through activities conducted in the academic year was discussed and reviewed.

13. Programmes conducted in association with NGOs and industries were discussed while taking review of the work assigned and activities performed by IQAC members.
14. Discussion was held on various audits to be conducted in college.
15. Students participated in 'Avishkar' university research event and departments trained and sent students for intercollegiate paper presentation activity. Field visits and surveys were also conducted.
16. IQAC members discussed about suggestions submitted to CDC.
17. Internship for students was reported.
18. Principal Sir informed IQAC to start preparing AQAR for academic year 17-18.
19. Principal Sir informed that college will apply for block grant from UGC.
20. Principal Sir informed that college has signed MoU for skilled development programme.
21. Bridge Courses were proposed to be conducted by Department of Maths and stats, Department of English and Department of Environmental studies.
22. Members discussed about plan for academic year 18-19.
23. It was decided to hold next meeting in June 2018.
24. Meeting ended with vote of thanks to the Chair.

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IQAC Coordinator

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Action Taken Report

Action taken in response to decisions taken in the meeting held on 11th April 2018.

- Online feedback development mechanism is in progress.
- Up gradation of dynamic website of college is in progress.
- SWOC of the college was finalized and submitted.
- MoU for yoga course conducted by Gymkhana and Health and welfare committee signed and submitted.
- The work of installing solar plant is in progress.
- The two best practices of the college- Growing within and Nurturing and fostering female students of the college were attained through various activities/ programmes.
- Students represented in 'Avishkar' university research event and in various intercollegiate competitions.
- Field visits and surveys were conducted.
- Internship for students was reported.
- Bridge courses have been initiated.

Chande

Dr. H.A.Chande

IQAC Coordinator



H. A. Chande
PRINCIPAL