Sadhubella Education Society's
(Minority Institute)

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar-421001, Dist: Thane

Notice

Date:- 10/04/2017

The meeting of the IQAC will be held on 19/04/2017 at 10.00 a.m. in the Principal's Cabin to discuss the progress of the work done by the IQAC during the academic year 2016-17. All the members are requested to remain present for the same.

Agenda

1. To read and confirm the minutes of the last meeting held on 10/01/2017.
2. To review the progress of the work done during the current academic year.
3. Preparation of the Academic Calendar for next academic year 2017-18.
4. Conduct of Academic and Administrative Audit.
5. Conduct of College Financial Audit.
6. Students Feedback and its analysis.
7. Any other matters with the permission of the Chair.

Mr. Rajesh Kumar Singh
IQAC Coordinator
Coordinator IQAC
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001

J. Watumull Sadhubella Girls College Ulhasnagar 421 001 Thane (India)

Dr. Vasant Pandit Mali
Principal
PRINCIPAL
Sadhubella Education Society's
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001., Dist. Thane

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Date:-24/04/2017

Minutes of IQAC Meeting Dated 19/04/2017

The meeting of the IQAC was held on 19/04/2017 at 10.00 am in the Principal's cabin.

Following Members of the Cell were present.

Sr. No	Designation	Name
1	Chairperson	Principal Dr. Vasant Pandit Mali
2	IQAC Coordinator	Mr. Rajesh Kumar Singh
3	Management Representative	Mr. Nitin Bagwe (Secretary, Sadhubella Education Society)
4	Teaching Staff Member	Miss. Neetu C. Purswani
		Mrs. Smita Chawak
		Mrs. Supriya Salvee
		Dr. Kalbande Dattatraya
5	Administrative Staff/Technical Staff	Mrs. Archana Verma
		Mrs.Muskan Hinduja
6	Student Representative	Miss. Pooja Sharma

The IQAC Coordinator Mr. Rajesh Kumar Singh welcomed all members of the Cell. The meeting was presided over by the Principal of the college. Following matters were discussed as per the agenda.

Agenda No:- 01 To read and confirm the minutes of the last meeting held on 10/01/2017.

Mr. Rajesh Kumar Singh read out the minutes of the last IQAC meeting held on 10/01/2017. After discussion, members confirmed the minutes.

J. Watumull Sadhubella Girls College Ulhasnagar 421 001 Thane (India)

Agenda No:- 02 To review the progress of the work done during the current academic year.

The Coordinator of IQAC Mr. Rajesh Kumar Singh presented a consolidated report of the work done by the IQAC during the current academic year which includes…

a. Preparation and implementation of Academic calendar
b. Conduct of two international conferences
c. Conduct of skill and personality development programmes.
d. Signing of MOUs/ linkages with various organizations.
e. Conduct of Study Tour
f. Implementation of various activities for making the campus eco friendly.
g. Conduct of Inter Collegiate Competition
h. Library Automation
i. Conduct of Medical Camp
j. Purchase and Installation of Vending Machine
k. Development of Library Website
l. Conduct of Green Audit
m. Holding meeting of College Alumni
n. Self Appraisal of Teaching and Non Teaching Staff

Agenda No:- 03 Preparation of the Academic Calendar for next academic year 2017-18.

The Principal informed the Cell that for the smooth conduct of teaching and learning process, the institution should prepare an academic calendar for 2017-18. After discussion the Cell assigned the responsibility of preparing the said calendar before the commencement of the new academic year , beginning from June 2017 to Asst. Prof. Supriya Salvee, Asso. Prof. Neetu Purswani and Asst. Prof. Smita Chawak.

Agenda No:- 04 Conduct of Academic and Administrative Audit.

The Head of the Institution brought to the notice of the members of IQAC that, to ascertain the progress of the institution, there is a need for conducting an academic and administrative audit. Members welcomed his decision and it was decided to conduct the above referred audit before the end of current academic year. Asst. Prof. Supriya Salvee, Dr. Dattatraya Kalbande and Asst. Prof. Rajesh Kumar Singh have been given the responsibility of conducting such audit and submit the same to the Principal.

Agenda No:- 05 Conduct of College Financial Audit

The Principal informed the Cell that, the Head Clerk, Mrs. Archana Verma has been instructed to keep all records ready and get the accounts audited before the commencement of next academic year.

Agenda No:- 06 Students Feedback and its analysis.

The Head of the Department of Commerce, Department of BMS and BCBI and M.Com informed the Cell that student's feedback has been taken of all departments and the analysis of the same has been done. After going through the analysis, the Cell advised the Principal to take necessary action wherever necessary.

Agenda No:- 07 Any other matters with the permission of the Chair.

As there was no other matter brought forward before the Chair, the meeting ended with a vote of thanks by IQAC Coordinator Mr. Rajesh Kumar Singh.

Mr. Rajesh Kumar Singh
IQAC Coordinator

Coordinator IQAC
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Ulhasnagar-421 001

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