



**Sadhubella Education Society's
(Minority Institute)
J. Watumull Sadhubella Girls College
Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Notice

Date:- 05/04/2018

The meeting of the IQAC will be held on 16/04/2018 at 10.00 a.m. in the Principal's Chamber to discuss the progress of the work done by the IQAC during the academic year 2017-18. All respected members are requested to remain present for the same.

Agenda

1. To read and confirm the minutes of the last meeting held on 13/01/2018.
2. To review the progress of the work done during the current academic year.
3. Preparation of the academic calendar for next academic year 2018-2019.
4. Conduct of College Financial Audit.
5. Conduct of Academic and Administrative Audit.
6. Students Feedback and its analysis.
7. Finalisation of AQARs of the previous years, 2013-2014, 2014-2015, 2015-2016, 2016-2017 and preparation of the AQAR for the year 2017-2018.
8. Holding a National Seminar on "Importance of Scientific Technical Terminology in Marathi Language with special reference to Library and Information Science".
9. Preparation for International Multidisciplinary conference on "Innovative Ideas in the fields of Science, Social Sciences and Management" to be held at Bali (Indonesia) in May 2018.
10. 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




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



Sadhubella Education Society's
(Minority Institute)
J. Watumull Sadhubella Girls College
Near Government Dispensary, Ulhasnagar-421001, Dist: Thane

Date:-20/04/2018

Minutes of IQAC Meeting Dated 16/04/2018

The meeting of the IQAC was held on 16/04/2018 at 10.am in the principal's Chamber.

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	External Expert	Dr. Vijay Sawant
5	Teaching Staff Member	Miss. Neetu C. Purswani
		Mr. R. H. Suryarao
		Mrs. Supriya Salvee
		Mrs.Smita Chawak
		Dr. Kalbande Dattatraya
		Mrs. Sharmila Karve
6	Administrative Staff/Technical Staff	Mrs.Muskan Hinduja

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 13/01/2018.

Mr. Rajesh Kumar Singh read out the minutes of the last IQAC meeting held on 13/01/2018. After discussion, members confirmed the minutes.



Agenda No. 2:- 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. It is as follows:-

- a. The Academic calendar prepared for the year has been implemented in all respect.
- b. For the safety and security of the students, staff and college property, the institution installed 16 CCTV cameras in the campus.
- c. The institution undertook Skill Development Programmes in collaboration with Art of Living and NSDC, Pidilite and Tech Mahindra.
- d. Study tour of the learners was conducted on 14th and 15th September to Bombay stock Exchange.
- e. Industrial visit was organised on 24th February 2018 to Goa where in learners visited Godrej Locks manufacturing units and Monginis Cake manufacturing unit.
- f. The pit meant for vermiculture has been converted into compost pit for producing green manure.
- g. To maintain greenery in the campus, a tree plantation was under taken by NSS unit of the college.
- h. The institution signed a MOU with Udyogini, Tech Mahindra for employment based training and placement programme.
- i. The academic performance of the learners was presented before the Cell for the Academic year 2016-2017. The average percentage of passing is more than 84 percent in all programmes except. B. Com. The HOD of commerce has been instructed to put more efforts for better performance .
- j. During the current academic year, the learners participated in 17 events in the Intercollegiate Youth Festival, conducted by University of Mumbai wherein Miss Jyoti Sadanand Giri bagged second rank in Mehendi Competition at the Zonal Level.
- k. A workshop on Solid Waste Management was held on 22nd February 2018; conducted by Padmashri Dr. Sharad Kale, Senior Scientist BARC.
- l. A State Level Workshop on Research Method, Human Resource, GST and Digital Banking was held on 2nd April 2018, by four resource persons.
- m. Meetings of College Alumini and College PTA were held on 15th March 2018 and 23rd February 2018 respectively.
- n. Dr. V. K. Mishra of K M Agrawal College, Kalyan held a guidance lecture for the teaching and non teaching staff of the college regarding the new guidelines issued by NAAC for assessment and accreditation .

The members appreciated the efforts taken by the IQAC to enhance the quality of higher education for the holistic development of students.

Agenda No. 2:- Preparation of the academic calendar for next academic year 2018-2019

The principal informed the cell that for the smooth conducting of teaching and learning process, the institution should prepare an academic calendar for 2018-19. After discussion the cell assigned the responsibility of preparing the said calendar before the commencement of the new academic year beginning from June 2018 to Asst. Prof. Supriya Salvee, Asso. Prof. Neetu Purswani and Asst. Prof. Smita Chawak.



Agenda No. 3:- 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 and forward the audited statement of accounts to the Management and the Joint director of Higher Education within the stipulated period.

Agenda No. 4:- Conduct of Academic and Administrative Audit.

It was decided to conduct the Academic and Administrative Audit by the end of the academic year. Asst. Prof. Supriya Salvee, Dr. Dattatraya Kalbande and Asst. Prof. Rajesh Kumar Singh are assigned the responsibility of conducting such audit and submit the report of the same to the Principal.

Agenda No. 5:- 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. 6:- Finalisation of AQARs of the previous years, 2013-2014, 2014-2015, 2015-2016, 2016-2017 and preparation of the AQAR for the year 2017-2018.

Mr. Rajesh Kumar Singh, the Coordinator of IQAC informed the Cell that AQARs for the previous years-2013-2014, 2014-2015, 2015-2016, 2016-2017 are ready and required a final touch before uploading the same on the College Website and mail to NAAC's office. He further informed that the preparation of AQAR for the year 2017-2018 is in progress.

Agenda No. 7:- Holding a National Seminar on "Importance of Scientific Technical Terminology in Marathi Language with special reference to Library and Information Science".

The Librarian Dr. Dattatray Kalbande informed the house that on 18th and 19th June 2018, a National Seminar on "Importance of Scientific Technical Terminology in Marathi Language with special reference to Library and Information Science" will be held in the college premises. Delegates from all over the country will be invited for the same.

Agenda No. 8:- Preparation for International Multidisciplinary conference on "Innovative Ideas in the fields of Science, Social Sciences and Management" to be held at Bali (Indonesia) in May 2018.

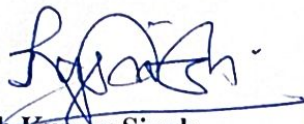
The Principal Dr. Vasant Mali informed the Cell that the preparation for conducting an International Multidisciplinary conference on "Innovative Ideas in the fields of Science, Social Sciences and Management" to be held at Bali (Indonesia) is in full swing. The said conference will be held between 19th and 24th May 2018.



Agenda No. 9:- Any other matters with the permission of the chair.

1. To change the Composition of IQAC as per revised guidelines of NAAC.

The Principal Dr. Vasant Pandit Mali informed the Cell that the NAAC has changed the composition of IQAC and has issued new guidelines to that effect. The copies of the said guidelines were issued to all members. After discussion the cell authorized the Principal to constitute new IQAC as per the said guidelines. It was further decided that the new Cell will start functioning from the coming academic year 2018-19.


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




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