



**Sadhubella Education Society's
(Minority Institute)**

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar-421001, Dist: Thane

Notice

Date:- 08/04/2019

All members of IQAC are requested to note that a meeting of the Cell has been arranged on 23/04/2019, Tuesday at 11.00 A.M, in the College library. Members are requested attend the same.

Agenda

1. To read and confirm the minutes of the last meeting held on 08/12/2018.
2. To review the progress of the work done during the current academic year 2018-19.
3. Preparation of the Academic Calendar for next academic year 2019-2020.
4. Conduct of Major/Minor Research project.
5. Conduct of Academic and Administrative Audit.
6. Students Feedback and its analysis.
7. Conduct of College Financial Audit.
8. Purchase of books for competitive examinations.
9. Self Appraisal of employees.
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
Watumull Sadhubella Girls College
Ulhasnagar-421 001, Dist. Thane



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Date:-29/04/2019

Minutes of IQAC Meeting Dated 23/04/2019

The meeting of the IQAC was held on 23/04/2019 at 11.00am in the College library.
Following members of the Cell were present.

Sr. No	Name	Designation
01	Dr. Vasant Pandit Mali	Principal/ Chairman of IQAC
02	Mr. Rajesh Kumar Singh	IQAC Coordinator
03	Mr. Nitin Bagwe	Secretary/ Management Representative
04	Prof. Neetu C.Purswani	Teacher
05	Mr. R.H. Suryarao	Teacher
06	Ms.Supriya Salvee	Teacher
07	Ms.Smita Chawak	Teacher
08	Ms.Sharmila Karve	Teacher
09	Dr. Dattatraya Kalbande	Teacher
10	Mr. Thakur Bhimsingh	Sr. Administrative Officer Representative
11	Ms. Archana Verma	Administrative Staff Representative
12	Mr. S.T. Mahajan	Nominee from local society
13	Darshana Patel	Student Representative
14	Dr. D'mello John	Employer Nominee

The meeting was presided over by the Principal of the College. Following matters were discussed as per the Agenda.

Agenda No. 1 :- To read and confirm the minutes of the last meeting held on 08/12/2018.

Mr. Rajesh Kumar Singh, the Coordinator, read out the minutes of IQAC meeting held on 8th December, 2018. After discussion the Cell confirmed the minutes.



Agenda No. 2 :- To review the progress of the work done during the current academic year 2018-19.

Mr. Rajesh Kumar Singh, the Coordinator, presented a consolidated report of the work done by the IQAC during the current academy year 2018-19. The details of the same are appended below :

- a] Formation of the IQAC as per the revised guidelines of NAAC.
- b] The academic calendar for the current year has been implemented in all respects.
- c] MOUs have been signed with two organisations / industries.
- d] A workshop on Vigilance, Awareness and Safety was conducted in association with Hindustan Petroleum Corporation.
- e] World Disaster Management Day was organised in Association with Ulhasnagar Municipal Corporation.
- f] The preparation for the conduct of a multidisciplinary International Conference on Innovative Ideas in the fields of Science, Technology, Social Science and Humanity at Paris is in full swing and the said conference is going to be held from 16/05/2019 to 23/05/2019. A large number of delegates are expected to participate.
- g] Study tours were arranged for the learners. They visited APMC Market, Vashi and Reserve Bank of India, Mumbai.
- h] The Results of annual examination held in March - June 2018 were analysed and necessary directions have been given to those departments where there is a need for putting more efforts.
- i] The AQARs for the academic years 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18 were uploaded on the College website and the soft copy of the same were forwarded to the NAAC's office on 29/12/2018.
- j] A proposal to include the College under 2(f) and 12(b) UGC act 1956 has been forwarded to UGC on 17/09/2018 by the Management of this College.
- k] Six solar panels have been installed to generate Electricity on the terrace of the College building which can produce 2 kWh. Units of energy.
- l] One day Symposium on 'IPR, Plagiarism, International Business, Green HRM and Mutual Funds' was conducted on 11/04/2019. Large number of learners of this College and neighbouring Colleges participated in the said symposium.
- m] Training programmes for the learners were conducted on Banking, Finance and Insurance by Kotak Education Foundation. Large number of students took the advantage of such programmes.
- n] All preparations for the Mega Job Fair are complete which is going to be held tomorrow the 24/04/2019. Large numbers of students of this College and neighbouring Colleges are expected to participate in the said job fair.
- o] The meetings of Parent Teachers Association and College Alumni Association were held on 23/01/2019 and 22/02/2019 respectively.
- p] As a part of social activity, the teaching and nonteaching staff distributed food grains and pulses to the tribal people residing near Rayta Village, Kalyan on 02/02/2019.

Agenda No. 3 :- Preparation of the academic calendar for next academic year 2019-2020.

The Head of the Institution brought to the notice of the Cell that for the smooth conducting of teaching and learning process, extension activities, examinations, declaration of results, cultural activities etc, an Academic Calendar for the coming Academic year will have to be prepared before the end of current academic year. Accordingly the Cell assigned the task of preparing the Academic Calendar to Asst. Prof. Supriya Salvee, Asso. Prof. Neetu Purswani and Asst. Prof. Smita Chawak.



Agenda No. 4 :- Conduct of Major/Minor Research project.

The Principal informed the teaching staff members to take up Major / Minor Research projects from their respective Board of Studies under the University or some recognised Institutes / Industries. Such projects not only enhances the research potential of the teaching staff but also help them to gain API scores. The teaching staff members showed their interest in taking up major / minor research projects from the coming academic year 2019-20.

Agenda No. 5 :- Conduct of Academic and Administrative Audit.

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. 6 :- 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. 7 :- 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. 8 :- Purchase of books for competitive exam.

Asst. Prof. Smita Chawak informed the Cell that large number of students are interested in appearing for competitive examinations conducted by State Government and Central Government (MPSC/UPSC) compared to last year. After discussion the Cell advised the Librarian to place the order for books in connection with such competitive examinations

Agenda No. 9 :- Self Appraisal of employees.

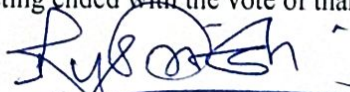
The Principal issued self appraisal forms for all teachers/ non teaching staff with a request to submit the same to the College office before the last working day of the current academic year.

Agenda No. 10 :- Any other matters with the permission of the Chair.

1. Resignation from IQAC Coordinatorship

Asst. Prof. Rajesh Kumar Singh expressed his inability to serve as the Coordinator of IQAC due to his personal problems/assignments. The members discussed on this issue and accord their consent for the same. Dr. Dattatraya Kalbande the librarian proposed the name of Ms. Supriya Salvee, a senior faculty member for the post of Coordinator. The Cell after discussion accepted the proposal and the duties of Coordinatorship are given to Ms. Supriya Salvee. She will serve as the Coordinator of IQAC with effect from the commencement of the next academic year 2019-20.

The meeting ended with the vote of thanks to the Chair.


Mr. Rajesh Kumar Singh

IQAC Coordinator
Coordinator IQAC

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Dr. Vasant Pandit Mali
Principal

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