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

Date:-05/05/2020

Minutes of IQAC Meeting Dated 28/04//2020

The meeting of the IQAC was held on 28/04/2020 at 02.00 pm on Zoom app.

Following members of the Cell were present.

Sr. No	Name	Designation
1.	Dr. Vasant Pandit Mali	Principal/ Chairman of IQAC
2.	Dr. Dattatraya Kalbande	IQAC Coordinator
3.	Mr. Nitin Bagwe	Secretary/ Management Representative
4.	Prof. Neetu C.Purswani	Teacher
5.	Ms.Supriya Salvee	Teacher
6.	Ms.Smita Chawak	Teacher
7.	Ms.Sharmila Karve	Teacher
8.	Mr. Rajesh Kumar Singh	Teacher
9.	Mr. Thakur Bhimsingh	Sr. Administrative Officer Representative
10.	Ms. Archana Verma	Administrative Staff Representative
11.	Mr. S.T. Mahajan	Nominee from local society
12.	Darshana Patel	Student Representative
13.	Miss. Kashish Dulani	Alumni Representative
14.	Dr. D'mello John	Employer Nominee
15.	Ms.Arpita Madan	Stakeholders Representative

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 of IQAC held on 17/02/2020.

The IQAC Coordinator, Dr. Dattatraya Kalbande read out the minutes of the Cell's meeting held on 17/02/2020. The Cell confirmed the minutes unanimously.

Agenda No.02:- To review the progress of the work done during the current academic year 2019-20.

Dr. Dattatraya Kalbande , the Coordinator, presented a consolidated report of the work done by the IQAC during the current academy year 2019-20. The details of the same are listed as below :

1. The academic calendar has been implemented and all activities mentioned there in are implemented.
2. The institution signed MOUs with ITAA, Citi Bank, Edu Bridge and NSDC.
3. A study tour was arranged on 16th September 2019 to SEBI. Learners were also taken to Team Global Logistics Private Limited to learn about material movement.
4. As the regular session for Sem-I started very late, the term end test could not be held as on date. However in case of Sem-III the term end test was held with effect from 21st September 2019. The learners were given advanced notice to that effect. The examination committee follow the new guidelines strictly as per University norms.
5. 41 students completed Internship in Bombay stock exchange, Mumbai, Guru Kripa Agency, 4G Infosource, Century Rayon, Sherkhan Ltd, and FS Services.
6. A workshop on "How to use the software- Tally for making accounting simple and easy" was held on 27th August 2019.
7. A seminar on "Women's Violence and Cyber Crime" was held on 23/07/2019. However the seminar on sexual harassment at work place could conducted.
8. Intercollegiate competition on "Katha Kathan" organized.
9. A proposal to include the College under 2(f) and 12(b) UGC Act 1956 has been forwarded to UGC after compliance of queries mentioned there in.
10. SSR is on the verge of completion and documents upto 2018-19 were prepared by the staff members.
11. Mega Job fair organized.
12. The meetings of Parent Teachers Association and College Alumni Association were conducted.
13. Webinar on Introduce to Intellectual Property Rights in India: Patents, Trademarks and Copyrights organized on 27/04/2020.
14. AQAR 2018-19 is ready and same will be upload immediately after lockdown.
15. Faculty Development programmes have been planned in the month of May and June.
16. A seminar for the students on Health Fitness Strategy Against COVID-19 (Corona Virus) was organized on 14/03/2020.

Agenda No. 03:- Preparation of the Academic Calendar for next academic year 2020-21.

The Head of the Institution brought to the notice of the Cell that for the smooth conduct 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 taking in to consideration the guidelines issued from time to time by University of Mumbai and Government Authorities. 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. 04:- Students Feedback and its analysis

The IQAC Coordinator informed the Cell that stakeholder's online feedback links were created and uploaded on college website. All the teachers were directed to forward the same through mail as well as whatsapp to stakeholders and submit the report..

Agenda No. 05:- Self Appraisal of employees for 2019-20.

The Principal issued self appraisal forms for all teaching and non teaching staff. They were directed to submit the same to the College office before the last working day of the current academic year.

Agenda No. 06:- Status of Online Lectures during COVID-19.

The Head of the Institution brought to the notice of the Cell that due to Lockdown and COVID-19 situation College started online teaching and learning process. Every teacher trained and instructed organize online lectures to the students on Zoom app, Google Meet app and other applications as per convenient to the students and staff.

Agenda No. 07:- Organize/ attend various webinars and online programmes.

Principal brought to the notice of the cell, the guidelines received from of the University of Mumbai and University Grants Commission related to work from home. Accordingly teaching and non-teaching staff members attend various training programme, FDP, orientation, webinars, seminar and conferences conducted by various colleges all over the India. Also it was decided college should organize Faculty development programmes for the Library and Information Science professionals as well as teachers from the commerce field.

Agenda No. 08:- Development of E-Content for the teaching purpose.

The Principal brought the notice of the committee members that as a work from home and guidelines issued by UGC time to time all staff members of the college develop e-content related to their respective subjects. In E-Content teachers should record video lectures, audios, PPT, PDF files, Photos etc and share to the students for the study purpose.

Agenda No. 09:- Any other matters with the permission of the chair.

As there was no other matter to be discussed the meeting was adjourned.

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Dr. Dattatraya Kalbande
IQAC Coordinator

Coordinator IQAC
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J. Watumull Sadhubella Girls College Ulhasnagar-1

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