Minutes of IQAC meeting held on 20th June, 2019.

1. As Prof S. B. Datar expressed his unwillingness to work as IQAC coordinator, it is decided to give the charge to the faculty member considering their seniority and willingness.

2. Considering the importance of research it is recommended to form committee and apply for 'Fund for Improvement of S&T Infrastructure in Universities and Higher. Educational Institutions (FIST)'.

3. Criteria wise in-charge were appointed for the coordination and submission of AQAR for the academic year 2018-19, which is to be submitted before 3rd Oct., 2019.

4. The review of completion of AQAR should be taken at the end of each week and take necessary actions so that AQAR will be submitted in the stipulated time.

5. It is recommended to establish feedback committee and strengthen the feedback system. The Feedback committee should take feedback from all the stake holders and give the report to the Principal.

6. It is decided to establish IPR cell (intellectual property right) and conduct activity about awareness of IPR.

7. It is recommended to organize faculty development program for the faculty members.

SB Datar

IQAC Coordintor
Coordinator
Prof. S. B. Datar

Dr. A. R. Patil
Smt. Indirabai G.Kulkarni Arts,
J. B. Principal
Rau.Janakibai Dhondo Science and
Commerce College,Alibag-402 201, Dist. Raigad.
IQAC Chairman.

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Minutes of IQAC meeting held on 22nd October, 2019.

Agenda 1: Take review of the AQAR of 2018-19.

A review of the AQAR was taken and decided to work in the criteria in which we are weak and improvement is needed.

Agenda 2: Consider to apply for ranking from NIRF, ISO, NBA or any agency.

Considering the NAAC, it is necessary to go for NIRF, ISO, NBA and academic audit, it is recommended to go for NIRF ranking for college and overall ranking categories. It is also decided to apply for Academic audit from Mumbai University.

Agenda 3: Forward the project proposals of Dr. P. A. Chate and Dr. P. B. Gaikwad.

It is recommended to forward the project proposals of Dr. P. A. Chate to UGC, and project proposal Dr. P. B. Gaikwad to Mumbai University as per the requirement.

Agenda 3: Take actions to increase the attendance of the students.

It is recommended that all the faculty members should submit the attendance through heads of the respective departments to Prof. A. M. Oak, In-charge of attendance committee, twice in a month. The attendance committee should take necessary actions to increase the attendance.

Agenda 4: Introduction of skill based courses.

It is recommended to start the English speaking course which was earlier started and the English department should restart the language learning lab, which is not functioning today.

Agenda 5: To organize conferences and workshops.

It is recommended to encourage faculty members to organize national level conference or seminars.

Agenda 6: Update of college website.

It is recommended to develop mechanism so that college website should be updated, Research papers of all the faculty members should appear on the website. The notices to students, examination time table and results should be displayed on the website.

IQAC Coordintor
Dr. S. A. Kanade

Principal
and IQAC @ Kulkarni Arts.
J. B. Savant Science and
Sau. Janakibai Dhondo Kunte Commerce
College, Alibag-402 201, Dist. Raigad

Minutes of meeting

Meeting of faculty members of IQAC is held on 6th Dec., 2019 at 11.00 am. In the conferenc room, the following members were present.

1. Prof. Dr. N. N. Shere.
2. Prof. A. M. Oak.
3. Prof. N. A. Babar.
4. Prof. S. B. Datar.
5. Dr. Sonali Patil.
6. Dr. S. A. Kanade.
7. Prof. J. S. Mhatre.

The following points were discussed and decisions taken for recommendation to the management, considering upcoming NAAC.

1. It is suggested to start the language learning lab and English speaking course immediately, which are earlier started but closed.
2. To start Certificate/ Diploma Courses/Value Added Courses by the college and also in collaboration with TISS University and IIT Mumbai. Appoint coordinators to start the collaborations.
3. Start Students mentoring system. All faculty members should be given proper information about the system.
4. Management information system (MIS) software may be purchased to satisfy needs of student statics and audit needs can be fulfilled.
5. Feedback system should be started on the college website.
6. The Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. should be increased. MoUs has to be signed wit institutions of national, international importance, other universities, industries, corporate houses.
7. Set up **complaint or suggestions boxes in the lecture complex and office.**
8. Create system to carryout Academic and Administrative Audit (AAA) internally.
9. Setup Parent Teacher Association: Activities and support from the Parent Teacher Association.
10. Conduct development programmes for faculty members and support staff: arrange workshop for faculty members on soft skill development, Moodle and Google class. For support staff arrange workshop on how to creation and maintain of data.

Dr. S. A. Kanade
Coordinator, IQAC

Dr. A. K. Patil
Principal and Chairman IQA

J. S. M. College, Alibag.

Internal Quality Assurance Cell (IQAC)

Agenda of the Meeting:

Agenda of the IQAC Meeting Scheduled on 16th December, 2019, in the conference room at 11.00 am.

1. To confirm the minutes of the last meeting of IQAC.

2. Review of the work done in the first term of academic year 2019-20.

3. Planning and implementation of new projects essential for NAAC.

4. Compliance of essential infra structure required for smooth functioning of the college.

5. Planning of second term activities.

IQAC- Coordinator
IQAC
Coordinator
(Dr. S. A. Kanade)

Principal and
IQAC- Chairman
(Dr. A. K. Patil.)

PRINCIPAL,
Smt. Indirabai G. Kulkarni Arts,
J. B. Sawant Science and
Sau. Janakibai Dhondo Kunte Comm____
College, Alibag. 402201, Dist Raigad

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The minutes of IQAC meeting held on 16nd December, 2019.

A meeting of the members of IQAC, of J. S. M. College, Alibag was held on 16nd December, 2019 at 11:00 a.m. in the conference room. Following members were present at the meeting.

1. Dr. A.K.Patil: Principal and Chairman of IQAC.
2. Shri S. P. Gharat: Nomimee of Management.
3. Shri M. M. Patil: Nomimee of Management
4. Prof. A.M.Oak: Faculty member.
5. Prof.N.A.Babar; Faculty member.
6. Prof. S.B. Datar: Faculty member.
7. Dr. Sonali Patil: Faculty member.
8. Dr. Mohsin Khan: Faculty member.
9. Dr. S. A. Kanade: Faculty member and IQAC Coordinator
10. Prof. Jayesh Mhatre: Faculty member
11. Shri.G.K.Gite: Non teaching staff member
12. Shri. R.K. Shelar: Non teaching staff member

As per the agenda of the meeting the following decisions were taken;

Agenda 1: The minutes of the last meeting were read by Dr S. A. Kanade and are unanimously accepted by all the members.

Agenda 2: Review of the work done in the first term of academic year 2019-20 was given by Principal Dr. A. K. Patil (list enclosed).

Agenda 3: For the compliance of all the criterions in the NAAC it is suggested to undertake the following programmes in the college.

➢ it is decided to start the English speaking course and language learning Lab. it is decided to start the skill based (job oriented) short term courses in collaboration with TISS (Tata Institute of Social Sciences, Mumbai) and IIT, Mumbai.

➢ It is recommended to start Ph. D. Centres in Botany, Chemistry and Marathi as the faculty members are Recognised guides for Ph. D. Of Mumbai University, the credit of their work is going to other colleges to which they are affiliated.

Agenda 4: By looking to the smooth conduct of administrative work and to maintain the record of the college and to improve the teaching learning process in the college the following infrastructure and facilities to be procure in the college.

➢ It is decided to considering the importance of information management it is recommended to purchase a suitable management information system as per the requirement.
➢ It is recommended to encourage faculty members to use ICT based teaching and the college should increase the ICT facility.
➢ Raised out of discussions Dr. S. A. Kanade pointed out that, the research grant (Minor research project) it is important to submit the Audited statement within three weeks after the completion of financial year to the concerned agency. Due to delay in the audit, second instalment of minor research project is not received. Shri G. K. Gite, Office superintendent, Assured to complete the audit in time.

Agenda 5: Following programmes were suggested by the members for the second term of 2019-2020

➢ It is recommended to organise national level seminar or conference in humanities and science.
➢ It is recommended to conduct a skill improvement program for the non teaching staff in association with UGC-HRDC, Mumbai or any other agency.
➢ It is recommended to publish college news letter quarterly or half yearly, which should be displayed on the college website and must have all the events organised by the college.
➢ Dr. Mohsin Khan recommended for the proper maintenance and cleanliness of the Campus. Principal, Dr. A. K. Patil told him to give the consolidated plan for the same.
➢ It is essential to update the college website regularly. It is recommended to give responsibility of up gradation of web site to in-charge of Library and Information centre; he should keep the website updated with the help of IT and CS departments.

IQAC-Coordinator
(Dr. S. A. Kanade)
IQAC
Coordinator

Principal and
IQAC- Chairman
(Dr. A. K. Patil.)
PRINCIPAL
Smt. Indirabai G.Kulkarni Arts,
J. B. Sawant Science and
Tau.Janakibai Dhondo Kunte Commerce
College, Alibag-402 201, Dist. Raigad

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Action Taken Report

The IQAC has completed following tasks during first term of academic year 2019-20.

1. Submitted AQAR for the academic year 2018-19 in the new format on 30th Sept. 2019. And has been approved successfully by NAAC on 11th Oct., 2019.

2. Applied for NIRF (National Institutional Ranking Frame work, Ministry of Human Resource Development Government of India.) For college and overall category and subsequently submitted data before due date.

3. Applied for Academic audit, Mumbai University.

4. CAS camp was held on 19th Nov., 2019. The scrutiny of 11 faculty members and selection of 3 faculty members has been completed and the reports were submitted to Mumbai University for further action.

5. Work shop on 'e-content development' was conducted for faculty members and staff members of the college, in collaboration with Knowledge Bridge, Ahmednagar.

6. Considering the energy efficiency environmental awareness conventional tube lights of 35 watts, in the main building were replaced by the LED tubes of 18 watts.

7. Considering the importance of Sericulture gainful employment and economic development Mulberry trees were planted in the campus.

IQAC Coordinator
(Coordinator grade)

Principal and
IQAC Chairman