

Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.

Date: 22nd September 2017

Minutes of the meeting of IQAC

The minutes of the meeting of IQAC held on 22nd September 2017 at 11 am in the conference room are as follows.

Principal Sir was in the chair.

1. Minutes of the meeting held on 10th July 2017 were approved.
2. Principal briefed about formation of CDC and requested IQAC members to suggest names of current students for the same.
3. Principal briefed about new NAAC guidelines and about new manual for affiliated colleges. It was decided to give hard copy of manual to all teaching staff members and to invite feedback from them regarding the same on or before 10th October 2017.
4. IQAC coordinator, Dr (Ms) H. A. Chande, informed about planned workshop on Prezi on 26th September 2017. She informed about planned workshop on Google classrooms for teaching faculty and a workshop for non-teaching staff to be conducted in 2nd term.
5. Suggestions related to departments, Library, various committees and student bodies made by NAAC Peer team (3rd cycle) were discussed.
6. It was suggested that RDC for students can conduct workshop on how to search data, write and present papers.
7. Discussion was done on recommendations made by NAAC peer team and its attainment on points related to Industry, Alumni and NGO by interaction and collaboration.
8. Mr. Nilesh Lele, Industry representative, emphasized importance of MIS and training related to it to non-teaching staff members.
9. Dr (Ms) P. A. Shah requested Mr. Nilesh Lele and Mr. Abhay Sawant to help organize Industry visits, guest lectures for interaction, interview skills enhancement and training workshops and for tie ups with Chamber of Commerce/ any other body. To organize programmes and inform students about startups and required skills and mindset for it.
10. It was suggested to organize programmes on attitudinal change by experience sharing.

11. Mr. Abhay Sawant suggested to begin coaching for MPSC/UPSC and other competitive examination.
12. Principal suggested Dr.(Ms) P.A.Shah to follow up for industry related programmes and tie ups, C.A. (Ms) K.S. Jaywant to follow up for registration of Alumni and to organize programmes for training , placement and interaction with Alumni with the help of Mr. Abhay Sawant and Ms. A. S. Samant to follow up with the help of Mr. Chetan Baraskar to tie up and organize programmes with NGOs related to environmental awareness and protection activities, gender sensitization activities and on social initiatives.
13. Current student representative Ms. Poonam suggested to make more books available from different publications to academic toppers from library. Principal requested faculty to adopt students and to give them books in addition to available from library. It was suggested that Alumni can also adopt students.
14. Planning about remedial coaching scheme was discussed.
15. IQAC coordinator requested Alumni Association to invite alumni from prestigious fields and conduct workshop with Arts faculty on 'Career in Arts' in second term.
16. It was decided to hold next meeting in December 2017.
17. Meeting ended with vote of thanks to the chair.

IQAC coordinator

PRINCIPAL