

SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Date: 30/03/2019

NOTICE Meeting of IQAC

Respected All Members,

Members of the committee are hereby informed that on Thursday dated 04/04/2019 at 11:00 am meeting will be conducted in Conference Room. All are requested to remain present.

AGENDA:-

1. Regarding confirmation of minutes of previous meeting.
2. Regarding exam schedule.
3. Regarding Action Taken Report of different Committees and departments
4. Regarding self-Appraisal and self-declaration reports of the staff.
5. Regarding maintenance and up gradation of building.
6. Review of recruitments for the year 2019-20.
7. Regarding Planning for next Academic year.
8. Regarding up gradation of Library
9. Regarding discussion on development plans of the College (academic, infrastructure, sports).
10. Any other subject with the permission of Chairperson.

Your's

IQAC Coordinator

CC to:

1. Shree Prakash Mutha :
2. Mrs. Shruti Waikar
3. Dr. Daulat Singh Pallival:
4. Dr. Maya Joglekar
5. Prof. Meena Joshi
6. Mrs. Darshana Deshmukh :
7. Mrs. Mallika Hegde :
8. Prof. Vaishali Gokhale :
9. Mr. Pankaj Chavan :
10. General Secretary :
11. Prof. Ajay Pillai :

SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 04/04/2019 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

1. Regarding confirmation of minutes of previous meeting:

Minutes of previous meeting were read and confirmed unanimously.

2. Regarding exam schedule :

As second semester is about to end, schedule of exams according to University intimation should be prepared. This year exams will be postponed due to Lok Sabha elections. So proper arrangements should be made.

3. Regarding Action Taken Report of different Committees and departments:

All the committees and departments have conducted different programs till now. Their reports should be collected was the decision taken.

4. Regarding self-Appraisal and self declaration reports of the staff :

As per every year Teachers and non-teaching staff should be given appraisal forms and self declaration, to know their status of next year.

5. Regarding maintenance and up gradation of building :

As self Financing rooms are under upgradation the work should be completed upto the month of May, was the decision taken. Also the painting of the building should be done , was the decision taken.

6. Review of recruitments for the year 2019-20 :

As per University norms, draft of the advertisement for the recruitment is submitted to the University for Approval. As soon as we receive it advertisement should be given in all India level

newspapers and procedure of recruitment should be followed. Was the decision taken.

7. Regarding Planning for next Academic year :

Brief discussion was held regarding planning of programs / seminars/ workshops to be conducted in the next academic year.

8. Regarding up gradation of Library :

As Library is shifted to new location , set up of computers, net connection, cupboards etc should be arranged was the decision taken.

9. Regarding discussion on development plans of the College (academic, infrastructure, sports) :

As per every year, for the next academic year, which programs to be conducted in sports, what type of up gradation should be done, how to upgrade infrastructure which will be comfortable for the stakeholders etc points were discussed briefly. As we have obtained grant for fixation of Flood light in the ground from Sports Department of Maharashtra Government .So, Flood lights to be set up in the ground was the decision taken.

10. Any other subject with the permission of Chairperson :

As no other subject was left for discussion the meeting was adjourned with the permission of the Chair person.

Principal

SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

To,
Principal,

Subject : ACTION TAKEN REPORT of the IQAC meeting ,held on
04/04/2019.

Respected Madam,

We the IQAC Working Committee would like to bring to your notice ,the ATR of the IQAC meeting that was held on 04/04/2019 is as follows :

- This year exams are extended upto 15/5/2019 so, members of exam committee and few teachers are requested to continue in vacation till 15/5/2019.
- Self appraisal of Teaching and Non Teaching staff was collected and analyzed.
- Contractor is given deadline to complete the furniture work and coloring of Self Financing class rooms till 30/05/2019.
- After brief discussion Academic calendar for the next year i.e. for 2019-20 was prepared.
- To upgrade sports facilities and infrastructure discussion was held with the management and it was decided to set up flood lights encircling the ground so that students can practice upto late evenings.

Your's Faithfully,

(Member of IQAC Working Committee)



SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 04/06/2019 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

- 1. Regarding confirmation of minutes of previous meeting :**
Minutes of previous meeting were read and confirmed unanimously.
- 2. Regarding Admission Process :**
Admission committee was strictly informed that, not a single admission should be gone outside from our Junior college passed out students. For the same they should be properly convinced. Also all possible efforts should be taken to increase the admissions, was the decision taken unanimously.
- 3. Regarding Celebration of Foundation Day and Yoga Day :**
As per every year, college foundation day should be celebrated by organizing Satyanarayan Mahapooja, which is followed by lunch. The entire responsibility of management was given to IQAC Working committee. Also Yoga day should be celebrated by inviting experts in this field, so that students and staff would get proper guidance was the decision taken unanimously.
- 4. Regarding arrangement of Parent –Teachers Meeting :**
As per every year to keep proper communication with parents, second and third year student's parents meeting should be organized in this month. Accordingly instructions were given to respective Head of the Departments.
- 5. Regarding Environmental awareness program (Tree Plantation, Rally, Field visit, Seminar) :**
Students should understand the importance of environment for the same, different programs, like, tree plantation drive, rally, visit to nearby paddy fields, seminars on green chemistry, water harvesting, etc. should be organized. Instructions were given to respective committee Heads.
- 6. Formation of budget :**
As per every year budget of every Head was finalized, after brief discussion and was decided to put up before the LMC for approval.



7. Regarding up gradation of faculties (Research project, Seminar on PET/SET/NET exams, FDP) :

To upgrade, teaching and non-teaching faculties certain seminars, training programs should be organized was the decision taken unanimously..and the responsibility was given to working committee.

8. Regarding set up of Auditorium, girl's common room, and library on second floor :

As per suggestions of working committee, on second floor construction of Auditorium, girl's common room, library had started, now proper shifting of library books, and other furniture, chairs etc. should be properly done was the decision taken unanimously.

9. Regarding planning for up gradation of placement activities.

After Graduation students should be placed. For the same they should be properly prepared, hence placement Cell was asked to organize maximum activities for Third year students of all the faculties.

10. Regarding planning for NSS and DLLE activities.

NSS and DLLE are the two important committees, which educate the students regarding social responsibilities. Hence maximum social activities should be planned was the instructions given to respective Programed Officers.

11. Regarding planning of improvement in participation of alumni in day today activities of college :

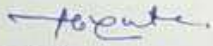
Maximum alumni of our college are now settled in some or the other fields. Advantage of their experiences should be obtained to present students, for the same committee should organize their meet to encourage them for guidance seminars or workshops. Was the instruction given to Placement Cell.

12. Regarding up gradation of garden.

As rainy season is started, garden should be properly maintained for the same guidance should be taken from Botany Teachers and professional gardeners. Was the decision taken.

13. Any other subject with the permission of Chairperson :

As no other subject was left for discussion the meeting was adjourned with the permission of the Chair person.


Chairperson
Chairman
Seth Hirachand Mutha
Education Trust
Kalyan (W), Dist.- Thane.



SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 09/09/2019 at 11.00 am.

All the members of the IQAC committee were welcomed and started the proceedings.

1. Regarding confirmation of minutes of previous meeting:

Minutes of previous meeting were read and confirmed unanimously.

2. Regarding review of preparation of PEER team visit :

Since IIQA of NAAC is been submitted, very soon PEER team visit dates would be scheduled, hence instructions are given to all committees and Departments to prepare for the same. And working committee was asked to keep an eye on their activities.

3. Regarding National conference :

In the second semester National or International Conferences should be organized on current topics was the decision taken unanimously.

4. Regarding NSS and DLLE camps and activities :

As per every year NSS residential camp should be organized at adopted village also DLLE camp should be organized to make the students aware of rural problems. Planning for the same should be made was the decision taken in the meeting.

5. Regarding alumni visit and Tobacco control committee meetings:

Alumni visit and tobacco control committee meeting were held in the month of August, follow up of the implementations as per decided were taken.



6. Regarding Action Taken Report of development of faculties and non-teaching staff :

Faculty development programs were organized for teaching and non-teaching staff, ATR of the same were discussed in brief in the meeting.

7. Regarding annual day, sports and cultural programs :

In the month of December we organize Annual cultural programme and prize distribution ceremony, venue and dates were decided in the meeting for further arrangements.

8. Regarding feedback of students :

Semester wise feedbacks should be collected from the student's regarding teaching and infrastructure was the decision taken in the meeting.

9. Regarding review of mentors, Women Development Cell, Student Council:

Brief review of mentors were taken, to understand their problems. Also feedback of WDC was taken, to understand present problems of women. Council members should be made more active, for that they were given more responsibilities.

10. Regarding Career Guidance :

For first year students career guidance seminars should be organized, so that they can set their goals, were decision taken in the meeting, also instructions were given to placement cell.

11. Any other subject with the permission of Chairperson

As no other subject was left for discussion the meeting was adjourned with the permission of the Chair person.

Chairperson

Chairman

Seth Hirachand Mutha
Education Trust
Kalyan (W), Dist.- Thane.



SETH HIRACHAND MUTHA COLLEGE OF ARTS, COMMERCE & SCIENCE

Minutes of IQAC Committee

IQAC Committee Meeting was held on 05/11/2019 at 11.00 am

All the members of the IQAC committee were welcomed and started the proceedings.

- 1. Regarding confirmation of minutes of previous meeting :**
Minutes of previous meeting were read and confirmed unanimously.
- 2. Regarding semester II workload finalization :**
As semester II would be starting, workload as per University norms were finalized. Accordingly HODs were asked to prepare timetables.
- 3. Regarding results declaration :**
As exams completed before Diwali vacation their results should be declared on time was the instruction given to the exam committee.
- 4. Regarding requirements of books and laboratory equipment and chemicals:**
As second session is starting, as per syllabi demands, HODs were asked to give lists of requirements of books and laboratory necessities.
- 5. Review of development of garden :**
Garden is developed as per suggestions of experts, brief review of the same was taken in the meeting.
- 6. Regarding review of new auditorium, library, girl's common room, and two class rooms, IQAC office on second floor :**
On second floor new construction is done and also setup of the Library, auditorium is completed. Review of them was taken in the meeting, and certain suggestions were given to improve the same.
- 7. Any other subject with the permission of Chairperson :**
As no other subject was left for discussion the meeting was adjourned with the permission of the Chair person.


Chairperson
Chairman

Seth Hirachand Mutha
Education Trust
Kalyan (W), Dist.- Thane.