



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 price 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 as 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
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 27/02/2020 at 09.00 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. Compliance of Agenda of previous meetings :

As per work load for second, fourth and sixth semester allotment of the same was made as per teachers experience and conveniences. Results of previous semester were declared and suggestions were given for weak subjective results, Remedial teaching should be started was the suggestion given. As per second session requirement list of books is ordered.

3. Compliance of suggestion by NAAC peer team and Accreditation results.

As per Peer Team suggestions following discussions were done which is as follows:

1. Number of books were ordered of different types like text book, reference books etc.
2. Quotations for sanitary vending machines were invited.
3. Faculty meeting was taken and they were instructed to upgrade their qualifications as per the norms of UGC.
4. More certificate courses should be started , the same point has to be discussed in the CDC meeting also.
5. Discussions were held on seminars/conferences .
6. It was decided to upgrade teachers for maximum use of ICT.
7. Different measures were discussed to improve strength of the college.

4. NSS programs & DLLE Programs to be organized under Community Services.

To upgrade community services different programs were listed and directed to NSS and DLLE for implementation.

5. Organization of seminars ,workshop and Industrial Visit & Guest lectures:

As per the Peer team suggestion it was discussed in the meeting to organise seminars, workshops and conferences etc and if possible take the help government and non government organisation for funding.

6. Regarding Alumni activities & donations :

Contribution of Alumni in all college activities should be increased and also financial help is expected from them. For the same , members of the committee are asked to improve their activities.



7. Follow up Remedial Teaching.

Follow up of remedial teaching was taken from the teachers and few suggestions were given.

8. Discussion regarding feedback from students.

Brief discussion was held on feedback of students regarding teaching learning process , infrastructure and facilities provided. As per the feedbacks certain corrective measures were taken into consideration.

9. Regarding self Appraisals and continuation of faculties.

For the next academic year willingness of the teachers to continue for the next year and self appraisal forms were asked to submit in stipulated time period.

10. Regarding the upgrade of Non teaching staff.

To upgrade non teaching staff certain programs for training were planned.

11. Regarding exams :

Exam schedule was discussed and finalized.

12. Regarding repairs and maintenance :

Audit of infrastructure should be undertaken , as per the suggestions repairing work should be done during vacation was the decision taken. Service providers were asked to examine the damages and list of requirements should be put forth on time.

13. Any other subject with the permission of the Chairperson :

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

Chairperson