



Dnyandeep Mandal's  
**ST. JOSEPH COLLEGE OF ARTS & COMMERCE**

Satpala, Post- Agashi, Virar (W).

Tal- Vasai, Dist- Palghar -401301

Reaccredited by NAAC – 'B' Grade (2.70 CGPA)

{Affiliated to University of Mumbai}

**IQAC**

SJC/IQAC/03 /22-23.

Date: Saturday 08<sup>th</sup> October 2022

**SUB: NOTICE FOR IQAC COMMITTEE MEETING.**

This is to inform all the IQAC committee members that the regular meeting of the IQAC committee for the year 2022-23 is going to be held on **Saturday 15<sup>th</sup> October 2022** in Management Room at 12.15 pm. All the members of the IQAC committee are requested to attend this meeting, as some important issues related to the IQAC are going to discuss in this meeting.

Sr. No	Name	Designation
1	Dr. Prakash Dongre	Principal
2	Dr. Dinesh Sanadi	IQAC Co-ordinator
3	Dr. Kavita Almeida	IQAC Co-coordinator
4	Mr. Francis Tuscano	Industrialist
5	Dr. Velerian Rodrigues	Mgmt. Representative
6	Mr. Peeyush pahade	NAAC expert/Advisor
7	Dr. Maoushumi Datta	Educationist
8	Dr. Subhash D'souza	Teacher Representative
9	Dr. Deepa Lopez	Teacher Representative
10	Asst. Prof. Sangeeta Pandit	Teacher Representative
11	Asst. Prof. Sampada Almeida	Teacher Representative
12	Mr. William Rodrigues	Senior Admin. Officer
13	Ms. Chelsi Dbritto	Student Representative
14	Mst. Chandramani Jha	Student Representative
15	Mr. Alex Tuscano	Local Society Representative
16	Mr. Parichay Patil	Alumni Representative

Agenda. — Log Media

- Updates about IQAC
- Criteria-wise review of IQAC work to date.
- Upcoming IQAC initiatives
- Any Important issues related to the IQAC will arise on the spot with the permission of the Principal.
- Academic Audit
- Action plan of Committee
- Website-related Updates.

Dr. Dinesh Annappa Sanadi  
(IQAC Coordinator)

**IQAC Co-Ordinator**  
St. Joseph College  
Of Arts & Commerce  
Satpala-Rajodi Road,  
Virar (W) 401 301.

Dr. Prakash Dongre  
(Principal)

**PRINCIPAL**  
St. Joseph College  
of Arts & Commerce,  
Satpala-Rajodi Road  
Virar (W) 401 301.



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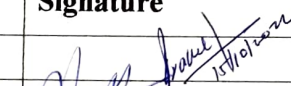
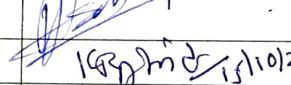
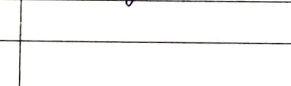

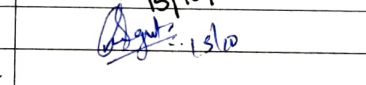
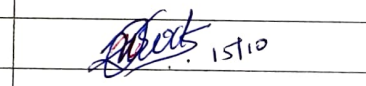
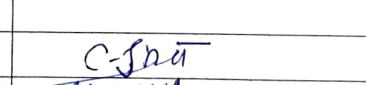
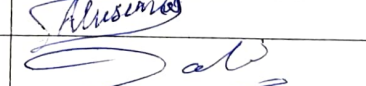


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## Internal Quality Assurance Cell

**Date: Saturday 15<sup>th</sup> Oct 2022**

Meeting of Internal Quality Assurance Cell members for the current year 2022-23 was held on **Saturday 15<sup>th</sup> Oct 2022.**

Following members were present for the meeting

Sr. No	Name	Signature
1.	Dr. Prakash Dongre	
2.	Dr. Dinesh Sanadi	
3.	Dr. Kavita Almeida	
4.	Mr. Francis Tuscano	
5.	Dr. Velerian Rodriques	
6.	Prof. Peeyush Pahade	
7.	Dr. Moushmi Datta	
8.	Dr. Subhash Dsouza	
9.	Dr. Deepa Lopes	
10.	Asst. Prof. Sangeeta Pandit	
11.	Asst. Prof. Sampada Almeida	
12.	Mr. William Rodriques	
13.	Ms. Chelsi Dbritto	
14.	Mst. Chandramani Jha	
15.	Mr. Alex Tuscano	
16.	Mr. Parichay Patil	



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**Internal Quality Assurance Cell**

**Date: Saturday 15<sup>th</sup> Oct 2022**

Minutes of the first IQAC committee all stakeholder's meeting for the year 2022-23 were held  
on **Saturday 15<sup>th</sup> Oct 2022.**

The following members for the meeting:

Dr. Prakash Dongre

Dr. Subhash Dsouza

Dr. Dinesh Sanadi

Dr. Kavita Almeida

Dr. Deepa Lopes

Asst. Prof. Sangeeta Pandit

Mr. William Rodrigues

Mst. Chandramani Jha

Mr. Alex Tuscano

Mr. Parichay Patil

At the outset, Dr. Dinesh welcomed all the attendees to the meeting. Further, according to the pre-decided Agenda, the meeting presided:

The agenda for the meeting was as follows:

- 1) Updates about IQAC
- 2) Academic Audit
- 3) Criteria- wise review of IQAC work to date
- 4) Action Plan of Committee
- 5) Upcoming IQAC initiatives
- 6) Website related updates
- 7) Any Important issues related to the IQAC which will arise on the spot with permission of the chairman/principal.

**Business**

The following points were discussed during the meeting:

- 1) Updates about IQAC:

Dr. Dinesh Sanadi appointed as IQAC Coordinator on 25<sup>th</sup> June 2022.

Dr. Dinesh Sanadi gave updates of the work completed from June 2022.

The work details of IQAC are as follows:

**Highlights:**

- ✓ Answering the Queries on the NAAC portal.
- ✓ 28<sup>th</sup> June 2022 Completed the Registration process for the Alumni Association.
- ✓ 21<sup>st</sup> Apr, 9<sup>th</sup> May & 7<sup>th</sup> June 2022 Workshop organized by IQAC on the topic- AAA: Speaker- Dr. Peeyush Pahade.

- ✓ Collection of documents for AAA & SSR from teachers and office for the period of 2020-21 & 2021-22
- ✓ 22<sup>nd</sup> June Workshop conducted - Role of IQAC in Academic Calendar.  
Speaker- Dr. Dinesh.
- ✓ New IQAC committee formed for the academic year 2022-23.
- ✓ 5<sup>th</sup> July 2022 Workshop conducted – New format of SSR. Speaker- Asst. Prof. Sangeeta.
- ✓ Academic Calendar finalized.
- ✓ Review of Academic Audit Work hard copies & soft copies completed.
- ✓ IQAC arranged a lecture on “New teaching learning methods “ on ---- by Dr. Prakash Dongre
- ✓ Review of the SSR documents Criteria V completed & VI completed.

**Highlights: 24<sup>th</sup> July to 10<sup>th</sup> Oct 2022**

- ✓ Criteria IV, VII, III Review of the SSR documents
- ✓ SOPs for conducting meetings & activities
- ✓ AAA Certificate received

Date	Work Completed	Remarks
14 <sup>th</sup> Jun	Meeting with all Criteria Heads to get their queries related to SSR	
15 <sup>th</sup> Jun	Attended Workshop – New Guidelines of SSR	Prof. Sangeeta
22 <sup>nd</sup> Jun	Workshop delivered - Role of IQAC in Academic Calendar	By Dr. Dinesh
25 <sup>th</sup> Jun	New IQAC Coordinator appointed	Dr. Dinesh
25 <sup>th</sup> Jun 27 <sup>th</sup> Jun 28 <sup>th</sup> Jun 30 <sup>th</sup> Jun	Review of Academic Audit Work hard copies	By Dr. Joana
30 <sup>th</sup> Jun	Criteria I Review of the SSR documents	
1 <sup>st</sup> Jul	IQAC composition rough	
2 <sup>nd</sup> Jul	Review of Academic Audit Work	
5 <sup>th</sup> Jul	Workshop – New format of SSR	By Prof. Sangeeta
8 <sup>th</sup> Jul 9 <sup>th</sup> Jul 11 <sup>th</sup> Jul 12 <sup>th</sup> Jul	Criteria V Review of the SSR documents 2020-21 2019-20 2018-19 2017-18	
15 <sup>th</sup> Jul	Meeting related to Academic Calendar	
18 <sup>th</sup> Jul 20 <sup>th</sup> Jul 21 <sup>st</sup> Jul 25 <sup>th</sup> Jul 26 <sup>th</sup> Jul	Criteria VI Review of the SSR documents 2020-21 2019-20 2018-19 2017-18	
18 <sup>th</sup> Jul 19 <sup>th</sup> Jul 21 <sup>st</sup> Jul 22 <sup>nd</sup> Jul 23 <sup>rd</sup> Jul	Review of soft copies Academic Audit 2020-21  Review of soft copies Academic Audit 2021-22	By Dr. Dinesh
2 <sup>nd</sup> Aug	Criteria IV Review of the SSR documents 2017-18	
6 <sup>th</sup> Aug	Review of soft copies Academic Audit Mandatory Committees	
8 <sup>th</sup> Aug	Short meeting of Core Committee with Principal	



	Criteria IV Review of the SSR documents 2018-19	
9 <sup>th</sup> Aug	Criteria IV Review of the SSR documents 2019-20	
11 <sup>th</sup> Aug	SOPs for conducting meetings & activities	
12 <sup>th</sup> Aug	Staff Meeting for preparations of Academic Audit	
18 <sup>th</sup> Aug	Core committee meeting for AAA preparations	
22 <sup>nd</sup> Aug	Sending invitations for AAA to the auditors	
24 <sup>th</sup> Aug	Academic & Administrative Audit	
25 <sup>th</sup> Aug	Report on AAA	
6 <sup>th</sup> Sept	IQAC Composition finalised for 2022-23	
7 <sup>th</sup> Sept	Meeting with Website Committee	
14 <sup>th</sup> Sept	Core Committee Meeting (Mandatory committees for AAA)	
20 <sup>th</sup> Sept	Core Committee Follow up Meeting	
21 <sup>st</sup> Sept	Criteria VII Review of the SSR documents 2020-21	
22 <sup>nd</sup> Sept	2019-20 /2018-19	
23 <sup>rd</sup> Sept	2017-18	
24 <sup>th</sup> Sept	Criteria IV Review of the SSR documents 2020-21	
26 <sup>th</sup> Sept	Criteria I Review of the SSR documents 2020-21/ 2019-20	
27 <sup>th</sup> Sept	2018-19 & 2017-18	
29 <sup>th</sup> Sept	Criteria III Review of the SSR documents 2020-21/ 2019-20	
30 <sup>th</sup> Sept	2018-19 & 2017-18	
10 <sup>th</sup> Oct	Core committee meeting with Criteria Heads	

## 2)Academic Audit:

Dr. Kavita Almeida gave updates on the successful completion of AAA work. CA Parichay Patil inquired about the recommendations given by the auditors and asked for the audit certificate. A copy of the same was shown to him. The principal read out the recommendations of the auditors which go as-ground to be utilized up to full capacity, encouraging students to participate in cricket, volleyball, kho kho, and kabaddi at local levels.

## 3) Criteria-wise review of IQAC work to date:

Dr. Dinesh gave a brief about the criteria-wise work completed by the members. 60% - 70% of work was completed related to SSR. He further added, by Oct end review of documents which are of the last 4 years to be completed.

## 4)Action Plan of Committee:

As per the action plan prepared in June 2022, the completion of the review of SSR documentation for the last 4 years is to be done by Oct ending.

Nov & Dec 2022 - Collection and Filing the documents for AQAR 2021-22 /SSR.

Jan 2023- Filing of IIQA.

Feb 2023- SSR (Open for 45 days only)

Mar 2023- completion of SSR. DVV- 15 days in March 2023.

Apr & May 2023- Peer Team visit.

Dr.Dinesh Sanadi has brought some Points regarding the action plan

1)The above plan is tentative, there may be changes instructed by the NAAC office.

2)Preparation of AQAR /IIQA /SSR etc mostly depends on all the staff member's active cooperation, it's not only the responsibility of the IQAC team.

3)All the staff members should give their 200 % (Should work at full capacity/not feeling well/ frequently ill/ready to work vacation/in 24\*7 Mode).

CA Parichay Patil added at the end that time-bound work is necessary. All the present members agreed to this.

#### **5) Upcoming IQAC initiatives:**

- 1) Value education -based activities,
  - 2) international conference
  - 3) financial literacy initiatives (short-term course)
- are planned for the upcoming semester.

#### **6) Website-related updates:**

Dr. Deepa read out the changes and adaptations made by her team on the college's official website. Suggestions were invited regarding the website updations for NAAC assessment. CA Parichay Patil advised that from the next meeting onwards instead of sending a notice to the individual members, the notice is to be displayed on the website and only a link is to be provided to the members. Also, the admission procedure is to be displayed on the website. This will optimize the website visits by the readers thus assisting the advertisement of the college. The Principal further added to this point, a student's corner to be prepared where syllabus, question paper pattern, feedback, and grievance to be displayed.

#### **7) Any Important issues related to the IQAC which will arise on the spot with permission of the chairman/principal:**

Suggestions were invited from the attendees. Each member expressed his opinion and contributed to the preparations.

a) CA Parichay Patil advised that Sports & research activities be strengthened. The principal agreed to the research point and further said that the management is ready to bear the cost for various major and minor research projects.

b) Vice Principal Dr. Subhash Dsouza said that some teachers have walked the extra mile in the field of research by visiting foreign countries for conferences.

c) Student Chandramani emphasized the need for upgrading the college campus, clean ground, parking places to be provided, financial assistance to the poor students, gymkhana equipment to be upgraded, and the traveling issue faced by the students. The principal said that efforts were made by the authorities for a bus facility from VVMC but the timings were not as per the college lecture timings. He further said efforts shall be made in another direction by contacting the rickshaw union leaders and the satpala gram panchayat sarpanch. Furthermore, he said that a separate bank account shall be opened within a month for the poor and needy student's funds. Brilliant students and needy students can seek help from this fund to take admission to F.Y. classes. This can also serve the purpose of attracting intelligent students to take admission to our college. Student Chandramani further added that the washrooms to be needed to be cleaned regularly. The practical subjects such as financial accountancy and tax lectures were to be combined as the sums could not be completed within 48 minutes of lecture timings. Student Chandramani also focused on the need for arranging workshops on the topic – of how to give presentations.

d) Dr. Kavita said that it is her experience of this institution during the previous two NAAC cycles which says that the staff give their 100% cooperation and work on a war footing. This cycle also things shall be the same.

e) Principal Dr. Prakash Dongre said that the students need to be trained for filling out the Students Satisfaction Survey sent by NAAC.

f) Dr. Deepa said that cooperation is expected from the Management side also, by giving prompt sanctions to the requisitions given by the IQAC team. The principal said that the Management has already sanctioned the requisitions to date. And henceforth we are going to fill the requisition for the following:


- 1) Wi-Fi facility for students on the campus
- 2) Mini seminar hall
- 3) Gymkhana

g) Asst. Prof. Sangeeta focused on the need to change the period of filling the AQAR, which is Oct to Sept every year. Whereas the academic year is from June to May and books of

accounts are maintained from April to March, this creates a lot of confusion while filling the AQAR so while filling the AQAR for 2021-22 this can be corrected by taking the period from Oct 2021 to May 2022 and after June 2022 the data can be taken as supplementary in SSR.

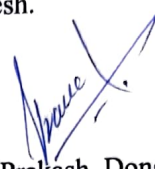
h) Alex Tuscano & William Rodrigues gave their best wishes for the upcoming assessment and accreditation process.

Meeting ended with a vote of thanks to all the members for sparing their valuable time & suggestions to contribute to the NAAC work by Dr. Dinesh.



Dr. Dinesh Annappa Sanadi.  
IQAC Coordinator

**IQAC Co-Ordinator**  
St. Joseph College  
Of Arts & Commerce  
Satpala-Rajodi Road,  
Virar (W) 401 301.



Dr. Prakash Dongre  
Principal

**PRINCIPAL**  
St. Joseph College  
Of Arts & Commerce,  
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ज्ञानं ज्ञेयं परीक्षाता

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## IQAC

**Date: Saturday 15<sup>th</sup> Oct 2022**

Action taken Report for first IQAC committee all stakeholder's meeting for the year 2022-23 were held on Saturday 15th Oct 2022.

Sr.No	Topics discussed	Action Taken
1	Updates about IQAC	Details were given by Dr.Prakash Dongre and Dr.Dinesh Sanadi.
2	Academic Audit	Dr. Kavita Almeida gave updates on the successful completion of AAA work
3	Criteria-wise review of IQAC work to date	Dr. Dinesh gave a brief about the criteria-wise work completed by the members
4	Action Plan of Committee	Dr.Dinesh Sanadi has explained the detailed action plan to the committee members
5	Upcoming IQAC initiatives	Dr.Dinesh Sanadi explained the details of the upcoming IQAC initiatives to the committee members
6	Website-related updates	Dr. Deepa reac' out the changes and adaptations made by her team on the college's official website

(Dr. Dinesh Annappa Sanadi.)

**Librarian**  
**IQAC Co-Ordinator**  
St. Joseph College  
Of Arts & Commerce  
Satpala-Rajodi Road,  
Virar (W) 401 301.

(Dr. Prakash Dongre)

**Principal**  
**PRINCIPAL**  
St. Joseph College  
of Arts & Commerce,  
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**IQAC**

**SJC/ IQAC/23/22-23**

**Date: Tuesday 28<sup>th</sup> February 2023**

**SUB: NOTICE FOR IQAC COMMITTEE MEETING.**

This is to inform all the IQAC committee members that the regular meeting of the IQAC committee for the year 2022-23 is going to be held on **Saturday 04<sup>th</sup> March 2023** in Management Room at 12.15 pm. All the IQAC committee members are requested to attend this meeting, as some important issues related to the IQAC will be discussed in this meeting.

Sr. No	Name	Designation
1	Dr. Prakash Dongre	Principal
2	Dr. Dinesh Sanadi	IQAC Co-ordinator
3	Dr. Kavita Almeida	IQAC Co-coordinator
4	Mr. Francis Tuscano	Industrialist
5	Dr. Velerian Rodriques	Mgmt. Representative
6	Mr. Peeyush Bahade	NAAC expert/Advisor
7	Dr. Maoushumi Datta <i>Maoushumi Datta</i>	Educationist
8	Dr. Subhash D'souza	Teacher Representative
9	Dr. Deepa Lopez	Teacher Representative
10	Asst. Prof. Sangeeta Pandit	Teacher Representative
11	Asst. Prof. Sampada Almeida	Teacher Representative
12	Mr. William Rodriques	Senior Admin. Officer
13	Ms. Chelsi Dbritto	Student Representative
14	Mst. Chandramani Jha	Student Representative
15	Mr. Alex Tuscano	Local Society Representative
16	Mr. Parichay Patil	Alumni Representative

**Agenda:**

- ▶ Reading & Confirming the last meeting's minutes
- ▶ Updates about IQAC *Dr. Sanadi*
- ▶ Criteria-wise review of IQAC work to date. *Dr. Sanadi*
- ▶ Upcoming IQAC initiatives *Dr. Sanadi*
- ▶ Direction –guidance-Suggestion from committee members regarding moving towards NAAC
- ▶ Any Important issues related to the IQAC will arise on the spot with the permission of the Principal.
- ▶ Academic Audit follow up *Prakash*
- ▶ Action plan of Committee & current status *Dr. Sanadi*
- ▶ Website-related updates. *Deepa*

*28/02/2023*  
Dr. Sanadi Dinesh Annappa Shalini  
(IQAC Coordinator)

**IQAC Co-Ordinator**  
St. Joseph College  
Of Arts & Commerce  
Satpala-Rajodi Road,  
Virar (W) 401 301



*28/02/2023*  
Dr. Prakash Dongre  
(Principal)

**PRINCIPAL**  
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**Internal Quality Assurance Cell**

**(All Stakeholders Meeting)**

**Date: Saturday 04<sup>th</sup> Mar 2023**

Minutes of the second IQAC committee all stakeholder's meeting for the year 2022-23 were held on **Saturday 04<sup>th</sup> March, 2023.**

Following members were present for the meeting.

Mr. Francis Tuscano  
Dr. Prakash Dongre  
Dr. Dinesh Annappa Sanadi.  
Dr. Kavita Almeida  
Dr. Subhash D'souza  
Dr. Deepa Lopes  
Asst. Prof. Sangeeta Pandit  
Asst. Prof. Sampada Almeida  
Mr. William Rodrigues  
Mst. Chandramani Jha

At the outset, Dr. Dinesh welcomed all the attendees to the meeting. Further, according to the pre-decided Agenda, the meeting presided:

The agenda for the meeting was as follows:

- 1) Reading the minutes of IQAC (all stakeholders) meeting- Saturday 15<sup>th</sup> October, 2022.
- 2) Updates about IQAC
- 3) Academic Audit follow up
- 4) Criteria-wise review of IQAC work to date
- 5) Action plan of committee & current status
- 6) Upcoming IQAC initiatives
- 7) Website-related updates
- 8) Direction –guidance-suggestion from committee members regarding moving towards NAAC
- 9) Any important issues related to the IQAC will arise on the spot with the permission of the Principal.

**Business**

The following points were discussed during the meeting:

- 1) Minutes of earlier meeting held on Saturday 15<sup>th</sup> October, 2022 were read by Dr. Deepa and were confirmed and passed by Dr. Kavita

updates about IQAC: Dr. Dinesh gave updates of the work completed from October 2022 till date.

Date	Work Completed	Remarks
10/10/2022	Core Committee meeting with criteria heads	Routine practice
15/10/2022	All stakeholders IQAC meeting	Routine practice
10/11/2022	Core Committee Meeting	Routine practice
12/11/ 2022	Workshop- Contemporary Research themes & skills in writing research paper by Dr. Megha Somani	Activity under IQAC banner to promote research
16/11/2022	Review of Criteria -7 work	Routine practice
30/11/2022	Training program for teachers for automation by Mastersoft Resource person – Mrs. Somani	Activity under IQAC banner to understand importance of automation
2/12/2022	Review of Criteria 7 work 2017-18	Routine practice
7/12/2022	Core Committee Meeting	Routine practice
9/12/2022	Review of Criteria 6 work 2017-18, 18-19	Routine practice
1/12/2022–17/12/2022	Short Term Course – Financial Literacy	Activity under IQAC banner for student's financial literacy
10/10/2022	Core Committee Meeting & interaction with Mrs. Renita (IQAC Coordinator, Patuckgala College)	To get ideas in preparation of SSR
21/12/2022	Workshop- Guidance for Re-accreditation by Dr. Surendra Thakurdesai & Ms. Nisha Kelkar	Activity under IQAC banner for the preparation of SSR
7/01/2023	International Conference 38 Paper presentations	Activity under IQAC banner-
10/12/2023	Workshop- Course Outcomes by Dr. Surendra Thakurdesai	Activity under IQAC banner
10/01/2023 to 13/01/2023	Uploading AQAR 2021-22	Annual activity of IQAC
13/01/2023	Currier orientation junior college students	Activity under IQAC banner



1/1/2023	Successfully submitted AQAR 2021-22 on the portal	An activity of IQAC
18/01/2023	Core Committee Meeting	To discuss NAAC work
23/01/2023	Core Committee Meeting	To discuss NAAC work
24/01/2023	Intercollegiate Workshop- Smart Strategies for writing SSR by Dr. Surendra Thakurdesai	Activity under IQAC banner
28/01/2023	IIQA submission	An activity of IQAC
2/02/2023	Core committee meeting mock SSS & orientation	Routine practice
17/02/2023	IIQA Approved	Routine practice
20/02/2023	Meeting for SSR with entire teaching staff	Routine practice

- 3) Academic Audit follow up: Dr. Kavita Almeida gave the updates of the recommendations of the AAA and the procedure adopted by the college for implementing those recommendations.
- 4) Criteria-wise review of IQAC work to date: After the acceptance of IIQA, all the staff are working on SSR. The Core Committee is taking daily updates from all the seven Criteria.
- 5) Action plan of Committee & current status: Dr. Dinesh gave a brief of the action plan - As the IIQA is accepted and approved on 17<sup>th</sup> Feb 2023, the countdown of 45 days has started. The last date for submission of SSR was 4<sup>th</sup> April 2023. However, five days buffer time to be kept and the tentative date for submission of SSR to be by 30<sup>th</sup> March 2023. He further added to this, by giving a tentative date for Peer Team Visit would be 2<sup>nd</sup> or 3<sup>rd</sup> week of May 2023. After the submission of SSR, all the staff shall work on the departmental files and PPTs. Dr. Surendra Thakurdesai and his team shall visit college for 3- 4 days for checking the SSR documents.
- 6) Upcoming IQAC initiatives: After the submission of SSR, two mock visits were scheduled in the month of April, 2023.
- 7) Website-related updates: Dr. Deepa gave a brief of the changes made in the official website as a compliance with the NAAC process.
- 8) Direction –guidance-suggestion from committee members regarding moving towards NAAC:

Principal gave a brief of the suggestions received in the last meeting and the ongoing preparations related to infrastructure like painting work of the college building, parking work had some hurdles but soon it shall be resolved, cleanliness in the washrooms is monitored Wi-Fi facility work ongoing and invited suggestions from the committee members for the upcoming NAAC preparations.

Details are as follows-


- a) Dr. Dinesh said that the qualitative data shall be verified and filtered by three persons and then forwarded to Thakurdesai Sir for final verification. 1<sup>st</sup> Filtering by Dr. Subhash, 2<sup>nd</sup> filtering by Dr. Prakash and then 3<sup>rd</sup> filtering by Thakurdesai Sir. Principal said that one filtering is to be done by IQAC coordinator also. Hence, 2<sup>nd</sup> filtering to be done by Dr. Dinesh and 3<sup>rd</sup> filtering by Dr. Prakash and then send it to Thakurdesai Sir.

11/2023	Successfully submitted AQAR 2021-22 on the portal	An activity of IQAC
18/01/2023	Core Committee Meeting	To discuss NAAC work
23/01/2023	Core Committee Meeting	To discuss NAAC work
24/01/2023	Intercollegiate Workshop- Strategies for writing SSR by Dr. Surendra Thakurdesai	Activity under IQAC banner
28/01/2023	IIQA submission	An activity of IQAC
2/02/2023	Core committee meeting mock SSS & orientation	Routine practice
17/02/2023	IIQA Approved	Routine practice
20/02/2023	Meeting for SSR with entire teaching staff	Routine practice


- 3) Academic Audit follow up: Dr. Kavita Almeida gave the updates of the recommendations of the AAA and the procedure adopted by the college for implementing those recommendations.
- 4) Criteria-wise review of IQAC work to date: After the acceptance of IIQA, all the staff are working on SSR. The Core Committee is taking daily updates from all the seven Criteria.
- 5) Action plan of Committee & current status: Dr. Dinesh gave a brief of the action plan - As the IIQA is accepted and approved on 17<sup>th</sup> Feb 2023, the countdown of 45 days has started. The last date for submission of SSR was 4<sup>th</sup> April 2023. However, five days buffer time to be kept and the tentative date for submission of SSR to be by 30<sup>th</sup> March 2023. He further added to this, by giving a tentative date for Peer Team Visit would be 2<sup>nd</sup> or 3<sup>rd</sup> week of May 2023. After the submission of SSR, all the staff shall work on the departmental files and PPTs. Dr. Surendra Thakurdesai and his team shall visit college for 3- 4 days for checking the SSR documents.
- 6) Upcoming IQAC initiatives: After the submission of SSR, two mock visits were scheduled in the month of April, 2023.
- 7) Website-related updates: Dr. Deepa gave a brief of the changes made in the official website as a compliance with the NAAC process.
- 8) Direction –guidance-suggestion from committee members regarding moving towards NAAC:  
Principal gave a brief of the suggestions received in the last meeting and the ongoing preparations related to infrastructure like painting work of the college building, parking work had some hurdles but soon it shall be resolved, cleanliness in the washrooms is monitored Wi-Fi facility work ongoing and invited suggestions from the committee members for the upcoming NAAC preparations.  
Details are as follows-  
a) Dr. Dinesh said that the qualitative data shall be verified and filtered by three persons and then forwarded to Thakurdesai Sir for final verification. 1<sup>st</sup> Filtering by Dr. Subhash, 2<sup>nd</sup> filtering by Dr. Prakash and then 3<sup>rd</sup> filtering by Thakurdesai Sir. Principal said that one filtering is to be done by IQAC coordinator also. Hence, 2<sup>nd</sup> filtering to be done by Dr. Dinesh and 3<sup>rd</sup> filtering by Dr. Prakash and then send it to Thakurdesai Sir.

- b) Dr. Subhash Sir advised that the drinking water facility to be provided on the both the sides of the building as well as hands washing facility.
- c) Mst. Chandramani Jha student representative further added that our college hoarding to be displayed on Satpala Naka which will give proper direction to the new comers for admissions.
- d) Further, Francis Tuscano Sir asked about the weaknesses in the NAAC process which are likely to adversely affect our grades. Dr. Dinesh replied that shortage of human resources, inadequate documentation in the past, IQAC room up gradation are the important ones. Dongre Sir further added to these- poor documentation, no consistency in the person handling the IQAC, coordinator post and decreasing number of students are also to be considered as important weaknesses. Kavita madam further added, the recommendations of last NAAC are to be dealt with to improve our grades in the upcoming NAAC. Dongre sir said that research and add- on courses are also our grey areas which needs attention.
- e) Francis Tuscano Sir informed the attendees that Dr. John Rose from Xavier's is keen on conducting a short term course on cyber security.

Meeting ended with a vote of thanks to all the members for sparing their valuable time & suggestions to contribute to the NAAC work by Dr. Dinesh.

  
Dr. Sanadi Dinesh Annappa Shalini  
IQAC Coordinator

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Dr. Prakash Dongre  
Principal

**PRINCIPAL**  
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Virar (W) 401 301





# ST. JOSEPH COLLEGE OF ARTS & COMMERCE

Satpala, Post- Agashi, Virar (W).

Tal- Vasai, Dist- Palghar -401301

Reaccredited by NAAC – 'B' Grade (2.70 CGPA)

{Affiliated to University of Mumbai}

## Internal Quality Assurance Cell

**Date: Saturday 04<sup>th</sup> March 2023**

The 2nd regular meeting of Internal Quality Assurance Cell members for the current year 2022-23 was held on **Saturday 04<sup>th</sup> March 2023**.

Following members were present for the meeting

Sr. No	Name	Signature
1	Dr. Prakash Dongre	
2	Dr. Dinesh Sanadi	
3	Dr. Kavita Almeida	
4	Mr. Francis Tuscano	
5	Dr. Velerian Rodriques	
6	Mr. Peeyush pahade	
7	Dr. Maoushumi Datta	
8	Dr. Subhash D'souza	
9	Dr. Deepa Lopes	
10	Asst. Prof. Sangeeta Pandit	
11	Asst. Prof. Sampada Almeida	
12	Mr. William Rodriques	
13	Ms. Chelsi Dbritto	
14	Mst. Chandramani Jha	
15	Mr. Alex Tuscano	
16	Mr. Parichay Patil	