



# ALDEL EDUCATION TRUST'S St. John College of Humanities and Sciences

(A Christian Religious Minority Institution)  
Affiliated to University of Mumbai



NAAC Accredited with Grade 'B++'

## Composition of IQAC for Academic Year 2024-2025

As per University of Mumbai/UGC norms, St. John College of Humanities and Sciences, Palghar has constituted the Internal Quality Assurance Cell (IQAC) for the academic year 2024-2025.

The following are the members of the Committee-

Sr. No.	Name of the Member	Designation
<b>Chairperson: Head of the Institution</b>		
1	Dr. Muktha Manoj Jacob	Chairperson
<b>Teachers to represent all level</b>		
2	Mr. Sachin Gawali	Member
3	Dr. Ravi Shankar Mishra	Member
4	Dr. Harshal Poojari	Member
5	Ms. Trupti Bidaye	Member
6	Mrs. Jyostana Raut	Member
7	Mrs. Namrata Jha	Member
<b>Members from the Management</b>		
8	Mr. Aldridge D'Souza	Member
<b>Senior administrative officers</b>		
9	Mr. Sathesh Shetty	Member
10	Mr. Mannan Khorakiwala	Member
<b>One nominee each from local Society, Students and Alumni</b>		
11	Dr. Ujjvala Kale	Member, Society
12	Mr. Alok Sinha	Member, Student
13	Mr. Pradeep Bharadwaj	Member, Alumni
<b>One nominee each from Employers/Industrialists/Stakeholders</b>		
14	Mr. Rajendra Nabar	Industry Expert
15	Mr. Shashank Patil	Stakeholder Representative
<b>One of the senior teachers as the co-ordinator/Director of the IQAC</b>		
16	Mrs. Priya Dilip Chaurasiya	IQAC Co-ordinator

This shall come into force with immediate effect.

  
Dr. Muktha Manoj Jacob

Principal

Principal

St. John College of Humanities and Sciences

Palghar (E), Dist. Palghar - 401404.





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SJCHS/IQAC/2024-25/08

September 09, 2024

## IQAC Meeting Notice


All the members are informed that the 1<sup>st</sup> meeting of IQAC, St. John College of Humanities and Sciences, for the A.Y. 2024-25 is scheduled on Thursday 3<sup>rd</sup> October 2024 in the Conference Room 10.30 am to discuss the following agenda:

1. Review of points from the previous meeting
2. Preparation of Upcoming AQAR
3. Preparation for Autonomy
4. NEP-2020 implementation
5. Enhance in research work, publications, collaborations and linkages
6. Any other issue with permission of chairperson.

You are requested to make it convenient to attend the meeting.

  
Ms. Pooja Shetty  
IQAC Coordinator



  
Dr. Mukthā Manoj Jacob  
Principal & Chairperson

Sr. No.	Members	Sr. No.	Members	Sr. No.	Special Invitees
1.	Mr. Aldrige D'Souza, Management Representative	9.	Ms. Anshu Tiwari, Controller of Examination	1.	Dr. Savita Tauro, Dean, Academics, SJTEC & Principal, SJIPR
2.	Mr. Raj Nabar, Industry Representative	10.	Ms. Priya Chaurasiya, HoD-B.Com.	2.	Dr. Evans Coutinho, Dean Resarch, SJTEC
3.	Mr. Shashank Patil, Stakeholder Representative	11.	Dr. Harshal Poojari, HoD - B.Sc.	3.	Dr. Norma Rebello, IOAC Coordinator, SJIPR
4.	Mr. Sathesh Shetty, Senior Administrative Representative	12.	Dr. Ravi Shankar Mishra, HoD-B.A.	4.	Ms. Dipti Lopes, IOAC Coordinator. SJCEM
5.	Mr. Pradeep Bharadwaj, Alumni Representative	13.	Mr. Sachin Gawali, HoD-B.M.S.		
6.	Mr. Sachin Urade, Local Society Representative	14.	Ms. Jyotsana Raut, Teacher Representative		
7.	Mr. Alok Sinha, Student Representative	15.	Ms. Namrata Jha, Teacher Representative		
8.	Ms. Trupti Bidaye, HoD-B.Sc.(IT) & B.Sc.(CS)				



**ALDEL EDUCATION TRUST'S  
St. John College of Humanities and Sciences**

**Draft Minutes of Internal Quality Assurance Cell Committee Meeting  
held on 3rd October, 2024**

The Meeting of the Internal Quality Assurance Cell Committee of Aldel Education Trust's St. John College of Humanities and Sciences, Palghar, was conducted on 3rd October, 2024 at 10:00 am in the Conference Room, Ground Floor, St. John College of Humanities and Sciences, St. John Technical Campus, Vevoor, Palghar (E)

The Following members were present:

1.	Mr. Aldrige D'Souza	10.	Ms. Priya Chaurasiya
2.	Dr. Evans Coutinho	11.	Dr. Harshal Poojari
3.	Mr. Shashank Patil	12.	Dr. Ravi Shankar Mishra
4.	Mr. Satheesh Shetty	13.	Ms. Jyotsana Raut
5.	Mr. Pradeep Bharadwaj	14.	Ms. Namrata Jha
6.	Mr. Sachin Urade	15.	Mr. Sachin Gawali
7.	Mr. Alok Sinha	16.	Dr. Norma Rebello, IQAC Coordinator, SJIPR
8.	Ms. Pooja Shetty	17.	Ms. Dipti Lopes, IQAC Coordinator, SJCEM
9.	Ms. Trupti Bidaye		

**The following points were discussed:**

**Agenda 1: Review of points from the previous meeting**

The shortcomings pointed out in the NAAC PTV Report were discussed:

1. Mr. Aldrige D'Souza pointed out that any major achievements of the college/students would be published in the local newspaper. Recognized media partners can be invited to record and broadcast major events to create a positive perception.
2. Value Added Course on Environment Science, Finance Modelling, Power Bi to be conducted and make sure all students complete at least 1 Certificate Programme

**Agenda 2: 2(f) and 12(b) Status**

1. Received status of 2(f) of UGC but not of 12(b)
2. Dr. Evans Cutinho remarked that 2(f) status of UGCat the moment of sufficient for applying for Autonomy status
3. Dr. Evans Cutinho also suggested to find out the prerequisites to get the 12(b) status

**Agenda 3: Preparation for Autonomy**

1. The documentation process for Autonomy application is already started
2. It was suggested to take guidance from SJCEM and SJIPR who have received autonomy status from A.Y. 2024-25

#### **Agenda 4: NEP-2020 Preparedness**

1. NEP Structure and scheme selected for First Year Semester I was presented.
2. Dr. Evans Coutinho suggested that faculty members must attend as many workshops possible to get better understanding of NEP-2020
3. Changes in CO-PO under NEP-2020 should be communicated to the students.
4. Open Electives to be offered appropriately keeping in view the spirit of NEP-2020

#### **Agenda 5: IQAC Initiatives**

1. A one-day workshop on implementation of NEP-2020 and Use of AI in Teaching-Learning was conducted. A one-week FDP in collaboration with UGC- MMMTC/ RUSA is planned for which a proposal is already submitted. It was suggested to take follow-up on the same.

#### **Agenda 6: Other Points**

1. Regulatory Compliance:

Dr. Evans Coutinho suggested brainstorming and suggested new UG and PG programmes that can be applied for A.Y.2025-26.

2. IQAC Functioning:

Dr Norma Rebello stressed on the importance of IQAC and advised to conduct regular meetings with all stakeholders for efficient working.

Dr Coutinho suggested conducting a session on Outcome Based Education for all faculty members. He also suggested the student representative Mr. Alok Sinha to be a strong link between the teaching staff and student community.

3. Research Environment:

2 Faculty members were awarded patents in A.Y. 2024-25. It was suggested that more faculty members should apply for patents and route through CRRC. More collaborative research to be done across campus.

4. Alumni Participation:

In the I Cycle alumni contribution in terms of funds was Nil, hence it was suggested to think of means to increase it. Structure of the alumni association should be done properly. AGM should be conducted to keep the association active. Mr. Satheesh Shetty pointed out that Alumni should register and all documentation should be in place. Mr. Aldrige D'souza suggested involving alumni in various activities of the college.

**ALDEL EDUCATION TRUST'S**

**St. John College of Humanities and Sciences**

**Draft Minutes of follow-up meeting with IQAC coordinators held on 23rd October, 2024**

The Meeting of the IQAC Coordinators of Aldel Education Trust's SJCHS, SJCEM and SJIPR was conducted on 23rd October, 2024 at 11:30 am in the Conference Room, Ground Floor, St. John College of Engineering and Management, St. John Technical Campus, Vevoor, Palghar (E).

The Following members were present:

1.	Mr. Albert W D'Souza	7.	Dr. Evans Coutinho
2.	Mrs. Elvina D'Souza	8.	Ms. Pooja Shetty, IQAC Coordinator, SJCHS
3.	Mr. Aldrige D'Souza	9.	Ms. Anshu Tiwari, Controller of Examination
4.	Dr. Suhas Pednekar	10.	Dr. Norma Rebello, IQAC Coordinator, SJIPR
5.	Dr. Savita Tauro	11.	Ms. Dipti Lopes, IQAC Coordinator, SJCEM
6.	Dr. Kamal Shah		

The following points were discussed:

**Dr. Suhas Pednekar:**

1. First intimation of the meeting to be sent 2 weeks prior to the meeting
2. Agenda of the meeting to be sent 1 week prior to the meeting
3. There should be 5-6 agenda maximum
4. All attendees must be present for the meeting in person
5. IQAC must collect feedback from stakeholders on-Academics, Infrastructure, Administration, Internship and Training & Placement.
6. Functions of IQAC: Important resolutions to be passed based on discussion in IQAC Meeting, Benchmarking, Suggest improvements and monitoring implementation of decision
7. All committees must submit reports to IQAC on a regular basis.

**Mr. Albert D'Souza:**

1. Took review of the IQAC meetings
2. Deliberations on IQAC Composition of all three institutes
3. Suggested to include members who will be actively involved in IQAC
4. Recommended to include Dr. Ujvala Kale in IQAC as Local Society Representation