



St. John College of Humanities and Sciences

ALDEL EDUCATION TRUST'S
AUTONOMOUS
(A Christian Religious Minority Institution)
Affiliated to University of Mumbai



NAAC Accredited with Grade 'B++'

Date: 4th December, 2025

Minutes of the Second Meeting of the IQAC for the Academic Year 2025–26 held on Thursday, 26th November 2025 at 11:30 a.m.

The Second meeting of the IQAC of AET's St. John College of Humanities and Sciences (Autonomous) was held on Wednesday, 26th November 2025, at 11:30 a.m. in the Board Room at St. John College of Engineering and Management (SJCEM,) Palghar.

The following Members and Special Invitees attended the meeting:

Members		Special Invitees
Dr.Muktha Manoj Jacob	Dr.Ravi Shankar Mishra	Mr.Albert D'Souza
Mrs.Priya D.Chaurasiya	Ms.Anshu Tiwari	Mrs.Elvin D'Souza
Mr.Aldridge D'Souza	Dr.Harshal Poojari	Mrs.Elaine D'Souza Buthello
Sr.Renita D'Souza	Mrs.Namrata Jha	Dr.Suhas Pednekar
Ms.Fatema Chittalwala	Mrs.Priyanka Save	Dr.Savita Tauro
Ms.Aditi Thakur	Dr.Akansha Thakur	Dr.Evans Coutinho
Ms.Samruddhi Patil	Mr.Sachin Gawali	Mr.Charles Pais
		Dr.Norma Rebello
		Ms.Jinal Shah

The Following members and Special Invitees were granted Leave of Absence:

Members		Special Invitees
Dr.Ujjvala Kale	Mr.Satheesh Shetty	Dr.Dipti Lopes
Mr.Alok Kedia	Mr.Yash Patil	Ms.Twinkle Doshi
Mr.Sunil Chouhan	Ms.Trupiti Bidaye	-





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The meeting commenced with the Campus Anthem, The Universal Prayer of Peace.

Principal, Dr. Muktha Manoj Jacob welcomed the members and the invitees.

Before the initiation of the agenda items, the IQAC coordinator apprised the members of the notable student achievements for the Academic Year 2025–26. It was reported that:

1. In the *Inter-Collegiate Cultural Youth Festival*, St. John College of Humanities and Sciences (SJCHS) secured the **Gold Medal in Folk Dance**.
2. In the *Youth Festival*, SJCHS obtained the **3rd Position in Marathi Skit**.

Further, the other major institutional achievements were also placed before the members, which included:

1. The **launch of QnSmarti 4.0 powered by deQ AI**.
2. The **inauguration of the Standards Club**.

The members were subsequently informed about the activities conducted during the period from 7th August, 2025 to 25th November, 2025, wherein the following reports were presented:

- Report on **SWAYAM–NPTEL course registrations and examination results**.
- Report on **Career Counselling activities**.
- Report on the **number of teams participating from each department in the University AAVISHKAR event**.
- **Gender Audit Report**.

Resolution No. 1:

Resolved that NPTEL examination credits earned by students shall be integrated into their academic results. The NPTEL credit-transfer proposal shall be formalized and submitted to the respective BoS for approval. Wherever applicable, these credits may also be treated as extra credits.

The following agenda was then presented.





Agenda No. 1: To confirm the minutes of the first IQAC Meeting of the Academic Year 2025-26 held on 7th August, 2025.

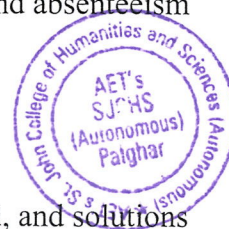
Resolution No. 2:

Resolved that the minutes of the previous IQAC Meeting of the Academic Year 2024-25 held on 7th August, 2025, were unanimously confirmed and approved.

Agenda No. 2: To note the Action Taken Report of the first IQAC Meeting of the Academic Year 2025-26, held on 7th August, 2025.

Discussions Held:

- It was reported that the Departments reviewed their academic processes, strengthened documentation, redesigned action plans, and implemented remedial strategies for students with arrears in the BAF, BFM, BA and B.Sc. programmes, and a notable improvement in results was observed in the ATKT examinations.
- **Students' attendance and examination eligibility:** With respect to students' attendance and examination eligibility, it was reported and observed that:
 - Students with **attendance below 50% were debarred from examinations** after due procedure and meetings held with students and parents by the Attendance Committee.
 - Members noted that **50% absenteeism is a serious concern** requiring immediate attention.
 - It was suggested to **identify the background and reasons** behind absenteeism of defaulting students.
 - **One-to-one mentoring** of such students was recommended.
 - It was agreed that **a constructive approach should be adopted**, and solutions must be explored.
- It was further informed that efforts are underway to redesign the stakeholder survey to make it more extensive and specific for meaningful feedback implementation, and that alumni engagement will be strengthened at the departmental level to support this initiative.
- Under **collaborative research and exchange programmes**, it was reported that a **visit by students and faculty from St. Agnes College (Autonomous), Mangaluru is planned in January 2026.**





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- Members suggested that **more proactive measures should be undertaken**, with **faculty members holding PhDs encouraged to initiate collaborative research and implement effective exchange programmes.**

Resolution No. 3:

Resolved that the Institute shall adopt a constructive and preventive approach to address student absenteeism by identifying its causes and implementing one-to-one mentoring for low-attendance students, while continuing to follow the existing attendance policy. Further, it is resolved that Faculty members holding PhDs shall be encouraged to initiate collaborative research projects with partner institutions, and that effective student and faculty exchange programmes shall be implemented. Departments shall take proactive measures to explore additional opportunities for collaboration and academic exchange with other institutes.

Agenda No. 3: To review autonomy functioning and discuss measures to strengthen curriculum, teaching-learning, and assessment.

Discussions Held:

Various points were discussed under the following heads:

1. Academic & Administrative Progress

- Status of implementation of autonomous reforms
- Review of Board of Studies (BoS) meetings and approval of syllabus
- Progress of Academic Council (AC) decisions
- Functioning of the Examination Cell
- Status of academic calendar implementation

2. Challenges Observed in the First Phase of Autonomy

- Delays in syllabus finalization
- Need for stronger coordination between departments and BoS
- Increased faculty workload due to new autonomous processes
- Gaps in documentation and reporting

3. Institutional Improvements Post-Autonomy

- Flexibility in curriculum
- Faster decision-making
- Improved exam reforms
- Enhanced academic freedom for departments

4. Curriculum Revision Status:

- Introduction of industry-aligned topics
- Introduction of value-added and certificate courses

5. Suggestions for Improvement





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- Need for more interdisciplinary courses
- Incorporation of NEP-2020 recommendations
- Regular interaction with industry experts
- More project-based learning components

6. BoS & AC Recommendations

- Feedback from external members of BoS to be incorporated
- Curriculum gaps highlighted for corrective action
- Departments to implement action taken based on recommendations

7. Teaching Innovations Implemented

- Use of ICT-enabled teaching
- Activity-based and experiential learning
- Student seminars, and flipped classrooms

8. Faculty Development Efforts

- Workshops on teaching methodology
- Training on OBE (Outcome-Based Education)
- FDPs conducted

9. Feedback from Students & Faculty (In-process)

- Student feedback analysis summary
- Faculty feedback observations
- Improvements made based on feedback

10. Examination Reforms Implemented

- New question paper patterns
- Continuous internal assessment improvements

11. Challenges Observed

- Training required for faculty on assessment tools
- Need for better student awareness on internal assessments

12. Improvement Measures Suggested

- Standardized evaluation frameworks across departments
- Workshops on assessment design
- Periodic result reviews and corrective measures



Resolution No. 4:

Resolved that courses shall be jointly offered with other institutes on campus to enhance academic collaboration and broaden student learning opportunities; that specialized topics shall be taught by external experts to provide domain-specific and industry-oriented



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knowledge; and that innovative internal assessment methods shall be designed and implemented to strengthen the evaluation of student learning outcomes.

Agenda No. 4: To initiate the institution's first NIRF submission process and establish a NIRF Core Committee.

Discussions Held:

The IQAC discussed initiating the institution's first NIRF submission and establishing a NIRF Core Committee. The Committee for the same was proposed.

Resolution No. 5:

Resolved to initiate the institution's first NIRF submission process and to establish a NIRF Core Committee as proposed, for effective coordination and timely completion of all NIRF-related activities.

The meeting concluded with a vote of thanks from the Principal.

The Meeting Ended at 1:00 p.m.

Prepared By
Mrs. Priya D. Chaurasiya
IQAC Co-ordinator



Approved By
Dr. Muktha Manoj Jacob
Chairperson-Principal