



SAHYADRI SHIKSHAN SEVA MANDAL'S ARTS & COMMERCE COLLEGE, JUCHANDRA

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date : 8th June 2016

NOTICE FOR IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Friday, 17th June, 2016 at 11:00 a.m. in the Principal's Office.** The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review the action taken report of the previous meeting.
3. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
4. To discuss initiating performance review mechanism of the faculties.
5. Planning of Short term Courses, Arrangement of Workshops, and Seminar for faculty and student development.
6. To discuss upon initiating ERP in phased out manner.
7. To place the proposal for signing of Memorandum of Association with Sonopant Dandekar College, Palghar.
8. Any other matter with the permission of the chair.

Vandana

IQAC Co-ordinator
Sahyadri Shikshan Seva Mandal's
Arts and Commerce College
Juchandra, Naigaon East

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by Mrs Vandana Singh, IQAC co-ordinator on 17th June 2016.

Agenda 1: Approval of the minutes of the previous meeting.

The minutes of the previous meeting were read and approved by the Chairman.

Agenda 2: To review the action taken report of the previous meeting.

The action taken report was read and presented along with the supporting documents by Mrs Vandana Singh IQAC Co-ordinator and forwarded to Local Managing Committee for reference.

Agenda 3: To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.

The Academic Calendar based on University of Mumbai, arrangement of terms was prepared in the prescribed format. It further resolved that Academic calendar was to be placed on college website and also put up on notice board soon after its approval. It was further resolved, to prepare a monthly activity report to ensure the adherence of academic calendar and also provide in details the various events held. The format for the same was to be prepared and forwarded to each committee.

Agenda 4: To discuss initiating the performance review mechanism of the faculties.

It was unanimously accepted by all the members the need for implementation of an effective 360-degree performance review mechanism of all the human resources across the institute. To ensure the process is well documented and balances the human integrity and ethical values, a separate team of experts is to be appointed in close consultation with the Principal and the Management Governing Body. The IQAC coordinator Mrs Vandana Singh was given the responsibility to execute the same in a phased-out manner.

Agenda 5: Planning of Short term Courses, Arrangement of Workshops and Seminar for faculty and student development.

In-principle approval was sanctioned by the IQAC to conduct various workshops, seminars, programs for ensuring skill development-based modules for the students. Further workshops to be organized for encouraging faculties to undertake research and cultural activities. It was further discussed to involve more and more female students for inter-collegiate events and encourage them to spread their wings. The proposal for certificate courses along with the

syllabus were presented in the meeting by various departments. Accordingly, certificate course in Yoga and Meditation and Self Defence Training Program were approved and forwarded to LMC.

Agenda 6: To discuss upon initiating ERP in phased out manner.

It was suggested to initiate an Enterprise Resource Planning in a phased out manner with first attempt in examination module with result analysis to be automated. The Examination Committee was asked to work in close co-ordination with IQAC and Mr Kiran Mali for the same. The proposal for the same was forwarded to LMC for final approval.

Agenda 7: To place the proposal for signing of Memorandum of Association with Sonopant Dandekar College, Palghar.

The IQAC co-ordinator placed before the committee the proposal for signing MOU with Sonopant Dandekar College, Palghar for Inter faculty exchange, Accreditation Process, Establishing mentor mentee Relationships for faculties, Use of library resources, Participation in intercollegiate festivals and activities., and any other activities to be conducted for overall development. The proposal for the same was accepted and forwarded to LMC.

Agenda 8: Any other matter with the permission of the chair.

I/c Principal Dr Lalita Mutreja congratulated Mrs Vandana Singh for successful organization of Curriculum based workshop for teachers. It was further discussed for effective implementation of Choice Based Credit System (progressively) trainings to the faculties and inclusion of innovative teaching practices in the curriculum delivery was to be provided.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mrs Vandana Singh.



ACTION TAKEN REPORT

Based on the Minutes of 1st IQAC Meeting following actions were taken in compliance.

<u>Sr.No</u>	<u>Minutes</u>	<u>Action Taken</u>
1	The Academic Calendar was to be forwarded to LMC. The format for the Activity Report was to be prepared and forwarded to each committee.	1. The Academic Calendar was placed and approved by the LMC. The same was shared with students on college website and displayed on college notice board. In the orientation program the same was also glanced through. 2. The Monthly Activity Report Format and its brief outline was prepared by IQAC and shared with all the departments and committees. The Activity report was to be prepared from June 2016.
2	The performance review mechanism of the faculties.	1. A separate committee was formed in the month of November whose appointment and review mechanism was placed in the 2nd IQAC and LMC meeting for approval and implementation.
3	Planning of Short term Courses, Arrangement of Workshops and Seminar for faculty and student development.	1. The details of the same were to be included in the activity report. 2. The certificate course on Yoga and Meditation and Self Defence was approved and conducted.
4	Initiating ERP in phased out manner	The ERP system was approved in the LMC and accordingly Bitblue Technology was selected as the ERP partner for examination module for the academic session 2016-17. It further resolved to complete the digitalization

		process in a phase out manner for all the key functional areas.
5	Proposal for signing of Memorandum of Association with Sonopant Dandekar College, Palghar.	The Memorandum of Association with Sonopant Dandekar College Palghar was signed on 18 th June 2016 for a period of 3 academic years i.e 2016-17, 2017-18 and 2018-19.

