



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

AFFILIATED TO UNIVERSITY OF MUMBAI

Add : Sane Guruji Marg, Behind Karmaveer Bhaurao Patil School, Opp. G.P. Complex, Post :- Juchandra, Naigaon (E), Tal. :- Vasai,
Dist. :- Palghar 401208. Maharashtra, Contact No.:- 8806722613, 9325603113, Email Id :- admin@sssm.co.in, Website :- www.sssm.ac.in

Ref. No.

Date :16th November, 2016

NOTICE FOR IQAC MEETING

It is hereby informed that, the second meeting of Internal Quality Assurance Cell has been organized on **Friday, 25th November, 2016 at 11:30 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 and discuss the action taken report of the previous meeting.
3. The proposal for approval of committee formed for the purpose of performance review mechanism.
4. To review the departmental progress and adherence to the academic calendar.
5. To review and discuss on the various quality initiatives drafted by the IQAC Co-ordinator envisioning short term and long term goals of the institute.
6. To discuss on improvisation of the infrastructural and support services of examination room in light with University Examinations of the First Year students under CBCS.
7. 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 25th November 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 and discuss the action taken report of the previous meeting

The action taken report of the previous meeting was read and documented along with the supporting documents.

Agenda 3: The proposal for approval of committee formed for purpose of performance review mechanism

A six-committee member headed by I/c Principal CS Lalita Mutreja was duly approved in the IQAC and forwarded to LMC for proposal. The first draft of the policy was reviewed with minute changes and accepted to be forwarded to LMC for final consideration. It was further resolved to implement the policy from the current academic session itself.

Agenda 4: To review the departmental progress and adherence to the academic calendar.

The quarterly reports (June 16 – October 16) submitted by various departments and committees were read and the gaps were identified with corrective actions suggested by the team. The academic calendar, acting as benchmark eased out the process of gap identification. The departments under faculty of humanities and commerce faced constraints with regards to implementation of experiential learning methods, to which the IQAC co-ordinator and the Chairperson of the committee suggested to go for mock trials, flipped classrooms and peer to peer learning in the curriculum delivery.

Agenda 5: To review and discuss on the various quality initiatives drafted by the IQAC Co-ordinator envisioning short term and long term goals of the institute.

Informally, the IQAC had well observed the hindrances faced by the faculties and students, to which a brief presentation on what constitutes quality system and how it would be institutionalized over the period of time was placed before the team. The key areas included of setting a well-defined reporting standard of various academic and co-curricular activities and half yearly presentation mechanism to be implemented immediately and envision embracing additional multidisciplinary courses complementing the curriculum gradually.

Agenda 6: To discuss on improvisation of the infrastructural and support services available in examination room in light with University Examinations of the First Year students under CBCS.

The evaluation and assessment pattern under CBCS underwent a magnificent change to which a detailed guiding note was presented by the Examination committee and IQAC put forth the inputs for ensuring effective teaching learning mechanisms wherein curriculum based workshops were to be organized across all the courses at departmental level. The chairperson advised the University Examination Committee to work in close collaboration with IQAC Co-ordinator for quick adherence of the required facilities and support services. The infrastructure upgradation was duly approved by the I/c Principal, CS Lalita Mutreja.

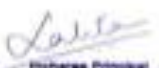
With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mrs Vandana Singh.



ACTION TAKEN REPORT

Sr.No	Plan of Action	Action Taken
1.	Infrastructure for Examination System	A separate exam room was established and 3 computer systems with Hp printers, photocopy machine, inverter back up, camera recording and dongal facilities were established.
2.	Curriculum based workshops for students and Teacher Training Programs.	- Workshop for students – Third Year Students (Curriculum Based) - Workshop for students in the subject of Accountancy and Mathematical and Statistical Techniques – (FYBCOM) - Train the Trainer's Program for Faculties.
3.	Performance Review Mechanism Policy	The performance review policy was documented and implemented. The recruitment policy too formed the part of the policy.




 Discharge Principal
 Rajwade Sanshodhan Mandal
 Arts and Commerce College
 Jalgaon, Gujarat-462001