



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date : 10/06/2017

NOTICE FOR IQAC MEETING

This is to bring to the kind attention of the members of the Internal Quality Assurance Cell that its First IQAC meeting for academic year 2017-18 shall be held on 17th June 2017, Saturday in the Principal's Office at 12.00 pm. Thereby all the members are asked to make it convenient for the meeting.

1. Approval of the minutes of the previous meeting.
2. To review the action taken report of the previous meeting.
3. To discuss and prepare the Plan of action based on perspective plan for academic session 2017-18 duly approved by the LMC.
4. To inaugurate and form the committee for the specialized cell – Research and Incubation Cell
5. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
6. To review the SWOC analysis of the various committees.
7. To review and discuss upon the certificate courses for the students.
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 2017

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, the IQAC Coordinator, and forwarded to Local Managing Committee for reference.

Agenda 3: To discuss and prepare the Plan of action based on the perspective plan for the academic session 2017-18 duly approved by the LMC.

As envisaged, the Plan of action was chalked out aligning the perspective plan after discussion. The plan of the action revolved around

- A. Implementing E-governance in key areas of academic and administrative services of the institution progressively.
- B. Strengthening the co-curricular activities by organizing various cultural and outreach programs at the institution.
- C. Infrastructural modifications and additions.

Agenda 4: To inaugurate and form the committee for the specialized cell – Research and Incubation Cell

The chairperson welcomed the members with a brief orientation delivered by the IQAC coordinator Mrs Vandana Singh. The primary responsibility was to strengthen the research wing of the institution and ensure the wider participation of stakeholders.

Agenda 5: To discuss and confirm the academic calendar and tentative schedules of various committee meetings.

The academic calendar was finalized and to be made available to the various stakeholders for ready reference. The tentative schedules for the meetings were discussed with their inclusion in the individual academic planner of the department.

Agenda 6: To review the SWOC analysis of the various committees.

The member secretaries of the various committees presented the SWOC analysis wherein the various remarks and recommendations were put forth by the IQAC members. It was resolved the committees to work in close collaboration with IQAC for a future course of action and IQAC would act as a liaison between the Principal and committees.

Agenda 7: To review and discuss upon the certificate courses for the students.

The IQAC co-ordinator placed before the committee the need to start certificate courses in the college as well depute students for various workshops conducted across the city. The syllabus for new certificate course on Transition Made Easy was reviewed, discussed and forwarded to LMC for final approval. It further stated that course would be run in collaboration with newly formed Placement and Training Cell to ensure third year students are trained for facing interviews. Further the courses already initiated and approved in the previous years were to be continued upon this year too.

The chairman of the committee, CS Lalita Mutreja also finalized on the members of the library and Placement and Training Cell. The document too was approved for the same.

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	Academic Calendar and tentative schedules of the meetings was approved	- The Academic Calendar was displayed on college website, shared on what's group and also displayed on the notice board for a period of 30 days. - The schedules so prepared acted as reference for smooth conduct of timely meetings.
2	Co-Curricular Activities	- Workshops were held for enhancing students skills in Rangooli, Painiting and Folk Dance. - Students participation increased in the cultural activities with 17 students participating in the University Youth Festival. - Other events too were held at college level for encouraging students to widen their horizons.
3	Formation of Research and Incubation Cell	- The Research and Incubation Cell was formed on 2nd August 2017. - Students for the first time participated in the Avishkar Research Convention and grabbed Zonal Championship. - In house training program was organized for faculties in the subject of Research Methodology under the mentorship of CMA Dr Kinnarry Thakkar - Ph.D. thesis of CS Lalita were submitted during her tenure in the college.
4.	Certificate Course	The certificate course on Transition made Easy was approved by LMC and executed in the month of October 2017. As instructed by LMC this course would be offered free of cost to the students.




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