



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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NOTICE FOR IQAC MEETING

It is hereby informed that, second meeting of Internal Quality Assurance Cell has been organized on **Saturday, 25 November, 2017 at 12:30 pm. in the Committee Room.** 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. To review the half yearly presentations of various committees and departments.
4. To discuss and review the activities undertaken exclusively under MOU's and place before committee the proposal of signing of MOU's with Apollo Ingredients Pvt Ltd.
5. To revisit the budget allocations for various co- curricular activities.
6. To discuss and frame strategies for incentivising students for their active participation in co-curricular activities.
7. To approve the syllabus of certificate course on Income Tax Return Filing placed by Department of Commerce and Accountancy in association with Placement and Training Cell.
8. To discuss upon provision of Mini Cap Centre in wake of online Assessment.
9. 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 the Mrs Vandana Singh , IQAC co-ordinator on 25th November 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 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: To review the half-yearly presentations of various committees and departments.

The half-yearly reports submitted by various committees and departments were read and the gaps were identified with corrective actions suggested by the team. The academic calendar, acting as a benchmark eased out the process of gap identification. The team offered its comments with changes to be incorporated on an immediate basis. The team also appraised the commendable work done by the Cultural and Research and Incubation Cell.

Agenda 4: To discuss and review the activities undertaken exclusively under MOU's

The IQAC co-ordinator gave a brief overview of the activities conducted under MOU's involving faculty exchanges, workshops on curriculum based, sharing of library resources, enrolment of students under certificate courses and mentor-mentee relationships amongst senior and junior faculties. It was further resolved that MOU to be signed with Apollo Ingredients Pvt Ltd for the purpose of providing training, internships and placement opportunities to the students.

Agenda 5: To revisit the budget allocations for various co-curricular activities.

The budget allocations had exceeded considering the increase in the number of events. Therefore after discussion proposal for an additional increase of 10% was to be placed before LMC for final approval.

Agenda 6: To discuss and frame strategies for incentivizing students for their active participation in co-curricular activities.

It was important to incentivize students for increased student support and lay the foundation for character building amongst the millennials. To this following steps were to be undertaken

- a. Increased use of social media such as Facebook and YouTube, this ensures students are recognized.

- b. Increased use of print media with recognition to students in particular.

- c. Scholarships and Prizes to students for their outstanding performance.

Agenda 7: To approve the syllabus of certificate course on Income Tax Return Filing placed by Department of Commerce and Accountancy in association with Placement and Training Cell.

On basis of informal feedback collected from the students, Department of Commerce and Accountancy in association with Placement and Training Cell placed before IQAC the proposal for running a certificate course on Income Tax Return Filing for third year students. The course is expected to bridge the gap between theoretical and practical aspects of direct taxation curriculum.

Agenda 8: To discuss upon provision of Mini Cap Centre in wake of online Assessment.

The Examination committee put forth the proposal for establishment of Mini Cap Centre in the college to ensure teachers participate well in the online university assessment. The proposal for same was accepted and forwarded to LMC for final approval.

Agenda 9: Any other matter with the permission of the chair.

It was brought to the notice that student enrolment ratio had faced a severe blow especially in the commerce section by CS Lalita Mutreja. Scrutinizing the downfall it was known that junior college HSC results in the vicinity had fallen and also need for new building with better amenities needs to be focussed upon. Vandana Singh further added that students need to be equipped with skill based programs so that they can Earn and Learn considering their economic backgrounds.

The compliance activity report too was placed before the committee. The extension committee was praised for its activities under “Swaach Bharat Abhiyan” and was also felicitated by the Aae Chandika Trust and local municipal bodies for its co-operation.

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.	Signing of MOU	The MOU was signed with Apollo Ingredients Pvt Ltd on 16 th Dec 2017 for purpose of providing internships and resources for training programs.
2.	Certificate Course	
3.	Internship Program	Four students were placed with Apollo Ingredients for an internship program of 30 days in the subject of export documentation and accounting procedures.
4.	Mini Cap centre	The Mini Cap centre was established in the examination room with dedicated 3 computers registered with OSM along with CCTV coverage. Trainings too were attended in this regards.
5.	Infrastructure Progress	The construction of new building was expediated by the management with a target to shift in the new building in the next academic session.




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