



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 : 01/02/ 2018

NOTICE FOR IQAC MEETING

It is hereby informed that, third meeting of Internal Quality Assurance Cell has been organized on **Friday, 9th February , 2018 at 10:30 a.m. 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 discuss and review the proposal forwarded by the admission and website committee regarding changes in website and wider dissemination of information on scholarship.
4. To discuss upon the conduct of short term certificate course on, "Personal Health and Beauty Care" to promote skill development amongst students.
5. 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

09/02/2018

MINUTES OF THE MEETING

At outset, Shri Bansilal Bhoir , Secretary of SSSM Mandal congratulated and appreciated I/c Principal CS Lalita Mutreja for completing her Ph.D. adding a feather in the cap of the institution.

The minutes of the meeting were recorded in writing by the Mrs Vandana Singh, IQAC co-ordinator on 9th February 2018.

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 discuss and review the proposal forwarded by the admission and website committee regarding changes in the website and wider dissemination of information on the scholarship.

The admission and website committee had highlighted the following points:

1. The website to be made mobile friendly.
2. Wide publicity for in house and government scholarship was important.

To this, the IQAC team resolved to convert the existing website into mobile-friendly interface and upgrade the same to which a dedicated person was allotted the responsibility for website and media handling. Secondly, posters and workshops were conducted by non- teaching staff and librarian for creating awareness amongst the students regarding the same.

Agenda 4: To discuss upon the conduct of short term certificate course on, "Personal Health and Beauty Care" to promote skill development amongst students.

After discussions and review the proposal for certificate course "Personal Health and Beauty Care" was accepted and forwarded to LMC for final approval.

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.	Website Management	The website work was assigned to Ajith Mhatre and was converted to mobile friendly interface.
2.	Efforts for Scholarship	Workshops were conducted for creating awareness about various government schemes. Brochures were made for spreading awareness.
3.	Certificate Course	The Certificate course on Personal Health and Beauty Care was approved and student enrolment was carried upon.

