



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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NOTICE FOR IOAC MEETING

It is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Saturday, 21st April, 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 review and discuss upon on applicable provisions of Maharashtra Public Universities Act 2016.
4. Annual Presentations of various committees and departments.
5. To put forth the performance appraisal reports of teachers.
6. To discuss upon infrastructural and human resource requirement for the next academic session.
7. To discuss on the proposal of Appointment of Advisors for NAAC accreditation.
8. To prepare a perspective plan for the next academic session.
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 21st April 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 review and discuss the applicable provisions of Maharashtra Public Universities Act 2016.

The chairperson of the committee, Dr. Lalita Mutreja gave a brief overview of the applicable provisions of Maharashtra Public Universities Act 2016. She further directed to organize training sessions for the teaching and non-teaching staff pertaining to provisions concerning them. It was further resolved to form IQAC and CDC committee as per the provisions of the Maharashtra Public Universities Act 2016. Further IQAC Chairperson and Co-ordinator were directed to take necessary steps in this respect.

Agenda 4: Annual Presentations of various committees and departments.

The member secretaries and departmental heads delivered their annual presentations in the prescribed format as designed by the IQAC team with supporting documents available for reference. The team discussed and offer their comments on the same highlighting the key areas of improvement.

Agenda 5: To put forth the performance appraisal reports of teachers.

The teachers delivered 10 min presentations during the meeting and their reports were recorded and forwarded to LMC for review and discussions.

Agenda 6: To discuss upon infrastructural and human resource requirement for the next academic session.

As the institute was planning to shift to new premises for the next academic session, the IQAC co-ordinator placed before committee, the necessitated infrastructure requirements such as Gymkhana, NAAC room, Extension Committee Rooms, WDC rooms and examination centre to be provided for. The details for the same were forwarded to LMC. Similarly human resource requirements were placed.

Agenda 7: To discuss on the proposal of Appointment of Advisors for NAAC accreditation.

The IQAC chairperson Dr. Lalita Mutreja put before the team the need and importance for NAAC accreditation and therefore it was proposed to appoint Mr K. Venkatramani Ex Registrar University of Mumbai as IQAC member from the next year as well as NAAC

advisor. The proposal was duly accepted by the committee and forwarded to LMC for final consideration.

Agenda 8: To prepare a perspective plan for the next academic session.

The perspective plan was drafted after considering discussions and recommendations from the IQAC team in detail. The central theme was to ensure quality education, employability, and improved efficacy. The resources were to be deployed towards skill development and intense training of students and staff.

Agenda 9: Any other matter with the permission of chair

Analyzing the feedback from Alumni and Teachers it was decided to apply for PCP centre of IDOL, UoM for the forthcoming session. The proposal for same was forwarded to LMC for final approval along with necessary requirements.

The IQAC chairperson also put forth the need for reviewing committee composition of various committees considering their expiry and renewal. An in-principle approval was given by the IQAC for working on the composition of the various committees in consultation with the IQAC Chairperson.

The proposal for ne certificate course Art of Living Healthy Lifestyle was placed approved 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.	Formation of IQAC and CDC Formation	For the next academic session i.e 2018-19, IQAC and CDC committees (replacing LMC) were formed under the chairmanship of Dr Lalita Mutreja and Shri Gopikisan Patil.
2.	Appointment of Advisors for NAAC accreditation	As approved, Dr. K.Venkataramani sir was appointed as member of IQAC, CDC and NAAC advisor for the institute.
3.	Perspective plan for the next academic session.	The Key highlights were as follows: 1. Shifting in new premises and improvements in infrastructural facilities for the students. 2. Steps towards NAAC accreditation 3. Intensive Training Programs for students and teachers, focussing on skill development programs, language training and research culture. 4. Encourage students to participate in various programs for their holistic development. 5. Revisiting Teaching Learning Ecosystem.
4.	PCP centre of IDOL, UoM	1. The application for PCP centre was made, subsequently the institute was granted PCP centre for B.COM, M.Com and M.A Courses.
5	Certificate Course for Art of Living Healthy Lifestyle	The Certificate course for Art of Living Healthy Lifestyle was duly approved.