



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date : 26th June 2018

NOTICE FOR IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **7th July 2018, Saturday in the Mini Auditorium at 12.30 pm.** The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review the action taken report of the previous meeting.
3. Welcoming new members of the committee
4. To discuss and prepare the Plan of action based on perspective plan for academic session 2018-19 duly approved by the CDC
5. To discuss and review the various Standard Operating Procedures.
6. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
7. To review the SWOC analysis of the various committees.
8. Discussion on schedule and planning of inauguration ceremony of the new building.
9. To upgrade the computer systems to ensure quick online assessment.
10. To grant minor research proposals to existing faculties and get it funded from NGO or any other organization.
11. To discuss on the proposal for Signing of MOU with Shree Samalkar and Co. and review the activities under existing MOU.
12. 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 7th July 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 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 CDC for reference.

Agenda 3: Welcoming new members of the committee

I/c Principal Dr Lalita Mutreja welcomed the new members of the committee with bouquet of flowers and shared the vision of creating an enabling environment for students and teachers. Respected Venkatramani Sir too expressed his thoughts on streaming the institution activities towards its vision and mission.

Agenda 4: To discuss and prepare the Plan of action based on the perspective plan for the academic session 2018-19 duly approved by the CDC

As envisaged the central theme of “Holistic Development of Students especially the Females” in phased manner the Plan of action was chalked out aligning the perspective plan after discussion. The plan of the action revolved around

1. Availability of Internet and Electronic Resources for staff and students.
2. Revised Curriculum Enrichment and Delivery Mechanism
3. Skill Development and Entrepreneurship Training
4. Professional Development of the Staff
5. Cognitive and Mental Well Being of the Stakeholders

Agenda 5: To discuss and review the various Standard Operating Procedures.

After discussions it resolved to reframe the SOP standards, Code of Conduct and to be published on or before 30th July 2018.

Agenda 6: 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 7: 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 8: Discussion on schedule and planning of inauguration ceremony of the new building.

The construction of new building was completed and perceived to be a milestone for the institute towards providing infrastructural facilities to the students and staff. On discussion it was decided to keep the inaugural function on any dates between 12th Aug – 15th Aug 2018. The final date was to be discussed in the CDC meeting.

Agenda 9: To upgrade the computer systems to ensure quick online assessment.

It was resolved that the number of systems for online assessment were to be upgraded. There would be minimum 5 systems for online assessment with UPS backup, the proposal for the same was forwarded to CDC

Agenda 10: To grant minor research proposals to existing faculties and get it funded from NGO or any other organization.

The IQAC coordinator suggested that if we could approach NGO's or Trust, Companies from local vicinity for funding minor research projects for teachers and students, it would be of great help. To this, the entire team unanimously accepted the proposal and forwarded the same to CDC for final sanction. It was further noted that no political parties were to be approached for the same.

Agenda 11: To discuss on the proposal for Signing of MOU with Shree Samalkar and Co. and review the activities under existing MOU.

The proposal for signing a MOU with Shree Samalkar & Co. was approved unanimously by the committee and forwarded to CDC for final approval.

The IQAC co-ordinator with the permission of the chair proposed to observe international days and also it would be the focal theme for college activities and magazine. For the year 2018-19 " Mental Health" theme was agreed upon. The activities were to be closely conducted in collaboration with Sonopant Dandekar College. Further the certificate course to be run under MOU were requested for an in-principle approval from CDC. The proposal for the same was forwarded to CDC.

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.	Revision of SOP	The SOP for infrastructure, canteen and student manual was revised and displayed on college website on 31 st July 2018. Students and Teachers too were oriented by IQAC for the same.
2.	Inauguration ceremony of the new building.	The inauguration of new building was conducted on 14 th August 2018 by our founder and chairman Shri Gopikisan Patil. The students moved into the building from 15 th August 2018.
3.	Upgrade the computer systems to ensure quick online assessment.	With the approval from the CDC, 4 systems for online assessment with UPS backup in the examination room were provided.
4.	Minor research proposals to existing faculties and get it funded from NGO or any other organization.	Aai Chandika Trust granted a minor research grant to Mr Gautam Gaikwad who conducted a research based on History and Origin of Aai Chandika Temple located in Naigoan with an objective to maintain cultural heritage.
5.	Signing of MOU with Shree Samalkar and Co. and review the activities under existing MOU.	The MOU with Shree Samalkar & Co was signed on 14 th July 2018 for providing assistance in internships and conduct of various workshops. An in-principle approval for certificate courses to be run under MOU was obtained and accordingly Certificate Course in Communicative English was conducted for staff and students in collaboration with SDSM. A compliance report of activities undertaken under various MOU was documented.