



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, first meeting of Internal Quality Assurance Cell has been organized on **Thursday, 13th June, 2019 at 11:30 a.m. in Mini Auditorium.** 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 of the new members to the IQAC committee
4. To discuss and prepare the Plan of action based on perspective plan for academic session 2019-20 duly approved by the CDC
5. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
6. To review and discuss the findings of the gender audit 2018-19
7. To discuss and review the syllabus for certificate course in Fundamentals of Capital Market.
8. To review the SWOC analysis of the various committees.
9. Discussion on steps to be taken while applying for NAAC Accreditation
10. 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 13th June 2019. The meeting started by paying condolences to our very own chairman Shri Gopikisan Patil who had laid the foundation of the institute.

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 of the new members to the IQAC committee

The IQAC chairman extended a warm welcome to its new members , Dr Kinnarry Thakkar, Dr Uma and Dr Parvathi Venkatesh for accepting the invitation and extending their support to the institute. The new chairman of governing body, Shri Vinay Gopikisan Patil and Faculty member Ms Laxmi Pandey too were welcomed on the committee.

Agenda 4: To discuss and prepare the Plan of action based on the perspective plan for the academic session 2019-20 duly approved by the CDC.

The plan of action was drawn as follows –

1. Intense Trainings amongst faculties for use of technology and blended learning.
2. Promotion of Research Culture among faculty and students.
3. Strengthening of Alumni Association
4. Improved Teaching Learning Ecosystem

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 and discuss the findings of the gender audit 2018-19

The findings of the gender audit were presented by the member secretary of the CWDC committee and it agreed to draft gender policies separately to ensure gender mainstreaming.

Agenda 7: To discuss and review the syllabus for certificate course in Fundamentals of Capital Market and Self Defence

Mr Kirtikumar Patil delivered the presentation on Certificate course in Fundamentals of Capital Market and recommended signing of MOU with Finmark for the same. The proposal was well accepted by the committee and forwarded to CDC for final approval.

Agenda 8: 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. It was further decided to form a scholarship committee and conduct a survey on reasons for low enrolment of government scholarship scheme.

Agenda 9: Discussion on steps to be taken while applying for NAAC Accreditation

Detailed discussions on various criterions were carried upon with distribution of criterions to various teachers. Dr Kinnarry Thakkar further advised that teachers should attend various workshops relating to NAAC.

Agenda 10: With the permission of the chair.

The chairperson of the committee CS Dr Lalita Mutreja put forth the proposal for forming a scholarship committee. The proposal was unanimously accepted by all, and guidelines were to be drafted.

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 Report
1.	Plan of Action	1. Intense Trainings amongst faculties for use of technology and blended learning. • Faculties were financially supported to attend workshops • Regular Trainings from ERP partner. • Organizing Workshops for Teachers and Students by various departments. 2. Promotion of Research Culture among faculty and students. • Participation of Students in Avishkar Research Convention. • Encouraging faculties to submit Minor Research Projects 3. Strengthening of Alumni Association • Choreographer for live Folk Dance to be performed at Youth Festival was appointed in association with Alumni Association. Student participated at National Youth Festival, University Youth Festival and Young Star, Vasai. Details were presented in the meeting and recorded in Cultural Report. 4. Improved Teaching Learning Ecosystem • Regular Formative Tests using ERP • Online Attendance of Students • Inclusion of documented reports on Experiential Learning
2.	Gender Audit Report	• The Gender Audit Report for the year 2018-19 were reviewed, discussed and analyzed. • To motivate girls towards economic independence, it was decided to present, “An Award for Women Entrepreneur of the Year in the Annual Prize Distribution Ceremony.
3.	Certificate Course and MOU	• The Certificate course on Fundamentals of Capital Market was approved and an MOU for the same was signed with Finmark Trainers India Pvt Ltd. • The revised syllabus for certificate course on Self Defence placed by CWDC and Dept of Humanities was approved.

4.	Workshops for NAAC accreditation	Various workshops were organized in house as well attended by faculties across the city. The reimbursement for the same was done by the institute.
5.	Formation of Scholarship Committee	The Scholarship Committee was formed and started its functioning from 29Th June 2019.

