



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, third meeting of Internal Quality Assurance Cell has been organized on academic year 2019-20 is arranged on 19th day of Feb 2020, Wednesday in the Mini Auditorium at 10.00 am. Members are requested to make it convenient for the meeting.

The agenda for meeting is as below -

1. Approval of the minutes of the previous meeting.
2. To review the action taken report of the previous meeting.
3. Presentation of Half-Yearly Report of college activities put forth by the IQAC department.
4. To review the activities conducted under MOU.
5. To place before the committee, the work done CSR and proposal to set up remedial language lab.
6. Any other discussion with the permission of chairperson

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 19th Feb 2020. The chairperson expressed a special thanks to all its members for marking their presence on the day of holiday.

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: Presentation of Half-Yearly Report of college activities put forth by the IQAC department.

The member secretaries of various departments and committees delivered half yearly report including the challenges confronted to which IQAC gave its inputs. The progress of faculties under ERP system too were reviewed. The principal of the institute CS Dr Lalita Mutreja, put forth that from next academic year onwards, the activity reports too were to be digitalized. ERP system to be further digitalized and help institute save paper wherever possible.

Agenda 4 To review the activities conducted under MOU.

Mr. Kirtikumar Patil presented the activities conducted under MOU and suggested the various ways to help institute expand in its length and breadth. It further stressed upon need to focus on the job training.

Agenda 5: To place before the committee, the work done CSR and proposal to set up remedial language lab.

The entire team applauded the efforts of CS Dr Lalita Mutreja in associating with Shree Shankara Hindu Mission who in turn provided the institute with CSR funds for various activities. It was further recommended by her to go for remedial language labs and laptops instead of computer system considering electricity cut off and erratic power failure. The team entrusted the responsibility of coordinating with external agencies to principal and take this association ahead. The details were then forwarded to CDC 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 Report
1.	Digitalization of Teacher's Diary and Activity Reports	The IQAC had prepared revised format that would be digitalized and to be uploaded on the ERP system through Teacher's Panel. Similarly Faculty Information too was to be digitalized.
2.	Remedial Language Lab	The service contract for the remedial language lab was to be given to Orell Labs and funded under CSR funds.
3.	CSR Report 2019-20	The CSR report was prepared and documented by CS Dr Lalita Mutreja along with audited statement.

