



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date : 11/08/2020

NOTICE FOR IQAC MEETING

It is hereby informed that the first meeting of the Internal Quality Assurance Cell has been organized on **Saturday, 22nd August 2020 at 11:30 virtually using Zoom Platform**. The link shall be shared an hour prior to meeting on WhatsApp.

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. To discuss upon necessary arrangements to be implemented in line with COVID 19 guidelines.
4. To discuss and prepare the Plan of action based on the perspective plan for the academic session 2020-21 duly approved by the CDC
5. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
6. To review the mechanism for the conduct of virtual lectures and online examinations.
7. 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 22nd August 2020.

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: To discuss upon necessary arrangements to be implemented in line with COVID 19 guidelines.

In wake of COVID-19, it was made sure that the protocols and guidelines were to be strictly followed. A separate budget was allocated for the same. Information regarding protocols was displayed on college website and shared on WhatsApp group and on student's App for reference.

Agenda 4: To discuss and prepare the Plan of action based on the perspective plan for the academic session 2020-21 duly approved by the CDC.

The plan of action was drawn as follows –

1. Robust E-content Trainings: Faculties need based assessment was to be conducted by the IQAC and accordingly training programs were to be designed rather than an umbrella kit. For students detailed self-explanatory modules for joining virtual lectures using google classroom/ Microsoft teams was to be designed. All necessary steps to impart quality virtual education were to be carried upon by the IQAC and if required separate budget was to be assigned.
2. Mental Health of all the Stakeholders: It was decided that the entire system to work in close collaboration with Mentor- Mentee Ecosystem to ensure mental health and well-being of the students. Also teaching and non-teaching staff received guidance from the

cell. PTA was used to address the anxiety issues of the parents. The Psychological cell of SDSM college, was working in close collaboration with the Institute.

3. Gender Audit: Reviewing the gender audit report of 2019-20, it was directed to CWDC to conduct sessions on Sexual Harassment Vishkha Guidelines 2013, create awareness on guidelines on code of conduct for online lectures and organize various talk shows with regards to the same.
4. Online Admissions: It was decided to go for complete 100% online admission process.
5. Teaching Learning System: IQAC developed a syllabus structurization model based on Four Quadrant Model to ensure quality teaching. Sessions on Bloom Taxonomy and Blended Learning were to be conducted and implemented in the 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 the mechanism for the conduct of virtual lectures and online examinations.

It was uniformly decided to create Microsoft teams for conduct of lectures. The lecture recordings were to be maintained for 7 days for student's reference. Further it was decided teachers to follow Four Quadrant model for E- content delivery to maximum extent possible.

With regards to conduct of examination, it was decided to go for secured systems rather than google form. Since the guidelines were yet to be issued, the IQAC and Examination Committee would work in close coherence for smooth and efficient conduct of examinations as and when required.

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.	Arrangements to be implemented in line with COVID 19 guidelines.	• As per the guidelines issued by the concerned authorities, necessary arrangements were carried upon. • Daily Sanitation of the entire premises • Setting of no-touch sanitizer at regular distances. • Masks available for staff. • Provision of social distancing marks on the ground.
2.	Institutionalization of E- content Delivery	• The IQAC had documented a report on E- content institutionalization that was shared with JDHE Panel. • Creation of Content Repository • Contract with Microsoft Teams • Regular Trainings and reimbursing to faculties for attending workshops




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