



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date : 25/05/2021

NOTICE FOR IQAC MEETING

It is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Monday, 31st May, 2021 at 11:00 am virtually using Zoom platform. The members are requested to join the meeting, the link would be shared an hour prior to the meeting.**

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. Annual Presentations of various committees and departments.
4. To prepare a plan of action and decide on central theme for the next academic session
5. To review the infrastructure and human resource requirement for the next academic session.
6. 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

Date : 31/05/2021

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mrs Vandana Singh, IQAC co-ordinator on 31st May, 2021.

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: Annual Presentations of various committees and departments.

The various committees and departments presented their annual presentations. The team appreciated the efforts of the scholarship committee in communicating with students for applying to various scholarships and also initiating a the scheme, “ Financial Assistance to Students impacted under COVID 19”.

Agenda 4: To review the infrastructure and human resource requirement for the next academic session.

The IQAC placed before the team, since the application for the new course were in pipeline, the additional human resources were required. Similarly, infrastructure requirements for encouraging sports and curricular activities was to be looked upon.

Agenda 5: To prepare a plan of action and decide on central theme for the next academic session.

Due to COVID 19 the situation was unpredictable however the institute was keen to maintain its quality and at same time develop infrastructure and ensure optimum utilization. Also the feedback from various stakeholders was analysed and evaluated.

The key points to be considered for next academic session were:

Sr.No	Plan of Action
1.	Infrastructure Developments: Create a Box cricket pitch and other sports facilities for the students.

2.	Audits: Conduct Environment and Green Audit from third party.
3.	CSR : Work in close liaison with Shree Shankara Hindu Mission and strive towards increased collaboration.
4.	Digitalization of ERP : It was decided to go for 100% digitalization of ERP module with integration of online lecturers into ERP.
5.	Central Theme: The central theme for the academic session was, Financial Literacy and Capacity Building Programs for Students and Teachers. Further blended mode of learning and OER to form an integral part.

The detailed plan for action was to be placed before 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, Ms Vandana Singh



ACTION TAKEN REPORT

Sr.No	Plan of Action	Action Taken
1.	Human Resource Requirements	<ul style="list-style-type: none">• Additional Staff in wake of new course was appointed.
2.	Audit	<ul style="list-style-type: none">• Environment Audit and Green Audit was carried upon.
3.	Digitalization of ERP	<ul style="list-style-type: none">• The Online lectures were integrated with ERP and teaching reporting mechanism was further digitalized.
4.	Examination	<ul style="list-style-type: none">• The Examination system was integrated with Student's App and was based on Bloom Taxonomy.



(Signature)
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