



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 **Wednesday, 12th April, 2017** at 11:30 a.m. in the principal's office. Members are requested to mark their presence.

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. Performance Appraisal of the faculties to be discussed and forwarded to LMC for final review.
5. To place before LMC the staff requirements for the next academic session.
6. To obtain permission for application of enrolment of students under Department of Lifelong Learning and Extension.
7. To prepare a perspective plan for the next academic session.
8. 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 12th April 2017.

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. The team expressed sincere gratitude to Mr Rohan Patil for sponsoring NSS T-shirts for students.

Agenda 3: Annual Presentations of various committees and departments.

The member secretaries and departmental heads delivered their annual presentations in the prescribed format as designed by the IQAC team with supporting documents available for reference. The departments and committees also prepared their perspective plan with regards to their departments. The examination committee too presented the result analysis to which necessary steps were to be initiated.

Agenda 4: Performance Appraisal of the faculties to be discussed and forwarded to LMC for final review.

The performance appraisal of various faculties was conducted in the month of March by the IQAC, that was discussed, reviewed and forwarded to LMC for consideration.

Agenda 5: To place before LMC the staff requirements for the next academic session.

The IQAC co-ordinator requested for the appointment of additional teacher in the subject of Commerce for the next academic year 2017-18 and vacant posts arising due to resignation to be filled before the beginning of the academic session 2017-18.

Agenda 6: To obtain permission for application of enrolment of students under Department of Lifelong Learning and Extension.

To ensure students spread their wings and more opportunities are provided for extension learning, it was resolved to apply to Department of Lifelong Learning and Extension, University of Mumbai. The final proposal was placed before LMC for approval.

Agenda 7: To prepare a perspective plan for the next academic session.

The perspective plan was drafted after considering discussions and recommendations from the IQAC team in detail. The central theme was to encourage students undertake outdoor activities to ensure they have on field practical experience. It was further recommended to set up Library Committee and Placement and Training Cell for the next academic year.

The team also congratulated and encouraged Kirtikumar Patil for his successful enrolment under MPHIL.

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	Appointment of staff	Mrs Priyanka Sule was appointed under the Commerce Faculty. Also Shilpa Kshirsagar and Bhagyashree Patil were appointed to fill the vacant post arised due to resignation.
2	Enrolment under DLLE	The Institute enrolled under DLLE effective from 2017-18
3	Perspective Plan	<p>The key Highlights were as follows-</p> <ul style="list-style-type: none"> • The Perspective Plan was prepared that laid focus on need of separate building for college. • The Bitblue technologies functioned efficiently and hence admission records were to be maintained through this system. • Complete ERP was to be achieved by 2019-20. • Budgets were sanctioned for Cultural Activities in addition and Appointment of Cultural Trainer in consultation with Alumni and Student Body. • Purchase of Computers and Addition of books in the library • Encouraging faculties to undertake research activities.
4	Committee Formation	Library Committee and Placement and Training Cell were to be formed in the next academic session. The committees were effective from June 2017.

