



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date : 13<sup>th</sup> Feb 2019

## **NOTICE FOR IQAC MEETING**

It is hereby informed that, third meeting of Internal Quality Assurance Cell has been organized on 23<sup>rd</sup> Feb, 2019 Saturday at 11:30 a.m. in the Mini Auditorium. 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. To discuss and review about the academic progress of the various courses and professional development of the faculties.
4. To discuss and review the proposal for certificate course on GST Registration and Annual Return filing placed by Department of Commerce and Accountancy.
5. To propose the ERP solutions for teachers and students from 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

23/02/2019

## **MINUTES OF THE MEETING**

The minutes of the meeting were recorded in writing by the Mrs Vandana Singh , IQAC co- ordinator on 23<sup>rd</sup> February 2019

### **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: To discuss and review about the academic progress of the various courses and professional development of the faculties.**

The Chairman of the Cell and the Secretary of the managing committee congratulated the entire team for improved participation of the students in curricular and co-curricular activities. The IQAC this year had mapped the progress of the students with an individual department wise result analysis. The faculties too displayed an upward graph with institution. Key highlights of teaching learning ecosystem and experiential learning in form of story boards, mind maps etc were presented during the meeting. Discussion on quality initiatives taken by IQAC were also discussed upon.

### **Agenda 4: To discuss and review the proposal for certificate course on GST Registration and Annual Return filing placed by Department of Commerce and Accountancy.**

Mr Kirtikumar Patil placed before the committee the syllabus for certificate course on GST Registration and Annual Return to be run in co-ordination with M/s Sarmalkar. The proposal for the same was accepted and forwarded to CDC for final adoption.

**Agenda 5 : To propose the ERP solutions for teachers and students from the next academic session**

It was proposed by the IQAC co-ordinator to now go on for full ERP system in terms of online attendance, sending notes, communication with students, conduct of formative tests etc i.e on Teaching Learning system using a structured ERP system. It was further added that Lesson plans too were to be recorded on the app. A short presentation by existing partner Bitblue Technologies was put forth. The team reacted positively and forwarded the proposal to CDC for approval.

**Agenda 6: Any other matter with the permission of the chair.**

Respected Venkatramani Sir suggested to include Dr. Kinnarry Thakkar, Dept of Commerce, Dr Uma, Principal SIES College and Dr Parvati, Principal Don Bosco College to be the part of IQAC and CDC committee from the next academic year, as the institute is going for NAAC accreditation. The proposal for the same and the request letter for invitation was to be sent post CDC 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
1.	ERP solutions for teachers and students	The proposal for ERP solution was accepted and the services of Bitblue Technologies were obtained. The App was to be effective from 2019-20
2.	Invitation to new members for IQAC and CDC	The proposal being accepted in the CDC, the invitation letters were sent across to the members. The members had given their acceptance for the same.
3.	Certificate Course on GST Registration and Annual Return Filing	The Certificate course was approved by CDC and conducted upon in the month of March

