



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date :

10/11/2020

## NOTICE FOR IQAC MEETING

It is hereby informed that the second meeting of the Internal Quality Assurance Cell has been organized on **Thursday, 19<sup>th</sup> November 2020 at 11:30 am virtually using Zoom Platform.** The link for the same shall be shared on Whatsapp an hour prior to 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. To review the half-yearly presentations of various committees and departments.
4. To discuss and review the feedback collected on new examination and E-content delivery through Microsoft Teams
5. 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: 19/11/2020

### **MINUTES OF THE MEETING**

The minutes of the meeting were recorded in writing by Mrs Vandana Singh, IQAC co-ordinator on 19<sup>th</sup> November 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 review the half-yearly presentations of various committees and departments.**

The member secretaries of various departments and committees delivered half-yearly reports including the challenges confronted. IQAC asked Library Committee to make provisions for the delivery of books to the students to ensure no student is left behind. The Certificate course of Vedic Maths was placed by IQAC and Youth Financial Education by Extension Committee and WDC were placed, discussed approved and forwarded to CDC for final adoption. Dr Venkatramani, appreciated the efforts of the team towards e-content institutionalization and the syllabus structurization was appreciated in particular. The initiative of E- newsletter by Library committee impressed the members.

#### **Agenda 4: To discuss and review the feedback collected on new examination and E-content delivery through Microsoft Teams**

The examination system was integrated into ERP and gained positive feedback from the all the students. Similarly, e-connect platform and availability of self-paced notes kept students engaged and motivated. For the first time the examination for the degree college were conducted online using MCQ format. To ensure consistency and reliability, ERP system was integrated for conducting examinations online to which feedback was collected, displayed and shared with the examination team and ERP to initiate necessary actions. Midterm feedback was also collected on teaching and learning system and placed for discussions during the meeting.

The IQAC coordinator then conducted departmental head meetings for dissemination of information.

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.	Certificate Courses	<ul style="list-style-type: none"> <li>The Certificate course on Vedic Maths and Youth Financial Education were conducted in the month of November and December with no additional costs to the students.</li> </ul>
2.	Initiative by the Library	<ul style="list-style-type: none"> <li>Library at your Doorstep: An Initiative by IQAC, Library Committee and Alumni Association was undertaken.</li> </ul>
3.	Syllabus Structurization Report	<ul style="list-style-type: none"> <li>The faculty members had embraced the syllabus structurization report and shared with the students.</li> </ul>



  
 Principal  
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