



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

AFFILIATED TO UNIVERSITY OF MUMBAI

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Ref. No.

Date :
Date : 14/05/2020

NOTICE FOR IQAC MEETING

It is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Saturday, 23rd May, 2020 at 11:30 a.m. to be conducted Virtually on Zoom Platform.** The link for the meeting shall be shared on WhatsApp half 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. To plan and execute the precautionary steps in wake of COVID 19
4. To present the planning report submitted to the JDHE Panel in wake of COVID - 19
5. Annual Presentations of various committees and departments.
6. To review the progress of the institute in terms of execution of ERP system
7. To discuss and review the activities done for Adopted Anganwadi's and Canteen run by local women.
8. To prepare a perspective plan for the next academic session.
9. 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 : 23/05/2020

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mrs Vandana Singh, IQAC co-ordinator on 23rd May, 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 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 plan and execute the precautionary steps in wake of COVID 19.

It was agreed unanimously to spread information across all the stakeholder with regards to precautionary steps to be followed in wake of COVID19. It was further suggested by the IQAC co-ordinator to also undertake extensive mental health programs for students and parents. It was further thrust upon the mentors to take care of their mentees through counselling and keeping engage in various activities to lower the anxiety levels. Micro dissemination of information was focussed upon.

Agenda 4: To present the planning report submitted to the JDHE Panel in wake of COVID - 19

JDHE Panel had convened a meeting and institutional preparation on E-Content report was submitted. The same report was discussed and reviewed to ensure Education receives no setback and learning must go on.

Agenda 5: 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. The examination specifically pointed the fact that students motivation is severely hampered

and hence in forthcoming session use of Bloom Taxonomy would play a pivotal role along with formative and summative assessments.

Agenda 6: To review the progress of the institute in terms of execution of ERP

The year 2019-20 had laid the foundation for E-content institutionalization in the institute while COVID 19 accelerated the pace of E-Content Development and Use. It was further resolved that IQAC would conduct need based training programs to ensure technology is well adopted and put to use. Similarly to arouse the interest of students, various competitions are to be held. The team praised the efforts of the examination committee by assigning students practice exams using online platform to keep them engaged and in pace with the education.

Agenda 7: To discuss and review the activities done for Adopted Anganwadi's and Canteen run by local women.

The individual reports for each Anganwadi were presented in details. Activities such as surveys, sessions on early-childhood care, celebrating Annaprasan Day, Book and Toy donation were conducted during the given period. Special attention was paid to ensure the institute stands by them even during difficult time of COVID 19. Similarly it was decided to train the females who are running canteen in the area of accountancy and maintain finance.

Agenda 8: 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 keep students engaged and foster motivation. At the same time necessary changes in terms of COVID 19 were included. Faculties were also asked to use the time for engaging in FDP and Research Related Activities. Implementing structured E-content delivery mechanism formed the centre stage. It was further decided to conduct mid-term feedbacks of the students in wake of online lectures.

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.	Progress of the institute in terms of execution of ERP	<ul style="list-style-type: none">• Need and Assessment levels of Faculties in form of survey was conducted by IQAC• Bitblue Technology provided monthly trainings to the teaching and non-teaching staff for smooth transition and effective use of ERP• Student Manuals were revised and information was sent across using various modes of communication.• Website management was linked with ERP system.
2.	Mid Term Feedbacks	<ul style="list-style-type: none">• Mid- Term feedbacks on E-content Delivery and Examination System were collected.



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