



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

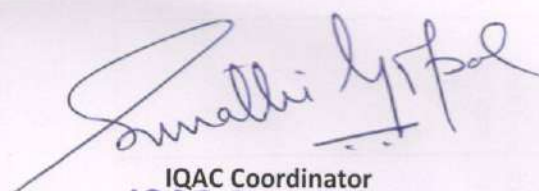
### NOTICE

8-06-16

A meeting of the members of IQAC the meeting is scheduled on Saturday, 11<sup>th</sup> June, 2016 at 11.00 am in the principal's office.

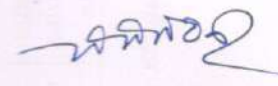
### AGENDA

1. To discuss on appointment of new teachers
2. To plan & methods of executing screening test for FY. BCOM Classes
3. To plan for International Yoga week celebration
4. To plan for faculty development program

  
IQAC Coordinator

**IQAC Coordinator**



  
Principal

**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	 11/6/16
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Teacher	
Prof. Ranjeet Thakur	Teacher	
Prof. Kishor Bhadra	Teacher	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student	

  
**IQAC Coordinator**



  
**Principal**  
 NCRD'S Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706



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## Sterling College of Art's Commerce & Science

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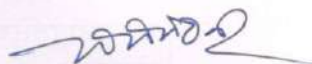
### Minutes of the Meeting

11-06-2016

1. It was Resolved that two new teachers will be appointed for the academic year 2016-17.
2. It was Resolved that screening test will be conducted at entry level & divisions shall be allotted on the basis of securing marks. This will enable us to identify the slow learners & weak students so as to provide extra coaching to them. This measure may enable us to reduce the drop out level at the entry level.
3. It was Resolved that between 13<sup>th</sup> June to 19<sup>th</sup> June Yoga session will be trained as a mark of International Yoga day since the same was celebrated by University of Mumbai on 21<sup>st</sup> June, 2016, under the banner of "Ayush". It was further resolved that the mentor teacher will be encouraging the students also to participate in Yoga week. It was also planned that the college will be celebrating mega event on 21<sup>st</sup> June, 2016 by exhibiting the yoga posture by teacher & Students. Also the video on yoga will be viewed by students & teachers in the auditorium.
4. It was resolved that one day faculty program will be initiate by IQAC for teaching & non-teaching staff. This initiative was taken by the IQAC for motivating the staff so as to enable them for better & quality improvement in their daily activities.

  
IQAC Coordinator  
IQAC Coordinator



  
Principal  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





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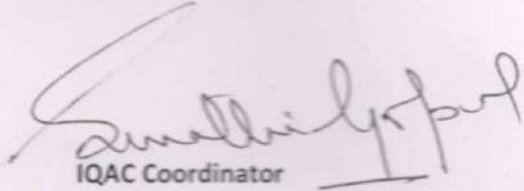
### NOTICE

22-10-16

A meeting of the members of IQAC the meeting is scheduled on Saturday, 25<sup>th</sup> October, 2016 at 11.00 am in the principal's office.

### AGENDA

1. To discuss on syllabus completion report by each teacher
2. To Analysis & observation on problems /issues faced while implementing the activity by the committee coordinator or any member of the committee
3. Any specific suggestion for improving academic & administrative performance during second term
4. Planning of activities for second term
5. Any other issues with the permission of the chairman

  
IQAC Coordinator

**IQAC Coordinator**



  
Principal

**Principal**

**NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706**



### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>25/10/16</i>
Dr. Sumathi Gopal	Coordinator	<i>Sumathi Gopal</i>
Prof. Pratap Kadam	Teacher	<i>[Signature]</i>
Prof. Ranjeet Thakur	Teacher	<i>[Signature]</i>
Prof. Kishor Bhadra	Teacher	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>Nighot A.K.</i>
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student	<i>Indrakush Mane</i>

*Sumathi Gopal*  
**IQAC Coordinator**



*[Signature]*  
**Principal**  
 NCRD'S Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

### Minutes of the Meeting

25-10-16


The meeting was conducted on Saturday, 25<sup>th</sup> October, 2016 at 11.00 am in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved that internal audit of the syllabus completion will be conducted by the IQAC Chairman, Coordinator & members submitted by the teachers.
2. It was Resolved that committee coordinator to submit the reports of the activities conducted in the first half of the academic year. It was further decided that they shall submit the problems faced & the help required from the college & the management.
3. The chairman of the meeting, Principal of the institution on observation of IQAC committee discussion highlighted herein below issues:
  - On the basis of the report & suggestion provided by the attendance committee disciplinary action must be taken against such students for improvement in attendance & simultaneously on exam performance
  - Communication channel must be improved both the ways ( namely between teachers & learners)
4. It was Resolved that all the committees may submit the activity list to IQAC as a centralised measures.

  
IQAC Coordinator  
IQAC Coordinator



  
Principal

Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



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### NOTICE

24-11-16


A meeting of the members of IQAC the meeting is scheduled on Friday, 25<sup>th</sup> November, 2016 at 12.15 pm in the principal's office.

#### AGENDA

1. Planning & execution of national conference
2. To discuss the challenges faced by the mentor & subject teachers in maintenance of attendance records
3. Issues pertaining to operational level

  
IQAC Coordinator  
IQAC Coordinator



  
Principal  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

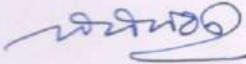


### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Teacher	
Prof. Ranjeet Thakur	Teacher	
Prof. Kishor Bhadra	Teacher	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student	

  
 IQAC Coordinator



  
 Principal  
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National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

### Minutes of the Meeting

25-11-16

The meeting was conducted on Friday, 25<sup>th</sup> November, 2016 at 12.15 pm in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved the conference will commence at 10.00 am with the traditional lighting & Chief Guest Key address. It was decided that one day national conference will be executed & also plan of action for the entire day program.
2. It was resolved that all the records pertaining to the attendance subject wise shall be displayed to the management & parents so as to maintain transparency & also to bring to the knowledge of the parents regarding the performance of their ward during 2016-17.
3. It was resolved that Self assessment of students performance & faculties were discussed & manner in which it shall be implemented.

  
IQAC Coordinator  
IQAC Coordinator

  
Principal



Principal  
Sterling College of Arts, Commerce & Science  
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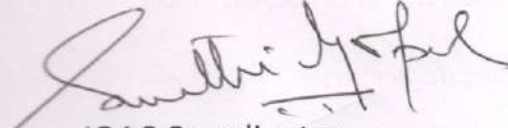
### NOTICE

19-04-17


A meeting of the members of IQAC the meeting is scheduled on Saturday, 22<sup>nd</sup> April, 2017 at 10.30 am in the principal's office.

### AGENDA

1. Discussion on reports of the committee
2. Discussion & Analysis on attendance & defaulters list
3. Discussion & Strategies on improvement of results
4. Continuation of Adhoc teachers for the year 2017-18
5. Any other issues with the permission of the chairman of the meeting

  
IQAC Coordinator  
IQAC Coordinator



  
Principal  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 22/4/17
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i> Sumathi Gopal
Prof. Pratap Kadam	Teacher	<i>[Signature]</i>
Prof. Ranjeet Thakur	Teacher	<i>[Signature]</i>
Prof. Kishor Bhadra	Teacher	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>[Signature]</i> Nighot A.K.
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i> Patil
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student	<i>[Signature]</i> Indrakush Mane

*[Signature]*

**IQAC Coordinator**



*[Signature]*

**Principal**  
Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



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### Minutes of the Meeting

22-4-2017

1. It was Resolved & discussion continued for the re-engineering process for the next academic year (2017-18) The entire discussion was divided into three parts namely planned, Executed & not executed by the respective committee. The discussion was focused for quality improvement for the next academic year 2017-18
2. The analysis of the past orientation records were discussed so to frame the strategies to be adopted for the next academic year. Further it was also resolved that the Counsellors be appointed & make an attempt to understand the problems faced by the students to shoe a path way to the improvement in their performance.
3. It was Resolved that multiple test be conducted during the lecture by the respective teachers & the feed back of their class test must be shared with the students
4. It was Resolved that the Adhoc teachers will be continued on the basis of the report submitted by the respective faculty & the students feedback.

IQAC Coordinator  
IQAC Coordinator



Principal

Principal

NCRD'S Sterling College of Arts, Commerce & Science  
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**National Centre for Rural Development's**  
**Sterling College of Arts, Commerce & Science**

(NAAC Accredited)

(Affiliated to University of Mumbai)

Plot No. 43, Sector 19, Nerul (East), Navi Mumbai – 400706

Tel. No. : +91-22-2770 5535.

Email – senior\_commerce@yahoo.co.in Website - <https://www.sterlingcollegeofcommerce.com>

**Internal Quality Assurance Cell (IQAC)**  
**ACTION TAKEN REPORT**  
**Academic Year 2016-2017**

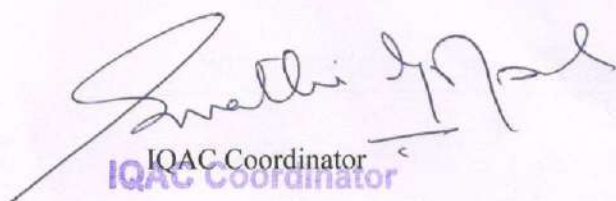
Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members are given herewith-

Sr. No	Resolution	Action Taken
1.	To plan orientation program for students & Parents	As per the decision the orientation program was conducted for FY, SY & TY students & their parents
2.	Academic Calendar Planning	IQAC took the initiative of preparing academic Calendar & was circulated to all the faculties to plan their committee activities
3.	Yoga week celebration	Every year yoga week is organized by IQAC for teaching, office staff & students
4.	Appointment of new teacher	IQAC along with principal sir discussed & calculated the number of teaching faculty required for the current academic year & unanimously decided two full time teachers will be appointed & all the necessary action for the appointment was carried out.
5.	Screening Test for FY. B.COM, FY.BMS & FY.BAF	Screening test for all the students admitted to FY. BCOM was taken & those for FY.BMS non- Commerce background & for FY.BAF students who scored less than 60%. The test was for 90 minutes & maximum mark allotted was 50. The test conducted was for English 20 marks, Math 10, Book – Keeping 10 & Economics 5. passing in all subjects was compulsory. In case students failed in any subject/subjects they were given additional coaching. The

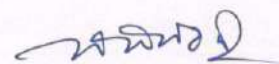




		allotment of division will be based on basis of marks secured in screening test.
6.	Faculty Development Program	Two days Faculty Development Program was conducted by Mr. Ravi Raman, a free lancer trainer to reengineer the inner qualities of the faculties. The IQAC initiated the program for faculties inherent development.
7.	Audit conducted by the IQAC	The reports of the individual committee submitted the report to the IQAC & in turn the IQAC Committee verified all the activities undertaken by the respective committee & took oral feedback from the stakeholders & analyzed the need for the continuance of the program in future.
8.	National Conference	National level conference was organized by IQAC on the theme Issues & Challenges faced in Higher Education. It was one day national conference arranged by IQAC.
9.	Defaulters List	The IQAC with the help of attendance committee decided to display defaulters list on a regular basis & maintain the transparency level to the maximum possible extent
10.	Appointment of counselor	It was planned during the IQAC meeting that counselor be appointed for assisting the behavior of the students. Further to discussion the principal suggested & implemented that the in-house faculties itself will counsel the students on a regular basis
11.	Continuation of Adhoc faculties	The IQAC took oral feedback of all the senior faculties regarding their behavior with the colleagues, students feedback & IQAC recommended to the principal for the continuation of Adhoc faculties during the next academic year

  
 IQAC Coordinator





Principal

Principal

Sterling College of Arts, Commerce & Science  
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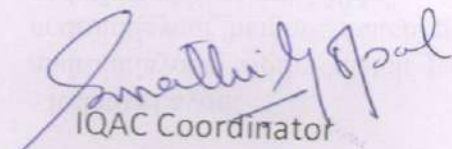
### NOTICE

06-06-17

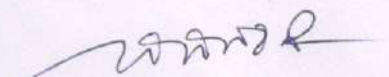
A meeting of the members of IQAC the meeting is scheduled on Tuesday, 10<sup>th</sup> June, 2017 at 11.00 am in the principal's office.

### AGENDA

1. To Decide about orientation program for the students & Parents
2. To analyse the result of the final year exam conducted during March-April 2017
3. Strategies to be adopted for the performance of the students in all classes
4. To decide the role of mentor teacher & methods to execute their duties
5. Preparation & submission of AQAR for 2017-18 academic year
6. Any other issues with the consent of the chairman

  
IQAC Coordinator  
**IQAC Coordinator**



  
Principal

**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



**Attendance for the IQAC Meeting held on 10/06/17**

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 10/6/17
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i> Sumathi Gopal
Prof. Pratap Kadam	Teacher	<i>[Signature]</i>
Prof. Ranjeet Thakur	Teacher	<i>[Signature]</i>
Prof. Kishor Bhadra	Teacher	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>[Signature]</i> Nighot Ak.
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i> Patil
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i> Bende
Mr. Indrakush Mane	Student	

*[Signature]*  
**IQAC Coordinator**



*[Signature]*  
**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



## Minutes of the Meeting

10 June  
10-6-2017

The meeting was conducted on Friday, Tuesday, 10<sup>th</sup> June, 2017 at 11.00 am in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved to conduct orientation program for the students & parents of all class from First year to Third year, dates for orientation program can be decided by the program coordinator in consultation with principal. Parents & students be informed about the working of the college & disciplinary action for not following the discipline.
2. It was resolved that the analysis of the First year B.COM classes was not satisfactory & the same is required to be improved upon.
3. The strategies for the improvement were resolved during the meeting. The strategies decided in the meeting was there will be multiple test conducted by the subject teacher & provide them with adequate practice before the exam.
4. It was resolved that the mentor teacher must understand the mentee & improve communication channel. So as to enable the mentee to speak to the mentor freely. The mentee also need to identify the sloe learners & encourage them to perform better. This will enable them to do better.
5. It was resolved that the initial preparation will be commenced by few members & subsequently all the members can cross verify with the available records & submit the AQAR on time.

  
**IQAC Coordinator**



  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



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## Sterling College of Art's Commerce & Science

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### NOTICE

13-10-17

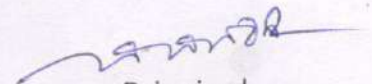
A meeting of the members of IQAC the meeting is scheduled on 14<sup>th</sup> October, 2017 at 11.00 am in the principal's office.

### AGENDA

1. To analyse discuss on defaulter students position on the basis of the attendance
2. The strategies to be adopted in case of defaulter students
3. To discuss on the amended NAAC guidelines
4. Motivate the students & faculties to publish quality research paper/s.
5. Any other issues with the consent of the chairman

  
IQAC Coordinator  
**IQAC Coordinator**



  
Principal

Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



**Attendance for the IQAC Meeting held on 14th Oct 2017**

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 14/10/17
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i> Sumathi Gopal
Prof. Pratap Kadam	Teacher	<i>[Signature]</i>
Prof. Ranjeet Thakur	Teacher	<i>[Signature]</i>
Prof. Kishor Bhadra	Teacher	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>[Signature]</i> Nighot AK
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i> Bende
Mr. Indrakush Mane	Student	

*[Signature]*

**IQAC Coordinator**



*[Signature]*

**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



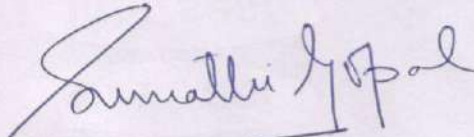
Minutes of the Meeting

14<sup>th</sup> Oct  
14-10-2017

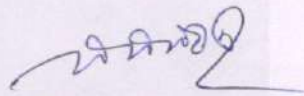
The meeting was conducted on 14<sup>th</sup> October, 2017 at 11.00 am in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved that the monthly defaulters list should be taken into consideration & on the basis of the records maintained by the attendance committee
2. It was resolved that based on the three months attendance, a consolidated attendance will be prepared & if the students fail to get the minimum required attendance will be prohibited to attend the term end exam.
3. It was resolved that the committee members will be permitted to attend the workshop on amended NAAC guidelines. Further it was resolved that required information will be prepared, maintained & assessed on the basis of the revised NAAC guidelines
4. It was resolved that to maintain the quality of the research paper all the research paper will forwarded through the research committee after the scrutiny of the plagiarism.

  
IQAC Coordinator



  
Principal  
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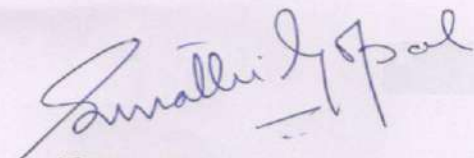
### NOTICE

7<sup>th</sup> December, 2017

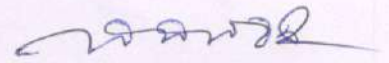
A meeting of the members of IQAC the meeting is scheduled on 9<sup>th</sup> December, 2017 at 11.00 am in the principal's office.

### AGENDA

1. To discuss on the working pattern of second term
2. Disciplinary actions ( staff & Students)
3. Internal assessment system
4. Any other point with the permission of the chairman

  
IQAC COORDINATOR

**IQAC Coordinator**

  
PRINCIPAL



**Principal**  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



Attendance for the IQAC Meeting held on 9th Dec 2017

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 9/12/17
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i>
Prof. Pratap Kadam	Teacher	<i>[Signature]</i>
Prof. Ranjeet Thakur	Teacher	<i>[Signature]</i>
Prof. Kishor Bhadra	Teacher	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>[Signature]</i>
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student	

*[Signature]*  
IQAC Coordinator



*[Signature]*  
Principal  
MCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



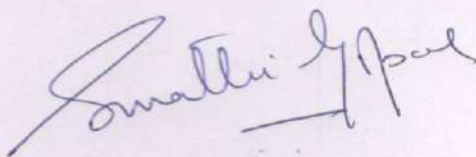
## Minutes of the Meeting

9-12-17

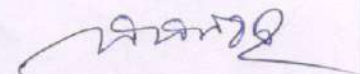
The meeting was conducted on <sup>9th December 2017</sup> 9th Dec, 2017 at 11.00 am in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved that 82 working days are available for the completion of the second term syllabus. It was decided that teachers should complete the syllabus within the available working days
2. It was resolved that a strict action will be taken in case if any teachers take leave without prior permission & similarly if the students fails to maintain the minimum attendance they will be given remedial test & will be monitored in their performance. Subsequently the decision will be taken by the committee.
3. It was resolved that the teachers are requested to give justification as to difference in marking scheme & justify the basis of evaluation on the students. Further it was resolved that certain discretionary power will be given to the teachers for evaluation of the students within the authority.



**IQAC Coordinator**



**Principal**  
NCRD'S Sterling College of Arts, Commerce & Scienc  
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## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

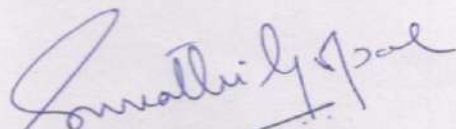
### NOTICE

19-04-18

A meeting of the members of IQAC the meeting is scheduled on 21<sup>st</sup> April, 2018 at 12.30 pm in the principal's office.

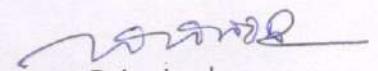
### AGENDA

1. Review of the earlier meeting held during the current academic year
2. Strategies to be adopted to improve performance in the exam & reduction of students absentees
3. Discussion on committee events
4. Any other subject with the consent of the chair

  
IQAC Coordinator

**IQAC Coordinator**



  
Principal

**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



21st April 2018

**Attendance for the IQAC Meeting held on 21st Dec 2017**

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i>
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i>
Prof. Pratap Kadam	Teacher	<i>[Signature]</i>
Prof. Ranjeet Thakur	Teacher	<i>[Signature]</i>
Prof. Kishor Bhadra	Teacher	<i>[Signature]</i>
Mr. Anil Nighot ✓	Administrative Office	<i>[Signature]</i>
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student	

*[Signature]*  
**IQAC Coordinator**



*[Signature]*  
**Principal**  
 NCRD'S Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706



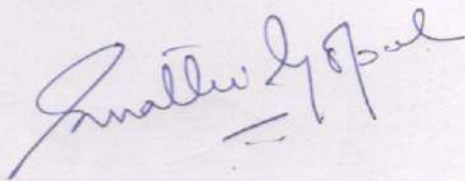
Minutes of the Meeting

21-4-18

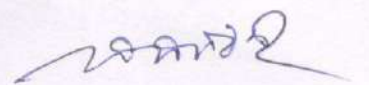
The meeting was conducted on ~~21st~~ April, 2018 at 11.00 am in the Principals office.

The following resolutions were passed during the meeting.

1. The minutes of all the meetings & proceedings were reviewed & deliberated on the activities conducted during the academic year.
2. It was resolved that the strategies to be adopted for the reduction of absentees by providing additional attendance for participation in the cultural programs & also career guidance workshop. Further it was discussed this may motivate them to improve their overall personality development & also performance in the academics. The parents will be informed by the mentor teacher every alternate month.
3. It was resolved that all the committees must submit the activities performed during the academic year & tentative plan for following academic year.

  
IQAC Coordinator



  
Principal  
"CRD" S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



National Centre for Rural Development's  
**Sterling College of Arts, Commerce & Science**

(NAAC Accredited)

(Affiliated to University of Mumbai)

Plot No. 43, Sector 19, Nerul (East), Navi Mumbai – 400706

Tel. No. : +91-22-2770 5535.

Email – [senior\\_commerce@yahoo.co.in](mailto:senior_commerce@yahoo.co.in) Website -

<https://www.sterlingcollegeofcommerce.com>

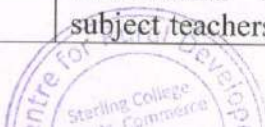
### Internal Quality Assurance Cell (IQAC)

#### ACTION TAKEN REPORT

#### Academic Year 2017-2018

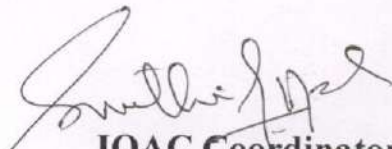
Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members are given herewith-

Sr. No	Resolution	Action Taken
1.	To plan orientation program for students & Parents	As per the decision the orientation program was conducted for FY, SY & TY students & their parents
2	Academic Calendar Planning	IQAC took the initiative of preparing academic Calendar & was circulated to all the faculties to plan their committee activities
3.	Yoga week celebration	Every year yoga week is organized by IQAC for teaching, office staff & students
4.	Analysis of Results	Since the results of F.Y.BCOM was not satisfactory the committee along with the subject teacher decided to conduct multiple test & provide adequate practice test. The same was conducted by the subject teacher
5.	Research Paper presentation	It was suggested during the IQAC meeting that all the research paper was first scrutinized by the research committee for plagiarism & further the researcher will forward paper to the organizer or to the publisher
6.	Change in the NAAC Guidelines	IQAC constantly upgrade their knowledge on revised guidelines & discussed in the meeting regarding the revised guidelines & give direction to other committees or faculties
7.	Syllabus completion	The committee calculated the number of instructional working day & informed the subject teachers to plan accordingly & complete





		the syllabus as prescribed by the affiliated university
8.	Adhering to code of conduct	IQAC framed the code of conduct for teaching, office staff & students. The students who failed to follow the code of conduct or maintain necessary attendance as a positive measure were made to attend remedial coaching to compensate the deficit attendance
9.	Assessment System	In case there was discrepancies in assessment by the concerned subject teacher were asked to justify in evaluation strategy. It was also implemented that subject teacher can take necessary discretionary power to while evaluating the answer sheet within their assigned authority
10.	Analysis of activities organized by respective committee	The IQAC initiated the process of evaluating the activities conducted by various committee & were asked to submit the annual report to the IQAC. Further IQAC analyzed whether these activities were required to be conducted in future or need to be modified or annulled. On the basis of the analysis the committees were informed by the IQAC & were asked to prepare the activity plan for following academic year

  
**IQAC Coordinator**

**IQAC Coordinator**



  
**Principal**

**Principal**  
 NCRD'S Sterling College of Arts, Commerce & Science  
 Narul, Navi Mumbai - 400706



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

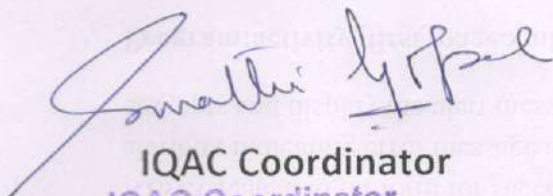
### NOTICE

18-6-2018

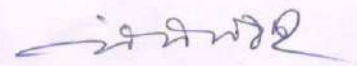
A meeting of the members of IQAC the meeting is scheduled on Friday, 22<sup>nd</sup> June, 2018 at 11.30 in the principal's office.

### AGENDA

1. To plan orientation program for the parents & students of all classes.
2. To discuss & decide methods of academic improvement for the current academic year.
3. To discuss & decide about screening test for B.COM students.
4. To discuss & decide regarding Faculty Development Program.
5. Any other issues with the consent of the chairman.

  
IQAC Coordinator  
IQAC Coordinator



  
Principal

Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 22/6/18
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i>
Prof. Pratap Kadam	Member	<i>[Signature]</i>
Prof. Ranjeet Thakur	Member	<i>[Signature]</i>
Prof. Kishor Bhadra	Member	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>[Signature]</i> Nighot A.K.
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student & Member, alumni	

*[Signature]*  
**IQAC Coordinator**



*[Signature]*  
**Principal**  
 VCRD'S Sterling College of Arts, Commerce & Science  
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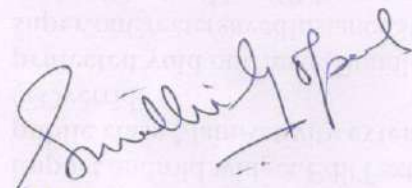
## Minutes

22-06-2018

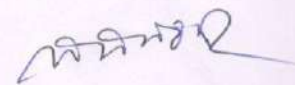
The meeting was conducted on Friday, 22<sup>nd</sup> June 2018 at 11.30. in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved to conduct orientation program for the students & parents of all class from First year to Third year, dates for orientation program can be decided by the program coordinator in consultation with principal. Parents & students be informed about the working of the college & disciplinary action for not following the discipline.
2. It was resolved to conduct three internal to BAF & BMS courses instead of one test as prescribed university & also make three test compulsory for the B.com program though it is not prescribed by the University. There will be proper exam schedule for all classes & question paper will be as per university prescribed guidelines. It was resolved that students who remain absent & who fail in these test be detained from appearing for semester end exam.
3. It was resolved to conduct screening test for all the students admitted to FY.BCOM & from non-commerce background of FY.BMS & for the students of FY.BAF who scored less than 60% marks in XII exam. The test will be of 50 marks one & half duration, descriptive questions & shall be in the subject of English 20, Maths 10, Book-keeping 10 OCM & Economics 5 mark each. Passing in the exam is compulsory.
4. It was resolved that two days Faculty Development Program will be conducted during August so that the faculties can orient themselves with the necessary changes required & can enhance the quality of teaching & understanding of the students.

  
IQAC Coordinator



  
Principal  
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Nerul, Navi Mumbai - 400706





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## Sterling College of Art's Commerce & Science

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### NOTICE

24-10-2018

The meeting of the members of IQAC is scheduled on Saturday, 27th October, 2018 at 11.30 in the principal's office.

### AGENDA

1. To analyse the outcome of three internal test for all classes.
2. To discuss & plan for holding academic audit.
3. To analyse the impact of FDP on faculty performance in discharging their duties.
4. To analyse the performance of registered students for remedial coaching in maths
5. Any other issues with the consent of the chairman.

IQAC Coordinator

**IQAC Coordinator**

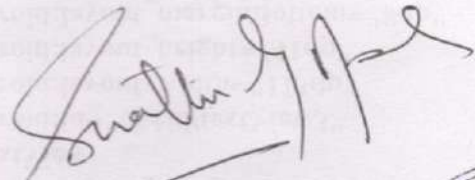


Principal

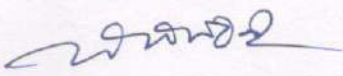
**Principal**  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student & Member, alumni	

  
**IQAC Coordinator**



  
**Principal**  
 VCRD'S Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706



# Minutes

27-10-2018

The meeting was conducted on Saturday, 27<sup>th</sup> October, 2018 at 11.30 in Principals office.

1. It was resolved that three tests were conducted to enable the students to perform better & consider best 2 out of three. In case if any students miss out any test will not lose any marks. It was opined by the members on analysis the performance of the students were not satisfactory.
2. It was resolved to implement the suggestion given by the academic bring changes & improvement in the performance of the students, faculties & college administration.
3. It was resolved to have one to one discussion by the trainer with faculties.
4. It was resolved to conduct remedial coaching in other subjects if need be. 15 students registered & approximately 10 students were regularly attending the sessions. out of the 15 one dropout student also attended the remedial coaching. It was opined by the subject teacher that same method can be adopted for future.
5. It was resolved to identify weak & slow learner & impart extra coaching to enable them to perform better in their exams & to improve the results. It was resolved to conduct crash course & hold exam & make necessary analysis of the performance.

*S. S. S. S. S.*  
**IQAC Coordinator**



*[Signature]*  
**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

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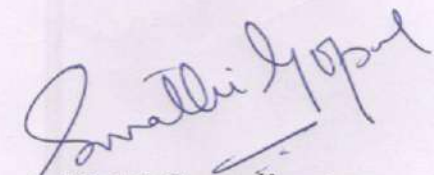
### NOTICE

21-12-2018

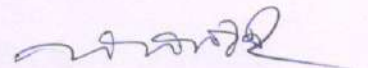
The meeting of the members of IQAC is scheduled on Monday, 24th December, 2018 at 11.30 in the principal's office.

### AGENDA

1. To discuss & decide the methods of adopting internal test for all classes.
2. To analyse attendance & term end exam results for all classes
3. To discuss changes made in vision, mission & objectives.
4. To discuss & decide necessary action as per suggestion of auditors academic report.
5. Any other issues with the consent of the chairman.

  
IQAC Coordinator  
IQAC Coordinator



  
Principal

Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 20/12/18
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i>
Prof. Pratap Kadam	Member	<i>[Signature]</i>
Prof. Ranjeet Thakur	Member	<i>[Signature]</i>
Prof. Kishor Bhadra	Member	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>Nighot A.K.</i>
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student & Member, alumni	

*[Signature]*  
**IQAC Coordinator**



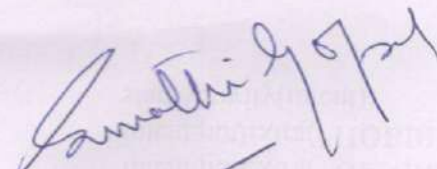
*[Signature]*  
**Principal**  
 Sterling College of Arts, Commerce & Science  
 Nerul, Mumbai - 400706

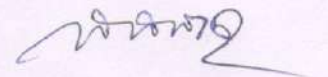
## Minutes

24-12-2018

The meeting was conducted on Monday, 24th December, 2018 at 11.30. in the Principals office.

1. It was resolved to conduct only one test during the second half for all programs. Unanimously the decision was taken by members in consultation with all faculties no objective questions for internal exam. There will be only four subjective type ten marks each & no option. All questions were made compulsory. The test was made compulsory for B.Com program though it is not prescribed by the university.
2. It was resolved to prepare defaulters list & students having below 25% attendance will be refrained from attending the internal test. This will be applicable to all the programs for all the classes.
3. It was resolved to reframe the vision & mission as per the objectives of the management.
4. It was resolved to analyse the Academic audit report & to implement the suggestion as per the guidelines made by the external auditor during the audit. Further it was resolved to improve the result & encourage maximum faculties to participate in conferences, Research paper writing & engage in publication of research paper.

  
IQAC Coordinator



Principal  
VCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706







National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai - 400706.

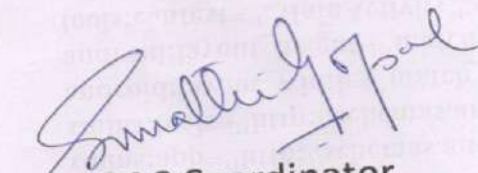
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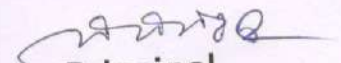
23-2-2019

A meeting of the members of IQAC the meeting is Scheduled on Saturday, 28<sup>th</sup> February 2019 at 11.30 in the principal's office.

### AGENDA

1. To discuss & decide remedial coaching for defaulter students.
2. To discuss & decide the methods to conduct exams post remedial coaching.
3. To call defaulter student's parents & discuss in details about the performance of the students during the academic year.
4. Any other issues with the consent of the chairman.

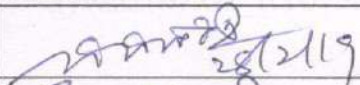
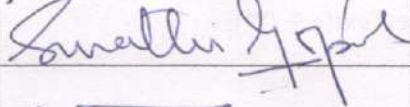

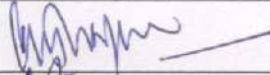
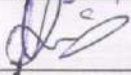
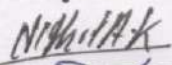

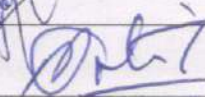

  
IQAC Coordinator  
IQAC Coordinator

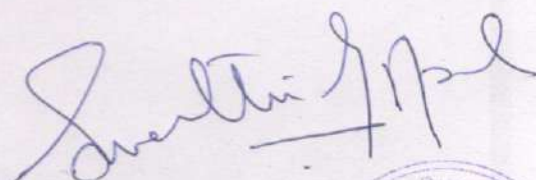
  
Principal



Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student & Member, alumni	

  
**IQAC Coordinator**



  
**Principal**  
 VCRD'S Sterling College of Arts, Commerce & Science  
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**Principal**  
 VCRD'S Sterling College of Arts, Commerce & Science  
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## Minutes

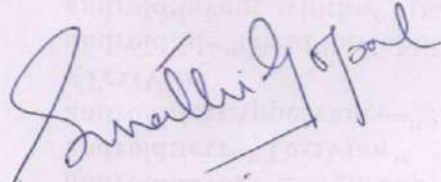
28-02-2019

The meeting was conducted on 28<sup>th</sup> February, 2018 at 11.30 in the Principals office.

1. It is resolved to analyse the attendance & previous term end exam result. It is further resolved that remedial coaching for F.Y. BCOM will be conducted so as to enable improvement in the performance of the semester II exam. At the closure of remedial coaching the exams were conducted in the subjects like Maths, Economics, commerce & Accounts. Proper syllabus will be framed, Time table will be prepared, attendance will be taken & exam time table will be prepared. It is further resolved that on the basis of the performance of the students the feedback will be provided & the decision will be taken on the basis of their performance in the additional exams after the completion of remedial coaching.

2. It is resolved that students having less than 25% attendance & whose performance in the internal exam were not up-to the minimum standard will be called for the meeting class wise & will be addressed by the principal regarding their overall performance for the academic year.

3. It is resolved that all the above-mentioned category students will undergo rigorous remedial coaching & will be writing an exam. Those students who will be passing in the remedial exam will be allowed to write the final exam, failing which they shall be detained.

  
IQAC Coordinator



  
Principal  
VCRD'S Sterling College of Arts, Commerce & Science  
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National Centre for Rural Development's  
**Sterling College of Arts, Commerce & Science**  
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Email – [senior\\_commerce@yahoo.co.in](mailto:senior_commerce@yahoo.co.in) Website -  
<https://www.sterlingcollegeofcommerce.com>

**Internal Quality Assurance Cell (IQAC)**

**ACTION TAKEN REPORT**  
**Academic Year 2018-2019**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members are given herewith-

Sr. No	Resolution	Action Taken
1.	To plan orientation program for students & Parents	As per the decision the orientation program was conducted for FY, SY & TY students & their parents
2.	Academic Calendar Planning	IQAC took the initiative of preparing academic Calendar & was circulated to all the faculties to plan their committee activities
3.	Internal test for B.com& Other programs students	Three test were conducted for BAF, BMS & B.COM students. The students were given adequate opportunity to improve their performance & enable to get better grade in their aggregate. The internal test was made compulsory for B.COM students though it was not prescribed by University. Proper exam schedule for all class including B.COM program was issued by the exam Committee. The syllabus included while setting the paper was as per the guidelines issued by University. The best of the two test marks were considered & So also in case any students are unable to attempt one test they can get the benefit of the other two test.
4.	Screening Test for FY. B.COM, FY.BMS & FY.BAF	Screening test for all the students admitted to FY. BCOM was taken & those for FY.BMS non- Commerce background& for FY.BAF students who scored less than 60%. The test was for 90 minutes & maximum mark





		allotted was 50. The test conducted was for English 20 marks, Math 10, Book – Keeping 10 & Economics 5. Passing in all subjects was compulsory. In case students failed in any subject/subjects they were given additional coaching
5.	Faculty Development Program	Two days Faculty Development Program was conducted on 31 <sup>st</sup> August 2018, & 1 <sup>st</sup> September, 2018 By Mr. Sitaram, Director, Jeevan Manthra (OPC) Ltd. Further the trainer had one to one interaction with all the faculties & had generated the report for scope of improvement. The IQAC initiated in forwarding the soft copy of the individual report to the faculties for perusal & take initiative for their improvement
6.	To analyze the outcome of three internal test for all classes	Three tests were conducted & the benefit was initiated by the IQAC to protect the students. In case any students are unable to attempt one test they can get the benefit of the other two tests.
7.	Academic Audit	Academic audit was conducted & there by attempts were made to bring changes & improvement in the system
8.	Remedial Coaching	The remedial coaching was conducted by the subject teachers & the Principal of the college to improve upon the performance of the students. Students were asked to register & their performance were monitored during the semester end exam
9.	Identification of slow learners & Weak learners	The subject teachers identified these students & gave crash course & conducted series of exam to enable to improve their marks in the exams.
10.	Internal Test for all programs & courses during second, Fourth & Sixth Semester	During this semester only one test was conducted & the decision was taken by IQAC after consulting with the subject teacher.

**IQAC Coordinator**

**IQAC Coordinator**



*[Handwritten Signature]*

**Principal**

*Principal*  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

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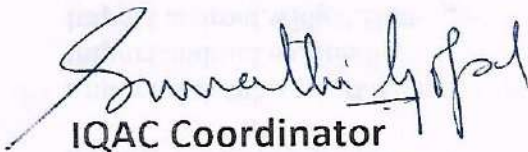
### NOTICE

22-06-2019

A meeting of the members of IQAC the meeting is scheduled on Saturday, 22<sup>nd</sup> June, 2019 at 11.30 in the principal's office.

### AGENDA

1. To plan orientation program for the parents & students of all classes.
2. To discuss & decide methods of academic improvement for the current academic year.
3. To discuss & decide about screening test for FY. B.COM students.
4. To discuss & decide regarding Faculty Development Program.
5. Any other issues with the consent of the chairman.



  
IQAC Coordinator



  
Principal  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706




### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	 22/06/19
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	 Nighot A.K.
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student & Member, alumni	





  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, New Mumbai - 400706

## Minutes

22-06-2019

The meeting was conducted on Saturday, 22<sup>nd</sup> June 2019 at 11.30 am in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved to conduct orientation program for the students & parents of all class from First year to Third year, dates for orientation program can be decided by the program coordinator in consultation with principal. Parents & students are informed about the working of the college & disciplinary action for not following the discipline.

2. It was resolved to conduct test for the B.com program compulsory to improve the performance of the students, though it is not prescribed by the University. There will be proper exam schedule for all classes & question paper will be as per university prescribed guidelines. It was resolved that students who remain absent & who fail in these test be detained from appearing for semester end exam.

3. It was resolved to conduct screening test for all the students admitted to FY.BCOM & from non-commerce background of FY.BMS & for the students of FY.BAF who scored less than 60% marks in XII exam. The test will be of 50 marks one & half duration, descriptive questions & shall be in the subject of English 20, Maths 10, Book-keeping 10 OCM & Economics 5 mark each. Passing in the exam is compulsory.

4. It was resolved that one day Faculty Development Program will be conducted. So that the faculties can orient themselves with the necessary changes required & can enhance the quality of teaching & understanding of the students.

*Smalhi*



*Principal*  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

### NOTICE

22-10-2019

The meeting of the members of IQAC is scheduled on Tuesday, 24th October, 2019 at 11.30 in the principal's office.

### AGENDA

1. To analyse the outcome of three internal test for all classes.
2. To discuss & plan for holding academic audit.
3. To appoint M.COM students for remedial coaching for FY. BCOM students
4. To analyse the performance of registered students for remedial coaching in maths & methods to identify slow learners
5. Any other issues with the consent of the chairman.

  
IQAC Coordinator



  
Principal  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>M.G. Gonda</i> 24/10/19
Dr. Sumathi Gopal	Coordinator	<i>Sumathi Gopal</i>
Prof. Pratap Kadam	Member	<i>Pratap Kadam</i>
Prof. Ranjeet Thakur	Member	<i>Ranjeet Thakur</i>
Prof. Kishor Bhadra	Member	<i>Kishor Bhadra</i>
Mr. Anil Nighot	Administrative Office	<i>Anil Nighot</i>
Mr. Amarjit Kharade	Member from Management	<i>Amarjit Kharade</i>
Dr. Ashok Patil	Local Society	<i>Ashok Patil</i>
Mr. Balasaheb Bende	Industrialist	<i>Balasaheb Bende</i>
Mr. Indrakush Mane	Student & Member, alumni	

*Sumathi Gopal*



*M.G. Gonda*  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



## Minutes

24-10-2019

The meeting was conducted on Tuesday, 24<sup>th</sup> October, 2019 at 11.30 in Principals office.

1. It was resolved that In case if any students miss out any test will not lose any marks additional test will be conducted by the respective subject teacher according to their convenience. It was opined by the members on analysis the performance of the students were not satisfactory in the previous semester internal exam.
2. It was resolved to implement the suggestion given by the academic auditor thereby attempting to bring changes & improvement in the performance of the students, faculties & college administration.
3. It was resolved to conduct remedial coaching giving opportunity by our own MCOM students especially for FY.BCOM students & KT students in the subject of Maths & Communication. It was opined by the subject teacher that same method can be adopted for future.
4. It was resolved to identify weak & slow learner & impart extra coaching to enable them to perform better in their exams & to improve the results. It was resolved to conduct crash course & hold exam & make necessary analysis of the performance.

*Santhi Gopal*



*[Signature]*  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



National Centre for Rural Development's  
Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.

## NOTICE

24-12-2019

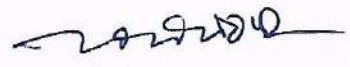
The meeting of the members of IQAC is scheduled on Tuesday, 24th December, 2019 at 11.30 in the principal's office.

## AGENDA

1. To discuss & decide the methods of adopting internal test for all classes.
2. To analyse attendance & term end exam results for all classes
3. To discuss & decide necessary action as per suggestion of auditors academic report.
4. To discuss the methods to motivate the faculties & students to participate in Avishkar
5. To discuss on continuation of appointment of M.COM students for remedial coaching for FY. BCOM students
6. To discuss on starting a new club for training the students in creative work through the club.
7. Any other issues with the consent of the chairman.

  
IQAC Coordinator



  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	<i>[Signature]</i> 22/12/19
Dr. Sumathi Gopal	Coordinator	<i>[Signature]</i>
Prof. Pratap Kadam	Member	<i>[Signature]</i>
Prof. Ranjeet Thakur	Member	<i>[Signature]</i>
Prof. Kishor Bhadra	Member	<i>[Signature]</i>
Mr. Anil Nighot	Administrative Office	<i>[Signature]</i>
Mr. Amarjit Kharade	Member from Management	<i>[Signature]</i>
Dr. Ashok Patil	Local Society	<i>[Signature]</i>
Mr. Balasaheb Bende	Industrialist	<i>[Signature]</i>
Mr. Indrakush Mane	Student & Member, alumni	

*[Large handwritten signature]*



*[Signature]*  
Principal  
NCRD's Sterling College of Arts, Commerce & Sciences  
Nerul, Navi Mumbai - 400706

## Minutes

24-12-2019

The meeting was conducted on Tuesday, 24-12-19 at 11.30. in the Principals office.

1. It was resolved to conduct only one test during the second half for all programs. Unanimously the decision was taken by members in consultation with all faculties no objective questions for internal exam. There will be only four subjective type ten marks each & no option. All questions were made compulsory. The test was made compulsory for B.Com program though it is not prescribed by the university.
2. It was resolved to prepare defaulters list & students having below 25% attendance will be refrained from attending the internal test. This will be applicable to all the programs for all the classes.
3. It was resolved to analyse the Academic audit report & to implement the suggestion as per the guidelines made by the external auditor during the audit.
4. Further it was resolved to improve the result & encourage faculties & students to participate in conferences, Research paper writing & engage in publication of research paper.
5. It was resolved to conduct remedial coaching giving opportunity to our own MCOM students especially for FY.BCOM students & KT students in the subject of Maths & Communication. It was opined by the subject teacher that same method can be adopted for future.
6. It was resolved that a club will be started & students will be trained on the basis of their skill & hobby. The trained students will represent intercollegiate events.

*Santhosh P. S.*



*Principal*  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706.


### NOTICE

03-3-20

A meeting of the members of IQAC the meeting is Scheduled on Tuesday, 03-3-20 at 11.30 in the principal's office.

### AGENDA

1. To discuss & analyse impact of remedial coaching.
2. To discuss & decide the methods to address the defaulters students & actions to be implemented.
3. To discuss the method to improve the performance of certain subjects on the basis of the result analysis.
4. Any other issues with the consent of the chairman.

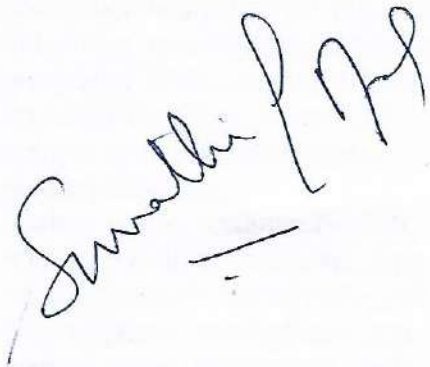
  
IQAC Coordinator



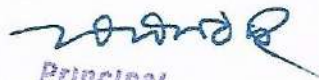
  
Principal  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student & Member, alumni	





  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



## Minutes

03-3-20

The meeting was conducted on 3<sup>rd</sup> March, 2020 at 11.30 am in the Principal's office.

The following issues were discussed during the meeting.

1. It was resolved that subsequent to attendance analysis & result analysis it was unanimously decided in the meeting to improve the result remedial coaching must be conducted on a regular basis even in future.
2. Further resolved & it was proposed by principal that students having less than 25% attendance & whose performance in the internal exam were not upto the minimum standard will be called for the meeting class wise & shall be addressed by the principal regarding their overall performance for the academic year.
3. The decision was taken in the meeting that the entire respective subject teacher will take multiple test & during their lecture & their progress in the test will be analysed & weak students will undergo rigorous remedial coaching & will be writing an exam. Those students who will be passing in the remedial exam will be allowed to write the final exam. Failing which they shall be not allowed to write term end exam.

*Smalhiyopal*



*[Signature]*  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



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<https://www.sterlingcollegeofcommerce.com>

**Internal Quality Assurance Cell (IQAC)**

**ACTION TAKEN REPORT**

**Academic Year 2019-2020**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members are given herewith-

Sr. No	Resolution	Action Taken
1.	To plan orientation program for students & Parents	As per the decision the orientation program was conducted for FY, SY & TY students & their parents
2.	Academic Calendar Planning	IQAC took the initiative of preparing academic Calendar & was circulated to all the faculties to plan their committee activities
3.	Internal test for B.com & Other programs students First, Third & Fifth Semester	The internal test was made compulsory for B.COM students though it was not prescribed by University. Proper exam schedule for all class including B.COM program was issued by the exam Committee. The syllabus included while setting the paper was as per the guidelines issued by University
4.	Screening Test for FY. B.COM, FY.BMS & FY.BAF	Screening test for all the students admitted to FY. BCOM was taken & those for FY.BMS non- Commerce background & for FY.BAF students who scored less than 60%. The test was for 90 minutes & maximum mark allotted was 50. The test conducted was for English 20 marks, Math 10, Book - Keeping 10 & Economics





		5. Passing in all subjects was compulsory. In case students failed in any subject/subjects they were given additional coaching
5.	Faculty Development Program	Was Cancelled due to Pandemic lockdown. It was scheduled for March 26, 2020.
6.	To analyze the outcome of three internal test for all classes	In case any student was unable to attend one test additional test was conducted by the respective teacher
7.	Academic Audit	Academic audit was conducted & there by attempts were made to bring changes & improvement in the system
8.	Remedial Coaching	M.COM students were given opportunity to teach F.Y. BCOM& KT students in the subject of Business Communication & Math.
9.	Identification of slow learners & Weak learners	The subject teachers identified these students & gave crash course & conducted series of exam to enable to improve their marks in the exams.
10	Internal Test for all programs & courses during second, Fourth & Sixth Semester	It was decided to conduct only one test during second half & also there will be subjective type questions since students were not taking objective question seriously. Similarly, it was decided to conduct only one test because when multiple test were conducted students remained absent for few tests & were not availing the opportunity given to them for better performance
11	Research Paper presentation	Faculties & M.COM students were trained to write research papers & present in the conference
12	Inception of club	o train the students & upskill their ability & represent in intercollegiate event.

  
**IQAC Coordinator**



  
**Principal**

Principal  
 Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706



National Centre for Rural Development's

## Sterling College of Art's, Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

### Meeting no 1: NOTICE

12-06-2020

A meeting of the members of IQAC is scheduled on Monday, 15<sup>th</sup> June, 2020 at 11.30 AM in the Principals office.

### AGENDA

1. To plan orientation program for the parents & students of all classes.
2. To discuss & decide about mentor & Committees for the Academic Year
3. To discuss & decide methods of academic improvement for the current academic year.
4. To discuss & decide about methods to conduct online lectures & other activities
5. To discuss & decide regarding IQAC support for students employability during COVID
6. Any other issues with the permission of the chairman

**IQAC Coordinator**

**Coordinator, IQAC**

**NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706.**



**Principal**

**Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706**





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**Sterling College of Arts, Commerce & Science**

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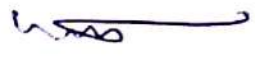





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Plot No. 43, Sector 19, Nerul (East), Navi Mumbai - 400706

Tel. No. : +91-22-2770 5535.


Email - senior\_commerce@yahoo.co.in Website - <https://www.sterlingcollegeofcommerce.com>

**Attendance for the IQAC Meeting held on 15<sup>th</sup> June 2020**

NAME	REPRESENTATION	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student	

  
IQAC Coordinator  
Coordinator, IQAC  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706.



  
Principal  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





National Centre for Rural Development's

## Sterling College of Arts, Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

### Minutes

15-06-2020

The meeting was conducted on Monday, 15<sup>th</sup> June, 2020 at 11.30 am in the Principals office.

The following resolutions were passed during the meeting.

1. It was resolved to conduct orientation program for the students & parents of all class from First year to Third year, dates for orientation program can be decided by the program coordinators in consultation with principal. Parents & students are to be informed about the working of the college & disciplinary action for not following the discipline.
2. It was resolved to appoint mentors (class teachers) for respective classes by consulting the program coordinators. Further resolved to constitute statutory committees for various activities to be conducted during the year. Principal is authorised to select the teachers in various committees.
3. It was resolved to make internal test (examination) compulsory for B. Com program to improve the academic performance of the students, though it is not prescribed by the University. There will be proper exam schedule for all classes & question paper will be as per university prescribed guidelines. It was further resolved that the students who remain absent for internal test & who fail in these tests be detained from appearing for semester end exam.
4. It was resolved that teachers shall use zoom app for conducting lectures & internal test will be held through Google form & course wise question papers in MCQ form will be prepared, ( as per university guidelines )by respective course teachers
5. It was resolved that Skill Development committee will identify training agencies/ organisations to provide online training for improving the employability of the final year students & pass out students, if they are in need during COVID period
6. Meeting concluded with vote of thanks by IQAC coordinator.

**IQAC Coordinator**

**Coordinator, IQAC**

**NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706.**



**Principal**

**Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706**





National Centre for Rural Development's

## Sterling College of Art's Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

Meeting NO: 2-NOTICE

22-12-2020

The meeting of the members of IQAC is scheduled on Thursday, 24th December, 2020 at 11.30 in the principal's office.

### AGENDA

1. To analyse the outcome of online internal test for all classes & students attendance during online lectures.
2. To review the efforts taken by skill development committee regarding online training for employability
3. To discuss the mode of conducting term end exam
4. Any other issues with the prior permission of the chairman

  
IQAC Coordinator

Coordinator, IQAC  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706



  
Principal

Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science



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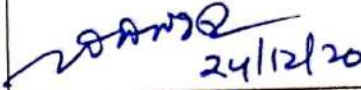
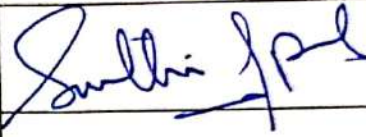





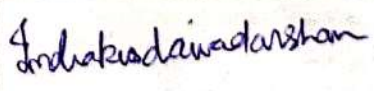
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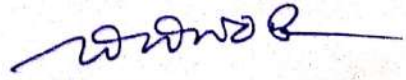
Email - senior\_commerce@yahoo.co.in Website - <https://www.sterlingcollegeofcommerce.com>

**Attendance for the IQAC Meeting held on 24th Dec 2020**

NAME	REPRESENTATION	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	 24/12/20
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student	

  
IQAC Coordinator  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400706.



  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





National Centre for Rural Development's

## Sterling College of Art's, Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

### Minutes

24-12-2020

The meeting was conducted on Thursday, 24<sup>th</sup> December, 2020 at 11.30 in Principals office.

1. Teachers of respective courses shared their feedback on attendance of students for online lectures during first term. It was concluded from the feedback of teachers that attendance for online lectures has dropped down considerably since teachers don't have direct control on them. However attendance for online exam was good but few students faced some technical problems for online exam. Exam committee took efforts to resolve those problems. Since the situation is beyond the control of teachers, it was resolved to continue the academic activities as it is till the situation becomes normal.
2. The Skill development committee took initiative to enter into alliance with GTT to train Final year & pass out students to develop employability skills. It was resolved that the committee should find out more number of agencies to conduct training programs during the second half of the academic year
3. It was experienced certain issues during conduction exams through Google form, like proctoring, question paper uploading etc. internal test and term end exams. It was resolved to request the management to hire a software for conduction online exams for second term so that technical problems will be reduced and proctoring facility will be available as per the guidelines of the University of Mumbai
4. It was resolved that following semester also the lectures will be conducted through Zoom application only

**IQAC Coordinator**  
**Coordinator, IQAC**  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706.



**Principal**

**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706



National Centre for Rural Development's  
Sterling College of Art's, Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

**Meeting No: 3- NOTICE**

**25-1-21**

The meeting of the members of IQAC is scheduled on Monday, 25<sup>th</sup> January, 2021 at 11.30 in the principal's office.

**AGENDA**

1. To discuss & decide the methods of adopting internal test for all classes during second term.
2. To analyse students attendance & first term end exam results for all classes
3. To discuss the progress made in SSR so as to decide the time frame for completion of SSR & Up load the IIQA
4. To decide medium & date for Annual day celebration
5. Any other issues with the prior permission of the chairman

**IQAC Coordinator**

**Coordinator, IQAC**  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706.



**Principal**

**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





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**Sterling College of Arts, Commerce & Science**

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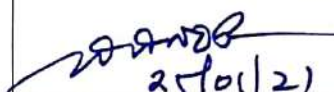
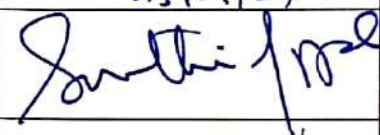





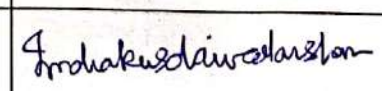
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Email – senior\_commerce@yahoo.co.in Website - <https://www.sterlingcollegeofcommerce.com>

**Attendance for the IQAC Meeting held on 25th JAN 2021**

NAME	REPRESENTATION	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	 25/01/21
Dr. Sumathi Gopal	Coordinator	
Prof. Pratap Kadam	Member	
Prof. Ranjeet Thakur	Member	
Prof. Kishor Bhadra	Member	
Mr. Anil Nighot	Administrative Office	
Mr. Amarjit Kharade	Member from Management	
Dr. Ashok Patil	Local Society	
Mr. Balasaheb Bende	Industrialist	
Mr. Indrakush Mane	Student	

  
IOAC Coordinator,  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul, Navi Mumbai - 400706



  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706  
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National Centre for Rural Development's  
Sterling College of Art's Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

**Minutes**

**25-1-21**

The meeting was conducted on Monday, 25-1-21 at 11.30 am in the Principals office.

1. Problems faced for conducting internal and term end exams for first term were shared with the management and requested to the management for a software to conduct online examination and it was resolved to make use of the software which will be hired during the second term. Question paper format will be used as suggested by the university. It was resolved Criteria wise evaluation was analysed & the suggestion was given by the IQAC for faster progress of the SSR.
2. Due to covid-19 pandemic annual social gathering can't be held in the college. However, the Cultural Committee suggested to call the recorded cultural events from the students and after compilation of the recorded events all those events will be shown through face book or you tube. It was decided to accept the proposal of cultural committee and decided to show recorded cultural events online
3. Validity of NAAC accreditation has already expired on 13<sup>th</sup> September 2020, however, the NAAC has already extended the validity period till the situation becomes normal. But it was decided a time frame of preparing SSR by the end of March 2021 and to send a proposal , IIQA to the NAAC by the end of April 2021
4. There was no point raised in the meeting, the meeting was concluded by vote of thanks

  
**IQAC Coordinator**  
**Coordinator, IQAC**  
NCRD'S Sterling College of Arts,  
Commerce & Science  
Nerul - 400 706.



  
**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706





National Centre for Rural Development's  
Sterling College of Art's Science & Commerce

Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

### Meeting No: 4-NOTICE

24-5-21


The meeting of the members of IQAC is scheduled on Thursday, 27<sup>th</sup> May, 2021 at 11.30 through Zoom (Virtual Meeting)

### AGENDA

1. To analyse the impact of online method of teaching & examinations conducted during the academic year
2. To analyse the feedback of the mentor teachers for project & Viva taken online
3. To analyse the convenience of the Master soft ERP used by the institute & the continuation of the same for next academic year
4. To discuss on the activities conducted by all the committees
5. Any other issues with the consent of the chairman.

  
**IQAC Coordinator**  
Coordinator, IQAC  
NCRD'S Sterling College of Arts,  
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**Principal**  
Principal  
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Sterling College of Art's Science & Commerce

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**Meeting No: 4-Minutes**

**27/05/2021**

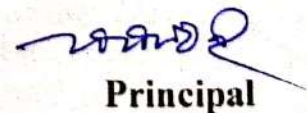
The meeting of the members of IQAC is conducted on Thursday, 27<sup>th</sup> May, 2021 at 11.30  
**through Zoom ( Virtual Meeting)**

1. It was observed that during second half of the academic year, students & teachers became familiar with the zoom application of online teaching & use of online exam software from Master soft was also comfortable. It was resolved to suggest the management to continue master software comfort level for both teachers & learners improved.
2. It was presented during the meeting by the project guides that it was a difficult task for guiding learners through online mode & coordinating with the learners & explaining through video chat or through zoom or Google meet. Even the learners had to face difficulty in collecting the data during the pandemic. Since the situation was very critical hence decided to continue with online mode of viva as per the convenient of the learners.
3. The examination committee made a proposal to hire a complete ERP from admissions to examinations. Further explained the committee has been facing problems of getting data of students for exams, regular and ATKT, there is no proper data base of students due to lack of software, everything is to be done manually which is time consuming and more manual errors. It was resolved to request the management to hire a software which will help in maintaining data base and will minimise the errors and work will be less time consuming.
4. It was resolved & presented during the meeting that Skill development had conducted two major training with the help of outside agencies for improvement in employment opportunities & for appearing in Banking exam, Central & State Government Exam.
5. The vote of thanks was proposed by the IQAC Coordinator

  
**IQAC Coordinator**

**Coordinator, IQAC**  
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**Principal**

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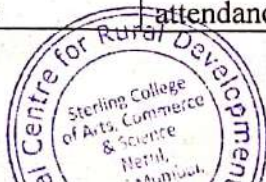
**Internal Quality Assurance Cell (IQAC)**

**ACTION TAKEN REPORT**

**Academic Year 2020-21**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members are given herewith-

Sr. No	Resolution	Action Taken
1.	To plan orientation program for students & Parents online through zoom	As per the decision the orientation program was conducted for FY, SY & TY students & their parents online through zoom
2.	Appointment of mentor teachers & formation of committees	IQAC with the help of program coordinators & in consultation of the principal appointed the mentor teachers (class teachers) and different committees were formed for the year
3.	Internal test for B.com & Other programs students First, Third & Fifth Semester	The internal test was made compulsory for B.COM students though it was not prescribed by University. Proper exam schedule for all class including B.COM program was issued by the exam Committee. The syllabus included while setting the paper was as per the guidelines issued by University
4.	Discuss and decide about method of teaching.	It was decided to use zoom app for conducting online lectures and google form for conducting internal exams
5.	Activities of skill development	Skill development committee was informed to identify training agency/organization for conducting online training program
6.	To analyze the outcome of three internal test for all classes	Feed back taken from the teachers on attendance of students for online lectures





		and they told attendance has dropped considerably since teachers do not have control
7.	Review of skill development committee programs	Skill development committee made MOU with GTT for online training for final year & pass out students
8.	To discuss the mode of conducting term end exam	Based on the technical problems faced by using Google form of exams, it was decided to request the management to hire a software for conducting online exam
9.	To discuss & decide the method of adopting internal test & exam for all classes during second term	Based on the IQAC request management purchased the master soft for exam related work.
10.	To discuss the progress made for the NAAC preparation	The validity period had expired on 13 <sup>th</sup> September 2020, however NAAC had extended by NAAC & IQAC decided to file the IIQA by April 2021.
11.	To decide the medium & date of Annual day Celebration	Due to pandemic the annual day was conducted online through Youtube
12.	To analyse the impact of online teaching and exam conducted during the academic year	It was observed the faculties & students were comfortable in using the zoom & master software & continue in the same medium until the offline mode is permitted.
13.	Analyze the feedback of mentor teacher and project teachers	mentor teachers and project work teachers experienced difficulties in mentoring and while guiding the students on project work
14	Analysis of use of Master soft a software	A software Master soft was used for conducting online exams and it was easy hence it was decided to request the management to purchase ERP from the academic year 2021-22
15	Discus activities conducted by various committees	Due to pandemic only skill development committee conducted two training programs online for banking exams and govt exams



**IQAC coordinator**

**Coordinator, IQAC**

NCRD's Sterling College of Arts, Commerce & Science  
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**Principal**

Principal  
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