



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

18-6-2022

A meeting of the members of IQAC the meeting is scheduled on Friday, 22<sup>nd</sup> June, 2022 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 all Fy & M.Com students.
4. To discuss & plan Academic Calendar 2022-23.
5. Any other issues with the consent 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 - 400 706.**

## Minutes

22-06-2022

The meeting was conducted on Wednesday, 22<sup>nd</sup> June 2022 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 to be informed about the working of the college & disciplinary action for not following the disciplinary guidelines.
2. It was resolved to conduct class tests to BAF & BMS courses to track the academic progress. 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 are going to be failed in these tests 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 programs 'Azadi ka Amrut Mahotsav' and hosting for 'University Zonal level inter-collegiate youth festival' is to be executed during the month of August 2022. The committee such as Cultural, NSS and IQAC is to coordinate together and plan for actual execution.
5. The IQAC and Program Coordinators are to coordinate and plan for the Academic calendar (2022-23) and accordingly the same is to be communicated to all the departments/committees.

  
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Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
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# 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. Fax: +91-22-2770 8059

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

## IQAC Committee

### Attendance for the meeting dated 18-06-2022

Sr. No.	Name of the Member	Representation	Signatures
1.	Dr. M. G. Gonda	Head of the Institute	
2.	Mr. Anil Nighot	Administrative office	
3.	Mr. Pratap Kadam	Teacher	
4.	Mr. Kishor Bhadra	Teacher	
5.	Mrs. (Dr.) Manasi Killedar	Teacher	
6.	Mrs. (Dr.) Madhuri Kamble	Teacher	
7.	Mr. Amarjit Kharade	Member from Management	
8.	Dr. Ashok Patil	Local Society	
9.	Mr. Indrakush Mane	Student & Member – Alumni	
10.	Mr. Balasaheb Bhende	Industrialist	
11.	Mr. Ranjeet Thakur	Coordinator - IQAC	

IQAC Coordinator

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

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### NOTICE

24-10-2022

The meeting of the members of IQAC is scheduled on Thursday, 27th October, 2022 at 11.30 am in the principal's office.

### AGENDA

1. To analyse the outcome of Internal test & Semester-end exams for Professional programs (BMS & BAF).
2. To plan for NAAC – Post Appeal workings for 3<sup>rd</sup> Cycle (2023-24 onwards).
3. To analyse the effectiveness and impact of Institutional events and activities conducted during semester – I of the current academic year.
4. To analyse the performance of registered students for Certificate courses.
5. Any other issues with the consent of the chairman.

IQAC Coordinator

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Principal


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## Minutes

27-10-2022

The meeting was conducted on Thursday, 27<sup>th</sup> October, 2022 at 11.30 am in the Principals office.

1. It was resolved to ask program coordinators to submit the result analysis – class wise to Principal and the same is to be analysed with IQAC. The result analysis is to be discussed with program coordinators and department members to plan corrective steps for further academic and result improvements.
2. It was resolved to implement the suggestion given by the Program coordinators to bring changes & improvement in the performance of the students, faculties & college administration as discussed during the meeting.
3. It was resolved to have one to one discussion between the Placement coordinator and the program coordinators/faculties for upgrading the placement percentage for the pass out students.
4. It was resolved to allow the concerned faculties to conduct remedial coaching in the subjects where students are failing and approaching for such remedial coaching. It was also further resolved that the attendance of the students who are applying for the remedial coaching need also be observed. 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.
6. It was resolved that the students registering for the certificate courses or skill development courses are to be analysed for their academic performance and attendance too. Placement officer and program coordinators need to inform the students regarding the skill based certificate courses as offered by the institute.

  
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## IQAC Committee

### Attendance for the meeting dated 24-10-2022

Sr. No.	Name of the Member	Representation	Signatures
1.	Dr. M. G. Gonda	Head of the Institute	
2.	Mr. Anil Nighot	Administrative office	
3.	Mr. Pratap Kadam	Teacher	
4.	Mr. Kishor Bhadra	Teacher	
5.	Mrs. (Dr.) Manasi Killedar	Teacher	
6.	Mrs. (Dr.) Madhuri Kamble	Teacher	
7.	Mr. Amarjit Kharade	Member from Management	
8.	Dr. Ashok Patil	Local Society	
9.	Mr. Indrakush Mane	Student & Member – Alumni	
10.	Mr. Balasaheb Bhende	Industrialist	
11.	Mr. Ranjeet Thakur	Coordinator - IQAC	

IQAC Coordinator

Coordinator IQAC  
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## Sterling College of Art's Commerce & Science

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### NOTICE

21-12-2022

The meeting of the members of IQAC is scheduled on Saturday, 24<sup>th</sup> December, 2022 at 11.30 am in the principal's office.

### AGENDA

1. To discuss & plan for orientation on project work for the professional course students (BMS & BAF).
2. To analyse attendance & term end exam results for all classes
3. To discuss & plan activities to improve the NAAC-grade in the 3<sup>rd</sup> cycle.
4. To discuss & decide necessary action as per suggestion during CDC meeting.
5. Any other issues with the consent of the chairman.

**IQAC Coordinator**

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**Principal**

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




## Minutes

24-12-2022

The meeting was conducted on Saturday, 24th December, 2022 at 11.30 am in the Principals office.

1. It was resolved to continue with the strategy of conducting the class tests for all the programs and all the subjects. The record for the same is to be kept by the concerned subject teachers and accordingly the same is to be analysed for keeping track of the student's academic performance. During the meeting with the parents, the same is to be discussed with the parents.
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 plan and prepare a course of actions required for the post – NAAC Accreditation appeals and grade results. The same is to be discussed with the Criterion coordinators and members of 3<sup>rd</sup> cycle of NAAC Accreditation.
4. It was resolved to plan for a meeting with the parents class-wise and the result analysis of semester-end exams are to be discussed with them. It was decided and resolved that this meeting will be on one to one basis and special focus need to be given to the academically poor students who are also in defaulter students list.
5. It was also resolved that all the suggestions given by trustees and principals during the CDC meeting is to be implemented. Any issues/complications arising while implementation need to be informed to principal.

  
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### IQAC Committee

#### Attendance for the meeting dated 21-12-2022

Sr. No.	Name of the Member	Representation	Signatures
1.	Dr. M. G. Gonda	Head of the Institute	
2.	Mr. Anil Nighot	Administrative office	
3.	Mr. Pratap Kadam	Teacher	
4.	Mr. Kishor Bhadra	Teacher	
5.	Mrs. (Dr.) Manasi Killedar	Teacher	
6.	Mrs. (Dr.) Madhuri Kamble	Teacher	
7.	Mr. Amarjit Kharade	Member from Management	
8.	Dr. Ashok Patil	Local Society	
9.	Mr. Indrakush Mane	Student & Member – Alumni	
10.	Mr. Balasaheb Bhende	Industrialist	
11.	Mr. Ranjeet Thakur	Coordinator - IQAC	

**IQAC Coordinator**

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## Sterling College of Art's Commerce & Science

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### NOTICE

23-2-2023

A meeting of the members of IQAC is Scheduled on Saturday, 25<sup>th</sup> February 2023 at 11.30 am in the principal's office.

### AGENDA

1. To discuss & plan for the college activities for the next Academic year based on the activities reports for current year.
2. To discuss & plan faculty development program on NAAC documentation and Best practices under the same.
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 Coördinator**  
**Coordinator, IQAC**  
**NCRD'S Sterling College of Arts,**  
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**Nerul - 400 706.**



**Principal**

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

## Minutes

25-02-2023

The meeting was conducted on 25<sup>th</sup> February, 2023 at 11.30 am in the Principals office.

1. It is resolved to analyse the college activities already conducted during the current academic year and as per the suggestions of the committee coordinators and members as involved in the execution of the activities, next academic year activities are to be planned and discussed.
2. It is resolved that final year 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 an offline faculty development program is to be organised on the topic 'NAAC documentation & Best Practices' and for the same Mr. Piyush Pahade sir is to be contacted as speaker for the FDP. It will be an inter-collegiate level FDP and thus the colleges within Navi Mumbai and near-by areas are to be contacted for their faculty participation. The overall responsibility for conducting this FDP is given to IQAC and Program Coordinators.
4. A proposal came from SIMS to felicitate the faculties involved in the NAAC Accreditation work and thus as per the head officer guidelines, IQAC is to coordinate with the principal and head office staff regarding this felicitation program for criterion team and members & other support staff.



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## IQAC Committee

### Attendance for the meeting dated 23-02-2022

Sr. No.	Name of the Member	Representation	Signatures
1.	Dr. M. G. Gonda	Head of the Institute	
2.	Mr. Anil Nighot	Administrative office	
3.	Mr. Pratap Kadam	Teacher	
4.	Mr. Kishor Bhadra	Teacher	
5.	Mrs. (Dr.) Manasi Killedar	Teacher	
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11.	Mr. Ranjeet Thakur	Coordinator - IQAC	

**IQAC Coordinator**

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## Internal Quality Assurance Cell (IQAC)

### ACTION TAKEN REPORT

Academic year 2022-23

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 taken during the meeting, an orientation program for students & parents were being conducted by the program heads & Principal where college disciplinary rules & other information were being given to them.
2.	Academic Calendar Planning	IQAC took the initiative of preparing academic calendar with the help of Program heads & Principal and the same is being circulated among the committees.
3.	Yoga week celebration	As per the pattern of every year, this year also yoga week celebration was done with the help of NSS cell faculties & students.
4.	Appointment of New Teachers	IQAC along with Principal calculated the requirement of new teachers as per the increased workload due to additional division of BMS and few vacancies created due to staff resignations. These positions were filled by following the appointment protocols and taking approval of management wherever applicable.
5.	Conduction of 'Azadi ka Amrut Mahotsav' & University-Zonal level -Youth cultural fest at college premises	IQAC in coordination with Cultural & NSS committee and Principal monitored the overall conduction of the events such as 'Azadi ka amrut mahotsav' and University zonal level cultural youth festival on the occasion of 50 <sup>th</sup> year of Independence.
6.	Working, record making and facing of NAAC-Grade Appeal process	IQAC as per the direction of Principal and NAAC Consultant has prepared the file for NAAC-Appeal in line to grade improvement, IQAC head and Principal went to Bangalore office of NAAC to physically present the records of appeal and reply to the queries raised.
7.	Disciplinary Actions for the final year students on attendance defaulter and withdrawal of their	IQAC and Principal in support of the college Attendance committee displayed the list of such students lacking minimum attendance criteria and

  
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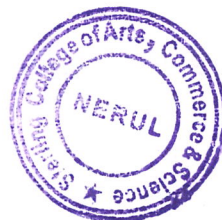


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	university exam forms	accordingly their exam forms were being withhold after informing to the parents in case worst case students.
8.	Faculty Development program on 'How to write the Research Paper'	During the month of March-2023, under the guidance of IQAC, a faculty development program was conducted on the topic 'How to write a research paper' as per the initiative of Research cell for the faculties and students.
9.	Planned to organize college level activities, such as Annual Day celebration, College fest, Annual sports & Food stalls during annual functions.	As per the resolution passed, under the guidance of IQAC, committees such as cultural, sports and student council took the initiatives to organize such events in the college premises in support of Principal
10.	An Inter-collegiate faculty development program on 'NAAC documentation & Best practices'	A faculty development program was being hosted and conducted by IQAC in support with Principal on the topic 'NAAC Documentation & Best Practices' in which Mr. Piyush Pahade sir was being invited as guest speaker.

IQAC Coordinator

**Coordinator, IQAC**  
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Principal

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