



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, 15th 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



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

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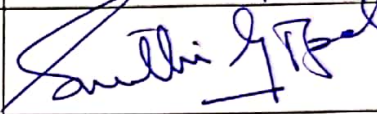
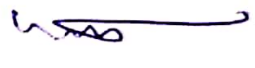





(Affiliated to University of Mumbai)

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>

Attendance for the IQAC Meeting held on 15th 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,
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Nerul - 400 706.




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Minutes

15-06-2020

The meeting was conducted on Monday, 15th 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,
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Nerul - 400 706.**



Principal

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Nerul, Navi Mumbai - 400706**



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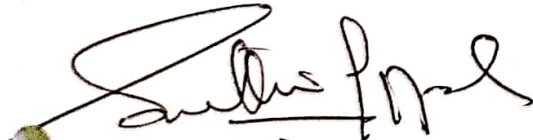
Meeting NO: 2-NOTICE

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
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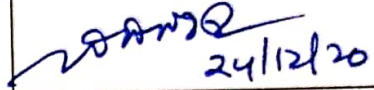
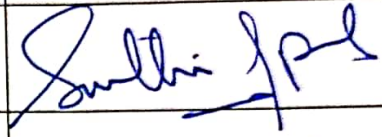

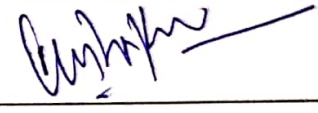

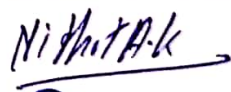
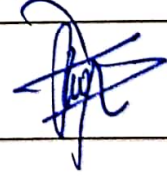
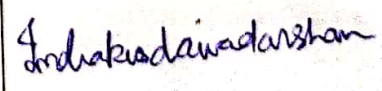
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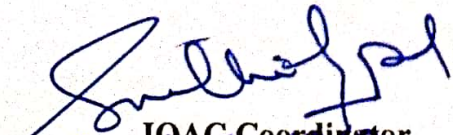
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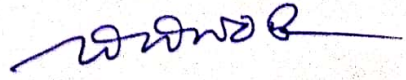
Email - senior_commerce@yahoo.co.in Website - <https://www.sterlingcollegeofcommerce.com>

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
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Sterling College of Art's, Science & Commerce

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Minutes

24-12-2020

The meeting was conducted on Thursday, 24th 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

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Meeting No: 3- NOTICE

25-1-21

The meeting of the members of IQAC is scheduled on Monday, 25th 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 IQA
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,
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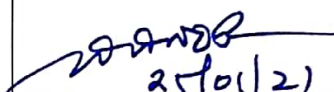
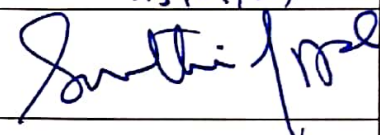

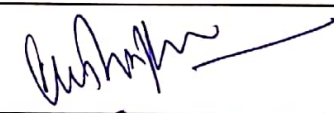


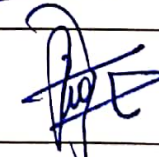
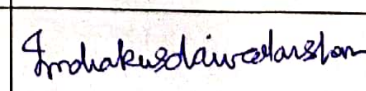
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Tel. No. : +91-22-2770 5535.


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
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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 13th 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
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Nerul - 400 706.



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Meeting No: 4-NOTICE

24-5-21

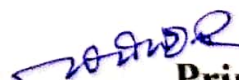
The meeting of the members of IQAC is scheduled on Thursday, 27th May, 2021 at 11.30 through Zoom (Virtual Meeting)

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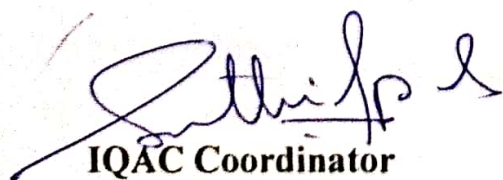
Sterling Institute of Management Studies, Sector- 19A, Nerul, Navi Mumbai – 400706

Meeting No: 4-Minutes

27/05/2021

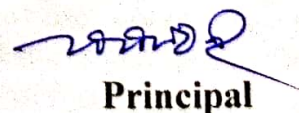
The meeting of the members of IQAC is conducted on Thursday, 27th May, 2021 at 11.30
through Zoom (Virtual Meeting)

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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Nerul - 400




Principal

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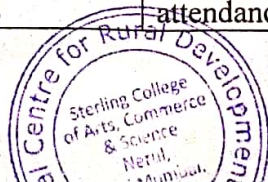
Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

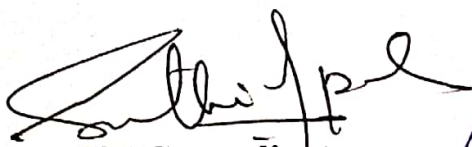
Academic Year 2020-21

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 th 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

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