



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

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

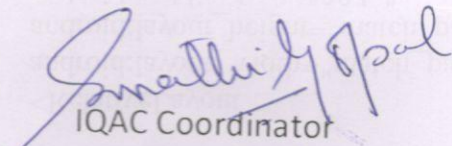
### NOTICE

06-06-17

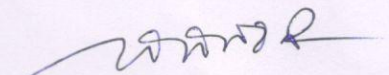
A meeting of the members of IQAC the meeting is scheduled on Tuesday, 10<sup>th</sup> June, 2017 at 11.00 am in the principal's office.

### 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>
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



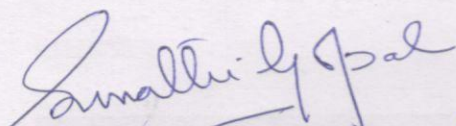
## Minutes of the Meeting

10 June  
10-6-2017

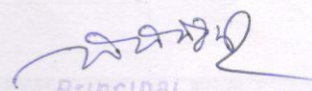
The meeting was conducted on Friday, Tuesday, 10<sup>th</sup> June, 2017 at 11.00 am in the Principals office.

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  
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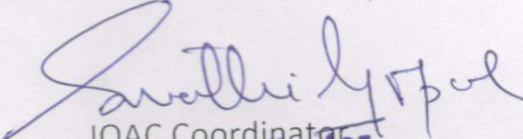
### NOTICE

13-10-17

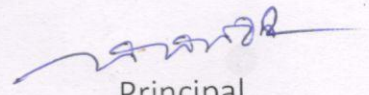
A meeting of the members of IQAC the meeting is scheduled on 14<sup>th</sup> October, 2017 at 11.00 am in the principal's office.

### 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>M.G. Gonda</i> 14/10/17
Dr. Sumathi Gopal	Coordinator	<i>Sumathi Gopal</i>
Prof. Pratap Kadam	Teacher	<i>Pratap Kadam</i>
Prof. Ranjeet Thakur	Teacher	<i>Ranjeet Thakur</i>
Prof. Kishor Bhadra	Teacher	<i>Kishor Bhadra</i>
Mr. Anil Nighot	Administrative Office	<i>Nighot AK</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	<i>Indrakush Mane</i>

*Sumathi Gopal*

**IQAC Coordinator**



*M.G. Gonda*

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



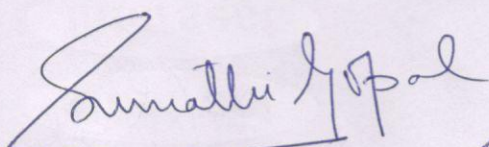
Minutes of the Meeting

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

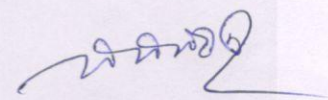
The meeting was conducted on 14<sup>th</sup> October, 2017 at 11.00 am in the Principals office.

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  
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

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



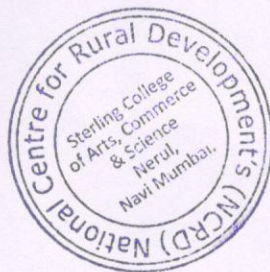
**Principal**  
**NCRD's Sterling College of Arts, Commerce & Science**  
**Nerul, Navi Mumbai - 400706**



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



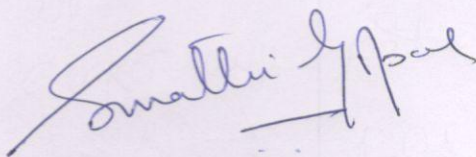
## Minutes of the Meeting

9-12-17

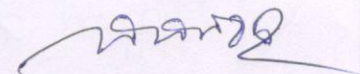
The meeting was conducted on <sup>9th December 2017</sup> **9th DEC,** 2017 at 11.00 am in the Principals office.

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  
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.

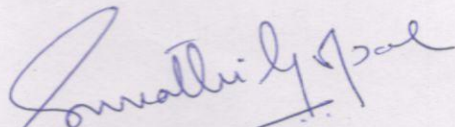
### NOTICE

19-04-18

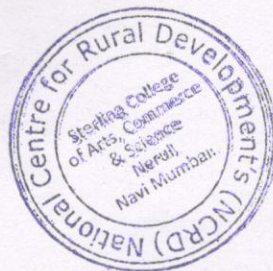
A meeting of the members of IQAC the meeting is scheduled on 21<sup>st</sup> April, 2018 at 12.30 pm in the principal's office.

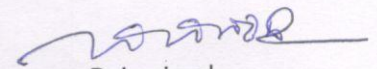
#### AGENDA

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**



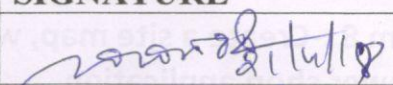
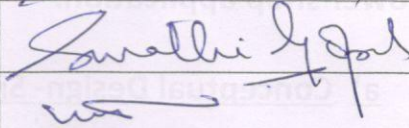
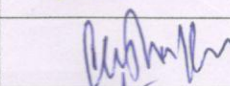
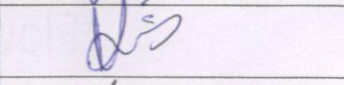
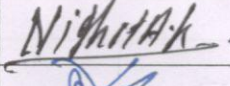

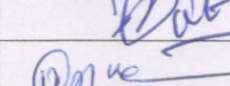
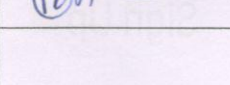
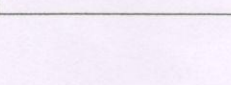
  
Principal

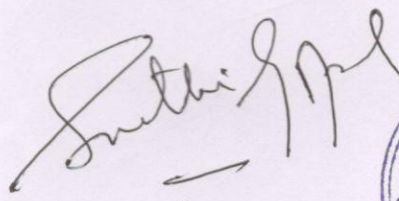
**Principal**  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706




21st April 2018

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

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	
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



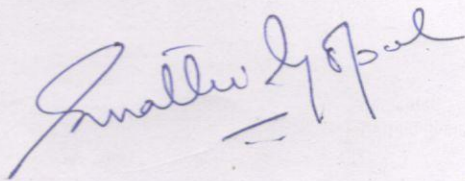
Minutes of the Meeting

21-4-18

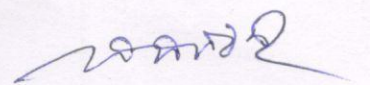
The meeting was conducted on ~~21st~~ April, 2018 at 11.00 am in the Principals office.

The following resolutions were passed during the meeting.

1. The minutes of all the meetings & proceedings were reviewed & deliberated on the activated 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  
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>

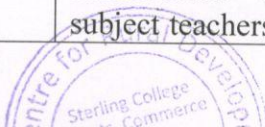
**Internal Quality Assurance Cell (IQAC)**

**ACTION TAKEN REPORT**

**Academic Year 2017-2018**

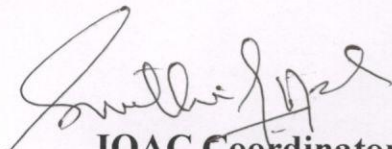
Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve and to evaluate the degree to which each of the tasks is fulfilled. The actions taken by the institute on the discussion/resolution made in the meeting of IQAC committee members 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  
 Nerul, Navi Mumbai - 400706