

Attendance



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.

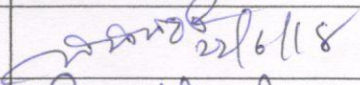
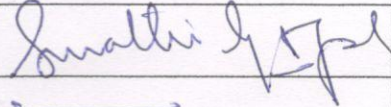

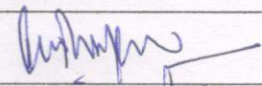
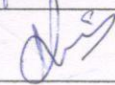
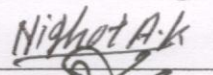

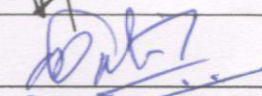

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**IQAC Coordinator**  
 IQAC Coordinator

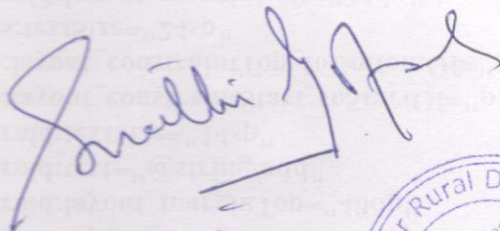
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**Principal**



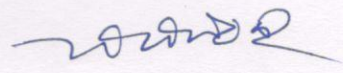
**Principal**  
 NCRD's Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706

### 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**



  
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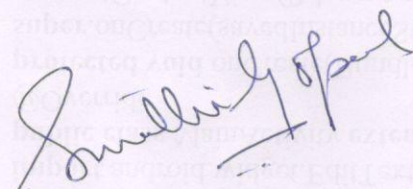
## Minutes

22-06-2018

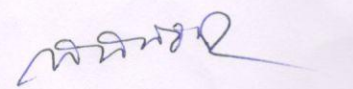
The meeting was conducted on Friday, 22<sup>nd</sup> June 2018 at 11.30. in the Principals office.

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



  
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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.

### 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

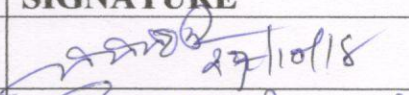
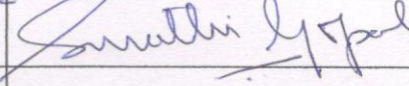
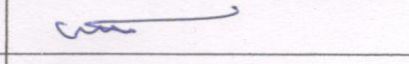
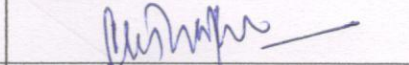
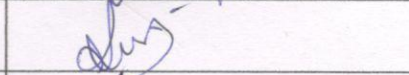
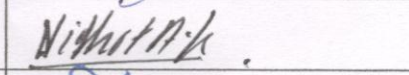
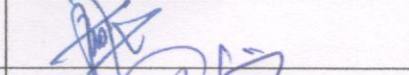
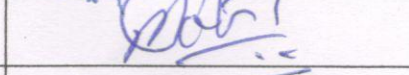

IQAC Coordinator

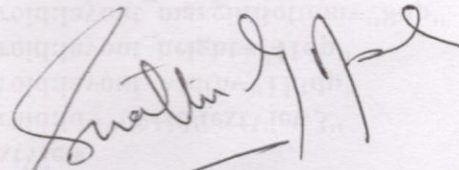


Principal

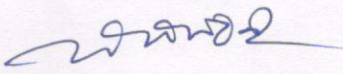
Principal  
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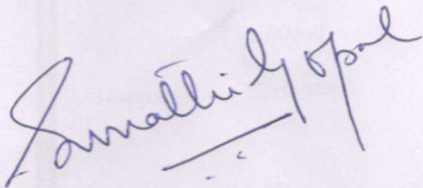
  
**Principal**  
 VCRD'S Sterling College of Arts, Commerce & Science  
 Nerul, Navi Mumbai - 400706

# Minutes

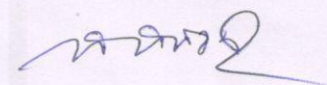
27-10-2018

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.

  
IQAC Coordinator



  
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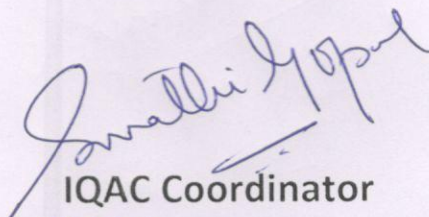
### NOTICE

21-12-2018

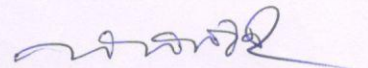
The meeting of the members of IQAC is scheduled on Monday, 24th December, 2018 at 11.30 in the principal's office.

### 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.

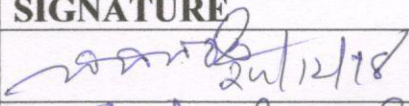
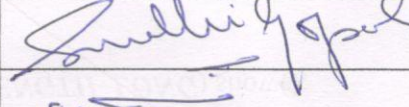

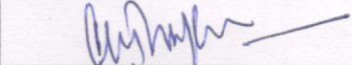
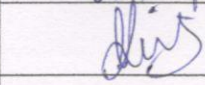
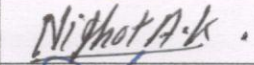

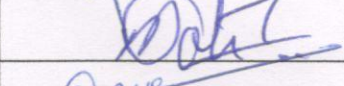
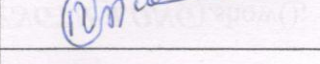
  
IQAC Coordinator  
IQAC Coordinator



  
Principal

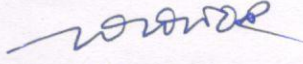
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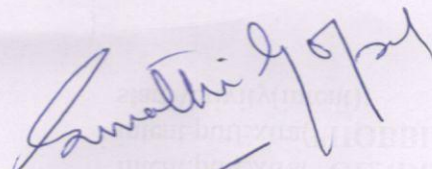


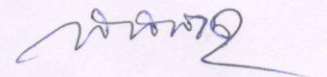
## Minutes

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



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National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

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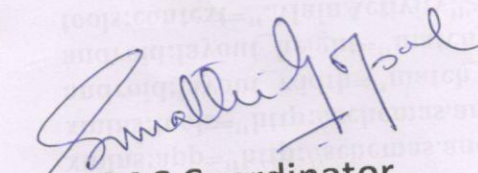
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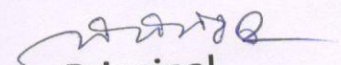
23-2-2019

A meeting of the members of IQAC the meeting is Scheduled on Saturday, 23<sup>rd</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.

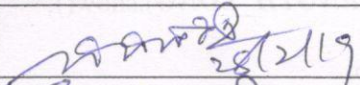
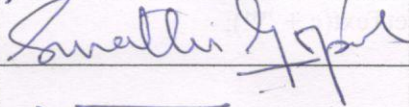
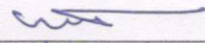
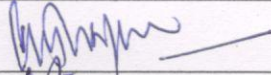
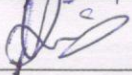
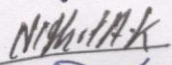

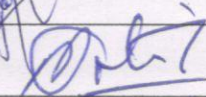

  
IQAC Coordinator  
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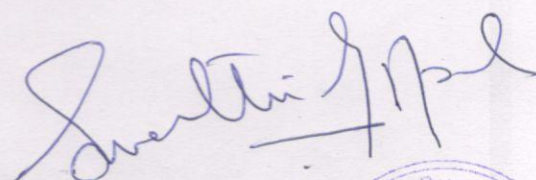
  
Principal

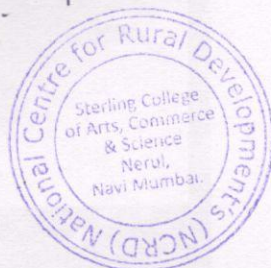


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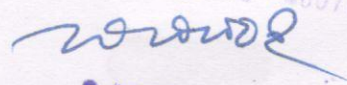
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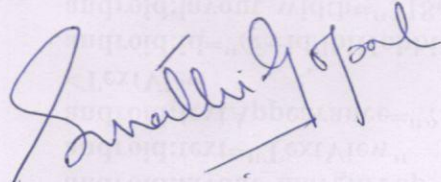
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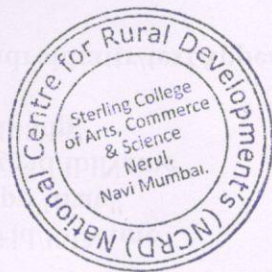
## Minutes

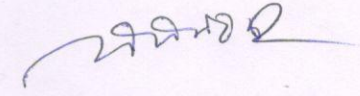
28-02-2019

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



  
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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](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