



National Centre for Rural Development's

## Sterling College of Art's Commerce & Science

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

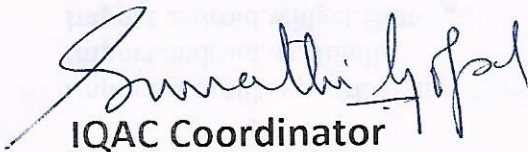
### NOTICE

22-06-2019


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

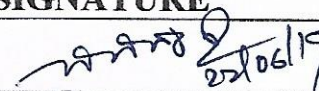
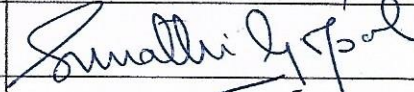

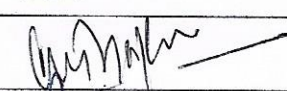

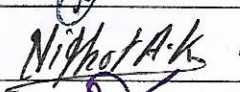


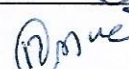
1. To plan orientation program for the parents & students of all classes.
2. To discuss & decide methods of academic improvement for the current academic year.
3. To discuss & decide about screening test for FY. B.COM students.
4. To discuss & decide regarding Faculty Development Program.
5. Any other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

  
IQAC Coordinator

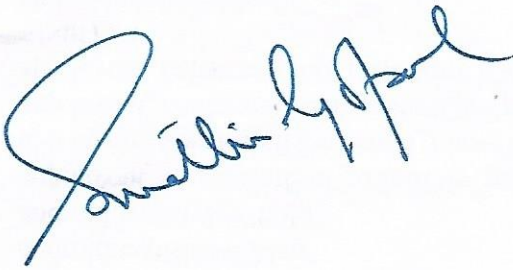



  
Principal  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Navi Mumbai - 400706

### Attendance for the IQAC Meeting

NAME	Representation	SIGNATURE
Dr. M.G. Gonda	Head of the Institute	 25/06/19
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, Navi 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	<i>Indrakush Mane</i>

*Sumathi Gopal*



*M.G. Gonda*  
Principal  
NCRD'S Sterling College of Arts, Commerce & Science  
Nerul, Nav 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  
WCRD'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

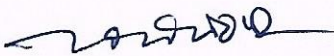
The meeting of the members of IQAC is scheduled on Tuesday, 24th December, 2019 at 11.30 in the principal's office.

## 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> 21/12/19
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	

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*[Signature]*  
Principal  
NCRD's Sterling College of Arts, Commerce & Science  
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.

*Santhi K. P. S.*



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



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## Sterling College of Art's Commerce & Science

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

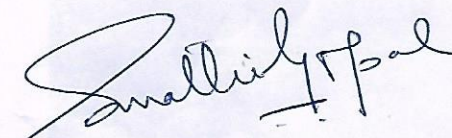
### NOTICE

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	<i>[Signature]</i> 3/3/20
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	

*[Handwritten Signature]*



*[Signature]*  
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.

*Smalhi Gopal*



*[Signature]*  
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**

(NAAC Accredited)

(Affiliated to University of Mumbai)

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

<https://www.sterlingcollegeofcommerce.com>

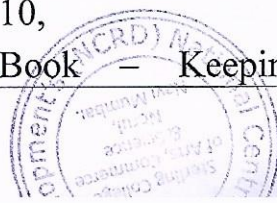
**Internal Quality Assurance Cell (IQAC)**

**ACTION TAKEN REPORT**

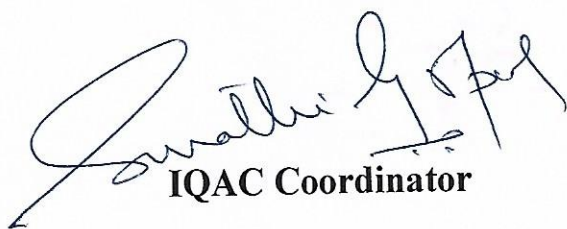
**Academic Year 2019-2020**

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