



# S.S.T.COLLEGE OF ARTS & COMMERCE



**INTERNAL QUALITY  
ASSURANCE CELL**



# 2018-19 A

## Minutes of the IQAC Committee Meeting

S.S.T. College of  
Arts & Commerce

Date: 11 June 2018  
Time: 12.30p  
Venue: Room no 203

(Affiliated to University of Mumbai, Mumbai)  
Ulhasnagar - 421 004, Dist. Thane.

### Agenda:

1. To discuss the ISO certification of college.
2. To discuss the Academic Calendar.
3. To discuss e-waste.
4. To finalize a value-added course for student skill development.
5. To Plan the Procedure for disposal of old Printers, Computers, fans and other E wastes.

### Attendees:

Sr. No	Name of Faculty	Designation	Sign
1	Dr. J C Purswani	Chairperson	
2	Mr. Sunil Shah	Member	
3	Ms. Varsha Sawlani	Member	
4	Ms. Tushar Wakse	Member	
5	Ms. Reena Mishra	Member	
6	Ms. Hinal Wadhwa	Management Representative	
7	Ms. Meenakshi Mhatre	Administrative Representative	
8	Dr. Heena Moolpani	Nominee from Academics	
9	Dr. Khusbhu Purswani	Coordinator	



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10	Mr. Ankush Sonawane	Student Representative	
11	Ms. Dakshata Raut	Alumni Representative	

S.S.C. College of  
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(Affiliated to University of Mumbai, Mumbai)  
Ulhasnagar - 421 004, Dist. Thane.

### Proceedings:

The meeting was called to order at 12.30pm by the Coordinator of IQAC.

The first agenda item was the discussion of the ISO certification of the college. The members discussed the benefits of ISO certification and the steps required to obtain the certification. It was decided that a committee would be formed to oversee the process of obtaining the ISO certification. The committee members will include Asst Prof Sunil Shah, and Asst. Prof Varsha Sawlani. The committee will be responsible for coordinating with the ISO agency and ensuring that all the necessary documentation and processes are in place to obtain the certification.

The next agenda item was the discussion of the Academic calendar. The members discussed the importance of having a well-defined academic calendar that outlines the various academic activities and events for the academic year. It was decided that the academic calendar for the next academic year will be finalized and circulated to all stakeholders by 21 June 2018. The calendar will include details of the academic schedule, examination schedule, holidays, and other important events.

The third agenda item was the discussion of e-waste. The members discussed the importance of properly managing e-waste and the need to implement an e-waste management policy in the college. It was decided that a committee will be formed to develop an e-waste management policy. The committee members will include Asst Prof Bhavika

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Mulchandani & Asst Prof Tushar Wakse. The committee will be responsible for developing the policy and ensuring that it is implemented effectively.

The fourth agenda item was the finalization of a Value-added courses and Certificate Courses for student skill development. The members discussed various courses that could be offered to the students and the skills that could be developed through these courses. It was decided that the following Value added and Certificate courses will be offered to the students:

- |                            |                                     |
|----------------------------|-------------------------------------|
| a) Basics of Computer      | Asst Prof Mayra Lachhani (Incharge) |
| b) Advanced Computer       | Asst Prof Deepak Dubey (Incharge)   |
| c) Aptitude Skill Course   | Asst Prof Dilip Ahuja (Incharge)    |
| d) Soft Skill Course       | Asst Prof Varsha Sawlani (Incharge) |
| e) Managerial Skill Course | Asst Prof Madhu Tirthani (Incharge) |
| f) Communication Skill     | Asst Prof Deepak Gawade (Incharge)  |

It was further decided that the faculty members who will be teaching these courses will be provided with the necessary training and resources to ensure that the courses are delivered effectively.

The Chairperson thanked all the members for their active participation in the meeting and for their valuable inputs.

The meeting was adjourned at 1.45PM.

**Minutes prepared by:**

Asst Prof Varsha Sawlani

Member



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2018-19 B



**Minutes of Meeting Internal Quality Assurance Cell (IQAC)**

S.T. College of  
Arts & Commerce

Date: 15 Nov 2018

Time: 1.30pm

Venue: Room no 202



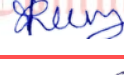
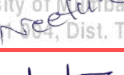

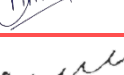


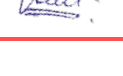
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**Agenda:**

1. To conduct a Fire Safety Audit for the year 2018-19.
2. To review the enrollment of Students compared to last year for Values added and certificate courses.
3. To establish SSTian Innovation and Business Incubation centre.
4. To Approve minutes of Meeting which was held on 11 June 2018.
5. To Conduct Workshop on Research for Faculty Members.
6. To encourage Students to participate in sports and Cultural Events.
7. To instruct the Training and Placement cell to increase no of students undergoing Internship and Barclays Access to Employability Course.
8. To inform Training and Placement cell to sign MoU with different organizations.
9. To Set up a Virtual channel of College.

**Attendees:**

Sr. No	Name of Faculty	Designation	Sign
1	Dr. J C Purswani	Chairperson	
2	Mr. Sunil Shah	Member	

3	Ms.Varsha Sawlani	Member	
4	Ms. Tushar Wakse	Member	
5	Ms. Reena Mishra	Member	
6	Ms. Hinal Wadhwa	Management Representative	
7	Ms. Meenakshi Mhatre	Administrative Representative	
8	Dr.Heena Moolpani	Nominee from Academics	
9	Dr. Khusbhu Purswani	Coordinator	
10	Mr. Ankush Sonawane	Student Representative	
11	Ms.Dakshata Raut	Alumni Representative	

### Proceedings:

1. The meeting was called to order at 1.30PM by Asst Prof Khushbu Purswani, the Coordinator of IQAC.
2. The Coordinator welcomed everyone to the meeting and requested the attendees to introduce themselves.
3. The IQAC discussed on the First agenda that there is a need to conduct a fire safety audit of the campus. It was decided that the audit should be conducted at the earliest and the recommendations should be implemented without delay. The members suggested some measures to be taken to ensure the safety of students and staff in case of a fire emergency.
4. The Second agenda item was to review of Percentage of students enrolled for Value added and certificate courses as compared to last year 2017-18 The IQAC Coordinator had taken a review of the enrollment of students.



5. The Third agenda item was to establish SSTian Innovation and Business Incubation centre (SIBIC) of the College. The IQAC Committee members were to ask for setup and the Incharges for SIBIC. The Committee members suggested under the guidance of Asst Prof Tushar Waske and Asst Prof Namrata Singh to form a.
6. The fourth agenda item was to approve the previous year's minutes of the meeting which was held on 11 June 2018, which were approved by the members.
7. The fifth agenda item was to conduct a workshop on Research for all faculty members. It was decided to invite experts in the field to conduct the workshop and to provide hands-on training to all the faculty members.
8. The sixth agenda item was to encourage students to participate in sports and cultural events. The IQAC Committee members suggested some events that could be conducted on the campus to promote sports and cultural activities among the students. It was decided that the college should tie up with different organizations to provide opportunities for students to participate in such events.
9. The seventh agenda item was to encourage students to do internships through the Training & Placement cell. The IQAC emphasized the need to encourage students to undergo internships. It was decided that the Training and Placement cell should take necessary steps to encourage and facilitate internships for students. Also to conduct Barclays Access to Employability Course for the benefits of the students.
10. The eight Agenda IQAC discussed the need to enter into MoUs with different organizations to provide students with opportunities for internships, projects, and training. It was decided that the college should explore the possibility of entering into such MoUs.

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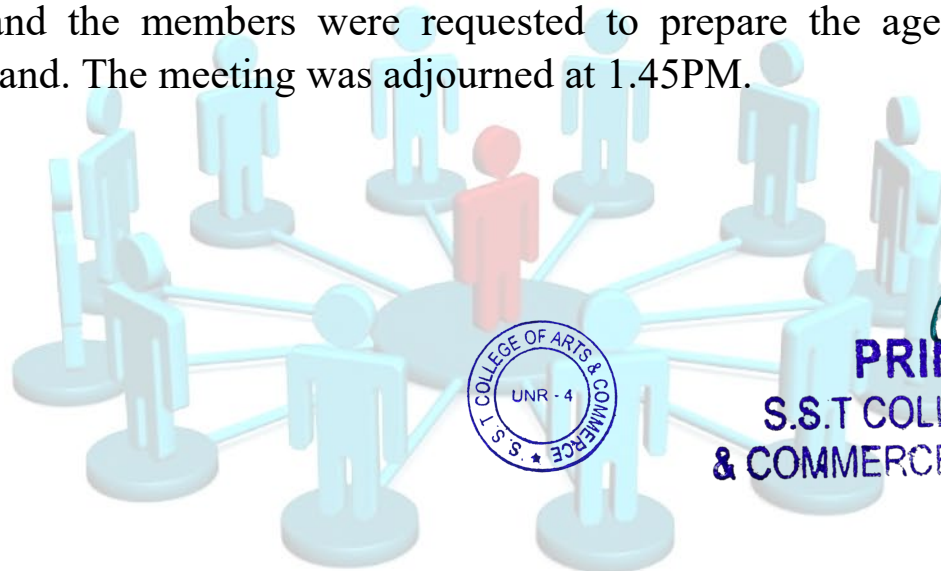


11. The ninth agenda which was discussed by IQAC is to set up a Virtual channel whereby students will be digitally connected and informed about the happenings in the college. The Department of BAMMC was given a task of setting up the channel and launching of the same in Aug 2018

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### **Conclusion:**

The IQAC Coordinator thanked everyone for attending the meeting and for their valuable inputs. The next meeting will be scheduled on 28 June 2019, and the members were requested to prepare the agenda items beforehand. The meeting was adjourned at 1.45PM.



  
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# **INTERNAL QUALITY ASSURANCE CELL**

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2019-20 A



**Minutes of Meeting Agenda for IQAC Meeting**

S.T. College of  
Arts & Commerce

Date: 28 June 2019

Time: 4 PM

Venue: Room No 203

(Affiliated to University of Mumbai, Mumbai)  
Ulhasnagar - 421 004, Dist. Thane.

**Agenda:**

1. To discuss Academic Plan
2. To Approve Previous year Minutes of Meeting
3. To encourage use Eco friendly Ganesh idols in Ganesh Festivals
4. To introduce Departmental two Certificate Course per Semester
5. To discuss about Digitalisation of Administrative work

**Attendees:**

Sr. No	Name of Faculty	Designation	Sign
1	Dr. J C Purswani	Chairperson	
2	Mr. Sunil Shah	Member	
3	Ms. Varsha Sawlani	Member	
4	Ms. Tushar Wakse	Member	
5	Ms. Reena Mishra	Member	
6.	Ms. Hinal Wadhwa	Management Representative	
6.	Ms. Meenakshi Mhatre	Administrative Representative	
7.	Dr. Heena Moolpani	Nominee from Academics	
8.	Dr. Khusbhu Purswani	Coordinator	
9.	Mr. Ankush Sonawane	Student Representative	
10	Ms. Dakshata Raut	Alumni Representative	



The meeting was called to order at 4.00PM by Asst. Prof Khushbu Purswani, the Coordinator of IQAC.

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The IQAC Coordinator welcomed everyone to the meeting and requested the attendees to introduce themselves.

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### **Agenda:**

#### 1. Academic Plan

The first agenda item was discussed, and it was decided to plan the academic calendar for the upcoming year 2019-20. The IQAC reviewed the proposed academic calendar for the academic year 2019-20. It was decided that the Academic calendar should be finalized and circulated to all concerned departments as soon as possible. The members suggested various important dates and events to be included in the calendar.

#### 2. Approve Minutes of the Meeting of Previous Year.

The Minutes of Meeting which was held on 15 Nov 2018 was approved by all the members of committee.

#### 3. To encourage use Eco friendly Ganesh idols in Ganesh Festivals

The IQAC had instructed the use of Eco Friendly Ganesh Idols in house and in college premises. Since it protects the environment and aquatic animals of rivers, ponds and lakes.

#### 4. Introduction of Departmental certificate courses:

It was proposed that each department should start two certificate courses to enhance the employability of students. The IQAC discussed the need for external experts to be appointed for the departmental courses. It was decided that the departments will prepare a list of courses that will be introduced.

#### 5. Digitization of administrative work:

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The IQAC emphasized the importance of digitizing administrative work in the college. It was proposed to initiate the process of digitizing records, admission procedures, fee payment, and other administrative tasks. The college will appoint a team to oversee the digitization process.

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Ulhasnagar - 421 004, Dist. Thane.

### **Action points:**

1. Organize a Training for making Eco friendly Ganesh idols.
2. Prepare a list of certificate courses to be introduced in each department.
3. Form a team to oversee the digitization process of administrative work.

### **Conclusion:**

The IQAC Coordinator thanked everyone for attending the meeting and for their valuable inputs. The next meeting will be scheduled on 18 November 2019, and the members were requested to prepare the agenda items beforehand. The meeting was adjourned at 5.45PM.



  
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# INTERNAL QUALITY ASSURANCE CELL

2019-20 B



**Minutes of Meeting Agenda for IQAC Meeting**

S.T. College of  
Arts & Commerce

Date: 18 Nov 2019

Time: 1 PM

Venue: Room No 201

(Affiliated to University of Mumbai, Mumbai)  
Ulhasnagar - 421 004, Dist. Thane.

**Agenda:**

1. To approve for Purchase of 4th generation Computer
2. To Instruct Training and placement cell to conduct Mock Interview, Kotak unnati Earn While you learn and Employability training programme certificate course
3. To form SSTian Research and Consultancy Cell at the College
4. To organising National Level Faculty Development Programme
1. To Sign MoU with Media and Entertainment Skills Council

**Attendees:**

Sr. No	Name of Faculty	Designation	Sign
1	Dr. J C Purswani	Chairperson	
2	Mr. Sunil Shah	Member	
3	Ms. Varsha Sawlani	Member	
4	Ms. Tushar Wakse	Member	
5	Ms. Reena Mishra	Member	
6.	Ms. Hinal Wadhwa	Management Representative	
6.	Ms. Meenakshi Mhatre	Administrative Representative	

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7.	Dr.Heena Moolpani	Nominee from Academics	
8.	Dr. Khusbhu Purswani	Coordinator	
9.	Mr. Ankush Sonawane	Student Representative	
10	Ms.Dakshata Raut	Alumni Representative	

The meeting was called to order at 1.00PM by Asst Prof Khushbu Purswani, the Coordinator of IQAC.

The IQAC Coordinator welcomed everyone to the meeting and requested the attendees to introduce themselves.

#### **Agenda:**

##### 1. Purchase of 4th generation computers:

The IQAC discussed the need for purchasing 4th generation computers to replace the outdated systems in the college. It was decided to allocate funds for the purchase of these computers.

##### 2. To Instruct Training and placement cell to conduct Mock Interview, Kotak unnati Earn While you learn and Employability training programme certificate course

The IQAC informed the Training and Placement cell to conduct a placement drive and mock interview sessions for the students. It was also proposed to conduct a workshop on research techniques to help students in their academic pursuits. Further the training and placement was asked to conduct the Kotak unnati Earn While you learn and Employability training programme certificate course. The data has to be collected and shared to IQAC.

##### 3. SSTian Research and Consultancy Cell:

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The IQAC proposed to establish an SSTian Research and Consultancy Cell to promote research activities and consultancy services in the college. The cell will also organize workshops, seminars, and conferences on research topics.

#### 4. Organising National Level FDP on Moodle Learning and Management System:

The IQAC proposed to organize a National Level FDP on Moodle Learning and Management System by IIT Spoken Tutorial. This will help the faculty members to upgrade their skills and provide better learning opportunities for the students.

#### 5. MoU with Media and Entertainment Skills Council:

The IQAC proposed to sign an MoU with the Media and Entertainment Skills Council (MESc) for skill development initiatives in the media and entertainment sector. This will help the students to acquire skills that are in demand in the industry.

#### **Action points:**

1. Allocate funds for the purchase of 4th generation computers.
2. Conduct a placement drive and mock interview sessions for the students.
3. Establish an SSTian Research and Consultancy Cell.
4. Organize a workshop on research techniques.
5. Organize a National Level FDP on Moodle Learning and Management System.
6. Sign an MoU with the Media and Entertainment Skills Council (MESc) for skill development initiatives.

#### **Conclusion:**

The IQAC Coordinator thanked everyone for attending the meeting and for their valuable inputs. The next meeting will be scheduled on 2 July



2020, and the members were requested to prepare the agenda items beforehand. The meeting was adjourned at 5.45PM

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# INTERNAL QUALITY ASSURANCE CELL

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2020-21 A



**Minutes of the Meeting of the Internal Quality Assurance Cell  
(IQAC)**

S.S.T. College of  
Arts & Commerce

Date: 2 July 2020

Time: 4 PM

Venue: Virtual Platform

(Affiliated to University of Mumbai, Mumbai)  
Ulhasnagar - 421 004, Dist. Thane.

**Agenda:**

1. To approve the previous year' 2019-20 minutes of the meeting.
2. To discuss the Academic plan for the year 2020-21.
3. To approve the proposal of solar panels
4. To Inculcate the habit of earning while you learn.
5. To Identify and help students who lost their lives during Covid-19.
6. To Conduct a National level webinar on "E-Learning and Copyright Issues."
7. To Instruct Library Committee to conduct online orientation
8. To Conduct a webinar in light of the National Education Policy 2020.
9. To Instruct Training and Placement cell to sign MOU with Print Media.
10. To host an online webinar on yoga.
11. To Set up Digital educational channel for students
12. To Organize a webinar on Systematic Data Organization revised by NAAC.

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## Proceedings:

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 2 July 2020 at 4.00pm on Virtual Mode. The meeting was attended by following member:

## Attendees:

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Ulhasnagar - 421 004, Dist. Thane.

Sr. No	Name of Faculty	Designation	Sign
1	Dr. J C Purswani	Chairperson	
2	Dr. Karmani Santosh	Member	
3	Dr. Sawlani Varsha	Member	
4	Mr. Sunil Shah	Member	
5	Ms. Tushar Wakse	Member	
6	Ms. Hinal Wadhwa	Management Representative	
7	Ms. Meenakshi Mhatre	Administrative Representative	
8	Dr. Heena Moolpani	Nominee from Academics	
9	Dr. Khusbhu Purswani	Coordinator	
10	Ms. Sakshi Gangavane	Student Representative	
11	Mr. Umesh Kavhale	Alumni Representative	

# INTERNAL QUALITY ASSURANCE CELL



1. To approve the previous year' 2019-20 minutes of the meeting.

The minutes of the previous year's 2019-20 meeting were read out and approved by the members present.

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2. To discuss the Academic plan for the year 2020-21.

The academic plan for the current year 2020-21 was discussed and finalized after online consultation with the Departmental Head and Committee Incharges

3. To approve the proposal of solar panels

The proposal of installing solar panels was discussed, and it was agreed that the same would be implemented in a phased manner. The major help to the environment would be to save electricity for future generations.

4. To Inculcate the habit of earning while you learn.

The Committee members were informed about the earn-while-learn program for the students that involved selling Hatri and oil lamps. It was agreed that the program would be beneficial for the students, and it was approved. The students got some profit while selling the Products to faculty members and staff and other peoples of the society.

5. To Identify and help students who lost their lives during Covid-19.

The Committee members discussed the need to identify and help students who had lost their parents during Covid-19 pandemic. It was suggested that a committee be set up to identify such students and extend help to them by providing them online notes, helping to secure loan from different banks and NGO

6. To Conduct a National level webinar on "E-Learning and Copyright Issue

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Asst Prof Deepak Moolpani members agreed to conduct a webinar on "E-Learning, E-Content, and Copyright Issues." through the SSTRACC CELL. The date and time of the webinar would be finalized and informed to all concerned faculty members, students and stakeholders.

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#### 7. To Instruct Library Committee to conduct online orientation

The need for an orientation program on how to use the library was discussed, and it was agreed that the same would be conducted for the benefit of the students.

#### 8. To Conduct a webinar in light of the National Education Policy 2020.

It was agreed to conduct a webinar in light of the National Education Policy 2020. The date and time of the webinar would be finalized and informed to all faculty members so that each and every faculty member would be well equipped with the current knowledge.

#### 9. To Instruct Training and Placement cell to sign MOU with Print Media.

The Training and Placement Cell was informed to sign an MOU with Print Media to enhance the placement opportunities for the students of BAMMC to explore their potential on report writing. The Students can also undergo Internship.

#### 10. To host an online webinar on yoga.

The Committee members agreed to conduct an online webinar on yoga to promote the physical and mental well-being of the students who were affected due to nationwide lockdown.

#### 11. To Set up Digital educational channel for students

It was suggested to set up a digital educational channel and give a Name of that virtual Channel for students of our college to watch recorded



lectures who missed the classroom. All faculty members from all departments were asked to frame a time table for recording lectures unit wise and the same should be uploaded in Virtual Classroom. The same would be implemented soon.

12. To Organize a webinar on Systematic Data Organization revised by NAAC.

The IQAC committee decided to organize a webinar on Systematic Data Organization revised by NAAC. The webinar will be conducted on [Insert Date]. The Training and Placement cell will coordinate with the concerned faculty members to finalize the speakers and schedule the webinar.

The SSTRACC cell will coordinate with the concerned faculty members to finalize the speakers and schedule the webinar.

### **Conclusion:**

The IQAC Coordinator thanked everyone for attending the meeting and for their valuable inputs. The next meeting will be scheduled on 10 Nov 2021, and the members were requested to prepare the agenda items beforehand. The online meeting was adjourned at 7.30PM.



  
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**2020-21 B**

**S.S.T. College of  
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**Minutes of the Meeting of the Internal Quality Assurance Cell  
(IQAC)**

(Affiliated to University of Mumbai, Mumbai)  
Ulhasnagar - 421 004, Dist. Thane.

Date: 10 Nov 2021

Time: 2 PM

Venue: Virtual Platform

**Agenda:**

1. To Set up a Committee for college Prime bulletin channel.
2. To set up a committee for calling dignitaries on our online Platforms.
3. To hold a seminar on flipped classrooms.
4. To discuss with the women development cell regarding Installation Of sanitary napkin disposal machines.
5. To have creches for nursing faculty members.
6. To Provide loans for marriage, education for Class D employees.
7. To Celebrate birthdays, Marriage of all faculty members and staff members.
8. To Install CCTV camera on all buildings for the safety of women
9. To Instruct Training and Placement cell to conduct Virtual Internship
10. To instruct administrative staff of college to accept payment fees in installments.
11. To discuss with SSTian Research and Consultancy Cell (SSTRACC) to conduct national level Virtual paper Presentation

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13. To Instruct Department of IT & CS conduct orientation on Virtual classroom

14. To Instruct Training and Placement cell to conduct Employability Training Program Certificate Course & Kotak Unnati – Banking Financial Services Insurance(BFSI) programme

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Affiliated to University of Mumbai, Mumbai  
Ulhasnagar - 421 004, Dist. Thane.

### Proceedings:

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 10 Nov 2021 at 2.00pm on Virtual Mode. The meeting was attended by following member:

### Attendees:

Sr. No	Name of Faculty	Designation	Sign
1	Dr. J C Purswani	Chairperson	
2	Dr. Karmani Santosh	Member	
3	Dr. Sawlani Varsha	Member	
4	Mr. Sunil Shah	Member	
5	Ms. Tushar Wakse	Member	
6	Ms. Hinal Wadhwa	Management Representative	
7	Ms. Meenakshi Mhatre	Administrative Representative	
8	Dr. Heena Moolpani	Nominee from Academics	
9	Dr. Khusbhu Purswani	Coordinator	
10	Ms. Sakshi Gangavane	Student Representative	
11	Mr. Umesh Kavhale	Alumni Representative	



1. To Set up a Committee for college Prime bulletin channel.

The IQAC committee decided to set up a committee under the Department of BAMMC for setting up the college Prime bulletin channel. The Department of BAMMC Committee members will be responsible for preparing the content and designing the format of the bulletin. The Department will also ensure that the bulletin is regularly uploaded in SST COLLEGE virtual channel and is updated and circulated among the faculty and students so that students can know the activities of the colleges.

2. To set up a committee for calling dignitaries on our online Platforms

The IQAC committee decided to set up a committee for calling dignitaries from various organizations who are leading lawyers, social activists, environmental scholars, and NGOs. The committee will be responsible for identifying and inviting the dignitaries on SST COLLEGE online platform and give a name for such Programme. Asst Prof Varsha Sawlani informed that under the banner of "Muktangan" Such well known personalities will be invited to share their knowledge.

3. To hold a seminar on flipped classrooms.

The committee decided to organize a seminar on flipped classrooms. The seminar will be conducted online]. The concerned faculty members will coordinate with the IQAC to finalize the speakers and schedule the seminar. which will help Teachers Spend Less Time Introducing new topics and students would develop Independent learning skills. Also Teachers can create more engaging lessons.

4. To discuss with the women development cell regarding Installation Of sanitary napkin disposal machines.

The IQAC committee decided to install sanitary napkin disposal machines in all the washrooms of the college. The Administrative department will be responsible for procuring and installing the machines. That will educate



the female students and staff members about the ill effects of throwing napkins in garbage which is not environment friendly.

5. To have creches for nursing faculty and Staff members.

The IQAC committee decided to set up creches for nursing faculty and staff members under welfare activities. The creches will be equipped with all the necessary facilities for the children of the nursing faculty and staff members. The objective of IQAC was to increase productivity, engagement and morale among employees, used as a recruitment and retention tool, encouraging employees to return to work sooner after the birth of a child.

6. To Provide loans for marriage, education for Class D employees.

The IQAC committee decided to provide loans for marriage and education purposes to Class D employees. The Administrative department will coordinate with the concerned authorities to finalize the modalities of the loan scheme.

7. To Celebrate birthdays, Marriage of all faculty members and staff members.

The IQAC committee decided to celebrate the birthdays, marriage of all faculty members and staff. The Administrative staff will coordinate with the concerned faculty members to organize the celebrations.

8. To Install CCTV camera on all buildings for the safety of women

The committee decided to install CCTV cameras on all the buildings for the safety of women. The Administrative department will coordinate with the concerned authorities to finalize the modalities of the installation. CCTV cameras can be used to monitor the activities of students, staff, and visitors, and can help to deter any criminal activity.

9. To Instruct Training and Placement cell to conduct Virtual Internship





The committee instructed the Training and Placement cell to conduct Virtual Internship for the students. The concerned faculty members will coordinate with the Training and Placement cell to finalize the modalities of the virtual internship. Thereby students will gain firsthand experience working remotely, which, given the current climate, is likely to be a mode of working that continues into the future.

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10. To instruct administrative staff of college to accept payment fees in installments.

Due to Nationwide lockdown many students' parents had lost their job hence the IQAC committee decided to allow students to pay fees in installments due to financial loss due to COVID-19. The Administrative department will coordinate with the concerned authorities to finalize the modalities of the fee payment scheme.

11. To discuss with SSTian Research and Consultancy Cell (SSTRACC) to conduct national level Virtual paper Presentation

The IQAC committee instructed the SSTian Research and Consultancy Cell (SSTRACC) of the college to conduct a national-level virtual paper presentation. The concerned faculty members will coordinate with the SSTRACC to finalize the modalities of the event. further it was instructed to keep nominal charges for virtual Participation of faculty members. After finalising the Judge for the event a Digital banner should be uploaded in college website.

12. To Instruct Department of IT & CS conduct orientation on Virtual classroom

The Department of IT & CS will hold training on Google Classroom and its features, including PPT presentation, to familiarize our faculty members and students with the online teaching platform.

13. To Instruct Training and Placement cell to conduct Employability Training Program Certificate Course



The IQAC had instructed the Training and Placement cell to conduct an employability online Training Programme certificate course and Kotak Unnati – Banking Financial Services Insurance (BFSI) programme .The Number of students who had participated and completed the course should be informed to IQAC.

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### **Conclusion:**

The IQAC Coordinator thanked everyone for attending the meeting and for their valuable inputs. The next meeting will be scheduled on 24 July 2021, and the members were requested to prepare the agenda items beforehand. The online meeting was adjourned at 5.30PM.



  
**PRINCIPAL**  
**S.S.T COLLEGE OF ARTS**  
**& COMMERCE ULHASNAGAR-4**

# **INTERNAL QUALITY ASSURANCE CELL**

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