

SSR MEMORIAL TRUST'S

# SSR COLLEGE, Silvassa

Internal Quality Assurance Cell

Minutes of the Meetings (2016-19)



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Quality Assurance Cell, S.S.R. College, Silvassa

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**SSR COLLEGE OF ARTS, COMMERCE AND SCIENCE**  
Sayli-Silvassa Road, Silvassa – 396 230 (UT of Dadra and Nagar Haveli)

**Internal Quality Assurance Cell (IQAC)**

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**Minutes of the Meeting (2016-17)**

5<sup>th</sup> July 2016

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 5<sup>th</sup> July 2016

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. To welcome newly joined Principal Dr. Rajeev Singh sir
2. To prepare academic calendar of the year
3. To arrange Workshop on "Online Eligibility Process"
4. To organize FDP for teaching and non-teaching staff in-house
5. Planning of academic and research activities of the college and departments
6. Any other relevant issues made by the IQAC members
7. To apply for the BCUD grant for organizing National Seminar/Conference/Workshop

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Deasai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed newly joined Principal Dr. Rajeev Singh sir and briefed the committee members about the agenda.

**The outcome of the meeting:**

- The academic calendar should be revised by IQAC and circulated to the departments and the teacher diary is to be updated accordingly.
- The "Online Eligibility Process " Workshop should be arranged.
- The college should organize Faculty Development Programme (FDP) for teaching and non-teaching staff in-house.
- The faculty members should plan the academic and research activities.
- The college should submit proposals for the BCUD grant for organizing National Seminar under Quality Improvement Program (QIP) of SPPU.

**The vote of thanks was proposed by the coordinator**



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SSR COLLEGE OF ARTS, COMMERCE AND SCIENCE

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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2016-17)**

1<sup>st</sup> Dec 2016

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 1<sup>st</sup> Dec 2016

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. Preparation for National Seminar
2. Upcoming Inter-collegiate sports day
3. Days celebration for students
4. Organizing Vision
5. University practical/theory examination

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator and briefed the committee members about the agenda.

**The outcome of the meeting:**

- Preparation for “**National Seminar**” needs great efforts therefore the regular programme of Science ensemble should be skipped for this year.
  - The “**Inter-collegiate sports day**” is grand celebration, so that distribution of works to respective members should be done.
  - As students enjoy “**College Days**”, the schedule should be finalized.
  - Organizing “**Vision-2017**” is also one of the important and Grand event. The Cultural committee members should monitor the students and actively help them.
  - While doing all these Co-Curricular and Extra-Curricular activities, regular classes and practical should not be affected because the University Practical Examinations are starting from End of February for FYBSc and first week of March for SYBSc and TYBSc, it will be followed by University Theory examination.
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- **The vote of thanks was proposed by the coordinator**



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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2016-17)**

29<sup>th</sup> April 2017

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 29<sup>th</sup> April 2017

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. To review and confirm the minutes of last meeting
2. To review the activities which were conducted during the academic year 2016-17
3. Professional development of support staff.
4. To arrange communication related programme for teaching and non-teaching staff.
5. Strengthening library
6. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

- Review of the minutes of previous meeting was taken and the minutes of the meeting were approved.

IQAC took a note of the following issues that followed from the last meeting.

- ✓ Academic calendar of the year
  - ✓ Workshop on “Online Eligibility Process”
  - ✓ FDP for teaching and non-teaching staff in-house
  - ✓ Academic and research activity
- The National Seminar was successfully organized and it was suggested by the committee members that more such programmes should be organized in near future.
  - As per need of the time and keeping pace with changes in college activities, IQAC unanimously recommended to arrange more FDP programme for staff.
  - For the smooth functioning, communication related programme should be arranged for teaching and non-teaching staff.
  - More books for the library should be purchased so as to Strengthen library and remain updated.

**The vote of thanks was proposed by the coordinator**





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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2017-18)**

7<sup>th</sup> July 2017

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 7<sup>th</sup> July 2017

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. Review of minutes of the earlier meeting
2. To prepare academic calendar of the year
3. To arrange Workshop on "Online Eligibility Process"
4. To organize investment related programme for teaching and non-teaching staff
5. To appoint the class teacher as a mentor for respective classes.
6. To organize environmental awareness programme.
7. To organize the yearly regular activities like Arts Fest, Science Ensemble, Cultural programmes and Sports events
8. Upgradation of basic infrastructure
9. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member

9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members.

- IQAC took a note of the following issues that followed from the last meet.
  7. IQAC arranged Professional development programme for staff.
  8. The activities which were conducted during the academic year 2016-17
  9. Communication related programme was arranged for teaching and non-teaching staff.
  10. More books is purchased to Strengthen library.
- The academic calendar of the year 2017-18 should be prepared
- The IQAC should arrange workshop on “Online Eligibility Process” for teaching and non-teaching staff.
- The investment related programme should be arranged for teaching and non-teaching staff.
- The class teacher should be appointed as a mentor for respective classes.
- The environmental awareness programme should be arranged.
- College should organize the yearly regular activities like Arts Fest, Science Ensemble, Cultural programmes and Sports events.
- Upgradation of basic infrastructure should be done by college. The renovation of Organic Chemistry Laboratory and Microbiology Laboratory should be done.

**The vote of thanks was proposed by the coordinator**



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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2017-18)**

30<sup>th</sup> Nov 2017

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 30<sup>th</sup> Nov 2017

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. Review of minutes of the earlier meeting
2. Commencement of new semester full of Extra-curricular and Co-curricular activities
3. Planning for smooth conduct of the upcoming events
4. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members.

- IQAC took a note of the following issues that followed from the last meet.
  - ✓ The academic calendar of the year 2017-18 is prepared
  - ✓ A workshop on “Online Eligibility Process” for teaching and non-teaching staff was done.
  - ✓ The investment related programme was arranged for teaching and non-teaching staff.
  - ✓ The class teachers are appointed as a mentor for respective classes.
  
- Upcoming Extra-curricular and Co-curricular activities should be done properly.
- For smooth functioning of the upcoming events planning is needed

**The vote of thanks was proposed by the coordinator**



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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting(2017-18)**

**25<sup>th</sup> April 2018**

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 25<sup>th</sup> April 2018

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. To review and confirm the minutes of last meeting
2. Regarding parking space for the staff
3. To establish the Wi-Fi and CCTV surveillance systems on the campus
4. Appreciation of the efforts by the faculty
5. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

- Review of the minutes of previous meeting was taken and the minutes of the meeting were approved.

IQAC took a note of the following issues that followed from the last meeting.

- ✓ The academic calendar of the year was prepared
  - ✓ The IQAC arranged workshop on “Online Eligibility Process” for teaching and non-teaching staff.
  - ✓ The Workshop on "Importance of long term investment in mutual fund” was arranged for teaching and non-teaching staff.
  - ✓ The class teacher was appointed as a mentor for respective classes.
  - ✓ The “Awareness program on First Aid and Fire Safety”.
  - ✓ The Seminar on “Green Chemistry” was successfully done.
  - ✓ The yearly regular activities like Arts Fest, Science Ensemble, Cultural programmes and Sports events was done successfully.
  - ✓ The renovation of Organic Chemistry Laboratory and Microbiology Laboratory was done.
- IQAC members suggested to take necessary steps to provide additional parking space for the teaching and non-teaching staffs
  - The Wi-Fi and CCTV surveillance systems should be established in the campus
  - The IQAC appreciated the efforts of the faculties and the support staff for conducting Extra-curricular activities

**The vote of thanks was proposed by the coordinator**



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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2018-19)**

4<sup>th</sup> July 2018

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 4<sup>th</sup> July 2018

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. Review of minutes of the earlier meeting
2. To prepare academic calendar of the year
3. To arrange Workshop on "Online Eligibility Process"
4. To arrange Motivational and Scientific Yoga related programme.
5. To arrange "Intellectual Property Rights (IPR) lecture
6. A seminar on "Information Security and Cyber Crimes"
7. Submission of proposal for NAAC Seminar/Orientation programme
8. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members.

- IQAC took a note of the following issues that followed from the last meet.
  - ✓ The new and additional parking space was provided for the teaching and non-teaching staffs.
  - ✓ The Wi-Fi and CCTV surveillance systems was established in the campus.
- The academic calendar of the year 2017-18 should be prepared.
- The IQAC should arrange workshop on “Online Eligibility Process” for teaching and non-teaching staff.
- Motivational and Scientific Yoga related programme should be arranged.
- "Intellectual Property Rights (IPR) Basics, its significance should be given to staffs by arranging seminar on it.
- A seminar on “Information Security and Cyber Crimes” should be arranged.
- An Orientation programme on NAAC should be arranged.

**The vote of thanks was proposed by the coordinator**





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Sayli-Silvassa Road, Silvassa – 396 230 (UT of Dadra and Nagar Haveli)



**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2018-19)**

3<sup>rd</sup> Dec 2018

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 3<sup>rd</sup> Dec 2018

**Time:** 11:00 am - 12:30 noon

**Agenda of the Meeting:**

1. Review of minutes of the earlier meeting
2. Getting ready for NAAC
3. Workshop on "Orientation for NAAC"
4. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members.

- IQAC took a note of the following issues that followed from the last meet.
  - ✓ The academic calendar of the year 2017-18 is prepared
  - ✓ A workshop on “Online Eligibility Process” for teaching and non-teaching staff was done.
- A workshop of Dr. V. B. Gaikwad, Principal, KTHM College, Nashik on “Orientation programme on NAAC” was planned to make the staff aware about the New procedure and each criteria of online NAAC system.
- It was decided to form different Committee for NAAC and distribution of work should be done.

**The vote of thanks was proposed by the coordinator**



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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting (2018-19)**

26<sup>th</sup> April 2019

**Venue:** Principal's Cabin, SSR College of ACS Building

**Date:** 26<sup>th</sup> April 2019

**Time:** 2:00 pm - 3:30 pm

**Agenda of the Meeting:**

1. To review and confirm the minutes of last meeting
2. Workshops on Choice Based Credit System
3. Submit Proposal for Seminar/Conference and Workshop
4. To modify and finalise Faculty Self-Assessment form and form of Evaluation of Teachers from Student
5. Appreciation of the efforts by the faculty
6. Any other issues at eleventh hour

**Members Present:**

1. Dr. Rajeev Singh, Chairperson
2. Shree. Ajit Deshpande, Management Representative
3. Mr. Atul Shah, Industrial Expert
4. Mr. P. K. Jadia, Member from Local Society
5. Dr. Jigna Machhi, IQAC Coordinator
6. Dr. Alpana Sharma, Member
7. Mr. Vishwas Khare, Member
8. Mr. Kailas Bodke, Member
9. Mr. Pravin Chaudhari, Member
10. Ms. Sheetal Desai, Administration Office
11. Ms. Juhi Naik, Alumini
12. Ms. Sonali Kale, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

- Review of the minutes of previous meeting was taken and the minutes of the meeting were approved.

IQAC took a note of the following issues that followed from the last meeting.

- ✓ Motivational and Scientific Yoga related programme was arranged.
- ✓ A seminar on "Intellectual Property Rights (IPR) - Basics, Context and Strategic Significance for Academia & Industry" was successfully done
- ✓ An Orientation programme on NAAC was done
- Workshops on Choice Based Credit System should be arranged as from academic year 2019-20 there will be CBCS for BSc classes.
- Proposal for Seminar/Conference and Workshop should be submitted
- Faculty Self-Assessment form and form of Evaluation of Teachers from Student should be modified and finalized
- The IQAC appreciated the efforts of the faculties and the support staff in conducting Co-curricular activities and Extra-curricular activities

**The vote of thanks was proposed by the coordinator**