



Prof. M. N. Navale
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FOUNDER PRESIDENT

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FOUNDER SECRETARY

Dr. Makarand S. Wazal
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PRINCIPAL

Internal Quality Assurance Cell

Action Taken Report IQAC Meeting 1 (3rd Aug 2021)

Sr.No	Activities	Action Taken
1	Curricular	
1.1	To prepare Academic calendar for A.Y. 2020-21 in consultation with Teaching and non-teaching staff.	Academic calendar prepared, sanctioned in CDC meeting and uploaded on HEI website
1.2	To Prepare timetable Departments wise.	B.Com, BBA, BBA(CA) Timetable head prepared timetable before starting academic year
1.3	Procedure to be finalized for conducting online lecture for students due to Pandemic situation.	The guidelines received from UGC and SPPU about Conduction of curriculum in pandemic as per the same lecture conducted
1.4	All the Heads of the departments should Complete the subject allocation in consultation with faculty members.	B.Com, BBA, BBA(CA) Departments head conducted meeting with faculty & Subject allotted as per workload
1.5	All the faculties should communicate Program outcomes, Program Specific outcomes to students to improve their attendance and must prepare necessary course of action for Implementing the same.	program outcomes explained in induction program by HOD & subject teacher explained course outcomes during lecture
1.6	Analysis of the semester end results and to take corrective measures accordingly.	Results analysis of term first done in May-2021
1.7	To finalize the agenda for conducting Induction Program for First Year Students.	Induction coordinator prepared agenda for conduction of induction program. After correction principal finalized it
1.8	Enhancing use of ICT enabled teaching.	Teachers continued to use various online platforms for making teaching learning process more interactive and effective
1.9	To decide the Add on courses to be included under CBCS Pattern Course-Wise.	Under the guidance of HOD & principal all subject teachers decided add on subject course at the beginning of academic year in the month of August
2	Student Development Co-curricular & Extra-curricular	
2.1	To instruct Subject teachers of BBA, BBA (CA) and B.Com to prepare and conduct all activities as per Choice based Credit system.	HOD of BBA, BBA (CA) and B.Com taken meeting to prepare and conduct activities as per Choice based Credit system & subject teachers implemented the policy which decided in meeting
2.2	To decide tentative topics for Guest lectures and to finalize speaker's for that accordingly.	Subject teachers decided topics & finalized guests & accordingly arranged lectures
2.3	Registration of Alumni Association to provide interactive platform to current students.	Registration Process has been Started
2.4	To allocate mentors for newly admitted students.	All teachers work as mentors for students allotted to them. mentor mentee ratio has 1:33



SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD COLLEGE OF COMMERCE

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Sinhgad Institutes

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2.5	It was decided to celebrate various days like the birth anniversaries and death anniversaries of various legends and freedom fighters.	Celebrated the birth anniversary of Swami Vivekananda
3	Faculty Development	
3.1	To ensure maximum representation of faculty members on various SPPU committees like BOS, Paper Setter etc.	Ms. Kavita Rangari, Mrs. Sangeeta Bandgar, Ms. Snehal Gaur were the paper setters in SPPU
3.2	To motivate faculty members to do more research/enrollment/complete PhD/participate in FDP, Orientation and refresher courses	Two faculty completed Phd. Two faculty enrolled to Phd. All faculty participated in FDP in various college

Mrs. Mamta Hatkar

IQAC Coordinator



Dr. M.S. Wazal

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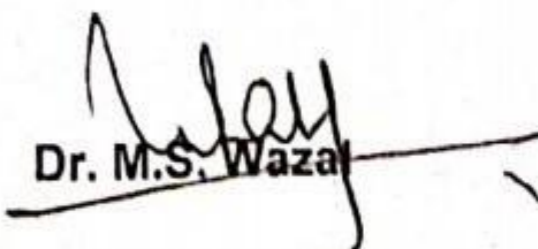
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PRINCIPAL**Internal Quality Assurance Cell****Action Taken Report IQAC Meeting 2 (3rd Jan 2022)**

Sr. No	Activities	Action Taken Report
1	Curricular	
1.1	All the Heads of the departments should complete the subject allocation in consultation with faculties for the Second Term.	B.Com, BBA, BBA(CA) Department head conducted meeting with faculties & Subject allotted as per workload
1.2	It was decided to complete the semester-end result analysis, immediately after the announcement of the results.	Results analysis of Second Term (Jul-Aug-2022) done in first week of Dec 2022
1.3	To decide the Add on courses to be included under CBCS Pattern Course-wise.	Under the guidance of Principal & HOD all subject teachers selected add on subject course in the month of February
2	Student Development [Co-curricular & Extra-curricular]	
2.1	To instruct Subject teachers of BBA, BBA (CA) and B.Com to prepare and conduct all activities as per Choice based Credit system.	HOD of BBA, BBA (CA) and B.Com taken meeting to prepare and conduct activities as per Choice based Credit system & subject teacher implemented the policy which decided in meeting
2.2	To decide tentative topics for Guest lectures and seminars and to finalize speakers accordingly.	Conducted guest lecture on 'Changing Mind set of Today's Youth' and Menstrual Health and Hygiene Management
2.3	Follow up for registration of Alumni Association to provide interactive platform for current students.	Registration has been Started & IQAC head taken follow up time to time


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