

SSR MEMORIAL TRUST'S

SSR COLLEGE, Silvassa

Internal Quality Assurance Cell

Minutes of the Meetings (2020-21)



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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)

Minutes of the Meeting (2020-21)

1st June 2020

Venue: Online Meeting on “Zoom Platform”

Date: 1st June 2020

Time: 11:00 am - 12:30 noon

Agenda of the Meeting:

1. To discuss the further admission procedure of first year students
2. Due to increase in COVID -19 cases, **online** collection data for **Admission Enquiry**.
3. Planning for Online teaching platform
4. Any other relevant issues made by the IQAC members

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, Alumni
12. Ms. Sonali Kale, Student Representative

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

The outcome of the meeting:

- The admission procedure of first year students was discussed. The planning for arrangement of online classes due to the Pandemic situation was also discussed.
- Due to the increase in COVID -19 cases, Admission Enquiry data should be collected through online mode.
- The planning for an **Online teaching** was discussed and it was decided to review different available online teaching methods.

The vote of thanks was proposed by the coordinator



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (2020-21)

4th July 2020

Venue: Conference hall of SSR College of ACS Building

Date: 4th July 2020

Time: 11:00 am - 12:30 noon

Agenda of the Meeting:

1. Planning for arrangement of online classes due to Pandemic situation
2. To choose suitable platform for online teaching
3. To invite quotation and purchase of necessary accessories required for online classes.
4. Any other relevant issues made by the IQAC members

Members Present:

13. Dr. Rajeev Singh, Chairperson
14. Shree. Ajit Deshpande, Management Representative
15. Mr. Atul Shah, Industrial Expert
16. Mr. P. K. Jadia, Member from Local Society
17. Dr. Jigna Machhi, IQAC Coordinator
18. Dr. Alpana Sharma, Member
19. Mr. Vishwas Khare, Member
20. Mr. Kailas Bodke, Member
21. Mr. Pravin Chaudhari, Member
22. Ms. Sheetal Desai, Administration Office
23. Ms. Juhi Naik, Alumini
24. Ms. Sonali Kale, Student Representative

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

The outcome of the meeting:

- The realistic planning for arrangement of online classes due to the Pandemic situation was discussed.
- For online teaching, a suitable platform is required. This was also discussed in the meeting and it was decided to go for G-suite.
- The quotations should be invited for the purchase of necessary accessories required for online classes.

The vote of thanks was proposed by the coordinator



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Minutes of the Meeting (2020-21)

2nd Dec 2020

Venue: Conference hall of SSR College of ACS Building

Date: 2nd Dec 2020

Time: 11:00 am - 12:30 noon

Agenda of the Meeting:

1. Review of the online teaching process
2. To be prepare for the offline classes and practical following the guidelines and SOP provided by The DNH administration and college Management
3. Getting ready for the **first AQAR** submission

Members Present:

Dr. Rajeev Singh, Chairperson

Shree. Ajit Deshpande, Management Representative

Mr. Atul Shah, Industrial Expert

Mr. P. K. Jadia, Member from Local Society

Dr. Jigna Machhi, IQAC Coordinator

25. Dr. Alpana Sharma, Member

26. Mr. Vishwas Khare, Member

27. Mr. Kailas Bodke, Member

28. Mr. Pravin Chaudhari, Member

29. Ms. Sheetal Desai, Administration Office

30. Ms. Juhi Naik, Alumini

31. Ms. Sonali Kale, Student Representative

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

The outcome of the meeting:

□ The review of the online teaching process was taken and it was found to be going smoothly.

□ There should be proper procedure for the starting of offline classes and practicals.

Everyone must follow the guidelines and SOP provided by The DNH administration and college Management.

□ All the documents required for the **first AQAR** should be ready for submission.

The vote of thanks was proposed by the coordinator



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Minutes of the Meeting (2020-21)

20th March 2021

Venue: Conference hall of SSR College of ACS Building

Date: 20th March 2021

Time: 11:00 am - 12:30 noon

Agenda of the Meeting:

1. To setup Online Admission Procedure
2. To make assessment of students with online assessment tools
3. To Discuss about further improvement to Create E-Content

Members Present:

Dr. Rajeev Singh, Chairperson

Shree. Ajit Deshpande, Management Representative

Mr. Atul Shah, Industrial Expert

Mr. P. K. Jadia, Member from Local Society

Dr. Jigna Machhi, IQAC Coordinator

32. Dr. Alpana Sharma, Member
33. Mr. Vishwas Khare, Member
34. Mr. Kailas Bodke, Member
35. Mr. Pravin Chaudhari, Member
36. Ms. Sheetal Desai, Administration Office
37. Ms. Juhi Naik, Alumini
38. Ms. Sonali Kale, Student Representative

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

The outcome of the meeting:

- The requirements to set up an Online Admission Procedure was discussed.
- In such a pandemic situation it will be helpful to set up attachments with students. So, there should be an online assessment of students for the overall syllabus.
- The faculty members should prepare more e-content for the next session 2021-22. All members also gave ideas about their initiative with respect to suggestions.

The vote of thanks was proposed by the coordinator