

**South Indian Children's Education Society's
Degree College of Arts, Science and Commerce, Ambarnath (W.)**

Jambhul Phata, Chikholi, Ambarnath (W) -421505
(Permanently Affiliated to University of Mumbai)

Email id : sicesdegreecollege@gmail.com
Contact : 0251-2685264

University Code : 961
JDHE Code : T-44

Date : 11/07/2019

1st IQAC Meeting (Academic Year 2019-20)

To,
The IQAC Members
S.I.C.E.Society's,
Degree College of Arts, Science and Commerce,
Ambarnath (West).

Sub.:- 1st Meeting of Internal Quality Assurance Cell of Academic year 2019-20


This is to inform to all IQAC Members that the 1st Meeting of Internal Quality Assurance Cell for the Academic year 2019-20 will be held on Wednesday, 17th July 2019 at 03.00 p.m. in Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath.

You are requested to make it convenient to attend the meeting.

Agenda of the Meeting

1. Establishment of IQAC and Introduction of appointed members of IQAC and discussion on IQAC objectives and expected functions
2. Discussion on NAAC Accreditation process
3. Discussion on Criterion Representatives working for QIF's seven criterions
4. Review of NAAC work done till date
5. Closing NAAC work meeting muster of Previous NAAC work done
6. Discussion on maintaining documentation of IQAC
7. Physical visit of IQAC Committee to whole college campus




I/c Principal
S.I.C.E.S. Degree College of Arts, Science & Commerce
Ambarnath - 421 505.

8. Discussion on syllabus, syllabus completion, designing curriculum based on syllabus.
Academic Calendar of Year 2019-20 and University of Mumbai allotted Arrangement of Terms for Academic Year 2019-20
9. To fix the dates Annual sports day, annual cultural function KALAUTSAV, convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp
10. Discussion on Industrial visits, Excursions and other experiential learning activities
11. Preparation of college committees for Academic year 2019-20
12. To take follow up of Admissions of college and measures to boost admissions
13. To discuss and finalize requirements of e-governance software
14. Discussion on staff welfare schemes, Value added courses, Plagiarism checking software, Research laboratory requirements, Barcode label and cartridge for Barcode printer in library, library requirements, Alumni association formation in college, Cultural room.
15. Discussion on starting DLLE in college
16. Discussion on need of college website considering NAAC framework
17. Any other matter with the permission of the chair




Dr. Harshal M. Bachhav
(I/c principal & IQAC Chairperson)

I/c Principal
S.J.C.E.S. Degree College of Arts, Science & Commerce
Ambarnath - 421 505.

**South Indian Children's Education Society's
Degree College of Arts, Science and Commerce, Ambarnath (W.)**

Jambhul Phata, Chikloli, Ambarnath (W) -421505
Permanently Affiliated to University of Mumbai

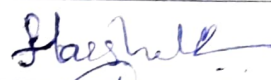


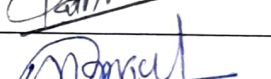

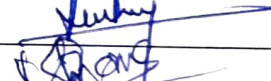
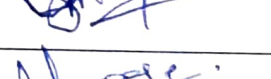
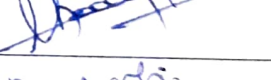


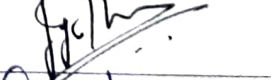



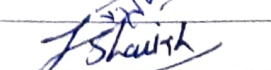


Email id : sicesdegreecollege@gmail.com
Contact : 0251-2685264

University Code : 961
JDHE Code : T-44

Acknowledge of ~~first~~ IQAC meeting of Academic Year 2019-20

Date : 11/07/2019


- 1) Day & Date of meeting : Wednesday, 17th July 2019
- 2) Time : 3.00 pm
- 3) Venue : Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce Ambarnath -Thane

Sr. No.	Name	Designation	Signature
1.	Dr. Harshal M. Bachhav - (I/C Principal)	IQAC Chairperson	
2.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	
3.	Dr. Yogesh S. Shelar	IQAC Co-ordinator	
4.	Dr. Vilas S. Patil	Teacher Representative	
5.	Dr. D. M. Sapkal	Teacher Representative	
6.	Mr. Sharad K. Awate	Teacher Representative	
7.	Mr. Vikas Deshmane	Teacher Representative	
8.	Dr. Pravin Hudge	Teacher Representative	
9.	Ms. Shubhangi Rajguru	Teacher Representative	
10.	Dr. Alpa Patel	Teacher Representative	
11.	Dr. Jyothi Mallia	Teacher Representative	
12.	Mr. Marshal Nadar	Alumni	
13.	Mr. Deepak Revankar	Industrialist	
14.	Mr. Anil Atmaram Bhoir	Stake holder	
15.	Dr. Sangharsh Gajbe	Librarian	
16.	Mr. Vijayraj Alzande	Office Senior Clerk	
17.	Mr. Jamiluddin Shaikh	Student Representative	

Minutes of Meeting

The first meeting of the Internal Quality Assurance Cell for the Academic year 2019-20 was held on wednesday, 17th July 2019 at 3.00 pm in the Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath -Thane.

The following Members were present for the Meeting

Sr. No.	Name	Designation	Signature
1.	Dr. Harshal M. Bachhav - (I/C Principal)	IQAC Chairperson	
2.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	
3.	Dr. Yogesh S. Shelar	IQAC Co-ordinator	
4.	Dr. Vilas S. Patil	Teacher Representative	
5.	Dr. D. M. Sapkal	Teacher Representative	
6.	Mr. Sharad K. Awate	Teacher Representative	
7.	Mr. Vikas Deshmane	Teacher Representative	
8.	Dr. Pravin Hudge	Teacher Representative	
9.	Ms. ShubhangiR ajguru	Teacher Representative	
10.	Dr. Alpa Patel	Teacher Representative	
11.	Dr. Jyothi Mallia	Teacher Representative	
12.	Mr. Marshal Nadar	Alumni	
13.	Mr. Deepak Revankar	Industrialist	
14.	Mr. Anil AtmaramBhoir	Stake holder	
15.	Dr. SangharshGajbe	Librarian	
16.	Mr. VijayrajAlzande	Office Senior Clerk	
17.	Mr. Jamiluddin Shaikh	Student Representative	

The IQAC Co-coordinator Dr. Y. S. Shelar addressed welcome to the Chairperson of the meeting and all IQAC members present for the meeting. IQAC Co-coordinator also welcomed the College Development Committee Chairperson and the Vice President South Indian Children's Education Society to be present on occasion of establishment of IQAC and for the first meeting of IQAC of Academic year 2019-20 on special request of IQAC chairperson. The following agenda were discussed in the meeting and it was unanimously resolved to implement them.

Item No. 01 :

Establishment of IQAC and Introduction of appointed members of IQAC and discussion on IQAC objectives and expected functions

Resolution :

In charge Principal Dr. H.M. Bachhav made the official announcement of Establishment of Internal Quality Cell the IQAC and declared as established in this 01st meeting of IQAC for academic year 2019-20 held on 17th July 2019 at 3.00 pm in Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath

IQAC Coordinator read the framework of IQAC as recommended by NAAC and introduced all committee members with their designation in IQAC. The NAAC recommended objectives and expected functions of IQAC were read by IQAC coordinator. All committee members decided to follow recommendations of NAAC to reach Benchmarks in every aspects of the college. Following NAAC prescribed points were read by IQAC coordinator

The primary aim of IQAC

- a) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- b) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices



Some of the functions expected of the IQAC

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution:
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Item No. 02 :

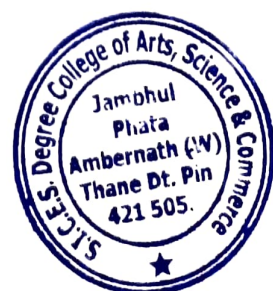
Discussion on NAAC Accreditation process

Resolution :

The NAAC accreditation process was discussed with starting from College Registration on NAAC Portal followed by IIQA (to be filled anytime in the whole year) then online Uploading SSR within 45 days). After SSR the DDV and SSS is started simultaneously which permits next step of Peer Team Visit and the NAAC accreditation grade allotted to the college.

Item No. 03 :

Discussion on Criterion Representatives working for QIF's seven criterions



The names of seven Criterion Representatives working with their works in progress were discussed and discussed to be kept continued till whole accreditation process completed

Sr. No.	Criterion	Name of Staff working as criterion representative
1.	I	Ms. Shubhangi Rajguru Dr. Vilas Patil
2.	II	Dr. Alpa Patel Mrs. Uma Tanwar
3.	III	Dr. D. M. Sapkal
4.	IV	Dr. Jyothi Mallia
5.	V	Dr. Pravin Hudge
6.	VI	Mr. Sharad Awate
7.	VII	Mr. Vikas Deshmane

Item No. 04 :

Review of NAAC work done till date

Resolution :

IQAC coordinator Dr. Y. S Shelar gave the details of NAAC work done till date, he gave overview of NAAC work and explained that the for the QIF inputs the inputs for all key indicators and metrics are prepared by all seven criterion representatives which need to be read and finalized. All Departments have maintained all records in different 28 files commonly maintained at all departments. All processes and works are documented in sports and gymkhana, library and office. Students oriented activities like study tours, excursion, extension activities, students research activities, remedial teaching for Poor learners, participation in sports, competitions and cultural competitions are enhanced in last few years. Students have participated in university, state and national level activities and camps.

Item No. 05 :

Closing NAAC work meeting muster of Previous NAAC work done till date

Resolution :

The NAAC work meeting muster of all NAAC work done before establishment of IQAC were closed in this meeting held today on 17th July 2019.

Item No. 06 :

Discussion on maintaining documentation of IQAC

Resolution :



Haresh
I/c Principal
S.J.C.E.S. Degree College of Arts, Science & Commerce
Ambernath - 421 505.

The old NAAC work meetings were maintained in A4 size register book with handwritten notes, which was closed in this meeting. IQAC chairperson announced hence forwards the IQAC meeting minutes will not be hand written and will be maintained in printed form with minimum four IQAC meetings to be conducted in one academic year.

Item No. 07:

Physical visit of IQAC Committee to whole college campus

Resolution :

After establishment of IQAC and discussion on IQAC members, IQAC objectives functions and after closing old NAAC work meeting muster the Chairperson Dr. H.M. Bachhav requested all IQAC members to have a physical inspection of college to get the physical set up of college evaluated keeping in front of eyes the NAAC recommendations and expectations.

Item No. 08:

Discussion on syllabus, syllabus completion, designing curriculum based on syllabus. Discussion on Academic Calendar of Year 2019-20 and University of Mumbai allotted Arrangement of Terms for Academic Year 2019-20

Resolution :

The syllabus and changes in syllabus was asked by IQAC chairperson APMC chairperson informed there are no changes in syllabus for any classes for academic year 2019-20. It was discussed to follow the academic calendar and complete the syllabus 10 days prior to examinations for all classes and give time to students for their exam preparations, to take unit wise tests, student's seminars, and PowerPoint presentations and give more emphasis on syllabus concerned study tours and excursions. All departments must prepare departmental calendar and frame the curriculum based on university syllabus. The prescribed university syllabus for all classes and the curriculum related activities were thus approved in this meeting for implementation. The Academic calendar of academic year 2019-20 was kept for discussion by the Academic Planning and Monitoring committee chairperson Dr. Alpa Patel which was discussed with few additions and the final copy approved in the meeting.

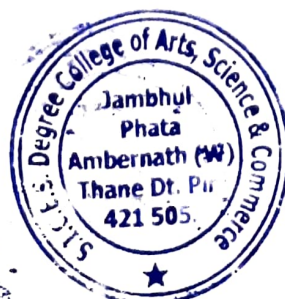
The Arrangements of terms were discussed to be followed as prescribed by university

- Term I - 06/06/2019 to 24/10/2019
(Ganpati Vacation 02/09/2019 to 07/09/2019 and Diwali vacation 25/10/2019 to 14/11/2019)
- Term II – 15/11/2019 to 02/05/2020
(Christmas Vacation 26/12/2019 to 01/01/2020)

Item No. 09:

To fix the dates for Annual sports day, annual cultural function KALAUTSAV, convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp

Resolution



Shashik
I/c Principal
S.L.C.E.S. Degree College of Arts, Science & Commerce
Ambernath - 421 505.

Principal
S.L.C.E.S. Degree College of Arts, Science & Commerce
Ambernath - 421 505.

The dates of major events were discussed and fixed

- Annual sports Day : 11/12/2019 to 13/12/2019
- Annual cultural function: The IQAC Chairperson Dr. H.M. Bachhav informed considering the unfortunate event of the sad demise of Shri. K.M.S. Nair (President, S.I.C.E. Society) the Annual function of 2019-20 entitled to be cancelled
- Convocation ceremony : Considering the student passing third year the convocation ceremony was planned in December 2019 with the date to be fixed after official circular from University of Mumbai
- Orientation of new admitted first year students of all branches : 31st July 2019
- NSS seven days residential camp : 29th Jan. 2020 to 05th Feb 2020

Item No. 10:

Discussion on Industrial visits, Excursions and other experiential learning activities

Resolution

Considering arrangement of terms the industrial visit was discussed to be taken in last week of January 2020. Botany and Zoology departments were instructed to fix location for study tour excursion considering prescribed syllabus and conduct the excursion in second week of January 2020.

Item No. 11:

Preparation of college committees for Academic year 2019-20

Resolution

It was discussed and total 42 committees finalized for academic year 2019-20 which contains statutory committees and other committees. List of committees was finalized in the meeting

Item No. 12:

To take follow up of Admissions of college and measures to boost admissions

Resolution

IQAC committee member and admission committee head Dr. Vilas Patil explained total admissions till date are 418 and the admissions are in progress with daily increments in progress.

(The Principal)
S.I.C.E.S. Degree College of Arts, Science & Commerce
Ambarnath - 421 505



(Signature)
I/c Principal
S.I.C.E.S. Degree College of Arts, Science & Commerce
Ambarnath - 421 505.

Incharge Principal Dr. H.M. Bachhav informed to take follow up of staff counselling the students for admissions and take inform telephonically regarding college and courses to HSC passed students of nearby colleges

Item No. 13:

To discuss and finalize requirements of e-governance software

Resolution

Need of e-governance software was explained by IQAC coordinator and Criterion VI representative to CDC chairperson present in meeting for solutions to requirements the CDC chairperson informed to submit all details on 25th July 2017 for e-governance software and assured it will be sanctioned considering its need.

Item No. 14:

Discussion on staff welfare schemes, Value added courses, Pliagarism checking software, Research laboratory requirements, Barcode label and cartridge for Barcode printer in library, library requirements, Alumni association formation in college, Cultural room.

Resolution

- The Criterion VI representative explained presence of staff welfare schemes of advance salary given to staff, provision of concension in fees to the wards of staff, Uniform is provided to class 3 employees of college, Provision of Registration fees for workshops and conferebnces. He requested for need of staff group insurance and help of medical emergency financial aids to be made for staff. CDC Chairperson expected the same and informed to submit details on 25th july 2019.
- S.I.C.E. Society Vice President and CDC Chairperson Shri T. Gopalan present for the meeting discussed and sanctioned the following : Value added/Add on courses, Plagiarism checking software, Research laboratory requirements, Barcode label and cartridge for



[Signature]
I/c Principal
S.I.C.E.S. Degree College of Arts, Science & Commerce
Ambernath - 421 505.

[Signature]
I/c Principal
S.I.C.E.S. Degree College of Arts, Science & Commerce
Ambernath - 421 505.

Barcode printer in library, library requirements, Alumni association formation in college,
Cultural room.

Item No. 15:

Discussion on starting DLLE in college

Resolution

IQAC Coordinator and criterion III representative explained about the facility of Department of Life Long learning and extension (DLLE) as a additional activity to students other than NSS and requested to start it in the college which was permitted by CDC chairperson present for the meeting.

Item No. 16:

Discussion on need of college website considering NAAC framework

Resolution

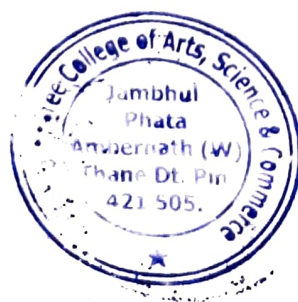
IQAC Coordinator explained the role of College website in the online accreditation process in which 70% evaluation for accreditation is done by NAAC through online mode and website plays key role in the whole accreditation process. CDC Chairperson informed to search for proper website vendor who will develop the college website helpful for easy information to all stake holders and will help in the NAAC accreditation process.

Item No. 17:

Any other matter with the permission of the chair

Resolution

There was no other matter kept for discussion by any IQAC member



Harshul
I/c Principal
S.J.C.E.S. Degree College of Arts, Science & Commerce
Ambarnath - 421 505.

IQAC Chairperson informed to close the meeting and the meeting was accomplished after the vote of thank to the chair and the IQAC members address by IQAC Coordinator. Meeting stopped at 6.00 pm after permission of chair.


17/07/2019
IQAC Coordinator

IQAC COORDINATOR
S.J.C.E.S. DEGREE COLLEGE OF ARTS, SCIENCE & COMMERCE
Jambhul Phata, Ambarnath (W) - 421 505.




IQAC Chairperson

I/c Principal
S.J.C.E.S. Degree College of Arts, Science & Commerce
Ambarnath - 421 505.