

**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

Date : 03/08/2019

2nd 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.:- 2nd Meeting of Internal Quality Assurance Cell of Academic year 2019-20

This is to inform to all IQAC Members that the 2nd Meeting of Internal Quality Assurance Cell for the Academic year 2019-20 will be held on Wednesday, 03rd August 2019 at 02.30 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.

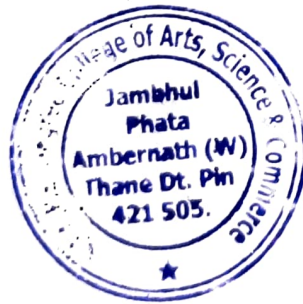
Agenda of the Meeting


1. To read the minutes of 1st IQAC meeting held on 17th July 2019
2. To confirm the completion of minutes of 1st IQAC meeting held on 17th July 2019 and prepare the action taken report on these minutes
3. Preparation of wall display informative boards, slogans on wall, laboratory wall boards and other boards and display matter
4. Discussion on college website framework to be developed by Vendor Whitecode and to read and finalize the website MOU draft
5. Alumni Association work progress discussion and its registration



Shashikala
I/c Principal
S.I.C.E.S. Degree College of Arts, Science & Commerce
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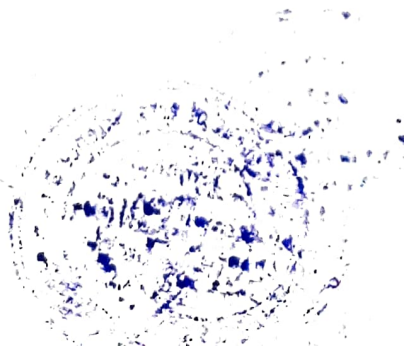
6. Discussion on Academic Year 2018-19 Feedback Analysis its ATR and changes in Feedback collection and evaluation process
7. Discussion on Vision and Mission statement of College
8. To discuss various practices practiced with regular up gradations and finalize the 02 Best Practices
9. Discussion on status of requirements sanctioned in 1st IQAC meeting held on 17th July 2019 and progress of concerned works
10. To discuss regarding students participation in Research Convention “ Avishkar” and Proposal from Research cell to sanction Avishkar registration fees and travelling allowances
11. Discussion on Students participations in sports outdoor competitions and participation fees and other expenses
12. Any other matter after permission of the chair




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

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

15/07/2019
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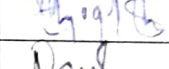


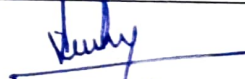


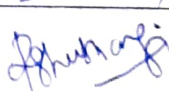




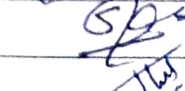
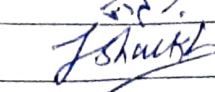


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Acknowledge of Second IQAC meeting of Academic Year 2019-20

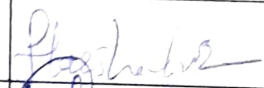

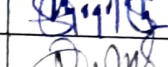
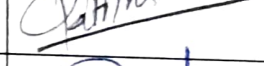

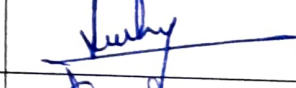











- 1) Day & Date of meeting : Saturday, 03rd August 2019
- 2) Time : 2.30 pm
- 3) Venue : Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce Ambarnath -Thane

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 second meeting of the Internal Quality Assurance Cell for the Academic year 2019-20 was held on Saturday, 03rd August 2019 at 2.30 pm in the Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambernath -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	
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15.	Dr. Sangharsh Gajbe	Librarian	
16.	Mr. Vijayraj Alzande	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 2nd IQAC meeting of year 2020-21. The following agenda were discussed in the meeting and it was unanimously resolved to implement them.

Item No. 01 :

To read the minutes of 1st IQAC meeting held on 17th July 2019

Resolution :

The minutes of 1st IQAC meeting of IQAC held on 17th July 2019 was read by IQAC coordinator Dr. Y.S. Shelar and kept for its confirmation in agenda's item number 02 for the actions taken on the minutes of these 1st IQAC meeting.

Item No. 02 :

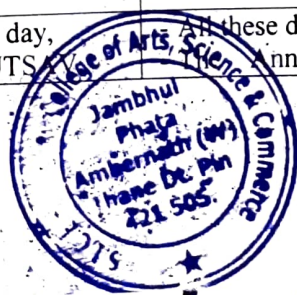
To confirm the completion of minutes of 1st IQAC meeting held on 17th July 2019 and prepare the action taken report on these minutes

Resolution :

The minutes of last meeting the 1st IQAC meeting held on 17th July 2019 were confirmed in the meeting and Action taken report prepared

Agenda Item No.	Minutes of 1 st IQAC meeting	Actions Taken
1.	Establishment of IQAC & Introduction of members & discussion on IQAC objectives and IQAC expected functions	- IQAC was established - Introduction of IQAC members was done - Objectives and Functions of IQAC were discussed
2.	Discussion on NAAC Accreditation process	Whole process of NAAC accreditation from IQA to accreditation was discussed in 1 st IQAC meeting
3.	Discussion on Criterion Representatives working for QIF's seven criterions	Seven criterion representatives for criterions of QIF were continued
4.	Review of NAAC work done till date	IQAC coordinator Dr. Y.S. Shelar gave the review of NAAC work done till date from last 04 years
5.	Closing NAAC work meeting muster of Previous NAAC work done	NAAC work meeting muster with NAAC work records till date was closed in the meeting after signed by IQAC chairperson in last meeting
6.	Discussion on maintaining documentation of IQAC	Discussed to stop manual written NAAC meeting muster and have IQAC meeting minutes in soft copies and printed form
7.	Physical visit of IQAC Committee to whole college campus	All the committee members of IQAC made physical inspection of whole college campus on same day and time of 1 st IQAC meeting
8.	Discussion on syllabus, changes in syllabus, curriculum and its implementation. Academic Calendar of Year 2019-20 and University of Mumbai allotted Arrangement of Terms for Academic Year 2019-20	No syllabus was revised for year 2019-20. General Curriculum sketch was discussed to be implemented by the departments. Academic calendar was finalized and Arrangement of terms of university of Mumbai were discussed and to be followed for year 2019-20.
9.	To fix the dates of Annual sports day, annual cultural function KALAUTS	These dates were fixed. Annual Cultural function was cancelled

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(Signature)
I/c Principal
SICES Degree College of Arts, Science & Commerce
Ambernath - 421 505.

	convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp	considering the unfortunate event of sad demise of late the President S.I.C.E. Society
10.	Discussion on Industrial visits, Excursions and other experiential learning activities	Schedule of experiential learning activities was prepared in last meeting
11.	Preparation of college committees for Academic year 2019-20	42 College committees of academic year 2019-20 were prepared
12.	To take follow up of Admissions of college and measures to boost admissions	<ul style="list-style-type: none"> - Admission follow up was taken - students counselling done by staff was reported as satisfactory by exam chairperson - Telephonic communications was made by office staff helped by alpa madam to inform regarding college and courses details informed to HSC passed students of nearby colleges
13.	To discuss and finalize requirements of e-governance software	<ul style="list-style-type: none"> - As informed by CDC chairperson Shri T. Gopalan present for last meeting e-governance software requirement with details was given by criterion VI representative on 25th July 2019 with approximate cost of 50,000/-+18% GST - CDC Chairperson informed I/c Principal to call for 03 quotations for the procurement of e-governance software
14.	Discussion on staff welfare schemes	<ul style="list-style-type: none"> - As informed by CDC chairperson Shri T. Gopalan present for last meeting staff welfare requirement with details was given by criterion VI representative on 25th July 2019 - CDC Chairperson sanctioned the staff welfare schemes of i) Advance salary ii) Fees concession to wards of college staff iii) Uniform for non teaching staff iv) Registration fees - Staff group insurance was kept pending for detailed discussion of premium and other details to be received from the insurance company - Following was also sanctioned : Value added/add on 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	It was sanctioned in last meeting to start DLLE from Academic year 2019-20
16.	Discussion on need of college website considering NAAC framework	Website requirement was forwarded to Vice President S.I.C.E. Society & CDC chairperson Shri. T. Gopalan and sanctioned on 25 th July 2019
17.	Any other matter with the permission of the chair	No other matter was discussed

Item No. 03 :

Preparation of wall display informative boards, slogans on wall, laboratory wall boards and other boards and display matter

Resolution :



Flashhah
I/c Principal

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

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

The list was prepared containing wall display boards with 25 different categories containing multiple different types of boards was with approximate amount coated Rs. 1,73,600/-. This list was decided to be forwarded for necessary sanction.

Item No. 04 :

Discussion on college website framework to be developed by Vendor Whitecode and to read and finalize the website MOU draft

Resolution :

New website development was sanctioned by S.I.C.E. Society Vice President & CDC chairperson on 25th July 2019. The website sketch was discussed keeping in front of few recently accredited colleges with good NAAC grades. The Website MOU draft received from Vendor Whitecode, Pune was discussed and finalized. Following points were discussed to be present in website MOU

- i) Website must be updated continuously with no vacations and no gaps
- ii) Total 5.0 GB space will be kept vacant for NAAC related uploads
- iii) Anytime support must be available from college website operator from vendor side

Item No. 05 :

Alumni Association work progress discussion and its registration

Resolution :

Alumni Association work handling staff Mr. Jeevan rothe have updated to IQAC coordinator Alumni association is formed and the meeting of alumni association is conducted. Alumni association registration information collection is started.

Item No. 06 :

Discussion on Academic Year 2018-19 Feedback Analysis its ATR and changes in Feedback collection and evaluation process

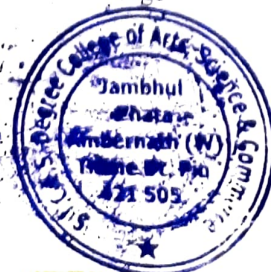
Resolution :

- Feedback analysis ATR of 2018-19 was read in the meeting by IQAC coordinator. There was no any adverse feedback for year 2018-19.
- Feedback collection was discussed to be on online mode only through Google forms
- Based on feedback analysis report actions must be taken at respective authority level. Department level Actions on feedback report must be taken at departments and principal level actions by principal.

Item No. 07 :

Discussion on Vision and Mission statement of College

Resolution :



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

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

Vision and Mission statement of college was discussed and framed in the meeting

Vision statement

To create a platform for students to achieve quality education and overcome economic barriers

Mission statement

To create a positive learning atmosphere. To motivate and enrich every student to step out as an individual well equipped to earn and gain decent livelihood with highest human values

Item No. 08 :

To discuss various practices practiced with regular upgradations and finalize the 02 Best Practices

Resolution :

The various college practices were discussed and the two best practices finalized as

- Best Practice 1 : Yoga practices
- Best Practice 2 : Efforts to increase number of admissions

Item No. 09 :

Discussion on status of requirements sanctioned in 1st IQAC meeting held on 17th July 2019 and progress of concerned works

Resolution :

All the requirements sanctioned in 1st IQAC meeting were discussed and each sanctioned requirement work was satisfactory.

- i) Value added/add on courses: Two Add on courses are started at commerce and chemistry department
 - a) Basic Accounting (Commerce Dept.)
 - b) Fascinating computer tools in chemistry at Chemistry Department
- ii) Plagiarism checking software : It was discussed to avail the Paid Plagiarism checking agencies for plagiarism checks of research and other data of college
- iii) Research laboratory requirements: Considering the priority to syllabus completion in progress research laboratory work was discussed to be started after teaching work is in control
- iv) Barcode label and cartridge for Barcode printer in library : Procured in library
- v) library requirements : Sent for procurement
- vi) Alumni association formation in college : Alumni association formed
- vii) Cultural room : considering issue faced to availability of separate cultural room the cultural room preparation was stopped

Item No. 10 :

Discussion on students participation in Research Convention "Avishkar" and Proposal to sanction Avishkar registration fees and travelling allowance



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

Resolution :

- It was discussed to increase the number students participation for Research convention Avishkar conducted by University of Mumbai in December/January every year.
- I/c Principal informed the Students registration fees for Avishkar research convention will be given from college and was sanctioned

Item No. 11 :

Discussion on Students participations in outdoor sports competitions and participation fees and other expenses

Resolution :

- I/c Principal took follow up of students outdoor Participations for sports competitions which was satisfactory
- It was recommended to hatch more prizes at University, state and National level
- It was resolved and permitted by I/c Principal to pay from college the sports activities participation fees to students alongwith TA and DA expenses

Item No. 12 :

Any other matter after permission of the chair

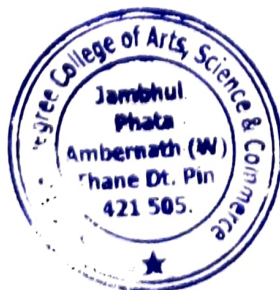
Resolution :

No any matter was kept for discussion by any IQAC committee member

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.


03/08/2019
IQAC Coordinator

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




IQAC Chairperson

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