

**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 : 12/10/2019

3rd 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).

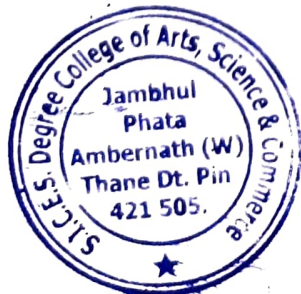
Sub.:- 3rd Meeting of Internal Quality Assurance Cell of Academic year 2019-20

This is to inform to all IQAC Members that the 3rd Meeting of Internal Quality Assurance Cell of Academic year 2019-20 will be held on Thursday, 17th Oct. 2019 at 3.00 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. To read the minutes of 2nd IQAC meeting held on 03rd August 2019
2. To confirm the completion of minutes of 2nd IQAC meeting held on 03rd August 2019 and to prepare the action taken report on the minutes of this meeting
3. Discussion and finalization of institutional distinctiveness of the college
4. Discussion of Code of Conduct of staff and students
5. Verification of the records of :
 - 5.1) Principal cabin documents inwards muster
 - 5.2) Records of photocopies taken at Photocopy machine at office
 - 5.3) Staff materials issue records
 - 5.4) Housekeeping Records of 03 AMC's of Generator, Computer and Printer Maintenance and Lift maintenance. Also records of the infrastructure and physical facilities Maintenance,
 - 5.5) Material inwards, Records of Printers cartridge refillings, Fire extinguishers refilling and other housekeeping records
 - 5.6) Library footfalls and library facilities utilization records
 - 5.7) Office records of General Register, Accounts Book, Financial Audit reports, Staff service Books, Individual staff files, Records of University and Joint director office communications
 - 5.8) Departmental Meeting Musters, Dead stock registers, consumables and Non consumables and dead stock registers
6. To take review of exam department work, up-gradations, university online assessment and examinations in progress
7. Any other matter after permission of Chair



Harshal M. Bachhav

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.

**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

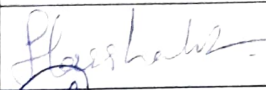



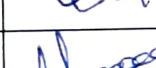



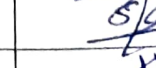
Email id : sicesdegreecollege@gmail.com
Contact : 0251-2685264

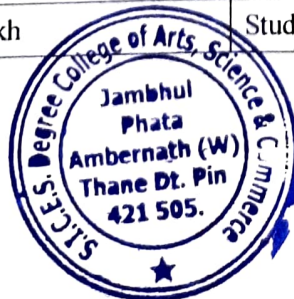
University Code : 961
JDHE Code : T-44

Date : 12/10/2019

Acknowledge of Third IQAC meeting of Academic Year 2019-20

- 1) Day & Date of meeting : Thursday, 17th Oct. 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

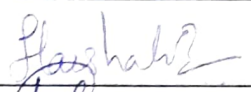

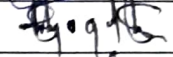
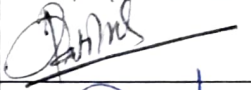

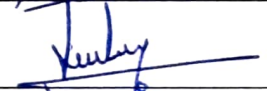


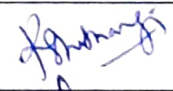





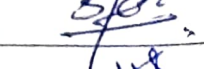
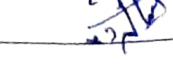

Sr. No.	Name	Designation	Signature
1.	Dr. Harshal M. Bachhav - (I/C Principal)	IQAC Chairperson	
2.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	
3.	Dr. Yogesh S. Shelar	IQAC Co-ordinator	
4.	Dr. Vilas S. Patil	Teacher Representative	
5.	Dr. D. M. Sapkal	Teacher Representative	
6.	Mr. Sharad K. 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 third meeting of the Internal Quality Assurance Cell for the Academic year 2019-20 was held on Thursday, 17th Oct. 2019 at 3.00 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	
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	



The IQAC Co-coordinator Dr. Y. S. Shelar addressed welcome to the Chairperson of the meeting and all IQAC members present for the 3rd meeting of IQAC for Academic Year 2019-20. The following agenda were discussed in the meeting and it was unanimously resolved to implement them.

Item No. 01 :

To read the minutes of 2nd IQAC meeting held on 03rd August 2019

Resolution :

The minutes of 2nd IQAC meeting held on 03rd August 2019 was read by IQAC coordinator Dr. Y.S. Shelar and kept for its confirmation in today's meeting agenda's item number 02 for the actions taken on the minutes of these 2nd IQAC meeting.

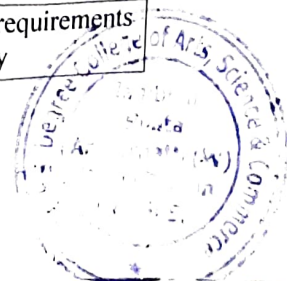
Item No. 02 :

To confirm the completion of minutes of 2nd IQAC meeting held on 03rd August 2019 and to prepare the action taken report on the minutes of this meeting

Resolution :

The minutes of last meeting the 2nd IQAC meeting held on 03rd August 2019 were confirmed in the meeting and Action taken report prepared

Agenda Item No.	Minutes of 2 nd IQAC meeting held on 03 rd August 2019	Actions Taken
1.	To read the minutes of 1 st IQAC meeting held on 17 th July 2019	Completed
2.	To confirm the completion of minutes of 1 st IQAC meeting and action taken report	Minutes of 1 st IQAC meeting held on 17 th July 2019 were confirmed and Action taken report was prepared
3.	Preparation of wall display informative boards and other boards	List of different boards was prepared in last meeting and forwarded for sanction which was sanctioned by S.I.C.E. Society Vice President & CDC Chairperson Shri T. Gopalan on 09/08/2019 with sanction of Rs. 1,73,600/-
4.	Discussion on college website framework and to finalize the website MOU draft	College website framework was prepared and points to be added in website MOU were prepared and forwarded
5.	Alumni Association work progress discussion and its registration	- Alumni Association work progress discussed and noted satisfactory - Alumni Association registration work started
6.	Academic Year 2018-19 Feedback Analysis ATR discussion and changes in Feedback collection and evaluation process	Year 2018-19 Feedback ATR discussed and up gradations suggested
7.	Discussion on Vision and Mission statement of College	Vision and Mission statement was framed in last meeting
8.	Discussion on 02 Best Practices	The 02 Best Practices were finalized in last meeting
9.	Discussion on status of requirements sanctioned in 1 st IQAC meeting	Status of progress of sanctioned requirements procurement discussed and was satisfactory



10.	Discussion on students participation in Research Convention “ Avishkar” and sanction of Avishkar registration fees and travelling allowances	<ul style="list-style-type: none"> - Resolved to increase students participation in Research convention “Avishkar” - Resolved the students participation fees and travelling allowances will be given by college
11.	Discussion on Students participations in outdoor sports competitions and participation fees and other expenses	<ul style="list-style-type: none"> - Students participation in outdoor sports competitions was found satisfactory - Resolved to provide sports activities outdoor competition participation fees and other expenses from college
12.	Any other matter with the permission of the chair	No other matter was discussed

Item No. 03 :

Discussion and finalization of institutional distinctiveness of the college

Resolution :

The institutional distinctiveness was discussed and finalized as “*Utilization of Solar Energy and Minimization of energy consumption (LED installation)*”

Item No. 04 :

Discussion of Code of Conduct of staff and students

Resolution :

Code of Conduct of Staff and Students were submitted by Criterion VII representative and IQAC member Mr. Vikas Deshmane and was discussed and the points of both code of conducts was finalized and final code of conduct of staff and students prepared

- Annexure I – Code of conduct of staff
- Annexure II – Code of conduct of students

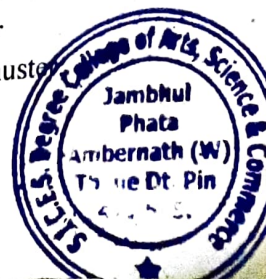
Item No. 05 :

Verification of the records of :

- 5.1) Principal cabin documents inwards muster
- 5.2) Records of photocopies taken at Photocopy machine at office
- 5.3) Staff materials issue records
- 5.4) Housekeeping Records of 03 AMC's of Generator, Computer and Printer Maintenance and Lift maintenance. Also records of the infrastructure and physical facilities Maintenance, Material inwards, Records of Printers cartridge refillings, Fire extinguishers refilling and other housekeeping records
- 5.5) Library footfalls and library facilities utilization records
- 5.6) Office records of General Register, Accounts Book, Financial Audit reports, Staff service Books, Individual staff files, Records of University and Joint director office communications
- 5.7) Departmental Meeting Musters, Dead stock registers, consumables and Non consumables and dead stock registers

Resolution :

IQAC coordinator Dr. Y.S. Shelar informed the need of visit to check and verify the documents and records at different work places. IQAC Chairperson accepted and the physical visit for checking and verification of the records started from Principal cabin documents inwards muster



Documents and records at all places mentioned in this agenda item No. 05 were completed and oral instructions and suggestions given to keep all records updated and authenticated timely.

Item No. 06 :

To take review of exam department work, up-gradations, university online assessment and examinations in progress

Resolution :

IQAC chairperson and I/c Principal Dr. H.M. Bachhav took the overview of Exam work. All examinations were found properly scheduled and planned. All university online assessments were found done regularly as informed and updated by university. Exam chairperson and IQAC member Dr. Jyothi mallia informed all university online assessment activities are handled by Coordinator for online assessment Dr. Pravin Hudge, regular updations are made as informed for up gradations in University Adopted Online Assessment Software Track-Max and every teacher from the college have contributed in the paper assessment of more than 1.5 times of the total students strength of respective classes as informed by the university of Mumbai.

Item No. 07 :

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 6.30 pm after permission of chair.


17/10/2019
IQAC Coordinator

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




IQAC Chairperson

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

Annexure I

CODE OF CONDUCT FOR STAFF

Code of conduct for Non-teaching faculty

1. All non-teaching faculty should display their identity cards continuously when in college campus.
2. All non-teaching faculties should follow the rules laid down by University of Mumbai.
3. To perform duties allotted by Principal / HOD.

Code of Ethics for Faculties:

1. Continual display of Identity cards is mandatory in college campus.
2. Faculty should be present 10 minutes before the commencement of the daily lectures/practical according to the time table and complete all the allotted work load in the stipulated time.
3. Faculty should apply responsible ethical practices in teaching.
4. Faculties should undertake continuous teaching and research improvement activities.
5. No physical punishment should be given to the students.
6. Misbehaving students should be reported to discipline committee/HOD/Principal.
7. Parents should be called upon in the college only on recommendation of discipline committee/HOD/Principal.
8. Regular student attendance should be maintained.
9. Faculties should follow the leave rules laid down by the University of Mumbai and UGC.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. HOD should plan, conduct, pursue and monitor all curricular/non-curricular activities in departments as per the University of Mumbai norms.
2. To frame time table and distribution of work load for proper implementation of the desired teaching outcomes.
3. To monitor and ensure classes are held according to the time-table.
4. Guide and help staff members for better knowledge dissemination.
5. To monitor and ensure overall development of slow and fast learners.
6. To conduct periodic meetings of faculty to plan and review department activities



7. To arrange guest lecture, industrial visits, webinar to encourage students for gaining practical knowledge.
8. Consider students grievances and try to resolve them through ethical academic practices.
9. To monitor department/laboratory maintenance.

CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should ascertain the smooth and efficient functioning of the institute for the overall development of the students.
2. The Principal should monitor and ensure proper discipline in college campus with ethical disciplinary actions.
3. Form, coordinate and monitor various college level committees.
4. Encourage staff members for continuous knowledge upgradation via various activities like research work, workshops, seminars, authorships..
5. The Principal should ensure the application of Code of Conduct by college staff.
6. The Principal should ensure the implementation of the directives given by college management.
7. The Principal should plan, review and implement the short and long term plan of action for the progress of students and institute.
8. The Principal should forward unbiased confidential report of all staff members to the Management.

For detailed regulation of University of Mumbai visit: <https://mu.ac.in/ordinances-regulations>



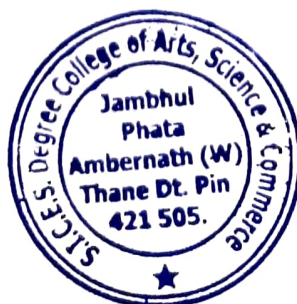
ANNEXURE II

Code of Conduct for Students

Students of the South Indian Children Education Society's degree college of Arts, Science, and Commerce, Ambarnath should note that the college has following committees for the overall development of the students. Students should always refer to notices issued by various committees and departments. The student are encouraged to participate the activities of the following committees and also abide the rules laid down by the college and respective committees. Students should obey the rules paved by University of Mumbai & UGC.

STATUTORY COMMITTIES OF THE COLLEGE

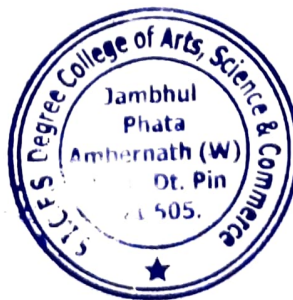
- 1) NAAC Committee
- 2) Examination Committee
- 3) SC/ST committee
- 4) Minority Cell
- 5) Unfair means Committee
- 6) NSS Committee
- 7) Student's Council
- 8) Anti-Ragging Committee
- 9) Grievance Redressal Committee
- 10) Academic monitoring Committee
- 11) Women Development Cell / Women Empowerment Cell
- 12) Career Counseling Cell
- 13) Parent Teachers Association
- 14) Purchase Committee
- 15) Library Committee
- 16) Staff Academic Committee
- 17) Sports Committee
- 18) Gymkhana Committee
- 19) Cultural Committee
- 20) Canteen Committee
- 21) Student Counseling Committee
- 22) Discipline Committee



CODE OF CONDUCT

1. Student should always carry their valid **College Identity Card** prominently displayed whenever in the college or representing the college in any other place. Students without I-card will not be allowed to enter the college premises. Identity card must be produced whenever demanded by any of the college staff.
2. During class hours, students should not roam around in the college premises or make noise. Silence should be maintained in classrooms, library, laboratories and corridors.
3. Though there is no dress code, all students are expected to observe decorum with regard to clothing and behavior.
4. While representing college, student's behavior must not be detrimental to the image of the college.
5. Students shall not bring outsiders to the college; no person should be invited to address a meeting in college premises.
6. Students shall not collect any fund from other students without the written permission of the Principal.
7. Students shall not organize picnic, excursion, trips etc. without the prior written permission of the Principal.
8. Students should not write on walls, benches and should help in maintaining the college premises neat and clean.
9. **Use of mobile phones, tobacco and paan is strictly prohibited in the college premises.**
10. Use of plastic should be avoided.
11. ***Any violation will be treated as Misconduct.***

The powers relating to the disciplinary action in the college will rest with the Principal and his/her decision in this respect shall be final. Anyone who violates the code of conduct will be strictly dealt with.



Are you being ragged...?????

Immediately call

UGC

Anti-Ragging Helpline at 1800-180-5522

(24 x 7 toll free) or

Send an E-mail to helpline@antiragging.in.

Visit UGC Website www.ugc.ac.in&

www.antiragging.in to see anti-ragging regulations.



ANTI-RAGGING CELL: Rules & Regulations

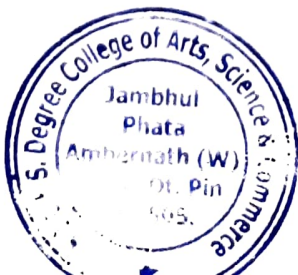
SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

PREAMBLE: In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;



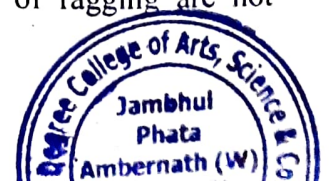
h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - a) Suspension from attending classes and academic privileges.
 - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - c) Debarring from appearing in any test/ examination or other evaluation process.
 - d) Withholding results.
 - e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - f) Suspension/ expulsion from the hostel.
 - g) Cancellation of admission.
 - h) Rustication from the institution for period ranging from one to four semesters.
 - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



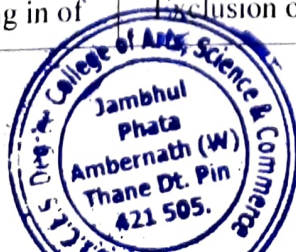
- An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor. (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.



**BROAD CATEGORIES OF UNFAIR MEANS & PENALTY THEREOF DURING
EXAMINATION:**

The students should refrain from adopting unfair means during College/ University Examinations, as it leads to debarring culprit student from 1 to 5 additional examinations if they adopt any unfair means. Broad Categories of Unfair Means Resorted to by Students at the University/ College / Institution Examinations and the Quantum of Punishment for each Category thereof:

Sr. No.	Nature of Malpractice	Quantum of Punishment
1.	Possession of copying material	Annulment of the performance of the student at the University / College / Institution examination in full. *(Note:- This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed there at.
2.	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination
3.	Possession of another student's answer-book	Exclusion of the student from University or Institution examination for one Additional examination.(BOTH THE STUDENTS)
4.	Possession of another student's answer-book +actual evidence of copying there from	Exclusion of the student from University or College or Institution examination for two Additional examinations(BOTH THE STUDENTS.)
5.	Mutual/Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations
6.	(i) Smuggling – out or smuggling in of	Exclusion of the student from University or



	<p>answer book as copying material.</p> <p>(ii) Smuggling – in of written answer-book based on the question paper set at the examination.</p> <p>(iii) Smuggling – in of written answer – book and forging signature of the Jr. Supervisor thereon.</p>	<p>College or Institution exam for two additional Examination. Exclusion of the student from University or College or Institution Examination for three additional examinations.</p> <p>Exclusion the student from University or College or Institution examination for four additional Examination</p>
7.	Attempt to forge the signature of Jr. Supervisor on the answer book or the supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.
8.	Interfering with or counterfeiting of University /College / Institution seal, or Answer books or office stationery used in the examinations	Exclusion of the student from University or College or Institution examination for four additional examinations
9.	Answer book, main or supplement written outside the examination hall or any other insertion in answer book	Exclusion of the student from University or College or Institution examination for Four additional examinations
10.	Insertion of currency notes/to bribe or attempting to bribe any of the person/ connected with the conduct of examination	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note:- This money shall be credited to the Vice – Chancellor’s Fund)
11.	Using obscene language / violence threat at the examination centre by a student at the University / College / Institution examination to Jr. / Sr. Supervisors / Chief Conductor or examiners.	Exclusion of the student from University or College or Institution examination for Five additional examinations. (both the students if impersonator is University or College or Institution student).
12.	<p>(a) Impersonation at the University / College /Institution examination.</p> <p>(b) Impersonation at the University /</p>	Exclusion of the impersonator from University or College or Institution examination for five Additional

