

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 : 14/02/2019

5th IQAC Meeting (Academic Year 2019-20)

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

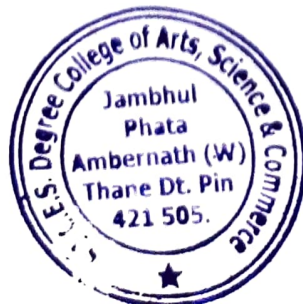
Sub.:- 5th Meeting of Internal Quality Assurance Cell of Academic year 2019-20

This is to inform to all IQAC Committee that the 5th Meeting of Internal Quality Assurance Cell for the Academic year 2019-20 will be held on Monday, 25th Feb. 2020 at 3.00 p.m. in Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath.

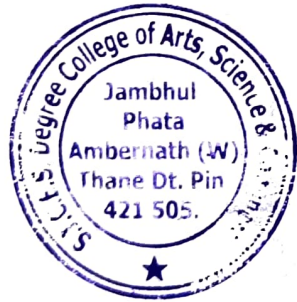
You are requested to make it convenient to attend the meeting.

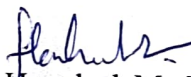
Agenda of the Meeting

1. To read the minutes of 4th IQAC meeting held on 11th Dec. 2019
2. To confirm the completion of minutes of 4th IQAC meeting held on 11th Dec. 2019 and prepare the action taken report on these minutes
3. Discussion on precautions in college premises for newly raised COVID-19 infectious disease
4. Discussion on Audits to be conducted in academic year 2020-21
5. Report reading of internal canteen audit held on 23. Jan 2020 against suggestions in the external Audit of Thane District Food inspector Mrs. A.J. Veerkayde
6. Discussion on SSR data compilation
7. Discussion on academic year 2020-21 Arrangement of terms as per university allotted dates



8. Discussion on measures to increase students admissions for upcoming year 2020-21
9. Review of Add on courses conducted in year 2019-20 and suggestions for improvements
10. Review of Academic calendar followed for year 2019-20 and suggestions for improvements
11. Review of NSS and DLLE activities conducted for academic year 2019-20 and suggestions for improvements
12. Review of Teaching learning activities of year 2019-20 and suggestions for improvements
13. Discussion on preparations of office for External financial audit to be conducted by Chartered accountant firm V. G. Kale and Co. Thane
14. Any other matter after permission of Chair




Dr. Marshal M. Bachhav
(I/c principal & IQAC Chairperson)
I/c Principal
S.I.C.E.S. Degree College of Arts, Science & Commerce
Ambernath - 421 505.

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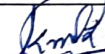
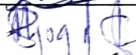

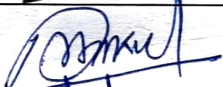

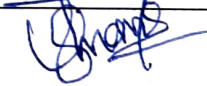

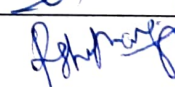





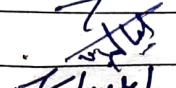
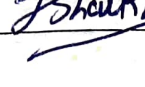
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Date : 14/02/2019

Acknowledge of fifth IQAC meeting of Academic Year 2019-20

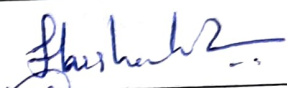

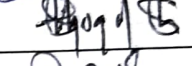
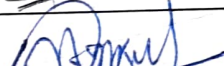
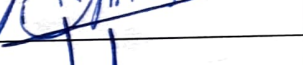




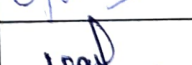



- 1) Day & Date of meeting : Monday, 25th Feb. 20 20
- 2) Time : 3.00 pm
- 3) Venue : Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce Ambarnath -Thane

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 (TYBMS)	Student Representative	

Minutes of Meeting

The fifth meeting of the Internal Quality Assurance Cell for the Academic year 2019-20 was held on wednesday, 25th Feb. 2020 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	
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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 5th Meeting of Internal Quality Assurance Cell for the 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 4th Meeting of Internal Quality Assurance Cell held on 11th Dec. 2019

Resolution :

The minutes of 4th IQAC meeting held on 11th Dec. 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 last 4th IQAC meeting.

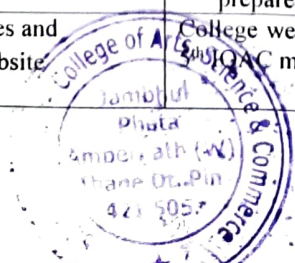
Item No. 02 :

To confirm the completion of minutes of 4th IQAC meeting held on 11th Dec. 2019 and to prepare the action taken report on the minutes of this meeting

Resolution :

The minutes of last meeting the 4th IQAC meeting held on 11th Dec. 2019 were confirmed in the meeting and Action taken report prepared

Agenda Item No.	Agenda & Minutes of 4 th IQAC meeting held on 11 th Dec. 2019	Actions Taken
1.	To read the minutes of 4 th IQAC meeting held on 11 th Dec. 2019	Completed
2.	To confirm the completion of minutes of 4 th IQAC meeting and action taken report	Minutes of 4 th IQAC meeting held on 11 th Dec. 2019 were confirmed and Action taken report was prepared
3.	To discuss on science laboratories enrichment and up gradations	- The requirements for science laboratories enrichment and up gradations were forwarded for sanction and sanctioned on 23/01/2020 by the CDC Chairperson and S.I.C.E. Society Vice President Shri T. Gopalan Sir.
4.	Discussion to increase participative learning and experiential learning activities	Students of self-financed courses were given the projects in groups and study tours and excursions were completed satisfactorily by self-financed departments, commerce, chemistry and physics departments for academic year 2019-20
5.	Follow up of requirements sanctioned on 17/07/2019, 25/07/2019 and 09/08/2019	- Amongst sanctioned requirements the completed requirements are General requirements, Add on courses completed, College website started, library requirements fulfilled, Alumni association formed and registration in progress, DLLE started, Staff welfare measures like staff uniform, advance salary and other are taken in practice, - Requirements whose quotations are in process are Botanical Garden built up, Boards and wall display Boards and e-governance software installation
6.	Discussion on Application for NAAC Accreditation	- For Application to NAAC at the end of year 2020-21 Criterion wise QIF inputs of various key indicators and metrics meetings are regularly held with discussions on Metrics answer inputs and proofs and supporting documents collection - All work and records confirmation checklists were prepared by IQAC coordinator
7.	College website overview, changes and updations in newly developed website	College website was opened in last meeting and also in this meeting and found updated and progressive



8.	To review the AMC works help and support provided to the college work system from AMC's of i) Lift ii) Generator iii) Computer+Printers.	AMC works of all vendors was found satisfactory and reported to S.I.C.E. Society Management and the CDC for their continuation
9.	To review the help and support provided to college by physical and academic supporting agencies like on call supports of different agencies	Maintenance and supports provided by the on call support agencies was found satisfactory
10.	Discussion on internal Academic audit of all departments	As discussed the internal academic audit was scheduled and is started and is progressive in this last week of February 2020
11.	Discussion on Sem I,III and V results	Results if semester I,III, V were found satisfactory and changes and additional measures suggested in last meeting
12.	Any other matter with the permission of the chair	No other matter was discussed

Item No. 03 :

Discussion on precautions in college premises for newly raised COVID-19 infectious disease

Resolution :

Amidst of the newly raised COVID-19 and its news running currently it was decided that all college staff must wear face mask and keep physical distancing and start use of sanitizer regularly whenever touches anything in the college.

Item No. 04 :

Discussion on Audits to be conducted in academic year 2020-21

Resolution :

The sanction dated 09/08/2019 was brought into notice to all by the IQAC coordinator the list of audits sanctioned by the CDC chairperson and S.I.C.E. Society Vice President Shri T. Gopalan Sir. The Five audits were discussed to be conducted in academic year 2020-21. The external academic audit, External financial audit, external administrative audit, energy-green and environmental audit, canteen audit.

Item No. 05 :

Report reading of internal canteen audit held on 23rd Jan 2020 against suggestions in the external Audit of Thane District Food inspector Mrs. A.J. Veerkayde

Resolution :

The Report of internal canteen audit was read by IQAC coordinator and found majority of points recommended by Thane district food inspector Mrs. A.J. Veerkayde are completed. The number of food items were to be increased from next academic year

Item No. 06 :

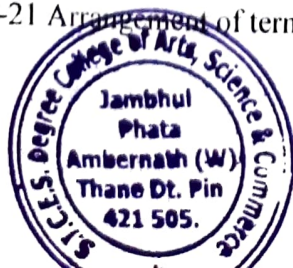
Discussion on SSR data compilation

Resolution :

The Criterion key indicator and metrics inputs meetings are regularly conducted and the status discussed which concluded the SSR compilation can be started after December 2020. Accordingly College profile, extended profile, criterion summary, SWOC, executive summary all this details will be completed till December 2020 in next academic year.

Item No. 07 :

Discussion on academic year 2020-21 Arrangement of terms as per university allotted dates



Resolution :

It was resolved to follow the university arrangement of terms for academic year 2020-21 and plan the college academic calendar accordingly. Recently only term I schedule is given by the University of Mumbai

- Term I – 07/08/2020 to 11/11/2020 (Diwali vacation 12/11/2020 to 18/11/2020)

Item No. 08 :

Discussion on measures to increase students admissions for upcoming year 2020-21

Resolution :

It was Resolved to display hoardings in visible locations in Ambernath city and nearby main places, to inform HSC passed students on the day of HSC results by information handbills distribution taking external help, telephonic contact to passed students, advertisement through wall display informations, science exhibition conduction for HSC students to make them visit college campus, display of results on banner at college gate entrance and college campus. Placement information display in main places in ambernath city and college campus.

Item No. 09 :

Review of Add on courses conducted in year 2019-20 and suggestions for improvements

Resolution :

Two add on courses at commerce and chemistry departments were run successfully and the records of the courses were checked in the meeting found satisfactory. Suggestions given to increase the number of students enrolled in the courses and increase the number of departments running the add on courses

Item No. 10 :

Review of Academic calendar followed for year 2019-20 and suggestions for improvements

Resolution :

The I/c Principal and chairperson IQAC took the overview of activities conducted as per academic calendar which were explained y APMC committee chairperson and found the activities conducted as per academic calendar. Variations in dates of examinations was discussed to be avoided from next academic year.

Item No. 11:

Review of NSS and DLLE activities conducted for academic year 2019-20 and suggestions for improvements

Resolution :

- NSS committee report was read in the meeting with 39 activities conducted by NSS unit and one 07 days residential special camp conducted from 29th Jan. 2020 to 05th Feb 2020. DLLE report informs total 13 activities conducted
- It was suggested in the meeting to increase the extension activities for adopted village. DLLE committee was suggested to increase the number of students participation and also number of activities conducted to be increased

Item No. 12:

Review of Teaching learning activities of year 2019-20 and suggestions for improvements

Resolution :

- The details of teaching and learning activities conducted in academic year 2019-20 was given by APMC committee chairperson and IQAC member Dr. Alpa Patel. The ICT based teaching learning was enhanced with maximum use of Portable KYAN projector, use of Google classroom, PowerPoint presentation by students, Group Projects conducted by self financed courses students, Industrial visits and study tours conducted and other details discussed.
- Suggested in the meeting to increase the students assessment methods, have more experiential learnings for students, to have Placement oriented activities and interview facing activities for students.

Item No. 13:

Discussion on preparations of office for External financial audit to be conducted by Chartered accountant firm V. G. Kale and Co. Thane in March 2020.

Resolution :

The Office junior clerk Mr. Rajeev Menon explained the preparation of office for the external financial audit. The details provided by junior clerk clarified the office is ready for the financial audit for academic year 2019-20

Item No. 14:

Any other matter after permission of the chair

Resolution :

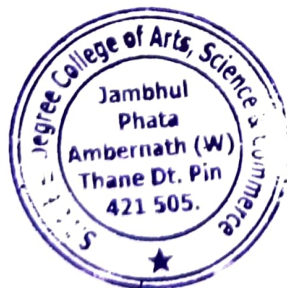
No any matter was kept for discussion by any IQAC committee member

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.

 25/02/2019
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
Ambernath - 421 505.