

**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](mailto:sicesdegreecollege@gmail.com)  
Contact : 0251-2685264

University Code : 961  
JDHE Code : T-44

Date : 09/09/2020

**1<sup>st</sup> IQAC Meeting** (Academic Year 2020-21)

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

Sub.:- 1<sup>st</sup> Meeting of Internal Quality Assurance Cell of Academic year 2020-21

This is to inform to all IQAC Members that the 1<sup>st</sup> Meeting of Internal Quality Assurance Cell for the Academic year 2020-21 will be held on Wednesday, 16<sup>th</sup> Sept. 2020 at 02.30 p.m. in Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath.

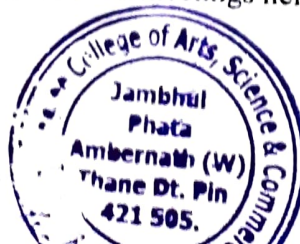
You are requested to make it convenient to attend the meeting.

**NOTE :**

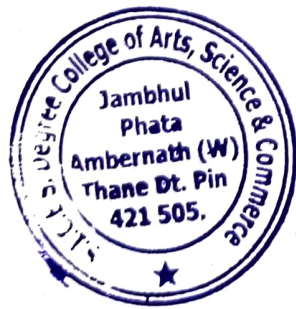
- 1) All IQAC committee members remaining present for the 1<sup>st</sup> IQAC meeting of year 2020-21 must strictly follow all COVID-19 precautions of maintaining safe physical distancing, Use of Face masks and regular sanitization/washing of hands with soap and water.
- 2) Any IQAC committee member with fever, cough, body ache any other or allied recommended symptoms of COVID-19 infection must pre-inform and remain absent for this meeting
- 3) Number of staff permitted in college on the day of 1<sup>st</sup> IQAC meeting will be adhering to and as recommended by University of Mumbai and Government of Maharashtra guidelines.

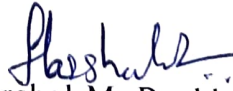
**Agenda of the Meeting**

1. To read the minutes of last IQAC meeting the 5<sup>th</sup> IQAC meeting of Past Academic year 2019-20 held on 25<sup>th</sup> February 2020
2. To confirm the completion of minutes of 5<sup>th</sup> IQAC meeting of Past Academic year 2019-20 held on 25<sup>th</sup> February 2020 and prepare the action taken report on these minutes
3. Overview of NAAC work and NAAC meetings held in Lockdown



4. Discussion on Checklists of seven criteria, Departments, Sports Gymkhana, Library and office
5. Discussion on date of application for NAAC Accreditation
6. Discussion on syllabus, syllabus completion, designing curriculum based on syllabus.  
University of Mumbai allotted Arrangement of Terms for Academic Year 2020-21
7. Discussion on college committees for year 2020-21 and the committee members
8. To discuss and finalize the academic calendar prepared by Academic planning and monitoring committee
9. Review of feedbacks of academic year 2019-20
10. Discussion on COVID-19 precautions followed in college
11. Discussion in progress of admissions and measures undertaken for admissions completed and ongoing admissions
12. Discussion on college website
13. Overview of different works like Alumni registration, Wall display Boards, Botanical Garden set up, Compost pit built up, Mosquito controller Guppy fish cultivation in open tank
14. Discussion on Library facility access and utilization by students
15. Any other matter with the 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  
Ambernath - 421 505.

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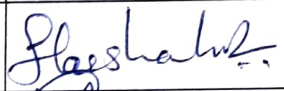
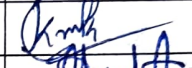
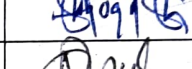

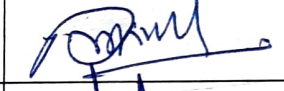
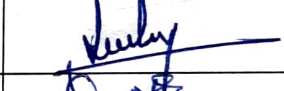

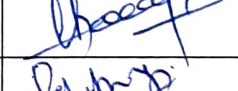


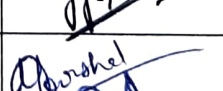



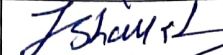


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**Acknowledge of first IQAC meeting of Academic Year 2020-21**

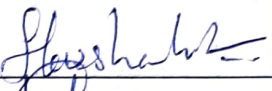

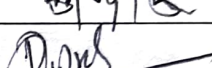
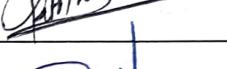
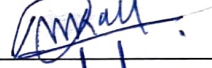



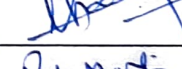
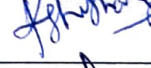

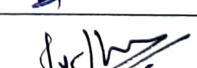
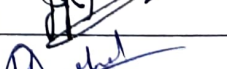



- 1) Day & Date of meeting : Wednesday, 16<sup>th</sup> Sept. 2020
- 2) Time : 2.30 pm
- 3) Venue : Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce Ambarnath -Thane

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 first meeting of the Internal Quality Assurance Cell for the Academic year 2020-21 was held on Wednesday, 16<sup>th</sup> Sept. 2020 at 2.30 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	
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15.	Dr. Sangharsh Gajbe	Librarian	
16.	Mr. Vijayraj Alzande	Office Senior Clerk	
17.	Mr. Jamiluddin Shaikh	Student Representative	Ab sent

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

**Item No. 01 :**

To read the minutes of last IQAC meeting the 5<sup>th</sup> IQAC meeting of Past Academic year 2019-20 held on 25<sup>th</sup> February 2020

**Resolution :**

The minutes of 5<sup>th</sup> IQAC meeting of Past Academic year 2019-20 held on 25<sup>th</sup> February 2020 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 5<sup>th</sup> IQAC meeting.

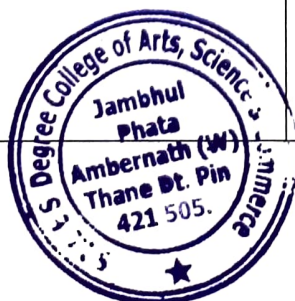
**Item No. 02 :**

To confirm the completion of minutes of 5<sup>th</sup> IQAC meeting of Past Academic year 2019-20 held on 25<sup>th</sup> February 2020 and prepare the action taken report on these minutes

**Resolution :**

The minutes of last meeting the 5<sup>th</sup> IQAC meeting of Past Academic year 2019-20 held on 25<sup>th</sup> February 2020 were confirmed in the meeting and Action taken report prepared

Agenda Item No.	Minutes of 1 <sup>st</sup> IQAC meeting	Actions Taken
1.	To read the minutes of 4 <sup>th</sup> IQAC meeting held on 11 <sup>th</sup> Dec. 2019	The minutes of last IQAC meeting were read by IQAC coordinator Dr. Y.S. Shelar and kept for confirmation
2.	Action taken on minutes of 4 <sup>th</sup> IQAC meeting held on 11 <sup>th</sup> Dec. 2019	All the minutes of 4 <sup>th</sup> IQAC meeting held on 11 <sup>th</sup> Dec. 2019 were confirmed and action taken report was prepared
3.	Amidst of the newly raised COVID-19 precautions to be taken in college premises and at work place were discussed	Decided precautionary measures to avoid COVID-19 infections are followed regularly in college by every staff entering college premises
4.	Discussed to conduct 05 audits in academic year 2020-21 (external academic audit, external financial audit, external administrative audit, energy-green and environmental audit, canteen audit)	<ul style="list-style-type: none"> <li>- All 05 audits work is in progress and concerned experts are communicated for the audits. All audits will be conducted till December 2020.</li> <li>- Considering canteen inspections done by district food inspector and its follow up, internal audit conducted on 23/01/2020 and the condition of lockdown and no students visiting to college canteen external audit to be conducted after the canteen restarts working after lockdown</li> </ul>
5.	Report reading of internal canteen audit	Report of internal canteen audit was read in last meeting with point of increase in food items in canteen to be implemented after canteen restarts after lockdown
6.	SSS compilation was discussed to be done till December 2020	<ul style="list-style-type: none"> <li>- Amidst the suddenly raised COVID-19 Pandemic he documents collection, scanning, SSR qualitative answers preparation was hampered and as decided to apply for NAAC accreditation was in prediction to go till end of academic year 2020-21.</li> <li>- Some data was ready in Prefinal stage like College profile, extended profile, SWOC and executive summary</li> <li>- Criterion summary to be prepared after completing</li> </ul>



		criteria documentation
7.	Decided to follow the university arrangement of terms for academic year 2020-21 and plan the college academic calendar accordingly	<ul style="list-style-type: none"> <li>- University allotted terms are followed</li> <li>- Academic calendar is discussed in this today's 1<sup>st</sup> IQAC meeting of year 2020-21 for its implementation</li> </ul>
8.	To increase admissions was discussed 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.	<ul style="list-style-type: none"> <li>- College information hoardings were displayed in selected locations in Ambernath city in August 2020 first week</li> <li>- Handbills distribution was cancelled due to COVID-19 Pandemic</li> <li>- Telephonic communications were made to HSC passes students from office</li> <li>- Wall display information was cancelled due to COVID-19 Pandemic</li> <li>- College results were displayed at college Gate as few students were visiting college for admissions</li> </ul> <p style="text-align: center;">ADDITIONAL WORK to increase Admissions</p> <ol style="list-style-type: none"> <li>1) College admissions details and helpline numbers display started on college website before college home page opens</li> <li>2) Helpline staff helped and guided students for university online form filling</li> <li>3) Students who failed to fill online university form were helped by filling their form by college staff</li> <li>4) Admission fees payments was shifted from offline to online fees payment through college website portal</li> <li>5) 03 installments were given for admission fees payments to every student considering COVID-19 Pandemic situation</li> <li>6) 10 to 15 % fees concession was given to all in-house students from S.I.C.E. Society's Junior college students</li> </ol>
9.	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	<ul style="list-style-type: none"> <li>- Separate discussion and resolution needed regarding add on courses in COVID-19 Pandemic situation</li> </ul>
10.	The I/c Principal and chairperson IQAC took the overview of activities conducted as per academic calendar	Activities of academic calendar followed for year 2019-20 checked in last meeting
11.	Review of NSS and DLLE activities conducted for academic year 2019-20	NSS and DLLE activities conducted for year 2019-20 were reviewed and the report was read. It was suggested to increase activities at adopted village and increase activities of DLLE for upcoming academic year 2020-21
12.	Review of Teaching learning activities of year 2019-20 was taken in 5 <sup>th</sup> IQAC meeting of year 2019-20	Teaching learning activities were reviewed in last meeting the 5 <sup>th</sup> IQAC meeting of year 2019-20
13.	Documentation and Preparations of office for External financial audit was discussed	<ul style="list-style-type: none"> <li>- Preparation of office for external financial audit for year 2019-20 was found to be good</li> </ul>
14.	Any other matter with the permission of the chair	No other matter was discussed

### Item No. 03 :

Overview of NAAC work and NAAC meetings held in Lockdown

### Resolution :



IQAC coordinator informed the details of NAAC work in Lockdown period – Criterion checklists were sent to all criterion representatives on 01.06.2020. The checklists to all committees, Departments, Office, Library, Sports and Gymkhana were sent on 25<sup>th</sup> July 2020. All concerned staff worked in lockdown on the checklists completion and soft copies documents confirmation as per checklists. NAAC work continued immediately after Lockdown started and the NAAC work related meetings were held on for SSR work on 16.04.2020, 22.04.2020, 01.06.2020, 30.07.2020, 13.08.2020, 14.08.2020.

**Item No. 04 :**

Discussion on Checklists of seven criterions, Departments, Sports Gymkhana, Library and office

**Resolution :**

Seven criterion checklists based on metrics inputs were discussed and confirmed about 70 % work of checklists was completed for all 07 criterions and pending 30 % documentation will be completed within a month. It was resolved to get all documents cross checked against checklists with schedule as :

- 22/10/2020 to 26/10/2020 seven criterion documents checking and confirmation against checklist
- 27/10/2020 Office documents checking and confirmation against checklist
- 28/10/2020 and sports : library documents checking and confirmation against checklist
- 29/10/2020 TO 04/11/2020 All departments documents checking and confirmation against checklist

In charge Principal Dr. H. M. Bachhav informed we will take official permission from the CDC chairperson and Vice President S.I.C.E. Society Shri T. Gopalan Sir to permit the staff to visit college in Lockdown adhering to Government and University Guidelines.

**Item No. 05 :**

Discussion on date of application for NAAC Accreditation

**Resolution :**

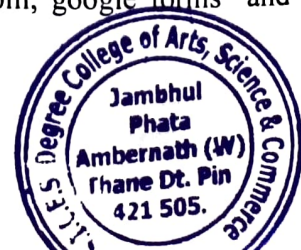
It was resolved in presence of Chairperson IQAC, IQAC coordinator, all seven criterion representatives and the IQAC committee to get all SSR related documentation, IIQA related documentation, College profile, extended profile, criterion summary, SWOC and all necessary documentation work and website updation till April 2021 and send the application for NAAC accreditation in the form of IIQA in May 2021 before the academic year 2020-21 ends.

**Item No. 06 :**

Discussion on syllabus, syllabus completion, designing curriculum based on syllabus. University of Mumbai allotted Arrangement of Terms for Academic Year 2020-21.

**Resolution :**

- Planning and Monitoring committee chairperson Dr. Alpa Patel informed there are no changes in syllabus for any classes and due to COVID-19 pandemic situation the syllabus of year 2019-20 was continued for year 2020-21.
- The time lines for syllabus completion were discussed as per academic calendar and decided to continue the online teaching-learning, evaluation and assessment using google meet, zoom meet, webex meet, conference call, google classroom, google forms and other university recommended online modes of teaching learning.



- Examination chairperson gave feedback of third year exam assisting software provided by external agency named "Future Tech Partner" with no issues and no difficulties faced using the software and recommended it can be continued. It was discussed and resolved to continue it for year 2020-21 for third year exams by online mode.
- It was Discussed there are no specific guidelines from university regarding conduction of Practical in pandemic situation the lockdown the possibility that students will be in college laboratories is unpredictable, considering this it was resolved to take practical's by online mode with online practical display and online practicals explanation, practical videos with explanation by teachers, powerpoint presentation on practicals.
- Theory lectures are going on in online mode the attendance follow up and review was taken by IQAC chairperson. APMC chairperson Dr. Alpa Patel reported Online lecture attendance are taken by staff based on the mode used for teaching for google meet the google attendance extension is used by staff. Attendance is also recoded in ZOOM meet and other online meeting modes used for lectures conduction. APMC chairperson informed based on review and feedback from all HOD and IOD the attendance in online mode is good.
- It was discussed and resolved to complete syllabus 10 days prior to examinations scheduled
- It was resolved to take unitwise tests and practice sessions of students using Google Forms, google classrooms and other online modes of assessments.
- It was resolved all departments must prepare departmental calendar and frame the curriculum based on university syllabus.
- It was resolved considering COVID-19 Pandemic the on field visits and physical visits of study tours-excursions will not be conducted.
- The prescribed university syllabus for all classes and the curriculum related activities were thus approved in this meeting for implementation.

Till date only term I schedule is given by University of Mumbai which is followed

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

**Item No. 07 :**

Discussion on college committees for year 2020-21 and the committee members

**Resolution :**

Total 32 college committees were discussed and approved for academic year 2020-21

**Item No. 08 :**

To discuss and finalize the academic calendar prepared by Academic planning and monitoring committee

**Resolution :**

Academic calendar for academic year 2020-21 was kept for discussion by APMC chairperson which was unanimously approved in the meeting

**Item No. 09 :**





Review of feedbacks of academic year 2019-20

**Resolution :**

Teachers feedback and Action taken by the head of departments were read in summarized form and was found the feedback of all teachers are satisfactory. Few suggestion are given by students to have more self-defense training sessions for girls students, to have improvements in canteen facility, to have more general knowledge providing and career knowledge enriching activities

**Item No. 10:**

Discussion on COVID-19 precautions followed in college

**Resolution :**

- i. COVID-19 Precautionary measures were discussed
- ii. COVID-19 protective precautions were followed by all staff before 1<sup>st</sup> lockdown and were implemented after discussion in last IQAC meeting the 5<sup>th</sup> IQAC meeting of year 2019-20
- iii. College guidelines for COVID-19 precautions were approved by I/c Principal on 18/09/2020.
- iv. Temperature monitoring of every individual entering college is noted on the College gate
- v. Foot operated sanitizers are placed on each floor, library, examination room and if refilled regularly
- vi. Every individual entering college are made compulsory to wear face mask
- vii. Safe physical distance is maintained by every staff
- viii. Office staff are called alternately to college with 50% staff for work in college and other work from home
- ix. Teaching staff and criterion representatives are informed to visit college only when it is mandatory for work with and by respective staff

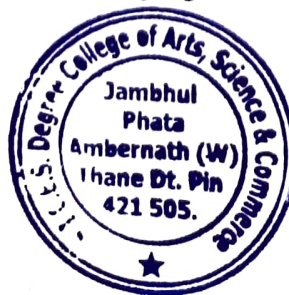
**Item No. 11 :**

Discussion on progress of admissions and measures undertaken for admissions completed and ongoing admissions

**Resolution :**

- Admission committee chairperson and IQAC member Dr. Vilas Patil reported till date number of admissions are above 800. Admissions of SY and TY classes are completed and of First year admissions are in progress as were started late due to COVID-19 Pandemic.
- In this COVID-19 pandemic all admissions and form filling were carried out by online mode. Fees payments are started online through fees payment portal on college website. Few students with difficulty of bank accounts and without UPI id visit college and paid fees offline which are updated in online records by office staff.
- 10 to 15% fees concessions are given to in-house students from SICES Junior college run by parental organization the S.I.C.E. Society
- 03 installments are given to students in online mode considering COVID-19 pandemic situation
- Admissions of first year classes are still in progress and University online admission portal is open

**Item No. 12:**



Discussion on college website

**Resolution :**

- College website was opened in the meeting and found website is regularly updated and mandatory requirements are uploaded on website.
- IQAC coordinator informed college website is in progressive stage and still some pages look under construction and must be visible with data displayed
- IT department staff Mrs. Neha patil was allotted the responsibility to handle the communications between website operator and college

**Item No. 13 :**

To check the progress of the work of Alumni registration and Wall display Boards. To discuss on Botanical Garden set up, Compost pit built up, Mosquito controller Guppy fish cultivation in open tank & rain water soaking pit

**Resolution :**

- IQAC coordinator informed the alumni registration information in collected by Mr. Jeevan Rothe Sir and necessary documentation is in progress. IQAC chairperson informed to boost the work of alumni registration and complete it on priority
- List of Wall display boards were kept for discussion and the display boards with list was approved for printing
- The Botanical Garden set up, Compost pit built up, Mosquito controller Guppy fish cultivation in open tank works were initiated by some staff members of college and they have shown willingness to construct these all from their physical efforts donated to built up these. The staff showing willingness have informed in the lockdown period of COVID-19 there is need of some physical exercise as all these works are possible to be done by staff with their laborious efforts inputs they wish to complete these works willingly by their own. The same was approved and permitted to be done by respective staff.

**Item No. 14:**

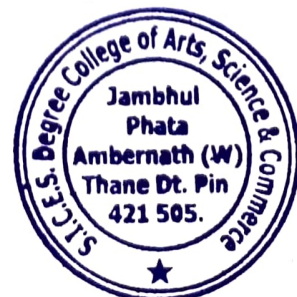
Discussion on Library facility access and utilization by students

**Resolution :**

- It was resolved to provide the library access to students through following services
  - i) To provide the issue-returns through library taking all necessary covid-19 precautions
  - ii) Students will use the college library website as a resource for academic and other information
  - iii) E-resources and necessary links are available on college website for students
  - iv) N-List (INFLIBNET) is sanctioned and its procurement is in last stage which is expected to be available to students access in this lockdown period in next month
  - v) Computer and Internet facility at library will be made available in COVID-19 Pandemic with precaution of COVID-19 to be followed strictly

**Item No. 15 :**

Any other matter after permission of the chair



**Resolution :**

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

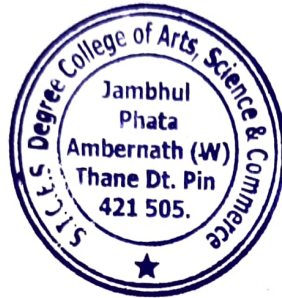
IQAC Chairperson informed to close the meeting and the meeting was accomplished after the vote of thank to the chair and the IQAC members address by IQAC Coordinator. Meeting stopped at 6.00 pm after permission of chair.

*[Signature]* 16/09/2020

IQAC Coordinator

**IQAC COORDINATOR**

SICES DEGREE COLLEGE OF ARTS, SCIENCE & COMMERCE  
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