

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 : 19/02/2021

4th 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.:- 4th Meeting of Internal Quality Assurance Cell of Academic year 2020-21

This is to inform to all IQAC Members that the 4th Meeting of Internal Quality Assurance Cell for the Academic year 2019-20 will be held on Friday, 26th Feb. 2021 at 3.00 pm in Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath.

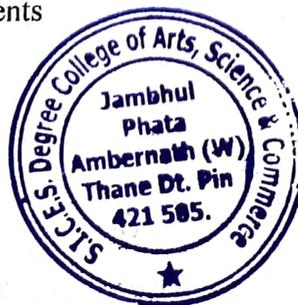
You are requested to make it convenient to attend the meeting.

NOTE :

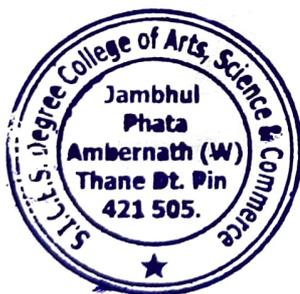
- 1) All IQAC committee members remaining present for the 4th IQAC meeting of year 2020-21 must strictly follow all COVID-19 precautions of maintaining safe physical distancing, Use of Face masks and regular sanitization/washing of hands with soap and water.
- 2) Any IQAC committee member with fever, 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 4th 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 3rd IQAC meeting held on 10th Dec. 2020
2. To confirm the completion of minutes of 3rd IQAC meeting held on 10th Dec. 2020 and prepare the action taken report on these minutes
3. To discuss and approve SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions
4. Review of Online Teaching Learning activities & Academic calendar followed for year 2020-21 and suggestions for improvements



5. Review of NSS and DLLE activities conducted in academic year 2020-21 and suggestions for improvements
6. Discussion on preparations of office for External financial audit to be conducted by Chartered accountant firm V. G. Kale and Co. Thane
7. To discuss the progress of college name updation on AISHE portal
8. To approve the formats for collection of pending reports of the departments, committees & library. To fix the number of years whose pending reports to be collected
9. Discuss on Students satisfaction work and IIQA
10. Discussion on soft copies confirmation against Standard operating precautions (SOP) of NAAC started from 21st February 202
11. Discussion on Alumni Association Registration
12. To read the report of external audits of Energy, Green and environmental audit and External academic audit and resolution of compliances of the audits
13. 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.



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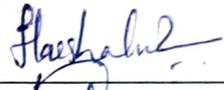
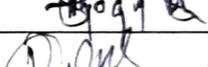
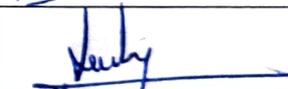
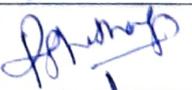
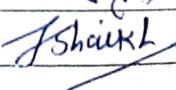
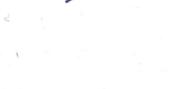
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Acknowledge of fourth IQAC meeting of Academic Year 2020-21

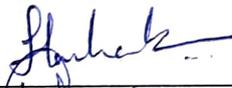
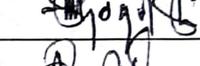
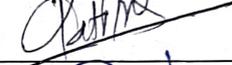
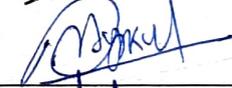
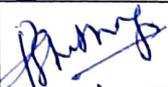
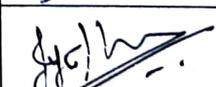
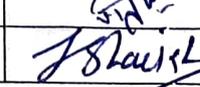
- 1) Day & Date of meeting : Friday, 26th Feb. 2021
- 2) Time : 3.00 pm
- 3) Venue : Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce Ambarnath -Thane

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 fourth meeting of the Internal Quality Assurance Cell for the Academic year 2020-21 was held on Friday, 26th Feb. 2021 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. SangharshGajbe	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 4th 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 3rd IQAC meeting held on 10th Dec. 2020

Resolution :

The minutes of 3rd IQAC meeting held on 10th Dec. 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 3rd IQAC meeting

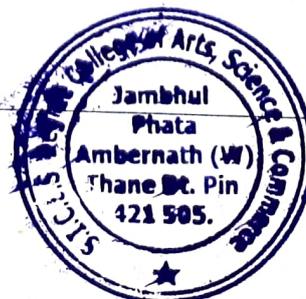
Item No. 02 :

To confirm the completion of minutes of 3rd IQAC meeting held on 10th Dec. 2020 and prepare the action taken report on these minutes

Resolution :

The minutes of last meeting the 3rd IQAC meeting held on 10th Dec. 2020 were confirmed in the meeting and Action taken report prepared

Agenda Item No.	Agenda & Minutes of 3 rd IQAC meeting	Actions Taken
1.	To read the minutes of 2 nd IQAC meeting of year 2020-21 held on 05 th Oct. 2020	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 2 nd IQAC meeting of year 2020-21 held on 05 th Oct. 2020	The minutes of 2 nd IQAC meeting of year 2020-21 held on 05 th Oct. 2020 were confirmed and action taken report was prepared
3.	Discussion on library audit preparations for audit to be held on 15 th December 2020	IQAC coordinator reported in last meeting library preparation are ready for the external library audit
4.	Discussion and planning of Energy, Green and environmental Audit, External Academic audit scheduled in last week of December 2020.	- The Energy, Green and environmental Audit was completed on 23/12/2020 - External Academic audit was completed on 24/12/2020
5.	To resolve the issue of college name updating on AISHE portal to follow recommendations of NAAC that the name of institution must be same on Current affiliation letter and AISHE certificate	Work started - Affidavit of college name updation in AISHE portal after NAAC accreditation done on Rs.100 stamp paper - Undertaking prepared on college letter head signed by I/c Principal for college name updation n AISHE portal - College name updation request mail was sent to AISHE state nodal officer on 26.02.2020 at 3.51 pm - College name was updated on AISHE portal at 04.17 pm On 26.02.2020
6.	To take follow up of SSR, DVV, SSS work started form 11 th November 2020	IQAS coordinator reported all the follow up details of SSR, DVV, SSS work in last meeting
7.	To discuss and finalize the metrics to be opted out as permitted 30 weightage alloweded for opt out "Non applicable Metrics"	Resolved and approved all metrics to be opted out



8.	Any other matter with the permission of the chair	No other matter was discussed
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Item No. 03 :

To discuss and approve SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions

Resolution :

The drafts of SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions was read by IQAC coordinator which was discussed in details in concern to inputs in respective criterions and the changes suggested with updated final copies to be approved in next IQAC meeting

Item No. 04 :

Review of online Teaching Learning activities & Academic calendar followed for year 2020-21 and suggestions for improvements

Resolution :

- IQAC chairperson took the review of online teaching learning activities conducted in year 2020-21. APMC chairperson reported the online lectures were conducted by staff using various modes like google meet, zoom meet, webex meet and conference call.
- Students internal evaluations was carried out using google forms, google classroom
- Term end examinations was completed through college adopted software "Future Tech Partner"
- Students have participated in intercollegiate online competitions and research convention "AVISHKAR"
- All activities conducted were in accordance with the academic calendar framed for year 202021
- It was recommended by all IQAC committee members to have a common protocol of online lecture conduction monitoring and evaluations must have uniformity for all departments and the monitoring process to be set by APMC to monitor and recommend all academic activities conducted

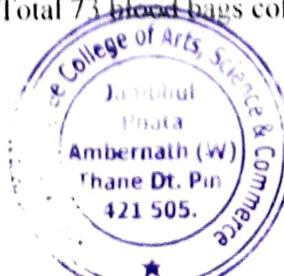
Item No. 05 :

Review of NSS and DLLE activities conducted in academic year 2020-21 and suggestions for improvements

Resolution :

NSS and DLLE activities were conducted by online mode and three on filed activities were conducted as permitted by university in COVID-19 Pandemic situation

- 23/01/2021 : COVID-19 Precautions and awareness street play at ambernath railway station premises
- 30/01/2021 : COVID-19 Vaccination awareness street play and slogans rally carried out in ambernath railway station premises
- 10/02/2021: Blood donation camp conducted in emergency blood requirements situation in COVID-19 pandemic at Room No. 30 in College. Total 73 blood bags collected



Item No. 06 :

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

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 2020-21

Item No. 07 :

To discuss the progress of college name updation on AISHE portal

Resolution :

- College name updation on AISHE portal is completed with necessary communications made with NAAC through NAAC portal issue raised and resolved, also communications made with AISHE state nodal officer.
- IQAC coordinator informed the AISHE portal site not opened for uploading details of 2020-21 after filling it the AISHE certificate with updated college name on the AISHE certificate will be gained

Item No. 08 :

To approve the formats for collection of pending reports of the departments, committees & library. To fix the number of years whose pending reports to be collected

Resolution :

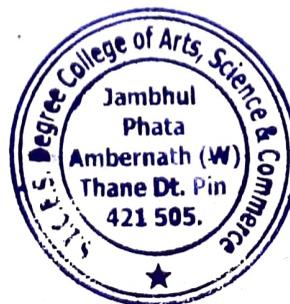
- The IQAC committee approved the formats for collection of pending reports of the departments, committees & library
- It was discussed since past 05 years reports generation was practically a difficult task of backdated details and was unanimously resolved to prepare the reports of past 03 years based on and depending upon activities done and documentary evidences present at all departments, committees & library.
- It was resolved the reports of all to be collected yearly and make it a routine practice of the work system

Item No. 09 :

Discuss on Students satisfaction work and IIQA

Resolution :

- IQAC coordinator informed the email id of all students are ready and are checked and are active as the online theory exam of all students was conducted with exam links sent on their personal mail id.
- Working mobile numbers and other details for SSS to be collected through google form



Item No. 10 :

Discussion on soft copies confirmation against Standard operating precautions (SOP) of NAAC started from 21st February 2021

Resolution :

IQAC Coordinatopr reported the following:

- The soft copies QIF inputs for all criterions, the extended profile and their confirmation against NAAC - SOP and Manual recommendations is in progress started from 21st February 2021.
- It was resolved to get all inputs of soft copies of supporting documents of metrics to be strictly prepared as recommended in NAAC manual and SOP and get all documents checked twice against the recommendations made
- IQAC coordinator informed metrics-wise changes and required updations are written and informed to respective staff for the changes

Item No. 11 :

Discussion on Alumni Association Registration

Resolution :

- The Alumni registration was attempted and the issue raised for similarity in name of pre-registered parental S.I.C.E. Society at charity commissioner office and Alumni registration name containing S.I.C.E. Society name as parental society have caused the rejection of proposal submitted mentioning reason the name must be completely different than any of the registered trust or institute.
- It was discussed to get confirmed all technical issues confirmed from the expert and reapply for the alumni registration

Item No. 12 :

To read the report of external audits of Energy, Green and environmental audit and External academic audit and resolution of compliances of the audits

Resolution :

- The reports of external audits of Energy, Green and environmental audit and External academic audits were read by IQAC coordinator.
- Considering the ending of term II the compliance fulfillment to be taken for discussion in next IQAC meeting

Item No. 13 :

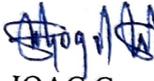
Any other matter after permission of the chair



Resolution :

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

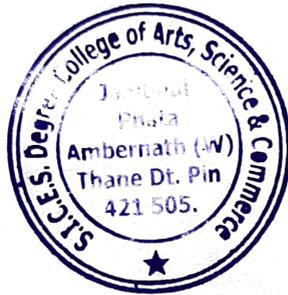
IQAC Chairperson informed to close the meeting and the meeting was accomplished after the vote of thank to the chair and the IQAC members address by IQAC Coordinator. Meeting stopped at 6.30 pm after permission of chair.

 26/02/2021

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.