



S.I.C.E. Society's

Degree College of Arts, Science and Commerce, Ambarnath (W.)
JambhulPhata, Chikhloli, Ambarnath (West)-421505
(Affiliated to University of Mumbai)

Date : 06/07/2021

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(IQAC Annual Report)

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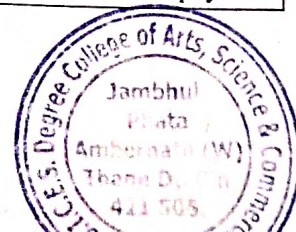
IQAC Annual Report(Academic Year 2019-20)

College have established IQAC from Academic year 2019-20 on 17th July 2019. As per NAAC Guidelines IQAC consists of 17 members including college management representative, principal, teachers representatives, librarian, alumni representative, industrialist, stake holder, student representative. Committee have conducted five meetings in the A.Y. 2019-20 dated 17th July 2019, 3rd August 2019, 17th Oct. 2019, 11th Dec. 2019, 25th Feb. 2020 respectively. Each meeting was started with follow-up of last meeting and actions have been taken on it.

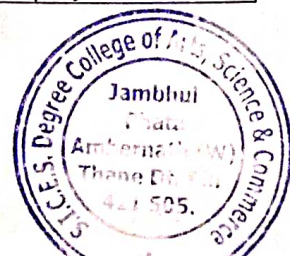
Details of actions taken in the IQAC meetings

1. Summary of 17th July 2019 Meeting

Agenda Item No.	Minutes of 1 st IQAC meeting	Actions Taken
1.	Establishment of IQAC & Introduction of members & discussion on IQAC objectives and IQAC expected functions	- IQAC was established - Introduction of IQAC members was done - Objectives and Functions of IQAC were discussed
2.	Discussion on NAAC Accreditation process	Whole process of NAAC accreditation from IQA to accreditation was discussed in 1 st IQAC meeting
3.	Discussion on Criterion Representatives working for QIF's seven criterions	Seven criterion representatives for criterions of QIF were continued
4.	Review of NAAC work done till date	IQAC coordinator Dr. Y.S. Shelar gave the review of NAAC work done till date from last 04 years
5.	Closing NAAC work meeting muster of Previous NAAC work done	NAAC work meeting muster with NAAC work records till date was closed in the meeting after signed by IQAC chairperson in last meeting
6.	Discussion on maintaining documentation of IQAC	Discussed to stop manual written NAAC meeting muster and have IQAC meeting minutes in soft copies and printed form
7.	Physical visit of IQAC Committee to whole	All the committee members of IQAC made physical



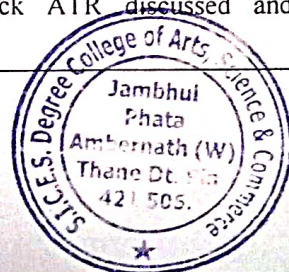
	college campus	inspection of whole college campus on same day and time of 1 st IQAC meeting
8.	Discussion on syllabus, changes in syllabus, curriculum and its implementation. Academic Calendar of Year 2019-20 and University of Mumbai allotted Arrangement of Terms for Academic Year 2019-20	No syllabus was revised for year 2019-20. General Curriculum sketch was discussed to be implemented by the departments. Academic calendar was finalized and Arrangement of terms of university of Mumbai were discussed and to be followed for year 2019-20.
9.	To fix the dates of Annual sports day, annual cultural function KALAUTSAV, convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp	<ul style="list-style-type: none"> - All these dates were fixed - The Annual Cultural function was cancelled considering the unfortunate event of sad demise of late the President S.I.C.E. Society
10.	Discussion on Industrial visits, Excursions and other experiential learning activities	Schedule of experiential learning activities was prepared in last meeting
11.	Preparation of college committees for Academic year 2019-20	42 College committees of academic year 2019-20 were prepared
12.	To take follow up of Admissions of college. and measures to boost admissions	<ul style="list-style-type: none"> - Admission follow up was taken - students counselling done by staff was reported as satisfactory by exam chairperson - Telephonic communications was made by office staff helped by alpa madam to inform regarding college and courses details informed to HSC passed students of nearby colleges
13.	To discuss and finalize requirements of e-governance software	<ul style="list-style-type: none"> - As informed by CDC chairperson Shri T. Gopalan present for last meeting e-governance software requirement with details was given by criterion VI representative on 25th July 2019 with approximate cost of 50,000/-+18% GST - CDC Chairperson informed I/c Principal to call for 03 quotations for the procurement of e-governance software
14.	Discussion on staff welfare schemes	<ul style="list-style-type: none"> - As informed by CDC chairperson Shri T. Gopalan present for last meeting staff welfare requirement with details was given by criterion VI representative on 25th July 2019 - CDC Chairperson sanctioned the staff welfare schemes of i) Advance salary ii) Fees concession to wards of college staff iii) Uniform for non teaching staff iv) Registration fees - Staff group insurance was kept pending for detailed discussion of premium and other details to be received from the insurance company



		- Following was also sanctioned :Value added/add on courses, Plagiarism checking software, Research laboratory requirements, Barcode label and cartridge for Barcode printer in library, library requirements, Alumni association formation in college, Cultural room.
15.	Discussion on starting DLLE in college	It was sanctioned in last meeting to start DLLE from Academic year 2019-20
16.	Discussion on need of college website considering NAAC framework	Website requirement was forwarded to Vice President S.I.C.E. Society & CDC chairperson Shri. T. Gopalan and sanctioned on 25 th July 2019
17.	Any other matter with the permission of the chair	No other matter was discussed

2. Summary of 3rd August 2019 Meeting

Agenda Item No.	Minutes of 2 nd IQAC meeting held on 03 rd August 2019	Actions Taken
18.	To read the minutes of 1 st IQAC meeting held on 17 th July 2019	Completed
19.	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
20.	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/-
21.	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
22.	Alumni Association work progress discussion and its registration	- Alumni Association work progress discussed and noted satisfactory - Alumni Association registration work started
23.	Academic Year 2018-19 Feedback Analysis ATR discussion and changes	Year 2018-19 Feedback ATR discussed and up



	in Feedback collection and evaluation process	gradations suggested
24.	Discussion on Vision and Mission statement of College	Vision and Mission statement was framed in last meeting
25.	Discussion on 02 Best Practices	The 02 Best Practices were finalized in last meeting
26.	Discussion on status of requirements sanctioned in 1 st IQAC meeting	Status of progress of sanctioned requirements procurement discussed and was satisfactory
27.	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
28.	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
29.	Any other matter with the permission of the chair	No other matter was discussed

3. Summary of 17th Oct. 2019 Meeting

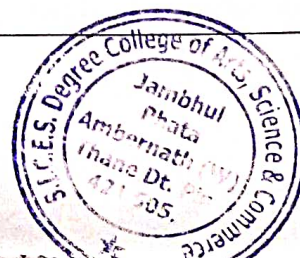
Agenda Item No.	Minutes of 3 rd IQAC meeting held on 17 th Oct. 2019	Actions Taken
30.	To read the minutes of 2 nd IQAC meeting held on 03 rd August 2019	Completed
31.	To confirm the completion of minutes of 2 nd IQAC meeting and action taken report	Minutes of 2 nd IQAC meeting held on 03 rd August 2019 were confirmed and Action taken report was prepared
32.	Discussion and finalization of institutional distinctiveness of the college	The Institutional distinctiveness was finalized "Utilization of Solar Energy and Minimization of energy consumption (LED Installation)"
33.	Discussion of Code of Conduct of staff and students	The code of conduct of staff and students was discussed and finalized
34.	Physical visit for checking and verification of the records	Physical visit was done at 07 different work places and the records and documents were verified and oral suggestions



		given in visit on same day and time of last meeting
35.	To take review of exam department work, up-gradations, university online assessment and examinations in progress	Examination work was revived along with online university Assessment and found to be satisfactory
36.	Any other matter with the permission of the chair	No other matter was discussed

4. Summary of 11th Dec. 2019 Meeting

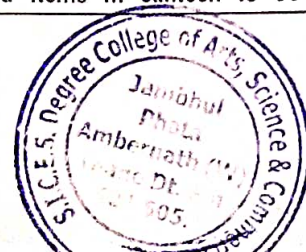
Agenda Item No.	Agenda & Minutes of 4 th IQAC meeting held on 11 th Dec. 2019	Actions Taken
37.	To read the minutes of 4 th IQAC meeting held on 11 th Dec. 2019	Completed
38.	To confirm the completion of minutes of 4 th IQAC meeting and action taken report	Minutes of 4 th IQAC meeting held on 11 th Dec. 2019 were confirmed and Action taken report was prepared
39.	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.
40.	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
41.	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
42.	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
43.	College website overview, changes and	College website was opened in last meeting and also in this



	updates in newly developed website	5 th IQAC meeting and found updated and progressive
44.	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
45.	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
46.	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
47.	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
48.	Any other matter with the permission of the chair	No other matter was discussed

5. Summary of 25th Feb. 2020 Meeting

Agenda Item No.	Minutes of 1 st IQAC meeting	Actions Taken
49.	To read the minutes of 4 th IQAC meeting held on 11 th Dec. 2019	The minutes of last IQAC meeting were read by IQAC coordinator Dr. Y.S. Shelar and kept for confirmation
50.	Action taken on minutes of 4 th IQAC meeting held on 11 th Dec. 2019	All the minutes of 4 th IQAC meeting held on 11 th Dec. 2019 were confirmed and action taken report was prepared
51.	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
52.	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"> - All 05 audits work is in progress and concerned experts are communicated for the audits. All audits will be conducted till December 2020. - 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
53.	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

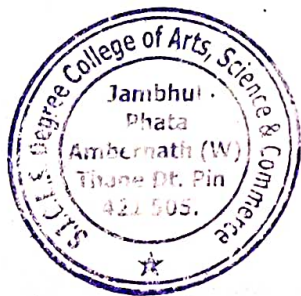


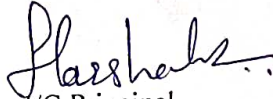
		implemented after canteen restarts after lockdown
54.	SSS compilation was discussed to be done till December 2020	<ul style="list-style-type: none"> - Amidst the suddenly raised COVID-19 Pandemic the documents collection, scanning, SSR qualitative answers preparation was hampered and as decided to apply for NAAC accreditation was in prediction to go till end of academic year 2020-21. - Some data was ready in Prefinal stage like College profile, extended profile, SWOC and executive summary - Criterion summary to be prepared after completing criterions documentation
55.	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"> - University allotted terms are followed - Academic calendar is discussed in this today's 1st IQAC meeting of year 2020-21 for its implementation
56.	To increase admissions was discussed to display hoardings in visible locations in Ambemath 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 ambemath city and college campus.	<ul style="list-style-type: none"> - College information hoardings were displayed in selected locations in Ambemath city in August 2020 first week - Handbills distribution was cancelled due to COVID-19 Pandemic - Telephonic communications were made to HSC passes students from office - Wall display information was cancelled due to COVID-19 Pandemic - College results were displayed at college Gate as few students were visiting college for admissions <p style="text-align: center;">ADDITIONAL WORK to increase Admissions</p> <ol style="list-style-type: none"> 1) College admissions details and helpline numbers display started on college website before college home page opens 2) Helpline staff helped and guided students for university online form filling 3) Students who failed to fill online university form were helped by filling their form by college staff 4) Admission fees payments was shifted from offline to online fees payment through college website portal 5) 03 installments were given for admission fees payments to every student considering COVID-19 Pandemic situation 6) 10 to 15 % fees concession was given to all in-house students from S.I.C.E. Society's Junior college students
57.	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"> - Separate discussion and resolution needed regarding add on courses in COVID-19 Pandemic situation
58.	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



59.	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
60.	Review of Teaching learning activities of year 2019-20 was taken in 5 th IQAC meeting of year 2019-20	Teaching learning activities were reviewed in last meeting the 5 th IQAC meeting of year 2019-20
61.	Documentation and Preparations of office for External financial audit was discussed	- Preparation of office for external financial audit for year 2019-20 was found to be good
62.	Any other matter with the permission of the chair	No other matter was discussed


IQAC Co-ordinator




I/c Principal
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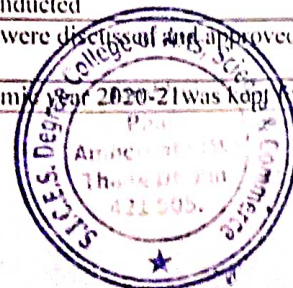
IQAC Annual Report (Academic Year 2020-21)

The IQAC conducted four meetings in the Academic Year 2020-21 on 16th Sept 2020, 5th Oct. 2020, 10th Dec. 2020, 26th Feb. 2021 respectively. Each meeting was started with follow-up of last meeting and action has been taken on it.

The action taken on the agenda is given below in details

1. Summary of 16th Sept. 2020 Meeting

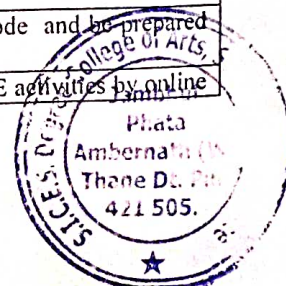
Agenda Item No.	Agenda & Minutes of 1 st IQAC meeting	Actions Taken
1.	To read the minutes of minutes of 5 th IQAC meeting of Past Academic year 2019-20 held on 25th February 2020	The minutes of last IQAC meeting were read by IQAC coordinator Dr. Y.S. Shelar and kept for confirmation
2.	Action taken on minutes of 5 th IQAC meeting of Past Academic year 2019-20 held on 25th February 2020	The minutes of 5th IQAC meeting held on 25th February 2020 were confirmed and action taken report was prepared
3.	Overview of NAAC work and NAAC meetings held in Lockdown	IQAC coordinator informed the NAAC work in Lockdown period was satisfactory all 07 criterions and departments, committees, librarian all worked on the SSR metrics related checklists send to all in lockdown period. Total 06 meetings were conducted in lockdown for NAAC works
4.	Discussion on Checklists of seven criterions, Departments, Sports Gymkhana, Library and office	<ul style="list-style-type: none">- IQAC coordinator informed about 70 % work of checklists was completed for all 07 criterions and pending 30 % documentation will be completed within a month- Schedule for documents checking against checklists was prepared in last meeting
5.	Discussion on date of application for NAAC Accreditation	Discussed in last meeting to send the application for NAAC accreditation in the form of IIQA in May 2021 before the academic year 2020-21 ends.
6.	Discussion on syllabus, syllabus completion, designing curriculum based on syllabus. University of Mumbai allotted Arrangement of Terms for Academic Year 2020-21	<ul style="list-style-type: none">- Discussed there are no changes in syllabus and syllabus of year 2019-20 is continued for year 2020-21- The time lines for syllabus completion were discussed- Resolved 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.- Resolved to continue third year exam assisting software provided named "Future Tech Partner"- Resolved field visits and physical visits of study tours-excursions will not be conducted
7.	Discussion on college committees for year 2020-21 and the committee members	Total 32 college committees were discussed and approved for academic year 2020-21
8.	To discuss and finalize the academic calendar	Academic calendar for academic year 2020-21 was kept for



	prepared by Academic planning and monitoring committee	discussion by APMC chairperson which was unanimously approved in last meeting
9.	Review of feedbacks of academic year 2019-20	Academic year 2019-20 feedback was reviewed and few suggestions suggested
10.	Discussion on COVID-19 precautions followed in college	All COVID-19 precautionary measures followed were read by IQAC coordinator and found satisfactory
11.	Discussion on progress of admissions and measures undertaken for admissions completed and ongoing admissions	Discussion was held on admissions completed and ongoing
12.	Discussion on college website	<ul style="list-style-type: none"> - College website was opened in the meeting and found website is regularly updated - IT department staff Mrs. Neha Patil was allotted the responsibility to handle the communications between website operator and college
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 built up	<ul style="list-style-type: none"> - Progress of all the work of Alumni registration was discussed and informed to boost the work on priority. - Wall display Boards list was discussed and approved - Self-motivated willingness of staff to give efforts and laborer work inputs considering health benefits in COVID lockdown for Botanical Garden set up, Compost pit built up, Mosquito controller Guppy fish cultivation in open tank & rain water soaking pit built up was permitted by IOQAC chairperson and was appreciated
14.	Discussion on Library facility access and utilization by students	<ul style="list-style-type: none"> - It was resolved to provide the library access to students through issue-returns through library, library website, E-resources are available on college website. Computer and Internet facility at library to be available with COVID-19 precautions followed. - IQAC chairperson informed N-List (INFLIBNET) is sanctioned and its procurement is in last stage
15.	Any other matter with the permission of the chair	No other matter was discussed

2. Summary of 5th Oct. 2020 Meeting

Agenda Item No.	Agenda /Minutes of 2 nd IQAC meeting	Actions Taken
16.	To read the minutes of 1 st IQAC meeting of year 2020-21 held on 6th Sept. 2020	The minutes of last IQAC meeting were read by IQAC coordinator Dr. Y.S. Shelar and kept for confirmation in agenda item No. 02
17.	Action taken on minutes of 1 st IQAC meeting of year 2020-21 held on 6th Sept. 2020	The minutes 1 st IQAC meeting of year 2020-21 held on 6 th Sept. 2020 were confirmed and action taken report was prepared
18.	Seven criterions, departments, library, Sports & Gymkhana, Office documents confirmation against checklists confirmation was planned from 22/10/2020	The documents confirmation against checklists was completed from 22/10/2020 to 04/11/2020
19.	Preparation of work plan and schedule of SSR, DVV, SSS work	<ul style="list-style-type: none"> - SSR, DVV, SSS work schedule was prepared and approved in last meeting - Prepared scheduled was followed and the work is in progress
20.	To resolve the conduction of Term I, Term II exams by online mode	Resolved to term I exams by online mode and be prepared for term II exams in online mode
21.	To discuss on conduction of NSS and DLLE	Resolved to conduct the NSS and DLLE activities by online

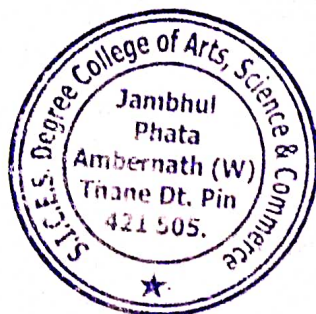


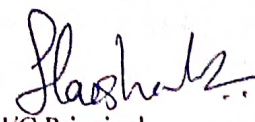
	activities in COVID-19 Pandemic condition	mode and few activities of COVID-19 awareness to be conducted on filed as instructed and permitted by University of Mumbai
22.	Discussion on Research Publications and Minor Research projects of year 2019-20 and year 2020-21	- Details of Research publications and minor research projects were discussed. - IQAC coordinator informed 05 staff have received research projects for year 2020-21
23.	To discuss regarding students participation in Research Convention "Avishkar"	Resolved for Research convention in COVID Pandemic student's research projects with innovative concepts to be by online mode
24.	Any other matter after permission of the chair	No any matter was kept for discussion by any IQAC committee

3. Summary of 10th Dec. 2020 Meeting

Agenda Item No.	Agenda & Minutes of 1 st IQAC meeting	Actions Taken
25.	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
26.	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
27.	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
28.	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
29.	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
30.	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
31.	To discuss and finalize the metrics to be opted out as permitted 30 weightage allowed for opt out "Non applicable Metrics"	Resolved and approved all metrics to be opted out
32.	Any other matter with the permission of the chair	No other matter was discussed


IQAC Co-ordinator




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