

**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 : 11/06/2021

1st IQAC Meeting (Academic Year 2021-22)

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

Sub.-: 1st Meeting of Internal Quality Assurance Cell of Academic year 2021-22

This is to inform to all IQAC Members that the 1st Meeting of Internal Quality Assurance Cell for the Academic year 2021-22 will be held on Friday, 18th June 2021 at 03.00 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.

NOTE :

- 1) All IQAC committee members remaining present for the 1st IQAC meeting of year 2021-22 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, throat infection 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 1st 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 previous IQAC meeting the 4th IQAC meeting of Academic year 2020-21 held on 16th February 2021
2. To confirm the completion of minutes of 4th IQAC meeting of Academic year 2020-21 held on 16th February 2021 and prepare the action taken report on its minutes



3. To Discuss the status of NAAC Accreditation process & finalize the measures to be taken proceeding the Accreditation process towards completions
4. Review of the services provided in academic year 2020-221 by AMC agencies& other service providers- The Website, Computer + Printer Maintenance, Generator, Lift. To send the service providers feedback to the College Development Committee
5. To Discuss and finalize Academic Calendar of the Year 2021-22based on University of Mumbai allotted Arrangement of Terms for Academic Year 2021-22.
6. To discuss and finalize the time for online lectures
7. To discuss regarding dates Annual sports day, annual cultural function KALAUTSAV, convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp.
8. Preparation of college committees for Academic year 2021-22
9. To discuss and finalize the appointment of staff as per requirements
10. To discuss and resolve the media for conduction of online exams of all classes.
11. To check the progress of ongoing minor research projects and provoke the staff for new research projects
12. To take follow up of students Admissions, Drop out students and measures to decrease drop outof students
13. Review and recommendations on feedbacks of academic year 2020-21 and the action taken by HOD/IOD and Committee Chairpersons
14. Discussion on COVID-19 precautions followed in college
15. Discussion on the status of admission procedure and measures to be followed on progress of admissions and measures undertaken for admissions to be progressed
Minutes – give fees installment concession
16. Discussion on annual reports of academic year 2020-21 (departmental reports, committee reports, library report, sports and gymkhana report).To give the recommendations and suggestions
17. Updation of IQAC Committee list for academic year 2021-22 considering students representative and parents representative are of passed out students of academic year 2020-21
18. To finalize the drafts of SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions
19. Discussion on status of fulfillment and completion of Compliance and recommendations of Energy, Green, environmental audit and External academic audit
20. Any other matter after permission of chair



Harshal M. Bachhav
Dr. Harshal M. Bachhav
(I/c principal & IQAC Chairperson)

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

**South Indian Children's Education Society's
Degree College of Arts, Science and Commerce, Ambarnath (W.)**

Jambhul Phata, Chikloli, Ambarnath (W) -421505
Permanently Affiliated to University of Mumbai

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

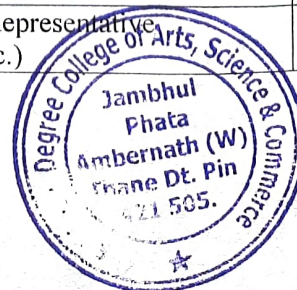
University Code : 961
JDHE Code : T-44

Date : 11/06/2021

Acknowledge of 1st IQAC meeting of Academic Year 2021-22

- 1) Day & Date of meeting : Wednesday, 18th June 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	Absent
3.	Dr. Yogesh S. Shelar	IQAC Co-ordinator	 11/06/2021
4.	Dr. Vilas S. Patil	Teacher Representative	 11/06/21
5.	Dr. D. M. Sapkal	Teacher Representative	 11/06/21
6.	Mr. Sharad K. Awate	Teacher Representative	 11/06/2021
7.	Mr. Vikas Deshmane	Teacher Representative	 11/06/21
8.	Dr. Pravin Hudge	Teacher Representative	 11/06/21
9.	Ms. Shubhangi Rajguru	Teacher Representative	 11/06/21
10.	Dr. Alpa Patel	Teacher Representative	 11/06/21
11.	Dr. Jyothi Mallia	Teacher Representative	 11/6/21
12.	Mr. Marshal Nadar	Alumni	
13.	Mr. Deepak Revankar	Industrialist	
14.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)	
15.	Dr. Sangharsh Gajbe	Librarian	 11/06/21
16.	Mr. Vijayraj Alzande	Office Senior Clerk	
17.	Ms. Komal Ramprasad Shukla	Student Representative (T.Y.B.Sc.)	

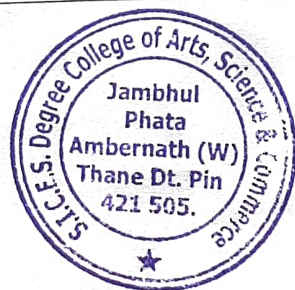


Minutes of Meeting

The first meeting of the Internal Quality Assurance Cell for the Academic year 2021-22 was held on Friday, 18th June 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 -	IQAC Chairperson(I/C Principal)	<i>Harshal</i>
2.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	Absent
3.	Dr. Yogesh S. Shelar	IQAC Co-ordinator	<i>Yogesh S. Shelar</i> 18/06/21
4.	Dr. Vilas S. Patil	Teacher Representative	<i>Vilas S. Patil</i> 18/06/21
5.	Dr. D. M. Sapkal	Teacher Representative	<i>D. M. Sapkal</i> 18/06/21
6.	Mr. Sharad K. Awate	Teacher Representative	<i>Sharad K. Awate</i> 18/06/2021
7.	Mr. Vikas Deshmane	Teacher Representative	<i>Vikas Deshmane</i> 18/06/21
8.	Dr. Pravin Hudge	Teacher Representative	<i>Pravin Hudge</i> 18/06/21
9.	Ms. Shubhangi Rajguru	Teacher Representative	<i>Shubhangi Rajguru</i> 18/06/21
10.	Dr. Alpa Patel	Teacher Representative	<i>Alpa Patel</i> 18/6/21
11.	Dr. Jyothi Mallia	Teacher Representative	<i>Jyothi Mallia</i> 18/6/21
12.	Mr. Marshal Nadar	Alumni	<i>Marshal Nadar</i>
13.	Mr. Deepak Revankar	Industrialist	<i>Deepak Revankar</i>
14.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)	<i>Arunkumar Surendrapratap Mourya</i>
15.	Dr. Sangharsh Gajbe	Librarian	<i>Sangharsh Gajbe</i>
16.	Mr. Vijayraj Alzande	Office Senior Clerk	<i>Vijayraj Alzande</i>
17.	Ms. Komal Ramprasad Shukla	Student Representative	<i>Komal</i>



Harshal
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.

The IQAC Co-coordinator Dr. Y. S. Shelar addressed welcome to Chairperson of the meeting and all IQAC members present for the 1st IQAC meeting of year 2021-22. Following agenda was discussed in the meeting and it was unanimously resolved to implement them.

Item No. 01 :

To read the minutes of previous held IQAC meeting the 4th IQAC meeting of Academic year 2020-21 held on 16th February 2021

Resolution :

The minutes of 4th IQAC meeting of year 2020-21 held on 16th February 2021 was read by IQAC coordinator Dr. Y.S. Shelar and kept for its confirmation in ongoing meeting agenda item number 02 for the actions taken on the minutes of these previous held IQAC meeting

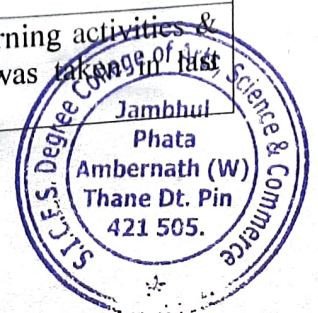
Item No. 02:

To confirm the completion of minutes of 4th IQAC meeting of Academic year 2020-21 held on 16th February 2021 and prepare the action taken report on its minutes

Resolution :

The minutes of last meeting the 4th IQAC meeting of year 2020-21 held on 16th Feb. 2021 was confirmed and the Action taken report was prepared in the meeting

Agenda Item No.	Agenda & Minutes of 1 st IQAC meeting	Actions Taken
1.	To read the minutes of 3 rd IQAC meeting held on 10 th Dec. 2020	The minutes of last IQAC meeting were read by IQAC coordinator Dr. Y.S. Shelar and kept in the meeting for confirmation
2.	To confirm the completion of minutes of 4 th IQAC meeting held on 16 th Feb. 2021 and prepare the action taken report on these minutes	The minutes of 4 th IQAC meeting held on 16 th Feb. 2021 were confirmed and action taken report was prepared
3.	To discuss and approve SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions	Changes were made in last meeting in SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions. The final copy is kept for approval in today's meeting in Agenda No. 18
4.	Review of Online Teaching Learning activities & Academic calendar followed for year 2020-21 and	Review of Online Teaching Learning activities & Academic calendar follow up was taken in last meeting and was satisfactory



	suggestions for improvements	
5.	Review of NSS and DLLE activities conducted in academic year 2020-21 and suggestions for improvements	The Review of NSS and DLLE activities of academic year 2020-21 was taken in last meeting.
6.	Discussion on preparations of office for External financial audit to be conducted by Chartered accountant firm V. G. Kale and Co. Thane	External financial audit was conducted by Chartered accountant firm V. G. Kale and Co. Thane. in March 2021
7.	To discuss the progress of college name updation on AISHE portal	College Name was updated in AISHE portal. IQAC coordinator informed the AISHE portal site is not still opened for uploading details of 2020-21 and informed university AISHE Department have informed AISHE portal data entry is expected to start in August.
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	The formats for reports was approved in last meeting. It was resolved to collect last 03 years reports of departments, committees & library
9.	Discuss on Students Satisfaction Survey work and IQA	The SSS and IQA requirements and the students email id, mobile numbers related discussion was held and the agenda was completed
10.	Discussion on soft copies confirmation against Standard operating precautions (SOP) of NAAC started from 21 st February 2021	As discussed and resolved all soft copies of documents and metrics wise answers and proofs are collected for SSR as per recommended SOP and ready for uploading the SSR
11.	Discussion on Alumni Association Registration	Alumni Registration Process is in progress and informed to the Alumni registration work completing staff Mr. Jeevan Rothe to reapply for Alumni Registration overcoming issue of overlap of name "The Ambernath College Alumni Association"
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	The Compliance and recommendations status of Energy, Green, environmental audit and External academic audit are taken for discussion in this current meeting in agenda number 19
13.	Any other matter after permission of the chair	No other matter was discussed

Item No. 03:

To discuss the status of NAAC Accreditation process & finalize the measures to be taken proceeding the Accreditation process towards completions

Resolution :

IQAC Coordinator Dr. Y. S. Shelar informed to all, the status of NAAC Accreditation process. The S.I.C.E. Society Vice President and the CDC chairperson Shri T. Gopalan Sir have



sanctioned and permitted for all the payments of NAAC on 22nd May 2021 and sanctioned the total accreditation process fees Rs. 3,24,500 /-. The IIQA is submitted on 28th May 2021 and we are waiting for the reply and acceptance of IIQA by NAAC Bangalore.

Item No. 04 :

Review of the services provided in academic year 2020-221 by AMC agencies & other service providers - The Website, Computer + Printer Maintenance, Generator, Lift. To send the service providers feedback to the College Development Committee

Resolution :

House keeping supervisor Mr. Devdasan Cheerth was called in the on-going meeting and asked to give feedback of services given by AMC agencies and other service providers. He replied all service providers and AMC agencies have provided timely services and completed all repairs, maintenance, updations timely and immediately after a single phone call and all the respective issues of computer, generator, lift are resolved without delay in last completed academic year 2020-21. Incharge Principal Dr. H.M. Bachhav informed to all committee members the website developer and service provider The Whitecode from Pune provides website support with timely updations. It was agreed by all and decided unanimously to send report to CDC that there is no issue in continuing all service providers for academic year 2021-22.

(ANNEXURE -I : Housekeeping supervisor and In-charge Principal report on AMC and service providers)

Item No. 05 :

To Discuss and finalize Academic Calendar of the Year 2021-22 based on University of Mumbai allotted Arrangement of Terms for Academic Year 2021-22.

Resolution :

The Academic Calendar of the Year 2021-22 was discussed in the meeting and finalized for the academic year 2021-22.

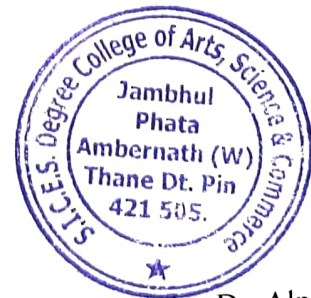
(ANNEXURE -II : Academic Calendar of the Year 2021-22 approved in 1st IQAC meeting)

Item No. 06:

To discuss and finalize the time for online lectures

Resolution :

Academic planning and monitoring committee chairperson and teachers representative Dr. Alpa Patel kept in front of the IQAC committee the demand of students and staff to start all lectures of all streams the Arts, Commerce, Science at 7.30 am considering all lectures and practicals to be



conducted by online mode adhering to guidelines of Government of Maharashtra and University of Mumbai in the COVID-19 Pandemic situation. Incharge Principal gave acceptance for the proposal to start college at 7.30 am and informed the time of start of lectures and Practical's must be reschedule when offline mode lectures Practical's resume.

(ANNEXURE -III : Master time table approved with time of start of lectures and practical's at 7.30 am by online mode)

Item No. 07:

To discuss regarding dates of Annual sports day, annual cultural function KALAUTSAV, convocation ceremony, NSS seven days residential camp & for Orientation of newly admitted first year students of all branches,.

Resolution :

IQAC Chairperson Dr. H.M. Bachhav informd all IQAC committee members that since COVID-19 Pandemic is prevailing it needs to be decided for conduction of offline mode Sports Day, Annual cultural function, NSS seven days residential camp as per and dependent upon flexibility and permission given by government and university of Mumbai for offline mode college and activities and informed no final decision can be taken for this offline mode activities to be planned in academic year 2021-22. It was discussed to take orientation Programme by Online Mode for information of college to be given to newly admitted students in first year classes of all streams.

Item No. 08:

Preparation of college committees for Academic year 2021-22

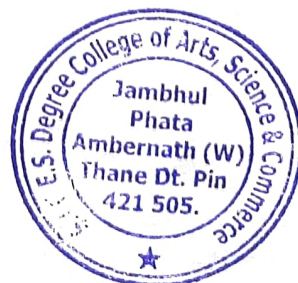
Resolution :

Various college committees and the staff members for the college committees were discussed and the committee details prepared in the meeting and approved by all unanimously. Finalized college committee is attached in

(ANNEXURE -IV : College committee details of year 2021-22)

Item No. 09:

To discuss and finalize the appointment of staff as per requirements



Resolution :

Non-Teaching staff Representative and Head clerk Mr. Vijayraj Alzande was asked by IQAC Chairperson to give details of Teaching and Non Teaching staff requirements for Aided and Unaided courses based on available workload. Mr. Vijayraj Alzande explained the need of ----- 06 teaching and 04 Non Teaching staff. IQAC Chairperson informed to send request to Joint Director office Panvel for staff recruitment NOC from Aided Section alongwith request for fulltime principal appointment NOC. He also informed head clerk to take the point of unaided staff appointment in next College development meeting

(ANNEXURE -V : Details of requirements of staff in academic year 2021-22)

Item No. 10:

To discuss and resolve the media for conduction of online exams of all classes.
Discussed to add members as coordinators for online exams

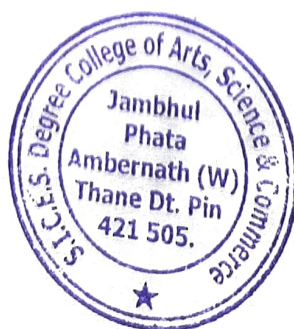
Resolution :

Exam committee chairperson Dr. Jyothi Mallia kept in front of IQAC committee the proposal to conduct the online exams by use of Google forms for FY& SY and TY exams through exam conduction software provider named ACADAMiN . It was decided to conduct FY & SY Exams using Google form keeping restrictions and locks in google forms like to lock the submission copy received by students, to lock the time of conduction of exam, to give access to exam through students email id only. Exam Chairperson Dr. Jyothi Mallia informed the TY exam software provider ACADAMiN have given satisfactory services in last academic year 2020-21 and was discussed and decided to be continued for year 2021-22. It was informed by IQAC Chairperson Dr. H.M. Bachhav to follow changes in exam conduction mode (if any) informed by University of Mumbai time to time.

Item No. 11:

To check the progress of ongoing minor research projects and initiate more number of staff for new research projects

Resolution :



Research Cell chairperson Dr. D.M. Sapkal informed the number of ongoing minor research projects are ----- and their progress is -----, Research cell completes ----- activities to initiate more number of staff to apply for the research projects

Item No. 12:

To take follow up of students Admissions, Drop out students and measures to decrease drop out of students

Resolution :

The students admission status was explained by Mr. Vijayraj Alzande It was decided to stop the number of students drop out by understanding their issues and give its solutions through mentor mentee interactions, and students counselling.

Item No. 13:

To Review and give recommendations on feedbacks of academic year 2020-21 and the action taken by HOD/IOD and Committee Chairpersons

Resolution :

The feedbacks and feedback committee report of academic year 2020-21 were read in the meeting. It was resolved the actions taken on feedbacks are satisfactory and decided to inform all HOD/IOD to take departmental meetings and inform staff to take measures to overcome the feedbacks which are not satisfactory.

Item No. 14:

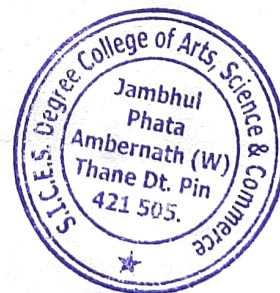
Discussion on COVID-19 precautions followed in college

Resolution :

IQAC Chairperson and Incharge Principal Dr. H.M. Bachhav informed the necessary measures are taken at every possible location to avoid the spread of COVID-19 infections.

- Thermal scanning is done at entrance gate
- Sanitizers are fixed and are in working condition on each floor, office, departments, laboratories
- COVID precautions information, washing hand information are displayed in college premises

The details of COVID-19 Committee work was discussed and was found satisfactory



Item No. 15:

Discussion on the status of admission procedure and measures to be followed on progress of admissions and measures undertaken for admissions to be progressed

Resolution :

The admission status was discussed which needs to be improved. It was discussed the B.Sc. plain science admissions, B.Sc. Computer science, B.Sc. I.T, B.Sc. Microbiology admissions need to be increased. Incharge Principal explained since students admission process of other educations like Pharmacy, engineering, medical etc. are not yet started it have affected on the admissions. It was discussed, considering COVID-19 situation to have online interactions with nearby colleges H.S.C. passed students, to give installments in admission fees due to financial crisis faced by parents in COVID-19 pandemic. IQAC Chairperson informed from year 2020-21 department wise helpline numbers are displayed on college website and circulated through whatsapp to all students, online admission software will be used from year 2020-21. Admission fees links will be given to students through their email id registered to college.

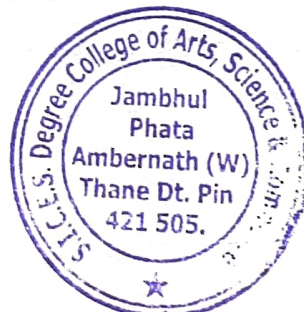
Item No. 16:

Discussion on annual reports of academic year 2020-21 (departmental reports, committee reports, library report, sports and gymkhana report). To give the recommendations and suggestions

Resolution : The IQAC Coordinator kept all Departmental reports in front of committee and the short summary of reports of departments, sports & Gymkhana, NSS, DLLE was read by IQAC Coordinator. It was discussed and decided the extension activities of NSS and DLLE must be increased and other than allotted students strength for NSS and DLLE all departments must take initiative for extension activities. It was discussed and resolved to inform all departments to increase the number of cocurricular and extra curricular activities as the COVID-19 pandemic have affected this activities in lockdown situation in year 2020-21

Item No. 17:

Updation of IQAC Committee list for academic year 2021-22 considering students representative and parents representative are of passed out students of academic year 2020-21

Resolution :

The IQAC Committee member Mr. Jamiluddin Shaikh (Students Representative – TYBMS 2020-21) and Mr. Anil Atmaram Bhoir (Parents Representative – 2020-21) were discussed to be replaced as the student and the parent were of Third Year B.M.S. and B.Sc. in year 2020-21 and the students are now passed out. Two names were resolved to be added in the IQAC committee of Year 2021-22

- i) Komal Ramprasad Shukla (T.Y.B.Sc. – Students Representative)
- ii) Anilkumar Surendrakumar Mourya (Parents Reepresentative – Parents of Ankita Mourya of T.Y.B.Sc. Chemistry)

Item No. 18:

To finalize the drafts of SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions

(ANNEXURE -VI : Copy of approved , Profile, Extended Profile, Executive summary and criterion summary of seven criterions)

Resolution :

The Draft of summary for seven criterions was discussed and changes suggested in last meeting held, the 4th IQAC meeting of year 2020-21. The final Draft and the summary details were read by IQAC Coordinator in this meeting and the final draft was approved for submission to NAAC in the SSR by online mode.

Item No. 19:

Discussion on status of fulfillment and completion of Compliance and recommendations of Energy, Green, environmental audit and External academic audit

Resolution :

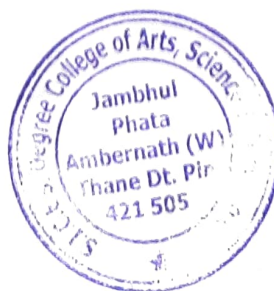
The report of fulfillment and completion of compliances and recommendations of external audits of energy, green, environmental audit and external academic audit was read in the meeting by IQAC Coordinator. The IQAC chairperson and all committee members gave satisfactory remark to the completion of compliance and recommendations of the external auditors.

(ANNEXURE -VII : Report of fulfillment and completion of recommendations of external audits of library, energy, green, environmental audit and external academic audit)

Item No. 20:

Any other matter with the permission of the chair

Resolution:



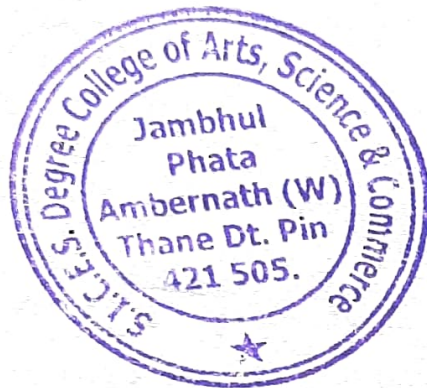
There was no other matter kept for discussion by any IQAC member

IQAC Chairperson informed to end the meeting and the meeting was completed after the vote of thank to the chair and the IQAC members address by IQAC Coordinator. The 1st IQAC Meeting of year 2021-22 started on 18th June 2021 at 3.00 pm was stopped at 7.00 pm after permission of chair.

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.