

**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 : 08/09/2021

2nd IQAC Meeting (Academic Year 2021-22)

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

Sub.:- 2nd Meeting of Internal Quality Assurance Cell of Academic year 2021-22

This is to inform to all IQAC Members that the 2nd Meeting of Internal Quality Assurance Cell for the Academic year 2020-21 will be held on Thursday, 16th September 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.

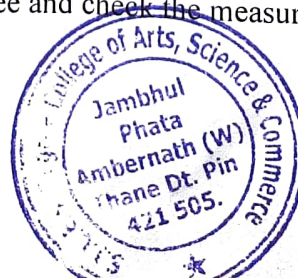
You are requested to make it convenient to attend the meeting.

NOTE :

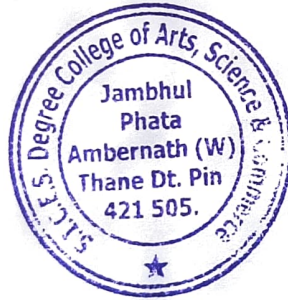
- 1) All IQAC committee members remaining present for the 2nd IQAC meeting of year 2020-21 must strictly follow all COVID-19 precautions of maintaining safe physical distancing, Use of Face masks and regular sanitization/washing of hands with soap and water.
- 2) Any IQAC committee member with fever, 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 2nd 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 1st IQAC meeting of year 2021-22 held on 18th June. 2021
2. To confirm the completion of minutes of 1st IQAC meeting of year 2021-22 held on 18th June. 2021 and prepare the action taken report on the minutes
3. To review the status of NAAC Accreditation process & finalize the measures to be taken proceeding the Accreditation process towards completions
4. Preparation of work plan of Peer Team Visit
5. To discuss the setup of proper research laboratory
6. To take the review of online lectures and start preparations for offline lectures considering announcement from Government of Maharashtra to start offline lectures in October 2021
7. To review the work of COVID-19 committee and check the measures taken for COVID-19 preventions in college premises



8. Discussion on reduction of students admission fees based on university if Mumbai circular dated 4th Aug. 2021
9. To discuss the results of academic year 2019-20.
10. To check the status of fulfillment of recommendations of external audits conducted in academic year 2020-21 at library, academic audit, energy audit, green audit and environmental audit
11. To discuss the preparation of self-explanatory information Boards and their printing and display in college premises.
12. To review the mode of communication with all stakeholders in existing COVID-19 conditions, online teaching and develop a common strategy of communication and interaction easy and suitable to all
13. Discussion regarding need of computer with licensed operating system & software
14. To review the newly developed sports Courts of Badminton, Volley ball, Football and running track on Playground
15. Any other matter with the permission of the chair



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.

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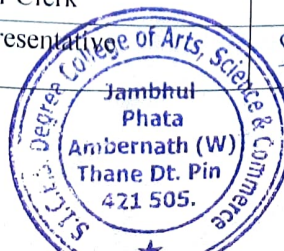
University Code : 961
 JDHE Code : T-44

Date : 08/09/2021

Acknowledge of Second IQAC meeting of Academic Year 2021-22

- 1) Day & Date of meeting : Thursday, 16th September 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	<i>Harshal</i> 8/9/21
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> 8/09/2021
4.	Dr. Vilas S. Patil	Teacher Representative	<i>Vilas S. Patil</i> 8/9/21
5.	Dr. D. M. Sapkal	Teacher Representative	<i>D. M. Sapkal</i> 8/9/2021
6.	Mr. Sharad K. Awate	Teacher Representative	<i>Sharad K. Awate</i> 8/9/2021
7.	Mr. Vikas Deshmane	Teacher Representative	<i>Vikas Deshmane</i> 8/9/21
8.	Dr. Pravin Hudge	Teacher Representative	<i>Pravin Hudge</i> 8/9/21
9.	Ms. Shubhangi Rajguru	Teacher Representative	<i>Shubhangi Rajguru</i> 8/9/21
10.	Dr. Alpa Patel	Teacher Representative	<i>Alpa Patel</i> 8/9/21
11.	Dr. Jyothi Mallia	Teacher Representative	<i>Jyothi Mallia</i> 8/9/21
12.	Mr. Marshal Nadar	Alumni	<i>Marshal Nadar</i> 8/9/21
13.	Mr. Deepak Revankar	Industrialist	Absent
14.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)	<i>Arunkumar Surendrapratap Mourya</i> 8/9/21
15.	Dr. Sangharsh Gajbe	Librarian	<i>Sangharsh Gajbe</i> 8/9/21
16.	Mr. Vijayraj Alzande	Office Senior Clerk	<i>Vijayraj Alzande</i> 8/9/21
17.	Ms. Komal Ramprasad Shukla	Student Representative (T.Y.B.Sc.)	<i>Komal Ramprasad Shukla</i> 8/9/21

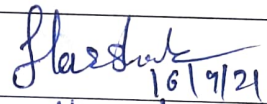
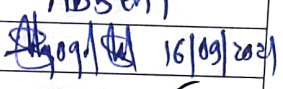


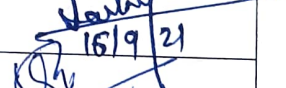
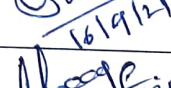



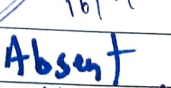
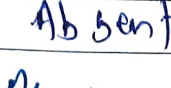
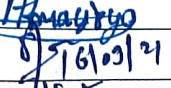

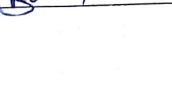


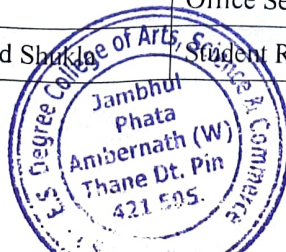
Date : 16/09/2021

Minutes of Meeting

The Second meeting of the Internal Quality Assurance Cell for the Academic year 2021-22 was held on Thursday, 16th September 2021 at 3.00 pm in the Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambernath -Thane.

The following Members were present for the Meeting

Sr. No.	Name	Designation	Signature
1.	Dr. Harshal M. Bachhav (I/C Principal)	IQAC Chairperson	 16/9/21
2.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	Absent
3.	Dr. Yogesh S. Shelar	IQAC Co-ordinator	 16/09/2021
4.	Dr. Vilas S. Patil	Teacher Representative	 16/09/21
5.	Dr. D. M. Sapkal	Teacher Representative	 16/9/2021
6.	Mr. Sharad K. Awate	Teacher Representative	 16/9/21
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10.	Dr. Alpa Patel	Teacher Representative	 16/9/21
11.	Dr. Jyothi Mallia	Teacher Representative	 16/9/21
12.	Mr. Marshal Nadar	Alumni	Absent
13.	Mr. Deepak Revankar	Industrialist	Absent
14.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)	 16/9/21
15.	Dr. SangharshGajbe	Librarian	 16/09/21
16.	Mr. Vijayraj Alzande	Office Senior Clerk	 16/9/21
17.	Ms. Komal Ramprasad Shukla	Student Representative (T.Y.B.Sc.)	 16/9/21



Date : 16/09/2021

The IQAC Co-ordinator Dr. Y. S. Shelar addressed welcome to Chairperson of the meeting and all IQAC members present for the 2nd IQAC meeting of year 2021-22. The following agenda was discussed in the meeting and it was unanimously resolved to implement them.

Item No. 01 :

To read the minutes of last IQAC meeting, the 1st IQAC meeting of year 2021-22 held on 18th June. 2021

Resolution :

The minutes of 1st IQAC meeting of year 2021-22 held on 18th June. 2021 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 1st IQAC meeting

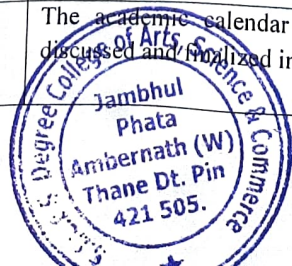
Item No. 02 :

To confirm the completion of minutes of 1st IQAC meeting of year 2021-22 held on 18th June. 2021 and prepare the action taken report on these minutes

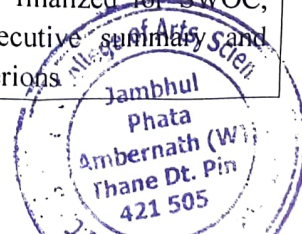
Resolution :

The minutes of last meeting the 1st IQAC meeting of year 2021-22 held on 18th June was confirmed in this 2nd IQAC meeting of year 2021-22 and the Action taken report prepared

Agenda Item No.	Agenda & Minutes of 1 st IQAC meeting	Actions Taken
1.	To read the minutes of last IQAC meeting the previous IQAC meeting the 4 th IQAC meeting of Academic year 2020-21 held on 16 th February 2021	The minutes of last IQAC meeting the 4 th IQAC meeting of Academic year 2020-21 held on 16 th February 2021 was read by IQAC coordinator Dr. Y.S. Shelar and kept in the meeting for confirmation
2.	Action taken on minutes of 4 th IQAC meeting of Past Academic year 2020-21 held on 16 th February 2021	The minutes of 4 th IQAC meeting of year 2020-21 held on 19 th February 2021 were confirmed and action taken report was prepared
3.	To Discuss the status of NAAC Accreditation process & finalize the measures to be taken proceeding the Accreditation process towards completions	Status of NAAC Accreditation process was given by IQAC coordinator Dr.Y.S. Shelar. The Accreditation fees Rs. 3,24,500/- was sanctioned by CDC Chairperson. College have submitted IIQA on 28th May 2021 and we are waiting for its acceptance by NAAC office banglore
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	All the AMC agencies and service providers feedback was discussed with housekeeping supervisor and the feedback details are sent to CDC committee. All feedbacks related to the AMC agencies and service providers was satisfactory
5.	To Discuss and finalize Academic Calendar of the Year 2021-22 based on University of Mumbai allotted Arrangement of Terms for	The academic calendar for academic year 2021-22 was discussed and finalized in the meeting itself



	Academic Year 2021-22.	
6.	To discuss and finalize the time for online lectures	Time for online lectures was finalized 7.30 am for all lectures and practical's in online mode.
7.	To discuss regarding 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.	It was resolved in the meeting the offline conduction of co-curricular and extracurricular activities to be taken dependent on COVID-19 guidelines of Government of Maharashtra and University of Mumbai
8.	Preparation of college committees for Academic year 2021-22	College committee list was presented by head clerk and the draft finalized was approved
9.	To discuss and finalize the appointment of staff as per requirements	The requirement of staff was explained by head clerk based on workload and requirements from HOD/IOD and the requirements was discussed and approved, sent to CDC for staff recruitment process
10.	To discuss and resolve the media for conduction of online exams of all classes.	It was resolved in meeting to continue for TYBSc the online exam conduction software named "ACADMiN" and to use Google forms for Online exams of F.Y.B.Sc. and S.Y.B.Sc.
11.	To check the progress of ongoing minor research projects and provoke the staff for new research projects	<i>Research cell chairperson Dr. D.M. Sapkal gave the details of that total number of ongoing projects was ----- -. Research cell was informed to increase from the college the number of applications of staff for research projects.</i>
12.	To take follow up of students Admissions, Drop out students and measures to decrease drop out of students	The admission status was explained by Head clerk. It was discussed to stop students drop out by understanding their causes to leave the college through mentor-mentee and students personal counseling interactions
13.	Review and recommendations on feedbacks of academic year 2020-21 and the action taken by HOD/IOD and Committee Chairpersons	Feedback report and actions taken on feedback was reviewed in last meeting. It was resolved to take departmental meetings specially for students feedbacks discussion.
14.	Discussion on COVID-19 precautions followed in college	All details of COVID-19 precautions followed daily in college premises was explained by IQAC chairperson and was found satisfactory.
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	Online admissions are started, online fees payment facility is started, fees installments are given, HSC passed students interactions are completed through online meetings. Admission and other helpline numbers are displayed on website which are displayed as first page after starting website of college.
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	All departments and committee reports were discussed and recommendations were given to all departments to increase co-curricular, extra curricular and extension activities
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	IQAC committee list was updated with addition of two new members in the IQAC committee of year 2021-22
18.	To finalize the drafts of SWOC, Profile, Extended Profile, Executive summary and criterion summary of seven criterions	The drafts were discussed and finalized for 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	The details of fulfillment of compliances and recommendations of Energy, Green, environmental audit and External academic audit were discussed and were satisfactory
20.	Any other matter after permission of chair	No other matter was discussed

Item No. 03 :

To review 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 explained the status of NAAC Accreditation Process.

- The IIQA was Approved by NAAC office Banglore on 22/06/2021.
- Online SSR is uploaded and submitted on 02nd August 2021
- Students satisfaction survey was started by NAAC on 05th August 2021 and the minimum requirement of 10% was completed on 06th August 2021 and the SSS was ended on 04th September 2021.
- The data validation and clarifications process – the DVV clarifications were asked by NAAC on 16th August 2021 and the Clarifications with supporting documents were sent to NAAC on 31st August 2021

At the end IQAC coordinator Dr. Y.S. Shelar explained we are waiting for the step of prequalification and its reply from NAAC office.

Item No. 04 :

Preparation of work plan of Peer Team Visit

Resolution :

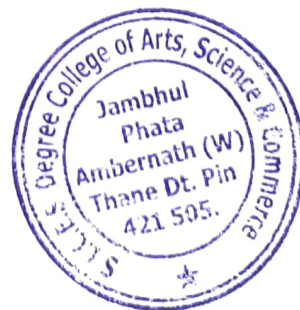
PEER Tem visit work plan of was kept in the meeting for discussion by IQAC Coordinator and was discussed in the meeting and was approved to follow the work plan.

Item No. 05 :

To discuss on the setup of proper research laboratory

Resolution :

It was discussed since the staff performs research work at respective department laboratories on small scale basis there is need to have proper research laboratory. IQAC Chairperson Dr. H.M. Bachhav informed the Management of SICE Society have permitted to see if any instruments of old NSNRC laboratory can be used for research purpose and the same to be checked and brought into use. It was resolved to transfer the NSNRC lab material to ground floor rooms and bring the lab into use for research done by staff



Item No. 06 :

To take the review of online lectures and start preparations for offline lectures considering announcement from Government of Maharashtra to start offline lectures in October 2021

Resolution :

- IQAC chairperson and Incharge Principal Dr. H.M. Bachhav took review of online lectures going on. Academic planning and monitoring committee chairperson Dr. Alpa Patel explained the online lectures are successfully conducted by all staff through ZOOM meet, Google meet, conference call, Google classroom, Cisco Webex meet and the online teaching is in progress with satisfactory outcomes like easy students understanding and explanations to students. She also explained though the online teaching runs well the students interactions in online mode are not satisfactory and students concentration in lectures are poor compared to offline lectures conducted within classrooms.
- In charge Principal Dr. H.M. Bachhav informed all cleaning staff will clean the classrooms and bring all college premises into action for offline lectures. Time table committee was informed to prepare separate time table for offline lectures. COVID-19 Awareness committee was informed to plan for all precautionary measures to be followed for COVID-19 in college premises during offline lectures.

Item No. 07 :

To review the work of COVID-19 committee and check the measures taken for COVID-19 prevention in college premises

Resolution :

- It was discussed and resolved to print COVID-19 precautionary measures information banners, to increase the sanitizers near classrooms, to keep thermal checking at entrance gate by security personnels, To attach "NO MASK NO ENTRY" boards at college building.
- It was discussed to collect details of students completed first and second dose of COVID-19 vaccine
- It was decided to take students COVID-19 Vaccination drive in college after arrival of students in college
- It was decided to keep obstacles on alternate benches to keep safe distances to students during offline lectures
- It was decided to send college COVID-19 Protocol to students to be followed walter entering college premises
- It was decided to take consent from students and parents about their vaccination completed and their attendance to college is willingly and will follow COVID-19 prevention guidelines in college

Item No. 08 :

Discussion of reduction of students admission fees based on university of Mumbai circular dated 4th Aug. 2021

Resolution :

The university of Mumbai circular dated 4th Aug. 2021 was read by Head clerk Mr. Vijayraj Alzande. It was resolved unanimously by all to follow the university of Mumbai guidelines for collection of fees

Item No. 09 :

To discuss the results of academic year 2020-21

Resolution :

Results of Academic Year 2020-21 were discussed. IQAC Chairperson & Incharge Principal gave his remark as Overall results of all classes are satisfactory. It was decided to increase the unit tests and display the marks in Notice board after every unit test of respective subject.

Item No. 10 :

To check the status of fulfillment of recommendations of external audits conducted in academic year 2020-21 at library, academic audit, energy audit, green audit and environmental audit

Resolution :

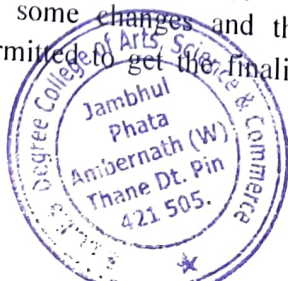
The fulfillment of recommendations of external audits conducted in academic year 2020-21 at library, academic audit, energy audit, green audit and environmental audit was checked by IQAC Chairperson and was found satisfactory.

Item No. 11 :

To discuss the preparation of self-explanatory information Boards and their printing and display in college premises

Resolution :

IQAC Coordinator explained the need of various informative boards in college premises for information to every stake holders for easy access of the college facilities, scholarships, awareness, Green practices, Environment awareness, anti-plastic awareness messages, Preamble of constitution of India, college committee information, Organogram, Office counter numbers, Office work information, departmental staff lists, departmental rank holders, library information, Quotes, OPhrases, Intellectual Messages, sports persons, scientists, save electricity labels, save water labels, Classroom numbers, New and big college name board at entrance and in main building, anti-ragging boards, national integration developing information boards, Photos of Great Indian Freedom fighters, Indian Philosophers, National Hero's, National & International level sparked Indian sports persons etc. The soft copy of Boards was shown by IQAC coordinator and was discussed with some changes and the boards were finalized. IQAC Chairperson & Incharge Principal permitted to get the finalized boards printed and placed at discussed locations.



Item No. 12:

To review the mode of communication with all stakeholders in existing COVID-19 conditions, online teaching and develop a common strategy of communication and interaction easy and suitable to all

Resolution :

IQAC Coordinator-Incharge Principal Dr. H.M. Bachhav informed to all committee members in lockdown University of Mumbai have recommended in online mode whatsapp messages, emails to be considered for official communication amidst COVID-19 Pandemic situation. It was resolved to commonly use whatsapp as a media for communications and mode of information delivery to students and all stakeholders.

Item No. 13 :

Discussion regarding need of computer with licensed operating system & software

Resolution :

It was discussed and decided considering total 98 preexisting computers in college to purchase minimum 03 computers in college with authorized, licensed copy of operating system and softwares. IQAC Chairperson permitted the purchase of 03 computers with licensed copies at Examination Section, Library and office.

Item No. 14 :

To review the newly developed sports Courts of Badminton, Volley ball, Football and running track on Playground

Resolution :

All IQAC committee members present made a physical inspection and visited the newly developed courts of Badminton, Volley ball, Football and running track on Playground. It was observed the arrangement was satisfactory in this first stage of setup of these courts and all courts need to be upgraded in future with cement concrete base, fencing, seating arrangement and other facilities.

Item No. 16:

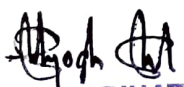
Any other matter after permission of the chair

Resolution :

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

IQAC Chairperson informed to end the meeting and the meeting & was completed after the vote of thank to the chair and the IQAC members which was address by IQAC Coordinator. The 2nd IQAC Meeting of year 2021-22 started on 8th September 2021 at 3.00 pm was stopped at 7.00 pm after permission of chair.

IQAC Coordinator



IQAC COORDINATOR

**SICES DEGREE COLLEGE OF ARTS, SCIENCE & COMMERCE
Jambhul Phata, Ambarnath (W) - 421 505.**

