



# South Indian Children's Education Society's DEGREE COLLEGE OF ARTS, SCIENCE AND COMMERCE

NAAC Accredited With B+ Grade,  
Affiliated to the University of Mumbai

Jambhul Phata, Chikloli, Ambarnath (W)-421505. Dist. Thane (MS)

JDHE Code: T-44  
University Code:961

www.sicescollege.edu.in  
sicesdegreecollege@gmail.com

*Prof. Swapna Samel*  
Principal

Date : 25/01/2023

## IQAC Committee for Academic Year 2022-23

Sr. No.	Name	Designation
1.	Dr. Harshal M. Bachhav - (I/C Principal)	IQAC Chairperson (From:- 13/06/2022 to 24/01/2023)
2.	Dr. Swapna H. Samel (Principal)	IQAC Chairperson (From:- 25/01/2023 onwards)
3.	Shri. K.M.K. Nair	Management Representative (Joint Secretary S.I.C.E. Society)
4.	Dr. D. M. Sapkal	IQAC Coordinator
5.	Ms. Rakhi V. Gulati	Teacher Representative
6.	Dr. Sharad K. Awate	Teacher Representative
7.	Dr. Alpa Patel	Teacher Representative
8.	Dr. Jyothi Mallia	Teacher Representative
9.	Mr. Vikas Deshmane	Teacher Representative
10.	Dr. Pravin Hudge	Teacher Representative
11.	Dr. Yogesh S. Shelar	Teacher Representative
12.	Mr. Marshal R. Nadar	Alumni
13.	Mr. Deepak Revankar	Industrialist
14.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)
15.	Dr. SangharshGajbe	Librarian
16.	Mr. Vijayraj Alzande	Office Senior Clerk
17.	Mr. Sarthak M. Khirsagar	Student Representative (B.Sc.)



*Swapna*  
Dr. Swapna H. Samel  
Principal  
**PRINCIPAL**  
SICES DEGREE COLLEGE OF  
ARTS, SCIENCE & COMMERCE  
AMBARNATH - 421505

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

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

Email id : [sicesdegreecollege@gmail.com](mailto:sicesdegreecollege@gmail.com)  
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University Code : 961  
JDHE Code : T-44

Date: 10/02/2023

**3<sup>rd</sup> IQAC Meeting (Academic Year 2022-23)**

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

Sub.-: 3<sup>rd</sup> Meeting of Internal Quality Assurance Cell (IQAC) of Academic year  
2022-23

This is to inform to all IQAC Members that the 3<sup>rd</sup> Meeting of Internal Quality Assurance Cell for the Academic year 2022-23 will be held on Friday, 17<sup>th</sup> February 2023 at 01.00 p.m. in Principal Office, S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath.

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

**Agenda of the Meeting**

1. Welcome of Principal Dr. Swapna H. Samel Madam
2. To read the minutes of the 2<sup>nd</sup> IQAC meeting of Academic year 2022-23 held on Monday, 19<sup>th</sup> September 2022
3. To confirm the completion of minutes of 2<sup>nd</sup> IQAC meeting of year 2022-23 held on Monday, 19<sup>th</sup> September 2022 and prepare the action taken report on the minutes
4. To review the status of AQAR 2020-21, 2021-22 and finalize the measures to be taken proceeding towards completion.
5. To review of Internal Academic Audit for Academic Year 2022-23.
6. Preparation of work plan of 2<sup>nd</sup> Parent teachers meet and their arrangements and points to be discussed in the meeting.
7. To take review of syllabus completion and academic activities of 2<sup>nd</sup> term of Academic year 2022-23 and measures to be taken towards completion through APMC.
8. To discuss about the 2<sup>nd</sup> term examination schedule and to decide date of commencement of internal and semester end examination.



9. To discuss to organise national webinar on Entrepreneurship Development opportunities and challenges.
10. To take review of Annual Cultural activities "Kalautsav" and annual sports day celebration.
11. To take review of the Industrial Visit/Excursion/Study tour organized by various departments and planning of remaining study tour visit.
12. Any other matter with the permission of the chair



Dr. Swapna H. Samel

Principal & IQAC Chairperson

**PRINCIPAL**

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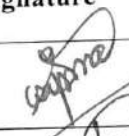
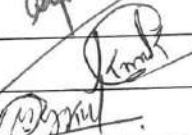
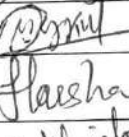
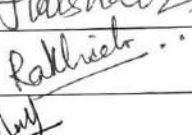
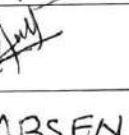
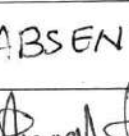
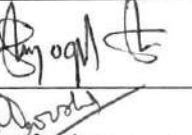



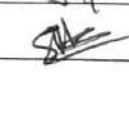

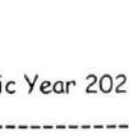
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Contact : 9930250060

University Code : 961  
JDHE Code : T-44

Date : 10/02/2023

**Acknowledgement of Third IQAC meeting Notice of Academic Year 2022-23**

- 1) Day & Date of meeting : Friday, 17<sup>th</sup> February 2023
- 2) Time : 1.00 pm
- 3) Venue : Principal Office, S.I.C.E.S. Degree College of Arts, Science and Commerce Ambarnath -Thane

Sr. No.	Name	Designation	Signature
1.	Dr.Swapna H. Samel - ( Principal)	IQAC Chairperson	
2.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	
3.	Dr. D. M. Sapkal	IQAC Co-ordinator	
4.	Dr.Harshal M. Bachhav	Teacher Representative	
5.	Ms.Rakhi V. Gulati	Teacher Representative	
6.	Dr.Alpa Patel	Teacher Representative	
7.	Dr.Jyothi Mallia	Teacher Representative	ABSENT
8.	Dr.Yogesh S. Shelar	Teacher Representative	
9.	Mr. Marshal Nadar	Alumni	
10.	Mr. Deepak Revankar	Industrialist	
11.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)	
12.	Dr. Sangharsh Gajbe	Librarian	
13.	Mr. Vijayraj Alzande	Office <sup>Head</sup> Senior Clerk	
14.	Ms. Sarthak M. Khirsagar	Student Representative (.B.Sc.)	



Third IQAC Meeting of Academic Year 2022-23

Date : 17/10/2023

### Minutes of Meeting

The Third meeting of the Internal Quality Assurance Cell for the Academic year 2022-23 was held on Friday 17<sup>th</sup> February 2023 at 1.00 pm in Principal office, 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
15.	Dr.Swapna h. Samel - ( Principal)	IQAC Chairperson	
16.	Shri K.M.K. Nair	Joint Secretary S.I.C.E. Society	
17.	Dr. D. M. Sapkal	IQAC Co-ordinator	
18.	Dr.Harshal M. Bachhav	Teacher Representative	
19.	Ms.Rakhi V. Gulati	Teacher Representative	
20.	Dr.Alpa Patel	Teacher Representative	
21.	Dr.JyothiMallia	Teacher Representative	ABSENT
22.	Dr.Yogesh S. Shelar	Teacher Representative	
23.	Mr. Marshal Nadar	Alumni	
24.	Mr. Deepak Revankar	Industrialist	
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26.	Dr. SangharshGajbe	Librarian	
27.	Mr. VijayrajAlzande	Office <sup>Head</sup> Senior Clerk	
28.	Ms. Sarthak M. Khirsagar	Student Representative (.B.Sc.)	





The IQAC Co-ordinator Dr. D. M. Sapkal welcome to Chairperson of the meeting and all IQAC members present for the 3<sup>rd</sup> IQAC meeting of year 2022-23. The following agenda was discussed in the meeting and it was unanimously resolved to implement them.

**Item No. 01:**

Welcome of Principal Dr. Swapna H. Samel Madam.

**Resolution :**

Welcome to Principal Dr. Swapna H. Samel, Madam, from the IQAC Coordinator,  
Dr. D. M. Sapkal

**Item No. 02 :**

To read the minutes of last IQAC meeting the II<sup>nd</sup> IQAC meeting of year 2022-23 held on Monday, 19<sup>th</sup> September 2022

**Resolution:**

The minutes of 2<sup>nd</sup> IQAC meeting of year 2022-23 held on Saturday, 17<sup>th</sup> September 2022 was read by IQAC coordinator Dr. D. M. Sapkal and kept for its confirmation and for the action taken on the minutes of 2<sup>nd</sup> IQAC meeting

**Item No. 03:**

To confirm the completion of minutes of II<sup>nd</sup> IQAC meeting of year 2022-23 which was held on Monday, 19<sup>th</sup> September 2022 and prepare the action taken report on the minutes

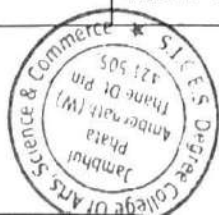
**Resolution:**

The minutes of the II<sup>nd</sup> IQAC meeting of year 2022-23 which was held on Monday, 19<sup>th</sup> September 2022 of year 2022-23 and the Action taken report prepared

Agenda Item No.	Agenda & Minutes of 1 <sup>st</sup> IQAC meeting	Actions Taken
1.	To read the minutes of 1 <sup>st</sup> IQAC meeting the previous IQAC meeting of Academic year 2022-23 held on Tuesday, 21st June, 2022	The minutes of last IQAC meeting were read by IQAC coordinator Dr. D.M. Sapkal and kept for confirmation
2.	Action taken on minutes of 1 <sup>st</sup> IQAC meeting of Academic year 2022-23 held on Tuesday, 21st June, 2022.	The minutes of 1 <sup>st</sup> IQAC meeting of Academic year 2022-23 held on Tuesday, 21st June, 2022. were confirmed and action taken report was prepared
3.	To review the status of AQAR 2020-21, 2021-22 and finalize the measures to be taken proceeding towards completions	All criteria representative informed to complete their criteria work of AQAR 2020-21, after completion of AQAR 2020-21 then start the work of AQAR 2021-22.



4.	Discussion on reduction of student's strength and measures to be taken to increase the student's strength in next academic year.	The I/c Principal ask to Admission Coordinator Dr. Y.S. Shelar details of classwise admissions and the total number of admissions as 995 it is the total strength of the college. Incharge Principal Dr. H.M. Bachhav mentioned his views to keep target and to fulfil the allotted strength of every class the each and every staff members should take efforts to increase the strength. 1. Use of social media to reach the parents of H.S.C. passed students for the admission of next academic year 2023-24. 2. To perform social activities through NSS and DLLE students in surrounding area of college that peoples came to know about our college, Mrs Nilam Jaisal Programme officer NSS and Mr.Ghyansham Lakhani DLLE Coordinator informed to increase Social activities.
5.	To take review I <sup>st</sup> term admission fees paid by the students and measures to be taken towards completion	Admission coordinator informed to office Head clerk Mr. Vijaraj Alzande and all teaching staff members send the notice and reminder message to individual student, teachers should take personally follow-up and remind the students for pending admission fees.(second and third instalments)
6.	To take review of syllabus completion and academic activities of I <sup>st</sup> term of Academic year 2022-23 and measures to be taken towards completion	I/c Principal & IQAC Chairperson Dr.H.M. Bachhav sir informed all staff members to complete the syllabus before the I <sup>st</sup> term examination of Academic year 2022-23
7.	To discuss about the First term examination schedule and to decide date of commencement of Internal and semester end examination.	I/c Principal & IQAC Chairperson Dr.H.M. Bachhav sir discussed with Exam. committee Chairperson Dr. Alpa Patel and finalized the schedule of I <sup>st</sup> term examination of Academic year 2022-23. The Second year students examination will be commence from second week of 10 October -2022, while for the First Year students examination will be commence from first week of December -2022.
8.	Discussion regarding need of computer with licensed operating system & software	I/c principal Dr.H.M. Bachhav sir informed to Management regarding the licensed copy computers and ask to service provider person to install the 13 licensed copy computers as one at



		each department each department.
9.	To take measures to upgrade sports and gymkhana facilities	As per the discussion in the meeting the IQAC Chairperson & I/c principal Dr.H.M. Bachhav sir forwarded all sports requirements and facilities like separate linen room, separate gymkhana for girls and boys, T-shirts for outdoor sport participant to sanction in CDC meeting.
10.	Any other matter after permission of chair	No other matter was discussed

**Item No. 04 :**

To review the status of AQAR 2020-21, 2021-22 and finalize the measures to be taken proceeding towards completions

**Resolution :**

IQAC coordinator Dr. D. M. Sapkal explained the status of AQAR of Academic year 2020-21 and 2021-22 . The AQAR of 2020-21 is being completed only few criteria questions are left , after completion of all criteria work it will upload.

**Item. No. 05:**

To review of Internal Academic Audit for the Academic Year 2022-23.

**Resolution:**

IQAC coordinator Dr. D. M. Sapkal discussed about the Internal Academic Audit for the Academic Year 2022-23 which was taken on 4<sup>th</sup> February to 7<sup>th</sup> February 2023. The academic audit of each Department / Subject was successfully completed as per the schedule.

*(ANNEXURE –I : Schedule of Academic Audit for academic year 2022-23)*

**Item No. 06 :**

Preparation of work plan for 2<sup>nd</sup> Parent teachers meet and their arrangements and points to be discussed in the meeting.

**Resolution :**





The date of 2<sup>nd</sup> parent meet was discussed and finalized it will be held between 24<sup>th</sup> to 27<sup>th</sup> February 2023. The parent meeting will be conducted separately for F.Y. , S.Y. & T.Y. science , commerce, self finance, I.T. & C.S. Students parents. It also informed to Dr. S.K. Awate , Chairperson of parent meet to prepare the schedule and planning of parent meet.

*(ANNEXURE –II : Schedule for 2<sup>nd</sup> Parent teachers meet for academic year 2022-23)*

**Item No. 07 :**

To take review of syllabus completion and academic activities of 2<sup>nd</sup> term of Academic year 2022-23 and measures to be taken towards completion through APMC.

**Resolution :**

IQAC chairperson & I/c Principal Dr. H.M. Bachhav took review of lectures and practical syllabus completion. Academic planning and monitoring committee chairperson Dr. Y.S. Shelar explained almost 85 percent of Theory and Practical syllabus is completed by all Teaching staff members. The remaining syllabus they have to complete two week before the Exam schedule. The remedial teaching for the weak students and doubts solving lectures also conducted by all teaching staff. Students are satisfied about their understanding of the difficult aspects in the syllabus.

**Item No. 08 :**

To discuss about the 2<sup>nd</sup> term examination schedule and to decide date of commencement of internal and semester end examination.

**Resolution :**

The examination committee Chairperson Dr. Alpa Patel informed that the Practical examination of F.Y.B.Sc. was completed in the month of November 2022 and in the first week of December 2022. The internal examination was completed in the last week of January 2023. The ATKT examination ( Sem. I & III) will be commencing from the second week of March 2023. The regular and ATKT ( Sem. II & IV) will be commencing from the second week of April 2023.

*(ANNEXURE –III : Schedule for 2<sup>nd</sup> term examination for internal and semester end examination for academic year 2022-23)*

**Item No. 09 :**

To discuss to organise national webinar on Entrepreneurship Development opportunities and challenges.

**Resolution :**

The IQAC Coordinator Dr. D. M. Sapkal discussed planning for national webinar on Entrepreneurship Development opportunities and challenges.



It was decided the tentative date for national webinar on 6<sup>th</sup> March 2023, 10am to 12 noon in online mode on Google meet platform. The two distinguished industrialist speakers accepted our invitation for the webinar,

- 1) Mr. Abhay Deshpande Serial Entrepreneur, Founder & CEO – Recykal, Bangalore and
- 2) Mr. Ashish Srivastava , Director, CSL. Mhape, New Mumbai.

This webinar will be organised by IQAC in collaboration with E- Cell , The responsibility is given to Dr. D. M. Sapkal as a IQAC Coordinator, Dr. H.M. Bachhav as a Convener and Asst. Prof. Jiya Rochiramani as a Co-convener of the webinar.

*(ANNEXURE -IV : Schedule for national webinar on Entrepreneurship Development opportunities and challenges.)*

**Item No. 10 :**

To take review of Annual Cultural activities “Kalautsav” and annual sports day celebration.

**Resolution :**

The IQAC coordinator, Dr. M. Sapkal discussed the successfully completed Annual Cultural activities “Kalautsav” in the month of December from 21/12/2022 To 24/12/2022. The various activities like Mehendi mela, Hair Grooming Girls/Boys, Poster making, Rangoli/ Healthy Tiffin day, stand up comedy etc. The maximum number of students participated in various activities, The response of Girls students is good.

The Annual sports day celebration was scheduled from 13/12/2022 To 15/12/2023. The various sport activities like running , shot put throw, tug of war, volley ball , carom, chess, Table tennis, Discuss throw, foot ball , javelin throw, kabaddi and cricket games are successfully completed on our college play ground and indoor games at Gymkhana.

**Item No. 11 :**

To take a review of the Industrial Visit/Excursion/Study tour organized by various departments and planning of remaining study tour visit.

**Resolution :**

Asst. Prof. Rakhi V. Gulati ,Chairperon (Industrial Visit/Excursion/Study tour) discussed the activities conducted before the month of January 2023.

1. Industrial visit organized by Microbiology Dept. on 12<sup>th</sup> January , 2022- at Jambhulgaon Water purification plant “ MIDC BARVI WATER WORKS” 10 students with 02 faculties visited the place.
2. 18<sup>th</sup> January, 2023 to 21<sup>st</sup> January , 2023.- Industrial visit to Ahmedabad ( Gujarat)



Organized by Self finance Dept. Total 148 students with 10 staff accompanied the industrial visit. They visited at Lao More Biscuits Pvt. Ltd. Sabarmati Ashram, Adalaj Stepwell, Kamla Nehuru Zoo, Kankaria Lake, Anand Factory.

3. 21<sup>st</sup> Jan. To 25<sup>th</sup> Jan. 2023. Study tour was organized by Science dept. to Aurangabad, Paithan. Total 51 students and 06 faculties accompanied the visit. They visited Hydral power project at Jayakwadi dam, Botanical Garden, Siddhartha Zoo and Garden. Elora Caves and Devgiri Fort at Aurangabad.

All above visits are successfully well organized and successfully completed. The students are satisfied with the gain of knowledge.

Asst. Prof. Rakhi V. Gulati, Chairperson (Industrial Visit/ Study Tour)

also discussed about the study tour that will be scheduled on 21<sup>st</sup> February, 2023, organized by Arts Department. They are planning to visit Shaniwar wada, Raja Dinkar Kelkar Museum, Lal Mahal at pune. Principal. Dr. Swapna Samel Madam grant the

permission for the same.


**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 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 3<sup>rd</sup> IQAC Meeting of year 2022-23 started on Friday, 17<sup>th</sup> February 2023 at 01.00 p.m. and end at 5.30 pm after permission of chair.**

  
**Dr. D. M. Sapkal**  
**IQAC Coordinator**



  
**Dr. Swapna H. Samel**  
**Principal & IQAC Chairperson**  
**PRINCIPAL**  
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Contact :9930250060

University Code : 961  
JDHE Code : T-44

Date : 14/06/2022

**1<sup>st</sup> IQAC Meeting** (Academic Year 2022-23)

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

Sub.: 1<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) of Academic year  
2022-23

This is to inform to all IQAC Members that the 1<sup>st</sup> Meeting of Internal Quality Assurance Cell for the Academic year 2022-23 will be held on Tuesday, 21<sup>th</sup> June 2022 at 02.00 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.

**Agenda of the Meeting**

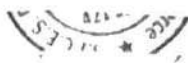
1. To read the minutes of previous IQAC meeting of Academic year 2021-22
2. To confirm the completion of minutes of IQAC meeting of Academic year 2021-22 held on Friday 17<sup>th</sup> Dec. 2021 and prepare the action taken report on its minutes.
3. Updating the IQAC Committee for academic year 2022-23 considering passed out students representative and parents representative of previous academic year.
4. To discuss the status of AQAR For A.Y. 2020-21 and 2021-22 & to discuss regarding any queries in the respective criteria with the criteria representative as per the Guidelines of the AQAR.
5. To allot the work of criteria to the respective committee to finalize the process for the completion of AQAR. For A.Y. 2020-21 and 2021-22.
6. To discuss and finalize the appointment of staff as per requirements as discussed in the last meeting of A.Y. 2021-22.
7. To discuss about status of students Admission progress and drop out students, measures undertaken to increase student strength and to decrease drop out of students



8. To Discuss and finalize Academic Calendar of the Year 2022-23 as per circular of University of Mumbai for Arrangement of Terms.
9. To discuss and finalize the timing and class room allotment and time table for lectures.
10. Appointment of Examination committee chairperson and members in examination committee for Academic year 2022-23.
11. Preparation of college committees for Academic year 2022-23
12. To discuss tentative dates regarding Annual sports day, annual cultural function KALAUTSAV, convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp.
13. Review of the services provided in academic year 2021-22 by AMC agencies & other service providers- The Website, Computer + Printer Maintenance, Generator, Lift. To send the service providers feedback to the College Development Committee
14. Review and recommendations on feedbacks of academic year 2021-22 and the action taken by HOD/IOD and Committee Chairpersons
15. Discussion on annual reports of academic year 2021-22 (departmental reports, committee reports, library report, sports and gymkhana report).To give the recommendations and suggestions
16. Any other matter with the permission of 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 - 421505

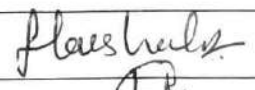

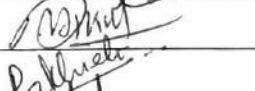
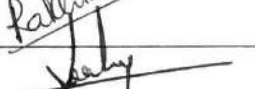


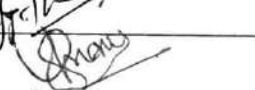
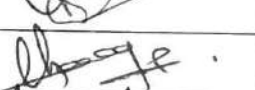

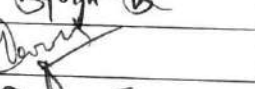

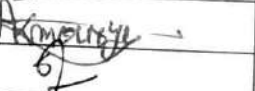






Date : 21/6/2022


## Minutes of Meeting

The first meeting of the Internal Quality Assurance Cell for the Academic year 2022-23 was held on Tuesday , 21<sup>st</sup> June 2022 at 2.00 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. D. M. Sapkal	IQAC Co-ordinator	
4.	Ms. Rakhi V. Gulathi	Teacher Representative	
5.	Dr. Sharad K. Awate	Teacher Representative	
6.	Dr. Alpa Patel	Teacher Representative	
7.	Dr. Jyothi Mallia	Teacher Representative	
8.	Mr. Vikas Deshmane	Teacher Representative	
9.	Dr. Pravin Hudge	Teacher Representative	
10.	Dr. Yogesh S. Shelar	Teacher Representative	
11.	Mr. Marshal R. Nadar	Alumni	
12.	Mr. Deepak Revankar	Industrialist	
13.	Mr. Arunkumar Surendrapratap Mourya	Stake holder (Parent)	
14.	Dr. Sangharsh Gajbe	Librarian	
15.	Mr. Vijayraj Alzande	Office <sup>Head</sup> Senior Clerk	
16.	Mr. Sarthak M. Khirsagar	Student Representative (B.Sc.)	



  
Dr. Harshal M. Bachhav  
(I/c Principal & IQAC Chairperson)  
I/c Principal  
S.I.C.E.S. Degree College of Arts, Science & Commerce  
Ambarnath - 421505



# Degree College of Arts, Science and Commerce, Ambarnath (W.)

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

Email id : [sicesdegreecollege@gmail.com](mailto:sicesdegreecollege@gmail.com)  
Contact : 9930250060

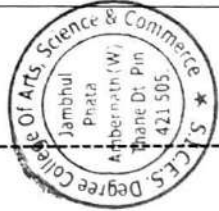
University Code : 961  
JDHE Code : T-44

Acknowledgement of 1<sup>st</sup> IQAC meeting of Academic Year 2022-23

Date : 14/06/2022

- 1) Day & Date of meeting : Tuesday, 21<sup>th</sup> June 2022
- 2) Time : 2.00 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	
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15.	Mr. Vijayraj Alzande	Office Senior Clerk	
16.	Mr. Sarthak M. Khirsagar	Student Representative (B.Sc.)	



First IQAC Meeting of Academic Year 2022-23



The IQAC Co-coordinator Dr. D. M. Sapkal welcome to Management , Chairperson and committee members of IQAC present for the 1<sup>st</sup> IQAC meeting of academic year 2022-23. Following agenda was discussed in the meeting and it was unanimously resolved to implement them.

**Item No. 01 :**

To read the minutes of previous IQAC meeting of the Academic year 2021-22

**Resolution :**

The minutes of previous IQAC meeting of year 2021-22 held on 16<sup>th</sup> February 2022 was read by IQAC coordinator Dr. D.M. Sapkal and chairperson confirm the minutes of meeting by the committee

**Item No. 02:**

To confirm the completion of minutes of previous IQAC meeting of Academic year 2021-22 held on 16<sup>th</sup> February 2022 and prepare the action taken report on its minutes

**Resolution :**

The minutes of the last meeting the IQAC committee for academic year 2021-22 held on 16<sup>th</sup> February 2022 was confirmed and the Action taken report was prepared in the meeting

Agenda Item No.	Agenda & Minutes of 1 <sup>st</sup> IQAC meeting	Actions Taken
1.	To read the minutes of last IQAC meeting held on Friday 17 <sup>th</sup> Dec. 2021	The minutes of last IQAC meeting were read by IQAC coordinator Dr. D.M. Sapkal and kept in the meeting for confirmation
2.	To confirm the completion of minutes of last IQAC meeting held on Friday 17 <sup>th</sup> Dec. 2021 and prepare the action taken report on these minutes	The minutes of last IQAC meeting held on Friday 17 <sup>th</sup> Dec. 2021 were confirmed and action taken report was prepared
3.	Review of Online/offline Teaching Learning activities & Academic calendar followed for year 2021-22 and suggestions for improvements	Review of Online/offline Teaching Learning activities & Academic calendar follow up was taken in last meeting and was satisfactory
4.	Review of NSS and DLLE activities conducted in academic year 2021-22 and suggestions for improvements	The Review of NSS and DLLE activities of academic year 2021-22 was taken in last meeting.
5.	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



	by Chartered accountant firm V. G. Kale and Co. Thane	Thane. in March 2021
6.	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 2021-22 and informed university AISHE Department have informed AISHE portal data entry is expected to start in August.
7.	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
8.	Discuss on Students Satisfaction Survey work and IIQA	The SSS and IIQA requirements and the students email id, mobile numbers related discussion was held and the agenda was completed
9.	Discussion on soft copies confirmation against Standard operating precautions (SOP) of NAAC started from 21 <sup>st</sup> 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
10.	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"
11.	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
12.	Any other matter after permission of the chair	No other matter was discussed

**Item No. 03:**

Updation of IQAC Committee members for academic year 2022-23 considering students and parents representative as per the availability for meetings.

**Resolution :**

The IQAC Committee member Mr. Jamiluddin Shaikh (Students Representative – TYBMS 2021-22) and Mr. Anil Atmaram Bhoir (Parents Representative – 2021-22) were discussed to be replaced as the student and the parent were of Third Year B.M.S. and B.Sc. in year 2021-22 and the students are now passed out. The two names of student's and one Teacher representative Mrs. Rakhi V. Gulathi were resolved to be added in the IQAC committee of Year 2022-2223.



- i) Mr. Sarthak M. Khirsagar (B.Sc. – Students Representative)
- ii) Mrs. Bhavana Shikhare (Parents Representative – Parents of Ms. Nidhi Shikhare F.Y.B.Sc.)

**Item No. 04 & 05**

3. To discuss the status of AQAR For A.Y. 2020-21 and 2021-22 & to discuss regarding any queries in the respective criteria with the criteria representative as per the Guidelines of the AQAR.

4. To allot the work of criteria to the respective committee members to finalize the process for the completion of AQAR. For A.Y. 2020-21 and 2021-22.

**Resolution :**

IQAC Coordinator Dr. D.M. Sapkal informed the status of AQAR for A.Y. 2020-21 and 2021-22 and discussed work progress of seven criteria on the basis of new guidelines of NAAC in front of all committee members, fruitful discussion was taken and finalize the tentative period for the completion of AQAR work. I/c Principal Dr. H.M. Bachhav discussed regarding formation of new Criteria committees to finalize the process for the completion of AQAR. For A.Y. 2020-21 and 2021-22.

**Item No. 06:**

To discuss and finalize the appointment of staff as per requirements and discussed in the last meeting of A.Y. 2021-22

**Resolution :**

Discussion regarding new appointment of teaching staff. The Management and I/c Principal finalize the dates of appointment for the vacancies in various subjects as per the requirement. 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 appointment of teaching and 04 (Four) 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

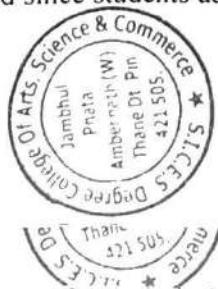
*(ANNEXURE –I : Details of requirements of staff in academic year 2022-23)*

**Item No. 07:**

To discuss about status of students Admission progress and drop out students, measures undertaken to increase student strength and to decrease drop out of students

**Resolution :**

The students admission status was explained by Mr. Vijayraj Alzande 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, plain B.Sc. 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 and offline 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 department wise helpline numbers will be displayed on college website and circulated through whatsapp to all students, online admission software will be used. Admission fees links will be given to students through their email id registered to college.

It was decided to make awareness about the admission for all streams the distribution of small pamphlets and banners will be displayed in the surrounding area of our college. It was also decided to stop the number of students drop out by understanding their issues and give its solutions through mentor mentee interactions, and students counseling.

**Item No. 08 :**

To Discuss and finalize Academic Calendar of the Year 2022-23 based on University of Mumbai allotted Arrangement of Terms for Academic Year 2022-23.

**Resolution :**

The Academic Calendar of the Year 2022-23 was discussed in the meeting and finalized for the academic year 2022-23.

*(ANNEXURE –II : Academic Calendar of the Year 2022-23 approved in 1<sup>st</sup> IQAC meeting)*

**Item No. 09:**

To discuss and finalize the timing and class room allotment and time table for lectures.

**Resolution :**

Academic planning and monitoring committee chairperson Dr. Y.S. Shelar 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 Commerce Stream at 7.45 am and Arts and Science streams at 9.10 am. The Incharge Principal accepted the proposal class timing as well as the class room allotment.

*(ANNEXURE –III : Master time table with class allotment)*

**Item No. 10:**

Appointment of Examination committee chairperson and members in examination committee.

**Resolution :**

The IQAC Chairperson Dr. H.M. Bachhav discussed and decided with all IQAC committee members to appoint new Examination committee Chairperson, because previous examination committee chairperson Dr. Jyothi Mallia completed Five years of tenure. After discussion in



meeting it was decided Dr. Alpa Patel become chairperson of examination committee and all other committee members are as it is.

**Item No. 11:**

Preparation of college committees for Academic year 2022-23.

**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 2022-23)*

**Item No. 12 :**

Review of the services provided in academic year 2021-22 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 :**

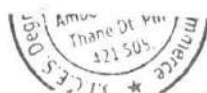
House keeping supervisor Mr. Devdasan Cheerth was called in the on-going meeting and asked to give feedback of services given by AMC agencies and other service providers. He replied all service providers and AMC agencies have provided timely services and completed all repairs, maintenance, updations 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 2021-22. 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 –V : Housekeeping supervisor and In-charge Principal report on AMC and service providers)*

**Item No. 13:**

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.

**Resolution :**





IQAC Chairperson Dr. H.M. Bachhav informed all IQAC committee members Sports Day, Annual cultural function, NSS seven days residential camp as per circular university of Mumbai. The activities to be planned for academic year 2022-23. It was discussed to take orientation Programme for delivering information of college academic activity and scholarship related information to newly admitted students in first year classes of all streams.

**Item No. 14:**

To Review and give recommendations on feedbacks of academic year 2021-22 and the action taken by HOD/IOD and Committee Chairpersons

**Resolution :**

The feedbacks and feedback committee report of academic year 2021-22 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. 15:**

Discussion on annual reports of academic year 2021-22 (departmental reports, committee reports, library report, sports and gymkhana report). To give the recommendations and suggestions

**Resolution :** The IQAC Coordinator Dr. D. M. Sapkal read 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 for NSS and DLLE all departments must take initiative for extension activities.

**Item No.16:**

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 1<sup>st</sup> IQAC Meeting of year 2022-23 started on , 21<sup>th</sup> June 2022 at 02.00 p.m till 4.00 pm after permission of chair.**

IQAC Coordinator



*Hashalini*  
IQAC Chairperson

I/c Principal  
SICES Degree College of Arts, Science & Commerce  
Ambernath - 421505



IQAC Chairperson Dr. H.M. Bachhav informed all IQAC committee members Sports Day, Annual cultural function, NSS seven days residential camp as per circular university of Mumbai. The activities to be planned for academic year 2022-23. It was discussed to take orientation Programme for delivering information of college academic activity and scholarship related information to newly admitted students in first year classes of all streams.

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**Item No. 15:**

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**Resolution :** The IQAC Coordinator Dr. D. M. Sapkal read 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 for NSS and DLLE all departments must take initiative for extension activities.

**Item No.16:**

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 1<sup>st</sup> IQAC Meeting of year 2022-23 started on , 21<sup>th</sup> June 2022 at 02.00 p.m till 4.00 pm after permission of chair.**



**Dr. D.M. Sapkal**  
**IQAC Coordinator**



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

**I/c Principal**  
**S.I.C.E.S. Degree College of Arts, Science & Commerce**  
Ambur, Dist. Tirupur, Tamil Nadu - 621 505

(172)

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

JambhulPhata, Chikloli, Ambarnath (W) -421505  
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Email id : [sicesdegreecollege@gmail.com](mailto:sicesdegreecollege@gmail.com)  
Contact :9930250060

University Code : 961  
JDHE Code : T-44

Date :10/09/2022

**2<sup>nd</sup> IQAC Meeting (Academic Year 2022-23)**

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

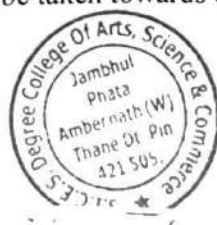
Sub.:- 2<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC) of Academic year  
2022-23

This is to inform to all IQAC Members that the 2<sup>nd</sup> Meeting of Internal Quality Assurance Cell for the Academic year 2022-23 will be held on Monday , 19<sup>th</sup> September 2022 at 01.00 p.m. in Room Number 30, Second floor S.I.C.E.S. Degree College of Arts, Science and Commerce, Ambarnath.

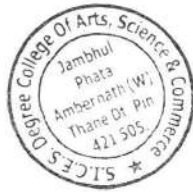
You are requested to make it convenient to attend the meeting.

**Agenda of the Meeting**

1. To read the minutes of last IQAC meeting the 1<sup>st</sup> IQAC meeting of year 2022-23 held on 21<sup>st</sup> June. 2022
2. To confirm the completion of minutes of 1<sup>st</sup> IQAC meeting of year 2022-23 held on 21<sup>st</sup> June. 2022 and prepare the action taken report on the minutes
3. To review the status of AQAR 2020-21, 2021-22 and finalize the measures to be taken proceeding towards completions
4. Review of 1<sup>st</sup> Parent teachers meet and their arrangements and points to be discussed in the meeting.
5. Discussion on reduction of student's strength and measures to be taken to increase the students strength in next academic year.
6. To take review of total admissions and 1<sup>st</sup> term admission fees paid by the students and measures to be taken towards completion.
7. To take review of syllabus completion and academic activities of 1<sup>st</sup> term of Academic year 2022-23 and measures to be taken towards completion



8. To discuss the first and second year result of all streams of academic year 2021-22.
9. To discuss about the 1<sup>st</sup> term examination schedule and to decide date of commencement of internal and semester end examination.
10. To review the mode of communication with all stakeholders and develop a common strategy of communication and interaction easy and suitable to all.
11. Discussion regarding need of computer with licensed operating system & software
12. To take measures to upgrade sports and gymkhana facilities
13. Any other matter with the permission of the chair



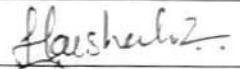

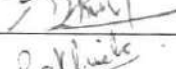


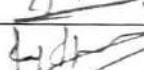


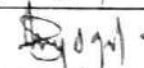
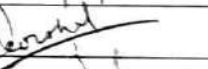

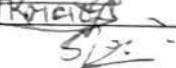
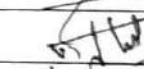



  
Dr. Harshal M. Bachhav  
(I/c principal & IQAC Chairperson)  
I/c Principal  
S.I.C.E.S. Degree College of Arts, Science & Commerce  
Ambernath - 421505

Date : 19/09/2021

### Minutes of Meeting

The Second meeting of the Internal Quality Assurance Cell for the Academic year 2022-23 was held on Monday , 19<sup>th</sup> September 2022, at 1.00 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. D. M. Sapkal	IQAC Co-ordinator	
4.	Ms. Rakhi V. Gulathi	Teacher Representative	
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Email id : [sicadegreecollege@gmail.com](mailto:sicadegreecollege@gmail.com)  
Contact : 9930250060

University Code : 961  
JDHE Code : T-44

Date : 10/09/2022

**Acknowledge of Second IQAC meeting of Academic Year 2022-23**

- 1) Day & Date of meeting : Monday , 19<sup>th</sup> September 2022
- 2) Time : 1.00 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. Baichhav - (I/C Principal)	IQAC Chairperson	
2.	Shri. K.M.K. Nair	Joint Secretary S.I.C.E. Society	
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15.	Mr. Vijayraj Alzande	Office <sup>Head</sup> Senior Clerk	
16.	Mr. Sarthak M. Khirsagar	Student Representative (B.Sc.)	



Second IQAC Meeting of Academic Year 2021-22



The IQAC Co-ordinator Dr. D. M. Sapkal welcome to Chairperson of the meeting and all IQAC members present for the 2<sup>nd</sup> IQAC meeting of year 2022-23. 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 1<sup>st</sup> IQAC meeting of year 2022-23 held on 21<sup>st</sup> June. 2022

**Resolution :**

The minutes of 1<sup>st</sup> IQAC meeting of year 2022-23 held on 21<sup>st</sup> June. 2022 was read by IQAC coordinator Dr. D. M. Sapkal and kept for its confirmation in agenda's item number 02 for the actions taken on the minutes of these 1<sup>st</sup> IQAC meeting

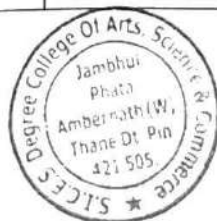
**Item No. 02 :**

To confirm the completion of minutes of 1<sup>st</sup> IQAC meeting of year 2022-23 held on 21<sup>st</sup> June. 2022 and prepare the action taken report on the minutes.

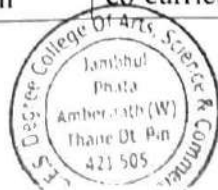
**Resolution :**

The minutes of last meeting the 1<sup>st</sup> IQAC meeting of year 2022-23 held on 21<sup>st</sup> June was confirmed in this 2<sup>nd</sup> IQAC meeting of year 2022-23 and the Action taken report prepared

Agenda Item No.	Agenda & Minutes of 1 <sup>st</sup> IQAC meeting	Actions Taken
1.	To read the 4 <sup>th</sup> IQAC meeting of Academic year 2021-22 held on 16 <sup>th</sup> February 2021	The minutes of last IQAC meeting were read by IQAC coordinator Dr. D.M. Sapkal and kept in the meeting for confirmation
2.	Action taken on minutes of 4 <sup>th</sup> IQAC meeting of Academic year 2021-22 held on 16 <sup>th</sup> February 2021	The minutes of 4 <sup>th</sup> IQAC meeting of Academic year 2021-22 held on 16 <sup>th</sup> February 2021 were confirmed and action taken report was prepared
3.	Updating the IQAC Committee for academic year 2022-23	Considering the Passed out students and Retirement of Teaching faculty Dr. Vilas patil Retired on 31 <sup>st</sup> may 2022., Chairperson of IQAC I/c Principal Dr. H.M.Bachhav sir suggested the name of one B.Sc. student Mr. Sarthak M. Khirsagar and one senior faculty of self finance Ms. Rakhi V. Gulathi as new members of IQAC from A.Y. 2022-23.
4.	To review the status of AQAR 2020-21, 2021-22 and finalize the measures to be taken proceeding towards completions.	All criteria representative informed to complete their writing work of seven criteria of AQAR 2020-21 and checked from IQAC Coordinato Dr. D.M.Sapkal and then Chairperson of IQAC I/c Principal Dr. H.M.Bachhav sir will finalized it. After submitting the first AQAR 2020-21, then



5.	To allot the work of criteria to the respective committee to finalize the process for the completion of AQAR. For A.Y. 2020-21 and 2021-22.	start the work of second AQAR 2021-22. Reframe of Seven criteria committee was taken by including the names of newly appointed staff members in committee and respective work of criteria allotted to them for the completion of AQAR. For A.Y. 2020-21 and 2021-22.
6.	To discuss about status of students Admission progress and drop out students, measures undertaken to increase student strength and to decrease drop out of students.	The admission status was explained by Head clerk Mr. Vijayraj Alzande. It has been decided to increase the students strength use of social media like Mobile whatsapp message, SMS, MMS. College activity Video, to display name hoardings to reach the H.S.C. passed students in the vicinity of Ambarnath - Badlapur Area.. It was discussed to stop students drop out by understanding their causes to leave the college through mentor-mentee and students personal counselling interactions
7.	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 instalments 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.
8.	To Discuss and finalize Academic Calendar of the Year 2022-23 based on University of Mumbai allotted Arrangement of Terms for Academic Year 2021-22.	The academic calendar for academic year 2022-23 was discussed and finalized in the meeting. The IQAC Chairperson, I/c Principal Dr. H.M. Bachhav informed to all members we will follow the Mumbai university circular for arrangement of terms.
9.	To discuss and finalize the time table for lectures and practical's.	Time for lectures was finalized 7.45 am for all Commerce , Arts, C.S. and I.T. Streams and for Science stream it is 9.10 am onward lectures and practical's will be conducted.
10.	Appointment of Examination committee chairperson and members in examination committee for Academic year 2022-23.	The chairperson of examination committee Dr. Jyothi V. Mallia and member Ms. Rakhi V. Gulathi worked for five year tenure. It has been decided to appoint Dr. Alpa K. Patel the Chairperson Examination committee and Ms. Uma Tanwar member of Exam. Committee from Academic Year 2022-23.
11.	Preparation of college committees for Academic year 2022-23.	It has been discussed and formed the various college committees as per the university norms for Academic year 2022-23.
12.	To discuss regarding dates of Annual sports day, annual cultural function	It was resolved in the meeting the conduction of co-curricular and extracurricular activities to be



	KALAUTSAV, convocation ceremony, Orientation of new admitted first year students of all branches, NSS seven days residential camp.	taken as per guidelines of University of Mumbai
13.	Review of the services provided in academic year 2021-22 by AMC agencies & other service providers- The Website, Computer + Printer Maintenance, Generator, Lift. To send the service providers feedback to the College Development Committee	The IQAC Chairperson, I/c Principal Dr. H.M. Bachhav discussed and taken the review of the service providers from the Head Clerk Vijaraj Alzande and Mr. Devdasan. The feedback of Service providers from all HOD/IOD also discussed and it is given to College Development Committee for implementation and action.
14.	Review and recommendations on feedbacks of academic year 2021-22 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.
15.	Discussion on annual reports of academic year 2021-22 (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 cocurricular, extra curricular and extension activities
16.	Any other matter after permission of chair	No other matter was discussed

**Item No. 03 :**

To review the status of AQAR 2020-21, 2021-22 and finalize the measures to be taken proceeding towards completions

**Resolution :**

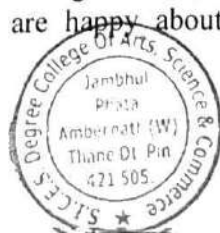
IQAC coordinator Dr. D. M. Sapkal explained the status of AQAR of Academic year 2020-21 and 2021-22 . The AQAR of 2020-21 is being completed only few criteria questions are left, after completion of the AQAR of 2020-21 to be upload by Dr.Shelar sir.

**Item No. 04**

Review of 1<sup>st</sup> Parent teachers meet held on 6<sup>th</sup> August 2022.

**Resolution :**

The 1st parent meet was held on 6<sup>th</sup> August 2022, it is taken in online mode in goole meet platform. The parents and students are happy about the online lectures conducted by the



faculties, total 195 parents present for the meeting and fruitful discussion was taken in the meeting. After meeting all parents visit the all science laboratories and discuss with HOD of departments about the performance of their ward.

**Item No. 05 :**

Discussion on reduction of student's strength and measures to be taken to increase the student's strength in next academic year.

**Resolution :** Discussion was held on status of students strength for academic year 2022-23. Admission Coordinator Dr. Y.S. Shelar discussed details of classwise admissions and the total number of admissions as 995 the total strength of college. Incharge Principal Dr. H.M. Bachhav mentioned his views to keep target to fulfil the allotted strength of every class. The main reason to decrease the student strength is the pandemic situation of Covid-19 the peoples working in the M..I.D.C. in the vicinity of Ambarnath and Balapur they went their native their place. The measure to be taken for academic year 2022-23 were discussed and finalized to follow the measures like :

- i) Use of social media like instagram, facebook, whatsapp, telegram as the main tools for advertisement and the responsibility was given to Asst. Prof. Jeevan Rothe to monitor facebook account of college and Asst. Prof. Mudassar Sayyed to monitor Instagram account.
- ii) To perform social activities through NSS and DLLE students in surrounding area of college that peoples came to know about our college, Mrs Nilam Jaisal Programme officer NSS and Mr. Ghyanasham Lakhani DLLE Coordinator informed to increase Social activities.

**Item No. 06 :**

To take review of total admissions and 1<sup>st</sup> term admission fees paid by the students and measures to be taken towards completion.

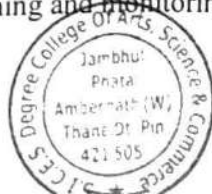
**Resolution :** The admission committee coordinator Dr. Y.S. Shelar informed the number of admissions as 995 on the date. He also informed 95 % students have requested and opted for payment of Fees in instalments and second instalment of majority of students is pending. we need to remind them for payment of second instalment of the admission fees. Admission coordinator informed, to have auto reminder we need to use our website provider IT expert help and send the admission reminder message to individual student through mail id taken during admissions. Also it was discussed all teachers personally take follow-up and remind students during lectures and practical's for payment of second and third instalments of admission fees payment

**Item No. 07 :**

To take review of syllabus completion and academic activities of 1<sup>st</sup> term of Academic year 2022-23 and measures to be taken towards completion

**Resolution :**

IQAC chairperson and Incharge Principal Dr. H.M. Bachhav took review of lectures and syllabus completion. Academic planning and monitoring committee chairperson Dr. Y.S. Shelar



explained the lectures are successfully conducted by all staff through K-Yan projector and using other teaching Aids. The teaching is in progress with satisfactory outcomes like it is very easy for understanding and explanations to students. The offline lectures benefited for poor students to solve their doubts and they are satisfied about their understanding of the difficult aspects in the syllabus. All teaching staff they have conducted unit wise class test for improvement of result. At last Dr. Y.S. Shelar informed almost 80 percent of Theory and Practical syllabus is completed by all Teaching staff members.

**Item No. 08:**

To discuss the first and second year result of all streams of academic year 2021-22

**Resolution:**

The examination committee chairperson informed to all committee members regarding the first and second year result of all streams. The result was declared before the completion of 45 days after the examination of each term. Majority of the of the classes secured good score of passing percentage, for the slow learner students few steps of control measures also discussed for the improvement.

**Item No. 09:**

To discuss about the First term examination schedule and to decide date of commencement of Internal and semester end examination.

**Resolution :**

The examination committee Chairperson Dr. Alpa Patel Madam informed and discussed the schedule of internal, A.T.K.T. and Semester end Examination. The internal examination will be commencing from 2<sup>nd</sup> week of September 2022 and A.T.K.T. Examination semester II & IV and Re- internal at the Last week of September 2022. Practical examination / project/ Assignment in the 1<sup>st</sup> week of October. Semester End examination for the Second year Students will be commence from second week of 10 October -2022, while for the First Year examination will be commence from first week of December -2022.

**(ANNEXURE –I : Schedule of 1st term examination time table for academic year 2022-23)**

**Item No. 10:**

To review the mode of communication with all stakeholders and develop a common strategy of communication and interaction easy and suitable to all.

**Resolution :**

IQAC Coordinator Dr. D.M. Sapkal and Incharge Principal Dr. H.M. Bachhav informed to all committee members use whatsapp messages, emails to be considered for official communication. It was resolved to commonly use whatsapp as a media for communications and mode of





information delivery to students and all stakeholders. It was resolved to have records of communication to parents during PTA meet, to send two invitation letters on single page with two invitations as college copy and students copy inviting parents for the PTA meet and the college copy to be returned by students after parent's signature.

**Item No. 11 :**

Discussion regarding need of computer with licensed operating system & software

**Resolution :**

It was discussed and decided considering total 98 pre existing computers in college 03 computers in college are with authorized, licensed copy of operating system and software's. IQAC Coordinator requested to In charge principal to have more number of computers with licensed copy and it was resolved to have at least 13 licensed copy computers as one at each department.

**Item No. 12 :**

To take measures to upgrade sports and gymkhana facilities

**Resolution :**

It was discussed and decided to request SICES Management to have well constructed running track, properly constructed football course and increase all sports requirements and facilities like separate linen room, separate gymkhana for girls and boys, T-shirts to outdoor participants. It was resolved to forward the details of sports requirements for sanction in CDC 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 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 2<sup>nd</sup> IQAC Meeting of year 2022-23 started on Monday 19<sup>th</sup> September 2022 at 1.00 pm to till 3.00 pm after permission of chair.**

  
**Dr. Digambar M. Sapkal**  
IQAC Coordinator



  
**Dr. Harshal M. Bachhav**  
(I/c Principal & IQAC Chairperson)  
I/c Principal  
S.I.C.E.S. Degree College of Arts, Science & Commerce  
Ambarnath - 421505



The following documents should be attached, the concern staff member are requested to submit to the IQAC Coordinator Dr. D.M.Sapkals

Item 01 - **Dr. Y.S. Shelar**- To attach all proofs of APMC data.

Item 02 :**Dr.Awate sir**: To give report of Parent Teachers meet

Item 03 - **Mr.RajuMenon**-Give soft copy data of fees paid in the first term till the date of 19 th September 2023.

Item 03 :**Mr. VijayrajAlzande** :Give soft copy admission related data till date

Item 04 :**Dr.Alpa Patel** : Schedule of 1st term examination time table for academic year 2022-23)

