Date: 15th June, 2019

Minutes of IQAC Meeting dated 15th June, 2019

The IQAC committee meeting was held on 15th June, 2019 at 11 am in the college premises.

The Agenda is as follows:

1) Approval of Minutes of the last meeting.
2) Proposed activities by IQAC.
3) Approval of short term courses.
4) Discuss about the workshops / seminars and conferences to be organized
5) Any other matter with the permission of the Chair

The following members attended the meeting:

Dr.Padmaja Arvind	Mr.K.V Ranganathan
Dr Parvathi Venkatesh	Mr.Karthik.S
Mrs. Ranjana Mhalgi	Mr Vignesh Iyer
Mrs Renu Verma	Mrs Booma Halpeth
Mrs Sreekala Nair	Mrs Sandhya Thakkar
Mrs Renu Verma	Mr Gopalkrishnan (Spl invitee)
Ms Salochna Nagdev	Mrs Sandhya Pandey
Ms Harshada Thakkar	Mrs.Bharathi Rao
Mrs Priyanka Joglekar	

The members made the following suggestions:

1) Agenda 1: Approval of Minutes of the last meeting: Minutes of the meeting of the last meeting were read and approved by the members.

2) Agenda 2 : Proposed activities by IQAC:

The following activities were proposed to be organised :
- Workshops relating to teaching – learning, Research Methodology, IPR, NAAC etc.
- Student research seminars and short term certificate courses
- Committee activities as suggested by IQAC.

3) Agenda 3: Approval of short term courses:

It has been approved and finalized to conduct the following value added courses for the academic year 19-20.
- Corporate readiness programme
- English Fluency - Basic Communication Skills
- Tally- 4.0
- ABC Programme for Commerce graduates

4. Agenda 4: Discuss about the workshops / seminars and conferences to be organized

It has been approved to conducted seminar/conference for the academic year 19-20 in Departments of IT& Mathematics /BMS /B.Com & B & I. and National conference of NSS.

Vote of thanks was proposed by IQAC Co-ordinator.

Ranjana Mhalgi
IQAC Co-ordinator
The S.I.A College of Higher Education
Dombivli (E)

Dr padmaja Arvind
Principal & IQAC Chairperson
PRINCIPAL
The S.I.A College of Higher Education
DOMBIVLI (E)

IQAC

Date*:* 19th November, 2019

Minutes of IQAC Meeting dated 19th November, 2019

The IQAC committee meeting was held on 19th November, 2019 at 2.00 pm in the college premises.

The Agenda is as follows:

1) Approval of Minutes of the last meeting.
2) Review of activities conducted up to Oct,2019
3) Status of AQAR 2018-19 for submission
4) Any other matter with the permission of the Chair

The following members attended the meeting:

Dr.Padmaja Arvind	Mr.K.V Ranganathan
Dr Parvathi Venkatesh	Mr.Karthik.S
Mrs. Ranjana Mhalgi	Mr Vignesh Iyer
Mrs Renu Verma	Mrs Booma Halpeth
Mrs Sreekala Nair	Mrs Sandhya Thakkar
Mrs Renu Verma	Mr Gopalkrishnan (Spl invitee)
Ms Salochna Nagdev	Mrs Sandhya Pandey
Ms Harshada Thakkar	Mrs.Bharathi Rao
Mrs Priyanka Joglekar	

The members made the following suggestions:

1) Agenda 1: Approval of Minutes of the last meeting:

   Minutes of the meeting of the last meeting were read and approved by the members.

2) Agenda 2 : Review of activities conducted up to Oct,2019
   - Activity report was presented by the co-ordinator in detail related to I IQAC activity activities organized.
   - The activities were : One day Workshop on Contemporary Pedagogy for Millennial on 29th June,2019 and Co-organized One Day Workshop on NAAC Documentation & DVV on 1stAug,2019 in association with SHM Degree College of Commerce, Ulhasnagar & University of Mumbai
   - It was suggested to organize workshops related research methodology for faculty members and students.

3) Agenda 3: Status of AQAR 2018-19 for submission :

   - The AQAR for 2018-19 was presented and matters such as Best practices, website updating, corpus fund, budgeted and actual expenditures of college were reviewed.
   - It was suggested to upload AQAR for 2018-19 before 31st Dec,2019 and upload on website

4) Any other matter with the permission of the Chair
   - It was suggested that staff should be encouraged to register for PHD programme, attend FDPs and Present research papers in approved journals.

Vote of thanks was proposed by IQAC Co-ordinator.

Ranjana Mhalgi
IQAC Co-ordinator
The S.I.A College of Higher Education
Dombivli (E)

Dr padmaja Arvind
Principal & IQAC Chairperson
PRINCIPAL
The S.I.A College of Higher Education
DOMBIVLI (E)

IQAC

Date: 29th February, 2020

Minutes of IQAC Meeting dated 29th February, 2020

The IQAC committee meeting was held on 29th February, 2020 at 2.00 pm in the college premises.

The Agenda is as follows:

1) Approval of Minutes of the last meeting.
2) Discussion on NAAC - SSR Criterion wise activities
3) Discuss activities related to Environment and eco-friendly campus
4) Any other matter with the permission of the Chair.

The following members attended the meeting:

Dr.Padmaja Arvind	Mr.K.V Ranganathan
Dr Parvathi Venkatesh	Mr.Karthik.S
Mrs. Ranjana Mhalgi	Mr Vignesh Iyer
Mrs Renu Verma	Mrs Booma Halpeth
Mrs Sreekala Nair	Mrs Sandhya Thakkar
Mrs Renu Verma	Mr Gopalkrishnan (Spl invitee)
Ms Salochna Nagdev	Mrs Sandhya Pandey
Ms Harshada Thakkar	Mrs.Bharathi Rao
Mrs Priyanka Joglekar	

The members made the following suggestions:

1) Agenda 1: Approval of Minutes of the last meeting:

   Minutes of the meeting of the last meeting were read and approved by the members.

2) Agenda 2: Discussion on NAAC - SSR Criterion wise activities.
Criterion wise activities were reviewed and proposed activities for 2020-21 were suggested. The following suggestions were given:

	Criterion wise Proposed Activities
•	Proposed courses: Digital Marketing,IT certification Program,Program specific courses (online or offline)
•	Videos related to FC, EVS,Ethics, Green computing,Activities, seminars, ppts, projects, assignments, visits related to subjects
•	Soft Skills and add on courses -
•	Increase Internship for all Courses
•	Criteria for Identifying the Slow and Advanced Leaners & Subject related Online NPTEL Courses for advanced to be continued
•	Department wise Subject related Industy Expert Lectures to be organised
•	Subject related Quiz to be organised by each department
•	Student Seminar to be organised departmentwise
•	Full implementatin of LMS is required
•	Mentoring Activities : Career Maping , Academic Evaluation, Career guidance
•	Workshops and Seminars to be done and existing activities to be continued
•	Online Examination Registration through LMS
•	PO,PSO Mapping for every stream
•	Check for Opt out matrix for Teachers recognized as research guides
•	Explore the opprotunities and Apply for projects
•	Identify activities under EDC and Outside agency funded projects under SIA Techlink
•	Code of Ethics to be done, Research committee to be formed. Pilgarism software to be purchased
•	One paper to be published by all teachers, Research policy to be framed.
•	Segregate into College level and Community level
•	Student,Faculty Exchange ,Linkages to be created
•	Infrastructure to be enhanced as per growing needs and augumented.
•	Identify Institutions offering Freeships
•	Guidance for Competitive Examination such as
•	IBPS , UPSC, MPSC ,Coaching for GRE, TOFEL, GMAT
•	Languge Laboratory to be st up,Centre for Vocational Skill Development to be started
•	Sports and Cultural committees to focus on participation in National and Internatinal events
•	Alumni Registrantion in the name of The S.I.A. College of Higher Education
•	Alumni Activities to be strenghtened
•	Perspective Plan to be made from next 5 years
•	Organisational Structure to be revised
•	Identifying new welfare measures for Staff members
•	Check for Opt out matrix for Funds / Grants received from non-government bodies, individuals, philanthropers
•	Resource Mobilization Policy and Procedure to be documented
•	ISO, NIRF , NBA registrationto be done in coming years
•	Gender equity promotion such as Programmes Award for Special Achievement ,Examine class enrollment for Gender to be organised. Gender Audit to be done
•	Energy Audit to be done
•	Provision for Renewable Energy reources
•	Waste management System to be implemented
•	Green Practices such as Landscape Gardening ,Plastic Free Campus ,Paper Free Office to be initiated.
•	Resources available for differently abled such as Railing at the Stair Cases,Washroom for differently abled
•	Identify Activities related to locational Advantages, Bus Facility ,Library Availablity for local people etc.
•	Making boards for core values , various Committees, Cells, Bodies
•	Conduct Courses related to Human Rights
•	Revise best practices and institutional Distinctiveness

3) Agenda 3: Discuss activities related to Environment and eco-friendly campus
- It was suggested to organise programme on environment relating to Green Campus and Environmental Consciousness and Sustainability.
- It was suggested to improve the existing rain water harvesting system and evaluate use of automatic sensors.
- Formulate environment policy for green and eco-friendly campus
- Organise activities in association with NGOs
- Conduct green audit and energy audit

4) Agenda 4: Any other matter with the permission of the Chair.
- It was suggested to depute faculty members for Orientation and refresher courses due as per requirement and for workshops and FDP related to teaching–learning, capacity enhancement etc.

Vote of thanks was proposed by IQAC Co-ordinator.

Ranjana Mhalgi
IQAC Co-ordinator
The S.I.A College of Higher Education
Dombivli (E)

Dr padmaja Arvind
Principal & IQAC Chairperson
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DOMBIVLI (E)

IQAC

The South Indian Association's

The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
Internal Quality Assurance Cell
Plan of Action Report 2019-20

The IQAC play a vital role in suggesting and organising various activities for the overall development of the college. In this regard IQAC functions in the following way:

1   Organises activities to enhance teaching -learning and research activities.
2   Organise collaborative activities in association with various committees and departments
3   Provides suggestions and proposes to organise actvities related to academic, research, student enhancement and support , infrastructure etc.

A) Activities Planned by IQAC

Sr No	Initiatives	Date	Activities	Remarks
I	**Workshop and training -**			
1	To enhance teaching - learning	29th June,2019	Contemporary Pedagogy for Millennials	28 faculty attended the workshop
		11th Feb,2020	A session on effective use Smart Classroom for teaching and learning	25 faculty members were trained

		18th April,2020	A session on Accelerate education through virtual classroom on Microsoft Teams (Online)	28 faculty members attended the workshop
		21st April to 23rd April.2020	Online Webinar on Outcome Based Learning in association with IQAC Cluster India for three days	29 faculty members attended the webinar.
2	Research related activity	21st Dec,2019	Organised a Session on Introduction to Research	24 facullty members attended the Session , 2 faculty members registered for P hd Programme
		15th May,2020	Inter collegiate seminar for students on the broad theme The Economic Impact of Covid 19 on the Indian Economy by the Research Cell and Departmentof Management Studies and Economics - ONLINE	70 articles from students of FY, SY and TY were received. 8 students articles were selected as best articles.
		16th May,2020	Role & significance of non teaching staff and their contribution in administration (in the form of articles and case studies)	18 articles /case studies were receved. 2 best articles were selected .
3	Workshop & training for students & faculty members	13th to 15th May,2020	Conducted Three Day Online Hands-on Workshop On Machine Learning Using Python Language " for IT/CS students	6 faculty members and 239 students attended the workshop
		7th May,2020	Organised National Level Online Faculty Training Program on Cyber Security.	28 Faculty members and 531 student participants attended the session.

4	NAAC related activity	31st Aug 2019	The role and significance of NAAC Documentation & DVV.	50 participants attended the workshop
		7Th Dec,2019	IPR session on Trademark & Geographical Indications,Copyright & Patents	32 faculty members & 137 students attended the workshop
II	**Activities in association with other Departments & Committees.**			
	Departments/Committees		**Activities**	**Remarks**
1	IQAC AND BAMMC	4th January,2020	BAMMC - syallbus revision workshop for semester II in association with the adhoc of Board of Studies of UOM BAMMC	13 Faculty members from different colleges in and around Mumbai attended the workshop.
2	IQAC AND ECO CLUB - A Orientation Programme on Green Campus	7th march,2020	It was organised to create awareness regarding Environmental Consciousness and Sustainability by Eco - club	80 students and 27 teachers attended the same
3	IQAC AND BAMMC- Online Competitions	27th April,2020	Mobile Photography - theme: Quaran-time. 2) Lockdown tales- ad/short-film making.-covid awareness 3. Mann ki baat- essay writing- role of social media in the pandemic. E-certificates were given to all participants.	285 participants

4	IQAC & Department of Commerce and Accountancy,Department of Banking & Insurance, Department of IT and Mathematics , Department of BAMMC-	4th to 7th May ,2020	Online Quiz series was organised by all depts on the following topics: Commerce,Law,Banking & Insurance Sector,Accountancy and Financial Management ; basic Programming, Electronics. E- certificates were given to those who scored 50% and above.	Commerce quiz - 3678 , Accountancy & FM quiz - 1435 , Law quiz - 2116 , Banking & Insurance Sector quiz - 1273,Basic Programming, Electronics quiz - 1005
5	IQAC & Department of BMS & Economics	10th May,2020	E-Mpulse 2020 - competitions on Video Making ,Infographics ,Article writing.	Total participants - 246 Video Making - 07, Article writing - 53 , Infographics- 11.
6	IQAC & Department of Commerce and Accountancy	26th May,2020	Online Webinar on New Provisions Related To Income Tax Return Filing And Investment Awareness	518 participants attended the webinar.
7	IQAC & Department of Banking & Insurance In association with Financial Planning Academy	27th May,2020	webinar on Selection of Insurance Plans	447 participants for the webinar.

III	Activities Suggested/Porposed by IQAC			
Sr No	Proposed Activities		Implementation	Remarks
1	FDP/Orientation/ Refresher ,Short Term courses		Deputed faculty members for FDP,Orientation and refresher coursed	FDP : 22 faculty members completed FDP programme on teaching learning and subject related courses.

				TWO faculty completed refresher from ARPIT Swayam online and 1 facylty complete short term course from IDEMI,Mumbai.
2	**Seminar/Conferences**	15th February 2020	1) Organised Exortus - A National Conference on - "Recent Tends in Information Technology" by Departmrnt of IT and Mathematics	28 participants attended the conference , total papers received 42 ,16 published papers in UGC-Care Listed Journal :UGC CARE listed journal title Shodh Sanchar Bulletin having ISSN: 2229-3620 (Printed) and 26 in peer-reviewed Journal :Peer Reviewed and Refereed International Journal title International Journal of Advance & Innovative Research (ISSN: 2394-7780) Impact Factor: 7.36 http://iaraedu.com/about-journal. THREE inhouse faculty members presented papers in this conference.
		8th February 2020	2) Organised National Conference on NSS - "Its role in Social Awakening and National development'" by The NSS UNIT	19 papers were presented on various theme of the conference . 4 inhouse faculty members presented papers in this conference.
				THREE faculty member presented in other National & International Conferences.
3	**Development of indigenous technology for smooth functioning of institution.**		The S.I.A. College Website upgraded	Software applications were updated & developed by in house faculty and students
			E-Sanchalan Software upgraded with new modules	

			SIA Physiotherapy College Administration Module	
			Integrated Library Management System Module 2.0 was developed	
4	**Infrastructure :**			
a	Computers		New computers were purchased	25 new computers were added.
b	Classrooms		New classrooms	2 new class rooms with LCD facilities
			SMART CLASSROOM	2 SMART CLASSROOMS were added
c	learning resources.		Library	Library automated . for Online access for issue of books for students
				1498 New books purchased
5	**Student support system**			
a	Measures to enhance academic excellence of students		Adopt various measures to accelerate academic performance of students.	Measures such as intensive coaching ,class test, ,Midterm and preliminary examinations , Remedial lectures for ATKT students were adopted.
			Following courses were conducted by the Short course committee	
		2nd July to 31st July 2019	Tally – GST	187 students Completed
		December 2019 to 5th march 2020	BFSI –BDE	108 students got certified

b	Value added courses and add on courses	22nd to 29th June 2019	ABC Programme for commerce students	199 students were trained
		15th July to 1st August 2019	English fluency - Basic Communication Skills	528 students completed
		22nd June 2019 to 10th July 2019	Campus to corporate readiness programme	420 students completed
		Feb 2020	CET/CAT training	17 students completed the training
			Facilitated courses:NPTEL Online courses	33 students completed various NPTEL certicate courses
c	Placements Programmes		Carrer guidance programmes were organised by the Placement Cell	20 - career guidance programmes : 1680 students participated
d	Students placements:		Students were placed in ICICIPrudential, HDFC Securities ,HDB financial services ,Kotak Mahindra, IIFL,Infosys,Llyod etc:	87 students were placed
e	Internships		Students were given internships in Furure generali,Bajaj Finance	59 students completed internships
f	Scholarship		Organised guidance and information session about various schlarships offered by various Govt .	17 students availed the scholarships .

Ranjana Mhalgi

IQAC Co-ordinator