The South Indian Association's
The S.I.A College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivili Gymkhana Road,
Near Balaji Mandir, Dombivili (East), 421203.

Minutes of the Meeting

Date : 30/06/2018

The IQAC committee meeting was held on 30/06/2018 at 11am in the college premises.

The Agenda is as follows:

1) Minutes of the meeting of the last meeting.
2) Planning and Preparation of Academic Calendar for 2018-19.
3) Introduce new academic programmes and courses.
4) Recruitment of new faculty for different courses.
5) Providing training and skill enhancement programmes for students and faculty members.
6) Bridge gap between industry and academics.
7) Any other matter with the permission of chair.

The following members attended the meeting:

Dr.Padmaja Arvind	Mr Kartik
Mr.K.V Ranganathan	Mrs Sandhya Pandey
Mrs. Ranjana Mhalgi	Mrs Sandhya Thakker
Ms.Salochna Nagdev	Mrs.Bharathi Rao
Mrs Renu Verma	Mrs Booma Halpeth
Mrs Srikala Nair	Mrs Harshada Thakker

IQAC members, after exchange of ideas and thoughts, made the following suggestions:

Agenda Item 1: Minutes of the meeting of the last meeting

- ✓ The IQAC coordinator read minutes of the earlier meeting and the minutes were approved.
- ✓ IQAC coordinator welcomed and briefed the committee members on the agenda.
- ✓ It was suggested to upload minutes of every meeting on the website of the college.

Agenda Item 2: Planning and Preparation of Academic Calendar for 2018-19.

- ✓ It was suggested to prepare Academic Calendar for 2018- 19 related to curricular, extra-curricular and extension activities.
- ✓ It was suggested to prepare time table, teaching plan, mid-term and preliminary examination schedule for academic excellence.

- ✓ It was suggested to arrange guest lectures of subject experts lectures for their academic enhancement
- ✓ To improve the results it was proposed to conduct weekly test, revision and remedial lectures for semester I,III,V.
- ✓ It was suggested that each department should prepare a detailed plan for curricular ,extra-curricular and co-curricular activities for the smooth functioning.

Agenda Item 3: Introduction of new academic programmes and courses.

- ✓ It was suggested to introduce new courses BMM & Msc.IT .

Agenda Item 4: Recruitment of teaching and non-teaching staff.

- ✓ It has been agreed to fill the vacancies for all courses as per university rules and regulations.
- ✓ 10 teaching and 2 non-teaching requirement proposals was submitted and approved.

Agenda Item 5: Providing training and skill enhancement programmes for students and faculty members.

- ✓ It was suggested to create awareness among the students to enroll online skill development programmes for the students.
- ✓ It was also suggested faculty members also should enroll for skill enhancement courses to develop innovative teaching methodology and abreast with new technology.
- ✓ It was suggested to introduce value-added courses and short term courses for the students.
- ✓ The following short term courses were approved to be started in academic year 2018-19
  - Campus To Corporate Readiness Programme
  - BFSI –BDE
  - TATA RETAIL Sales Associate
  - Facilitated courses from NPTE , IIT Bombay, Google Analytics for beginners etc

Agenda Item 6: Industry Academia and Research

- ✓ It was suggested to arrange industry experts lectures.
- ✓ It was proposed to provide internships for SY & TY classes of all streams.
- ✓ It was also suggested to explore placement opportunities in various sectors and invite companies and banks for placement.
- ✓ It was suggested to explore project and consultancy under SIA Techlink

The vote of thanks was proposed by the 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)

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Minutes of Meeting of IQAC

Date: 13th October, 2018

The IQAC committee meeting was held on 13th October, 2018 at 2pm in the college premises.

The Agenda is as follows:

1) Minutes of the last meeting.
2) Constitution of IQAC as per NAAC guidance
3) IQAC Cluster formation
4) Infrastructure requirements for natural growth of the college.
   - Additional Classrooms and related facilities
5) Preparation of manuals for various activities
   - Manuals for : Administration, Finance, Examination and Computer Laboratory
6) Suggest industrial linkages related to research and projects .
7) Any other matter with the permission of chair.

The following members attended the meeting:

Dr.Padmaja Arvind	Mr.K.V Ranganathan
Dr Parvathi Venkatesh	Mr Kartik
Mrs. Ranjana Mhalgi	Mrs Sreekala Nair
Ms.Salochna Nagdev	Mrs Booma Halpeth
Mrs Renu Verma	Mrs Sandhya Thakker
Mrs Sandhya Pandey	Ms Ragini Iyer

IQAC members, after exchange of ideas and thoughts, made the following suggestions:

Agenda Item 1: Minutes of the meeting of the last meeting

- ✓ The minutes of the IQAC meeting held 30th June, 2018 were read by IQAC coordinator Mrs. Ranjana Mhalgi and approved by chair.
- ✓ It was suggested by Dr. Parvathi Venkatesh that minutes of previous IQAC meeting should be sent along with notice of meeting.
- ✓ It was suggested to upload minutes of every meeting on the website of the college.

IQAC coordinator welcomed and briefed the committee members on the agenda. Action taken report from June to October,2018 was presented by the co-ordinator .

Agenda Item 2: Constitution of IQAC as per NAAC guidance for 2018-19

- ✓ Incorporation of new members in IQAC was announced by Chairperson Dr. Padmaja Arvind.
- ✓ The following new members were introduced in IQAC:
- MRS Booma Halpeth, Mrs Sandhya Thakker, Mrs Sreekala Nair -------Faculty members
- Mr Vignesh Iyer ----------· Industry Expert
- Mrs Harshada Thakker --- Administrative staff

Agenda Item 3: IQAC Cluster formation

- ✓ The college proposed to be a **"Lead College"** of IQAC Cluster Maharashtra which is an association of IQAC Co-ordinators and members of all the colleges across Maharashtra. This cluster wants to play a national role in enhancement of quality of Higher Education and help in assessment and accreditation process of NAAC. Its motto is " Not Competition but Co-operation.

- ✓ The MOU Signing event is organised on 27th October,2018 in the college auditorium. The chief Guest was Dr. Sanjay Gaikwad IQAC Co-ordinator B.J.S College Pune .Also a session on Criteria 6: Governance, Leadership and Management is organised .The resource person would be Dr Anil V. Dusane Vice Principal .S.P. College .Pune

- ✓ 15 colleges are expected to sign MOU. This proposal was accepted and passed in the meeting by all members.

Agenda Item 4: Infrastructure requirements for natural growth of the college.
- Additional Classrooms and related facilities
- ✓ It was suggested to put forward the classroom requirements year wise for next two years and the management will consider it .

8) **Agenda Item 5:** Preparation of manuals for various activities.
- Manuals for : Administration, Finance, Examination and Computer Laboratory

- ✓ It was suggested by Dr Parvathi Venkatesh to write and maintain the Programme Outcome, Course Outcome, and Programme specific outcome for each stream.
- ✓ It was suggested to write process of admission, examination, use of computer lab, office procedures relating to teaching and non teaching staff, students, and general administration of the college.
- ✓ It was suggested that every teacher should maintain daily diary or individual log book and record daily activities .
- ✓ Teaching plans should be properly maintained and every teacher should identify minimum five methods of teaching and record in teaching plan.

Agenda Item 5: Suggest industrial linkages related to research and projects

- ✓ It was suggested to encourage faculty members to apply for University level major and minor projects.

✓ It was suggested to explore new avenues to develop industry linkages ,internships, and projects in the SIA-Tech link

Agenda item 6: Any other matter with the permission of chair.

✓ It was suggested to show grade wise result analysis since credit system is adopted by the college as per University of Mumbai.

✓ It was suggested that more efforts should be taken to improve results of students at first year level in all streams.

✓ It was suggested to rename the library software e-Granthalya. for eg – SIA Granthalaya

✓ It was suggested to develop remote access facility in the library software.

✓ It was suggested to develop separate feedback mechanism for every stakeholders .

✓ In order to recover the cost, it was suggested to have cluster for M.Sc IT.

✓ The General Secretary of the college suggested to provide coaching for professional courses like CA/CS within college premises.

✓ It was suggested to conduct survey and maintain proper records to calculate drop out students .

✓ The following short term courses were approved to be started in the academic year 2018-19 :

- ASP.NET short term course .
- PHP MYSQL short term course
- Guidance for competitive Exams

The vote of thanks was proposed by the 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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IQAC
The S.I.A College of Higher Education
Dombivli (E)

Minutes of IQAC Meeting

Date: 23rd April,2019

The IQAC committee meeting was held on 23rd April,2019 at 11 am in the college premises.
The Agenda is as follows:

1) Approval of Minutes of the previous meeting
2) Presentation of Activities & Action taken report for 2018-19
3) Incorporation of new members.
4) Infrastructure Requirements
5) Plans proposed for 2019-20
   - Short term/certificate courses, Placements & Internships
   - Workshops & Seminars by IQAC
   - Research papers in UGC journals
   - College & Department activities
6) Audits to be conducted
7) Any other matter with the permission of chair

The following members attended the meeting:

Dr.Padmaja Arvind	Mr.K.V Ranganathan
Dr Parvathi Venkatesh	Mr Vignesh Iyer
Mrs. Ranjana Mhalgi	Mr Karthik
Mrs Sreekala Nair	Mrs Booma Halpeth
Mrs Renu Verma	Mrs Sandhya Thakker
Mrs.Bharathi Rao	

The QAC members made the following suggestions:

Agenda Item 1: Approval of Minutes of the meeting held on 13th Oct, 2018.

➤ The minutes of the IQAC meeting held 13th Oct,2018 were read by IQAC coordinator Mrs.Ranjana Mhalgi and approved by chair.

Agenda Item 2: Presentation of Activities & Action taken report for 2018-19

➤ The activities organized by IQAC in 2018-19 was presented.
➤ Action taken report for 2018-19 was presented.
➤ It was suggested to present grade wise incremental results along with CGPA.

- It was suggested to write PO. PSO ,CO for each stream and do mapping . Mapping can be done by assigning certain points in PO & CO and measuring the outcome. It can be done with help of LMS also.
- It was suggested that every teacher should use LMS in class room in Moodle from FY level to create familiarity among students.
- It was suggested that internal evaluation can be done in Moodle by giving one ID for students .
- It was suggested to create one Moodle ID for college and all teachers should register and use LMS under one Moodle platform.
- It was suggested to evaluate Moodle platforms of Bodhi tree (IIT Bombay) , Gnomio and others to be adopted for college
- It was suggested to keep record of scholarship of students and also bank accounts and reconciliation statement

Agenda Item 3: Incorporation of new members.
- It was proposed to incorporate the following new members in IQAC in 2019-20:
  a) Ms Sayali Charegaonkar M.Sc (IT) ,Data Analyst at WIPRO ,Mumbai and alumni
  b) Dr Vaidehi Daftardar ,Principal,Adarsh College,Badlapur

Agenda Item 4: Infrastructure requirements .
- The following infrastructure requirements were porposed :
30 Computers ; 3 AC for computer labs; UPS for servers; media lab, 3 classrooms,100 benches.

Agenda Item 5 : Plans proposed for 2019-20
The plans for 2019-20 were presented.
- Short term/certificate courses in the following areas will be introduced
- ✓ Communication skills ,
- ✓ Computer skills,
- ✓ Tally,
- ✓ Digital Marketing
- ✓ BFSI sector related courses through NPTEL
- ✓ Continuation of existing 3 short term courses
  - **Seminars /Workshops by IQAC**
- ❖ 2workshops related to teaching-learning,
- ❖ 2 IPR workshops & 1 CAS workshop
- ❖ Suggest Departments to organise seminars
- ❖ Increase the research activities through research committee
  - Identify and increase Placement & Internships Avenues
  - Develop Projects under SIA-TechLink(in house & outside)

Agenda Item 6: Audits
- ❖ Academic & Administrative Audit to be conducted in 2019-20
- ❖ Gender Audit & Environment Audit proposed to be conducted for 2018-19

Agenda item 7: Any other matter with the permission of chair.
- ✓ It was suggested to take drop out students as students who cancelled and left the college
- ✓ It was suggested to have quality control of software and designate some students and teachers to give suggestions.
- ✓ It was suggested to keep proper records of online courses completed by students and teachers and show NPTEL under linkages as the college is local chapter of NPTEL
- ✓ It was suggested to keep record for research code of ethics which is available on UGC website and have software for plagiarism.

The vote of thanks was proposed by the IQAC Co-ordinator.

Ranjana Mhalgi
IQAC Co-ordinator
The S.I.A College of Higher Education
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Internal Quality Assurance Cell
Plan of Action Report

Plan of Action	Achievements/Outcomes
Adopt various measures to accelerate academic performance.	Preventive measures like intensive coaching ,class test, ,Midterm and preliminary examinations , Remedial lectures for ATKT students.
Equip faculty members to enhance classroom learning and NAAC related documentation	• 2 workshops relating to Teaching skills and methods , 1 workshop of LMS Training, 1 workshop of Use of SMART CLASS of IIT Bombay • 24 Faculty members were trained & 8 teachers started the use of LMS . • 6 workshops relating to NAAC Criterions , 1 workshop of IPR, • 24 teachers were trained for NAAC.
Empower administrative staff for digitization process.	• Non teaching staff attended 3 workshops at various colleges related to paperless office ,Documentation of records . • 2 workshops were organised by college related to soft skills ,digitisation of records • 5 nonteaching staff attended and participated
Professional growth and development of faculty members. Encourage Research papers presentation &attend workshops & seminars	• Paper presentations : 6 Teachers Presented 09 research papers in UGC journals with impact factor between 5 to 7 • Resource Persons: 2 teachers • External Examiner for TY Project viva : 6 teachers

	• External Examiner For TY Practical UG : 4 teachers PG: 1 teachers • Appointed as Paper Setters: 3 teachers Ty BSC IT(IDOL) For Data Warehousing FY BI – Principles of Banking &Insurance TY BI – Strategic Management
Encourage development of indigenous technology for smooth functioning of institution.	5 in house software applications were developed by in house faculty and students : • Feedback module • Teachers Data module • Attendance module • SIA-Granthalaya –Web App v2.0 • SIA- Athenaeum –Web App v 1.0(For Physiotherapy College)
Augment infrastructural facilities as per needs of the college.	• 1 new lab ,42 new computers, separate lab for BCOM,MSC IT • 3 new class rooms with LCD facilities & 8 classrooms with LAN facilities
Enhance accessibility of learning resources.	• Library fully automated, Integrated LMS was developed • Online access for issue of books Implemented for students • 2042 New books purchased
	1)Training for placements
	2 soft skills :225 Students
	9 career guidance programmes : 854 students
	2) Students placements: ICICI, HDFC ,HDB ,Connect Q ,Kotak Mahindra, JANA Bank, Reliance JIO ,Edelweiss etc: 65 students placed
	3)Internships :35 students
	4)Students progression : MBA,MSC IT,MCOM : 64 students
	5)Short term and certificate courses
	✓ BFSI –BDE: 84 students
	✓ TATA RETAIL Sales Associate: 22 students
	✓ ASP .NET short term course: 11students

Identify various student Development, employability, support and progression initiatives	✓ PHP MYSQL short term course : 09 students
	✓ Guidance for competitive Exams :65 students
	Value Added Course:
	✓ Campus to corporate readiness programme: 704 students
	6)Facilitated courses:
	✓ NPTEL: 16 students
	✓ IIT Bombay- Campus to Corporate :13 students
	7)Scholarships: 1. Government of India Post-Matric Scholarship : 10 students 2. Post- Matric Tuition Fee & Examination fee(Freeship): 4 students 3. Post-Matric Scholarship ,Tuition Fee & Examination Fees to OBC Students : 8 students 5. Raja rishi Chhatrapati Shahu Maharaja Shikshan Shulkh Shishya Vrutti Scheme : 2 students

Prof. Ranjana Mhalgi
IQAC CO-ORDINATOR

Dr Padmaja Arvind
Principal & Chairperson IQAC