

**The SIA College of Higher Education, Dombivli (E)**

**Minutes of IQAC meeting**

Date : 29<sup>th</sup> June, 2016

The IQAC Internal members meeting was held on 27<sup>th</sup> June ,2016 at 2 pm in the college premises.

The following members attended the meeting:

Sr. No	Name
1.	Dr. Padmaja Arvind
2.	Mrs.Ranjana Mhalgi
3.	Ms. Salochna Nagdev
4.	Mr. Nagariya Hasit Kumar
5.	Mrs.Bharathi Rao
6.	Mrs.Tejaswini S
7.	Mrs.Sandhya Pandey
8.	Ms. Verma Renu

- 1) The Chairperson Dr. Padmaja Arvind welcomed all the members .
- 2) IQAC reviewed the details of earlier recommendation complied with and its implementation and suggested to continue all the academic and co-curricular activities of last year.
- 3) It was suggested to prepare department wise academic calendar for 2016-17.
- 4) A workshop on Innovative teaching learning techniques will be conducted by IQAC .
- 5) IQAC recommended to obtain feedback of students at entry level to know their perception about college.
- 6) A separate feedback of students and their parents regarding college activities also should be obtained and analyzed .
- 7) It was suggested that new short term courses like Tally, software testing, BSE basic level of trading, IRDA courses to be introduced this year and new institutes to be approached.
- 8) It was recommended to start training programs of competitive exams for the students .
- 9) The IQAC suggested to take up minor projects for the college by extension committee, students and faculty and submit the proposal.

Secretary  
IQAC Co-ordinator

**The S.I.A College of Higher Education  
Dombivli (E)**

Principal & Chairperson

**PRINCIPAL  
The S.I.A College of Higher Education  
DOMBIVLI (E)**



## The SIA College of Higher Education, Dombivli (E)

### Minutes of IQAC meeting


Date : 18<sup>th</sup> July, 2016


The IQAC Internal members meeting was held on 16/7/2016 at 1 pm in the college premises.

The following members attended the meeting:

Sr. No	Name
1.	Dr. Padmaja Arvind
2.	Mrs. Ranjana Mhalgi
3.	Ms. Salochna Nagdev
4.	Mr. Nagariya Hasit Kumar
5.	Mrs. Bharathi Rao
6.	Mrs. Tejaswini S
7.	Mrs. Sandhya Pandey
8.	Ms. Verma Renu

1. The IQAC decided to organize a workshop on Innovative Teaching Learning Methodology on 27<sup>th</sup> August, 2016.
2. It was suggested to invite Mr Shripad Parikh for one day session of activity for the workshop
3. from 9.30 am to 5pm.
4. The other details like workshop budget, date and time and activities were finalized.
5. It was suggested that criteria wise NAAC documentation work of IQAC should begin asap.

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

  
Principal  
PRINCIPAL  
S.I.A College of Higher Education  
DOMBIVLI (E)



**The SIA College of Higher Education, Dombivli (E)**

**Minutes of IQAC meeting**


Date : 20<sup>th</sup> August, 2016

The IQAC Internal members meeting was held on 19/8/2016 at 2pm in the college premises.


The following members attended the meeting:

Sr. No	Name
1.	Dr. Padmaja Arvind
2.	Mrs. Ranjana Mhalgi
3.	Ms. Salochna Nagdev
4.	Mr. Nagariya Hasit Kumar
5.	Mrs. Bharathi Rao
6.	Mrs. Tejaswini S
7.	Mrs. Sandhya Pandey
8.	Ms. Verma Renu

1. Activities related to IQAC workshop on Innovative Teaching Learning Methodology were discussed.
2. It was decided to send invitation letters to facilitator Mr Shripad Parikh and others for one day session of the workshop
3. The other details like work distribution related to workshop activities were finalized.
4. It was suggested that proper documents related to the workshop should be maintained as per NAAC requirements.

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



  
Principal & Chairperson  
PRINCIPAL  
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DOMBIVLI (E)

**The SIA College of Higher Education, Dombivli (E)**

**Minutes of IQAC meeting**

**Date : 11<sup>th</sup> March,2017**

The IQAC meeting was held on 11<sup>th</sup> March,2017 at 11 am in the college premises.  
The following members attended the meeting:

<b>Sr. No.</b>	<b>Name</b>
1.	Dr.Padmaja Arvind
2.	Dr.Parvathi Venkatesh
3.	Dr.Shashindaran Kutty
4.	Mr. Ramkrishnan
5.	Mr.K.V Ranganathan
6.	Mr.Karthik
7.	Mrs.Mhalgi Ranjana
8.	Ms.Salochna Nagdev
9.	Mr.Nagariya Hasit Kumar
10.	Mrs.Bharathi Rao
11.	Mrs.Tejaswani S

- 1) The Chairperson Dr. Padmaja Arvind welcomed all the members .
- 2) Minutes of last meeting were read and approved.
- 3) NAAC Report was reviewed and the following suggestions were given :

- a) Faculty research should be enhanced. Faculty should attend NAAC/UGC sponsored seminars and conferences and present research papers.
- b) Learning Management Systems can be created and lectures from other sources can be uploaded.
- c) Feedback to be taken at three levels ie entry level, mid term and end term. It can be linked to minimum attendance criterion to be fixed and statistical analysis can be done.
- d) IQAC should conduct workshops related to quality enhancement and sustainability, capacity building, new and innovative teaching learning methods etc to strengthen teacher quality.
- e) It was suggested to organize faculty development programs related to teaching learning methodology, quality circles, curriculum development, train the trainer certification course of British council etc
- f) Result improvement strategies to be implemented like conduct small tests, writing practice, motivation for classroom attendance. Results to be analysed by comparing entry level percentage and exit level percentage of the students.
- g) Students should be oriented for language courses like English, German, Personality development etc. Also language lab to be developed in the college.
- h) Honored programs of BSE, NSE, short term certificate courses of Banking and Insurance Institutes, health insurance, digital marketing courses, logistics & supply chain management, entrepreneurship management, retail management etc to be given to students.
- i) Students should be given Competitive exams training in collaboration with various institutes.
- j) Placement cell should concentrate on providing internships to students and start internship based courses like web designing, mobile apps, solar panel making etc.
- k) Sports coach to be appointed according to interest of students.
- l) Environment related work to be carried out in the college premises.
- m) NAAC oriented learning is required for all.

*R. K. Halgi*

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



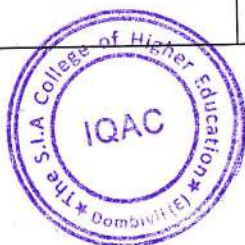
*P. Rajwade*

**PRINCIPAL**  
S.I.A. College of Higher Education  
Dombivli (E)

**The South Indian Association's  
The S.I.A. College of Higher Education**  
(Affiliated to University of Mumbai)  
Accredited 'B+' by NAAC

**Action Taken Report 2016-17**

Plan	Achievements/Outcome
Analyzing the profiles of students at the entry level and providing supportive measures.	<ul style="list-style-type: none"> <li>• Student profiles were analysed and compared with current year results.</li> <li>• Orientation for new students and</li> <li>• Bridge course was conducted in the subjects like Mathematics, Accountancy, Marketing, Economics, IT etc.</li> <li>• FY Students were provided with reading material and classes were taken for conceptual clarity.</li> <li>• Glossary for subjects was also provided.</li> </ul>
Result analysis and preventive and curative measures to improve academic performance	<ul style="list-style-type: none"> <li>• For result improvement, preventive measures like intensive coaching ,class test, special lectures for slow learners were conducted for all classes</li> <li>• Remedial lectures were conducted for ATKT students</li> <li>• Result analysis for 2016-17 was completed.</li> <li>•</li> </ul>
Feedback system from all stakeholders	<ul style="list-style-type: none"> <li>• Feedback forms were generated for students ,parents and feedback was obtained relating to academics ,faculty ,college facilities ,library etc</li> </ul>
Short term and certificate courses to develop employability	<ul style="list-style-type: none"> <li>• Various Short Term Certificate Courses were started in the campus:               <ol style="list-style-type: none"> <li>i.)Certified Financial Analyst Level-I&amp;II</li> <li>ii.)Basic Computer Skills</li> <li>iii )Communication Skills</li> <li>iv) Tally course</li> <li>vi)ARM 7</li> </ol> </li> </ul>
Organizing unique programs under extension activities that will be beneficial for the community at large.	<p><b>1)NSS</b> Organized activities like Blood Donation, Eye Check-up Camp, Tree plantation, Consumer awareness program, Aids awareness, Cleanliness drive . It is also organizing 7 days Residential camp where NSS volunteers render services to the community.</p> <p><b>2) Women Development Cell</b> organized activities like Lecture on Gender Equality, Self Defense Training of Girls, Film Screening and Discussion session in association with 'Vacha- Voice of girls and women, Yoga Session ,session on Legal rights of women.</p> <p><b>3) Department Of Life Long Learning And Extension :</b> Completed 1<sup>st</sup> &amp; 2<sup>nd</sup> term training programme was organised for 66 students who enrolled for this programme. A survey on status of women in society was conducted by students and project report was submitted to University of Mumbai.</p>



	Ashish Charitable Trust, Dombivli, Acharya Bhise Guruji Prathamik Vidyalaya, Dombivli. PPT Presentation on Cleanliness Food Wastage was shown.
Enhancing Value based education	Value based education programmes/activities are organized by NSS unit and student council such as Ganapati celebrations, Navaratri and Garba ,Pongal, Onam , Gurupournima Programmes, Kargil Vijay Diwas, Independence day and Republic day celebration, Meditation and Stress Management Session, Sparkler's 2017-Inter Collegiate Fest, National Sports Day Celebration
Library events	Celebrated National Library day on 12 <sup>th</sup> August, 2016 and following activities were organised: <ul style="list-style-type: none"> <li>• Session on GST</li> <li>• Inter collegiate Quiz Competition .</li> </ul>
Developing communication mechanisms for parents	<ul style="list-style-type: none"> <li>• Four Parent Teacher meetings were conducted to interact with parents. They were briefed about the progress of students , short term courses etc. Feedback was also obtained from parents.</li> <li>• Parent-Teacher Whatsapp groups were created for smooth communication .</li> </ul>
Placement cell to create employment avenues	<ul style="list-style-type: none"> <li>• Organised industry placement awareness drive through guest lectures on careers in Govt jobs, Banking &amp; Insurance sector and others and invited companies such as AXIS Bank, QUASTEC , SEED InfoTech ,for providing placement for students.</li> <li>• Internship and Recruitment Drive in tie-up with Bajaj Finance, Aditya Birla Capital, Udyogini foundation an NGO and Tech Mahindra</li> </ul>

*Behagi*

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



*Padma*  
PRINCIPAL

The S.I.A. College of Higher Education  
DOMBIVLI (E)