

The SIA College of Higher Education, Dombivili (E)

Minutes of IQAC meeting

Date : 9th Sept,2017

The internal IQAC committee meeting was held on 9th Sept, 2017 at 3pm in the college premises. The following members attended the meeting:

Dr.Padmaja Arvind	Mr.NagariyaHasit Kumar
Mr.K.V Ranganathan	Mrs.Bharathi Rao
Mr.Karthik	Mrs.Tejaswani S
Mrs.Mhalgi Ranjana	Mrs Renu Verma
Ms.Salochna Nagdev	Mrs. Booma Halpeth (Spl invitee)

The following points were discussed :

- 1) AQAR was discussed and suggested that the report should be placed before statutory body after completion.
- 2) It was suggested to use Intranet extensively for Digital library and reference material.
- 3) It was decided to organize the workshop on E-content development by IQAC for faculty members.
- 4) It was suggested to continue short term certificate courses related to Communication skills, computer literacy program and Tally ERP ,CWP and introduce new certificate courses related to insurance etc.
- 5) It was suggested to introduce classes related to IBPS /UPSC/MPSC and other competitive examination
- 6) To enhance Academic performance, it was suggested to conduct revision lectures ,mid-term examination and preliminary examination.
- 7) It was suggested to explore placement opportunities and collaborations with various industries relating to Internships and job placements.
- 8) It was suggested that faculty members and students should enhance their knowledge by enrolling in various courses.
- 9) It was suggested to conduct market research survey on use of MIS and automation of data in Dombivili area for software development under SIA Tech link.

Ranjana Mhalgi
Secretary

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



Padmaja
Dr.Padmaja Arvind
Chairperson
PRINCIPAL
The S.I.A. College of Higher Education
Dombivili (E)

The SIA College of Higher Education, Dombivili (E)

Minutes of IQAC meeting

Date : 9th Dec,2017

The IQAC committee meeting was held on 9th Dec, 2017 at 11am in the college premises. The following members attended the meeting:

Dr.Padmaja Arvind	Dr Parvati Venkatesh
Mr.K.V Ranganathan	Mr.Karthik
Mrs. Ranjana Mhalgi	Mrs.Bharathi Rao
Ms.Salochna Nagdev	Mrs.Tejaswani S
Mrs Renu Verma	Mr.Nagariya Hasit Kumar

The following points were discussed:

- 1) The minutes of the last meeting were presented and approved.
- 2) It was suggested to upload minutes of every meeting on the website of college and conduct IQAC meeting every quarter.

Faculty Workshop & Training

- 1) It was suggested to introduce Advance Excel course workshop for faculty members to give knowledge about parametric & non parametric test along with SPSS.
- 2) Faculty members should use Google class and develop E content and give students online .The content may be related to lectures, assignments, past question papers, answer keys etc.
- 3) It was suggested that faculty members should be educated regarding API scores required for their career enhancement.

Research Activities

- 1) It was suggested to plan research activities with cut off dates and work for completion. Also publish research papers in recognised and UGC listed journals with ISSN.
- 2) It was suggested to place research papers of faculty members before research committee and get approval. This facilitates publishing of quality research papers.

Academic Excellence

- 1) For result improvement, it was suggested to organising subject wise extra coaching for a nominal fees for slow learners and ATKT students.
- 2) During result declaration, it was suggested to call PTA meeting and appreciate ranker students in front of parents and give some gifts to motivate others.
- 3) It was suggested that internal assessment may be conducted by taking tests, PPT presentations and other activities .
- 4) It was suggested to arrange Industry expert lectures on specific topics related to marketing, finance Banking ,Insurance.

New NAAC Guidelines

- 3) The information relating to AQAR was discussed. It is renamed as IIQA (Institutional Information for Quality Assessment which is to be submitted during June –July and Dec every academic year.
- 4) It was suggested to discuss criterion wise new NAAC guidelines and plan activities according to questions asked in new SSR.

Others

- 1) It was suggested to do a pilot study on software development and visit MIDC offices to collect data relating to use of MIS.

Ruhani

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



Padmaja
Dr. Padmaja Arvind
Chairperson
PRINCIPAL

The 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 2017-18

Plan	Outcome/Achievements
Analyzing the profiles of students at the entry level and providing supportive measures.	<ul style="list-style-type: none"> • Student profiles were analysed and compared with current year results. • Orientation for new students and Bridge course was conducted in the subjects like Mathematics, Accountancy etc
Enhancing Results: Result analysis and preventive and curative measures to improve academic performance	<ul style="list-style-type: none"> • For result improvement, preventive measures like intensive coaching ,class test, special lectures for slow learners were conducted for all classes • Remedial lectures were conducted for ATKT students • Mid term and preliminary examinations were conducted. • Result analysis for 2017-18 was completed.
Feedback system from all stakeholders	<ul style="list-style-type: none"> • Feedback forms were generated for students ,parents and feedback was obtained relating to academics ,faculty ,college facilities ,library etc. Feedback analysis was done.
Short term and certificate courses to develop employability	<ul style="list-style-type: none"> • Short Term Certificate Course TALLY ERP 6.1 was started in the campus for 20 hrs.19 students completed tally course successfully.
Organizing programs under extension activities that will be beneficial for the community at large.	<p>1)NSS Organized activities like Blood Donation, Eye Check-up Camp, Tree plantation, Consumer awareness program, Aids awareness, Cleanliness drive, Social Awareness Lecture on Drugs and Impact of Drug Addition on Youth, Voter Registration Drive, Eye check-up camp, Training programme on waste to Compost, Nirmalya collection, Pulse Polio Drive, Milk Testingdrive, . It is also organizing 7 days Residential camp where NSS volunteers render services to the community.</p> <p>2) Women Development Cell organized activities like Lectures on Women and Law , Women and Health ,Health check up camp etc to create awareness among girl students.</p> <p>3) Department Of Life Long Learning And Extension :</p> <ul style="list-style-type: none"> • Completed 1st & 2nd term training programme was organised for students who enrolled for this programme. • A survey on Status of Women in Society and Population Education Club was conducted • 15 Students participated and won 1st Prize in Street Play Competition and 1 Student participated in Poster Making Competition in 'UDDAN FESTIVAL- University of Mumbai-Intercollegiate DLLE Programme • Population Education Club activity was organised at Janani



Library	<ul style="list-style-type: none"> • Celebrated National Library day on 12th August,2017 and intercollege quiz competition was organised. • Organised a symposium on “Demonetization – Its Impact”. Subject experts from various fields are invited to share their views and opinions. • A session on Role of Library in education was organised for students. • National Science Day was celebrated on 28th February,2018 and skit competition was organised.
Developing communication mechanisms for parents	4 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.
Placement cell to create employment avenues	<ul style="list-style-type: none"> • Organised career guidance lectures in association with T.I.M.E. Education Pvt. Ltd. • Conducted Internship Drive in association with Bajaj Finserv.

Suhagi

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