



# The S.I.A. College of Higher Education

Accredited B<sup>+</sup> by NAAC  
(Affiliated to University of Mumbai)

P-88, MIDC Residential Area, Dombivli Gymkhana Road, Near Balaji Mandir, Dombivli (East), 421 203.  
Email : office@thesiacollege.com Website : www.thesiacollege.com

Ref. No : \_\_\_\_\_

Date: 19<sup>th</sup> June 2021

## Minutes of the IQAC Meeting

**Agenda 1:** Minutes of the previous meeting.

The IQAC Convenor presented the minutes of the meeting held on 23<sup>rd</sup> January 2021 and the same was reviewed and approved by all.

- Review of the activities held from October 2020 to December 2020
- Discussed the preparation of SSR and documentation process
- It was placed before the committee to organise national conference
- It was also discussed to reduce the consumption of papers and shifting to digital mode wherever is possible

**Agenda 2:** Proposed activities by IQAC during June to October 2021 to be conducted via online mode.

The IQAC Convenor Mrs. Ranjana Mhalgi placed before the committee the initiatives to be undertaken for the academic year 2021-22. The following activities have been proposed to be undertaken during the term via online mode:

1. One day IPR workshop to be conducted
2. Workshop on NEP 2020 to be organised in collaboration with IQAC Cluster India
3. It was suggested to undertake activities related to various committees and department through online mode.

**Agenda 3:** Plan for submission of SSR for Reaccreditation (Second Cycle).

The convenor presented before the committee the details and procedures for preparing the documents and scanning required for uploading

- Discussion on status of SSR documents was done. It was suggested to complete the documentation process by 30<sup>th</sup> September 2021.
- Scanning of the documents to be completed before October 30<sup>th</sup> 2021.
- Updating of the college website to be done in order to upload the documents for SSR.

**Agenda 4:** Proposal for the formation of new IQAC committee and Co-ordinator.

- It was agreed that the existing committee will take active part in completing the second cycle accreditation.
- The new committee members will take initiative to organize various programs from the academic year 2021-22 onwards for a period of three years.

The meeting concluded with vote of thanks by the IQAC Co-ordinator.

*Ranjana Mhalgi*

Mrs Ranjana Mhalgi  
IQAC Co-ordinator  
IQAC Co-ordinator

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



*Dr. Padmaja Arvind*

Dr. Padmaja Arvind  
Principal & IQAC Chairperson  
PRINCIPAL

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



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11<sup>th</sup> June 2021

### IQAC Meeting Notice

The IQAC members meeting is scheduled on 19<sup>th</sup> June 2021 in the college premises at 12 noon. Kindly make it convenient to attend the same.

The following is the agenda:

1. Minutes of the meeting held on 23<sup>rd</sup> January 2021.
2. Proposed activities to be undertaken by various committees and departments as suggested by IQAC for the academic year (June 2021 to October 2021)
3. Plan for submission of SSR for Reaccreditation (Second Cycle)
4. Proposal for the formation of new IQAC committee and Convenor
5. Any other Matter with the permission of the chair

Mrs Ranjana Mhalgi  
IQAC Co-ordinator

**IQAC Co-ordinator**

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

Dr. Padmaja Arvind  
Principal & IQAC Chairperson

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Date: 19<sup>th</sup> June.2021

IQAC Meeting Attendance Record

Name	Designation	Sign
Dr.Padmaja Arvind	Principal & Chairperson	Padmaja
Mrs.Mhalgi Ranjana	Co-ordinator	Ranjana Mhalgi
Dr.Parvathi Venkatesh	Academic Representative	- Abs -
Mr.K.V Ranganathan	Management Representative	K.V. Ranganathan
Mr.Karthik	Management Representative	KB
Mr.Vignesh Iyer	Industry Representative	IB
Ms.Salochna Nagdev	Teacher Member	Salochna
Mrs.Sandhya Pandey	Teacher Member	Sandhya
Ms. Verma Renu	Teacher Member	Renu
Mrs Booma Halpeth	Teacher Member	Booma
Ms.Sreekala Nair	Teacher Member	Sair
Sandhya Thakkar	Teacher Member	Sandhya
Mrs Bharati Rao	Librarian	B. V Rao.
Ms Harshada Thakkar	Office Representative	
Mr. Gopalakrishnan	Spl invitee	U. Gopalakrishnan

Mrs Ranjana Mhalgi  
IQAC Co-ordinator

*Ranjana Mhalgi*

**IQAC Co-ordinator**

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Ref. No. : \_\_\_\_\_

Date: 1<sup>st</sup> December, 2021  
Date : \_\_\_\_\_

## Minutes of the IQAC Meeting

**Agenda 1:** Minutes of the previous meeting held on 19<sup>th</sup> June 2021

The IQAC Convenor presented the minutes of the previous meeting and the same was reviewed and approved by all.

**Agenda 2:** Review of IQAC activities done during June to October 2021

- Activities done during June to December 2021 was presented and the same was reviewed
- IQAC had organised two activity on IPR, NEP

**Agenda 3:** Discussion on SSR Uploading

- It was decided to apply for IIQA and subsequently follow the process for SSR uploading
- It was also decided to have the final scrutiny of documents necessary for the uploading of SSR
- It was suggested to maintain a scheme of documentation as a ready reckoner for DVV Clarification purposes

**Agenda 4:** Proposed activities for January to March, 2022

- It was suggested to organise training for all the faculty members on revised AQAR guidelines
- It was proposed to conduct a 10 hrs training for all faculty members on the following :
  - e-Sanchalan Software
  - Excel -shortcuts
  - Tools to facilitate for teaching and learning
  - LMS platform training
  - Administrative training
  - Preparation of teacher dairy.

The meeting concluded with vote of thanks proposed by the IQAC Co-ordinator.

Mrs Booma Halpeth  
IQAC Co-ordinator

**IQAC Co-ordinator**

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



Dr. Padmaja Arvind  
Principal & IQAC Chairperson

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20<sup>th</sup> November 2021

### IQAC Meeting Notice

The IQAC members meeting is scheduled on 1<sup>st</sup> of December 2021 at 11 am in the college. Kindly make it convenient to attend the same.

The following is the agenda

1. Minutes of the previous meeting held on 19<sup>th</sup> June 2021
2. Review of the activities done between June to November 2021
3. Discussion on SSR uploading
4. Proposed activities for January to March 2022
5. Any other Matter with the permission of the chair

Mrs Booma Halpeth  
IQAC Co-ordinator

**IQAC Co-ordinator**

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

Dr. Padmaja Arvind  
Principal & IQAC Chairperson

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Date: 1<sup>st</sup> December..2021

**IQAC Meeting Attendance Record**

Sr.No	Name	Designation	Signature
1	Dr Padmaja Arvind	Chairperson & Principal	<i>Padmaji</i>
2	Mrs. Booma Halpeth	Co-ordinator	<i>V Booma</i>
3	Mr. Gopalakrishnan	Management Representative	<i>Gopalakrishnan</i>
4	Mr. Jambunathan	Management Representative-	<i>Jambunathan</i>
5	Mrs. Ranjana Mhalgi	Internal Member	<i>Ranjana</i>
6	Mrs. Babita Nagdev	Internal Member	<i>Babita</i>
7	Mrs. Nandini Kadam	Internal Member	<i>Nandini</i>
8	Mrs. Shilpa Nimbre	Internal Member	<i>Shilpa</i>
9	Mrs. Sunita Sidhani	Internal Member	<i>Sunita</i>
10	Mrs. Rasika Shinde	Internal Member	<i>Rasika</i>
11	Mrs. Deepika Iyer	Internal Member	<i>Deepika</i>
12	Ms. Shweta Gopalakrishnan	Internal Member	<i>Shweta</i>
13	Mr. Ranganathan	Spl invitee	<i>K.V. Ranganathan</i>

*V Booma*  
Mrs Booma Halpeth  
IQAC Co-ordinator  
IQAC Co-ordinator  
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Email : office@thesiacollege.com Website : www.thesiacollege.com

Ref. No : \_\_\_\_\_

Date: 8<sup>th</sup> April 2022

Date : \_\_\_\_\_

## Minutes of the Meeting held on 8<sup>th</sup> April, 2022

### Agenda Item 1: A Brief Introduction of the college

- Dr Padmaja Arvind welcomed the gathering and gave a brief introduction about the college pertaining to academics, extracurricular, co-curricular, and various activities organised by committees and clubs.
- The principal thanked the previous IQAC members for their consistent support and contribution for taking the college ahead for second cycle accreditation
- Special thanks to all the external members who were the part of the committee by providing their expert knowledge on quality enhancement of the institution through IQAC.
- The principal also thanked the management representatives who have been the backbone to implement the initiatives proposed in the IQAC MEETINGS for the second cycle accreditation.

### Agenda Item 2: Presentation of IQAC activities for the period 2016-2021

- Mrs Ranjana Mhalgi, convenor presented the activities and initiatives undertaken by IQAC during 2016 to 2021. A detailed report was placed before the committee.
- It was also placed before the meeting regarding the preparations to face the Peer Team Visit for the second Cycle Accreditation and awaiting for the dates for actual visit.
- President K V Ranganathan suggested to maintain the documents for immediate retrieval for PTV
- Mrs. Uma Shankar, principal of SIES, appreciated and expressed that the efforts put by the entire team is commendable.

### Agenda Item 3: Welcoming and Introduction of New IQAC members

- The Principal placed before the committee the new IQAC Team member for a period of three years from 2021-2024

### Agenda Item 4: Activities conducted for the academic year 2021-22




- Mrs. Ranjana Mhalgi highlighted the activities conducted during the academic year. The following are the suggestions given by the members for the future growth and progress
- Dr Uma Shankar suggested to approach Mahadyog Maharashtra for financial support to organise events related to women development cell.
- Mr Manoj Sathe Industry Representative suggested that separate list of books, periodicals and journals to be maintained for documentation purpose.
- Mr Mahendran – Parent Representative expressed his opinion about the college and appreciated the initiatives taken by the college at various levels.
- Student representative Ms. Kirti Nandan shared her views and experience about the college

**Agenda Item 5: Proposed activities for the academic year 2022-23**


- The IQAC convenor Booma Halpeth placed before the committee the initiatives to be undertaken for the academic year 2022-23 for three months (June, July and August)
- **Teaching and learning-**  
Workshop for the teachers related to teaching methodology.
- **Short term courses**  
Basic Communication skill- 10 hours  
IT related short term courses – 30 hours  
Talk-30hrs  
Digital Business -30hrs  
HR Analytics -30hrs  
Share Trading- NISM certification.
- The proposal and the syllabus for Basic Communication Skills and IT related short term courses namely Android Programming, PhP I MySQL, Dot Net, IOT and Basic Computer Skills for NSS students was placed before the committee and the same was approved by the committee
- **Research**  
It was proposed to organise National Research conference in the month of August by Department of accountancy, Management, and BA multimedia and Mass communication. The proceedings will be published in the form of edited book with ISBN no.
- **Admission**  
It was placed before the committee regarding various promotional strategies to be adopted for admission of first year programme 2022-23

The meeting concluded with vote of thanks proposed by the IQAC Co-ordinator.

  
Mrs Booma Halpeth  
IQAC Co-ordinator



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

  
Dr. Padmaja Arvind  
Principal & IQAC Chairperson  
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Date: 30<sup>th</sup> March, 2022

### **IQAC Meeting Notice**

The IQAC members meeting is scheduled on 8<sup>th</sup> April, 2022 in the college premises at 11.00 am. Kindly make it convenient to attend the same.

The following is the agenda for the Meeting :

- A Brief Introduction of the college
- Presentation of IQAC activities for the period 2016-2021
- Welcoming and Introduction of New IQAC members
- Activities conducted for the academic year 2021-22
- Proposed activities for the academic year 2022-23
- Any other matter with the permission of the chair

Mrs Booma Halpeth  
IQAC Co-ordinator

IQAC Co-ordinator  
The S.I.A College of Higher Education  
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Dr. Padmaja Arvind  
Principal & IQAC Chairperson

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Date : 08/04/2022

Committee/ Dept/ Club Name	Internal Quality Assurance Cell	Date and Time of the Event	08/04/2022 11.00 AM
Event Name	Meeting	Venue	Board Room

Attendance

Sr.No.	Members	Designation	Signature
1	Dr. Padmaja Arvind	Chair Person	Padmaji
2	Mrs. Babita Nagdev	Internal Member	Babita
3	Mrs. Nandini Kadam	Internal Member	Nandini
4	Mrs. Shilpa Nimbre	Internal Member	Shilpa
5	Mrs. Sunita Sidhani	Internal Member	Sunita
6	Mrs. Rasika Shinde	Internal Member	Rasika
7	Mrs. Deepika Iyer	Internal Member	Deepika
8	Ms. Shweta Gopalakrishnan	Internal Member	Shweta
9	Mr. Gopalakrishnan	Management Representative	Gopalakrishnan
10	Mr. Jambunathan	Management Representative	Jambunathan
11	Dr. Uma Shankar	Teaching Representative - External	Uma Shankar
12	Mr. B Seshadri	Teaching Representative - Internal	B Seshadri
13	Mrs. Savitha Joshi	Administrator	Savitha
14	Mrs. Harshada Thakkar	Administrator	Harshada
15	Ms. Kirti Nandan	Student Representative	Kirti
16	Mr. Nivedan Ramprasad	Student Representative	AB
17	Ms. Ragini Iyer	Alumni Representative	AB
18	Mr. Sagar Chavan	Employer Representative	AB
19	Mr. Manoj Sathe	Industry Representative	Attended online
20	Mr. Mahendran	Stakeholder Representative	Mahendran
21	Mrs. Booma Halpeth	Convener	Booma
22	Mr. K. V. Kanganatham	Special invitee - President	K V Kanganatham

IQAC Co-ordinator

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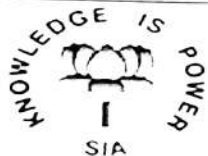
**IQAC Meeting Attendance Record**

Date: 8<sup>th</sup> April, 2022

Sr. No.	Name	Designation	Signature
1	Dr. Padmaja Arvind	Principal & Chairperson	Padmaja
2	Mrs. Mhalgi Ranjana	Co-ordinator	Mhalgi
3	Mr. K. V Ranganathan	Management Representative	
4	Ms. Salochna Nagdev	Teacher Member	Salochna
5	Mrs. Sandhya Pandey	Teacher Member	Sandhya
6	Ms. Verma Renu	Teacher Member	Renu
7	Mrs. Booma Halpeth	Teacher Member	Booma
8	Ms. Sreekala Nair	Teacher Member	Sais
9	Sandhya Thakkar	Teacher Member	Sandhya
10	Ms. Harshada Thakkar	Administrative Member	Harshada
11	Mrs. Bharati Rao	Librarian	B-V R

  
IQAC Co-ordinator  
The S.I.A. College of Higher Education  
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### Action Taken Report 2021-22

SNO	INITIATIVES	DATE	ACTIVITIES	REMARKS
	<b>Part A - IQAC initiatives</b>			
	<b>Faculty Enrichment Initiatives</b>			
1	National webinar on Nep-2020: bridging the gaps in higher education	05 October 2021	Session covered NEP and its implementation and impact on education	209 faculty members and students attended the webinar
2	E-sanchalan	23 March 2022	Training on the functions and features were undertaken	25 faculty members attended the session
3	Office Administration & finance	24 March 2022	Workshop covered the various policies, budgeting, leave rules etc	26 faculty members attended the session
4	Quick shortcuts using excel	28 March 2022	Easy shortcuts and formulas to use excel for day to day purpose	23 faculty members attended the session
5	Tools for e learning	29 March 2022	covered the various types of learning and the tools that can be used	13 attended the session
6	Bodhi tree	30 March 2022	Session covered functions and features of bodhitree, uploading students, course content, assessment using the LMS platform	16 faculty members attended the session
7	Teachers diary	12 March 2022	Teachers diary and documentation process was covered	25 faculty members attended the session
	<b>Student Enrichment Initiatives</b>			
8	Cyber security	21 February 2022	A street play to highlight the cyber crimes and various security measures to be taken	Female: 149, Male: 145 total:294 students attended the session
9	Cyber security	22 February 2022		Female: 325 Male: 218 total: 543 students attended the session



	<b>Part B</b>			
II	<b>Activities in Association with Department and Committees</b>			
10	Basic Understanding of Intellectual Property Rights - IPR Committee	28th August 2021	IPR its types, importance and applications were discussed	19 faculty members and 199 students attended the session
	<b>Part C</b>			
III	<b>Activities Suggested/ proposed By IQAC</b>			
	<b>A. Communication Skills</b>			
11	Communication skills training Barclays Bank	11th December 2021	Campus to Corporate communication skills training was conducted for TY classes	288 students from TY classes attended the session
	<b>B. Collaborations/MOU's</b>			
12	Collaboration with Garware Institute of Career Development	14th December 2021	Employability course in retail, Office Assistant, IT	109 students attended the session
13	Collaboration with ExcelR		certificate course in Data analytics, Python Programming	24 students completed the session
14	Collaboration with Innovsource	20th November 2021	Placement support	regular registration drives were conducted
	<b>c. Academic Enhancement</b>			
15	Bridge Course	20th to 30 th September 2022	Bridge Course in Maths for BMS	62 students attended the session
			Bridge Course in Maths for BCOM	73 students attended the session
			Bridge course in History, political science, economics, English Literature, Psychology and sociology for BAMMC	32 students attended the session
			Bridge Course for BSC-IT	
			Bridge Course MaTHS for BBI	52 students attended the session



16	Experiential Learning	15th March 2022	Innovators expo	50 students participated in the exhibition and 445 students and faculty members visited the exhibition
		26th March 2022	Darwinism of Money	52 students attended the exhibition
	<b>D. Develop employability Skills</b>			
17	Career Guidance Lectures	1st October 2021	Career opportunities in Banking Sector jobs	196 students attended the session
		21st & 22nd March 2022	Career Opportunities in Animation	267 students attended the session
		23rd March 2022	Career opportunities as CSA	374 students attended the session
	<b>E. Counselling for parents - Counselling Cell</b>			
18	Handling Relationships during the pandemic	5th February 2022	Interpersonal relationships, stress management during pandemic	337 parents attended the session
	<b>F. Reporting System - SIA Techlink</b>			
19	Management Information System	6th April 2022	Software based reporting system	Implemented and reports were generated from 2021-22

*V. Sharma*

IQAC Coordinator  
IQAC Co-ordinator  
The S.I.A College of Higher Education  
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*Padma*  
Principal

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