

**IQAC Meeting**

**Date: 20.10.2022**

**Time: 11.00 am**

**Venue: Board Room (Hybrid mode)**

The meeting was conducted in hybrid mode with 17 members present. Two external members Mr. Shekhar Nagarajan and Mr V Ramani were granted leave of absence. Attendance is attached at the end of this report.

Following are the main points of the annual meeting.

**Agenda:**

1. To approve minutes of the previous meeting held on 21.04.2022.
2. Review of the Annual Quality Assurance Report 2021-22
3. To discuss Action Plan for the Year 2022-23
4. Any other topic with the permission of chair

**Minutes:**

The meeting started with the opening remark of the principal Dr Uma Shankar. She welcomed members and presented her views on the need of preparing an academic bank of credits and preparedness plan for NEP by IQAC.

The Convenor of IQAC, Ms Geeta Paluskar took over the meeting by introducing new members namely Ms Varsha Muley, Mr R Madhavan and Mr Aditya Akrekar and designating their portfolios in the Committee,

1. Ms Geeta Paluskar shared the agendas of the meeting and minutes of the previous meeting were approved by all present.
2. Review of Annual Quality Assurance Report (AQAR) of the year 2021-22 criteria wise.  
Criterion I highlights: Interdisciplinary credit courses. Alumni Feedback: 94 % of past students found the programs run by the college as helpful in pursuance of higher education.  
Criterion II highlights: 5 new registration of Ph. D. students during 2021-22. Results of the students Satisfaction survey was shared with respect to the office, campus and institution.  
Criterion 3 highlight: 2 minor research projects, 4 new Ph. D. guides and 3 new MSc by Research guides, 4 new PhD centres, 37 extension and outreach activities were conducted benefiting 690 students across faculties.  
Criterion IV highlights: major renovation work done with an expenditure of 7,14,748 and purchase of 45 new computers with RUSA grant.



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Criterion V highlight: 1585 students benefited through 41 capability enhancement activities covered under. Ad hoc student council was formed due to Pandemic and various activities conducted through online modes.

Criterion VI highlights: were presented by the co- convenor Ms Kamala Srinivasan. 23 faculty members benefited through 33 programs of orientation, refresher, FDPs and short-term courses. 270 teaching staff and 13 non-teaching staff benefited through 3 professional development programs organised by the institution with IQAC.

Ms Kamala also presented the initiatives in relation with the institutional perspective plan 2025 and NEP preparedness in terms of focusing on OBE, introduction of multidisciplinary credit courses, opening of Sanskrit Bharati centres and use of online digital learning.

3. In the action plan of 2022-23, the need for gender and energy audit was called for through an approved auditor. External Member Principal Ms Nina Roy Choudhary, SIES, Sion (E) enquired about UGC rules regarding approved auditors.

**It was resolved that the action plan of IQAC for the current and the next academic year should include**

- Faculty empowerment activities
- NEP preparedness activities
- Gender and Energy Audits
- NAAC assessment process related activities

The principal announced that the SIES College was credited with the selection as sub centre for spoken Sanskrit by the Central Sanskrit University.

The meeting ended at 11.30 am with a note of appreciation by the Principal Dr Uma Shankar to the IQAC convenor and team members for their effective functioning.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Principal,  
IQAC Chairperson





# Core Committee & subcommittee

SIES College of Arts, Science and Commerce, (Autonomous), Sion (West), Mumbai - 400 022

Attendance sheet for meetings conducted at the Institution (Degree/Junior)

Date: 20/10/22 Time: 10:00 AM Place/Venue: Board room

Agenda/Topic: IBAC meeting - 1st term

Meeting conducted/convened by: Mrs. Geeta Paluskar - IBAC Coordinator

Serial No.	Name of the faculty	Department	Signature
1	Dr. Uma Shankar	Principal	
2	Geeta Paluskar	Mathematics	
3	Vanita Banjan	Politics	Vanita
4	Lakshmi Muthukumar	English	Kalishankar
*5	K. A. Viswanathan	PSA Representative	
6	Raghavendran L.	Registrar	
7	Nitya R Mahajan	Commerce	
8	Satish S. Sarkar	Zoology	
9	Shruti R. Pandey	ECO	
10	Vandana Muley	HISTORY	
*11	Shivani Radhakrishnan	Student Council	Shivani
12	Kamala Sriharas	Philosophy	Kamala
13	Dr. Mahant Hasan	Botany	
14	Madhavan Gopal	Zoology	
15	Aditya Akcekar	ZOOLOGY	Aditya Akcekar
16	Apurvi Muley	Physics	
17	Deepali Kothekar	Biochemistry	
*18	Dr. Neena Roychandhary	Representative of Local community	ONLINE
		Representative of	
19	Prof. K. Venkataramani	Management	ABSENT
20	CA Sekhar Natarajan	Industry Representative	ABSENT
21	Mr. Vinod Menon	Vice Principal	ABSENT
22	Dr. Tara Menon	" "	ABSENT
23	Dr. Pashmi Bhure	" "	ABSENT
24	Dr. Antonette Lobo	Librarian	ABSENT
25	Sampath V. Sambisvan	Economics	



**IQAC Meeting**

**Date: 27.04.2023**

**Time: 11.00 am**

**Venue: Mini-Auditorium (Hybrid mode)**

Attendance: The management representative Mr. Venkataramani and criterion I head Dr. Lakshmi Muthukumar were granted leave of absence. Attendance attached at the end of the report.

**Agenda:**

1. Review of IQAC Activities during the year 2022-23
2. NEP Preparedness of the Institution
3. Plan for the next academic year

**Minutes –**

The meeting started with a welcome note by the principal Dr Uma Shankar and asserting that the year 2023-24 is crucial for the institution in the wake of NEP implementation, NAAC preparedness. She emphasized that the institution is ready for the task and mentioned the various timeline with respect to results, admission and AQAR submission.

1. Review of IQAC Activities during the year 2022-23

The IQAC convener Ms. Geeta Paluskar sought approval of October 2022 minutes from the members, which were passed unanimously.

She mentioned the various activities completed by the IQAC during the academic year which were as follows:

Leadership Skill workshop, NAAC Process and Documentation preparedness workshop, Guest lecture on the Power of Pause and an interactive session on NEP by Mr. Ravindra Kulkarni. All the departments have framed the COs and PSOs and mapping was done for first- and second-year syllabus. The same will be uploaded on the institutional website which is being restructured. It was also mentioned that the SIES got its own secure website.

She also talked about the ongoing gender audit and energy and green audit.

2. NEP Preparedness of the Institution

With respect to agenda two, the convener highlighted before members, the completion of the credit framework proposed for 4 years, preparedness of baskets of courses under Open electives and Indian knowledge system, evaluation pattern and completion of BOS of departments.





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3. Plans for the next academic year

It was resolved that the plan of action for the next academic year should include

- A state level seminar on evaluation reforms under NEP
- A session on guidance for the NAAC- SSR documentation process
- NAAC compliant website improvement
- Preparing Course Outcomes- COs under OBE for third year syllabi
- Redefining POs and PSOs as per New Education Policy of 2020

She requested for providing a clerical staff proficient in excel to help with compilation of data and a dedicated Cell phone in the name of Principal.

To this, the principal Dr. Uma Shankar assured that she will take the necessary action.

In reply to the query raised by Mr. Shekar, Ms Paluskar mentioned time lines for AQAR and SSR.

Ms. Vanita Banjan, criterion2 head, requested the **need for orientation of the office staff and lab attendant in terms of approach with sharing of data , which principal conceded.**

Mr. Shekar appreciated the steps taken for environmental aspects (zero waste, rainwater harvesting plant and green audit.

Student representative Ms Shivani, thanked the principal, administrative staff and teaching faculties for their laudable efforts in maintaining the smooth functioning of the institution. She especially mentioned and appreciated the various internship opportunities and sessions on skill enhancement /workshop.

The meeting ended by the vote of thanks by the convener Ms. Geeta Paluskar at 11.45 am.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Principal,  
IQAC Chairperson



SIES College of Arts, Science and Commerce (Autonomous)

IQAC CORE COMMITTEE Meeting 27.04.2023

Following members were present for the meeting held in Mini Auditorium at 11. AM.

- 1) Dr. Uma Maheshwari Shankar (Principal) Chairperson *Uma*
- 2) Ms. Geeta Paluskar- Coordinator *Geeta*
- 3) Dr. Kamala Srinivas - Joint Coordinator *Kamala*
- 4) Mr. Vinod Menon (Vice Principal) \_\_\_\_\_
- 5) Dr. Rashmi Bhure (Vice Principal) *Rashmi*
- 6) Dr. Satish Sarfare (Vice Principal) *Satish*
- 7) Dr. Tara Menon (Vice Principal) *Tara*
- 8) Mr. Raghavendra L. (Registrar) \_\_\_\_\_
- 9) Dr. Antonnete Lobo (Librarian) \_\_\_\_\_
- 10) Dr. Varsha Muley (Member) *Varsha*
- 11) Dr. Mahavir Gosavi (Member) *Mahavir*
- 12) Ms. Maria Fernandes (Member) *Maria*
- 13) Dr. Lakshmi Muthukumar (Member) \_\_\_\_\_
- 14) Dr. Vanita Banjan (Member) *Vanita*
- 15) Ms. Nitya Mahajan (Member) *Nitya*
- 16) Dr. Deepali Kotheekar (Member) \_\_\_\_\_
- 17) Dr. Rupali Vaity (Member) \_\_\_\_\_
- 18) Dr. Aarti Muley-Iyer (Member) \_\_\_\_\_
- 19) Mr. K. A. Viswanathan (President, SIES PSA) Alumni Member *K.A.*
- 20) Dr. Nina Roy Choudhari (Principal, SIES College of Commerce and Economics, Sion E) Representative, Local Society *Present online*
- 21) Prof. Venkataramani Management Representative \_\_\_\_\_
- 22) CA. Sekar Natarajan Industrialist *Present Online*
- 23) Ms. Shivani (Secretary, Students Council) Student Representative *Shivani*
- 24) Dr. Neeraja Tutakane (Member) *Neeraja*
- 25) Ms. Maya Nair (Member) *Maya*
- 26) Dr. Shruti Pandey (Member) *Spaday*



## **Internal Quality Assurance Cell** **Action Taken Report 2022-23**

### **Meeting 1- 20.10.2022:**

As resolved in the meeting the following activities were conducted by IQAC during the academic year 2022-23

1. Faculty empowerment activities
2. NEP preparedness activities
3. Gender Audit
4. Energy Audit
5. NAAC assessment process orientation activities

### **Meeting 2 – 27.04.2022:**

As resolved in this meeting, following programs were conducted.

1. A state level seminar on evaluation reforms under NEP
2. A session on guidance for the NAAC- SSR documentation process
3. NAAC compliant website improvement initiatives
4. Preparing Course Outcomes- COs under OBE for third year syllabi
5. Redefining POs and PSOs as per New Education Policy of 2020



Dr. Uma Shankar  
Principal,  
IQAC Chairperson



26th June, 2021

**Internal Quality Assurance Cell  
IQAC online meeting  
Microsoft Teams Platform.**

**Attendees:** Attendance record at the end

**Agenda:**

1. Review of Activities of year 2020-21.
2. Review of Feedback of stakeholders
3. Review of online workshop on TLE organised by IQAC
4. Discussion on plan of action for 2021-22

**Minutes:**

1. The meeting was scheduled at 11:00 am, IQAC members attended by joining MS Teams on time.
2. Dr. Uma Shankar, Principal and the IQAC Chairperson greeted the IQAC designated office bearers and IQAC members present in the meeting and made the opening remarks.
3. Leave of Absence was granted to Mr. Venkatramani, Management Representative.
4. Ms. Geeta Paluskar, IQAC Coordinator mentioned the agenda of the meeting with a review of the AQAR 2019-2020, following it with a short review of activities conducted in 2020-2021 and finally with the plan of action for the academic year 2021-2022.
5. IQAC Coordinator walked us through her presentation on the AQAR 2019-2020 criteria-wise programmes, structured feedback mechanisms from all stake-holders, teaching-learning-evaluation (TLE) tools & E- resources, research publications, awards, recognitions, linkages-MOUs-collaborative activities, Nirmitee Kendra initiatives, teachers-students-support staffs' achievements, extension activities, alumni contributions, IQAC's active involvements in spearheading Data Management techniques, online TLE tools, CAS staff promotions, and institutional initiatives, activities to promote universal values through Value Lab events, and best practices. Finally, culminating the presentation with IQACs plan of action for the academic year 2020-2021.

The Plan of action of IQAC for the academic year 2021-22 was resolved to be as follows:

1. Capacity building activity for support staff
  2. A workshop on effective evaluation techniques under OBE
  3. IPR awareness program
  4. Mentoring program to be formalized
  5. Effective Documentation for NAAC, UGC and University
6. CA. Sekar Natarajan, appreciated the tremendous effort taken by all the administrative heads, staff, students and in keeping the enthusiasm up, which is of the utmost need in the present times. Mr. Sekar suggested the presentation should also include a SWOT in order to deliver the best way possible and to well manage the shortcomings.
  7. Mr. Snehal, student representative too expressed on behalf of students, in spite of all the limitations during the pandemic, nothing stopped all of them in working together and virtually students could have all their academic, literary, cultural, research activities very well organised.





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8. Dr. Nina Roy Choudhari, Principal, SIES Sion East too vouched for some of the seminars, events in which she witnessed the team-work, the overwhelming participation of students, staff during pre-lockdown times in 2019.
9. Dr. Kamala Srinivas, Jt. Co-ordinator and as the SIES PSA, Secretary placed on record the alumni involvement in co-hosting, financially supporting various department/association activities, in associating with extension activities of the institution.
10. Dr. Uma Shankar, Principal & Chairperson, IQAC added that SIES PSA has whole heartedly stood as a pillar of support in paying the fees of many of the needy students whose parents could not afford to pay it due to job-loss or due to either of the parent succumbing to the deadly disease.
11. The meeting culminated at 11:50 a.m. with a vote of thanks by Ms. Geeta Paluskar, IQAC Coordinator.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Principal  
IQAC Chairperson



**Internal Quality Assurance Cell**

Attendance record: Downloaded from Online Teams Meeting

Meeting	Summary	Meeting Title	IQAC Meeting		
Total Number of	Participants	30			
Meeting Start Time	6/26/2021, 10:18:27 AM	Meeting End Time	6/26/2021, 11:49:13 AM		
Meeting Id	b70f73aa-ed1b-4c2b-a021-cda61908026e				
No	Full Name	Join Time	Leave Time	Duration	Email
1	Viswanathan K.A.	6/26/2021, 10:18:27 AM	6/26/2021, 11:47:41 AM	1h 29m	admin@SIESCollege1 57.onmicrosoft.com
2	Satish Sarfare	6/26/2021, 10:36:56 AM	6/26/2021, 11:49:13 AM	1h 12m	satishs@sies.edu.in
3	Geeta Paluskar	6/26/2021, 10:50:05 AM	6/26/2021, 11:49:13 AM	59m 8s	geetap@sies.edu.in
4	Lakshmi Muthukumar	6/26/2021, 10:50:32 AM	6/26/2021, 11:46:09 AM	55m 37s	lakshmi@sies.edu.in
5	Kamala Srinivas	6/26/2021, 10:52:44 AM	6/26/2021, 11:49:13 AM	56m 29s	kamalas@sies.edu.in
6	Uma Shankar	6/26/2021, 10:52:55 AM	6/26/2021, 11:47:28 AM	54m 32s	umas@sies.edu.in
7	George Kiriyanthan	6/26/2021, 10:53:44 AM	6/26/2021, 11:46:29 AM	52m 45s	georgek@sies.edu.in
8	Saravanan Nadar	6/26/2021, 10:54:55 AM	6/26/2021, 11:47:48 AM	52m 52s	Saravanann@sies.edu. in
9	Nina Roychoudhery	6/26/2021, 10:55:20 AM	6/26/2021, 11:46:28 AM	51m 7s	ninar@sies.edu.in
10	Ruchita Karmokar	6/26/2021, 10:56:23 AM	6/26/2021, 11:46:22 AM	49m 59s	ruchitak@sies.edu.in
11	Sudha Bhagavatheeswaran	6/26/2021, 10:56:58 AM	6/26/2021, 11:46:24 AM	49m 25s	sudhab@sies.edu.in
12	SHAIKH NEHAL ASGAR PHOOL MOHAMMAD	6/26/2021, 10:58:21 AM	6/26/2021, 11:46:26 AM	48m 4s	shaikh24355@ascs.sie s.edu.in
13	Pallavi Rege	6/26/2021, 10:58:54 AM	6/26/2021, 11:49:13 AM	50m 19s	pallavigr@sies.edu.in
14	Pramod Ghogarc	6/26/2021, 10:59:04 AM	6/26/2021, 11:48:17 AM	49m 12s	pramodg@sies.edu.in



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15	Sekhar	6/26/2021, 10:59:43 AM	6/26/2021, 11:46:25 AM	46m 41s	
16	Tara Menon	6/26/2021, 10:59:44 AM	6/26/2021, 11:46:43 AM	46m 59s	taram@sies.edu.in
17	Subi Yoosuf	6/26/2021, 11:00:12 AM	6/26/2021, 11:46:48 AM	46m 36s	subiy@sies.edu.in
18	Nitya Mahajan	6/26/2021, 11:00:33 AM	6/26/2021, 11:49:05 AM	48m 32s	nityam@sies.edu.in
19	shruti panday (Guest)	6/26/2021, 11:00:35 AM	6/26/2021, 11:46:36 AM	46m 1s	
20	Rupali Vaity	6/26/2021, 11:00:36 AM	6/26/2021, 11:47:04 AM	46m 27s	rupaliv@sies.edu.in
21	Neeraja Tutakne	6/26/2021, 11:01:38 AM	6/26/2021, 11:15:45 AM	14m 7s	neerajat@sies.edu.in
22	Maya Nair	6/26/2021, 11:01:47 AM	6/26/2021, 11:48:17 AM	46m 29s	mayan@sies.edu.in
23	Anoop Varghese	6/26/2021, 11:03:16 AM	6/26/2021, 11:46:35 AM	43m 18s	anoopv@sies.edu.in
24	Rashmi Bhure	6/26/2021, 11:03:24 AM	6/26/2021, 11:46:47 AM	43m 23s	rashmib@sies.edu.in
25	Vidya Hariharan	6/26/2021, 11:04:36 AM	6/26/2021, 11:48:08 AM	43m 31s	vidyah@sies.edu.in
26	Vanita Banjan	6/26/2021, 11:05:00 AM	6/26/2021, 11:46:03 AM	41m 3s	vanitab@sies.edu.in
27	Shama Todurkar	6/26/2021, 11:06:02 AM	6/26/2021, 11:46:39 AM	40m 37s	shamat@sies.edu.in
28	SAMPATH SAMBASIVAN	6/26/2021, 11:07:42 AM	6/26/2021, 11:46:27 AM	38m 45s	sampaths@sies.edu.in
29	Vishal Ashok	6/26/2021, 11:09:56 AM	6/26/2021, 11:46:38 AM	36m 41s	vishala@sies.edu.in
30	Avin Shah	6/26/2021, 11:14:38 AM	6/26/2021, 11:47:16 AM	32m 37s	avins@sies.edu.in





10.08.2021

4pm to 5 pm

**IQAC Meeting**  
**Online Meeting on Teams Platform**

**AGENDA:**

1. REVIEW OF STATUS OF AQAR 2019-20, AND PENDING JOBS
2. REVIEW OF DATA SHEETS FOR YEAR 2020-21
3. PLAN OF ACTIVITIES FOR YEAR 2021-22
4. DISTRIBUTION OF WORK FOR UPCOMING WEBINAR

**Minutes:**

**Point 1. Review of Status of AQAR 2019-20, and pending jobs**

*It was reported by Criterion Heads that*

- i. All criterions submitted, (except question 6.4.3)
- ii. Program Outcomes and PSO's to be collected from all departments and posted on website
- iii. SSS report to be posted on website
- iv. Various feedback reports to be posted

**Point 2. Review of data sheets for year 2020-21**

Data sheets to be shared with departments, associations and committees by the end of August 2021. NCC, NSS and new teachers to be oriented about NAAC requirements of data.

**Point 3. Plan of activities for year 2021-22**

Upon discussion, the following activities were suggested to be conducted during the academic year 2021-22. A tentative timeline was also decided for each activity.

*It was resolved that the following activities be conducted during 2021-22*

- i. *Self enrichment workshop for Support staff – Capacity building workshop- DONE*
- ii. *NAAC Documentation workshops- First workshop to be conducted in the month of August and Second in December 2022*



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- iii. *Webinars on Evaluation techniques under Bloom's Taxonomy, mapping COs on question papers in the month of September. Resource person Dr. Nandita Mangalore.*
- iv. *Green audit / Gender audit to be scheduled in December 21*
- v. *IPR awareness webinar: to be planned towards the end of academic year, in April or May 2022*
- vi. *New CAS rules: the awareness session to be organised in December 2021 or January 2022*
- vii. *A session to orient teachers about Mentoring to be held during next month.*

**Point 4. Distribution of work for upcoming webinar Friday 13.08.21**

*Introduce speakers: Dr. Vanita Banjan,*

*Vote of Thanks: Dr. Rupali Vaity,*

*Feedback form: Dr. Neeraja Tutakne, Shama Todurkar*

*Technical Support : Mr. Saravanan Nadar*

The online meeting was convened by Ms. Geeta Paluskar on Teams platform.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Principal  
IQAC Chairperson

IQAC Meeting Online: MSTeams

Tuesday 10.08.2021 4pm to 5 pm

List of Attendees:

Sr. No.	Name	Mode of Attending
1	Geeta Paluskar	Online
2	Kamala Srinivas	Online
3	Tara Menon	Online
4	Vanita Banjan	Online
5	Lakshmi Muthukumar	Online
6	Neeraja Tutakne	Online
7	Rupali Vaity	Online
8	Nitya mahajan	Online
9	Maria Fernandese	Online
10	Deepali Kothekar	Online
11	Pallavi Roy	Online





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IQAC Brainstorming online meeting

Tuesday 24.08.2021 4.30pm to 5.30 pm

AGENDA:

1. FINALIZATION OF POS
2. STUDYING WEBSITES OF OTHER COLLEGES TO GET IDEAS
3. FORMAT IN WHICH POS SHOULD BE POSTED ON WEBSITE
4. INFORMING DEPARTMENTS ABOUT PO AND CO FORMAT- DEPARTMENT REPRESENTATIVES
5. DATA SHEETS OF 2020-21

Discussion

**Point 1 : Finalization of POs**

Resolved that

1. PO on domain Knowledge should be included in PSO to map on cognitive level Remember/ Recall
2. IQAC Members will check syllabi of FY for COs
3. The POs, PSOs and COs of FY should be communicated with students clearly.

**Point 2 : . Studying websites of other colleges to get ideas**

Resolved: Dr.Mahavir Gosavi,MS. Nitya Mahajan and Dr.Lakshmi Muthukumar will study websites of different institutions.

**Point 3: Format in which POs should be posted on website**

Resolved: Dr.Mahavir Gosavi, MS. Nitya Mahajan and Dr.Lakshmi Muthukumar will work on this and report by 31.08.21

**Point 4: Informing departments about PO and CO format- department representatives**

Resolved: Humanities and Commerce : Dr. Kamala Srinivas, Sciences: Ms. Geeta Paluskar will sensitize teachers about this in the month of September.

**Point 5: Data sheets of 2020-21 Status**

It was resolved that Data Collection sheets of all the criterions will be shared with all the Department Heads by 27.08.21 Meeting was convened by Ms.Geeta Paluskar and Dr.Kamala Srinivas.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Principal  
IQAC Chairperson

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, AUTONOMOUS, SION WEST

IQAC Meeting Online: MSTeams

Tuesday 24.08.2021 4.30pm to 5.30 pm

List of Attendees

Sr. No.	Name	Mode of Attending
1	Geeta Paluskar	Online
2	Kamala Srinivas	Online
3	Tara Menon	Online
4	Vanita Banjan	Online
5	Lakshmi Muthukumar	Online
6	Neeraja Tutakne	Online
7	Rupali Vaity	Online
8	Nitya mahajan	Online
9	Maria Fernandese	Online
10	Deepali Kothekar	Online
11	Pallavi Roy	Online



21-04-2022

### Internal Quality Assurance Cell Meeting

The meeting of the Internal Quality Assurance Cell was held on Thursday 21-04-22 at 11.30 am in the boardroom. The meeting was conducted in hybrid mode. <sup>38</sup>25 IQAC team members attended the meeting offline and 3 - online. Attendance attached at the end of the document.

#### Agenda of the meeting:

1. To approve the minutes of the previous meeting held on 26.06.2021
2. Review of Annual Quality Assurance Report (AQAR) of the year 2020-21
3. Plan of action for the next academic year
4. Any other topic with the permission of the chairperson of IQAC.

#### Minutes of the meeting:

1. Minutes of the previous meeting were approved.
2. Review of Annual Quality Assurance Report (AQAR) of the year 2020-21

Criterion-wise reports were presented by criterion heads

- Criteria I on Curricular aspects was presented by Dr Lakshmi MuthuKumar and she shared that 210 students were beneficiaries of various internships. She also highlighted feedback collected for the curriculum from teachers, students and alumni. *The students' and Teachers' feedback suggested that all the classrooms should have a fixed LCD facility to enable use of ICT in TLE.*
- Criteria II was presented by Dr Vanita Vanjan on Teaching learning and Evaluation. She highlighted the student-teachers profile, ICT tools and e -resources used by teachers to make teaching- learning an engaging and interactive experience. She emphasized on various innovative, experiential participation, methods used and explored by teachers during 20-21. Students' satisfaction survey shows that they appreciated teaching tools / office support staff to make the learning process smooth during lockdowns.
- Criteria III was presented by Dr Tara Menon on Research, Innovation and Extension. She talked in detail about minor projects, student's enrollment at various Ph.D.





centers, Seminar and webinars, workshops, MOU and collaboration in and outside Mumbai. She also mentioned that publications were less compared to 19-20 but hoped it will be better in the next academic year with full-fledged teaching activities being resumed.

- Criteria IV was presented by Ms Nitya Mahajan highlighting infrastructure augmentation and maintenance expenditures, ICT tools and facilities available in the institution for teaching and extracurricular activities. She mentioned Infrastructure policy and IT policy designed and uploaded in the websites. She emphasized on the figure that Expenditure for augmentation of teaching facilities was less compared to 19-20 as a major chunk of work was carried on in 19-20 and also due to lockdown.
- Criteria V on Student support and progression was presented by Dr Mahavir Gosavi highlighting that 333 students progressed to higher education and 27 got off campus placement. Year 2021 has seen an increased number of sponsorships under SEAT and by government Agencies. More than 300 students benefited from various activities under capacity enhancement workshops and appreciated the role of PSA involvement.
- Criteria VI was presented by Dr Kamala Srinivasan on Governance, Leadership and Management highlighting the role of autonomous statutory bodies, strategic and perspective plans for students' development and deployment. She highlighted the institution's role and engagement in designing OBE, skill development, Indian knowledge system, and fostering new courses. Further she emphasized on criteria VII – Institutional role and Best practices in engaging and sensitizing learners about gender equity, environment consciousness, making the institution disabled-friendly. Solar energy power was appreciated in reducing fuel-based use of electricity.

### 3. Plan of action for the next academic year

The IQAC convenor Ms Geeta Paluskar highlighted how IQAC, under the role defined by NAAC, has successfully shouldered the responsibility. Timely submission of AQAR for 20-21 was mentioned. She also highlighted brief report of IQAC activities, workshops and webinars conducted and presented action taken report for 20-21 and action plan for 21-22.


### 4. Any other topic with the permission of the chairperson of IQAC.



- CA. Sekhar Natarajan – Industry representative appreciated the entire team in successfully fulfilling the multiple objectives of different criteria despite constraints posed by pandemics. *He also expressed the need for efforts for student placement.*
- Prof. Venkataramani – Management nominee appreciated the action plan to organize a conference on NEP and also *suggested organizing workshops for teachers to enrich the capacity and understanding of NAAC process and various statutory bodies functioning.*
- Dr. Nina Roy Chaudhary expressed the desire to *collaborate on research methodology workshops* and complimented the IQAC teams' achievements for the year.
- Ms Kavya Pillai – Students representative shared her experience of online and offline activities which have enriched students' experiences.
- The meeting was concluded by the Principal Dr Uma Shankar by formally thanking the gathering and requesting the peer reviewed feedback from the external members. She concluded by highlighting plans to be done, success of the credit course being interdisciplinary and engagement with other institutes.

  
Geeta Paluskar  
IQAC Coordinator



  
Dr. Uma Shankar  
Principal  
IQAC Chairperson





**SIES**

RISE WITH EDUCATION

College of Arts,  
Science & Commerce  
(Autonomous)

AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

<b>SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS) Sion (W)</b>		
<b>Date of the Meeting: 21.04.2022 Time: 11.00 am to 12.00 noon</b>		
<b>Venue: Board Room Mode: Hybrid</b>		
<b>Meeting convener : Mrs. Geeta Paluskar, Chairperson: Dr. Uma Shankar, Principal</b>		
<b>Attendance: IQAC Meeting 21.04.2022</b>		
<b>Sr. No.</b>	<b>Name</b>	<b>Signature/ Mode of Attending</b>
1	Dr. Uma Shankar, Principal, Chairperson IQAC	
2	Mrs. Geeta Paluskar, Co-ordinator IQAC	
3	Dr. Kamala Srinivas, Joint Co-ordinator, IQAC	
4	Mr. K.A. Vishwanathan, Alumni Member	
5	Prof. K. Venkataramani, Management Nominee	Online
6	CA. Sekhar Natarajan, Industry Representative	Online
7	Dr. Nina Roychoudhary, Representative- Local Community	Online
8	Dr. Lakshmi Muthukumar	
9	Dr. Vanita Banjan	
10	Dr. Deepali Kothekar	
11	Mrs. Nithya Mahajan	
12	Dr. Mahaveer Gosavi	
13	Mrs. Maria Fernandesc	
14	Mr. Anoop Varghese	
15	Dr. Shruti Panday	
16	Shama Todurkar	
17	Dr. Neeraja Tutakne	
18	Dr. Rupali Vaity	
19	Dr. Parmod Ghogare	
20	Dr. Subi Yoosuf	
21	Ms. Maya Murlidharan	
22	Dr Aarti Muley	
23	Ms. Vidya Hariharan	
24	Mr. Saravanana Nadar	
25	Ms. Kavya Pillai, Student Representative	Online





**Internal Quality Assurance Cell**  
**Action Taken Report 2021-22**

**Meeting 1- 26.06.2021:**

As resolved in the meeting the following activities were conducted by IQAC during the academic year 2021-22

1. Capacity building activity for support staff
2. A workshop on effective evaluation techniques under OBE
3. IPR awareness program
4. Mentoring program to be formalized
5. Two workshops on Effective Documentation for NAAC, UGC and University

**Meeting 2 – 10.08.2021**

As resolved in this meeting, the reports of various activities, feedback report were uploaded on website. A Capacity building workshop was conducted for support staff. The data collection and documentation for the purpose of AQAR was distributed in subteams.

**Meeting 3 – 24.08.2021**

As resolved in this meeting, department heads were guided about how to present their POs, PSOs and Cos. All the departments shared syllabi with POs and Cos with students. The website was updated with a structure to accommodate the same.


**Meeting 4 – 21.04.2022**

As suggested in the meeting, the NEP awareness and sensitization program is added in the action plan for the next academic year. Also it was decided that all the classrooms should have fixed LCD facilities and laptops should be made available to all the departments to enable effective use of ICT tools and techniques. The work of fixing LCDs in classrooms is underway.

The suggestion by CA Sekar, to improve efforts on placement related activities was conveyed to the Placement Cell through the Head of the Institution.

  
Geeta Paluskar  
IQAC Coordinator



  
Dr. Uma Shankar  
Principal  
IQAC Chairperson

**SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.  
Minutes of IQAC Meeting held on 16<sup>th</sup> June, 2020**

**Attendees:**

Dr. Uma Shankar, Dr. Rashmi Bhure, Ms. Geeta Paluskar, Dr. Kamala Srinivas, Dr. Tara Menon, Dr. Lakshmi Muthukumar, Ms. Nitya Mahajan

**Agenda:** Review of AQAR 2019-2020 and planning of activities of 2020-2021.

Ms. Geeta Paluskar, IQAC Coordinator started the meeting at 9:30 a.m. on MS Teams with opening remarks and presented a review of AQAR 2019-20.

The members discussed Criteria-wise (1 to 5) procurement of data in order to duly fill AQAR 2019-2020. Ms. Geeta Paluskar requested Criteria Heads to list their requirement of Excel Sheets generated for gathering all data for the academic year 2019-2020 and was asked to coordinate with Ms. Maya Nair for the same.

In Criteria 1, it was mentioned the Syllabus data sheet needs to be updated with Nutraceutical course under the Department of Biochemistry, few changes in the syllabus of Zoology, DMLT and Bioinformatics to be added as 2 new departments with its course details.

Dr. Kamala Srinivas, IQAC Joint Coordinator presented an overview of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) under Outcome Based Education and the same to be incorporated within syllabi of every department. It was suggested, this shall be taken up after fine-tuning for Heads of the Department meeting.

For collecting Feedback (Criteria 1.4) from all stakeholders, it was suggested a common template with questions to be prepared and shared with all the departments.

The IQAC members agreed to place on record a request for seed money made available for research purposes. It was also suggested that the Research Advisory Committee implement anti-plagiarism guidelines.

Based upon the analysis of teacher feedback on "readiness for online education" conducted by IQAC, it was decided that an online teacher empowerment workshop for virtual TLE should be planned next month.

It was also resolved that pending CAS cases be taken up during the year.



The following plan of action for academic year 2020-21 was approved by all present for the meeting:-

<b>Plan of action</b>
<b>1. Faculty empowerment for online teaching learning and evaluation</b>
<b>2. Creating awareness about Outcome based education among the faculty members</b>
<b>3. Organizing screening cum evaluation process for the pending Promotions of teachers under CAS</b>
<b>4. Establishing curriculum feedback system department wise</b>
<b>5. Activities for promotion of Research</b>

The meeting culminated at 11:50 a.m. with a vote of thanks proposed by Dr. Kamala Srinivas, IQAC Joint Coordinator.



Ms. Geeta Paluskar  
IQAC, Coordinator



Principal  
Dr. Uma Shankar  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.





**SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.**  
**Minutes of IQAC Meeting held on 8<sup>th</sup> July, 2020**

**Agenda:** Highlights of the year 2019-2020

Discussion on academic plan of action for 2020-2021

Facilitating online TLE

Ms. Geeta Paluskar, IQAC Coordinator started the meeting at 11:00 a.m. on MS Teams with opening remarks and requested Dr. Uma Shankar, Principal as well as IQAC Chairperson to formally welcome all its members.

Dr. Uma Shankar, greeted everyone, formally introduced the Industry Representative Mr. Sekhar Natrajan, acknowledged the presence of all its members in the meeting and gave an overview of IQAC's active role.

Ms. Geeta Paluskar, IQAC Coordinator presented a detailed Report of IQAC Initiatives and Activities. In her presentation, she started with a review of the AQAR 2018-2019 Report that was uploaded on NAAC Portal on 14th March 2020.

Further, Ms. Geeta presented the highlights of academic year 2019-2020 IQAC activities before lockdown with New NAAC Formats of AQAR and SSR, RAF (Revised Assessment and Accreditation Framework) Implemented by NAAC from Academic Year 2018-2019. IQAC remained focused in exploring and understanding the new guidelines. While simultaneously, conducting orientation programs for its members with Hands-on-Workshop - Basic Excel by Internal resource person and UGC sponsored Advanced Excel by External Resource. She also listed all the workshops, International/National seminars organised by various departments, list of research publications done by teachers, research grants received by both students & teachers.

The IQAC Coordinator also highlighted the fact that, IQAC initiatives continued even during the lockdown period in full swing with various International, National Webinars, Awareness programmes, Skill Enhancement Activities conducted for students, administrative staff & teaching staff. The members attention was drawn towards 2 online surveys conducted during lockdown for students and teachers with their preparedness for Online Teaching and Learning. As a result, the Teachers' survey analysis helped IQAC members mobilise a week long Hands-on-Training for Teachers as an extension activity with the help of internal resources of the college. Dr. Uma Shankar, stated that for smooth functioning of TLE online MS Teams platform



was available officially to both students and teachers. Institutional email-ids secured TLE. An ERP platform for effective paperless administration is underway.

Towards the end IQAC Coordinator listed the academic plan of action for 2020-2021 and in her concluding remarks requested its learned members to give valuable suggestions as within 1 year the institution shall complete its 3 years of Autonomy. Following which it will be visited by the Autonomy Review Committee and NAAC Review Committee shall subsequently follow.

Dr. Uma Shankar, too, expressed that our institution seeks Industry tie-ups in a large way. And if, Mr. Shekar with his expertise could guide us through to formulate it, and will be of great help, it was mentioned.

Mr. Shekar, IQAC Industry Representative, in his remarks mentioned, 2 key areas that IQAC has to work towards in 2020-2021, one is by spearheading the online teaching-learning-evaluation for students and tapping the expectations from employers by constant communication with them and also during the course encourage more internships by looking out for opportunities available for students' employment.

Dr. Venkatramani due to technical snag could not be heard, so communicated his suggestions through an email the complete PowerPoint Presented by Ms. Geeta Paluskar, IQAC Coordinator to be ratified in CDC and Governing Council meetings. Sir also asked whether we are collaborating with Institute of Comprehensive learning, especially in terms of counselling, child care, etc.

Mr. K A Viswanathan, our Alumni Representative expressed his views through email. "It is good, students are able to study online without wasting their time and teachers are engaged to do this. But one has to look at the conditions of the visually challenged students. How will they study if the lockout continues and with train restriction also continues?. They don't have the types of equipment to study from home. We have to find a way to solve their problem. We also have to take the help of alumni for this."

"Once the lockdown is lifted we should conduct a session for students and staff, with the help of Yoga trainer "how to prevent the recurrence of the COVID with proper Yoga exercise. This is very important."

Dr. Manju Phadke, former IQAC Coordinator, expressed her appreciation for IQAC actively involved in organising a variety of programmes in 2019-2020 before as well as during the lockdown period. She also brought to attention to its members that more than 30 DMLT Alumni of the institution volunteered themselves as Frontline Warriors in reputed hospitals and laboratories of the city working zealously for the cause with a deep value of compassion, love and gratitude towards those who are tested COVID positive.





Dr. Uma Shankar shared the success record of VALUE LAB, as an ongoing project past 6 years proactively involved in engaging the students to experiment and experience values in life by introducing one value per month and sharing her expertise with all its sister institutes to initiate value-based programmes in order to fulfil SIES Management's goal of Mission 2025.

Mr. Aditya Anaokar, former General Secretary, Student Council expressed his experience at SIES as an enriching one, was assertive to pursue the leadership skills, value based education that enhanced his personality and carry them along in all his future endeavours.

Dr. Rashmi Bhure, Vice Principal requested the representative experts to guide us through in setting up certain qualitative benchmarks in academia-industry tie-ups, job-skill enhancements, opportunities for students to seek employment.

To her request Mr. Shekar expressed he shall come up soon with more suggestions.

The meeting culminated at 11:50 a.m. with a vote of thanks proposed by Dr. Kamala Srinivas, IQAC Joint Coordinator.



Ms. Geeta Paluskar  
IQAC, Coordinator



Principal  
Dr. Uma Shankar  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022,





## IQAC Meeting held on 8<sup>th</sup> July, 2020

### Attendees:

Sr. No.	Name	Designation
1.	Dr. Uma Maheshwari Shankar(Principal)	Chairperson
2.	Ms. Geeta Paluskar (Associate Professor, Mathematics Dept.)	Coordinator
3.	Dr. Kamala Srinivas (Assistant Professor, Philosophy Dept)	Joint Coordinator
4.	Mr. Vinod Menon (Vice Principal)	Administrative Officer
5.	Dr. Rashmi Bhure (Vice Principal)	Administrative Officer
6.	Dr. Satish Sarfare (Vice Principal)	Administrative Officer
7.	Mr. Raghavendra L. ( Registrar)	Administrative Officer
8.	Dr. Antonnete Lobo (Librarian)	Administrative Officer
9.	Dr. George Abraham (Associate Professor, Chemistry Dept.)	UG, PG Teacher
10.	Ms. Pallavi Rege (Associate Professor, Statistics Dept.)	UG Teacher
11.	Dr. Vanita Banjan (Associate Professor ,Politics Dept )	UG Teacher
12.	Ms. Nitya Mahajan (Associate Professor, Commerce Dept)	UG Teacher
13.	Dr. Tara Menon (Assistant Professor, Biotech Dept)	UG, PG Teacher
14.	Dr. Lakshmi Muthukumar (Associate Professor, English Dept.)	UG, PG teacher
15.	Dr. Deepali Kothekar (Assistant Professor, BioChemistry Dept.)	UG, PGTeacher
16.	Dr. Neeraja Tutakane (Assistant Professor. Botany Dept)	UG, PG teacher
17.	Dr. Rupali Vaity (Assistant Professor, Zoology Dept.)	
18.	Dr. Pramod Ghogare (Assistant Professor ,Microbiology Dept.)	
19.	Mr. K. A.Viswanathan (President, SIES PSA)	Alumni Member
20.	Dr. Nina RoyChoudhari. (Principal, SIES College of Commerce and Economics, Sion E)	Representative, Local Society
21.	Dr. Venkataramani	Management Representative
22.	CA. Sekar Natarajan	Industrialist
23.	Mr. Nehal Shaikh. (TY BMS Student- Student Representative)	Student Representative



**SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.**  
**Minutes of IQAC Meeting held on 15 August 2020**

IQAC Meeting 3

15 August 2020. 4.30 pm. To 6.00pm

Agenda: to discuss

1. Juno Data Requirements
2. AQAR2019-20 data collection

An online meeting was conducted on MS-Teams platform. Following IQAC members attended the meeting

Geeta P, Kamala S, Lakshmi M, Maya N, Nitya M.

Minutes of the meeting:

1. Data templates of ERP were displayed and discussed.

Discussion : ERP requires Program codes at entry level.

Two methods to design program codes were discussed and it was decided that the same will be forwarded to principal for further action.

2. The entry level intake capacity of all programs is required.

Discussion: It was decided to request the college office to provide the same. It was decided that the structural data templates will be forwarded to the college office for further action. It was decided that the Syllabus related data templates will be completed in one week and sent forward.

3. The excel sheets for data collection of the academic year 2019-20 were also discussed and finalised.



Geeta Paluskar  
IQAC Coordinator



Minutes of the IQAC Core committee meeting

Date: 19<sup>th</sup> January 2021 Day: Tuesday Time: 03:30 PM Venue: Online - MS Teams

**Agenda:**

1. To discuss theme, plan and timeline of
  - Planning of a National webinar for promotion of research in collaboration with NAAC
  - Follow up activity of the CEI workshop
2. To discuss opportunities for organizing programs in each of the seven criteria of NAAC.

**Members Present:**

1. Ms. Geeta Paluskar (IQAC Coordinator)
2. Dr. Rashmi Bhure
3. Dr. Kamala Srinivas
4. Dr. Tara Menon
5. Dr. Shruti Pandey
6. Dr. Neerja Tutakne
7. Dr. Lakshmi Muthukumar
8. Ms. Pallavi Rege
9. Ms. Maya Nair

**Minutes:**

1. The first national Webinar in collaboration with NAAC to be tentatively conducted on 27<sup>th</sup> and 28<sup>th</sup> of February. The theme for the same has been decided tentatively as "Role of Governance in Promoting Research".  
The following speakers are in the list of invited speakers for the event, whose availability needs to be confirmed.
  - a. Dr. Sanjay Kharat
  - b. A speaker from NAAC
  - c. Anyone to speak on AQAR criteria 3.4 possibly Dr. Gokharne (St. Xavier's College), Contact of Mr. Venkatramani Sir or an expert from SPPU, Pune

Possibility of a second webinar with the theme "Research Publications, IPR and Plagiarism" was also discussed.
2. Follow up activity of CEI workshop to be conducted tentatively on 15<sup>th</sup> Feb from 3pm to 5.30 pm (alternate 12<sup>th</sup> Feb). The attendees of the workshop would be encouraged to share their experiences of the workshop and how it helped in the online lectures. New technologies could be shared by the participants. Dr. Lakshmi Muthukumar would be explaining the use of the Breakout room in teaching.
3. sub themes for a seminar/ conference for the next academic year
  - a. Quality Initiative-Extension Activities
  - b. Best Practices
  - c. Teaching Learning Evaluation reforms
  - d. Collaborations and Consultancy
4. A separate meeting to be scheduled for discussing the progress of data collection each criteria for the academic year 2019-2020
5. Internal and External Audit to be scheduled by mid of February 2021.

Ms. Geeta Paluskar  
IQAC, Coordinator



  
Dr. Uma Shankar  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



**SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.**

**IQAC Meeting 5 - 03.03.2021 3.30 pm to 5.30 pm**

**Agenda:**

1. Review of AQAR 2019-20 criteria-wise.
2. Discussion on students' feedback on Curriculum. Format to be finalized.
3. Further activities to be discussed

**Minutes of meeting**

**1. Review of AQAR criteria-wise**

**Criteria 1:**

- **Completion** and Analysis of Alumni, Parent, Teachers' , Employers' feedback 2019-20
- **Completion** and Analysis of Students' feedback on Curriculum by departments. Format sample to be shared. 2019-20 FY, SY, TY

**Criteria 2:**

- Staff data to be verified
- Exam Grievances, Exam dates, Result dates to be obtained from College office
- Mentoring to be re-worded
- SSS-2019-20 to be analyzed

**Criteria 3:**

- IPR webinar, TRIZ, Internal Conference Industry Academia to be included in data
- GSC data to be shared
- Rotaract data to be completed
- MOU's data incomplete

**Criteria 4 :**

- Accounts related data to be verified from office
- Books related data to be verified with Library
- E-content related data not shared by faculty

**Criteria 5:**

- Student Progression Form pending
- Placement data missing
- Bridge and remedial courses data incomplete
- Sport and cultural data, problems resolved

**Criteria 6:**

- The formats are shared with Principal and VPs for inputs
- Data with respect to finance in crit 6 – Kamala, Saravanan, Sampath
- Data with respect to iqac– Geeta
- Data with respect to teacher participation and conferences – Saravanan and Sampath

**Criteria 7:**

- Data with respect to Value lab – Kamala
- Data with respect to GSC – Vanita

**PartA: Geeta and Kamala**



**2. Discussion on students' feedback on Curriculum. Format to be finalized.**

Format discussed with IQAC team. A sample format will be shared with teachers for obtaining individual feedback on courses.

Time line to be decided.

**3. Further activities to be discussed**

A webinar on Women Empowerment to be organized on 8<sup>th</sup> March jointly by IQAXC, WDC and CTD. Vanita Banjan will co-ordinate with CTD.

No further activities discussed due to shortage of time.

**Observations:**

It was observed through discussion that a lot of data is collected, but team members are not able to utilize it effectively. They need to familiarize themselves with the iqac google drive and data stored therein.

  
Geeta Paluskar




SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.

ATR Meeting 1 - 16.06.2020

Following is the plan of action and Action taken report/ outcome of the IQAC for the academic year 2020-21

Plan of action	Outcome or achievement
1. Faculty empowerment for online teaching learning and evaluation	1. A capacity building workshop for teachers : "Create E-content, Engage the Learners and Interact Virtually - CEI" was conducted from 7th to 15th July 2020 by Internal resources of SIES. 115 teacher participants.
2. Creating awareness about Outcome based education among the faculty members	2. A webinar on understanding CO, PO, PSO was organized, OBE guidelines were prepared. Work on writing CO, PO, PSO for all programs initiated.
3. Organizing screening cum evaluation process for the pending Promotions of teachers under CAS	3. Screening cum evaluation for promotion under CAS of 17 teachers was completed
4. Establishing curriculum feedback system department wise	4. Curriculum feedback was collected, analyzed and submitted by the departments
5. Activities for promotion of Research	5. A National webinar on research and a research methodology workshop were organized.
6. Teacher Screening for promotion under CAS	6. Successfully completed in February 2021.

  
Ms. Geeta Paluskar  
IQAC Coordinator

  
Principal  
SIES College of Arts, Science &  
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Sion (West), Mumbai - 400 022.

IQSC ATR 1- 2020-21






**SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.**

**ATR Meeting 2 - 8<sup>th</sup> July, 2020**

**Action Taken:**

1. For smooth functioning of TLE online; MS Teams platform was available officially to both students and teachers.
2. Institutional email-ids are provided to students and teachers for secured TLE.
3. An ERP platform for effective paperless administration is underway. The IQAC and team of teachers is assisting in the smooth implementation of ERP.
4. An online capacity building program for teachers is organized from 9.7.2020 to 15.7.2020 to help teachers prepare for online TLE.
5. An online webinar on Outcome Based Education is scheduled in the month of August 2020.

  
Ms. Geeta Paluskar  
IQAC, Coordinator

  
Principal  
Dr. Uma Shankar  
SIES College of Arts, Science &  
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Sion (West), Mumbai - 400 022.



**SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.**

**ATR Meeting 3 - 15.08.2020**

1. Excel Data templates were prepared and submitted to ERP for implementation of academic module.
2. Excel templates for AQAR data collection were prepared and shared with faculty members for completion.

**ATR\_Meeting4\_19-01-2021**

1. A national Webinar on " Fostering Research Culture in HEI" was organized on 17.04.2020. It was not collaborative. However Dr. Ganesh Hegde, NAAC advisor, was present for keynote speech
2. A workshop on Research Methodology Tools was organized on 7.6.2020
3. Follow up activity of CEI workshop was not conducted. It is scheduled for the next academic year.
4. A National level conference plan is on hold due to pandemic lockdown situation.


**ATR\_Meeting5\_03.03.2021**

IQAC team members were oriented on usage of google drive/ Onedrive and online data management.

**General Instructions to IQAC team members**

- iqac gmail id [iqac.siesascsw@gmail.com](mailto:iqac.siesascsw@gmail.com)
- Please communicate with respect to iqac on this email id only.
- Google drive of the above mail id contains a folder named IQAC. This folder is shared with all related teachers. Please borrow relevant data from other criteria folders to complete your data.

  
Ms. Geeta Paluskar  
IQAC, Coordinator

  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

IQSC ATR 3,4,5- 2020-21



22/06/2019

**IQAC Meeting**

- Agenda :** 1. Review of criteria 1 datasheets and criteria 1 data 2018-2019  
2. Planning of SSS.

**Minutes :**

Following points were discussed.

1. Details of new programs should be collected from all stakeholders.
2. Details of new value added courses to be collected.
3. Feedback of various stake holders to be analysed & reports are to be prepared.
4. Internship / project data to be collected.
5. Anoop & Ruchita to start work on feedback & Internships respectively.
6. Next review after a month.
7. The SSS from was discussed & design approved.

Meeting was attended by

1. Mrs. Geeta Paluskar (IQAC Co-Ordinator)
2. Dr. Kamla Srinivas (Joint Co-Ordinator of IQAC)
3. Dr. Lakshmi Muthukumar (Inchange-Criteria 1)
4. Dr. Neeraja Tutkane (Criteria 2)



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal



04/07/2019

**IQAC - Meeting**

**Agenda :** 1. Discussion of AQAR 2018-19 and work allotment.

2. Activity Planning for year 2019-2020.

**Minutes :** A meeting of IQAC team was conducted in boardroom. 22 members attended it.

**Point 1. Discussion of AQAR 2018-19 and work allotment.**

Criteria wise teams were made as follows.

Crit 1 : Dr. Lakshmi (Incharge), Surjeet, Vaneeta R., Anoop V. Adiba.

Crit 2 : Geeta, Dr. Kamala, Dr. Neeraja, Shama T., Dr. Vishal A. Dev.

Crit 3 : Dr. Tara (Incharge), Dr. Deepali, Dr. Pramod G., Dr. Pallavi Roy.

Crit 4 : Nitya (Incharge), Dr. Shruti p.; Vidya H. ; Dr. Annette, Lobo.

Crit 5 : Pallavi Rege (Incharge) ; Dr. Rupali V; Dr. Subi Y ; Avin Shah.

Crit 6 : Geeta, (Guidance from Principal; Vice Principals, Registrar & Manju Madam).


Crit 7 : Dr. Satish Sarfare ; Dr. Vanita B; Dr. Kamala (Guidance from Principal).


DVV team : Sudha, Maya, Swapnil, Anoop, Vishal, Pramod, Adiba.

It was proposed by the IQAC co-ordinator that DVV sheets in the form of excel sheets be prepared & used to store data of 5 years.

**Point 2. Activity Planning for year 2019-2020.**

- Mahalaxmi Nadar of COE was requested to design an excel training course for faculty & train the faculty in July' 19.
- A workshop on e-content development was proposed on plan.
- It was proposed by the Co-ordinator that there should be an orientation for staff for new AQAR format work (RAF) of NAAC and academic data management.
- Dr. George Abraham suggested a workshop on IPR.
- Dr. Manju Phadke suggested a workshop on Outcome Based education.
- Dr. Kamala Srinivas felt the need for orienting teachers under new CAS rules.
- The outgoing IQAC Co-ordinator Dr. Manju Phadke was requested to express herself. She wished good luck to the new IQAC-Co-ordinator Geeta Paluskar. Geeta Paluskar Thanked Dr. Manju Phadke.

  
Geeta Paluskar  
IQAC Coordinator

  
Dr. Uma Shankar  
Chairperson, IQAC  
Principal



SIES College of Arts, Science and Commerce, (Autonomous), Sion (West), Mumbai - 400 022

Attendance sheet for meetings conducted at the Institution (Degree/Junior)

Date: 4/7/19 Time: 10.30AM Place/Venue: Board Room

Agenda/Topic: I & A C - Meeting 1 -> Disussion of ADAR 2018-19

Meeting conducted/convened by: Geeta Paluskar GP

Serial No.	Name of the faculty	Department	Signature
1.	Dr. K. George Abraham	Chemistry	K George Abraham
2.	Dr. Deepali Kothekar	Biochemistry	Deepali Kothekar 4/7/19
3.	Tara Meem	Biotechnology	Tara Meem 4/7/19
4.	Pallavi Roy	Chemistry	Pallavi Roy 4/7/19
5.	Maya Nair	Computer Science	Maya Nair 4/7/19
6.	Dr. Neeraja Tutakme	Botany	Dr. Neeraja Tutakme 4/7/19
7.	Ruchita Kasmokar	BMM	Ruchita Kasmokar 4/7/19
8.	Dr. Vishal dev Ashak	Physics	Vishal Ashak 4/7/19
9.	Dr. Pramod Ghogare	Microbiology	Pramod Ghogare 4/7/19
10.	SHETTY PUSHPARAS S.	ZOOLOGY	Shetty Pusparas S. 4/7/19
11.	ANOOP S V	MATHEMATICS	Anoop S V
12.	Swapnil Jawkar	Physics.	Swapnil Jawkar
13.	AVIN K SHAH	COMMERCE	Avin K Shah
14.	DR. M. Phadke	Microbiology	M Phadke
15.	Dr. Kamala Sainivas	Philosophy	Kamala Sainivas
16.	Varita Banjan	Politics	Varita Banjan
17.	Dr. Kalshukli Muthukumar	English	Kalshukli Muthukumar
18.	Subi Yoosuf	Biotechnology	Subi Yoosuf
19.	Pallavi Rege	Statistics	Pallavi Rege
20.	Shruti Panday	Economics	Shruti Panday
21.	Rashmi Bheem	Politics	Rashmi Bheem
22.	Vidya Hatiharan	English	Vidya Hatiharan





07/10/2019

12.15 PM

**IQAC - Meeting**

Convened by the Principal Dr. Uma Shankar.

**Agenda :** Discussion of Criteria 6 & 7 for the AQAR 2018-2019.

**Minutes:**

Dr. Uma Shankar guided the attendees. Regarding various quality initiatives by Institution in different areas of governance & management.

Mr. Raghavendra (Registrar) gave inputs about financial Audit; donations received; linkages & MOU'S signed; new recruitments during 2018-2019.


Dr. Rashmi Bhure took up the job of rephrasing criteria 6 inputs.

Dr. Kamala shared value Lab data.


Dr. Satish Sarfare discussed criteria 7

Meeting was attended by the following members.

1. Principal Dr. Uma Shankar
2. Mr. Vinod Menon (VP)
3. Dr. Satish Sarfare (VP)
4. Dr. Rashmi Bhure (VP)
5. Mrs. Geeta Paluskar (IQAC Co-ord.)
6. Dr. Kamala Srinivas (IQAC - Jt. Co-ord.)
7. Mrs. Pallavi Rege (Critis-Incharge).
8. Mr. Raghuvendra L. (Registrar).

  
Geeta Paluskar  
IQAC Coordinator



  
Dr. Uma Shankar  
Chairperson, IQAC  
Principal





09/10/2019

11.45 AM

**IQAC Meeting**

**Agenda :** Completion of Crit 7 of AQAR

**Minutes:**

Meeting was convened by principal Dr. Uma Shankar. Dr. Satish Sarfare presented the draft of criteria 7.

Dr. George Abraham & Dr. Manju Phalke helped with some details of year 2018-2019 required in the discussion.

The fulfilment of plan of action for year 2018-2019 & current year were discussed.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal







13/11/2019

**IQAC Meeting**

- Agenda :** 1. To finalize the details & planning of the forthcoming workshop on “Academic data management”
2. To discuss a few points of crit 1 & 2 – AQAR 2018-2019.

**Minutes:**

The meeting was convened by Mrs. Geeta Paluskar.

1. It was decided that Dr. B. D. Bhole be invited to conduct a workshop in Academic data management. Date of the workshop was decided on 4<sup>th</sup> December 2019.
2. The doubts regarding Feedback of stakeholders were clarified. The doubts regarding student intake & staff profile were also discussed.

[Attended by : Geeta Paluskar, Lakshmi M; Kamala S., Rashmi B; Neeraja T.]



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal





20/11/2019

**IQAC Meeting**

- Agenda :** 1. Criteria 4 - Clarification on IT requirements  
2. Criteria 1 - Feedbacks of stakeholders

**Minutes :**

The meeting was convened by Dr. Uma Shankar (Principal).

**1. Criteria 4 - Clarification on IT requirements**

IT incharge – Mr. Sagar Pawar shared information about number of computers, network specifications. The principal shared information of about infrastructural upgradation & expenditure. Criteria 4 draft of AQAR 2018-2019 was finalised.

**2. Criteria 1- Feedbacks of stakeholders:**

Principal discussed the feedback reports with criteria 1 team. The suggestions received in the various feedback of stakeholders were shared with the principal & she assured to take appropriate action; with respect to canteen; inconvenient timetables; gymkhana.

It was decided that from the subsequent academic year; the departments will be asked to take course wise feedback on curriculum.

**Attendees:**

Principal Dr. Uma Shankar,

IQAC Co-Ord Mrs. Geeta Paluskar

Criteria 4 Incharge - Mrs. Nitya Mahajan, Team Members- Dr. Shruti Panday, Mrs. Vidya H.

IT incharge Mr. Sagar Pawar.

Crit 1 Inchrge: Dr. Lakshmi M., Team Members: Surjeet Kaur ; Anoop Varghese.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal









19/12/2019

IQAC Meeting

Agenda :

1. Department wise inputs for AQAR
2. Committee inputs for AQAR. (Required for crit 3 & 5).

Minutes:

A meeting of AQAC team ; Heads of a few departments ; NSS Incharge ; DMLT Incharge was held to discuss a few doubts regarding AQAR data with respect to following points :

1. Student support activities
2. Student progression
3. Placement activities
4. Career counselling activities
5. Research activities
6. Value added courses

The doubts were clarified & concerned department representatives were requested to share the required data as soon as possible.

It was decided to submit the required data by 23<sup>rd</sup> Dec 2019.

Meeting was attended by 28 teachers.

\* The capacity building workshop is planned on 26/02/2020 tentatively. ("Happy Harmonics & Healthy Bonding" by Dr. Jayashree Giri Jointly with C.T.D.)



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal







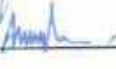

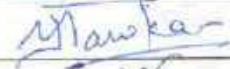
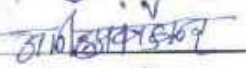

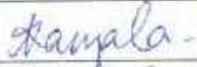

SIES COLLEGE OF ARTS SCIENCE - AUTONOMOUS, SION W.

Meeting - Attendance report

IGAC 91 Committee

Meeting Date: 19/12/19 Meeting Time: 12:00 noon

Agenda of meeting: To Analyse AQAR 2018-19.

Sr. No.	Name	Department	Signature
1	Geeta Paluskar	Maths	
2	Vidya Hariharani	English	
3	Shruti R. Panday	Economics	Sp -
4	Divyanshu Kulkarni	Hindi	
5	Mahavir Gosani	Botany	
6	Swapnil J.	Physics	
7	Arvind Ambardekar	Physics	
8	Dr. M. Phadke	Microbiology	
9	Kamala Srinivas	Philosophy	
10	Dr. Deepali Kothekar	Biochemistry	



IQAC Meeting  
Crit 5, 1, 3

19/12/19  
 6:00 PM

Sr. No.	Name	Department	Signature
1	Geeta Paluskar	Maths	
2	Pallavi Rege	Statistics	
3	Rajni Ramesh	IT	
4	K. Saravanan Nadar	BMS	
5	Dr. Rupali Vaity	Zoology	
6	Dr. Subi Yousuf	BioTechnology	
7	Mrs. Reshmi M. Das	DMLT	
8	Ms. Dimple S. Pathak	Hindi	
9	Kamala Srinivas	Philosophy	
10	ANOO SKARIA VARGHESE	MATHEMATICS	
11	Surjeet Kaur	Mathematics	
12	Shama Todurkar	Psychology	
13	Adiba Kazi	Statistics	
14	Dr. Lakshmi M.	English	
15	Arin K Shah	Commerce	
16	Ashwini Deshpande	Botany	
17	Maya Nair	Comp. Science	
18	Tara Menon	Biotechnology	
17	Maheshwar Fatala	Physics	
18	Dr. Pramod D. Ghogare	Microbiology	
19	Pallavi Roy	Chemistry	

18/02/2020

IQAC Meeting 9 :

- Agenda :**
1. Planning of Academic Audit.
  2. Planning of CAS screening
  3. Planning of Teacher's evaluation by students.
  4. Planning of the Capacity building workshop.

**Minutes:**

The following points were discussed / decided.

1. The CAS screening scheduled in last week of march. Internal screening of API forms should be taken up asap.
2. Academic Audit planned in 2<sup>nd</sup> week of April. Heads should be informed so.
3. Teacher's evaluation by students should be done using google forms; in classrooms. The form & schedule should be prepared by Sudha B. (Tentative schedule last week of February).
4. The capacity building workshop " Happy hormones & Healthy bonding" by Dr. Jayashree Giri will take place on 26/02/2020; jointly organised with Central Training Department.  
All teachers expected to attend.

Meeting was attended by 20 teachers.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal





SIES COLLEGE OF ARTS SCIENCE - AUTONOMOUS, SION W.

Meeting - Attendance report

IQAC

Committee

Meeting Date: 18/2/20 Meeting Time: 10.00 AM

Agenda of meeting: ABAP 18-19, Audit, EDF Capacity building Prog;  
CAS; Teachers evaluation.

Sr. No.	Name	Department	Signature
01	Lakshmi M.	English	<u>Lakshmi</u>
02	Satish Sarfare	Zoology	<u>Satish</u>
3	Kamala Srinivas	Philosophy	<u>Kamala</u>
4	Shruti Panday	Economics	<u>Shruti</u>
5	Nitya R Mahajan	Commerce	<u>Nitya</u>
6	Surjeet Kaur	Mathematics	<u>SKaur</u>
7	Pallavi Roy	Chemistry	<u>PRoy</u>
8	Pramod D. Ghogare	Microbiology	<u>Pramod</u>
9	Vaneeta Raney	Mass Media	<u>Vaneeta</u>
10	Shama T.	Psychology	<u>Shama</u>
11	Vishal der Ashok	Physics	<u>Vishal</u>
12	Neeraja S. Tutakne	Botany	<u>NT</u>
13	Maya Naw	Computer Scien	<u>Maya</u>
14	Sudha B	IT	<u>Sudha</u>
15	Tara Manam	BT	<u>Tara</u>
16	Rashmi Bhure	Politics	<u>Rashmi</u>
17	Avin Kshuh	Commerce	<u>Ashuh</u>
18	Subi Joosuf	Biotechnology	<u>Subi</u>





04/03/2020

**IQAC Meeting 10**

**Agenda :** Uploading of AQAR 2018-2019 on NAAC website before 15<sup>th</sup> March 2020.

**Minutes:**

Co-Ordinator Geeta Paluskar informed that As per intimation received from NAAC; it is necessary to upload the AQAR before 15<sup>th</sup> March 2020.

The teams were requested to prepare final draft of their respective criterion.

It was decided that Sudha B; Maya M will help in uploading.

**Action taken :**

AQAR 2018-2019 was uploaded on the NAAC portal from 04/03/2020 to 14/03/2020.



Geeta Paluskar  
IQAC Coordinator



Dr. Uma Shankar  
Chairperson, IQAC  
Principal





SIES COLLEGE OF ARTS SCIENCE - AUTONOMOUS, SION W.

Meeting - Attendance report

IQAC Committee

Meeting Date: 4/3/20 Meeting Time: 10.30 AM

Agenda of meeting: Uploading of AQAR on NAAC Portal.

Sr. No.	Name	Department	Signature
1	Geeta Palushan	Mathematics	
2	Dr. Pramod Ghogare	Microbiology	
3	Anoop Skaria Varghese	Mathematics	
4	Dr. Lakshmi Muthukumar	English	
5	Ruchita Karmakar	BMM	
6	Surjeet Kaur	Mathematics	
7	Nitya R Mahajan	Commerce	
8	Rupali Vaity	Zoology	
9	Subi yousuf	Biotechnology	
10	Dr. Neeraja Tutakne	Botany	
11	Shama Todurkar	Psychology	
12	Maya Nair	Computer Science	
13	Dr. Neeraja Tutakne	Botany	
14	Shruti R. Pandey	Economics	
15	Avin K. Shah	Commerce	




06/04/2020

IQAC Meeting (online)


- Agenda:** 1. To discuss & schedule activities for teachers & students during lockdown.  
2. To discuss plan of activities of year 2020-2021.

**Minutes:** of the Meeting (Online zoom meeting)

1. To discuss & schedule activities for teachers & students during lockdown
  - i. IQAC Co-Ordinator informed the IQAC team that management has made the MS teams platform available for online teaching learning activities & there will be training third week of April'20.
  - ii. Dr. George Abraham proposed a webinar on IPR by Dr. Bhaskar Idage. (tentative date June first week).
  - iii. June first week).
  - iv. IQAC Co-ordinator proposed an online talent showcase activity for students : COVID 19 &
  - v. Gratitude the value Lab Co-ordinator Dr. Kamala Srinivas took the responsibility to conduct
  - vi. the activity in month of May.
  - vii. Co-ordinator proposed a survey of teacher's & students readiness for online education. Ms. Maya Nair from C.S. dept agreed to help in designing the google forms.
  - viii. Activities with centre for excellence will be discussed with the co-ordinator Ms. Mahalaxmi Nadar.
  - ix. Dr. Kamala Srinivas suggested that there should be a webinar on Outcome based education (tentative date 2<sup>nd</sup> week of April) with InPods India Pvt ltd.
2. Action Plan for 2020-2021:
  1. Workshop on online TLE for teachers.
  2. Webinar on OBE.
  3. Webinar on Finance in covid times.
  4. Activities / Webinars to Foster Research culture in the Institution.
  5. Help to be rendered in setting up new ERP Juno.

  
Geeta Paluskar  
IQAC Coordinator



  
Dr. Uma Shankar  
Chairperson, IQAC  
Principal



**IQAC Action Taken Report 2019-20**

10.08.2020

1. As per resolutions passed in the IQAC Meeting 2 conducted on 4.7.2019, following training programs were conducted:

i) Basic Excel Training Program was conducted on 19<sup>th</sup> and 20<sup>th</sup> July 2019.

Resource persons: Ms. Mahalaxmi Nadar, Ms Maya Nair

Number of teacher participants: 31

ii) Advanced Training Program in Excel, Google drive and Google sheets was conducted jointly with COE on 22/09/2019 to 23/09/2019 by Ocean Infotech pvt ltd. Under UGC grant.

Number of teacher participants: 25

iii) An Orientation program in New guidelines by NAAC and RAF was conducted on 28.08.2019.

Resource persons:

Ms. Geeta Paluskar, IQAC Coordinator; Dr. Kamala Srinivas, Joint Coordinator, IQAC

Number of Participants: 23

2. As per resolutions passed in the IQAC Meeting 6 conducted on 13/11/2019, following training program was conducted:

A workshop on " Academic Data Management" on 4/12/2019, 10.30 am to 4.30 pm was conducted to train and empower teachers to be able to effectively manage academic data required for accreditation and assessment of NAAC.

Resource Person, Dr. B.D.Bhole. Number of participants: 40

3. As per resolutions passed in the IQAC Meeting 8 conducted on 19/12/2019, following training program was conducted:

A faculty capability building workshop on 26/02/2020, 3.00 pm to 5.00 pm "Happy hormones and healthy bonding" was conducted .

Resource Person, Dr. Jayashree Giri, Number of participants: 46

4. As per resolutions passed in the IQAC Meeting 10 conducted on 4/03/2020, the AQAR of year 2018-19 was successfully uploaded on the NAAC portal.





5. As per resolutions passed during the online IQAC meeting 11 on 06.04.2020, the following **ONLINE ACTIVITIES** were conducted during April, May and June of 2020.

- i) MS teams online training was organized by Central training Department of SIES for all faculty members. It was attended by all faculty members.
- ii) A webinar on Outcome Based Education was conducted on 11/04/2020 by Dr. Ajay Bhagwat of Inpods Technologies, attended by 56 teachers. Jointly organized with SIES CTD.
- iii) An online Intercollegiate talent showcase competition was conducted by Value Lab and IQAC. It was an online competition "COVID-19 and Gratitude" in which students showcased their gratitude towards COVID warriors through their art. 27/04/2020 to 03/05/2020. 72 students from various colleges participated.
- iv) Survey to assess readiness of teachers for online Teaching Learning and Evaluation, was conducted online from 22/05/2020 to 29/05/2020. 81 teachers participated. The findings were analyzed and were used to design a training program for teachers in July 2020.
- v) Survey to assess readiness of students for online Education, was conducted online from 27/06/2020 to 04/07/2020. 2552 students participated. The findings were analyzed and were used to design a training program for teachers in July 2020.
- vi) A capacity building webinar on meditation and self improvement was conducted collaboratively by "Heartfulness Foundation" from 28/05/2020 to 30/05/2020, attended by 31 teachers and administrative staff.
- vii) A National webinar on "Intellectual Property Rights" by Dr. Bhaskar Idage was conducted on 06/06/2020 attended by 750 teachers Nation wide.
- viii) A Webinar on Systematic Innovation through TRIZ in collaboration with TRIZ Association of Asia was jointly organised by Centre for Excellence, IQAC & Value Lab on 20/05/2020, attended by 164 teachers, students and researchers.
- ix) National Webinar on VIRTUAL REALITY - In association with Financial Planning Academy was organised by Centre for Excellence, jointly with IQAC & Value Lab on 26/05/2020, attended by 592 teachers, students and researchers.



*Uma Shankar*  
Dr. Uma Shankar  
Principal, Chairperson of IQAC

IQAC MEETING

06.08.2018

Agenda:

Finalization of AQAR of 2017-18

Attendees: 10 members were present

Minutes

Problems faced in the finalization of AQAR 2017-18 were discussed and resolved.


It was resolved to complete the AQAR by end of December and submit to NAAC.

The IT Coordinator of IQAC, Ms. Maya Nair was requested to reopen the link of the data sheet to enable teachers to provide data.

It was resolved that Criterion-wise teams will be formed for efficient working of IQAC.

The teams were as follows:

<p>Criterion 1:</p> <ol style="list-style-type: none"> <li>1. Dr. Lakshmi Muthukumar (Incharge)</li> <li>2. Ms. Vaneeta Raney</li> <li>3. Mr. Anoop Varghese</li> </ol>	<p>Criterion 4:</p> <ol style="list-style-type: none"> <li>1. Ms Nithya Mahajan (Incharge)</li> <li>2. Mr. Avin Shah</li> <li>3. Dr. Pramod Ghogare</li> <li>4. Dr. Shruti Panday</li> </ol> <p>Ms. Surjit Kaur</p>
<p>Criterion 2:</p> <ol style="list-style-type: none"> <li>1. Ms. Geeta Paluskar (Incharge)</li> <li>2. Ms. Kamala Srinivas</li> <li>3. Mr. Pushparaj Shetty</li> <li>4. Dr. Neeraja Tutakne</li> <li>5. Ms. Shama Todurkar</li> </ol>	<p>Criterion 5:</p> <ol style="list-style-type: none"> <li>1. Ms. Pallavi Rege (Incharge)</li> <li>2. Ms. Maya Nair</li> <li>3. Dr. Rupali Vaity</li> <li>4. Dr. Subi Yousuf</li> </ol>
<p>Criterion 3:</p> <ol style="list-style-type: none"> <li>1. Dr. Tara Menon (Incharge)</li> <li>2. Mr. Swapnil Jawkar</li> <li>3. Dr. Pallavi Roy- Tiwari</li> <li>4. Dr. Deepali Kothekar</li> <li>5. Ms. Vidya Hariharan</li> </ol>	<p>Criterion 6 and Criterion 7:</p> <ol style="list-style-type: none"> <li>1. Dr. Manju Phadake (Incharge)</li> <li>2. Dr George Abraham</li> </ol>

  
Ms. Geeta Paluskar  
IQAC, Coordinator (Joint)

  
Dr. Uma Shankar  
Principal, Chairperson of IQAC



IBAC Meeting held on 6th August 2018  
for finalization of AQAR 2017-18

Names

Signatures

Mhadke

1.

Dr. Manji Mhadke

2.

Geeta Patilkar

Patil

3.

Dr. Lakshmi M.

Lakshmi

4.

Maya Nair

Nair

5.

Dr. Neeraja S. Tutakne

Tutakne

6.

Pankaj Inje

Inje

7.

Shama Todurkar

Todurkar

8.

Kamala Sinivas

Kamala

9.

Nitya

Nitya

10.

Tara

Tara



~~Minutes: 1. The criteria wise work distribution was discussed & decided  
2. Next meeting for work review on 29/8/18.~~

~~for: [Signature]~~



IQAC MEETING

22.09.2018

Agenda:

1. Discussion on Plans for 2018-19
2. Discussion and adoption of new innovative methods in TLE
3. Discussion and adoption of new best practices for the current year
4. Screening of CAS cases

Attendees: 9 members were present.

Minutes

1. Discussion on Plans for 2018-19  
Broad plan of action for IQAC was discussed.
2. Discussion and adoption of new innovative methods in TLE  
A workshop on Blooms Taxonomy is proposed during the current academic year.
3. Discussion and adoption of new best practices for the current year  
It was proposed that good practices with respect to entrepreneurship and green initiatives should be considered. Vertical wall gardening and aqua scaping were two ideas suggested by Botany and Zoology departments.
4. Screening of CAS cases  
CAS files of candidates due for promotion were screened.



Ms. Geeta Paluskar  
IQAC, Coordinator *(Joint)*



Dr. Uma Shankar  
Principal, Chairperson of IQAC



## Meeting - Attendance report

ZQAC

Committee

Meeting Date: 22/9/18 Meeting Time: 10:00 amAgenda of meeting: Screening of CAS cases

Sr. No.	Name	Department	Signature
	Dr. M. Phadke	Microbiology	mPhadke
	Geeeta Paluskar	Mathematics	gPaluskar
	Atyga R Mahajan	Commerce	A Mahajan
	Dr. Pramod D. Ghogare	Microbiology	P Ghogare
	Maya Nair	Computer science	M Nair
	Shama Toduskar	Psychology	S Toduskar
	Dr. Neeraja Tulakur	Botany	N Tulakur
	Rupali Vaitu	Zoology	R Vaitu
	Dr. Subi yousuf	Biotechnology	S yousuf

Minutes: CAS papers were submitted by the internal CAS committee.



mPhadke

IQAC MEETING

15.12.2018

Agenda:

1. Discussion about Revised framework of NAAC
2. Discussion about Students' feedback on teachers
3. Discussion about feedback of stakeholders and Student satisfaction survey.

Minutes

1. Discussion about Revised framework of NAAC  
The revised framework of NAAC was discussed with the team members and team members were suggested to study it carefully.
2. Discussion about Students' feedback on teachers  
It was decided to conduct feedback in the class using google forms.
3. Discussion about curriculum feedback of stakeholders and Student satisfaction survey.

It was decided to prepare structured google forms for all the stake holders- students, teachers, alumni and employers and share with them to collect feedback.



Ms. Geeta Paluskar  
IQAC, Coordinator (Joint)



Dr. Uma Shankar  
Principal, Chairperson of IQAC





## SIES COLLEGE OF ARTS SCIENCE - AUTONOMOUS, SION W.

## Meeting - Attendance report

25 AC \_\_\_\_\_ Committee

Meeting Date: 15/12/2018 Meeting Time: 10:00 am

Agenda of meeting: To decide upon the FE  
Teacher's evaluation

Sr. No.	Name	Department	Signature
	Dr. Manju Phadke	Microbiology	MPhadke
	Dr. George Abraham		
	Geeta Paluskar	Maths	GP
	Mitya R Mahajan	Commerce	Mitya
	Dr Pramod Ghogare	Microbiology	P Ghogare
	Maya Nair	Computer Science	MN
	Shama Todurkar	Psychology	ST
	Dr. Subi Yoosuf	Biotechnology	Subi
	Rupali Vaity	Zoology	RV
	Dr. Neeraja Tutaku	Botany	NT

Minutes: A meeting was conducted to finalize the questions of the ~~topic~~ student, Teachers' evaluation. The schedule was also decided. It was decided to allow the students to give feedback on the mobile phones in the classroom under teachers' supervision.

MPhadke

29/01/2019


**IQAC MEETING**


**AGENDA**

1. Student Satisfaction Survey Review
2. DVV Committee to be formed
3. To Orient Teachers about OBE
4. Long term perspective plan
5. Academic and Administrative audit
6. MOU

**Minutes**

1. SSS – Released based on NAAC guidelines but till last week only 211 responses, we need at least 30% of students' responses as per NAAC.
2. It is resolved that MS. Sudha B of IT department will head the DVV team and will form a committee for the same.
3. A workshop to orient teachers about OBE is proposed, to be completed during same academic year. It is also proposed that meetings to orient teachers about OBE be conducted.
4. Need to prepare a long-term perspective plan – blueprint of the objectives and targets eg. Upgradation, information starting new courses, eco-friendly campus.
5. The plan for AAA was decided. Names of external auditors to be finalised.
6. It was decided that institution will work on making meaningful academic collaborations and MOUs.
7. Curriculum Feedback forms for all the stakeholders were discussed and finalised.

  
Ms. Geeta Paluskar  
IQAC, Coordinator (Joint)

  
Dr. Uma Shankar  
Principal, Chairperson of IQAC



FM

**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE  
SION(WEST), MUMBAI-400022.**

**(AUTONOMOUS)**

**STAFF MEETING**

ISAC MEETING

DATE:- 29/11/19

TIME:- \_\_\_\_\_

SR. NO.	NAME	DEPARTMENT	SIGNATURE
1.	Uma Chauhan	Principal	Uma
2.	Rachmi Bhure	Politics	Rachmi
3.	Pallavi Rege	Statistics	Pallavi
4.	Dr. Neeraja Tutakne	Botany	Neeraja
5.	Shama Todurkar	Psychology	Shama
6.	Dr. Pramod D. Ghogare	Microbiology	Pramod
7.	MR. SHETTY PUSHPARAJ S.	ZOOLOGY	Shetty
8.	RUPAL VORA	ICE	Rupal
9.	Sudha-B.	IT	Sudha
10.	Nitya R Mahajan	Commerce	Nitya
11.	Prachi Meum	Biotechnology	Prachi
12.	Deepali Kothekar	Biochemistry	Deepali
13.	Vidya Hariharani	English	Vidya
14.	Maga Nair	Comp. Sc.	Maga
15.	Subi Yousuf	Biotechnology	Subi
16.	Geeta Paluskar	Mathematics	Geeta
17.	Varita Banjan	Politics	Banjan
18.	Dr. Manju Phadke	Microbiology	MPhadke
19.	Dr. George Abraham	Chemistry	KJGeorge





**IQAC Action Taken Report 2018-19**

20.08.2019

- 1) DVV committee formed. Criterion wise subcommittees formed
- 2) Feedback form Alumni, Parents, Employees, Teachers are structured in google forms.
- 3) A half day seminar on Bloom's Taxonomy was conducted to orient teachers about Outcome based education.
- 4) AAA was conducted.



Dr. Uma Shankar  
Chairperson, IQAC  
Principal

