

22/6/19

IBAC meeting 1.

Minutes:

Agenda: 1. Review of curricular dashboards
and curricular data 2018-19,
2. Planning of SSS

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 stakeholders 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 form was discussed & design approved.

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Meeting was attended by

1. Mrs Geeta Paluckar (IBAC Co-ordinator)
2. Dr Kamala Srinivas (Joint Co-ordinator IBAC)
3. Dr Latchmi Muthukumar

Samsung Triple Camera (Incharge - Criteria 1)
Shot on Galaxy Neeraja Tutkane (Criteria 2)
Note10 Lite by Geeta

IBAC - meeting 2. (10.30AM).

4/7/23.

- Agenda:
1. Discussion of ABAR 2018-19.
 2. Activity Planning for year 2019-20.
 3. Workload distribution for year - 11.

Minutes: A meeting of IBAC team was conducted in boardroom.

22 members attended it.

Criteria wise teams were made as follows.

Crit 1: Dr. Lakshmi (Incharge), Suresh, Vaneeza R, Anoop V, ~~Barkata K~~, 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. Shaubh P.; Vidya H.; Dr. Anthe ^{Lobo} ~~helle~~.

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

Crit 6: Geeta, (Guidance from Principal, Vice Principals, Registrar & Manjumatam).

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

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

It was proposed by the IBAC Co-ordinators that DVV sheets in the form of excel sheets be prepared & used to store data of 5 years.

IBAC meeting 2 could.

~~21/11/19~~
4/7/19

- Mahalaxmi Nadar of COE was requested to design an Excel training course for faculty & train the faculty in July '19.
- A workshop on econtent development was proposed on plan.
- A workshop on CAS was proposed.
- It was proposed by the co-ordinator that there should be an orientation for staff ~~under~~ for new ABAR format & Revised Accreditation framework (RAF) of NAAC.
- A workshop on academic data management was also put on plan for second term.
- Dr. George suggested a workshop on IPR.
- Dr. Manju suggested a workshop on outcomebased education.
- Dr. Kamala felt the need for orienting teachers under new CAS rules.
- The outgoing IBAC Co-ordinator Dr. Manju Phadke was requested to express herself. She wished good luck to the new IBAC-coordinator Geeta Paluskar.
- Geeta Paluskar thanked Dr. Manju Phadke & all present gave her a round of applause.



Geeta

28/08/2019

IBAC - Meeting 3.

Agenda: Orientation of IBAC team members to new ASAR format & RAF

Minutes:

IBAC Co-ordinator Geeta Paluskar & Joint Co-ordinator of IBAC, Dr Kamala Srinivas conducted this orientation meeting.

Team members were acquainted to the concept of 7 (criteria), Key Indicators (34), ~~QIM~~ QIM & QIM (38). QIM (48); The weightages to each criteria, ASAR-new format.

The team members were given teamwise files containing SOP & manual of NAAC, for reference.

The design of excel sheets to collect data were finalised.

The data team was advised to go over DVV format & requirement of documents.

The Orientation meeting was attended by 23 members.





IOAC meeting 4 (12-15PM)

7/10/2019

Convened by Principal Dr. Uma Shankar.

Agenda: Discussion of Criteria 6 & 7 for the ADAR 2018-19.

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

Mr. Raghavendra (Registrar) gave inputs on about financial Audit, donations received, Linkages & MOU's signed, New recruitments during 2018-19.

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

Dr. Kamala gave shared ValueLab data.

Dr. Satish Sarfaze discussed 8 criteria 7

Meeting was attended by the following members.

1. Principal Dr. Uma Shankar
2. Mr. Vinod Menon (VP)
3. Dr. Satish Sarfaze (VP)
4. Dr. Rashmi Bhuzre (VP)
5. Mrs. Geeta Paluskar (IOAC (cond.))
6. Dr. Kamala Srinivas (IOAC - H. (cond))
7. Dr. K. S. K. Pege (Critis - Incharge)
8. Mr. Raghavendra L. (Registrar)

FOAC Meeting 5: 11.45 AM.

9/10/19

Agenda: Completion of Cril 7 of AQR.

Meeting was Convened by Principal Dr. Uma Shankar. Dr. Satish Sazfure presented the draft of criteria 7.

Dr. George Abraham & Dr. Manju Phadke helped with some details of year 2018-19 required in the discussion.

The Fulfilment of plan of action for year 2018-19 & current year were discussed.



- 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 - ABAR 2018-19.

The meeting was convened by Mrs. Geeta Paluskar.

It was decided that Dr. B. D. Bhole be invited to conduct a workshop in Academic data management.

Date of the workshop was decided as 4th December 2019.

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.]

IBAC meeting 7.

20/11/2019

Agenda: Criteria 4. Classification on IT requirements
& Criteria 1.

Minutes:

The meeting was convened by ~~Mrs Geeta Patil~~
Dr. Uma Shankar (Principal)

Criteria 4:

IT incharge - Mr. Sagar Pawar shared information about Number of computers, Network specifications.

The Principal shared information about infrastructural upgradation & expenditure

Criteria 4 draft of ABAR 2018-19 was finalised.

Meeting was attended by ~~to~~

Principal Dr. Uma Shankar

IBAC Coord Mrs Geeta Patil

Crit 4 Incharge - Mrs Nitya Mahajan

Team } Dr. Shrutti Panday

members } Mrs Vidya Hariharan

IT incharge Mr. Sagar Pawar.



P.T.O. for Criteria 1 details.

Criteria 1:

Further, Principal discussed the feedback reports with criteria 1 team. The suggestions received in the various feedbacks 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 tasked to take coursewise feedback on curriculum.

Meeting was attended by

Principal, Co-ordinator;

Dr. Lakshmi; Surjeet Kaur;

Anoop Vaghre;

gla

IOAC Meeting 8.

19/12/2019.

Agenda: Department wise inputs for ABAR,
Committee inputs for ABAR.
(Required for Crit 1, 3 & 5).

A meeting of IOAC team, ~~for~~ Heads
of a few departments, NSS Incharge,
DMLT Incharge was held to discuss
a few doubts regarding ABAR 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 complete the data
requirements by 23rd Dec 2019.

Meeting was attended by 28 teachers.

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- * The capacity building workshop
is planned on 26/12/20. ("Happy Harmoni &
Healthy Bonding"
by Dr. Jayashree Gini
Jointly with C.T.D.)



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

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 2nd week of April. Heads should be informed so.
3. Teachers' 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 Harmonies & Healthy bonding" by Dr. Jayashree Gisi will take place on 26/02/20; jointly organised with Central Training Department. All teachers ~~are~~ expected to attend.

Meeting was attended by 20 teachers.

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IBAC Meeting 10.

4/3/20

Agenda: Uploading of ASAR 2018-19.
on NAAC website before 15th March 20

Co-ordinator Geeta Patilkar informed that
As per intimation received from NAAC,
it is necessary to upload the ASAR before
15th March 2020.

The teams were asked requested to
prepare final draft of the criteria,
for each criteria.

It was decided that Sudha B,
Maya M will help in ~~ad~~ uploading.



**SIES College Of Arts, Science and Commerce,
(Autonomous) , Sion west
IQAC Action Taken Report 2019-20**

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 19th and 20th 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.