

**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.	Jr. Deepali Kotheekar (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 RoyChoudhuri, (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

