

SIES College of Arts, Science and Commerce (Autonomous), Sion West, Mumbai.
Minutes of IQAC Meeting held on 16th 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:-

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

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



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