

**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**(EMPOWERED AUTONOMOUS), SION WEST, MUMBAI 400022**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF MEETING HELD ON 25<sup>TH</sup> July 2025**

Date: 25-07-2025

Time: 11:00 a.m.

Venue: Board Room (Hybrid Mode through MS Teams)

**Agenda**

1. To approve minutes of the previous meeting held on 28<sup>th</sup> April 2025
2. To orient the teachers representing all levels about their role and responsibilities.
3. To discuss plan of action for the academic year 2025-26
4. Any other

Leave of Absence granted to Mr. Venkatramani, Mr. Sekhar Natarajan

**Minutes**

Agenda 1: To approve minutes of the previous meeting held on 28<sup>th</sup> April 2025

Resolved: The minutes of the previous IQAC meeting was unanimously accepted, which was proposed by Dr Varsha Muley and seconded by Mr. K. A. Viswanathan.

Agenda 2: To orient the teachers representing all levels about their role and responsibilities.

Attribute-wise work distribution was assigned to teacher members, and a separate team for documentation was also assigned the compilation work.

Agenda 3: To discuss plan of action for the academic year 2025-26

**Discussion:**

- a. To conduct an academic and administrative audit.  
Comment: The I/C Principal Dr. Satish Sarfare opined that the audits should be conducted by authorised auditors who were members of the IQAC Cluster.
- b. Curriculum feedback from members of the different boards of studies should be taken.
- c. Revised TY syllabi to be uploaded on the college website.

Any other:

Vice Principal, Dr. Rashmi Bhure said that IKS lectures should begin from the first day of the semester and not be delayed by late appointments of teaching faculty. Also suggested that a classroom audit to review ICT enabled facilities should be conducted

Dr. Kamala Srinivas  
IQAC Coordinator

Dr. Satish Sarfare  
I/C PRINCIPAL