

2018-19

SIES (Nerul) College of Arts, Science and Commerce

Internal Quality Assurance Cell

NOTICE

2nd July, 2018

The members of the IQAC are hereby informed that there will be a meeting on 5th July, 2018 at 11.30 am in the Principal's office.

The agenda of the meeting is as follows:

1. Completion of the AQAR report 2017-18.
2. Work allocation for preparation of Academic audit report under University of Mumbai.
3. Review the activities conducted during the year 2018-19.
4. Planning the implementation of quality initiatives to be conducted during the academic year 2018-19.
5. Any other matter, if raised by any of the members.

Dr. Milind Vaidya
Principal

Dr. Koel Roy Choudhury
(IQAC Convenor)

2018-19

MINUTES OF THE MEETING

10th July 2018

A meeting of the IQAC members was duly convened on 5th July 2017 at 11.30 am in the Principal's office.

The members present were:

1. Dr. Koel Roy Choudhury
2. Dr Neera Kumar
3. Ms Bhumika More
4. Mr. Mithun Pillai
5. Ms Trupti Wani
6. Dr. Priyanka Mohan
7. Ms. Arti Bansode
8. Ms. Babita Kakker
9. Mr. Aditya Subramanian
10. Mr. Bharat Iyer

The meeting was chaired by the Principal, Dr. Milind Vaidya.

The following were the proceedings at the meeting:

1. Discussions were held regarding activities to be initiated by the IQAC during academic year 2018-19.
2. It was decided that academic report based on University of Mumbai will be prepared for academic year 2015-16 to 2018-19.
3. AQAR report 2017-18 will be finalized by members of IQAC and submitted by October 2018.
4. New add on courses will be introduced in topics like foreign languages (Spanish) , GST, Capital market, to improve the employability of the students. For students in computer science and Information Technology, Add-on courses based on relevant subjects will be introduced.
5. International Conference will be organized jointly by IQAC along with BMS, BBI and BFM. National conference will be organized by BSC.IT, BSC.CS and MSC.EVS.It will be held in February and March 2019.It was decided to constituent International and National advisory Committee to oversee the organization of the conferences.

6. To promote research among faculty and students, the papers received during conferences will be published in UGC recognized Journals.
7. A symposium will be organized based on the topic of Best Practices in Degree Colleges in the month of September.
8. Syllabus revision workshop for T.Y.BCOM will be conducted jointly by IQAC and B.COM department.
9. Institutional Social Responsibility cell will be inaugurated in the College for co-coordinating ISR activities.
10. For promoting skill enhancement among students, every department will organize workshops /seminars with professionals from industry.
11. Various skill based programs to be conducted by IQAC along with Research, Retract and Alumni committee in the college.
12. As part of quality initiative, NET/SLET lectures by experts will be conducted in association with SIES Central training department.

The meeting concluded with a vote of thanks to the Chairperson.

Dr. Koel Roy Choudhury
(Convenor)

Internal Quality Assurance Cell

NOTICE

4th Oct 2018

The members of the IQAC are hereby informed that there will be a meeting at 11:00 am in the Principal's office on 8th Oct 2018.

The agenda of the meeting is as follows:

1. Reviewing the activities of the semester.
2. Deciding on the activities for the even semester:
 - Faculty development programs
 - Student related activities
 - Academic audit of courses and committees.
3. Any other matter, if raised by any of the members.

Dr. Milind Vaidya
Principal

Dr. Koel Roy Choudhury
(IQAC Convenor)

MINUTES OF THE MEETING

10th Oct 2018

A meeting of the IQAC members was duly convened on 8th October 2018 at 11.00 am in the Principal's office.

The members present were:

1. Dr. Koel Roy Choudhury
2. Dr Neera Kumar
3. Ms Bhumika More
4. Mr. Mithun Pillai
5. Ms Trupti Wani
6. Dr. Priyanka Mohan
7. Ms. Arti Bansode
8. Ms. Babita Kakker
9. Mr. Abhishek Dandekar
10. Mr. Aditya Subramaniam
11. Ms Sucheta Rege
12. Mr. Bharat Iyer

The meeting was chaired by the Principal, Dr. Milind Vaidya.

The following were the proceedings at the meeting:

1. The activities of I & III semester were reviewed.
2. AQAR report 2017-18 was finalized and ready to be submitted to NAAC Bangalore.
3. A review was done of the two Syllabus revision workshop organized for TYBCOM. Syllabus Revision Workshop (T.Y.B.Com) was organized on 16th July 2018. The syllabus revision was conducted by members of Board of studies in the subject of MHRM, Export Marketing, IAPM and Computer systems and applications. The second Syllabus Revision Workshop (T.Y.B.Com) was organized on 27th October, 2018. The Members of Board of studies conducted the workshop on Indirect Tax Semester VI. The Board members discussed the recent changes and Inclusion in GST. 25 teachers participated in the workshop.
4. IQAC along with Research Committee organized a session by Principal Dr. Milind Vaidya for writing proposal for minor research and several teachers submitted their proposal for Minor research project to University of Mumbai. The teachers sent their proposal to University of Mumbai.

5. Several Add on courses have been introduced in the College along with Prime IT and other vendors.

Sr. No	Name Of The Course	No of Student	Name of The Vendor
1.	Spanish-Foreign Language	47	Career Crafters
2.	ANDROID PROGRAMMING	15	Prime IT
3.	BANK PO	6	Technoriya eTechnologies Pvt. Ltd
4.	CAPITAL MARKETS	50	
5.	ETHICAL HACKING	25	Prime IT
6.	SAP	9	Technoriya eTechnologies Pvt. Ltd
7.	HRP	26	Eminent Minds
8.	GST	28	Edutech Centre

6. Meet. Involve. Transform. Retain (M.I.T.R) M.I.T.R an ISR initiative was started by the IQAC in partnership with Kotak Education Foundation (KEF), an NGO formed in 2007 by Mr. Uday Kotak (Managing Director and COO) which caters to the education and livelihood needs of the underprivileged section of the society .
7. As part of NAAC criteria 2, a session on Programme Outcomes, Course Outcomes and Programme Specific Outcomes was organized by IQAC on 29th August 2018. Dr. Vikram Patil, Principal SIES Graduate School of technology was the resource person. He gave a presentation on PO, PSO and CO along with Bloom's Taxonomy.
8. IQAC had organized a workshop on Best practices adopted by Degree Colleges for Quality enhancement. Internal Quality Assurance Cell (IQAC) cell coordinators of different colleges from Navi Mumbai and Mumbai attended the event. This Symposium mainly focused on the best practices adopted by Degree Colleges for enhancement of various qualities in the students studying in their respective colleges.
9. The members finalized the advisory board for the conferences to be organized by the college.
10. It was decided that the next IQAC meeting would be held on 28th Nov 2018, at 11:30 am in the Principal's office

Dr. Koel Roy Choudhury
(IQAC Convenor)

2018-19

MINUTES OF THE MEETING

1st December, 2018

A meeting of the IQAC members was duly convened on 28th Nov 2018 at 11:30 am in the Principal' office.

The following matters were discussed at the meeting:

1. Finalization of audit dates in first week of February 2019 for Courses and Committees. It was decided that internal audit will be conducted on 12th, 13th and 14th February.
2. It was decided that periodic review will be done for the conferences being organized by the College. The dates were finalized for the three conferences.

Sr. No	Conference	Theme
1.	National	Wetlands and Climate Change
2.	International	IMPRESSION 2019 Neoteric Trends in commerce, Management and Extension
3.	National	EMISHA 2019 The National Conference on Emerging Trends in Computer Science and Information Technology

3. The IQAC along with SIESNA will organize TATTVA-a competition based on Professional ethics in March 2019.
4. Workshop for International faculty exchange, ICT based teaching pedagogy, statistical tools to be organized by the IQAC with other committees.
5. Workshop on Intellectual property rights to be organized for post graduate students in the month of March, 2019.
6. Students' satisfaction survey to be conducted from all graduate and post graduate students using Google docs.

Dr. Koel Roy Choudhury
(IQAC Convenor)

Internal Quality Assurance Cell

NOTICE

24th April 2019

The members of the IQAC are hereby informed that there will be a meeting at 11:00 am in the Principal's office on 30th April 2019.

The agenda of the meeting is as follows:

1. Reviewing the activities of the semester.
2. Deciding on the activities for the odd semester:
 - Student related activities
 - Planning on the list of programs to be conducted during the academic year 2019-20.
 - Academic audit of courses and committees.
3. Any other matter, if raised by any of the members.

MINUTES OF THE MEETING

2nd May, 2019

A meeting of the IQAC members was duly convened on 30th April 2019 at 11.00 am in the Principal's office.

The members present were:

1. Dr. Koel Roy Choudhury
2. Dr Neera Kumar
3. Ms. Bhumika More
4. Ms Ananya Gon
5. Ms Trupti Wani
6. Ms. Arti Bansode
7. Ms. Babita Kakker
8. Mr. Abhishek Dandekar
9. Mr. Bharat Panchal

The meeting was chaired by the Principal, Dr. Milind Vaidya.

The following were the proceedings at the meeting:

1. The activities of II & IV semester were reviewed.
 - The IQAC cell had organized a workshop on Intellectual Property Rights (IPR) on 16th March 2019. The workshop was conducted by Advocate Meenakshi Kulwade and Prof Sunitha Sidhani who were experts on IPR. The workshop was attended by students of TYBMM, M.Sc (IT), M.Sc (CS), M.Sc (Environmental Science) .
 - TATTVA: It was workshop based on the Professional Ethics and Case Study Presentation. The main motto of the event was to increase the value of professional ethics in the students by making them perform different presentations on the topics provided by the host as part of the competition. Almost 12 teams participated in the event.
 - Research and Entrepreneur Committee of SIESASC under the aegis of IQAC organized an Intercollegiate Student Research Conference on 25th March 2019 "ANVESHAN". Theme of the Conference was:
SLIDE GEEKS: Innovations in Business, Management, Technology and Environment
KHOJ: Start up Ideas/Business plan

- The workshop on E-CONTENT Development was conducted on 2nd April, 2019. It was facilitated by Prof. Harshali Patil and attended by 28 teaching staff. The objective of FDP was to familiarize the teaching faculty with newer techniques in creating, editing and uploading videos with commonly accessible free open source and enhance teaching learning process.

The topics covered during the FDP were:

- Orientation of Online Video creation
- Benefits of using videos for learners
- Techniques for creation, editing and uploading videos

2. The following activities have been planned for the academic year 2019-20.
3. It was decided that intercollegiate case study presentation TATTVA will be conducted by IQAC and SIESNA.
4. Incubation cell will be set up in the college.
5. Workshop on Intellectual Property rights will be organized for students in various Colleges.
6. Administrative, gender audit will be conducted in the next academic year.
7. IQAC along with Research Committee will organize workshop on research topics.
8. Academic and administrative audit will be conducted for all courses and committees as a part of NAAC preparation.
9. It was decided that the next IQAC meeting would be held in second week of June, 2019 at 11:30 am in the Principal's office

Dr. Koel Roy Choudhury
(IQAC Convenor)