

2015-16

SIES (NERUL) COLLEGE OF ARTS SCIENCE & COMMERCE
NERUL, NAVI MUMBAI

NOTICE

A meeting of the IQAC will be held on 5th July 2015 at 11.30 a.m. in the Principal's Office to discuss the following:

1. NAAC Accreditation visit
2. Orientation Programme for first year Students
3. Orientation Programme for New Faculty
4. Tree Plantation drive.
5. Certificate Course in Business English

Dr. Rita Basu

Dr. Rita Basu
Chairperson IQAC



Minutes of the meeting held on 5th July 2015, at 11.30 am in the Principal's Office

Members Present:

Dr Rita Basu	-	Principal
Ms Vasanti Rajadhyaksha	-	Convenor
Ms Koel Roy Choudhury	-	Member
Ms Indumathi B	-	Member
Ms Bhumika More	-	Member
Mr R Perumal	-	Member
Mr Muralikrishnan Nambiar	-	Member
Ms Neelima B	-	Member

1. The meeting was chaired by Dr Rita Basu.
2. Leave of absence was granted to Mr S Viswanathan who expressed his inability to attend the meeting.
3. Dr Rita Basu updated the meeting about the NAAC re-accreditation visit. She mentioned that the NAAC had asked for tentative dates for the visit. We had intimated that the visit could be scheduled for any convenient dates in September.
4. Ms Vasanti informed the meeting that the admissions for the year 2015-16 were completed and Orientation of the new students had been completed. The new entrants were educated about their respective courses, college activities etc.
5. An orientation of the new faculty was also conducted by the IQAC on 3rd July, wherein the newly recruited faculty were informed about the college policies, rules and regulations.
6. As an initiative towards environment consciousness, the IQAC along with the NSS and Ban Plastics Committee launched a tree plantation drive where students planted saplings in used plastic bottles. More than 400 plants were collected by the students
7. As the College had acquired the Language lab software, it was decided that a Certificate Course in Business English be launched. As capital market courses were commenced in the first term, it was decided that the Course in English be launched in the second term. Ms Vasanti was asked to look into the matter.
8. Ms Vasanti Rajdhyaksha informed the meeting that a Financial Literacy programme could be conducted for the students in association with the Consumer Guidance Society of India. The CGSI was conducting such programs in association with regulatory bodies like SEBI as a CSR initiative. The convenient dates for the programme were decided for early August.

The meeting ended with a vote of thanks to the chair.



Dr Rita Basu
PRINCIPAL

E.S. (NERUL) COLLEGE OF
ARTS, SCIENCE & COMMERCE
Sri Chandrasekarendra Saraswathi
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul

Attendance at the Meeting of the IQAC held on 5th July, 2015.

Sr. No.	Name	Designation	Signature
1	Dr Rita Basu	Chairperson	<i>Rita Basu</i>
2	Ms Vasanti Rajadhyaksha	Convenor	<i>Vasanti Rajadhyaksha</i>
3	Ms Koel Roy Choudhury	Member	<i>Koel Roy Choudhury</i>
4	Ms Indumathi B	Member	<i>Indumathi B</i>
5	Ms Bhumika More	Member	<i>Bhumika More</i>
6	Mr R Perumal	Member	<i>R Perumal</i>
7	Mr Muralikrishnan Nambiar	Member	<i>Muralikrishnan Nambiar</i>
8	Ms Neelima B	Member	<i>Neelima B</i>



Principal
PRINCIPAL
 SIES (NERUL) COLLEGE OF
 ARTS, SCIENCE & COMMERCE
 Sri: Chandrasekharendra Saraswathy
 Vidyapeetham, Plot No 1, C, Sector - V,
 Nerul, Navli Mumbai - 400 706.

SIES (NERUL) COLLEGE OF ARTS SCIENCE & COMMERCE
NERUL, NAVI MUMBAI

NOTICE

A meeting of the IQAC will be held on 20th August 2015 at 11.30 a.m. in the Principal's Office to discuss the following:

1. Induction of Student members in the IQAC.
2. Infrastructural development
3. Any other matter with the permission of the Chair.

Rita Basu
Dr. Rita Basu
Chairperson IQAC



CVS
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ARTS, SCIENCE & COMMERCE
Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.

Minutes of the meeting held on 20th August, 2015, at 11.30 am in the Principal's Office


Members Present:

Dr Rita Basu	-	Principal
Ms Vasanti Rajadhyaksha	-	Convenor
Ms Koel Roy Choudhury	-	Member
Ms Indumathi B	-	Member
Ms Bhumika More	-	Member
Mr R Perumal	-	Member
Mr Muralikrishnan Nambiar	-	Member
Ms Neelima B	-	Member
Mr Prajwal Iyer	-	Member
Mr Prem Rathi	-	Member

1. The meeting was chaired by Dr Rita Basu.
2. The newly inducted council members Mr Prajwal Iyer and Mr Prem Rathi, General Secretary and Joint General Secretary of the Students Council were invited to join the IQAC.
3. IQAC member Mr S Viswanthan conducted a session on the Principles of 5S a quality management technique for the Student Council members. As the members were engaged in organizing various activities at the departmental and committee level the workshop would be relevant for them.
4. The Chairperson informed the meeting that in order to facilitate ICT enabled learning, LCD projectors had been installed in 12 classrooms in addition to the 8 earlier classes.
5. A basketball court had been made available for the students in the area behind the college building for the students.
6. Mr Prajwal Iyer informed the meeting that the Council had organized a human flag formation on 14th August where 1270 student dressed in the colours of National Flag made a human flag formation. The council had also staked a claim with the Limca book of records for the human flag formation. The committee congratulated the members of the Students Council for their attempt.

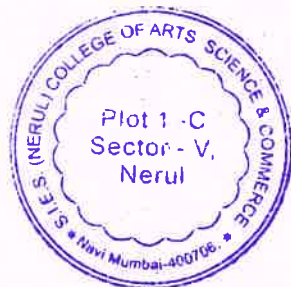
The meeting ended with a vote of thanks to the chair.




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Sri Chandrasekarandra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 20th August, 2015.

Sr. No.	Name	Designation	Signature
1	Dr Rita Basu	Chairperson	
2	Ms Vasanti Rajadhyaksha	Convenor	
3	Ms Koel Roy Choudhury	Member	
4	Ms Indumathi B	Member	
5	Ms Bhumika More	Member	
6	Mr R Perumal	Member	
7	Mr Muralikrishnan Nambiar	Member	
8	Ms Neelima B	Member	
9	Mr Prajwal Iyer	Member	
10	Mr Prem Rathi	Member	





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Nerul, Navi Mumbai - 400 706.

**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVI MUMBAI**

NOTICE

A meeting of IQAC will be held on 20th December, 2015 at 11.00 a.m. in the Principal office to discuss the following.

- 1) To present NAAC Peer team report and to discuss its recommendations.
- 2) To discuss the proposal for additional divisions.
- 3) Any other matter with the permission of the chair.



Ms. Vasanti Rajadhyaksha
Convenor, IQAC



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Nerul, Navi Mumbai - 400 706.

Minutes of the Meeting


Minutes of the meeting held on 20th December, 2015 at 11.00 am in the Principal's office.

The Members Present in the Meeting were:

1. Ms Vasanti Rajadhyaksha	Convenor
2. Ms Koel Roy Choudhury	Member
3. Ms Indumathi. B	Member
4. Ms Bhumika More	Member
5. Mr. R Perumal	Member
6. Mr Muralikrishnan Nambiar	Member
7. Ms Neelima B	Member
8. Mr. Prem Rathi	Member

- 1) In the absence of Dr. Rita Basu, the meeting was chaired by Ms. Koel Roy Choudhury.
- 2) IQAC Convenor Ms. Vasanti Rajadhyaksha congratulated the IQAC members on the Re- Accreditation of the College with A Grade and a CGPA Score of 3.10.
- 3) The observations and recommendations of the peer team were read out and after deliberations on each of the items, it was decided that the suggestions of the Peer team members be implemented in a phased manner.
 - a) **Research:** One of the recommendations of the Peer team members was to encourage research and submit proposals to appropriate funding agencies. It was decided that every year, a workshop on research methodology be conducted to promote culture in the College. Ms Vasanti Rajashyaksha informed the members that B.COM, BMS and BMM department were jointly organizing the first International Conference in the month of February 2016. The theme for the conference was evolving trends in Business, Management, Media and Extension. Further, Dr. Jyothi Koliyar was granted major research grant of Rs 25 Lakhs for 2 years by Board for Research in Nuclear Science (BRNS).
 - b) **Online Courses:** The committee identified the need for encouraging students and faculties to enrol for online courses. It was decided that post graduate courses will be encouraged to enrol for online courses like NPTEL.
 - c) **Placement Cell:** The Peer team recommended that placement activity be strengthened. It was decided that the placement cell would try for tie-up with different organizations for Placements and Internships.
 - d) **Industry Interaction:** The recommendations of the Committee included the need for strengthening industry academia interface. This could be done by establishing entrepreneurial development Cell (EDC) in the College. This would help in promoting business ideas among students and strengthen interaction with industry professionals.




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Nerul, Navli Mumbai - 400 706.

e) **Certificate courses:** The Committee also identified the need for introducing interdisciplinary programmes for the students to improve their employability. Ms Bhumika More informed the meeting that new certificate programmes like campus to Corporate in collaboration with TCS, Certificate course in Financial consultant, Certificate course in Capital market and Certificate course in Human resource professionals with Eminent Minds have been introduced. New certificate courses could also be introduced jointly with organizations such as media houses and corporate in the next academic year.

f) **Student participation in State/National level competition:** The Peer team had recommended that students should be encouraged to participate at national and International level for sports and cultural activities. It was decided that sports committee and cultural committee would conduct intra collegiate competitions and encourage students to participate at University/National /State Level events and competitions.

g) **Coaching for competitive examinations:** The recommendations of the Peer team also included the need for coaching for competitive exams like NET/SET. This could be done by introducing coaching for NET/SLET and Bank examinations. Ms Koel Roy Choudhury informed that guest lecturers would be arranged for NET /SET training to Post graduate students.

4) Mr. Muralikrishnan Nambiar informed in the meeting that the College has decided to apply for additional division in 6 departments based on the demand ratio. The 6 courses identified are B.COM (120 Seats), BAF (60 Seats), BBI (60 Seats) BMS (60 Seats), BMM (60 Seats) and BSC.IT (60 Seats). The necessary application process to the University has started and by end of December, the application will be submitted to the University for further processing.

The members discussed the other recommendations of the peer team. After discussion, on the same, the following objectives were decided for the IQAC for 2016-2017.

- To Increase the number of research activities.
- To enhance mentoring program in all classes.
- To increase community outreach programmes.
- To increase the number of certificate courses.
- To strengthen the placement activities.
- To encourage greater usage of ICT tools in teaching learning process.

The meeting ended with a vote of thanks to the Chair.



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Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 20th December, 2015

Sr. No	Name	Designation	Signature
1.	Dr. Rita Basu	Chairperson	Absent
2.	Ms Vasanti Rajadhyaksha	Convenor	<i>Vasanti</i>
3.	Ms. Koel Roy Choudhury	Member	<i>Koel</i>
4.	Ms Indumathi. B	Member	<i>Indumathi</i>
5.	Ms Bhumika More	Member	<i>Bhumika</i>
6.	Mr. R Perumal	Member	<i>R Perumal</i>
7.	Mr Muralikrishnan Nambiar	Member	<i>Murali</i>
8.	Ms Neelima .B	Member	<i>Neelima</i>
9.	Mr. Prajwal Iyer	Member	ABSENT
10.	Mr. Prem Rathi	Member	<i>Prem</i>

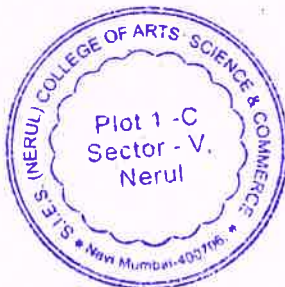


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 Nerul, Navi Mumbai - 400 706.

Action Taken Report 2015-2016

- 1) Orientation programme for first year students and new faculty members were conducted.
- 2) Tree plantation drive was organized in association with NSS, Conservation club and Ban plastic Committee.
- 3) Financial literacy programmes were conducted for students in association with Consumer Guidance Society of India.
- 4) Session on Principles of 5S, a quality management technique by Mr. S.V Vishwanathan was conducted.
- 5) Virtual lectures were organized in association with American Society for Quality (ASQ).
- 6) LCD projectors were installed in 12 classrooms for ICT enabled learning.
- 7) Establishment of research centre in the library for staff and students.
- 8) Basketball court was installed for the students in the area behind the College building.
- 9) Student Council organized a Human Flag formation on eve of Independence Day.
- 10) NAAC Peer team visit was conducted on 28th, 29th and 30th September for second cycle of NAAC reaccreditation.
- 11) International conference Ideation 2016, evolving trends in Business, Management , Media and Extension organized on 26th and 27th February 2016.
- 12) Following short term courses were introduced.
 - a) Certificate course in Camus to Corporate in collaboration with Tata Consultancy services.
 - b) Certificate course in financial consultant organised with Eminent Mind.
 - c) Certificate course in Capital market with Eminent Mind.
 - d) Certificate course in Human resource professionals.
- 13) The College applied to the University of Mumbai for additional division for 6 programs B.COM, B.Com (A.F), B.Com (B.I), BMS, BMM and B.Sc.I.T
- 14) Perspective plan of the College for 2015-16 to 2019-2020 was drafted

Mr. K. K. K.
Principal



Mr. K. K. K.
PRINCIPAL
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ARTS, SCIENCE & COMMERCE
Sri: Chandrasekarendra Saraswathy
Vidyapuram Plot No 1-C, Sector-V,
Nerul, Navri Mumbai - 400 706.

SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI

NOTICE

16th June 2016

The members of the IQAC are hereby informed that there will be a meeting on 20th June, 2016 at 10.30 am in the Principal's office.

The agenda of the meeting is as follows:

1. Admission for the new academic year.
2. Completion of the AQAR report 2015-16.
3. Infrastructural development.
4. Planning for IQAC activities for the year 2016-17.
5. Any other matter with the permission of the chair.

KoelRC
Ms. Koel Roy Choudhury
Chairperson, IQAC



Principals
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Sri Chandrasekharendra Saraswathy
Vidyapuram, Plot No 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.

MINUTES OF THE MEETING

22nd June 2016


A meeting of the IQAC members was duly convened on 20th June 2016 at 10.30 am in the Principal's office.

The members present for the meeting were:

1. Ms. Koel Roy Choudhury	Chairperson / Convenor
2. Dr. Neera Kumar	Member
3. Ms. Bhumika More	Member
4. Mr. Mithun Pillai	Member
5. Ms. Trupti Wani	Member
6. Dr. Priyanka Mohan	Member
7. Ms. Arti Bansode	Member
8. Ms. Babita Kakker	Member
9. Ms. Dipali Patil	Member
10. Ms. Ananya Gon	Member
11. Prof. K Venkataramani	Member
12. Mr. Muralikrishnan Nambiar	Member
13. Ms. Meeti Gala	Member


- 1) The chairperson of IQAC, Ms. Koel RoyChoudhury introduced the new members in the Committee and informed that the student member will be inducted after the formal induction of the Student council.
- 2) Ms. Koel RoyChoudhury informed in the meeting that admission process for the academic year 2016-2017 was carried out as per the guidelines of the University of Mumbai and the Management.
- 3) Ms. Koel RoyChoudhury mentioned that the orientation Program for the first year students were conducted where the Vision, Mission, rules and examination guidelines of the College were highlighted during the program.
- 4) The Principal informed in the meeting that the College has applied for additional seats in 6 programs i.e. B.COM (120 SEATS), BAF (60 Seats) BBI (60 Seats) BMS (60 Seats) BMM (60 Seats) and BMS (60 Seats) and the additional seats have been sanctioned by the University. She said that College will follow the University guidelines for the admission process of the additional division.




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Nerul, New Mumbai - 400 706.

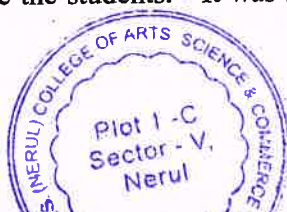
- 5) Mr. Muralikrishnan Nambiar informed in the meeting that a fully digitalized system i-web has been implemented for fee payment during the admission process. This will ensure an efficient system for fees collection.
- 6) Mr. Muralikrishnan Nambiar also informed in the meeting that a new vendor will be appointed for examination process as the old vendor is unable to continue to provide with the services. The members suggested that the College should discuss with other SIES institutions and appoint a new vendor.
- 7) Mr. Muralikrishnan Nambiar informed in the meeting that portable ramps would be constructed for the staircase in the ground floor and first floor for medical emergency cases. This was highly appreciated by all the members of IQAC.
- 8) Ms. Babita Kakkar informed in the meeting that the University has implemented Choice Based Credit, Grading and Semester system from this academic year. The new pattern will be implemented for the first year undergraduate and post graduate students.
- 9) Ms. Koel Roychoudhury proposed during the meeting that the M.Sc.EVS along with M.Sc.IT/CS and M.Com organize International Conference during the current academic year. Ms Pooja Desai M.Sc.EVS Co-ordinator was appointed as convenor of the organizing committee. It was decided that the conference will be organized tentatively in the month of February 2017.
- 10) Ms. Bhumika More mentioned about the AQAR for the year 2015-16 and confirmed that it will be finalized and submitted to NAAC Bangalore by October 2016.
- 11) Ms. Bhumika More mentioned in the meeting that there is a requirement of additional internal auditors for conduct of internal ISO audit and academic audit. Therefore, she proposed that selected faculty members and non teaching staff to be given 2 days training from Lloyd's Register Quality Assurance (LRQA). Representative from LRQA will conduct the meeting.
- 12) Ms. Ananya Gon stated that in today's competitive business environment, we need to focus on entrepreneurial skills of the students. The College has to provide platform for





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Nerul, Navi Mumbai - 400 706.

students to develop business ideas and interact with entrepreneurs. Therefore, it was decided that Entrepreneurial Development Cell (EDC) will be created and students will be encouraged to become members.

- 13) Dr. Neera Kumar proposed during the meeting that in order to motivate the teachers to publish research papers, the IQAC along with Research cell will be organizing workshop on Statistical Package for the social science (SPSS) in the month of August. There will be a separate workshop for post graduate students also.
- 14) Ms. Koel RoyChoudhury was of the opinion that considering the changes in Information technology, there is requirement for conducting faculty development programmes on various IT related topics like cloud computing and advanced Excel. Ms. Trupti Wani assured the meeting that she will arrange resource persons for FDP on the above topics. It was decided that other topics will be identified and faculty development programs will be conducted along with Retracting and Alumni Committee.
- 15) Ms. Arti Bansode informed that meeting that the College has received proposal for conducting training programme for Advanced Microsoft Excel for faculty-members and non-teaching staff-members. It was decided that the training program would be conducted before faculties become busy with internal assessment.
- 16) Ms Ananya Gon said that it is necessary for the non teaching staff to improve their communication skill. Hence it was decided that IQAC will arrange for programmes on improving communication skills and stress management for non teaching staff.
- 17) Prof K. Venkataramani expressed his opinion that College has to take feedback from all stakeholders regarding their perception about the teaching learning process, syllabus coverage and teacher's communication. Feedback should also be taken from students regarding infrastructure and other support facilities. He wanted the feedback to be analysed and report tabled before the LMC.
- 18) Ms. Koel Roy Choudhury stated that while College has class teacher system, there is a need to introduce mentorship program for the students. Hence it was decided that each teacher would be appointed as mentor. Regular meetings with the student mentees would be conducted to guide the students. It was further decided that a mechanism




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has to be created to identify the learning aptitude of the students and to divide them into advanced and slow learners. The extra-curricular activities undertaken should be designed to enhance the skills and aptitude of the students.

19) Ms. Koel RoyChoudhury said during the meeting that certificate course on Digital Marketing was being implemented in collaboration with i-digital services. The course was spread out for the duration of 35 hours spread over 2 months. The students from BMM and BMS could enrol for this course.

20) Ms. Arti Bansode in the meeting brought to the notice to all that there was a proposal for 4 days training programme on Advanced Microsoft Excel for students by ATS Infotech Pvt. Ltd which is the authorized Education Reseller for Microsoft India .Students from various commerce courses would be provided certification from Microsoft which is of immense value in the industry.

The meeting ended with a vote of thanks to the Chair.



PRINCIPAL

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ARTS, SCIENCE & COMMERCE
Sr. Chandrasekarendra Saraswathy
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Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 20th June, 2016

Sr. No	Name	Designation	Signature
1.	Ms. Koel Roy Choudhury	Chairperson/Convenor	KoelRC
2.	Dr. Neera Kumar	Member	NeeraKumar
3.	Ms. Bhumika More	Member	Bhumika
4.	Mr. Mithun Pillai	Member	Mithun
5.	Ms. Trupti Wani	Member	Trupti
6.	Dr. Priyanka Mohan	Member	Priyanka Mohan
7.	Ms. Arti Bansode	Member	Arti
8.	Ms. Babita Kakker	Member	Babita Kakker
9.	Ms. Dipali Patil	Member	Dipali
10.	Prof. K. Venkataramani	Member	K. Venkataramani
11.	Mr. Muralikrishnan Nambiar	Member	Muralikrishnan
12.	Ms. Meeti Gala	Member	meetiVijaya



Principal
PRINCIPAL
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 Sri Chandrasekharendra Saraswathy
 Vidyapeetham, Nerul, Sector-V,
 Nerul, Navi Mumbai - 400706.

SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI

NOTICE

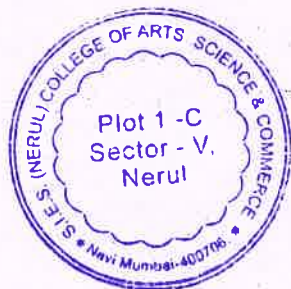
10th October 2016

The members of the IQAC are hereby informed that there will be a meeting at 11:00 am in the Principal's office on 12th October 2016.

The agenda of the meeting is as follows:

1. Reviewing the activities of the odd semester.
2. Introduction of certificate courses.
3. Submission of information to NIRF
4. Deciding on the activities for the even semester:
 - Faculty development programs
 - Student related activities
 - Academic audit of Programs and committees.
5. Any other matter, if raised by any of the members.

Koel
Ms. Koel Roy Choudhury
Chairperson, IQAC



[Signature]
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ARTS, SCIENCE & COMMERCE
Sri Chandrasekarendra Saraswathy
Vidyapeetham Plot No. 1-C Sector-V,
Nerul, Navimumbai - 400 706.

MINUTES OF THE MEETING

15th October 2016

A meeting of the IQAC members was duly convened on 12th October 2016 at 11.00 am in the Principal's office.

The members present were

1. Ms. Koel Roy Choudhury Chairperson /Convenor
2. Dr. Neera Kumar Member
3. Ms. Bhumika More Member
4. Mr. Mithun Pillai Member
5. Ms Trupti Wani Member
6. Dr. Priyanka Mohan Member
7. Ms. Arti Bansode Member
8. Ms. Babita Kakker Member
9. Ms Dipali Patil Member
10. Ms. Ananya Gon Member
11. Prof. K Venkataramani Member
12. Mr Muralikrishnan Nambiar Member
13. Ms Meeti Gala Member
14. Mr. Siddesh Prabhu Member

The meeting was chaired by the Principal, Ms Koel RoyChoudhury.

The following were the proceedings at the meeting:

- 1) Ms. Koel Roy Choudhury Chairperson of IQAC reviewed the activities conducted during the first term.
- 2) Mr. Siddesh Prabhu as student representative was welcomed as IQAC Member.
- 3) Ms Bhumika More informed the meeting that AQAR 2015-16 was finalized and will be submitted to NAAC by mail.
- 4) Prof. Venkataramani proposed that the College should apply for NIRF. Hence, Mr. Muralikrishnan Nambiar was asked register the College for NIRF and submit the necessary information in NIRF portal.



PRINCIPAL

S.T.E.S. (NERUL) COLLEGE OF
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- 5) The Principal informed the meeting that the results for the final year classes for the academic year 2015-2016 were satisfactory and consistent with the previous years.
- 6) Ms .Koel Roy Choudhury urged the student member to inculcate the values of discipline, sensitivity to social issues. She added that the responsibility of organizing social initiative will be given to B.COM (FM)and B.COM(BI) departments in association with NGOs. Ms Bhumika More assured the Committee members of their commitment and support for the activities of IQAC.
- 7) Ms Koel RoyChoudhury informed the meeting that the first centre in Navi Mumbai of the ADHATA trust was inaugurated on 11th July 2016. The Navi Mumbai Centre commenced its activities on 18th July 2016. On a daily basis, from Monday to Friday, between 4 and 6 pm, the Centre will conduct various group activities for the senior citizens staying in and around Nerul. The members appreciated the initiative of the college as it will provide opportunity to the students to interact with senior citizens.
- 8) Mr Mithun Pillai informed the meeting that in order to educate the staff and students of the College regarding the procedure for evacuating a building in times of emergency like fire, earthquake and bomb threats, an Emergency Fire (Mock) Evacuation Drill was conducted on 16th September. The drill started with an activation of the alarm and simultaneous announcement in the PA system. Approx 1500 students, teaching and Non-teaching staff were evacuated from the classrooms, staffroom, office, labs and washrooms and were gathered in the common assembly area.
- 9) Student representative Mr. Siddesh Prabhu requested that College organize one day industrial visits for the students for second and third year. As there are number of industries located in Mumbai, Navi Mumbai and Pune region, one day visit can be arranged for students to get practical exposure. Ms Koel Roy Choudhury agreed to discuss the issue in the coordinators meet and sent the proposal to the management.
- 10) It was decided that the next IQAC meeting would be tentatively held on 1st December 2016, in the Principal's office.

The meeting ended with a vote of thanks to the Chair.





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Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 12th October, 2016

Sr. No.	Name	Designation	Signature
1.	Ms. Koel Roy Choudhury	Chairperson/Convenor	Koelrc
2.	Dr. Neera Kumar	Member	Neerakumar
3.	Ms Bhumika More	Member	Bhumika
4.	Mr. Mithun Pillai	Member	Mithun
5.	Ms Trupti Wani	Member	Trupti
6.	Dr. Priyanka Mohan	Member	Priyanka
7.	Ms. Arti Bansode	Member	Arti
8.	Ms. Babita Kakker	Member	Babita
9.	Ms Dipali Patil	Member	Dipali
10.	Prof. K Venkataramani	Member	K
11.	Mr. Muralikrishnan Nambiar	Member	Murali
12.	Ms Meeti Gala	Member	Meeti
13.	Mr. Siddesh Prabhu	Member	Siddesh




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SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI

NOTICE

29th November 2016

The members of the IQAC are hereby informed that there will be a meeting at 11:00 am in the Principal's office on 1st December 2016.

The agenda of the meeting is as follows:

1. International Conference by MSC.EVS, MSC.IT and M.COM departments
2. Finalizing the schedule for internal academic audit
3. Syllabus revision workshop for TYBMM
4. Conduct of programme for non teaching staff.
5. Any other matter, if raised by any of the members.

Koel
Ms. Koel Roy Choudhury
Chairperson, IQAC



[Signature]
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Nerul, Navi Mumbai - 400 706.

MINUTES OF THE MEETING

7th December 2016


A meeting of the IQAC members was duly convened on 1st December 2016 at 11:30 am in the Principal's office.

1. Ms. Koel Roy Choudhury	Chairperson /Convenor
2. Dr Neera Kumar	Member
3. Ms Bhumika More	Member
4. Mr Mithun Pillai	Member
5. Ms Trupti Wani	Member
6. Dr. Priyanka Mohan	Member
7. Ms. Arti Bansode	Member
8. Ms. Babita Kakker	Member
9. Ms. Ananya Gon	Member
10. Prof. K Venkataramani	Member
11. Mr Muralikrishnan Nambiar	Member
12. Ms Meeti Gala	Member
13. Mr. Siddesh Prabhu	Member

The following matters were discussed at the meeting:

- 1) The chairperson informed the meeting that MSC.EVS along with MSC.IT/CS and M.COM was organizing the second International conference titled Swayazas –Recent trends in Environment Technology and Economy. The dates were finalized as 10th and 11th February 2017. The response to the conference was good. Ms Pooja Desai informed the meeting that the Post graduate students were encouraged to write papers jointly with faculty members and the proceedings of the conference were to be published in a compendium with ISBN.
- 2) Ms Bhumika More informed the meeting that the internal academic audit dates have been finalized in first week of April for programmes and committees. A complete checklist is being prepared based on NAAC guidelines for the audit. This will help in streamlining the documentation process. Members appreciated the efforts made by Ms Bhumika More and Ms Ananya Gon in creating a detailed format for maintaining departmental documents.




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- 3) Ms. Koel RoyChoudhury informed the meeting that IQAC along with BMM department will organize TYBMM syllabus revision workshop in association with Board of studies (BOS) of BMM, University of Mumbai in the month of December. Dr Priyadarshini Poddar, BMM Co-ordinator will be the convenor of the workshop. She was asked to coordinate with members of BOS to arrange resource persons for the workshop and send Invitations to various colleges.
- 4) Dr Neera Kumar proposed that in order to provide placement opportunity to students across different colleges, Job Fair will be organized. Ms Ananya Gon along with BMS student volunteers were arranging for companies from Banking, Insurance and HR field for the Job fair. The student volunteers would visit different colleges to invite students to attend the Job fair. Principal appreciated the efforts made by them in organizing the first Job fair in the College.
- 5) Prof Venkataramani suggested during the meeting that career guidance sessions on Banking, Competitive examinations should be arranged for post graduate students. It was decided that Ms Neelima along with the library committee will arrange for workshop on NET/SLET in the second term and guest lecture would be arranged by industry experts.
- 6) Ms Meeti Gala suggested during the meeting that the departmental festivals were being conducted during the month of December and January. In order to foster value based education among students, they should be encouraged to organize social initiatives with NGOs to help them develop values of empathy and sharing.
- 7) Ms. Koel Roy Choudhury expressed her view that it is commendable that many of the students who are financially weak have benefitted from SEAT Scholarship provided by the management. She asked the alumni association SIESNAA to help those students whose applications were not granted by the management. Ms Meeti Gala agreed to look into the matter.
- 8) Mr. Muralikrishnan Nambiar proposed one day workshop for non teaching staff on topics like Change management and team building. The program would be conducted




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in the first week of January. Mr S.V Vishwanathan of 3V Consultants would be invited to address the non teaching staff along with other resource persons.

- 9) Prof. K. Venkataramani expressed his view that the IQAC, MSC.EVS department and conservation club should frame an environmental policy to create awareness about environmental issues among students and faculties. This would be undertaken as part of Green campus initiative, Ban plastic initiative and environmental protection.

The meeting ended with a vote of thanks to the Chair.



A handwritten signature in blue ink, appearing to be "M. S. S.", written over the printed name of the Principal.

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Attendance at the Meeting of the IQAC held on 1st December, 2016

Sr. No	Name	Designation	Signature
1.	Ms. Koel Roy Choudhury	Chairperson/Convenor	KoelRC
2.	Dr. Neera Kumar	Member	NeeraKumar
3.	Ms Bhumika More	Member	Bhumika
4.	Mr. Mithun Pillai	Member	Mithun
5.	Ms Trupti Wani	Member	Trupti
6.	Dr. Priyanka Mohan	Member	Priyanka Mohan
7.	Ms. Arti Bansode	Member	Arti
8.	Ms. Babita Kakker	Member	Babita Kakker
9.	Ms. Ananya Gon	Member	Ananya
10.	Prof. K Venkataramani	Member	KV
11.	Mr. Muralikrishnan Nambiar	Member	Murali
12.	Ms. Meeti Gala	Member	Meeti
13.	Mr. Siddesh Prabhu	Member	Siddesh



M/S

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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI**

NOTICE

20th April, 2017

The members of the IQAC are hereby informed that there will be a meeting at 11:00 am in the Principal's office on 22nd April 2017.

The agenda of the meeting is as follows:

1. Reviewing the activities of the even semester.
2. Budget for IQAC
3. Objectives for the year 2017-18.
4. Any other matter with the permission of the chair.

KoelRC
Ms. Koel Roy Choudhury
Chairperson, IQAC



[Signature]
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Nerul, Nav. Mumbai - 400 706.

MINUTES OF THE MEETING

24th April, 2017

A meeting of the IQAC members was duly convened on 22nd April at 11.00 am in the Principal's office.

The members present were:


1. Ms. Koel Roy Choudhury	Chairperson /Convenor
2. Dr Neera Kumar	Member
3. Ms Bhumika More	Member
4. Mr Mithun Pillai	Member
5. Ms Trupti Wani	Member
6. Dr. Priyanka Mohan	Member
7. Ms. Arti Bansode	Member
8. Ms. Babita Kakker	Member
9. Ms Dipali Patil	Member
10. Ms. Ananya Gon	Member
11. Prof. K Venkataramani	Member
12. Mr Muralikrishnan Nambiar	Member
13. Ms Meeti Gala	Member
14. Mr. Siddesh Prabhu	Member

The meeting was chaired by the Principal, Ms Koel RoyChoudhury.

The following were the proceedings at the meeting:

- 1) The activities of term II were reviewed and tentative programs for the academic year 2017-18 were finalized.
- 2) Dr Neera Kumar was granted Minor research project under the University of Mumbai in the month of March 2017. The committee recorded their appreciation for the achievement of Dr Neera Kumar.
- 3) Mr Muralikrishnan Nambiar informed the meeting that he had worked on the possibility of alteration of the existing laboratory facilities for creation of additional laboratory. The members agreed to this and requested Mr Nambiar to get detailed plan worked out along with the estimated expenditure.
- 4) Ms Bhumika More informed the meeting that the ISO 9001-2008 was due for renewal in March 2017. However, the College will prepare the documentation as per ISO 9001-2015 standards and migrate to the new quality standards in the next academic




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year. Principal instructed the ISO Committee to change the standard operating systems as per the new guidelines.

- 5) Mr Muralikrishnan Nambiar informed the meeting that as College has obtained the Minority status, the process of regularization of qualified teachers would begin. The College was in the process of obtaining the necessary sanction from the University.
- 6) Prof K. Venkataramani proposed that from next academic year, IQAC should have a separate entry in the revenue budget so that the IQAC activities can be conducted smoothly. This proposal was accepted by all the members and Mr Muralikrishnan Nambiar was asked to incorporate changes in the revenue budget.
- 7) Mr Muralikrishnan Nambiar also informed that College will give requisition for 80 additional computers due to increase in sanctioned strength in 6 courses. It was decided to incorporate them in the capital budget.
- 8) Ms. Koel Roy Choudhury informed in the meeting that management was introducing new software, Digital Edu for the entire admission process of the college. It was decided that all the teaching and non teaching staff would undergo training for using this software.
- 9) **The objectives for the year 2017-18 were discussed which were under:**
 - 1) To Conduct NET/SLET lecture series for faculty members along with SIESCTD
 - 2) To organize workshop on minor research project and research methodology.
 - 3) To organize social initiative programs by BMM and BMS.
 - 4) To increase Subscription to online journals and e-books by library.
 - 5) To organize workshop for non teaching faculty.

The meeting ended with a vote of thanks to the Chair.



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Attendance at the Meeting of the IQAC held on 22nd April, 2017

Sr. No	Name	Designation	Signature
1.	Ms. Koel Roy Choudhury	Chairperson/Convenor	Koel
2.	Dr. Neera Kumar	Member	Neerakumar
3.	Ms Bhumika More	Member	Bhumika
4.	Mr. Mithun Pillai	Member	Mithun
5.	Ms Trupti Wani	Member	Trupti
6.	Dr. Priyanka Mohan	Member	Priyanka Mohan
7.	Ms. Arti Bansode	Member	Arti
8.	Ms. Babita Kakker	Member	Babita
9.	Ms Dipali Patil	Member	Dipali
9.	Ms. Ananya Gon	Member	Ananya
10.	Prof. K Venkataramani	Member	K Venkataramani
11.	Mr. Muralikrishnan Nambiar	Member	Murali
12.	Ms. Meeti Gala	Member	Meeti
13.	Mr. Siddesh Prabhu	Member	Siddesh



ORS

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Action Taken Report 2016-2017

- 1) Admission for additional divisions of B.COM, BAF, BBI BMS, BMM and BSC.IT was conducted as per University of Mumbai rules and regulations.
- 2) Certificate Course introduced in Digital Marketing and Advanced Excel.
- 3) The orientation programme for first year students and new faculty members conducted.
- 4) Choice Based Credit, Grading and Semester system implemented at the first year of undergraduate and post graduate level.
- 5) Fully digitalised system i-web introduced for fee payment during admission process.
- 6) Fintech Consultancy was appointed for processing the results of first and second year examinations.
- 7) 2 days of Internal Auditors training program by LRQA organized for 20 faculty members.
- 8) Establishment of Adhata centre for senior citizens in the College.
- 9) Entrepreneurial Development Cell constituted in the College.
- 10) Two Portable ramps were installed in the College.
- 11) Statistical Package for the social science (SPSS) workshop organized for faculty members and M.Com students.
- 12) Mentoring Programme introduced for students.
- 13) Remedial lectures, Bridge courses and advanced learners program were introduced.
- 14) Faculty development programme organized on topics like Cloud computing, Advanced Excel, Cloud management.
- 15) Mock fire Drill conducted by the disaster management cell of the College.
- 16) Various gender sensitization activities arranged within the College.
- 17) One day field visit organized to institutions like SEBI and Animation Studio of Fergusson College.
- 18) Organized Job Fair for students in Mumbai and Navi Mumbai.
- 19) Various social outreach programmes conducted such as Rally on International Day of Disabled, Joy of giving by BMS students, Ray of Hope by BFM and BBI students, Swacch Bharat Abhiyaan.
- 20) AQAR of 2015-2016 submitted to NAAC
- 21) The College registered and applied for the NIRF ranking




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- 22) Faculty members submitted Proposals for Minority Research Project under University of Mumbai proposal.
- 23) International Conference conducted on recent Trends in Environment, Technology and Economy organized in association with Bombay Natural History Society.
- 24) Syllabus Revision workshop conducted for TYBMM in association with BMM Board of studies, University of Mumbai.
- 25) NET/SLET workshops organized for post graduate students and faculties.
- 26) SPANDAN- One day workshop on Change management, team building, Yoga was organized for non-teaching staff.
- 27) Workshop organized for nonteaching staff on Advanced Excel and communication skills.
- 28) Research competition organised among students.
- 29) Student's feedback on College infrastructure and facilities conducted and analyzed.
- 30) Feedback taken from various stake holders.
- 31) Internal Academic Audit conducted in the College.
- 32) ISO 9001-2008 surveillance audit was conducted.
- 33) A dedicated Gmail account created for submission of all reports of courses and committees.
- 34) Environmental Policy was drafted for the College.
- 35) SIESNAA provided with funds for 5 economically challenged students.

Koulde
Principal

Koulde
IQAC Conveñor



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SIES (Nerul) College of Arts, Science and Commerce

Internal Quality Assurance Cell

NOTICE

17th July 2017

The members of the IQAC are hereby informed that there will be a meeting on 19th July, 2017 at 11.00 am in the Principal's office.

The agenda of the meeting is as follows:

1. Criteria wise work allocation for members of IQAC.
2. Discussing the new NAAC guidelines and organizing workshop for the same.
3. Planning on the list of programs to be conducted during the academic year 2017-18
4. Completion of the AQAR report 2016-17.
5. Any other matter, if raised by any of the members.



Dr. Milind Vaidya
Chairperson IQAC



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MINUTES OF THE MEETING

20th July 2017

A meeting of the IQAC members was duly convened on 19th July 2017 at 11.00 am in the Principal's office.

The members present were:


1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Mr Mithun Pillai	Member
6. Ms Pooja Desai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Ms. Ananya Gon	Member
12. Mr Muralikrishnan Nambiar	Member
13. Ms. Priya Vasudevan	Member
14. Ms Meeti Gala	Member
15. Mr. Bernice Frederick	Member

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

The following were the proceedings at the meeting:

- 1) Dr. Milind Vaidya, the newly appointed Principal of SIESASCN took over as the Chairperson of IQAC. The convenor of IQAC, Dr Koel RoyChoudhury welcomed him in the meeting.
- 2) Dr. Koel RoyChoudhury appraised the Principal about the role of IQAC in the institution. Dr Milind Vaidya was of the opinion that as three years are remaining for

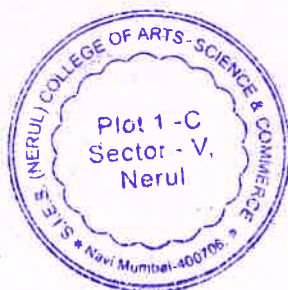




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the next cycle, the members of IQAC should be allocated criteria wise responsibility. The remaining teachers would also be allocated work Criteria wise.

Criteria	Member
1. Curricular Aspects	Ms Babita Kakkar, Dr Neera Kumar
2. Teaching, Learning and Evaluation	Dr Koel RoyChoudhury, Ms Pooja Desai
3. Research, Innovations and Extension	Dr Neera Kumar ,Ms Babita Kakkar
4. Infrastructure and Learning resources	Ms Trupti Wani, Ms Arti Bansode
5. Student Support and progression	Ms Ananya Gon , Mr Mithun Pillai
6. Governance Leadership and Management	Ms Bhumika Desai, Ms Priyanka Mohan
7. Institutional Values and Best Practices	Dr Koel RoyChoudhury, Ms Pooja Desai

- 3) Prof K. Venkataramani suggested that the College should organize one day workshop on Revised NAAC guidelines, July 2017. Principal agreed and asked Dr. Koel Roy Choudhury to finalize the resource persons for the workshop. It was decided that the workshop would be held in October and the brochure would be prepared to invite faculties in Mumbai, Navi Mumbai to attend the workshop.
- 4) Mr Muralikrishnan Nambiar informed the members that the College is in the process of implementing new software for admission and attendance known as Digital Edu. The teaching and non teaching staff were trained to use the software for the purpose of admission.
- 5) Ms Babita Kakkar informed the meeting that Choice Based Credit, Grading and Semester system would be implemented in the second year and final year of Post graduate degree. Accordingly, there would be change in the subjects in the second year and at P.G Level.
- 6) Ms Bhumika More informed the meeting that orientation programme of new faculty members will be conducted in July itself.
- 7) Ms. Ananya Gon proposed during the meeting that as a part of social initiative of BMS, self defence workshop would be organised for girls in the College. The workshop would be conducted in the second term. Alumni would help in conducting




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this program. Further, Mithun Pillai said that BMM department was going to help in organizing the Hymn Humanity concert by managing the digital and social media.

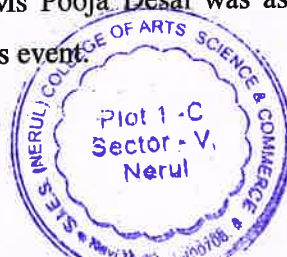
8) Dr. Milind Vaidya proposed that as a part of result improvement initiative, open book test can be conducted for students in the first and second year students. The students will carry their textbooks and based on the question asked, will search for answers in the textbook. This will improve the conceptual clarity of the students. There would also be intensive coaching conducted where faculty members from other departments will address the students. The final year students would continue to write preliminary examinations.

9) Ms Koel RoyChoudhury proposed the introduction of certificate course on advanced excel for all students. NIIT SWIFT has given proposal for conducting the course for 20 hours. Ms Bhumika More expressed the view that as per new NAAC guidelines, the certificate course should be of 30 hours. Hence it was decided that students would have 20 hrs of classroom and 10 hrs of practice sessions. It was decided that all the certificate courses introduced henceforth should have duration of 30 hours.

10) Dr. Milind Vaidya wanted poster competition to be organised among students based on contemporary topics in Commerce, Economics, Accountancy and I.T. This initiative would help to develop the advanced learners to enhance their knowledge and also develop their communication skills. The student representative Mr. Bernice Frederick suggested that Principal address the class representatives of all classes for introducing these initiatives.

11) Dr Neera Kumar informed the members that the Research Cell is planning to organize a workshop on Minor Research Project for faculty members. Dr Milind Vaidya will address the faculty members regarding the format for submission to University of Mumbai.

12) Ms Arti Bansode pointed out that New NAAC guidelines emphasized on creating an ecosystem for innovation and creation and transfer of knowledge. Therefore, IQAC would take the initiative of organizing workshop on Intellectual Property rights for the Post Graduate students. Ms Pooja Desai was asked to invite resource person from industry for organizing this event.




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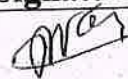
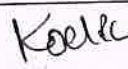
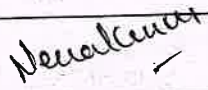
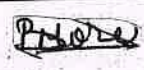



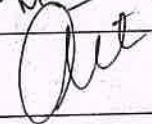
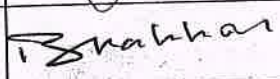
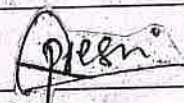
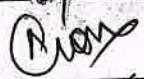


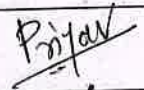
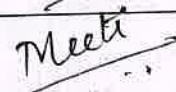
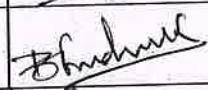
- 13) Ms Babita Kakkar informed the meeting that a centralised process of Internal assessment of all undergraduate programs would be conducted by the examination Committee on the same scheduled dates and time. This will ensure that uniformity is being maintained by all the programmes. Also, the examination committee will create a standard format for question paper for internal assessment which will have to be followed by all paper setters, across the programmes.
- 14) Ms. Priya Vasudevan informed the meeting that a workshop on common health issues and their remedy will be organised for teaching and non teaching staff.
- 15) It was also decided that various faculty development workshops will be conducted on topics like E- Content development and IT related topics.
- 16) Dr Koel Roy Choudhury observed that mentoring of students was yet to be implemented by all the departments. Hence it was decided that each department will allocate 20 to 30 students per teacher and conduct regular mentoring sessions for them. The IQAC would create guidelines for the mentoring sessions.
- 17) Ms Bhumika More discussed the tentative schedule to be finalized for transition to ISO 9001-2015 audit. Dr. Koel Roy Choudhury said that ISO committee should thoroughly study the new quality standards and organize a session for all faculty members to understand the new standards. It was decided that the College would apply for the ISO new standards in the first week of March 2018.

The meeting ended with a vote of thanks to the Chair.





PRINCIPAL
SIES (NERUL) COLLEGE OF
ARTS, SCIENCE & COMMERCE
Sr. Chandrasekarendra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 19th July, 2017

Sr. No	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Ms. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Arti Bansode	Member	
9.	Ms. Babita Kakker	Member	
10.	Ms Pooja Desai	Member	
11.	Ms. Ananya Gon	Member	
12.	Prof. K Venkataramani	Member	
13.	Mr. Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Ms Meeti Gala	Member	
16.	Mr. Bernice Frederick	Member	




 PRINCIPAL
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 Sri Chandrasekarendra Saraswathy
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 Nerul, Navli Mumbai - 400706.

SIES (Nerul) College of Arts, Science and Commerce
Internal Quality Assurance Cell

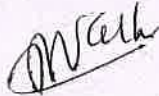
NOTICE

11th October 2017

The members of the IQAC are hereby informed that there will be a meeting at 11:00 am in the Principal's office on 13th Oct 2017.

The agenda of the meeting is as follows:

1. Reviewing the activities of the semester.
2. Infrastructure Development
3. Participation in Hymn Humanity Concert
4. Any other matter, if raised by any of the members.



Dr. Milind Vaidya
Chairperson IQAC



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Sri Chandrasakshendra Samswathy
Vidyaparam Plot No. 1-C, Sector-V,
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MINUTES OF THE MEETING

17th October 2017

A meeting of the IQAC members was duly convened on 13th October 2017 at 11.00 am in the Principal's office.

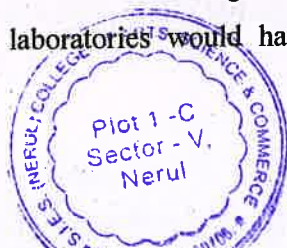
The members present were:


1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Mr Mithun Pillai	Member
6. Ms Pooja Desai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Ms. Ananya Gon	Member
12. Mr Muralikrishnan Nambiar	Member
13. Ms. Priya Vasudevan	Member
14. Ms Meeti Gala	Member
15. Mr. Bernice Frederick	Member

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

The following were the proceedings at the meeting:

- 1) The activities of the first term were reviewed and due to the introduction of On Screen Marking system (OSM), the final year results were delayed by the University of Mumbai. Hence, they were declared only in August and September. The final year results were discussed and found to be satisfactory.
- 2) Mr. Muralikrishnan Nambiar informed in the meeting that the construction work for the computer laboratories have began and they would be completed in phased manner. The new laboratories would have the capacity to accommodate 168





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Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No. 1-C Sector

computers and 336 students. He also informed that the College has already purchased 60 additional computers which would be utilized in these new laboratories.

- 3) Ms. Trupti Wani said that laboratories are being course utilized in two shifts to accommodate all the courses.
- 4) Ms. Arti Bansode proposed that currently the College was using campus broadband connection. Hence, we can give requisition to the management for a dedicated broad band connection exclusively for the College. During the meeting, Ms. Arti Bansode said that as per the requirement of syllabus taught in M.Sc.I.T and M.Sc.C.S, the RAM of the computers have to be upgraded from 4GB to 8GB.
- 5) Dr. Koel RoyChoudhury informed in the meeting that AQAR 2016-2017 was finalized and submitted to NAAC Bangalore.
- 6) Ms. Priya Vasudevan told in the meeting that 'SPANDAN' would be organized for the non teaching staff on stress management and other topics by inviting experts.
- 7) Dr. Koel RoyChoudhury invited Prof. Venkataramani to conduct a session on 'New NAAC guidelines 2017' for the IQAC members. Prof. Venkataramani agreed and suggested that before the session, all members should read the NAAC manual in detail so that the session can be fruitful. It was decided that the session would be organized in the second term.
- 8) Dr. Milind Vaidya informed in the meeting that on 15th of August the Hymn Humanity concert was held in Shanmukhananda Hall, Matunga. The BMM students were volunteers for the event who handled the social and digital media and also were instrumental in naming the band. SIES Management was highly appreciative of the efforts taken by the BMM department. He also informed that another concert would be held in the month of February. The funds raised from the concerts would be utilized to fund the Goethegaon School.




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Nerul, Navi Mumbai - 400 706.

9) Dr. Milind Vaidya said that it has been observed that the number of candidates clearing NET/SLET in Computer Science and Information Technology were few. Hence it was decided that IQAC along with SIES CTD will organize lectures for NET/SLET for faculty members. Ms Trupti Wani was asked to co-ordinate the sessions along with Ms Suma Nair from SIES CTD.

10) Mr. Muralikrishnan Nambiar proposed that as part of Swachh Bharat Abhiyaan, the waste segregation process should be implemented in the College. Therefore it was decided that a proposal would be sent to the Management for installing dustbins for dry and wet waste in the campus. Dr. Koel RoyChoudhury also suggested that we can request the management to study the rain water harvesting mechanism in the College.

11) It was decided that the next IQAC meeting would be held on 13th November 2017, at 11:30 am in the Principal's office

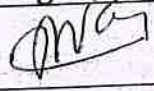
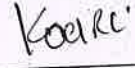
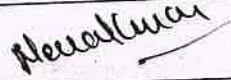



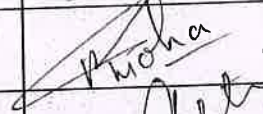
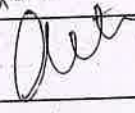
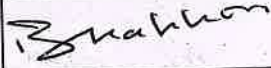
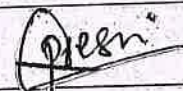
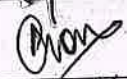


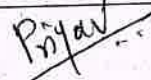

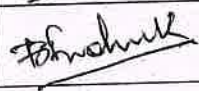
The meeting ended with a vote of thanks to the Chair.




PRINCIPAL

**S.I.E.S (NERUL) COLLEGE OF
ARTS, SCIENCE & COMMERCE**
Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navri Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 13th October, 2017

Sr. No	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Ms. Koel RoyChoudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Arti Bansode	Member	
9.	Ms. Babita Kakker	Member	
10.	Ms. Pooja Desai	Member	
11.	Ms. Ananya Gon	Member	
12.	Prof. K Venkataramani	Member	
13.	Mr. Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Ms Meeti Gala	Member	
16.	Mr. Bernice Frederick	Member	




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 Nerul, Navi Mumbai - 400 706.

SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of IQAC will be held on 13th November, 2017 at 11.30 a.m. in the Principal office to discuss the following.

- 1) Social outreach programme.
- 2) Schedule of Internal Audit
- 3) Workshop on statistical Tools in research
- 4) Any other matter with the permission of the chair.


Dr. Milind Vaidya
Chairperson IQAC




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Sri Chandrasekarendra Saraswathy
Vidyapeetham, Plot No. 1-C, Sector-V,
Nerul, Navli Mumbai - 400 706.

MINUTES OF THE MEETING

A meeting of the IQAC members was duly convened on 13th November 2017 at 11.30 a.m. in the Principal's office.

The members present were:


1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Mr Mithun Pillai	Member
6. Ms Pooja Desai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Ms. Ananya Gon	Member
12. Mr Muralikrishnan Nambiar	Member
13. Ms. Priya Vasudevan	Member
14. Ms Meeti Gala	Member
15. Mr. Bernice Frederick	Member

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

The following were the proceedings at the meeting:

- 1) Dr. Koel Roy Choudhury and Dr. B. Indumathi were awarded their Ph.D from University of Mumbai and Savitribai Phule University respectively. The members congratulated them for their achievements.
- 2) Ms. Bhumika More stated that as per the tradition of the College, the departmental fest would include community based event to inculcate social responsibility among the student's. So, it was decided that students would invite NGOs and Children from





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economically disadvantaged backgrounds to participate in activities organised by the College for them.

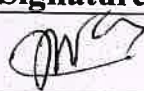
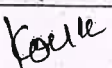
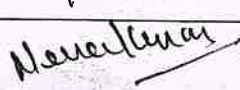
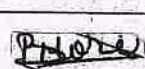


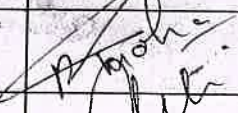
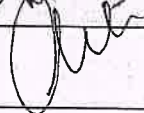
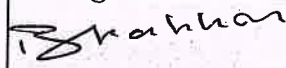

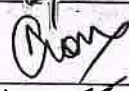
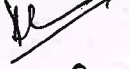

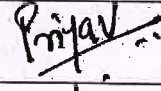
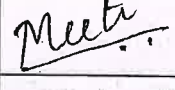

- 3) Ms Ananya Gon informed the meeting that the BMS department along with Placement cell was planning to organize a recruitment drive for the students as part of departmental fest Sharpshooters. The students would coordinate with companies to come for campus drive in the month of January.
- 4) Dr. Koel RoyChoudhury informed the meeting that the Internal Audit will be conducted in the first week of April 2018. The new format for Audit was prepared based on new NAAC guidelines. Every member was requested to go through the format and give the feedback.
- 5) Dr. Neera Kumar informed the members that a workshop on statistical methods in Research would be conducted for faculty members in the month of March. Dr. Sandeep Bhanot, Associate Professor from SIES College of Management Studies, would be the resource person for the workshop. Further, Research Committee will organise competition among students based on research topics.
- 6) Ms. Meeti Gala proposed that SIESNAA along with IQAC will organize a case study competition based on professional ethics. She requested all the members to select students from their departments to participate in the event. It was decided that the event would be held in March 2018.
- 7) Prof. Venkataramani also wanted College to conduct online feedback from various stakeholders including Parents, Employers and Alumni. Ms Babita Kakker as part of feedback committee was asked to frame a structured questionnaire based on various parameters. There would also be Teacher's evaluation by students based on coverage of syllabus and lecture delivery process.

The meeting ended with a vote of thanks to the Chair.




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ARTS, SCIENCE & COMMERCE
Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Nav Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 13th November, 2017

Sr. No	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Ms. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms. Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms. Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Arti Bansode	Member	
9.	Ms. Babita Kakker	Member	
10.	Ms. Pooja Desai	Member	
11.	Ms. Ananya Gon	Member	
12.	Prof. K Venkataramani	Member	
13.	Mr. Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Ms. Meeti Gala	Member	
16.	Mr. Bernice Frederick	Member	





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Sri Chandrasekarandra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI**

NOTICE

20th February, 2018

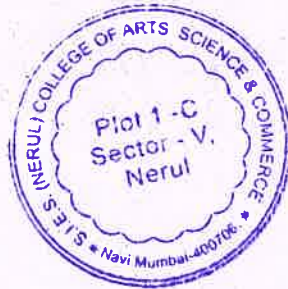
The members of the IQAC are hereby informed that there will be a meeting with Mr. Venkataramani, Registrar, University of Mumbai at 12:00 pm in the Principal cabin on 22nd February, 2018.

The agenda of the meeting is as follows:

1. Discussion on the new NAAC guidelines.
2. Documentation Process to be maintained.
3. External Academic and Administrative Audit to be conducted by College
4. Any other matter, if raised by any of the members.



**Dr. Milind Vaidya
Chairperson IQAC**

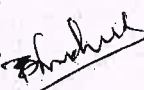


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Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.**

MINUTES OF THE MEETING

A meeting of the IQAC members was duly convened on 22nd February 2018 at 12.00 noon in the Principal's office.

The members present were:


1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Mr Mithun Pillai	Member
6. Ms Pooja Desai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Ms. Ananya Gon	Member
12. Mr Muralikrishnan Nambiar	Member
13. Ms. Priya Vasudevan	Member 

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

The following were the proceedings at the meeting:

- 1) Prof K. Venkataramani discussed the time line for the NAAC reaccreditation process. The next NAAC cycle was due in November, 2020. He said that the process of submitting the IIQA had to be started 6 months before that.
- 2) He stressed on the documentation process. The following documents are very important at the time of IIQA submission.
 - A) AISHE Certificate
 - B) Affiliation letters
 - C) Sanctioned strength of students





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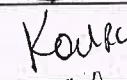
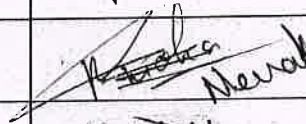



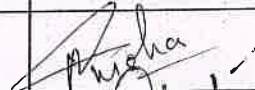
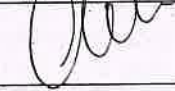
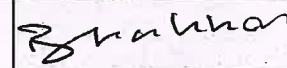
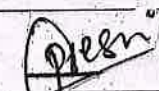


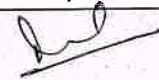
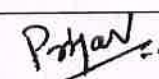
- 3) Prof Venkataramani also stressed on the importance of Criteria wise documentation to be maintained. Hence he urged every member to study the NAAC guidelines in detail.
- 4) As part of NAAC accreditation process, it was decided that IQAC will prepare for the following audit.
- Academic and Administrative Audit by Dr. Koel RoyChoudhury, Mr. Muralikrishnan Nambiar and Ms Priya Vasudevan
 - Gender Audit by Ms Ananya Gon and Ms Babita Kakkar
 - IT Audit by Ms Arti Bansode and Ms Trupti Wani
 - Environment Audit by Dr. Jyothi Koliyar.
- 5) A criteria wise committee will be created for the documentation process.

The meeting ended with a vote of thanks to the Chair.





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S.I.E.S. (NERUL) COLLEGE OF
ARTS, SCIENCE & COMMERCE
Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No. 1, C, Sector-V,
Nerul, Nav Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 22nd February, 2018

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Ms. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Arti Bansode	Member	
9.	Ms. Babita Kakker	Member	
10.	Ms Pooja Desai	Member	
11.	Ms. Ananya Gon	Member	
12.	Prof. K Venkataramani	Member	
13.	Mr. Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	




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 Sri Chandrasekarendra Saraswathy
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 Nerul, Navi Mumbai - 400 706.

SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI


NOTICE


4th May 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 May 2018.

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 2018-2019.
 - Academic audit of courses and committees.
3. Any other matter, if raised by any of the members.


Dr. Milind Vaidya
Chairperson IQAC


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Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.



MINUTES OF THE MEETING

9th May, 2018

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

The members present were:


1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Mr Mithun Pillai	Member
6. Ms Pooja Desai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Ms. Ananya Gon	Member
12. Mr Muralikrishnan Nambiar	Member
13. Ms. Priya Vasudevan	Member
14. Ms Meeti Gala	Member
15. Mr. Bernice Frederick	Member

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

The following were the proceedings at the meeting:

- 1) Dr Milind Vaidya informed the meeting that the College has successfully completed the ISO 9001-2015 certification process. Members appreciated the efforts made by the ISO committee during the certification process.
- 2) The activities of term -II were reviewed and the tentative programmes of 2018-19 were finalized.




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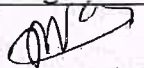
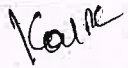
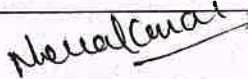
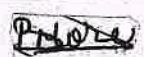



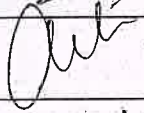
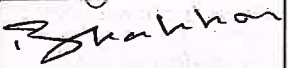
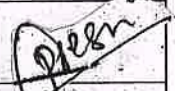
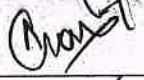


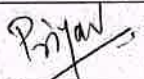

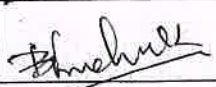
- 3) Dr. Koel RoyChoudhury proposed a Budget of Rs 50,000 for conducting NAAC related activities in the College for academic year. The members accepted the proposal and it was decided that it would be incorporated in the revenue budget of 2018-2019.
- 4) The objectives for the academic year 2018-2019 were discussed which were as under:
- To create a separate Institutional social responsibility cell.
 - To introduce new certificate courses on GST, Foreign Language like Spanish and German.
 - To organise International conference by BMS, BFM and BBI departments.
 - To organise National conference by BSC.IT and BSC.CS departments.
 - To organise symposium on best practices.
 - To organise MAQSAD by B.COM and BAF departments.
 - To enhance skill development activities in the college
 - To conduct IPR workshop for students
 - To organise SPANDAN, a one day workshop for the non teaching staff
 - To organise student research competition
 - To organise skill development programme for non teaching staff

The meeting ended with a vote of thanks to the Chair.

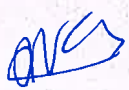

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Attendance at the Meeting of the IQAC held on 8th May, 2018

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Ms. Koel RoyChoudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms. Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms. Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Arti Bansode	Member	
9.	Ms. Babita Kakker	Member	
10.	Ms. Pooja Desai	Member	
11.	Ms. Ananya Gon	Member	
12.	Prof. K. Venkataramani	Member	
13.	Mr. Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Ms. Meeti Gala	Member	
16.	Mr. Bernice Frederick	Member	





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Action Taken Report 2017-2018

- 1) New software called Digital Edu installed for admission and attendance process.
- 2) Criteria wise work allocated to IQAC members for documentation process.
- 3) Workshop conducted for various colleges across Mumbai and Navi Mumbai to guide Colleges for New NAAC guidelines July 2017.
- 4) The orientation programme for first year students conducted.
- 5) Choice Based Credit, Grading and Semester system implemented at the second year of undergraduate and post graduate level.
- 6) Centralized Internal assessment introduced for all courses.
- 7) Standard question paper pattern for internal assessment.
- 8) Open book tests, bridge course, remedial lectures conducted for result improvement and effective learning.
- 9) Alta performers –poster competition organized for advanced learners.
- 10) Intensive coaching organised for students by senior faculty and experts for various subjects.
- 11) Subscription to online journals and e-books by library.
- 12) IQAC and Research Committee conducted Workshop on Minor Research project, statistical methods and research competition among students.
- 13) Promotion of value based education through departmental fests.
- 14) Workshop conducted on Intellectual Property Rights for MSC.EVS , MSC.IT and MSC.CS students
- 15) Faculty development program organized on E-Content development.
- 16) IQAC and SIES CTD organized series of lectures of NET/SLET examination to IT/CS faculty members.
- 17) Mentoring sessions conducted for students.
- 18) Industrial /Field visits organized for providing practical exposure to students.
- 19) Google class rooms created for uploading notes/questions banks/assignments.
- 20) Number of computer laboratories increased from 7 to 8.
- 21) 52 Computer RAMS were increased from 4GB to 8GB.
- 22) 60 new computers added in computer laboratory.
- 23) Requisition was put to the Management for a dedicated Broadband facility to be installed in the college exclusively.
- 24) AQAR of 2016-2017 submitted to NAAC.





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- 25) Dry and Wet dustbins were installed in the college campus for waste segregation process.
- 26) Rain water harvesting facility was implemented in the College campus.
- 27) Online Screen Marking (OSM) system for third year and post graduation assessment.
- 28) Feedback taken from various stakeholders like parents, alumni and employers and analyzed.
- 29) Various social outreach programmes conducted such as BMS-Self defence workshop, BMM-Hymn Humanity promotion event and BMS Job fair.
- 30) Workshop organized on Academic performance Indicator (API) for career advancement scheme.
- 31) Spandan one day workshop organized for non teaching faculty.
- 32) Alumni committee SIESNAA in association with IQAC organized 'TATTVA', a workshop on professional ethics.
- 33) Internal academic audit was conducted.
- 34) The College completed the transition from ISO 9001-2008 to ISO 9001-2015 certification process.


Principal


IQAC Convenor




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SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE

NERUL, NAVIMUMBAI

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 Conference Room.

The agenda of the meeting is as follows:

1. Introduction of new certificate courses.
2. Schedule of International/National Conference
3. Completion of the AQAR report 2017-18.
4. Preparation of Academic audit report under University of Mumbai.
5. Planning on the list of programs to be conducted during the academic year 2018-19.
6. Any other matter, if raised by any of the members.



Dr. Milind Vaidya

Chairperson-IQAC



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Nerul, Navi Mumbai - 400 706.

MINUTES OF THE MEETING

10th July 2018

A meeting of the IQAC members was duly convened on 5th July 2018 at 11.30 am in the Conference Room.

The members present were:


- | | |
|--------------------------------|-------------|
| 1. Dr. Milind Vaidya | Chairperson |
| 2. Dr. Koel Roy Choudhury | Convenor |
| 3. Dr Neera Kumar | Member |
| 4. Ms Bhumika More | Member |
| 5. Mr Mithun Pillai | Member |
| 6. Ms. Ananya Gon | Member |
| 7. Ms Trupti Wani | Member |
| 8. Dr. Priyanka Mohan | Member |
| 9. Ms. Arti Bansode | Member |
| 10. Ms. Babita Kakkar | Member |
| 11. Prof. K. Venkataramani | Member |
| 12. Mr. Muralikrishnan Nambiar | Member |
| 13. Ms Priya Vasudevan | Member |
| 14. Ms. Meeti Gala | Member |
| 15. Mr. Bharat Iyer | Member |

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

The following were the proceedings at the meeting:


- 1) Dr. Milind Vaidya informed the meeting that during this academic year, new certificate courses will be introduced in GST, Spanish Language, Android, Ethical Hacking, Capital Market Bank PO/Bank clerical examination to increase the employability of the students. These courses will consist of 30 hours to 60 hours of sessions which will be conducted over the weekends. The College was also going to sign an MOU with Prime IT was providing these courses. He urged every member to help the add-on committee to enrol more students for these certificate courses.
- 2) Further, Dr. Milind Vaidya informed that GST Centre and Edutech centre will conduct GST certificate course which will consist of 30 hours including class room, computer lab learning of 20 hours and online training, assignments of 10 hrs.




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Sri Chandrasekarendra Saraswathy

- 3) Dr Koel Roy Choudhury said that preparation for the International conference by BMS, BBI and BFM has begun. Ms Ananya Gon will be the convenor of the conference. She was asked to finalize the date and theme of the conference. It was further decided that in order to increase participation in the conference, selected conference papers would be published in UGC recognised Journals. Ms Priyanka Mohan suggested that the College tries for tie-up with foreign Universities for hosting the International conference.
- 4) Dr. Milind Vaidya suggested National level conference to be organized by BSC.IT and BSC.CS. Dr. Swati Vitkar would be the conference Convenor. The conference was planned in the month of February /March 2019. The College would contact publishers for publication in UGC recognised journals.
- 5) Prof K. Venkataramani asked the IQAC to prepare academic report based on the University of Mumbai format. It was decided that Dr. Koel RoyChoudhury will prepare the academic Report. All the course coordinator will have to provide information for the report in the prescribed format. Ms Priya Vasudevan will assist Dr. Koel Roy Choudhury for administrative audit. Ms Ananya Gon and Ms Babita Kakkar will prepare gender audit report. Ms Aarti Bansode will prepare the IT Audit report.
- 6) Mr. Muralikrishnan Nambiar informed the meeting that admission process for the academic year 2018-19 was carried out as per the guidelines of the University of Mumbai and the management.
- 7) Dr. Koel Roy Choudhury informed the meeting that the orientation program for first year students conducted was to inform them about rules and regulations of the College. An anti-ragging video prepared by Anti-ragging Committee and BMM department were played during the orientation programme.
- 8) Ms Bhumika More informed the meeting that orientation programme was conducted for the new faculty members to appraise them regarding the rules and regulation of the college.
- 9) Dr. Koel Roy Choudhury informed the members that AQAR for 2017-18 will be completed and submitted to NAAC Bangalore by September 2018.
- 10) Dr Neera Kumar said during the meeting that Research Cell along with IQAC will conduct workshop on Minor Research Project to motivate teachers to write research proposals for University of Mumbai.





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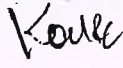
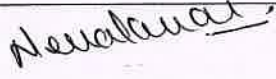




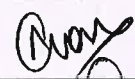
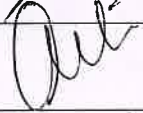
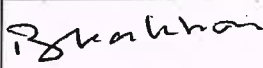



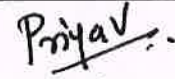


- 11) Dr Koel Roy Choudhury proposed that the IQAC will organize a symposium based on Best Practices in Degree College. This Symposium will focus on the best practices adopted by Degree Colleges for enhancement of various qualities in the students studying in their respective colleges. The symposium will be held on 8th September and invitation will be sent out to all colleges in Mumbai and Navi Mumbai.
- 12) Dr Koel RoyChoudhury informed the meeting that IQAC and B.COM department along Board of Studies of Commerce and accountancy is planning to organize two syllabus revision workshops. One in the month of July in the subject of Export marketing, IAPM and computers. In the month of October, the workshop will be held for Indirect tax for Semester VI. The members congratulated the B.COM department was their efforts.
- 13) Prof K. Venkataramani suggested that IQAC takes initiative to organise a workshop on Programme outcomes, Course Outcomes and Bloom's Taxonomy to enable Course-coordinators and faculty members to define the programme outcomes. It was decided that Dr. Koel Roychoudhury would invite Dr. Vikram Patil, Principal SIESGST for addressing the faculty members.
- 14) The Principal informed the meeting that the results for the final year classes for the academic year 2017-18 were satisfactory and consistent with the previous years.
- 15) Dr. Koel Roy Choudhury informed the meeting that Institutional social responsibility (ISR) cell will be inaugurated in the College. Ms Nisha Telang was appointed the convenor. Ms Meeti Gala suggested that College identify NGOs with whom College could collaborate on ISR activities.
- 16) For skill enhancement among students, every department would organize workshops/seminars with professionals from the industry. Ms Ananya Gon and Mithun Pillai were given the responsibility of coordinating these activities with course coordinators.
- 17) Ms Bhumika More informed the meeting the tentative schedule for surveillance audit for ISO was planned in first week of October. She said that based on the examination schedule, the final dates would be decided with Lloyds.

The meeting ended with a vote of thanks to the Chair.





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Attendance at the Meeting of the IQAC held on 5th July 2018.

Sr. No	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakker	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Prof. K Venkataramani	Member	
13.	Mr. Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Ms. Meeti Gala	Member	
16.	Mr. Bharat Iyer	Member	




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MINUTES OF THE MEETING

10th October 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. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Mr Mithun Pillai	Member
6. Ms. Ananya Gon	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakkar	Member
11. Mr. Abhishek Dandekar	Member
12. Dr. Vinit Joshi	Member
13. Mr. Muralikrishnan Nambiar	Member
14. Ms Priya Vasudevan	Member
15. Ms. Meeti Gala	Member

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



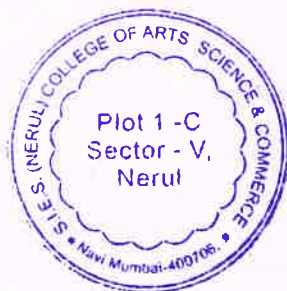
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Sr: Chandrashekarendra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.


The following were the proceedings at the meeting:

October

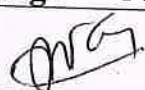
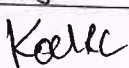
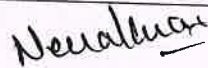

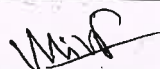
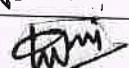


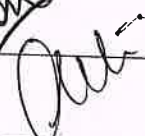
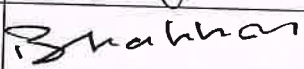

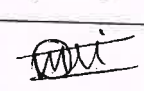
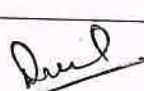
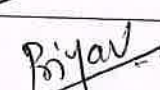
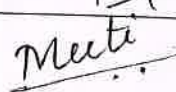
- 1) Leave of absence was granted to Prof. K Venkataramani and Mr Bharat Iyer.
- 2) The activities of Term I were reviewed.
- 3) Dr. Vinit Joshi Joined the IQAC as faculty representative.
- 4) Dr. Milind Vaidya informed the meeting that College has signed an MOU with Technoriya Technologies for providing coaching course for Bank PO and Bank clerk exams and HRP(SAP) skills development programme.
- 5) Further, He informed the meeting that an MOU has been signed with Kotak Education Foundation for ISR activities. Under the agreement, students would volunteers in schools in Govandi and Mankhurd to help children in their education. The initiative would be termed as **Meet. Involve. Transform. Retain (M.I.T.R)**.
- 6) Dr. Koel Roy Choudhury informed the meeting that AQAR 2017-18 was finalized and has been mailed to NAAC.
- 7) Dr Neera Kumar informed the meeting that 6 faculty members have submitted their proposal for Minor research in commerce, management and economics to University of Mumbai.
- 8) Ms Arti Bansode proposed to conduct PNS Worker Training Program for the PNS workers to understand the Basics of English Communication, use of Mobile phones and Computer. Both faculty members and students would conduct one week training program .The members were highly appreciative of the efforts made by Ms Bansode and her team.
- 9) NET /SLET Guidance sessions were organised for faculties of computer science and Information Technology during the month of July along with SIES CTD.
- 10) As part of social initiative of BCOM and BAF department, it was decided that MAQSAD –an exhibition by NGOs would be organised in the second term.

The meeting ended with a vote of thanks to the Chair.





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Sri Chandrasekarendra Saraswathy
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 8th October.

Sr. No	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakker	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Mr Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Ms. Meeti Gala	Member	




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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI**

NOTICE

A meeting of IQAC will be held on 28th November, 2018 at 12.00 p.m. in the Conference Room to discuss the following.

- 1) To discuss the proposed activities planned during the even semester.
- 2) To discuss the schedule for internal academic audit.
- 3) Any other matter with the permission of the chair.



**Dr. Milind Vaidya
Chairperson-IQAC**



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MINUTES OF THE MEETING

1st December, 2018

A meeting of the IQAC members was duly convened on 28th Nov 2018 at 12:30 am in the conference Room.

The members present were:

- | | |
|--------------------------------|-------------|
| 1. Dr. Milind Vaidya | Chairperson |
| 2. Dr. Koel Roy Choudhury | Convenor |
| 3. Dr Neera Kumar | Member |
| 4. Ms Bhumika More | Member |
| 5. Mr Mithun Pillai | Member |
| 6. Ms. Ananya Gon | Member |
| 7. Ms Trupti Wani | Member |
| 8. Dr. Priyanka Mohan | Member |
| 9. Ms. Arti Bansode | Member |
| 10. Ms. Babita Kakkar | Member |
| 11. Mr. Abhishek Dandekar | Member |
| 12. Dr. Vinit Joshi | Member |
| 13 Prof. K.Venkataramani | Member |
| 14. Mr. Muralikrishnan Nambiar | Member |
| 15. Ms Priya Vasudevan | Member |
| 16. Ms. Meeti Gala | Member |
| 17. Mr. Bharat Iyer | Member |

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



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The following matters were discussed at the meeting:

- 1) Ms Ananya Gon updated the meeting that the theme of the International Conference will be Impression 2019. Neoteric Trends in Commerce, management and Extension. The date of the conference was finalized on 9th February 2019. She informed the meeting that the organizers were in talks with publisher to publish the accepted articles in UGC recognised journal.
- 2) Dr. Koel Roy Choudhury also informed the meeting that MSC.EVS in collaboration with Paryavaran Dakshata Mandal and Association of Teachers in Biological science was organizing 13th National Conference on World Wetland Day 2019 on 2nd February. Dr. Neera Kumar said that students should be motivated to present research papers during the conference.
- 3) Dr Vinit Joshi informed the meeting that the B.COM department along with IQAC are planning to organise a session on Soft Skills Training and Kinesis for selected teaching and non-teaching staff. The facilitator for the same was Ms Ashwini Chube, Motivational Speaker, Trainer and Founder of Unicorn Insight .The event was scheduled in the month of February.
- 4) Ms. Meeti Gala said that SIESNAA would be organizing TATVA –a competition based on professional ethics in March 2019.
- 5) Dr. Vinit Joshi said that Disaster Management Program of NSS Unit in collaboration with IQAC and NGO YUVA would be organising Road Safety Awareness seminar on 25th February. The students would be addressed by senior Police Inspectors regarding road safety.
- 6) Prof K. Venkataramani asked the IQAC members to conduct feedback on syllabus from different stakeholders like students, alumni, faculties and parents. This feedback should be prepared to understand the stakeholder's perception regarding the syllabus and its relevance to life after College. Ms Babita Kakkar informed him that the online questionnaire was being prepared in consultation with the Principal and it would be forwarded to all stakeholders. Prof Venkataramani wanted the feedback to be analysed and presented before the CDC and the next IQAC meet.
- 7) Dr. Koel Roy Choudhury informed the meeting that a questionnaire was also being prepared for conducting the student satisfaction survey among the current students. This was required under the New AQAR format for academic year 2018-19.

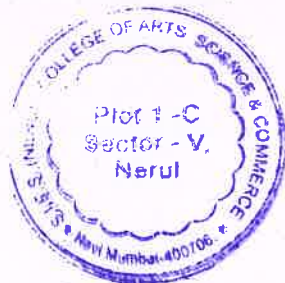



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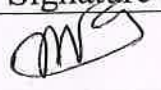

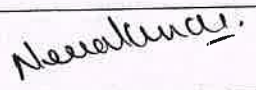



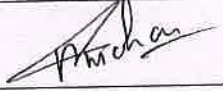
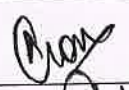
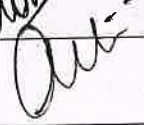
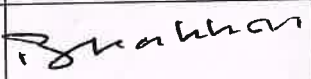




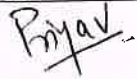


- 8) To provide international exposure for research and collaboration, IQAC was planning to invite an international speaker Dr Peter Cunningham from Nelson Mandela University, South Africa . He would address the faculty members on the topic Internationalisation of Higher Education. The programme was tentatively scheduled to be conducted in first week of March.
- 9) Ms Ananya Gon informed the meeting that as part of social initiative of the college, all departmental fest will conduct activities with NMMC school children, members of ADHATA trust and NGOs.
- 10) Dr Milind Vaidya said that in order to encourage faculty members to make video lectures, the College will create a media centre. Mr Muralikrishnan Nambiar was asked to identify space which could be converted into Media centre.
- 11) Mr Abhishek Dandekar proposed that due to wear and tear of tube lights, they had to be replaced frequently. Therefore, instead of using regular tube lights, more of environmentally friendly LED lights should be installed in classrooms.
- 12) Dr Neera Kumar proposed that College would conduct Inter-COLLEGIATE Research Competition for Students. This would help our College and give exposure to our students to participate in AVISHKAR-Intercollegiate Research Competition organised by University of Mumbai.
- 13) Dr. Koel Roy Choudhury informed the meeting that internal academic audit will be conducted in the month of February. It was decided that the audit would be based on NAAC guidelines as well as Academic Report of the College. The audits were planned in the month of February 2019. The detailed audit schedule will be prepared for the purpose of audit.
- 14) Ms Bhumika More, informed the meeting the tentative schedule for surveillance audit for ISO was planned in second week of March. She said that based on the examination schedule, the final dates would be decided with Lloyds.
- 15) IQAC would also conduct a session to discuss the SWOC of every department. Coordinators were also asked to identify the SWOC of the College. Based on the feedback from faculty members, the IQAC members finalized the SWOC of the College for the purpose of academic audit.

The meeting ended with a vote of thanks to the Chair.





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Attendance at the Meeting of the IQAC held on 28th November.

Sr. No	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakkar	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Prof. K Venkataramani	Member	
14.	Mr Muralikrishnan Nambiar	Member	
15.	Ms. Priya Vasudevan	Member	
16.	Ms. Meeti Gala	Member	
17.	Mr. Bharat Iyer	Member	




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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
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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. Discussion on NAAC Budget
3. Discussion on Programme Outcome and Course Outcome.
4. Objectives for the academic year 2019-20
5. Any other matter, if raised by any of the members.



Dr. Milind Vaidya
Chairperson-IQAC



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MINUTES OF THE MEETING

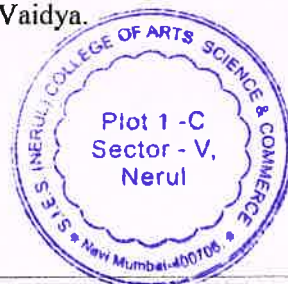
2nd May, 2019


A meeting of the IQAC members was duly convened on 30th April 2019 at 11.00 am in the Conference Room.

The members present were:

1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr. Neera Kumar	Member
4. Ms. Bhumika More	Member
5. Mr. Mithun Pillai	Member
6. Ms. Ananya Gon	Member
7. Ms. Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakkar	Member
11. Mr. Abhishek Dandekar	Member
12. Dr. Vinit Joshi	Member
13. Prof. K.Venkataramani	Member
14. Mr. Muralikrishnan Nambiar	Member
15. Ms Priya Vasudevan	Member
16. Ms. Meeti Gala	Member
17. Mr. Bharat Iyer	Member

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




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The following were the proceedings at the meeting:

- 1) Dr. Milind Vaidya started by announcing that 6 faculty members have been awarded minor research grant from the University of Mumbai. The faculty members were congratulated for their achievements.
- 2) Dr. Vaidya informed the members that Ms Surekha Kohle, faculty member from computer science department has obtained her Ph.D from Nagpur University. The members congratulated her for her efforts.
- 3) Ms Ananya Gon was happy to inform that Mr Bharath Iyer received the best leader award under. The Kotak Education Foundation organized Volunteers Appreciation meet. The members congratulated him and noted his efforts.
- 4) Dr Koel Roy Choudhury informed the meeting that for the first time, the College was creating an ISR magazine called MITR. The magazine will highlight the social and community based activities conducted by committees and departments.
- 5) Mr Mithun Pillai also said that IPR workshop was conducted for TYBMM and post graduate students. Tattva based on professional ethics was conducted by SIESNAA and IQAC.
- 6) Ms Trupti Wani informed the meeting that Workshop on E- Content Development for Effective Teaching was conducted on 2nd April for faculty members. The objective was to orient teachers about online lecture creation.
- 7) Dr Koel Roy Choudhury proposed a budget of Rs 75,000 for conducting NAAC activities for academic year 2019-20. She further proposed Rs 2, 00,000 lakhs for conduct of academic, administrative gender and environment audit.
- 8) Dr Koel RoyChoudhury informed the members that each coordinator along with their faculty members have been asked to define the programme outcome, program specific outcome and course outcome for their respective departments. They will be discussed



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along with the Principal and IQAC Convenor. Prof. Venkataramani said that once the PO and CO were ready, they should be shown to faculty members from sister Institutes.

- 9) Following objectives were decided for the academic year.
- a) To organise TATTVA as an intercollegiate event.
 - b) To apply for NIRF
 - c) To conduct external academic, administrative, gender and IT audit.
 - d) To conduct energy and environment audit
 - e) To set up Incubation cell in the College
 - f) To introduce certificate course in foreign language and IT.
 - g) To conduct more skill enhancement activities in the college.
 - h) To create a committee to propagate Human Values among students.

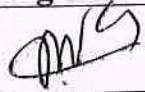
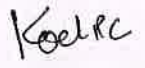
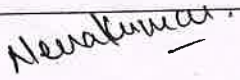


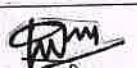
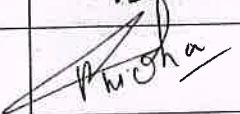
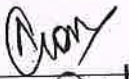

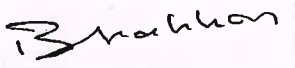

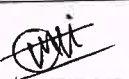
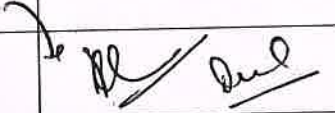
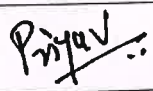


The meeting ended with a vote of thanks to the Chair.

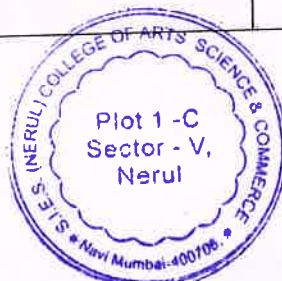



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Attendance at the Meeting of the IQAC held on 2nd May, 2019

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakker	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Prof. K Venkataramani	Member	
14.	Mr Muralikrishnan Nambiar	Member	
15.	Ms. Priya Vasudevan	Member	
16.	Ms. Meeti Gala	Member	
17.	Mr. Bharat Iyer	Member	

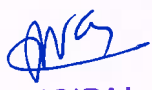



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Action Taken Report 2018-2019

- 1) The admission process was carried out as per the University of Mumbai guidelines.
- 2) Orientation program was conducted for the first year students.
- 3) Following short term courses were introduced.
 - a) Spanish Language
 - b) Human resource professional
 - c) Capital Market
 - d) Android
 - e) Goods and Service Tax
 - f) Ethical Hacking
 - g) Bank PO/Bank clerical examination
- 4) The College signed an MOU with Prime IT for various certificate courses
- 5) IQAC and department of BMS, BBI and BFM organized a One-day International Conference on Neoteric Trends in Commerce, Management and Extension – IMPRESSION 2019 on 9th February 2019.
- 6) The department of BSC.IT and BSC.CS organized National Conference 'EMISHA 'Emerging trends in Computer science and Information Technology on 9th March.
- 7) The Department of Environmental Science organized 13th National Conference on World Wetland Day 2019 in collaboration with Paryavaran Dakshata Mandal and Association of Teachers in Biological Sciences on 2nd February.
- 8) 6 faculty members were awarded Minor research project under University of Mumbai.
- 9) IQAC organized a workshop on Best practices adopted by Degree Colleges for Quality enhancement. IQAC cell coordinators of different colleges from Navi Mumbai and Mumbai participated in the symposium.
- 10) Syllabus revision workshop organized by IQAC and B.COM department with Board of Studies, University of Mumbai in the subject of Computer Applications, MHRM, Export marketing and IAPM.
- 11) Workshop conducted on Programme outcomes, programme specific outcomes and Course outcomes and Bloom's Taxonomy. Dr Vikram Patil, Principal SIESGST was the resource person for the session.
- 12) Institutional Social responsibility (ISR) cell constituted in the College.




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- 13) Various skill enhancement programs organized for students on topics like TIPs for Interview preparation, career guidance seminar.
- 14) Memorandum of Understanding (MOU) signed with Kotak Education Foundation for social Internship for students.
- 15) AQAR 2017-18 submitted to NAAC.
- 16) One week training program was conducted for PNS workers on topics like Basics of English Communication, use of mobile phones and computer.
- 17) Sessions organized for NET/SLET examinations for IT/CS teachers.
- 18) MAQSAD, a social initiative by B.COM and BAF organized with the help of NGOs.
- 19) SPANDAN-workshop for non teaching staff for stress management.
- 20) A session on Soft Skills Training and Kinesis conducted by the B.Com department in association with IQAC for selected teaching and non-teaching staff.
- 21) Workshop TATTVA organized on the Professional Ethics and Case Study Presentation by SIESNAA.
- 22) Seminar on Road Safety Awareness was conducted by the Disaster Management Program of NSS Unit in collaboration with IQAC and NGO YUVA.
- 23) Training program was organized by students and faculty of MSC.IT/CS for PNS workers.
- 24) Feedback taken from stakeholders like Alumni, students, employers and parents regarding the syllabus and analyzed.
- 25) MITR-first ISR magazine of College released.
- 26) IQAC organised an interactive session on an International Perspectives on faculty Exchange Program by international faculty Dr. Peter Cunningham from Nelson Mandela University, South Africa.
- 27) Workshop on Intellectual Property Rights (IPR) organized for students of TYBMM, M.Sc (IT), M.Sc (CS), M.Sc (Environmental Science) .
- 28) Research and Entrepreneur Committee of SIESASC under the aegis of IQAC organised an Intercollegiate Student Research Conference based on two themes.
SLIDE GEEKS: Innovations in Business, Management, Technology and Environment
KHOJ: Start up Ideas/Business plan
- 29) Workshop organized on E- Content Development for Effective Teaching.
- 30) ISO 9001-2015 surveillance audit was conducted.



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- 31) Student satisfaction survey conducted for academic year 2018-19 and analyzed.
- 32) Internal Academic Audit conducted.
- 33) Session conducted on the SWOC of the programs and the College.
- 34) Establishment of Media Centre in the College Media Laboratory
- 35) Regular lights were replaced by LED lights in the classrooms.

Mach
Principal

Koel RC
IQAC Convenor



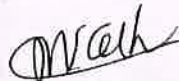
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Nerul, Navli Mumbai - 400 706.

**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI**

NOTICE

A meeting of IQAC will be held on 6th July 2019 at 12.00 noon in the Conference Room to discuss the following.

- 1) To induct new members to the IQAC.
- 2) To discuss the Submission of AQAR 2018-19 in New Format.
- 3) To discuss changes in examination system.
- 4) To discuss the Submission of Academic and administrative audit report.
- 5) To discuss the activities planned for academic year 2019-2020.
- 6) Any other matter with the permission of the chair.



**Dr. Milind Vaidya
Chairperson IQAC**



PRINCIPAL

**SIES (NERUL) COLLEGE OF
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Sri Chandrasekarendra Saraswathi
Vidyapuram, Plot No. 1-C, Sector-V,
Nerul, Navi Mumbai - 400 706.

MINUTES OF THE MEETING

15th July 2019

A meeting of the IQAC members was duly convened on 6th July 2019 at 12.00 p.m. in the Conference Room.

The members present were:

1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Bhumika More	Member
5. Ms Ananya Gon	Member
6. Mr Mithun Pillai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Mr Abhishek Dandekar	Member
12. Dr. Vinit Joshi	Member
13. Mr Muralikrishnan Nambiar	Member
14. Ms Priya Vasudevan	Member
15. Prof .K.Venkataramani	Member
16. Ms Sucheta Rege	Member
17. Mr Bharat Panchal	Member
18. Mr. Deepak Shinde	Member
19. Mr Aditya Subramaniam	Member
20. Mr. Bharat Iyer	Member

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

The following were the proceedings at the meeting:

- 1) Dr. Milind Vaidya welcomed the members to the new academic year.
- 2) Dr. Milind Vaidya introduced the new members. Mr Bharat Panchal as industrialist, Ms Sucheta Rege representative of NGO, Kotak Education Foundation and Mr Shinde as parent's representative. Dr Milind Vaidya addressed the gathering and gave a brief about the various aspects on which the NAAC (National Assessment and Accreditation Council) will assesses the Institutions and the parameters on which the scores are framed by them. He further explained all parameters, including; curriculum, evaluation research, social contributions, support to students, leadership and management & values and best practices.
- 3) Dr. Koel as the convener of IQAC Cell explained all the facets of the important functions of IQAC like:
 - a. **Curricular Aspects** - including all Ad-On courses, feedback from all stakeholders, IQAR Reports.





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- b. **Teaching, Learning and Evaluation** - includes evaluating the use of ICT, student participation and practical learning, changes in the 1st and 2nd-year examination process.
- c. **Research and Innovation** - research in the last year included 2 national and 1 international conferences and innovation included the formation of Incubation Cell and IPR awareness workshops.
- d. **Extension** - includes NSS, DLLE, ISR
- e. **Learning Resources** - including library resources and labs. Mr. Panchal asked a question regarding access to e-books and suggested that the college could subscribe to a service like E-Gurukul. Mr. Subramanian said that the college has access to many e-journals already and therefore it is not a question of resources but a question of the reading culture. It was suggested that the college should ensure that students are aware of all resources available in the college and that the college should take measures to develop the culture of reading rather than adding more resources.
- f. **Governance, Leadership, Management - Values and Human Values** - creating a distinctive identity for the college Mr. Subramanian also suggested capitalizing on available resources and the reputation of the college. Suggestions for further involvement of external stakeholders and representatives were also made. Dr Koel also introduced the topics for discussion and members of IQAC Cell responsible for the respective areas informed the committee of the activities undertaken by college and also future plans and proposed activities.
- 4) Dr. Koel RoyChoudhury said that NAAC has created a new format for filling the AQAR Report 2018-2019. The College has to register on the online portal of NAAC and then fill the AQAR and the deadline for the same was 31st December 2019. Dr. Neera Kumar and Mr. Mithun Pillai was given the responsibility of finalizing AQAR for 2018-2019. The criteria head were asked to study the questions related to AQAR and submit the information by 1st week of September so as to start with the work of uploading of AQAR would begin.
- 5) Ms. Babita Kakker informed in the meeting that from academic year 2019-2020 onwards, the University was giving the responsibility of conduct of first year and second year examinations to the colleges. Mr Bharat Panchal pointed out that it is very important that college frames clear guidelines for conduct of examinations. It was decided that examination committee along with IQAC will prepare guidelines for setting of question papers, Xeroxing of question papers and conduct of examinations.
- 6) Mr. Muralikrishnan Nambiar informed the meeting that the College was planning for automation of the examination process. The College was in talks with several institutions and would finalize the vendor after consulting the management. Once the software is finalized, the faculty members and non teaching staff would be given training for the new software.
- 7) Dr. Koel Roy Choudhury informed the meeting that the academic and administrative report for academic year 2015-16 to 2018-19 was ready and it would be submitted to the University of Mumbai.
- 8) Dr. Milind Vaidya discussed third year results declared by the University and informed that wherever there has been a fall in results, the faculty members are asked to conduct remedial lectures in the respective subjects.




[Handwritten Signature]

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- 9) Ms Ananya Gon informed the meeting that this year the Incubation Cell will be inaugurated along with the Entrepreneurial Development Cell. Mr. Muralikrishnan Nambiar said that space has been identified in the media laboratory along with computers for utilizing as Incubation centre. Prof K. Venkataramani requested Ms. Ananya to frame a Incubation policy for the same.
- 10) Ms Trupti Wani was happy to announce that two students from B.Sc.C.S department Mr. Nadeem Shaikh and Mr. Radhamakesh Naidu has created a library APP. Ms. Neelima, Librarian and Ms Sheeja Ravi, faculty member from BSC.CS provided information from the library for creating the APP. The members appreciated the efforts made by the students and the faculty for their efforts.
- 11) Dr. Koel Roy Choudhury was happy to inform that for the first time, the College was given responsibility by the University to be one of the Centre for the 52nd inter-collegiate youth festival selection rounds of University of Mumbai. Students from all over Mumbai and Navi Mumbai would participate for two days elimination rounds.
- 12) Dr. Neera Kumar informed the meeting that college has identified faculty members who were eligible to submit Minor research project to the University of Mumbai. An orientation program would be conducted for the faculty members to enable them to submit research projects in areas of commerce, management and Information technology.
- 13) Dr. Koel Roy Choudhury stated that UGC has published clear guidelines for Anti-plagiarism rules. Hence Dr. Neera Kumar was requested to incorporate the UGC rules in the research policy of the College and submit in the next meeting.
- 14) Dr. Koel Roy Choudhury informed the meeting that College was organizing a seminar on Road safety awareness By Disaster Management unit of NSS along with IQAC and NGO YUVA. It was planned on 30th July 2019. The students from NSS and various departments would participate in the event.
- 15) Ms. Bhumika More and Ms. Ananya Gon were given the responsibility of conducting orientation programme for the newly appointed faculties.
- 16) Mr. Aditya Subramaniam informed in the meeting that since there has been very good response for Tattvahas in earlier years, SIESNAA has decided to make Tattva into an intercollegiate event. He said that invites would be sent to various colleges to participate in the event. It will be scheduled in the month of September.
- 17) Prof K. Venkataramani pointed out that College should apply for NIRF. Mr. Muralikrishnan Nambiar informed that the portal opens in the month of October and the College will apply by filling up the necessary documents.
- 18) Mr. Muralikrishnan Nambiar informed the members that as part of encouraging faculty members to use ICT for teaching purpose, College has acquired 8 smart boards. They will be installed in 8 classrooms and teachers will be given training to use the smart boards




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- 19) Ms Arti Bansode said that in certain computers, there is a need to upgrade the ramp keeping in mind the need of the syllabus of courses like BSC.IT. Dr. Milind Vaidya asked her to identify the computers and give proposal for Ramp up-gradation from 2GB to 6 GB.
- 20) Dr. Koel Roy Choudhury stated that under New NAAC guidelines, the Colleges while submitting their information will have to upload information on the College website. The website has to be updated to incorporate all the information related to the College. Ms. Ananya Gon and Ms Arti Bansode were asked to create a team of teachers and students who would work for the new website designing.
- 21) Ms. Sucheta Rege suggested to the college that keeping in mind that majority of the staff and students in the College are female, the college can conduct sessions on anti-sexual harassment rules at workplace. Dr Neera Kumar informed that IQAC and WDC would be organizing a session on Gender Dynamics and Behaviour for the male teaching and non teaching staff. The program was to explain in details the guidelines of Harassment at workplace and sexual harassment.
- 22) Mr. Bharat Panchal commented that this year being the 150th Birth Anniversary of Mahatma Gandhi, the college should organize to inculcate Gandhian values among the students. It was therefore decided that a committee headed by Dr. Koel Roy Choudhury would be created to organize programmes based on Gandhian Values.
- 23) As part of research initiative, Dr Milind Vaidya informed in the meeting that the college has decided to invite Dr Peter Cunningham from Nelson Mandela University to address students from various colleges. Dr Priyanka Mohan would coordinate with Dr. Peter to finalize the topic and schedule.
- 24) Prof. Venkataramani said it is very important that teachers update their knowledge constantly for effective teaching. The IQAC should organize faculty development programmes in new subjects in IT like Artificial Intelligence and Cloud computing. Hence departments should take initiatives to organize faculty development program.
- 25) Ms. Babita Kakker informed the meeting that in order to increase the employability of students, new certificate courses in foreign language like German and Spanish , Advanced Excel and IT related course on Full stack developer will be introduced during this year.
- 26) Ms. Bhumika More informed the meeting that the ISO audit would be held in September as examination would be held in October.
- 27) The meeting ended with a vote of thanks to the Chair.




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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
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NOTICE

A meeting of IQAC will be held on 19th October, 2019 at 1.30 p.m. in the Conference Room to discuss the following.

- 1) To discuss the external academic /administrative /gender audit.
- 2) To discuss the new Research and Incubation Cell Policy
- 3) To discuss infrastructure development
- 4) To discuss the activities planned for academic year 2019-20.
- 5) Any other matter with the permission of the chair.



**Dr. Milind Vaidya
Chairperson IQAC**




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Members Present-

- 1) Dr Milind Vaidya (Principal)
- 2) Dr Koel Roychoudhury (Vice Principal, IQAC Convener)
- 3) Dr Neera Kumar
- 4) Mr Mithun Pillai
- 5) Ms Bhumika More
- 6) Ms Trupti Wani
- 7) Mr Muralikrishnan Nambiar (Registrar)
- 8) Ms Priya Vasudevan (Office Superintendent)
- 9) Mr Abhishek Dandekar
- 10) Dr Priyanka Mohan
- 11) Ms Arti Bansode
- 12) Ms Ananya Gon
- 13) Ms Babita Kakkar
- 14) Dr Vinit Joshi
- 15) Prof. K.V. Venkataramani (Management Representative)
- 16) Mr Aditya Subramanian (Alumni Representative)
- 17) Mr Shinde (Parent Representative)
- 18) Mr Bharat Panchal (Industrialist)
- 19) Ms Suchitra (NGO Representative)
- 20) Mr Bharath Iyer (Student Representative)




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MEETING MINUTES

Dr Koel Roychoudhury initiated the meeting by welcoming all members present. Dr Koel also introduced the topics for discussion and members of IQAC Cell responsible for the respective areas informed the committee of the activities undertaken by college and also future plans and proposed activities.

1. **AUDIT** – Dr Koel Roychoudhury stated that audits have been conducted regularly. Annual reports have been prepared. Documentation and reports for academic years 2015-2016, 2016-2017, 2017-2018 and 2018-2019 have been prepared and uploaded on college website. These annual reports have also been submitted to NAAC.

The first round of internal audit was conducted in February 2019; the second round of internal audit will be conducted in November 2019.

For external audit, reports will go to principals of other reputed colleges for their inputs, suggestions and recommendations.

Mr Panchal suggested that the reports could be made available for all external representatives of IQAC committee.

2. **RESEARCH CELL** – Dr Neera Kumar read out the Research Policy of the college and IQAC.

The research committee will conduct guidance lectures on research procedures for the faculty's major and minor research projects. For students, the committee will conduct workshops on the research process.

The committee also plans to publish annual research journals.

Mr Panchal suggested that extra benefits be given to students and teachers who file patents for their research.

Mr Abhishek Dandekar informed the gathering that IPR (Intellectual Property Rights) awareness is being taken under the incubation cell.

Mr Panchal offered that he could help the college by inviting some competent Patent Attorneys.

3. **INCUBATION CELL** – Ms. Ananya Gon read out the policy of the college Incubation Cell which includes; skill development programs, mentorship programs, idea validation programs and providing a workplace to students who register with the Cell.

Mr Aditya Subramanian suggested that the college conduct some bench-marking activities by organizing visits to IIT-Bombay Incubation Centre.

Dr Vinit Joshi informed the congregation that the college is planning to associate with the Corporation Bank so that they can inform the students about government schemes like the Chief Minister's Scheme for financial aid.



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4. TEACHERS' QUALITY -

Dr Koel informed the members that the college plans to create a database for all activities curriculum oriented and other-wise so that information about all teachers is available at one place for their appraisal etc. On the bases of data gathered points will be allotted to each teacher.

This is imperative because the data is currently scattered and often a lot of information is getting lost.

Mr Panchal gave two suggestions -

- a. The college should not collect teachers' Adhaar Card Number as per a Supreme Court ruling.
- b. He also urged the college to ensure that there should be a way to measure quality as well as quantity in this new system

A suggestion was made about how the results of students should also be considered as a parameter to judge teachers.

Dr Milind Vaidya agreed with the suggestion and said that the college will also analyse the performance of students when they enter the college and when they exit to get a more comprehensive understanding of teaching performance.

Mr Subramanian raised a point of concern and said that oftentimes while grading and assigning points it so happens that people lose focus on the objective and only concentrate on getting more and more points. There should be a greater focus on education, therefore, the college must decide an ideal mix between quality and quantity and make a policy that can stand the test of time.

Dr Koel pointed out that the analysis is already being done with regards to teaching plans for all teachers but the information is scattered so the college wants to create a single format to collect and store data.

The conclusion drawn from the entire discussion was that although a single format is a good idea, ideal weightage between quality and quantity should be decided on.

6. ENVIRONMENTAL INITIATIVES – Ms Tripti Wani began by listing all initiatives taken by the college conservation club including bio-composting workshops, vertical gardens, energy audit and awareness drives.

Principal Dr Vaidya added that the management has already installed solar panels for college.


Mr Bharath (Student Representative) added that the Institutional Social Responsibility Cell will also start multiple initiatives as a part of their 'Combating Climate Change' drive.

Mr. Muralikrishnan Nambiar also suggested that the college make no-plastic zones in the college.

Mr Subramanian suggested that the college can declare an Earth Hour and college can also use these initiatives as a branding exercise for the college.

7. INFRASTRUCTURE –




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Mr. Nambiar informed the members that there are certain infrastructural needs which are inadequate in the college. The college still needs a counsellor's room and also need separate rooms for committees. He also mentioned that the conference room and AV room is in need of renovation.

Mr. Panchal raised some concerns regarding the college's ICT resources such as the student to computer ratio, adequacy of licenses etc.

Mr Subramanian suggested that certain simple acquisition be made to make the work of teaching and non-teaching staff a little easier like printers and copy machines etc.

8. ADD-ON COURSES – Mr. Mithun Pillai informed the members of many Add-On courses that have been conducted last year including courses on Foreign Languages (Spanish), Human Resources, Digital Marketing, Capital Markets, Ethical Hacking and Android. This year's courses will include German and Japanese, Short Film Making. The Ad-On Committee also plans on introducing skill enhancement courses for C/D Grade students.

Mr. Panchal suggested that the frequency for guest lectures should be increased so that students get an idea of the real working conditions and environment. He also suggested that parents of students should be tapped for taking some of these lectures as they are also stake holders in the college.


9. STUDENT SATISFACTION SURVEY – Dr Koel Roychoudhury informed the members that a mock survey was conducted on the basis of the NAAC Questionnaire and what has come up the most from the responses of students has been a genuine lack of ICT use.

After the discussion on the agenda, a few more suggestions were made by Mr Panchal. He suggested that the college should conduct seminars on the POSH guidelines against harassment for both students and teachers, seminars on positive usage of social media and seminars on Cyber Crimes.

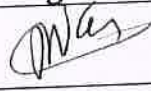
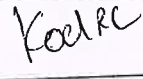
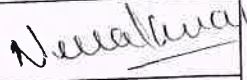
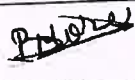
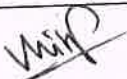
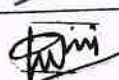
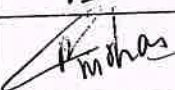
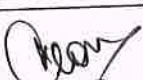
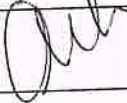
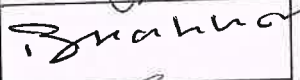



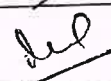
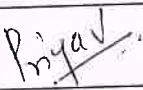

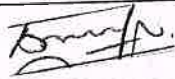
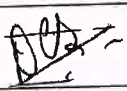
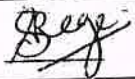

The next meeting has been scheduled for February 2020.

Dr Koel Roychoudhury thanked all members for attending the meeting and meeting was adjourned.




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Attendance at the Meeting of the IQAC held on 19th October 2019.

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms. Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms. Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakker	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Prof. K Venkataramani	Member	
14.	Mr. Muralikrishnan Nambiar	Member	
15.	Ms. Priya Vasudevan	Member	
16.	Mr. Aditya Subramaniam	Member	
17.	Mr. Bharat Panchal	Member	
18.	Mr. Deepak Shinde	Member	
19.	Ms. Sucheta Rege	Member	
20.	Mr. Bharat Iyer	Member	





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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
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NOTICE

A meeting of IQAC will be held on 20th and 24th December 2019 at 11.00 a.m. in the Conference Room to discuss the following.

- 7) To discuss the Time line for IIQA and SSR submission to NAAC
- 8) To discuss the constitution of Committees for compilation of Re-accreditation report.
- 9) To discuss the Quantitative Metrics of each criteria.
- 10) Any other matter with the permission of the chair.



**Dr. Milind Vaidya
Chairperson IQAC**



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MINUTES OF THE MEETING

26th December 2019

A meeting of the IQAC members was duly convened on 20th and 24th December 2019 at 12.00 p.m. in the Conference Room.

The members present were:

1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr. Neera Kumar	Member
4. Ms. Bhumika More	Member
5. Ms. Ananya Gon	Member
6. Mr. Mithun Pillai	Member
7. Ms. Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Mr. Abhishek Dandekar	Member
12. Dr. Vinit Joshi	Member
13. Mr. Muralikrishnan Nambiar	Member
14. Ms. Priya Vasudevan	Member
15. Prof .K.Venkataramani	Member

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

The following were the proceedings at the meeting:

- 1) Following the suggestions of the CDC meet held on 19th October 2019, Time-line for IIQA and SSR submission dates to NAAC were finalized. Prof K. Venkataramani reviewed the progress made by the IQAC for the NAAC reaccreditation process. Dr. Koel RoyChoudhury informed him that IQAC members have collected criteria-wise information from the concerned departments and committees for incorporating them in SSR. As Prof. Venkataramani Sir was having detailed discussion for each Criteria, only members involved with the criteria were present for the discussion.
- 2) Dr. Koel Roychoudhury informed that as the re-accreditation report has to be compiled, the criteria wise members were constituted. Below are the committee and the members.



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NAAC Sub-Committee

Name	Particulars
CRITERIA I – Curricular Aspects	
Ms. Babita H. Kakkar	Convenor
Mr. Abhishek Dandekar	Co- Convenor
Ms. Anu Thomas	Member
Ms. Padmaleela	Member
Ms. Anamika Beniwal	Member
Ms. Priyanka Ankit Gogri	Member
Ms. Nutan Sawant	Member
CRITERIA II – Teaching, Learning & Evaluation	
Dr. Koel Roychoudhury	Convenor
Ms. Sugandha Jha	Co- Convenor
Ms. Meghna Bhatia	Member
Ms. Alpana Pandey	Member
Dr. Vinit Joshi	Member
Ms. Nisha Telang	Member
Mr. Girish Kirtani	Member
Ms. Jahara Sakriwala	Member
Ms. Velammal Rajagopal	Member
Ms Radha Prasad	Member
CRITERIA III – Research, Innovations & Extension	
Name	Particulars
Dr. Neera Kumar	Convenor
Dr. Jyoti G. Koliyar	Co- Convenor
Ms. Rupali Zele	Member
Mr. Chaitanya Songirkar	Member
Ms. Rajeshri Shinkar	Member
Ms. Rajalakshmi A	Member
Ms. Divya Nair	Member
Ms. Shweta More	Member
CRITERIA IV – Infrastructure & Learning Resources	
Ms. Trupti Wani	Convenor
Ms. Arti Bansode	Co- Convenor
Mr. Muralikrishnan Nambiar	Member
Dr. Swati Vitkar	Member
Mr. R. Perumal	Member
Mr. Girish Karnad	Member
Ms. Minal Sarode	Member
Ms. Vrushali Gawali	Member
Ms. Neelima Balachandran	Member
Mr. Vilas Pawar	Member
Mr. Krishnamurthy Nadar	Member



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CRITERIA V – Students Support and Progression	
Ms. Ananya Gon	Convenor
Mr. Mithun Pillai	Co- Convenor
Dr. Priyadarshini Poddar	Member
Ms. Ashwathy Ravindran	Member
Dr. Snehal Patil Birje	Member
Ms. Priya Daniel	Member
Mr. Ashish Shukla	Member
Mr. Dilip Gajmal	Member
CRITERIA VI – Governance, Leadership & Management	
Name	Particulars
Ms. Bhumika More	Convenor
Dr. Priyanka Mohan	Co- Convenor
Dr. Indumathi. B	Member
Ms. Lata Lokhande	Member
Ms. Sneha Pradeep Warriar	Member
Ms. Nisha Baranwal	Member
Ms. Priya Vasudevan	Member
Ms. Trupti Dhanawade	Member
CRITERIA VII – Institutional Values & Best Practices	
Dr. Koel Roychoudhury	Convenor
Ms. Sheeja Ravi	Co- Convenor
Mr. Vishwanath D. Kale	Member
Ms. Kamini Narendra Thakur	Member
Ms. Samruddhi Kotibhaskar	Member
Ms. Nilofar Shaikh	Member
Mr. Aditya Avinash Jinturkar	Member
Ms. Prema Vijayakumar	Member
Ms. Varsha Gawali	Member

3) As per the timeline, first draft of the data for Quantitative Metrics questions was prepared. In all there are 58 questions under Quantitative metrics. Prof. Venkataramani Sir discussed details the report prepared by each Criterion Committee. The criteria 1, 2 and 3 were discussed on 20th Dec and criteria 4, 5 6 and 7 were discussed on 24th December 2019. In this workshop, Venkataramani Sir guided the Committee Member and gave his input for each question, criteria. He highlighted that NAAC has given guidelines in the form of Standard operating system for quantitative metrics. They should be followed during the documentation process.




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The main points discussed criteria wise were

Criteria	Main Points
1	The main point discussed were implementation of CBGS, certificate courses offered by the College, the project work/field work/internship undertaken in the College and the analysis of feedback system.
2	The sanctioned strength of students , list of students for 5 year , students in reserved category, sanctioned strength of teachers , number of teachers with Ph.D and mentoring programme in the College
3.	The list of Major and Minor research grants and major extension activities undertaken in the College. He also discussed the MOU signed by the College.
4.	A detailed discussion took place on infrastructural facilities, the library and the e-resources available . The IT infrastructure , student –Computer ratio was also discussed
5.	The number of students availing of Government scholarship, Free ships, SEAT was discussed. The skill enhancement programs conducted by the College, sports and cultural achievements were discussed.
6.	The E-governance facilities, the list of faculty development programmes organised by the College, the number of faculty members attending Orientation, Refresher and short term courses were discussed.
7.	The various environmental related initiatives were discussed.



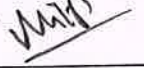

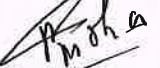
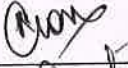
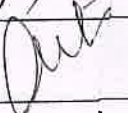
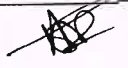



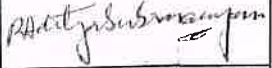
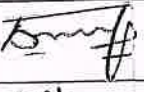
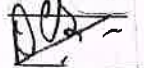


4. The IQAC members were asked to collect the supporting documents along with the answers. Prof Venkataramani asked the members asked to prepare the qualitative metrics answers which would be discussed in the subsequent meeting.

5. During the discussion on IQA, Mr. Muralikrishnan Nambiar said that College would apply for 2F affiliation. In the first step, the College would apply to University of Mumbai for necessary sanction of Post for which the letter would be sent to UGC.





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 Nerul, Navi Mumbai - 400 706.

Attendance at the Meeting of the IQAC held on 20th and 24th December 2019.

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	Koelrc
3.	Dr. Neera Kumar	Member	Neerakumar
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakker	Member	Babita
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Prof. K Venkataramani	Member	
14.	Mr Muralikrishnan Nambiar	Member	
15.	Ms. Priya Vasudevan	Member	Priya
16.	Mr. Aditya Subramaniam	Member	
17.	Mr. Bharat Panchal	Member	
18.	Mr. Deepak Shinde	Member	
19.	Ms. Sucheta Rege	Member	
20.	Mr. Bharat Iyer	Member	




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**SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
NERUL, NAVIMUMBAI**

NOTICE

An online meeting of IQAC will be held on 15th April 2020 at 4.30 pm to discuss the following.

1. To discuss the qualitative metrics of each criteria
2. To conduct mentoring sessions
3. To organise webinars for faculties and students.
4. Any other matter with the permission of the chair.



**Dr. Milind Vaidya
Chairperson IQAC**



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Nerul, Navi Mumbai - 400 706.


MINUTES OF THE MEETING

The members present were:

1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr. Neera Kumar	Member
4. Ms. Bhumika More	Member
5. Ms. Ananya Gon	Member
6. Mr. Mithun Pillai	Member
7. Ms. Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Mr. Abhishek Dandekar	Member
12. Dr. Vinit Joshi	Member
13. Mr. Muralikrishnan Nambiar	Member
14. Ms. Priya Vasudevan	Member

- 1) Dr. Milind Vaidya informed the meeting that due to the lockdown announced by the Government of India from 23rd March onwards, the meeting had to be conducted in online mode. He appreciated the efforts made by IQAC members to continue the work on SSR Compilation.
- 2) Since the agenda of the meeting was related with Qualitative Metrics for SSR the other members were not present.
- 3) Dr. Koel Roy Choudhury discussed the qualitative metrics of each criterion. She suggested that each member should go through the qualitative answers prepared and recommend changes. While finalizing the qualitative answers, due care should be taken to highlight the core values of NAAC and the commitment of the College towards adopting those core values. She said that after the qualitative answers were prepared, they would be mailed to Prof. Venkataramani for his suggestions and recommendations.
- 4) Dr. Priyanka Mohan suggested that as students are feeling anxious about postponement of examinations, it is important that teachers conduct online mentoring sessions to understand their difficulties and reassure them.
- 5) Dr. Koel Roy Choudhury suggested during the meeting that there are several webinars that College could conduct during the lock down period. Hence, it was decided that departments and Committees like SIESNAA, Placement Research cell would organise webinars related to career opportunities, MRP etc.




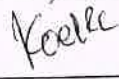
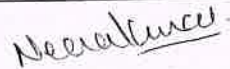


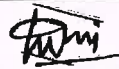
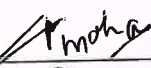
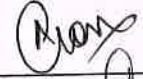

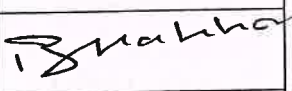

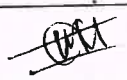

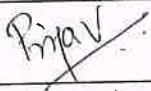

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- 6) Ms. Ananya Gon suggested that IQAC conduct a webinar on online infringements as this is a suitable topic under current circumstances. Ms Anuradha Maheshwari legal consultant would be invited to conduct the webinar.
- 7) Dr Milind Vaidya wanted all information/notices pertaining to the College to be uploaded on the College website. Ms Arti Bansode assured the members that website committee will make sure that all information related to examinations and admission for new academic year as per University notifications would be uploaded on College website.





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Attendance at the Meeting of the IQAC held on 15th April 2020.

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakkar	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Mr Muralikrishnan Nambiar	Member	
14.	Ms. Priya Vasudevan	Member	
15.	Prof. K.V. Venkataramani	Member	Absent
16.	Mr. Aditya Subramaniam	Member	Absent
17.	Mr. Bharat Panchal	Member	Absent
18.	Mr. Deepak Shinde	Member	Absent
19.	Ms. Sucheta Rege	Member	Absent
20.	Mr. Bharat Iyer	Member	Absent




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NERUL, NAVIMUMBAI**

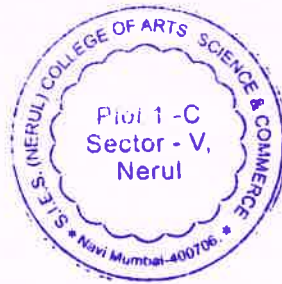
NOTICE

An online meeting of IQAC will be held on 4th September 2020 between 11.00 a.m. to 12.00 noon to discuss the following.

1. To discuss the preparation for IQA and SSR submission
2. To discuss the NAAC budget
3. To discuss the report of academic, administrative, gender, IT, environment audit.
4. To discuss the Student satisfaction report
5. To discuss the SWOC analysis of the College
6. To discuss the objectives of the academic year 2020-21.
7. Any other matter with the permission of the chair.



**Dr. Milind Vaidya
Chairperson IQAC**



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MINUTES OF THE MEETING

4th September 2020

A meeting of the IQAC members was duly convened on 4th September 2020 at 11.00 a.m. through Microsoft Teams.

The members present were:


1. Dr. Milind Vaidya	Chairperson
2. Dr. Koel Roy Choudhury	Convenor
3. Dr Neera Kumar	Member
4. Ms Ananya Gon	Member
5. Ms. Bhumika More	Member
6. Mr Mithun Pillai	Member
7. Ms Trupti Wani	Member
8. Dr. Priyanka Mohan	Member
9. Ms. Arti Bansode	Member
10. Ms. Babita Kakker	Member
11. Mr Abhishek Dandekar	Member
12. Dr. Vinit Joshi	Member
13. Mr Muralikrishnan Nambiar	Member
14. Ms Priya Vasudevan	Member
15. Prof .K.Venkataramani	Member
16. Mr Aditya Subramaniam	Member
17. Mr. Bharat Panchal	Member
18. Mr Deepak Shinde	Member
19. Mr. Bharat Iyer	Member
20. Ms. Sucheta Rege	Member

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

The following were the proceedings at the meeting:

1. Dr. Koel Roy Choudhury appraised the members that College would be ready to upload IIQA by third week of September, 2020. The documents for SSR were collected and they were in the process of scanning the documents.
2. Dr. Milind Vaidya proposed the NAAC budget. As the College had to pay the necessary fees to NAAC at the time of uploading IIQA and SSR, the members approved the Budget.
3. Dr. Vaidya also proposed that College will invite external experts for Mock NAAC audit. Members agreed to the proposal and Prof Venkataramani suggested that when the College is ready with final SSR, the MOCK NAAC should be conducted. It was decided that a budget of Rs 75, 000 should be kept for that purpose.




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4. Dr. Koel RoyChoudhury informed the meeting that College has conducted administrative, academic, gender, IT and environment and energy audit. Based on the report, two recommendations were made by the experts.
 - The College should create departments based on subjects like accountancy, Commerce, IT, Economics etc.
 - College should have tie-up with NMMC or other government bodies for waste management system.
5. Dr. Koel RoyChoudhury informed the meeting that College has conducted Student satisfaction survey for the academic year 2019-20 and analysed it. The members discussed it and suggested that faculty members should be appraised about it.
6. Dr Milind Vaidya shared the SWOC analysis done by the College and invited the members to give their feedback for the same.
7. Dr. Milind Vaidya informed the meeting that during the lockdown period College had conducted a number of online webinars, quizzes, placement information and interaction by alumni. The members appreciated the efforts made by the College in conducting such activities. It was decided that based on Government notification, the College will continue to conduct online activities for the students and faculties.
8. Following objectives were decided for the academic year 2020-2021.

The meeting ended with a vote of thanks to the Chair.

1. Obtaining 2F certification from UGC
2. Preparation for NAAC Peer team Visit
3. Departmental PPT preparation for NAAC Peer Team
4. Session on New Education Policy 2020
5. Training on usage of JUNO Software / Online lecture delivery system
6. Establishment of Academic monitoring committee
7. Creation of discussion forums among students for contemporary issues
8. International conference by B.COM, BMS and BFM
9. Conference by BSC.CS, MSC.IT/CS
10. Symposium on outcome based education
11. International women day celebrations by WDC and BMM
12. Skill enhancement activities in soft skills, C.V writing





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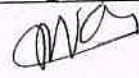
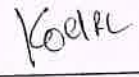
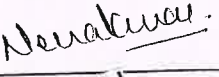
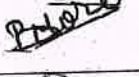
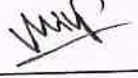
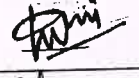
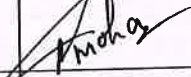
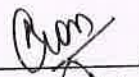

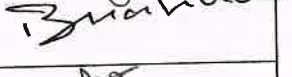


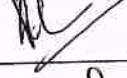

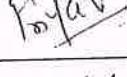

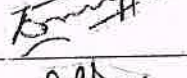
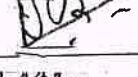

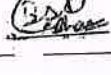
13. Strengthening placement and internship based activities.
14. MOU by MSC.IT/CS department for E-WASTE management system
15. A workshop on Programme outcome and course outcome
16. Interactive session with the Alumni on career opportunities

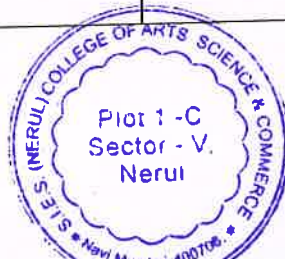
The meeting ended with a vote of thanks to the Chair.





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Attendance at the Meeting of the IQAC held on 4th September 2020.

Sr. No.	Name	Designation	Signature
1.	Dr. Milind Vaidya	Chairperson	
2.	Dr. Koel Roy Choudhury	Convenor	
3.	Dr. Neera Kumar	Member	
4.	Ms Bhumika More	Member	
5.	Mr. Mithun Pillai	Member	
6.	Ms Trupti Wani	Member	
7.	Dr. Priyanka Mohan	Member	
8.	Ms. Ananya Gon	Member	
9.	Ms. Arti Bansode	Member	
10.	Ms. Babita Kakker	Member	
11.	Mr. Abhishek Dandekar	Member	
12.	Dr. Vinit Joshi	Member	
13.	Prof. K Venkataramani	Member	
14.	Mr Muralikrishnan Nambiar	Member	
15.	Ms. Priya Vasudevan	Member	
16.	Mr. Aditya Subramaniam	Member	
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18.	Mr. Deepak Shinde	Member	
19.	Ms. Sucheta Rege	Member	
20.	Mr. Bharat Iyer	Member	





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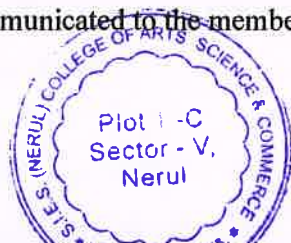
Action Taken Report 2019-2020

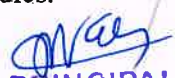
- 1) AQAR of 2018-19 submitted based on new NAAC format.
- 2) New examination rules implemented for first and second year examinations to be conducted by the College from 2019-20.
- 3) New automated software GRADED utilized by College for generation of results.
- 4) Establishment of Incubation Cell with the objective of promoting innovation and specialization among students.
- 5) The College hosted UNIFEST - the 52nd Inter-collegiate Youth Festival Selection round of the University of Mumbai.
- 6) The IQAC cell & Research committee organized a Workshop- On "Minor Research project writing". 12 teachers were awarded MRP by the University of Mumbai.
- 7) Research policy incorporated the anti-plagiarism policy of UGC.
- 8) A seminar on Road Safety Awareness was conducted by the Disaster Management Program of NSS Unit in collaboration with IQAC and NGO YUVA.
- 9) Intercollegiate competition TATTVA organized on 14th September, 2019 with an objective to inculcate Professional Ethics values in the students through case study presentation competition.
- 10) Mentoring programmes conducted for all departments.
- 11) College had applied for NIRF ranking.
- 12) IQAC and Counselling Committee organized sessions on Stress Management.
- 13) 8 smart boards installed in 7 classrooms and 1 in A.V Room.
- 14) RAM up-gradations were made for 59 machines from 2GB to 6GB; 7 machines from 3GB to 7GB; 3 machines from 4GB to 8GB and 2 machines from 1GB to 3GB
- 15) The website was updated by the members of Website Committee and students of MSC IT/CS.
- 16) Faith, Ahimsa, Satyagraha Equality Swarajya (FASES) cell based on Gandhian philosophy inaugurated.
- 17) The Library Committee conducted a session on MOOC's and Swayam for all faculty members.




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- 18) Faculty development program organized on 'cloud computing' for CS/IT teachers.
- 19) B.Com and IQAC of the College organized a three day Yoga event "DHYANOUTSAV" in association Shri Ram Chandra Mission's Heartfulness NGO.
- 20) The Library Committee conducted a session on MOOC's and Swayam for all faculty members.
- 21) Certificate courses introduced in German, Spanish, Advanced EXCEL, HRP, Digital Marketing, Capital Market. An MOU was signed with CodePyx Pvt. Ltd for certificate course for Full Stack Developer.
- 22) Teacher Diary introduced for maintaining performance appraisal of teachers.
- 23) The Bio-Composting Project of organic waste was started with the help of Bio Composting Tumbler donated by My Green Society NGO.
- 24) The college has installed a vertical garden in the college campus.
- 25) The Internal Quality Assessment Cell and B. Com Department in Collaboration with Financial Planning Academy organized One day Symposium on "Impact of Economic Factors and Changing Technologies on Millennial Career".
- 26) The IQAC & Research Committee organized an intercollegiate student's research conference titled ULTIMAS TRENDS.
- 27) An International Standards in Research Writing Programme organized by IQAC & SIES Central Training Department for students.
- 28) Department of M.Sc.I.T/ M.Sc.C.S had organised a 5 day PNS Worker Training on written English, mobile phone usage and how to type letters and browse vernacular sites using computer .
- 29) The IQAC, B.Com, BAF, BMM, MSc(CS) and MSc(IT), in collaboration with Mumbai University conducted a two day workshop on 'Interpreting and Implementing new NAAC guidelines 2019' .
- 30) IQAC and Research Cell presented a session by Dr. Vasumathy Hariharan on the topic 'How to write a Research paper for a Scopus/ UGC Journal'.
- 31) IQAC arranged the conduct of External Academic audit, Administrative Audit IT audit and Gender audit for the College.
- 32) Environment and energy audit conducted for the College.
- 33) Feedback taken from various stakeholders regarding the syllabus. Further, analyzed and communicated to the members of Board of Studies.




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- 34) During the lockdown, Microsoft teams/Zoom /Google meet used for conducting lectures, IQAC meeting, Departmental meetings, webinars and Yoga / Meditation sessions.
- 35) All programs conducted quizzes, debates, expert lectures using online platforms.
- 36) Committee like Students council, SIESNAA, placement cell, DLLE organized competitions, soft skill trainings , motivational talks during lockdown using online platforms
- 37) Due to the lockdown, mentoring sessions conducted on online platform.
- 38) Criteria wise allocation of work to all faculty members for SSR preparation.
- 39) Student Satisfaction Survey conducted for 2019-2020.

Wah
Principal

Koelke
IQAC Convenor



Wah
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