

Namita Education and Welfare Society's  
**SIDDHARTH COLLEGE ( B.M.M., B.M.S & B.Com)**  
Boradpada, Dist.Thane – 421 503

**IQAC MINUTES 2018-19**



## Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)

Date & Time : 12 August 2018 at 11 am  
Venue : Principal's Cabin, Siddharth College, Boradpada

### Members present:

1. Dr.W.K.Acharya, Principal and Chairperson, IQAC
2. Mr.Shrikant Lokhande
3. Mr.Siddharth R.Dawane , IQAC Coordinator
4. Mr.Ganesh Yamagaddy
5. Mr.Sarvesh Bande
6. Ms.Vidya Khanolkar
7. Mr.Bharat Torane
8. Ms.Mamta Jadhav
9. Mr.Vijay Karewad, Student Representative

The meeting commenced at 11 am. The Chairman, Dr Acharya welcomed the gathering.

Mr.Dawane specified on the new regulations issued by the UGC regarding the academic and functional autonomy of colleges. The new IQAC composition is strictly based on the UGC norms. The day's agenda includes aspects that would enable the Institution reach greater heights. Hereafter, the agenda will be distributed earlier for meaningful deliberations and more insights.

The NAAC peer team will be visiting our college during the second week of September. IQAC should address the issues at all levels. Dr.Acharya thanked the faculty for their efforts so far.

Mr.Sarvesh Bande presented the minutes of the IQAC meeting held on 26 March 2018, which was approved by the body. This was followed by the presentation of Action Taken Report by Mr.Siddharth Dawane, Co-ordinator, IQAC.



**Business transacted:**

<b>Matter Discussed</b>	<b>Suggestions</b>	<b>IQAC Recommendations</b>
<b>1. Syllabus Revision</b>	<ul style="list-style-type: none"> <li>The section on Disaster Management Awareness and Ethics &amp; Civic Sense may be included by the English department in Environmental Science paper.</li> <li>Guidelines for the revision of the syllabus should be published in the IQAC site.</li> <li>We should go in for an automated Question Bank system from 2020.</li> </ul>	<ul style="list-style-type: none"> <li>Due importance to be given to disaster management awareness and Ethics &amp; Civic Sense in the curriculum.</li> <li>Guidelines for the revision of the syllabus to be published in the IQAC site.</li> <li>Modules on skilled training to be included as part of the syllabus. A detailed plan has to be drawn up.</li> </ul>
<b>2. Integration of ICT in Teaching and Learning</b>	<ul style="list-style-type: none"> <li>There should be a shift from teacher-centric to student-centric learning.</li> <li>Students be asked to do assignments with the help of slide presentations.</li> <li>Power point presentation is only a minor part of ICT. More innovative methods are to be used.</li> <li>Wi fi should be made accessible to the students. They should be provided with ICT enabled learning.</li> </ul>	<ul style="list-style-type: none"> <li>Students to be encouraged to use laptops in the campus</li> <li>Mr.Vasant Kadam will be in charge of ICT enabled teaching-learning.</li> </ul>
<b>3. Skill Oriented Learning</b>	<ul style="list-style-type: none"> <li>UGC insists on integrating employability development to cater to the demands of the local industries/firms in the curriculum. Departments, especially science departments, should arrange regular training programmes which will provide exposure to various employability skills needed in the respective fields.</li> <li>Experts should be brought to conduct classes.</li> </ul>	<ul style="list-style-type: none"> <li>Training programmes to be arranged by science departments regularly to provide exposure to various employability skills.</li> <li>Students may do internships during vacations.</li> <li>Government funds may be sought for start-up programmes.</li> </ul>
<b>4. Audits</b>	<ul style="list-style-type: none"> <li>There should be uniform criteria for auditing. It has to be standardised, according to the parameters and benchmarks set by the NAAC.</li> </ul>	<ul style="list-style-type: none"> <li>Academic audits to be conducted internally.</li> <li>At the departmental level a committee has to be constituted by the HoD.</li> </ul>




		<ul style="list-style-type: none"> <li>Auditing is to be done according to the parameters and benchmarks set by the NAAC.</li> </ul>
<b>5. Extension/Outreach Programme</b>	<ul style="list-style-type: none"> <li>Departments should collaborate with industries/firms/institutions to organize general awareness classes to educate the public on respective areas..</li> </ul>	<ul style="list-style-type: none"> <li>Proposed action plans of the various departments for the current academic year should be submitted to the principal</li> </ul>
<b>6. Student Support Services</b>	<ul style="list-style-type: none"> <li>The students are to be categorized according to the result analysis. The weaker students should be given support. Remedial teaching is the solution. Peer group learning will also help in this matter</li> <li>Alumni can play a role in providing resources to the students.</li> <li>Emphasized the need to extend help to the weaker students of the college community</li> <li>Mentoring should be done at least once a month. There should be group mentoring too.</li> </ul>	<ul style="list-style-type: none"> <li>The Convener of Students Council should see that the weaker students attend the Remedial Teaching classes.</li> <li>PTA &amp; Alumni should be approached for resources and funds for students' support.</li> <li>Peer group learning is to be encouraged.</li> </ul>
<b>7. Add-on Courses</b>	<ul style="list-style-type: none"> <li>Need to start at least one Add-on programme by a department</li> </ul>	<ul style="list-style-type: none"> <li>Seek concurrence from the Academic Council before the commencement of the programme</li> </ul>
<b>8. Extension-Outreach programmes</b>	<ul style="list-style-type: none"> <li>Effective documentation of all the events in the institution need to be ensured</li> </ul>	

The meeting came to a close with the Principal's vote of thanks.

  
**IQAC CO-ORDINATOR**



  
**PRINCIPAL**  
**Siddharth College**  
 11 Boradpada, Po. Chargaon,  
 Tal. Ambarnath Dist. Thane (M.S.)  
 Pin - 421 503

## Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)

Date & Time : 6 January 2019 at 11 am  
Venue : Principal's Cabin, Siddharth College

### Members present:

1. Dr.W.K.Acharya, Principal and Chairperson, IQAC
2. Mr.Shrikant Lokhande
3. Mr.Siddharth R.Dawane , IQAC Coordinator
4. Mr.Ganesh Yamagaddy
5. Mr.Sarvesh Bande
6. Ms.Vidya Khanolkar
7. Mr.Bharat Torane
8. Ms.Mamta Jadhav
9. Mr.Vijay Karewad, Student Representative

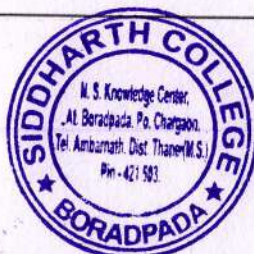
The meeting commenced at 11 am. Dr.Acharya, the Chairman welcomed the gathering.

The Principal extended New Year greetings to the members of the IQAC and stated that meeting is significant as it discusses the issues regarding the lowering of grade in NAAC accreditation. He wished for a meaningful dialogue and fruitful deliberation.

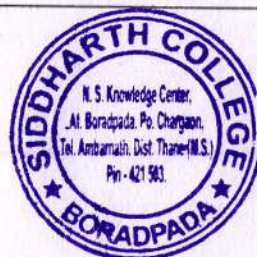
The minutes of the previous meeting held on 14 August 2018 was presented by the IQAC Secretary, Mr.Sarvesh Bande which was approved by the body. This was followed by the presentation of Action Taken Report by Mr.Siddharth Dawane, Co-ordinator, IQAC.

### Business transacted:

Matters D	
06-01-2019 (1)	<b><u>Departmental Audits</u></b> An academic review to be done at the end of each semester, followed by an annual review at the end of the academic year. Academic audit reports should be submitted to the IQAC, and the outcomes discussed <b>Approved</b>
06-01-2019 (2)	<b><u>Review of the IOAC recommendations on 12 August 2018</u></b> <b><u>2018 Suggestions</u></b> An MoU has to be signed with the AI Infotech regarding e-waste disposal for five years .



	<p>The functioning of the placement cell of our institution to be made effective. To invite the Principals of neighbouring institutions to recruit our students. Question Banks should be prepared.</p> <p>Peer group learning to be encouraged among PG students</p> <p>Dr Cynthia Michael suggested that internships should be made part of the S6 syllabus.</p> <p><b>Recommended</b></p>
06-01-2019 (3)	<p><b><u>Extension Activities</u></b></p> <p>As part of extension activities, a village in the Kuderan area has to be adopted, and services extended.</p> <p>A full time person in charge of the activities has to be appointed.</p> <p>Four departments are supposed to take up the initial task of village adoption</p> <p>Dept. of Economics: Socio-Economic survey</p> <p>Dept. of Psychology: Counselling</p> <p>Dept. of Zoology: Health and Hygiene</p> <p>Dept. of Chemistry: Environmental pollution</p> <p>A work plan from each department should be submitted to the Principal.</p> <p><b>Approved</b></p>
06-01-2019 (4)	<p><b><u>Research and Consultancy Services</u></b></p> <p>Ms. Vidhya Khunolkur suggested that there has to be a policy for research, and the management should address issues related to research and consultancy services.</p> <p>She said she is prepared to produce fish seed, if the management supports the venture.</p> <p>The Principal asked Ms. Vidhya to give a detailed proposal.</p> <p><b><u>Noted</u></b></p>
06-01-2019 (5)	<p><b><u>Departmental Activities</u></b></p> <p>Orientation programme to be given to the freshers. Grievances of students are to be addressed.</p> <p>Representatives of students to be convened for a meeting by the Convener of Students Council</p> <p><b>Recommended</b></p>
06-01-2019 (6)	<p><b><u>Feedback</u></b></p> <p>Mr Navnath Kedar will create Google Forms for feedback collection.</p> <p>Feedback forms should be password protected.</p> <p><b>Approved</b></p>




<p>06-01-2019 (7)</p>	<p><b><u>Departmental Activities</u></b></p> <p>The departments may also see to it that: Choose two practices (not common practices) in the department which may be presented as Best Practices</p> <p>Organize activities to sensitize students on social and environmental issues</p> <p>Organize workshops/seminars at the departmental-level to encourage creativity and entrepreneurial talents.</p> <p>Seminars to be conducted within a month.</p> <p>The class teachers should ensure that the students make use of the facilities available in the campus –Library, Media Room etc.</p> <p>More class rooms to be ICT enabled. Smart boards to be made use of.</p> <p><b>Recommended</b></p>
<p>06-01-2019 (8)</p>	<p><b><u>Strengthening Consultancy Services</u></b></p> <p>Ms.Khanolkar suggested that Economics department should engage in research.</p> <p>The policy, “Earn while you learn” can be brought to practise in the commerce department, involving students with tax consultancy services.</p> <p><b>Recommended</b></p>
<p>06-01-2019 (9)</p>	<p><b><u>Review of NAAC assessment</u></b></p> <p>Mr.Yamagaddi suggested that a departmental level review should be done before the review in IQAC. He was of the opinion that we seek the help of experts regarding the scoring system.</p>
<p>06-01-2019 (10)</p>	<p><b><u>Review of NAAC assessment &amp; suggestions for improvement</u></b></p> <p>An analysis of the NAAC Report has been done by a team. More departments should become research departments.</p> <p>Each department should formulate a long-term perspective plan</p> <p>Annual performance appraisal of the teachers should be prepared and uploaded in the website.</p> <p>Mr Shrikant highlighted on the analysis done on the NAAC report.</p> <p>In the existing syllabus, (both UG and PG), Programme outcome, Programme specific outcome and Course outcome are to be mentioned.</p> <p>Environment and Sustainability, Human values and Professional Ethics and Gender aspects.</p>

The meeting came to a close with Mr.Dawne's vote of thanks.


  
IQAC CO-ORDINATOR



  
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Action taken report of the meeting held on 12.8.2018

- All the departments were given the instructions to do the curriculum revision as per the recommendations of IQAC. Instructions were also given to incorporate Programme Outcome, Programme Specific Outcome and Course Outcome in the curriculum.
- To strengthen student support services, IQAC recommended categorizing students based on performance and start programmes like Professors of Future and Remedial Coaching.
- About the extension activities-Social activities related to flood has been carried out. Extension activities still need to be strengthened.

  
**PRINCIPAL**  
**Siddharth College**  
1st Boradpada, Po. Chargaon,  
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Pin - 421 503





## Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)

Date & Time : 22 March 2019 at 11 am  
Venue : Principal's Cabin, Siddharth College

### Members present:

1. Dr.W.K.Acharya, Principal and Chairperson, IQAC
2. Mr.Siddharth R.Dawane , IQAC Coordinator
3. Mr.Ganesh Yamagaddy
4. Ms.Vidya Khanolkar
5. Ms.Mamta Jadhav
6. Mr.Vijay Karewad, Student Representative
7. Mr.Shrikant Lokhande
8. Mr.Sarvesh Bande
9. Mr.Bharat Torane

The meeting commenced at 11.00 am. The Principal welcomed the gathering.

The minutes of the previous meeting held on 6 January 2019 was presented by the IQAC secretary, Mr.Sarvesh Bande which was approved by the body. This was followed by the presentation of Action Taken Report by Mr.Torane Co-ordinator, IQAC.


The discussion began with a review of the work done following the suggestions and recommendations of the previous IQAC meeting. As the Audit reports have not reached the IQAC, the last date has been extended to April 5, 2019, as per the decision taken at the Council Meeting. MoUs are not yet signed.

We have to work harder before submission of the next SSR report.

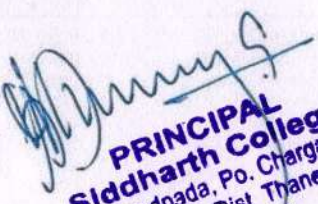


22-03-2019 (1)	<p><b><u>Review of the IQAC recommendations on 6 Jan. 2019</u></b></p> <p>Audit reports from departments have not reached the IQAC..</p> <p>In each department, a committee should be set up to devise academic plans.</p> <p>Orientation programmes for teachers have been done in certain departments.</p> <p>Ms.Mamta, the librarian created Google Forms for feedback collection from students. Hard copies of the feedback forms for parents, alumni and employers are distributed through the departments.</p> <p><b><u>Suggestions</u></b></p> <p>The NAAC work has to be distributed evenly amongst the members of the faculty.</p> <p>Departments should function according to a specific work plan.</p> <p>The students should be sent to the library during free hours.</p> <p>There should be more sports activities for girls.</p> <p>There should be an efficient convener for the Placement Cell.</p> <p>Class mentors should motivate the students to apply for jobs/higher studies.</p> <p>Next year onwards, end-semester exams for the first years will be conducted with question bank.</p> <p>Attendance system to be made perfect by May 15.</p> <p>All declslons taken at meeting are to be communicated correctly and promptly to teachers and students.</p> <p>The first staff meeting for the next academic year may be convened in the first week of June</p>
22-03-2019 (2)	<p><b><u>Syllabus Revision</u></b></p> <p>The revised PG syllabus should integrate internships.</p> <p>The Convener of Examinations said that the revised syllabus with soft copy should reach his office before 30 March.</p>
22-03-2019 (3)	<p><b><u>IIQA-SSR Submission for the next cycle of accreditation</u></b></p> <p>This is kept in abeyance.</p>
22-03-2019 (4)	<p><b><u>Re-inventing Best Practices</u></b></p> <p>Including scholarships that are availed of by the students as a best practice should be considered.</p>
22-03-2019 (5)	<p><b><u>Action Plan for 2019-20 academic year</u></b></p> <p>Departmental Action Plan has to be ready by 5 April.</p>

The meeting came to a close with Mr.Bharat's vote of thanks.


  
IQAC COORDINATOR



  
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**Action Taken Report of the meeting held on 6.1.2019**

- The recommendations of IQAC meeting held on 6.1.2019 was forwarded to the departments.
- The departments are asked to submit their curricular, co-curricular and extra-curricular activities in the format issued by IQAC on or before 15.2.2019. On demand from the departments, the date of submission is extended to 5.4.2019.
- IQAC has organized a career guidance programme for the students.
- Inclusion of internship in the syllabi: The syllabus revision work has not yet been finalized.. The status of other departments has not yet intimated.
- Online feedback system for students introduced. The consolidated report of the feedback is generated by the software. The feedback forms for parents, alumni and employer (hardcopy) are given to the departments.

  
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