

MINUTES OF THE MEETING OF IQAC HELD ON 30th JUNE 2017

The first meeting of IQAC was held on 30th June 2017 in the Principals' cabin. The following issues were discussed and decisions were taken.

1. Utilisation of UGC funds for IQAC: Principal Dr. Kinnarry Thakkar informed the members that the UGC fund allotted for IQAC has to be utilized by September 2017 and the accounts to be submitted by 30th September 2017. The Principal asked IQAC Coordinator Ms. Saraswathy Swaminathan to check the details of expenditure incurred so far and the balance amount available for IQAC activities in 2017-18.

Ms. Saraswathy Swaminathan gave the details of IQAC funds as follows:-

Amount sanctioned for IQAC	:	Rs.3,00,000/-
Amount spent upto 2016-17	:	Rs.1,29,481/-
Balance amount available for 2017-18	:	Rs.1,70,519/-

Principal suggested that the amount be allotted for activities, capital equipments, ITC expenses, Honorarium to be paid and contingencies expenditure.

2. Co-curricular and Extra curricular activities:-

Dr. Nina Roy Choudhury suggested that workshops on Skill Development, Communication Skills, Human Rights etc. can be organized to align with the theme of the year 'Personality Development.'

Dr. Nina Roy Choudhury also suggested that IQAC can collaborate with various committees and departments to organize the various activities which was approved by the Principal.



3. Workshop for Teaching and Non-Teaching Staff:-

Ms. Sangeeta Kore suggested that a workshop for Teaching staff, and workshop on communication skills for Non-Teaching staff can be organized which was accepted by others and approved by Principal.

4. Ms. Anuprita Sardesai and Ms. Prema Suryanarayanan were requested by IQAC Coordinator to list down the capital items and ICI related requirements which can be purchased from the IQAC fund.

5. Ms. Prema Surya Narayanan suggested that since accounts have to be signed by the Auditor, it would be better to complete all activities and purchases by September 20th. It was decided to list down the programmes and purchases at the earliest.

The meeting ended with vote of thanks by Ms. Saraswathy Swaminathan.

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MINUTES OF THE IQAC MEETING HELD ON 16TH NOVEMBER 2017

The IQAC meeting was held on 16th November 2017 in the Principal's cabin. I/C Principal Dr. Nina Roy Choudhury welcomed the members and informed that the accounts of UGC funds and IQAC funds will be submitted in December 2017. She thanked the IQAC members and the office for conducting the various activities and finalizing the accounts.

Ms Sarasathy Swaminathan thanked Ms Anuprita Sardesai and CA Prasanna Tambe for verifying the accounts.

Ms. Saraswathy S. informed about the various examinations in November and the arrangements for the same. Arrangement for CAP was also discussed. She also informed that the dates for declaration of results will be in the 1st week of January 2018.

Dr Reeta Shah briefed the IQAC committee about the preparation for Fantasies 2018 on 22nd and 23rd January 2018.

Dr. Shanti Suresh briefed about DLLE programmes conducted. She also suggested that industrial visits can be organized in February 2018 after internal examination. Self financing co - ordinators also agreed with the suggestion. I/C Principal advised them to initiate the process with the tour operators at the earliest.

Ms. Sangeeta Kore informed about the arrangement for Annual Day programme on 13th January 2018 and sought Principal's permission to use the auditorium for practice during the term and also during the Christmas break.

Ms Jinal Shah and Ms Shailashree briefed about the programmes which are scheduled in the second term.



I/C Principal suggested that the advanced required for the various programmes to be applied well in advance to the management for the smooth conduct of functions. She also requested Ms. Saraswathy Swaminathan to take care of all arrangements for the Prize Distribution function.

I/C Principal Dr. Nina Roy Choudhury requested all the members to ensure discipline during fantasies 2018 and sought co-operation of all members for the success of the various programmes .

Mr. Dipen Maru informed the committee that alumini is willing to associate with college through curricular and co – curricular activities.

The meeting ended with vote of thanks by the BMS Co-ordinator Ms. Jinal Shah.

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MINUTES OF THE IQAC MEETING HELD ON 24TH MARCH 2018

The IQAC meeting was held in the Principal's cabin on 24th March 2018 at 12.00 noon.

IQAC Co-ordinator thanked the Principal and members for their support and co-operation for all the initiatives of IQAC.

I/C Principal Dr. Nina Roy Choudhury suggested that if the theme for the academic year 2018-19 can be finalized in the meeting, then the various activities can be planned accordingly. After discussion the theme was finalized as the 'Year of Capacity Building.'

Ms Anuprita Sardesai informed that students need more reading room facilities especially during the examination season.

Ms. Shailashri Ail expressed her intent to organize Soft Skills Training Programme for students to improve their employability.

Ms Jinal Shah informed that the Model United Nations programme was successfully conducted by students and the BMS students are keen to organize it in the next year also.

Ms. Reema Castelino suggested that the financial market related add on courses will be a value addition for all students of commerce.

Principal informed that short term course on 'GST' will be offered to students of BCom and Self financing courses. The same can be organized in the vacation if students are willing to register. Ms Payal Bhatia agreed to coordinate the programme.

Ms. Saraswathy suggested that Computer Programmes like Excel, Advanced Excel etc. can be organized for Non-Teaching staff and Basic Computer Programme for Class-IV employees.

Self financing Coordinators suggested that more field visits, visits to Financial Institutions will be valuable to students.

The meeting ended with vote of thanks by Dr. Reeta Shah.

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MINUTES OF IQAC MEETING HELD ON 3RD OCTOBER 2017

The Meeting of IQAC was held in the Principals' cabin on 3rd October 2017 at 12.00 noon.

The following were discussed in the meeting.

1. Utilization of UGC Funds: IQAC Coordinator Ms. Saraswathy informed that with the help of various departments and committees, various programmes have been conducted and the IQAC fund has been utilized fully. She thanked the Principal and members for their suggestions and cooperation. The list of activities conducted and the equipments purchased was placed before the committee.
2. I/C Principal Dr. Nina Roy Choudhury informed that the accounts have been submitted to the UGC office in Pune and Ms. Prema and Mr. Sawji would be liasoning with UGC office for any clarification.
3. The committee also discussed about the arrangements for University Examination and Centralized Assessment Programme for final year examinations. It was decided to use Laboratory-4 for assessment and Laboratory-3 for printing of question papers.
4. I/C Principal Dr. Nina Roy Choudhury suggested to the Registrar Ms. Prema S to check functioning of computers and Xerox machines in the laboratory for the smooth conduct of examination and assessment.
5. Student representatives Ms. Pearl & Ms. Natasha thanked the Principal & IQAC for organizing various seminars and workshops for the students. They also expressed the need to have more facilities for co- curricular and extra-curricular activities.
6. I/C Principal Dr. Nina Roy Choudhury stated that Inter Collegiate Festivals Fantasies, Sports day and Annual Prize Distribution and Annual Day will be organized along with Result work for various examinations of First and Second year and CAP for various courses. She requested the members for active participation and cooperation.

The meeting ended with vote of thanks by Dr. Shanti Suresh.

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