

MINUTES OF THE MEETING OF THE IQAC HELD ON THURSDAY, 7TH FEBRUARY, 2019

The meeting of IQAC was held on 7th February, 2019 at 11:30 a.m. in the Conference room of the college near the Library.

The following members were present:

Mrs. Deepa Surve, Vice Principal

Mrs. Gomathi Venkat, Chief Coordinator of SFCs

Mrs. Sneh Choithani, IQAC Coordinator

Dr. Vijayshree Anand, Member

Dr. Muktha Manoj, Member

Mrs. Savita Desai, Member

Dr. Kedar Bhide, Member

Dr. Ritika Khurana, Member

Dr. Ritu Vashisht, Member

Mrs. Vaishali Dawar, Special Invitee

Mrs. Sushama Gije, Administrative staff

Prin. Dr. Parag Ajagaonkar could not attend the meeting due to the ongoing Insight festival and

Mrs. Radhika Wadke could not attend the meeting due to Examination work.

The minutes of the last meeting held on 24th December, 2019 were read and approved.

- The IQAC Coordinator informed the members that the AQAR for the academic year was successfully completed and duly uploaded on the College website as well as sent to the NAAC well in time. She thanked the members for the cooperation in compiling the report and suggesting corrections & improvements in the same.
- The Vice Principal sought an update on the status of creating a Google form that could be used for collecting basic information of the Alumni which would be useful in tracking student progression. It was suggested that the format for the same be created using the registration form used during the Alumni meet held on Sunday, 6th January, 2019. It was also decided to collect data using this format from the last year's graduating batch during the forthcoming convocation ceremony.

- The IQAC Coordinator then requested the Vice Principal to find out if a Green Audit of the New Building of the College was done or not. She suggested that a copy of the Green Audit Report be made available to the IQAC for filing if it has been done. Otherwise, the IQAC may plan to initiate the Green Audit.
- The suggestion of having teachers as Mentors assigned to each class was discussed in the last meeting. The Vice Principal shared a suggestive allocation of teachers to be mentors of various classes based on the highest frequency that any teacher went to that class each week for his/her regular teaching. The role of the class mentor was also outlined and suggestions were invited on the same. The IQAC coordinator suggested that a workshop should be organized to train the teachers in performing their role as Mentors.
- The members went through the Block Grants Proposal prepared by IQAC member Dr. Kedar Bhide. Some changes/ improvements/ corrections were suggested by the members and the need to complete the proposal in a timely manner to get the benefit of UGC block grants was voiced by Mrs. Savita Desai.
- Mrs. Sushama Gije suggested that the non-teaching staff be provided a training for updating service book records of the teaching and non-teaching staff and also the pay fixation procedure under 7th Pay Commission so that the work for entire staff could be completed well in time. All the members agreed to organize a half day training programme by inviting the accounts officer from the office of the Joint Director of Education in the month of March, 2019.
- The Vice Principal then shared a suggestion by the Principal regarding initiating a Performance Improvement Plan for the students for their better academic performance. The members felt that senior teachers/ evaluators/ moderators at the University examinations be invited for guidance lectures to the final year students while the HODs/ senior teachers of various subjects may hold guidance lectures for students appearing for Semester 1,2,3 & 4. Such lectures shall be held after completion of the syllabus in the regular lectures by all teachers.
The IQAC coordinator suggested that the subject wise result analysis be shared by the Examination Committee with the respective HODs so that they may identify the problems faced by the students & focus on improving performance where pertinent dips in the same were observed. HODs along with the teachers in the Department may identify slow learners/ advanced learners and schedule remedial/enhancement lectures for them to improve their performance.
- Then the Vice Principal expressed a concern of having a documentary evidence for implementation of teaching plans. It was suggested that a format be created for recording the same.
- A member suggested organizing workshops for the procedure of Minor/ Major research projects to encourage staff members to undertake these in the coming years.
- A workshop on developing an e-office for the administrative staff was suggested by the IQAC coordinator.

- Under 'any other matter with the permission of the Chair', member Dr. Muktha Manoj sought the status of progress of the CAS promotion of all the teachers who underwent the process in December, 2017. On behalf of the Principal, the Vice Principal informed her that the Principal was personally visiting the University every fortnight and also sending the non-teaching staff to gather the status updates. There were no written statements issued by the university on the issue. Dr. Muktha Manoj then expressed her wish to apply for CAS online if the College authorities allowed so that there was better clarity on the constitution of the Screening-cum- Committee.
- The meeting ended with a vote of thanks to the Chair.