

## **Minutes of the meeting of IQAC held on 18<sup>th</sup> November, 2021.**

### Agenda

1. Discuss the Autonomy survey results
2. Plan of Action for the Second half of A. Y. 2021-22
3. CAS cases
4. Departmental records, PABS format and Log Books

Principal Dr. Parag Ajagaonkar, and IQAC Coordinator Dr. Nirmala Chavan, welcomed the staff members and initiated the meeting. Following members were granted leave of Absence- Dr. Muktha Manoj, Dr. Kedar Bhide, Dr. Vaishali Dawar and Dr. Pooja Singh.

Summary of the points discussed during the meeting are as follow:

1. Dr. Nirmala Chavan informed the members that the Joint Director, Higher Education, Mumbai approved nine cases of CAS placements.
2. Dr. Nirmala Chavan enlisted a few suggestions as part of a plan of action for the Second half of A.Y. 2021-22, for all the NAAC criteria.

#### Criteria I:

Regular mapping of NM syllabi with best institutes of India and abroad and also with syllabi of various professional bodies of India like ICAI, CMA, CS etc.

To conduct survey to obtain feedback from all the stakeholders.

Criteria II: Inclusion of Practical methods of teaching-learning & creating Case Library.

Criteria III: Organizing at least 2 conferences in a year (One International & one National) and collaborating with reputed institutes for conferences.

Criteria IV: Upgrading smart boards to facilitate teaching learning under hybrid mode. To understand the need for new technical infrastructure in view of new programmes.

Criteria V: Devising a mechanism to track student progression from first year to third year and from third year to PG level.

Conducting Alumni Survey on progression (employment & entrepreneurship) was also suggested.

Criteria VI: The need to devise Quality Policy and form academic Quality Circle for continuous improvement was suggested. Formation of academic quality circle at all the levels wherein faculties discuss, deliberate and come up with ideas to increase the performance at all the levels in

all areas was suggested. A mechanism for continuous evaluation to map the improvement in performance was also recommended.

Criteria VII: Apart from the existing two best practices (social outreach & entrepreneurship program) Principal sir, suggested the need for taking initiatives in areas, like product development, securing patents, etc.

3. Dr. Nirmala Chavan recommended that every department must maintain a record of the following:

- i. Teaching plans
- ii. Minute of departmental meetings
- iii. Personal achievements of faculty members
- iv. Time tables
- v. Log Books
- vi. Activity report
- vii. Special programs initiated by the department
- viii. Perspective plans
- ix. PBAS forms

4. Dr. Ajagaonkar presented the Summary of Student Satisfaction Survey conducted in August-September 2021 under autonomy. The summary results were discussed and members were asked for suggestions to make students more competent & employable.

5. Dr. Ajagaonkar, highlighted the need to make internship mandatory for students to help them acquire the practical knowledge required to be more employable. Adding to that Dr. Vijay Satra, suggested the idea of organizing a session for first year students by the senior students (SY/TY students) on 'How to find Internship?'

5. Based on the student feedback survey, Dr. Ajagaonkar suggested the following:

- i. Introducing measures to make teaching-learning process more student centric. Organizing Industrial Visits was suggested by Dr. Nirmala Chavan as one of the promising ways for making the learning process student centric.
- ii. The need to assess the type of skill-set that students are looking forward to acquire through our program and employers are looking for in corporate world.
- iii. The survey results also unveiled that most of the topics chosen by students for new programs were in line with the courses that are already in pipeline.
- iv. The list of topics/disciplines shared by the students indicate the scope for starting various certificate courses.

v. Dr. Ajagaonkar suggested to encourage B.Com. students to participate in training programs and also extend Internship assistance to them. To provide wide number of internship opportunities, the need for strengthening the collaboration with Bombay Industries Association through consultancy by faculties was also recommended.

vii. To add practical element to teaching learning process and help students enhance their cognitive, emotional & social skills and make them solution provider the certificate courses organized by college should have practical component of 15 hours.

viii. With the objective of imparting practical knowledge to students Ms. Sneh Choithani, suggested the idea of assigning real-life/ practical/ problem-based research project to students.

ix. Need for constituting a Career Guidance Cell was also discussed. The Student Welfare Committee was given the responsibility of creating a Career Guidance Cell.

6. A workshop on 'CAS must be organized to orient the staff members about the revised guidelines adopted by the UGC. Dr. Kushpat Jain and Ms. Yogini Ghare, are to be invited as resource persons for the workshop.

The meeting ended with the permission of chair.



Dr. Parag Ajagaonkar

Principal.