

Minutes of first IQAC Meeting for Academic Year 2022-23 held on 5th August 2022.

Venue- Room No 410, 4th Floor

Time: 11:45 P.M to 1:55 P.M

IQAC meeting with criteria heads and developers were conducted on 5th August 2022. The following points were discussed in the meeting.

- 1) Dr. Nirmala Chavan (Vice Principal) welcomed the members.
- 2) It was decided that criteria heads would conduct one meeting per month with their respective criteria developers to share ideas and mentor the members for the plan of action related to the respective criteria.
- 3) It was informed in the meeting to all the staff members that Minor Research Project format had already been prepared by Dr. Shivesh Shukla and would be shared with the staff members soon.
- 4) Dr. Nirmala Chavan informed the staff members about the activities which have been conducted so far were aligned with the different criteria.
- 5) Proposals for certification programs, changes in the structure of Intent from the perspective of incubation center, faculty induction program for newly inducted faculties etc. were to be conducted as early as possible.
- 6) All the staff members were informed about the NAAC accreditation would be scheduled in 2025-26 and hence all were advised to maintain updated records for their departments and different associations.
- 7) Heads of Departments were requested to follow up with the PBAS forms. The forms were also required to be filled in for the staff members on contract as well.
- 8) It was advised in the meeting that the department shall create a manual which would list down activities, academic calendar and working of the department.
- 9) Prof CA Vijay Satra said that he had already created the departmental manual for B.Com (Hons) and that he would share the manual with the other departments for preparing departmental manual.
- 10) Dr. Nirmala Chavan advised all the faculty members to go through NAAC manual and to find out how the relevant activities can be planned from the angle of their own criteria.

- 11) Criteria I Head Dr. Deepa Chitnis briefed about the progress related to criteria I. She informed that the curriculum that had been designed by all departments have received positive response from the students. However, in certain cases where there is some repetition in the syllabus that need to be avoided.
- 12) Dr. Nirmala Chavan suggested that for Academic Bank of Credits, Criteria II and I should collaborate.
- 13) It has been suggested that all departments should share their syllabus with Criteria I head.
- 14) Meanwhile Dr. Parag Ajagaonkar (Principal) shared a news that the college has been selected by Government of India for admitting international students under government scheme on the basis of good rating in NAAC. He also congratulated the staff members for the efforts which they have taken for getting 1st Rank in West Zone for the best college in Open Magazine.
- 15) He suggested that the foot fall in the library should be increased over a period of time.
- 16) Criteria I team suggested that with the increase in the volume of syllabus, the teaching methods also needed to be changed.
- 17) It was also decided to conducted certain bridge courses across the different departments.
- 18) Dr. Parag Ajagaonkar and Dr. Nirmala Chavan suggested that mapping of all the syllabus be done with the premier institutes in India.
- 19) The discussion was also held regarding implementation of curriculum and measurement of the expected outcome of the curriculum on the basis of Examination, Assignments.
- 20) Dr. Parag Ajagaonkar suggested to measure the outcome of the changed syllabus on the basis of Community engagement and skill sets acquired by the students through the feedback of the students on curriculum.
- 21) He also suggested to get connected with the companies in order to inform them about the enrichment in our syllabus which in turn could help in placement.
- 22) For Criteria II- Ms. Geeta informed that the members have been changed. They will soon come out with the log book. It was emphasized that student profile needs to be done once the admissions are completed for the academic year 2022-2023.
- 23) There was a discussion on identification of slow learners as well and it was decided that a process needs to be developed to identify the slow learners besides the existing regular examination and evaluation system that is in practice.

- 24) Dr. Nirmala Chavan advised to create a mapping of the questions in the examination with course objectives and programme objectives.
- 25) For Criteria III- Dr. Mukha Jacob briefed about the research conference which would be conducted in October.
- 26) One of the extension activities which was suggested for the Criteria III was about recycling of the waste.
- 27) For Criteria IV- the team suggested to all the staff members to provide geo tagged photographs along with the reports of the activities.
- 28) It was also decided to submit the master time table to the Vice Principal and Principal within 2-3 weeks from the finalization of time table.
- 29) Dr. Vaishali Dawar, Librarian, informed that Turnitin Plagiarism check software has been given to the faculties and PG students/ She also informed that the integration of SAP and Koha has already been initiated which has a weightage of 5 marks in NAAC.
- 30) Dr. Nirmala Chavan informed the faculty members that in case of any suggestions related to website, they should forward it to Mr. Prashant Jadhav.
- 31) Dr. Parag Ajagaonkar advised all the staff members to encourage the students to visit the library.
- 32) Criteria V- Dr. Jenifer informed that there have been some changes in their criteria developers. She informed that Student Welfare Committee conducted a guidance session for the students in last month. She also informed that scholarships are also financed by the alumina association. She further added that Alumina Association meeting was held by the Alumina Committee.
- 33) Dr. Nirmala Chavan informed that there will be series of guest lectures which will be conducted by the Alumina in the coming months.
- 34) Criteria VI- Dr. Kedar Bhide informed that there have been 4 statements of quality policy which has been submitted and one policy statement needs to be finalized. He also informed that the work related to preparation of the quality document is under progress.
- 35) Dr. Nirmala Chavan informed that the academic audit is required to be conducted soon for which the data for last three years is required.
- 36) Dr. Kedar Bhide suggested to keep one day faculty development programme on Yoga for Healthy Mind or Code of Conduct for University of Mumbai.

- 37) He also suggested that the faculty members who have professional qualifications and need to pay renewal fees for their certification, the college should provide for the reimbursement of professional fees. Dr. Parag Ajagaonkar advised him to send the proposal regarding the same.
- 38) The discussion was also done for raising the funds from non-government bodies.
- 39) It was conveyed to faculty members that every association need to submit audited statements of accounts by 31st March of every financial year.
- 40) Dr. Nirmala Chavan suggested to Criteria VI team to link the quality assurance system with the IQAC policy.
- 41) For Criteria VII- CA Savita Desai informed that they need to conduct a programme related to gender equity. She also suggested to keep the documentation of the linkage of universal values with the syllabus.
- 42) For Green audit, she suggested to first do the plantation in and around the campus and then go forward with the conduct of the audit.

Finally, the meeting ended with the vote of thanks by Dr. Nirmala Chavan.