

MINUTES OF THE MEETING OF THE IQAC HELD ON TUESDAY, 2ND APRIL, 2019

The meeting of IQAC was held on 2nd April, 2019 at 9:00 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

Prin. Dr. Parag Ajagaonkar and Mrs. Radhika Wadke remained absent.

The minutes of the last meeting held on 7th February, 2019 were read and approved.

- The IQAC coordinator informed that Dr. Vijayshree Anand had already created a format for Google forms to be used for collecting feedback from the alumni.
- The Vice Principal informed that feedback was collected from the final year students of 2017-18 at their Convocation function on physical forms.
- Mrs. Gomathi Venkat suggested the use of Google forms from the next academic session. She also suggested that a Gmail account be created for IQAC to implement the use of Google forms for feedback.
- The Vice Principal said that the Management would have to be consulted regarding undertaking a Green Audit of the College building.
- The Vice Principal informed that the suggestion of having class mentors had been implemented from the month of February. Each class has been assigned a teacher-mentor. The need to conduct a workshop for the teacher-mentors was reiterated by the coordinator. The members unanimously decided that a workshop be organized at the beginning of the next academic year.
- The Vice Principal informed that Performance Improvement Plan had been implemented whereby subject wise examination result analysis and failure report was sent to all HODs and they were expected to plan remedial measures in consultation with their department members.

- The format of the proposed log book to be maintained by teachers was discussed. After considering various suggestions, it was felt that log book format would be finalized keeping the NAAC and teachers' API requirements in mind.
- The Vice Principal informed that the administrative staff had suggested that they be trained in maintaining service books of the staff members. She also suggested that one teacher and a few administrative staff members who are members of the recently constituted Pay Fixation Committee be sent for attending a workshop on 7th Pay fixation organized by Mulund College of Commerce on 11th April, 2019.
- The Vice Principal also informed that the proposal for UGC Block Grants had been submitted physically (in hard copy) and online submission could not be completed since the PFMS portal was 'under maintenance'. She assured that online submission would be completed as soon as the portal opens.
- The coordinator shared with the members that a few teachers had used a Google form to obtain basic feedback from students in the class where they were mentors. An analysis of the feedback gave interesting insight into the expectations of the students. It was suggested that such an initiative be made formal and implemented by all mentors.
- The Vice Principal then invited suggestions on kind of short-term/ value added/ skill based courses to be recognized for award of additional credits to students under Autonomy. She shared a few ideas she had jotted down. The members after deliberating on those ideas and adding a few other ideas, felt that only the courses offered by registered bodies and having an examination/evaluation after completion be taken into account.
- The Vice Principal also invited a discussion on criteria for quantification of students' achievements for considering their application for various awards. She shared the criteria that was used in the current academic year. She suggested that a sub-committee of the IQAC members be made for developing an ideal criteria. Dr. Vijayshree Anand said that in her opinion there should be no quantification in this matter. Dr. Kedar Bhide suggested that a single criteria for different awards was not ideal and there should be different parameters for each award. Also, there should be scope for qualitative/ subjective elements and not completely quantified criteria for deciding on the awards. Mrs. Sneha Choithani agreed with these suggestions.
- The coordinator expressed her concern that every year a few activities and their deserving students remain out of consideration for awards since these activities are conducted after the annual prize distribution function. So she suggested all the events of the year be planned well in advance in the academic calendar and that the Annual Prize Distribution Function be held at a later stage every year after which no other extra or co-curricular activity be held/allowed.
- Under 'any other matter', Mrs. Savita Desai suggested that there was a need to revise the norms/policy for attendance benefit given to students representing the College and participating in/ organizing extra and co-curricular, social outreach activities, etc.
- The meeting ended with a vote of thanks to the Chair.