

Minutes of the meeting of IQAC held on 5/12/2016

The review meeting of IQAC for academic year 2016-17 was held on 5/12/2016 at 9:30 a.m.
in the Conference Room of the college.

Members present:

Dr (Mrs) Shobana Vasudevan, Principal

Ms. Kavita Jajoo, Convener

Mr. S. Natarajan

Ms. Manjusha Sawant

Mr. Suryakant Pagare

Ms. Sudarshana Saikia

Mr. S. Patil

Ms. Jyoti Purandhare

Ms. Geeta Pai

Dr. Vinita Pimpale

Ms. Geetanjali Kedia

Granted leave of Absence:

Mr. Deolae

Mr. Sanjay Shete

Mr. Ravi Kadam

Mr. Kisan Pagar

Ms. Shagun Sharma

The agenda of the meeting:

- 1) Confirm the minutes of the last meeting.
- 2) Discuss the implementation of plans submitted by sub- committees.
- 3) Discuss the NAAC peer team visit in February 2017.
- 4) Any other matter with the permission of the chair.

The following points were put forth, discussed and accepted in the meeting:

Agenda 1: Confirm the minutes of the last meeting

Sudarshana Saikia read out the minutes of the meeting held on 01/10/2016 and it was accepted.

Agenda 2: Discuss the implementation of plans submitted by sub- committees.

Student information	Implemented and in operation
Monthly e-newsletter	Second edition of Podar Canvas launched in October 2016.
Wellness Programme	Financial healthcare lecture proposed.
Green gym	Three exercise machines for the college campus getting installed in December 2016
Library National Seminar	Rescheduled in February 2017
“Swaccha Bharat Abhiyaan”- cleaning of Matunga station	Report to be submitted by Mr. Suryakant Pagare on the collaboration with an NGO for beautification of Dadar station on 2/10/2016.
Soft skills training and Masters training software programme	Soft skills training conducted and Masters training to be conducted in December 2016.
Roll of honours	Space for installation identified and boards to be ordered. Approval from Principal received.
Feedback from society	Variable for “Society” identified and feedback mechanism identified.
Parent Teacher Association	Modalities for a PTA feedback and formalization of PTA done. First meeting of academic year 2016-17 conducted and online

	feedback form formalized for taking feedbacks from parents.
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Agenda 3: Discuss the NAAC peer team visit in February 2017.

The following was worked out for the NAAC preparation:

1. NAAC peer team visit dates scheduled on 2/2, 3/2, 4/2/ 2017. Accordingly, mock IQAC drill on 6/1/2017 and 20/1/2017
2. Presentation to be such that the focus is on tangible outcome.
3. Ms. Geetanjali Kedia suggested a 3-5 minute video to showcase the outcomes along with student interviews as testimonials.

Agenda 4: Any other matter with the permission of the chair.

Fire exit boards to be redone, first aid box location to be indicated on each floor plan for easy access.

OMR to insert marks on the first page of the answer sheet for Semester end exams would help in speeding up the process of assessment and declaration of results. A committee of three members to be constituted by Mr. S. Natarajan to kick start the process.

Mr. S.U. Patil informed the members that the college library has now opened membership all.

Two faculty members have applied for promotion under CAS and the University has sent in the names of the subject experts and VC nominee. The JD nominee name is awaited. The internal scrutiny committee have scrutinised the API forms of the faculty members and have suggested changes which have been incorporated by the faculty members.

The Principal asked the IQAC Co-ordinator to check if all minutes of IQAC meetings has been properly put in the minutes book and pages numbered.

The Principal thanked the members present and appealed to the members to work together for the NAAC reaccreditation process.