

## **Minutes of the IQAC meeting held on 08/04/2019**

The meeting of the IQAC was held on 08/04/2019 at 12 noon.

### **Following members were present:**

1. Dr. Asha Menon – Principal & Chairperson
2. Mrs. Meena Khetani – Management Member
3. Dr. S. Kumudhavalli – Director
4. Mr. Venkatramani – Nominee from local society
5. Mrs. Varsha Salian – Nominee from Stakeholder
6. Mrs. Madhuri Vaidya – Sr. Administrative Officer
7. Dr. Manju Prabha – Sr. Administrative Officer
8. Dr. Rekha Randive – Sr. Administrative Officer
9. Mr. Savji Vaghela – Sr. Administrative Officer
10. Mrs. Ketaki Deshpande – Sr. Administrative Officer
11. Mr. Vimal Ashar - Teacher
12. Mr. Gunvant Rachchh – Teacher
13. Mrs. Shobha Bharat – Teacher
14. Mrs. Suchita Bhovar - Teacher
15. Dr. Madhumita Bandyopadhyay – IQAC Co-ordinator
16. Mrs. Vandana Dalvi – Alumni Representative
17. Ms. Khan Shagufta – Student Representative
18. Mrs. Aarti Varma - Teacher
19. Mr. Chirag Sheth – Special Invitee

Mr. Venkatramani, Mrs. Varsha Salian, Dr. Rekha Randive, Mr. Gunvant Raach, Mrs. Suchita Bhovar regretted their inability to attend the meeting.

### **Agenda of Meeting:**

1. To confirm the minutes of meeting held on 18/08/2018.
2. To discuss Academic Audit 2018-19.
3. To discuss modalities to bring in Autonomy.
4. Activities taken up for FDP – 2018 – 19 & 2019 – 20.
5. Digitization of staff records in a step towards less paper office.
6. To discuss about initiatives to be taken for Diamond Jubilee Year.
7. Any other matter with permission of chair.

### **Matters arising out of the minutes:**

#### **Action taken according to Plans put forth in last Minutes:**

**Applying for Quality Audit (NIRF, ISO):** It was informed that the college had applied for NIRF ranking and the results were awaited.

**Academic Audit:** The meeting began with the discussion of the Internal Academic Audit. It was decided that the internal academic audit of 2017-18 and external audit also must be completed by May by the Vice Principals and three IQAC members. The teachers would be given a chance to revise the academic audit of 2017-18 with a deadline of 25<sup>th</sup> April 2019. A new format of the Academic Audit may be prepared.

**MIS:** The college had begun the MIS process in Academic matters as it was important from the point of view of documentation for NAAC purposes. A documentation committee has been formed with SuchitaBhovar, Swati Suchak and Bhadrisha Shah as its members.

**Workshop for teachers on Teaching- Learning Criterion:** Three workshops were organized for the teachers by IQAC. On 18<sup>th</sup> March 2019, there were workshops on Intellectual Property Rights and MOOC with Adv. Suyash Pradhan, Principal of Anand Vishwa Gurukul Law College and by Smt. Savita Chavan, Assistant Professor of our own college as resource persons respectively. There was also a workshop for two days on Educational Technologies by Smt. Sandhya Thakkar, Assistant professor of Computers of SIA College.

**Research Activities:** It was discussed that awareness was required among the teachers about the research funds of the management. There was a proposal to have the room opposite to library as a research centre. However, it was opposed by some members as it was used as a regular classroom. It was proposed that teachers must be motivated to do research. Every department must take some seminar and research activity. Research competition must be held regularly. Research cell must give guidance to others regarding research. It was informed that Staff study circle which was under research cell was regularly arranging lectures on various topics of interest for the staff members.

**Alumni Association:** The registration of the alumni association was in process. The lawyer, Smt. Gargee Patole was employed to carry on this work with a fees of Rs. 10000

**Energy Audit:** It was proposed to have a vertical garden in the college to promote greenery. A MoU would be signed with the school to show that the school terrace was used by the college as a playground. There was a proposal to introduce rain water harvesting.

**Vision and mission** of the college required to be revisited. It was proposed that this required a participatory method and brainstorming. Experienced professionals could be invited for suggestions to frame the vision and mission of the college.

The minutes were unanimously confirmed and passed.

**To discuss the modalities to bring in Autonomy:** It was informed by the management that the college would like to go for autonomy in the year 2020-21. The reasons for this were discussed. It was informed that the college could frame the syllabi according to the level of the students and the needs of the time. The college was under a lot of constraints due to the rules of the university. This could be overcome by autonomy. Looking into the demand, courses could be introduced which were relevant and dynamic. Besides it was a requirement of NAAC and government. It was a way to raise the standard of education

of the college. However, there were concerns expressed regarding the future of the staff members and the standard of teaching- learning process due to autonomy by some of the IQAC members.

**FDP Activities for teachers:** It was informed that a workshop would be organized on Life Skills and on Programme outcome and Course Outcome soon after the college reopened. It was also decided to have an inter-collegiate workshop on Filling the New AQAR format and Principal's workshop in collaboration with the cluster. There was also a proposal to have Workshop on writing Research proposals and Academic Writing skills. The management informed that the college would fund one FDP each term. Regarding the availability of computers for teachers for research and other activities it was informed that computers would be allocated in staff room for each faculty.

**Diamond Jubilee Celebration:** Discussions were held regarding the plans for the Diamond Jubilee celebration. Cyclothon, Walkathon, Lecture by Eminent Personality, International Conference and other programmes by every faculty were to be held.

#### **Other matters**

**Cleanliness:** The management suggested that campus required to be beautified. For this cleanliness was insisted on. It was decided that cleanliness pamphlets were to be distributed to create awareness. CRs and NSS students should be involved. A fine of Rs.500 may be levied on students for littering. There must be cleanliness squads on the ground floor. There was a proposal to convert the area behind the canteen as a dining area for the students, by placing permanent tables. Insinators would be placed in the washrooms for disposal of sanitary napkins.

**IGI Project:** It was informed that the college was involved in the Inter- Generational Interaction Project, wherein more than 400 students interacted with senior citizens and spent quality time with them. The Arts Faculty was appreciated for involving the highest number of students.

**Shama Didi:** The management wanted the students to start the Shama didi Programme where the college students could tutor the school going girls.

**DSR:** The management insisted that students of every faculty must be involved in the DSR projects.

**Dropouts:** The management wanted the college to take up a project to understand the causes of drop outs and ways to control it.

**Biometric Attendance:** The Principal informed that biometric attendance would be soon introduced from the next academic year for the students.

The meeting ended by thanking the chair.