

## **The Minutes of the IQAC Meeting held on Saturday, 8<sup>th</sup> July, 2017**

**A meeting of IQAC was conducted on 8<sup>th</sup> July, 2017** at 10.30 a.m. in the conference room.

The following members were present:

Principal Dr. N.N. Pandey, Chairman of IQAC

Prof. Ms. Emelia Noronha , Coordinator of IQAC

Prof. Madhavi Nighoskar, Vice Principal, Degree

Prof. Subhashini Naikar , Vice Principal , SFC

Prof. Sharada Gaitonde, HOD – Commerce

Dr. Shiva Padme, HOD - Accounts

Dr. Kiran Mane, Exam Convener

Ms. Sheetal Shah, Librarian

Prof. Mahendra Pachadkar, Student Council In-charge

Mr. J.V.Gomes, Registrar

Prof. Kirti Sigtia, Assistant Professor

C.A. Durgesh Kenkare, Assistant Professor

Prof. Aditi Sharma, Assistant Professor

Mr. Atish Mistry, Technical person

The following Business was transacted:

- A brief of the ISO was given and said that the process of degree and self finance courses is about to finish and all the formats are coded.
- Plan of action for the year 2016-17 and 2017-18 was reviewed and discussed.
- It was proposed that the college should form alliances with industries.
- It was proposed that a workshop for NET/SLET aspirants to be conducted again in the month of October,2017
- It was proposed that an Academic/administrative audit to be held in the second week of September, 2017.

- It was proposed that a workshop on advance excel for administrative efficiency be held in the month of October,2017.

The following proposals were put forth:

- Workshops to be conducted by the Alumni Association on motivational topics.
- A committee should be formed for the welfare scheme of the non teaching staff headed by Mr. Gomes comprising of Ms. Vidya, Ms. Ashok and Mr. Vaidkar.
- It was proposed to implement green audit of power supply. It was also proposed to install solar lights and waste management system.
- A research development cell for the students to be formed.
- The practice of the IQAC newsletter to be continued.
- An ICT training programme for administrative staff to be conducted.
- A team building skill workshop for the administrative staff on “Occupational Wellness” to be conducted.
- A two hour session for teachers to be conducted under the E Content development programme.
- The students of Quality Circle to be awarded with certificates.
- Departmental meeting to be conducted on every month end.
- A 360° feedback system for every activity, talk or seminar, also teacher’s feedback to be formulated.
- It was proposed that a library e newsletter to be published twice a year.
- AQAR to be reviewed.
- A meeting of all HOD to be conducted.
- PTA to be formed.
- Raise funds for recreation of support staff.

The Action Plan for the year 2017-18 was as follows :

Sr. No.	Activity
1.	Orientation programme
2.	Linkage / collaboration with Industry
3.	SET / NET/ CA/ Training programmes
4.	Academic Audit (Internal)
5.	Administrative Audit
6.	Administrative efficiency development programme
7.	Workshop / seminar by Alumni Association
8.	Welfare schemes for the Non teaching staff
9.	Green Audit
10.	Waste management
11.	Solar powered lights for the ground
12.	Audit of the power supply and its usage in the college campus
13.	Formation of Research development Cell for students
14.	Activities to be conducted according to the Theme of the year – Wellness : Body , Mind & Spirit
15.	ICT Training programme for Administrative staff
16.	Team Building skills workshop for administrative staff
17.	Recreation - support staff
18.	E content development programme for teachers
19.	Departmental meetings every month end
20.	360 Degree Feedback System – best practice of the institution.
21.	Encouraging Research projects to be undertaken by Faculty
22.	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses
23.	ISO

The meeting ended with Vote of Thanks by the chair.