

## **MINUTES OF THE MEETING**

Minutes of the meeting of the IQAC members held on 29-01-18 at 12:00 noon in the Seminar hall.

Prof. Prashant Chodankar initiated the meeting with his views regarding the Vision of the College.

It was informed that Dr. Isabel Dennis, Assoc. Prof. Prashant Chodankar, Dr. Pravina Kerkar, attended the National Level Conference on 3<sup>rd</sup> Cycle of NAAC, held in Belgaum.

Dr. Isabel Dennis briefed the members regarding the process of 3<sup>rd</sup> Cycle of NAAC. The points discussed are as follows.

- a) Every Criteria will have one indicator and each indicator has marks.
- b) IEQA has to be done through two windows : May-June or November- December.
- c) For more transparency third party data validation and verification (DVV) will be done and Students Satisfaction Survey (SSS) will be done through e-mail for which students' details should be given.
- d) In the 3<sup>rd</sup> Cycle DVV, SSS, Qualitative, Quantitative data will have more weightage than peer team visit.
- e) It was informed that the College will be penalized for any fraudulent data.
- f) As per new rule Yoga centre is essential.
- g) Module for student mentoring is given which is strictly between the teacher and the student only.
- h) All the decisions have to be taken in collaboration with all.
- i) Minutes of the meetings has to be uploaded on the College website. The Principal should have the 'Code of Conduct' booklet.
- j) Certificate courses have to be designed for students.
- k) For giving any awards clear parameters are essential.
- l) Library has to maintain the record on daily basis, of number of readers. Library has to be automated.
- m) Minutes of all the staff meetings to be written by the Head Clerk.
- n) Parents should be called for Open House.
- o) Sports, Cultural activities, Drama, Swachh Bharat etc. to be boosted.
- p) Any activity to be conducted in the College should be relevant and the IQAC Committee should be informed before conducting any activity.
- q) For Swachh Bharat activity under NSS Campus cleaning work is essential.
- r) Feedback from students, parents and alumni has to be taken and the database of alumni has to be generated. It was suggested to conduct meeting with the alumni.
- s) Guidance for competitive exams to be given.

- t) Room for Health Watch with bed, kit etc. is essential.
- u) Field trip and study tour very important along with the report.
- v) For admission purpose one column has to be added in the admission form for Economically Backward Class.
- w) Fully automation of office important. The Principal informed that DHE has out-sourced the work.
- x) Academic Administrative Audit (AAA) is very important and it was informed that the College has not done the same.
- y) Every year AQAR has to be uploaded.
- z) Water harvesting, waste management etc. to be done properly in the College.

It was informed that DHE will give orders for outsourcing the gardener.

It was discussed that a proposal be given for training the non- teaching staff for multi- tasking.

It was suggested that a proposal be given to the DHE for a person on Contract basis for Examination Section.

It was discussed that the Security person has to take care of pumping the water.

The Principal informed that Fire pump inspection was done. Dr. Jivexa Bhattacharjee informed that fire- fighting licence has to be renewed.

Criteria VII was read by Dr. Isabel Dennis.

Dr. Isabel Dennis suggested a proposal be given for conducting a National Level Conference to discuss about NAAC next phase.

It was suggested a program/ talk be conducted for teaching and non-teaching staff.

It was suggested that a committee has to be formed for best practices/ start- ups.



Dr. Isabel Dennis,  
Coordinator, IQAC



Dr. Purnakala V. Samant  
Principal