



21st January, 2019

NOTICE


A meeting of IQAC members will be held on 29th January, 2019 at 10:30 am in the Principal's Cabin. All the committee members are required to attend the meeting.

AGENDA OF THE MEETING:

1. To discuss the status of Academic Audit and Gender Audit.
2. To discuss the national conferences to be organised by the various departments
3. To discuss the various, add on courses to be organised by the various department.
4. To discuss the monthly department publications by the departments
5. To discuss the CAS status and pending cases of the staff.
6. To discuss the timeline should be planned for the submission of the self-study report of the college.


Dr. Chitra Munshi
IQAC Coordinator




Dr. Debajit Sarkar
Principal

Minutes of the IQAC Meeting Held on 29th January, 2019

IQAC committee meeting was held on 29th January, 2019 at 11:00 am in the research room. The following members were present:

- 1) Dr. Debajit N. Sarkar, Principal, IQAC Chairperson
- 2) Mr. Shripad Tamhane, Chief Administrative Officer, Management Representative
- 3) Dr. Lily Bhusan, Principal, KES shroff College, External Expert
- 4) Dr. Jayashree Inbaraj, Principal, Kapila Khandwala College of Education, External Expert
- 5) Mr. Satish Dalvi, Registrar, Senior Administrative officer
- 6) Dr. Chitra Munshi, Head, Department of Psychology, IQAC Co-ordinator
- 7) Mr. Mahesh Sathe, Vice Principal, Head, Department of Accountancy, Member
- 8) Dr. K. Venkateswarlu, Head, Department of Economics, Member
- 9) Dr. Anupama Nerurkar, Head, Department of Commerce, Member
- 10) Dr. Neelam Yadav, Assistant Professor, Department of Mathematics, Statistics and Computers, Member
- 11) Mr. Rahul Dandekar, Assistant Professor, Department of Economics, Member
- 12) Ms. Vaishali Pandya, Co-ordinator BAF, Member
- 13) Ms Divya Kanchan, Co-ordinator BFM, Member
- 14) Ms. Oindrila Seal, Student Representative

Leave of absence was granted to

- 1) Dr. M. Z. Farooqui, Former Principal, Rizvi College
- 2) Mrs Rupal Kore, Office Superintendent, Senior Administrative officer
- 3) Mrs. Pooja Yadav, Assistant Professor, Department of History, Member
- 4) Ms. Prachi Jani, Student Representative,
- 5) Mr. Firoz Yusuf Khan, Alumni

The Principal welcomed the committee members. The minutes and action taken report of the previous meeting held on March 20, 2018 were read and accepted.

Item 1: Dr. Sarkar informed the committee that the process of Academic Audit has been initiated along with the Gender Audit and Library Audit and all three audits will be completed before the end of this academic year. Dr. Lily Bhusan suggested that Dr. Mali of N.M. University may be invited to conduct the audit.

Item 2: It was discussed and decided upon that at least one national conference may be organised by the aided section of Degree College. The papers of the conference may be published in a special issue of a UGC listed journal. To maintain quality and value, it was advised that a plagiarism test be conducted and for the same a software may be purchased by the college.

Item 3: Dr. Sarkar informed the committee that various add on courses such as Listening Skills by Department of Psychology, other courses by CASI and FPA have been initiated. Beside these Digital Forum has been introduced to persuade students to complete various online courses offered by various universities in US, Europe etc. It was suggested by Dr. Bhusan that a course on Life Skills for the staff and students be offered. Another course on Learning Banking by Ursa Minor could also be offered.



Item 4: The monthly department publications on the college website were reviewed and appreciated. It was further confirmed that the periodicals would continue to follow. The college research publication "Search Light" has been revived and one issue was released which was also well-acclaimed by the Committee.

Item 5: It was informed by Dr. Sarkar that a workshop on new methodologies and preparation of SSR for assessment and accreditation would be organized in February 2019 in association with I-CARE.

Item 6: With regard to training courses, paper presentations and publications by the teaching staff it was reported that two paper presentations have been made so far by Dr. K. Venkateswarlu and Dr. Samya Shinde. Seven publications by Dr. Anupama Nerurkar, Dr. Gordhan Devnani, Dr. Seema Ukidve, Mrs. Laila Patel, Dr. Neelam Yadav, Mr. Ram Yadav and Mrs. Neha Dalal are yet to be released. Dr. Preeti Vaswani, Dr. Neelam Yadav and Mr. Rahul Dandekar have attended refresher courses in English, Mathematics and Economics respectively.

Item 7: It was also reported that the Career Advancement Scheme(CAS) has been conducted for CA Hrishikesh Wandrekar and Dr. Samya Shinde from stage II to stage III and for Dr. Gordhan Devnani and Dr. Preeti Vaswani from stage I to stage II. Applications for CAS have been received from Dr. Devnani from stage II to stage III, and from Dr. Neelam Yadav from stage I to stage II. The CAS process for Mrs. Laila Patel is pending with the University.

Item 8: It was further reported that the staff is working towards applying for the Best College Award surveyed, evaluated and published by India Today.

Item 9: With regard to the Vision and Mission statement of the college it was decided that the same be revisited. A quality statement and quality policy may also be framed and followed.

Item 10: It was also discussed that a timeline should be planned for the submission of the self-study report of the college.

Item 11: Further it was planned and finalised that a Research Innovation Centre has been established under the expertise of Dr. M. Z. Farooqui to motivate teachers for research activities.

Item 12: The following points were also discussed and decided:

- a. Dr. Sarkar informed the committee about confirmation of appointments of staff in unaided section of (i) Ms. Vaishali Pandya, (ii) Mr. Mehul Barai and (iii) Mr. Raju Gole received from the University, Confirmation of Ms. Kavita Makhija is pending.
- b. Dr. Sarkar informed the committee that the Department of Psychology is organizing a research paper presentation competition for undergraduate students. Further, it was discussed that other departments may also organize similar research paper presentation competition for the students.
- c. Dr. Sarkar also informed the committee about the training programme (TALLY) organised by college for non-teaching staff.
- d. Need assessment programme should be done for staff and students.

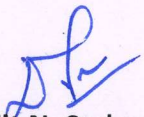


- e. Ms. Oindrila Seal, Student Representative suggested that a one-day industrial visit be organized by the department of Economics and it was approved by the Committee.
- f. Dr. Inbaraj suggested that training for Ted Talks for students may be organised.
- g. Dr. Bhusan suggested that Internship and Placement Committee should be actively functional so that maximum students are placed.
- h. It was also suggested by Dr. Lily Bhusan to install a T.V. on each floor to display material related to general knowledge, current affairs, notices etc.
- i. Directory of blood donors should be maintained by the college after blood donation camps.
- j. Focus should be on overall quality up gradation.
- k. Dr. Bhusan suggested that for all activities of the college both objectives and outcomes must be outlined.
- l. Alumni should be part of all committees of the college.
- m. Dr. Bhusan suggested that college may start 'Joy of Giving' programme to inculcate empathetic approach among students towards underprivileged sections of the society.


Dr. Chitka Munshi

IQAC Coordinator




Dr. Debajit N. Sarkar

Principal



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ACTION TAKEN REPORT OF 29/01/19

- 1.** Workshop was organised for the Staff on New Career advancement scheme.
- 2.** Workshop was organised NAAC New methodologies.
- 3.** College has applied for Best College Award organised by India Today.
- 4.** Department Publication was submitted by various departments.

*For
Approval*

Dr. Chitra Munshi

IQAC Coordinator

Dr. Debajit Sarkar

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Principal