**Minutes of the IQAC Meeting to discuss Revised Guidelines of AQAR & IQAC
held on Tuesday, 19 May 2020 at 11:00 am in an online way (College Moodle Meeting)**

Attendees :
1. Dr. Sanjay Kharat, Principal & Chairman, IQAC
2. Mr. Parag Shah, Co-ordinator, IQAC
3. Dr. Vinay Kumar, Member, IQAC
4. Ms. Gauri Kopardekar, Member, IQAC
5. Dr. Varsha Bapat, Member, IQAC
6. Dr. Ravindra Kshirsagar, College Exam Officer
7. Dr. Mrinalini Bhadane, Chairperson, Student Satisfaction Survey Committee
8. Dr. Sangeeta Dhamdhere, Chief Librarian
9. Mr. Amol Patil, System Administrator
10. Mr. Prakash Renuse, College Superintendant
11. Mr. Nitin Kakade, Accounts Head

Following issues were discussed
New AQAR format has been aligned with SSR so we need to collect information accordingly.
But as the revised format is applicable from 2020-21, AQAR for 2019-20 would be submitted in
the old format.

IQAC composition : current IQAC composition is for 2019-21. IQAC needs to be reconstituted
in 2021.
Functions of IQAC : As there is a need to streamline, strengthen and structure the IQAC
functioning, Dr. Sanjay Kharat, Principal distributed some of the functions to following faculty
members :

Function	Responsibility
a. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process :	Mr. Amol Patil
b. Collection and analysis of feedback from all stakeholders on quality-related institutional processes; and Dissemination of information on various quality parameters to all stakeholders	Dr. Mrinalini Bhadane Mrs. Manjusha Kulkarni
c. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles :	respective Vice Principals
d. Documentation of the various programmes/activities leading to quality improvement :	Mr. Parag Shah Ms. Gauri Kopardekar Dr. Vinay Kumar

e.	Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices	Parag Shah Dr. Vinay Kumar
f.	Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality	Dr. Kshirsagar Mr. Amol Patil Mr. Anand T Mr. Rahul Kamble
g.	Periodic conduct of Academic and Administrative Audit and its follow-up	Mr. Parag Shah, 3 Vice Principals
h.	Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC	All the committee members

Other criterion-wise point were discussed as follows :

Criterion 1 : Feedback re Syllabus
- We need to use Moodle system to get feedback from students on the syllabus through feedback (add an activity or resources) after every unit is taught.

Criterion 2 : Student Satisfaction Survey
- Induction programme would include a session on SSS.
- NAAC conducts a direct feedback from students. It was suggested that the same Questions from the questionnaire need to be translated in Hindi and Marathi. And the same questions (English and Marathi) would be sent through Moodle quiz so as to familiarise the students. Also appeal would be made to students to fill the feedback online and the submitted message to be sent back to the teachers as one of the assignments.
- Manual feedback from other stakeholders : Teachers, External Resource Persons, Employers of our students, Parents

Criterion 3 : Research
- We need to appeal to the departments for sending more proposals as now the number of Departments engaged in Research is more important. A possibility to be explored whether Ad-hoc teachers could be associated as co-investigator.
- Research Guides : appeal to teachers to register for being research guides and for being a co-guide in different universities
- As a number of Research Projects and Publications need to be increased, joint publications need to be encouraged

Criterion 4
- Library : orientation programme to be conducted at the beginning. A session on library to be added in the induction programme.
- An assignment through moodle to be given to all students to visit the library and get some bibliography details so as to increase student footfall in the library
- Vriddhi : feedback given on Vriddhi software was discussed. It was suggested that Shivaji Nagar has a well developed system, so we need to get more information on that and the issue of payment gateway for the admission was discussed

Criterion 5 : Placement Cell

Dr. Varsha Bapat, Co-ordinator, Placement Cell and Innovation and Incubation Centre would collect the information from all the departments on placement and seminars/ workshops on research methodology, entrepreneurship and IPR so as to project the innovation ecosystem developed by the college.

Office Administration Best Practices

- A copy of Notices and Announcements to students need to be reflected on the website of the college. Keeping a track of all the notices is essential.
- A final list of admitted students to be prepared on 30th of October every year and updated lists to be shared among all teaching and administrative staff.
- It was suggested that new instruments and essentials will be procured so as to prevent spread of COVID 19 in the college premises.

Any other point

Institutional Archives : Principal observed that institutional archives is a good way of depecting development of the institution and cab become a good repository of institutional information. Chief Librarian has been given the responsibility of creating archives of the college which would include different dimensions of teaching and learning process. Archives could be created through D-space software.

The meeting was concluded with a cordial vote of thanks to the chair.

19/5/2020

Parag Shah
Co-ordinator, IQAC

Dr. Sanjay Kharat
Principal and
Chiarperson, IQAC

3