

**Minutes of the IQAC meeting held on 20<sup>th</sup> February 2016 at 10.30 a.m. in the IQAC Room**

The meeting of Internal Quality Assurance Cell of the College was held on 20<sup>th</sup> February 2016 at 10.30 a.m. in IQAC Room. The Principal Dr. Joydeep Bhattacharjee welcomed the members. The Principal congratulated the newly appointed members of the Committee and extended his best wishes.

The first point taken up for discussion was about planning of the **activities for the year 2016-17**. The IQAC suggested that the College should take up following measures to improve upon the entire administrative and academic system :

1. The IQAC suggested that the College should implement **mentoring scheme** under which a group of students may be allotted to each teacher. Any information which needs to be passed to students could be passed on through the mentor teacher. The College magazine, hall tickets, results etc. also could be passed on to the students through the mentor. The Mentor should counsel the students as and when need arises. This activity will help in giving personal attention to the needs and problems of each and every student in the College.
2. The IQAC suggested that **online feedback system** may be started through which students academic difficulties can be taken care of.
3. The IQAC suggested that each teacher should prepare a **teaching plan** of the subject/paper that he/she is being allotted. This will serve as a roadmap to the teacher and will facilitate the students to prepare for the topic well in advance which will supplement, strengthen and improve the teaching-learning process.
4. To make the data readily available for all academic purposes it was suggested that a **six monthly report** pertaining to the personal achievements of the teachers and the activities conducted by the department, committee in the College may be submitted by the teachers and convenors of various committees, cells, clubs etc.
5. The IQAC stressed upon **covering of renovated blocks under CCTV** in order to take care of maintenance of the College infrastructure.
6. The IQAC suggested that the College should undertake **MoUs with like minded institutions** within and outside the state for mutual benefits.

The second point taken up for discussion by the IQAC was about **preparation of Self Study Report of the College**. The IQAC felt the need to gear up for the preparation of Self Study Report of the College. The IQAC suggested that the College should submit the SSR to NAAC by October 2016 in order to have a visit of NAAC Peer Team by the end of the academic year 2016-17.

Under A.O.B. the IQAC suggested that the departments/committees/cells should take up innovative activities like organization of short term certificate courses, workshops, seminars, conferences etc. in order to provide better exposure to the students and to enhance their skills.

The meeting ended with a vote of thanks and best wishes for an eventful and successful year, by the College Principal, at 11.30 a.m.

Dr. Soniya Sirsat  
Director, IQAC

Dr. Joydeep Bhattacharjee  
Offg. Principal

Mr. Avinash Patil  
Member, IQAC

Ms. Vanita Patil  
Member, IQAC

Mr. Ashok Chodankar  
Member, IQAC

Dr. Vaibhav Chindarkar  
Member, IQAC

Mr. Sharat Jamkhandi  
Member, IQAC

Mr. Sachin Karpe  
Member, IQAC

Mr. Nilesh Natekar  
Member, IQAC

Mr. Swapneel Patnekar  
Member, IQAC

Date : 20<sup>th</sup> February 2016