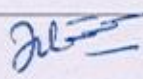

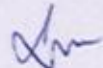
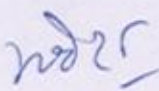
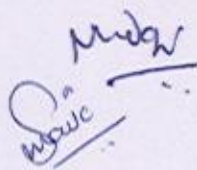


M.M's Chandrashekhar Agashe college of Physical Education, Pune

Internal Quality Assurance cell committee meeting

(Meeting No 1 Attendance Sheet)

Meeting	IQAC committee meeting no 1
Date & Day, Time	16 th December, Friday 2016 10:30 am
Venue	Board room
Members present	Dr.M.T.Waghchoure (Chairman)  Dr.S.E.Kangane  Dr.A.F.Shinde Dr.S.S.Aher  Dr.M.N.Deshpande  Mrs.N.A.Udgir Dr.S.A.Naik (Coordinator) 
Members absent	Umesh Bibave Sangita Bhide Dr Atul Gaikwad Madhav Mutalik

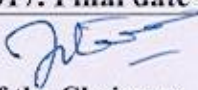
Internal Quality Assurance cell committee meeting

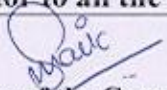
Minutes of the meeting (Meeting No 1)

Meeting	IQAC committee meeting no 1
Date & Day, Time	16 th December, Friday 2016 10:30 am
Venue	Board room

Agenda	Discussion	Action/decision
Agenda 1- IQAC formation & welcome of the members(meeting no 1)		
	New committee from the year 2016-17 was formed and the first meeting of this committee was convened	1. Coordinator & chairman extended welcome greetings to all the members. 2. It was decided that the committee may include a parent representative. The committee members will suggest names of parents to be instituted in the committee. The coordinator will do the needful in a week's time.
Agenda 2- IQAC orientation		
		3. Coordinator presented details of IQAC objectives, strategies & functions to be performed. Members were oriented about the duties & responsibilities. 4. The NAAC process was discussed. The committee deliberated upon the tentative schedule for the third cycle of NAAC. 5. It was decided that all the pre-requisites be completed so as to take up the assessment.
Agenda 3- Plan of Action		
	Discussion was done about various areas and plan of actions to be taken in the second semester of the academic year. Members provided suggestions about various issues.	6. Following plan of actions was developed. <ul style="list-style-type: none"> • It was decided to complete the registration procedure of the Alumni association. • Workshop on SPSS to be organized • Workshop on behavior issues & dealing with adults be organized • Data base of the student profile to be created

		<p>10. It was decided that feedback from past students will be taken.</p> <p>11. It was decided that each faculty members shall prepare & submit the plan for teaching courses in the semesters.</p> <p>12. It was decided that peer observation be done & documented.</p> <p>13. Feedback about administrative services to be taken from stakeholders</p> <p>14. It was decided that regular meetings of the grievance redressal cell will be conducted and report will be submitted about the suggestions & grievances addressed.</p> <p>15. Suggestion box will be made available in the college.</p>
Agenda 7- Behavior management & code of conduct		
	<p>Committee discussed about the importance of having behavior policy. Discussion on strategies to manage behavior were discussed</p>	<p>16. It was decided that the approved rules & regulations of the college will be published in all the places at the campus.</p> <p>It was further decided that faculty members should keep reinforcing the rules & regulations from time to time.</p>
Agenda 8- Contingent issues		
	<p>Members discussed about some emergent issues & some decisions were taken.</p>	<p>17. It was decided that there will be a faculty enhancement program every month.</p> <p>18. It was decided that the IQAC will conduct CAS (appraisal & assessment) of the faculty members at the end of every year. The senior faculty members will conduct the CAS program.</p> <p>19. It was decided that research cell/council be developed, which shall provide POA about R & D.</p> <p>20. The administrative staff will form policies & strategies for effective functioning & present it to the IQAC.</p>
<p>It was decided that the next IQAC committee meeting be convened in the beginning on January 2017. Final date will be communicated by the coordinator to all the members.</p>		


Signature of the Chairman


Signature of the Coordinator

Date