

Internal Quality Assurance cell committee meeting

Minutes of the meeting (Meeting No 2)

Meeting	IQAC committee meeting no 2 (in house members)
Date & Day, Time	16 <sup>th</sup> January 2017, Monday, 2:00pm
Venue	Board room
Members present	SEK ✓ AFS ✓ SSA ✓ MND ✓ Netra Udgir ✓ Rajeev Tikone ✓ MND ✓ Rajeev Tikone ✓ SSA-Su
Members absent	Madhav Mutalik

Agenda	Discussion	Action/decision
Agenda 1- Confirmation of previous minutes of meeting 1		
	The minutes of the previous meeting were read out and confirmed. All the decisions and actions taken were reviewed. Actions to be taken were discussed and the reasons of not being able to complete tasks were analyzed. POA was followed up and further decisions were made.	1. It was decided that Mr Janak Tekale be nominated as a member of the IQAC as a parent representative.
Agenda 2- Follow up of POA		
	The POA was discussed and analyzed for completion. The time line of the POA was discussed and deadlines were set for some plans of actions. Members discussed and provided valuable suggestions in this regards. The completed plans	2. It was decided that the registration procedure of the alumni associating be completed in a month's time ie. By mid February. 3. It was decided that the student database can be created using web based resource. Till the final decision is taken on web based solution, the form created by SSA will be uploaded on the computers in library for students to fill up the information. 4. Templates for reporting activities

	<p>were brought to notice of all the members.</p>	<p>and teaching plans were sent to all the staff members. It was decided that a reminder should be sent to the members who have not submitted the teaching plans till date.</p> <p>5. It was decided that the admission cell comprising AFS, MND and SVM will meet and discuss and submit the action plan regarding admissions.</p> <p>6. MND will submit the action plan for extension wing (with ADP) and research &amp; development cell (with YHB) at the earliest.</p> <p>7. It was decided that extension courses be started by mid February.</p> <p>8. It was decided that there will be a faculty orientation session regarding the new and changed rules and regulations for the MPhil and PhD courses on 21<sup>st</sup> January, MND will conduct this session.</p>
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**Agenda 3- Feedback mechanism (Academic & administrative audit)**

	<p>Importance of feedback mechanism and its modus operandi was deliberated upon. Feedback from various stakeholders such as students, peers, employers, alumni and parents shall be taken during different times of the year. The methods of feedback were discussed along with the tool and analysis mechanism was discussed. The members gave suggestions about the tool development and time and analysis and its communication.</p>	<p>9. It was decided that SAN will prepare the document of feedback mechanism. The tools will be finalized by weekend ie 21<sup>st</sup> January 2017.</p> <p>10. It was decided that peer feedback system be implemented from the coming week starting from 23<sup>rd</sup> January 2017. It was decided that peer feedback be taken at least two times during a semester. The first observation will be done with prior intimation to the teacher being observed.</p> <p>11. It was decided that a revised tool be used for teacher feedback by students. It will be made available in English and Marathi.</p> <p>12. It was decided that feedback from alumni be taken at the time of alumni meetings and as &amp; when they visit college. The tool will be made available in the college office.</p>
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<b>Agenda 4- Administrative reforms &amp; procedure</b>		
	<p>The need to revise the mechanism of administrative functioning was discussed. The standard operating procedures and the important aspects on which the office may take feedback were discussed.</p>	<p>16. It was decided that the administrative staff will meet and discuss the various aspects of administration and will design the SOPs and publish the same.</p>
<b>Agenda 5- Contingent issue</b>		
	<p>SSA presented the document of an informal feedback given by the students about the facilities and functioning. The issues were discussed at length.</p>	<p>17. It was unanimously decided that the emergent issues like drinking water supply and cleanliness will be taken care of on immediate basis. The other suggestions will be discussed further with the management. Meeting was concluded at 3:45 after discussing all the issues.</p>
<p><b>It was decided that the next IQAC committee meeting be convened in the first week of February 2017. The coordinator will communicate the date and time of the meeting to the members well in advance.</b></p>		

Signature of the Chairman

Date: 16<sup>th</sup> January 2017



Signature of the Coordinator