

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

Internal Quality Assurance cell committee meeting

Minutes of the meeting (Meeting No 3)

Meeting	IQAC committee meeting no 3
Date & Day, Time	30 <sup>th</sup> January 2017, Monday, 2:00pm
Venue	Board room
Members present	SEK <i>Joyp</i> SSA <i>Am</i> MND <i>20/1</i> Dr Atul Gaikwad <i>Atul Gaikwad</i> Mr Umesh Bibawe <i>उमेश बिबावे</i> Ms Netra Udgir <i>Netra</i> SAN <i>Sankar</i>
Members absent	MTW AFS Madhav Mutalik Sangeeta Bhide

Agenda	Discussion	Action/decision
<b>Agenda 1- Confirmation of previous minutes of meeting1</b>		
	The minutes of the previous meeting were discussed and confirmed. All the decisions and actions taken were reviewed.	1. The committee decided to reconsider including Mr Tekale to IQAC as he is out of Pune most of the times. As of now the committee will not include Mr Tekale.
<b>Agenda 2- Future/prospective plan (5/10 years)</b>		
	The IQAC discussed about relevance of developing a 5/10 years prospective plan for the college. Members suggested that the plan be prepared after consultation with the staff members.	2. It was decided that a prospective plan of 5/10 years be developed. The principal and IQAC coordinator will prepare the idea draft to be revised. 3. It was decided that a future plan be prepared after discussing the basic idea with the faculty members. 4. It was decided that a template of future plans with guidelines be emailed to the staff members.
<b>Agenda 3- Vision, mission, statement reworking</b>		
	The present vision, mission, value framework and objectives of the institution were presented. Discussion about redrafting the statements was done. The essential and important aspects from the present statements were studied.	5. It was decided that the vision, mission, objectives, value framework be revised considering the prospective plan & SWOT/C analysis. 6. It was also decided that certain relevant aspects of the present statements be kept as it is. 7. It was decided that the IQAC coordinator and the principal will make the basic structure or drafting of the statements, which then will be read out and deliberated upon in the staff meeting.
<b>Agenda 4- SWOT/C Analysis</b>		
	The coordinator presented the necessity to do the SWOT/C analysis. The members suggested ways in which the analysis can be done. Dr Atul suggested that along with the staff members, some	8. It was decided that SWOC/T analysis be done at the earliest. 9. It was also agreed upon that some stakeholders will be included in doing the SWOC/T analysis. 10. The IQAC will identify the stakeholders and email them the template document. The analysis

	<p>stakeholders be included in analyzing the strengths, weaknesses, opportunities and challenges faced by the college. All the members agreed upon the performing the SWOC/T analysis at the earliest.</p>	<p>given by them will then be discussed with the staff members.</p> <p>11. The staff members will be given a template for SWOC/T analysis, they will ponder over the idea for a week and submit the same to the IQAC.</p> <p>12. It was also agreed upon that after all the staff members submit their analysis, a common discussion will take place and the draft will be submitted to IQAC.</p> <p>13. The coordinator and the Principal will finalize the SWOT/C analysis document.</p>
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Agenda 5- Year of Systems approach

	<p>The coordinator presented the need to put in place various functions, systems and modes of working. About academic systems, it was discussed that there should be decentralization for ease of work and effectiveness. It was discussed that we may consider appointing coordinators for the UG &amp; PG sections, who will be accountable for the functioning. Dr Aher suggested an idea of having committees which will look after the functioning. The committee also discussed about instituting more career oriented courses and hence suggested that the extension cell be expanded. The feedback mechanism document was read out and finalized. The need to instill discipline and accountability was</p>	<p>14. It was decided that we may consider either coordinator or committee approach. The IQAC will finalize the decision about approach to be taken.</p> <p>15. It was decided that the various committees will be formed and notified about the roles &amp; responsibilities.</p> <p>16. It was decided that the extension cell will also include Dr Sharad Aher and Dr Ujwala Raje.</p> <p>17. The document of feedback mechanism was finalized and it was decided that the feedback manual will be made available with the IQAC. We may consider uploading it on the college website.</p> <p>18. It was decided that the Principal will orient the staff members about the rules and regulations about leave, adjustments, late, movement register and related aspects.</p> <p>19. It was also agreed upon that an information handbook/manual be prepared to be made available to the students. It shall include rules, regulations, discipline related aspects, and other functional information.</p> <p>20. It was reiterated that the grievance redressal committee will meet on the last day of each month and submit the report to IQAC.</p>
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	<p>deliberated upon. All the members consented that a stricter approach be taken regarding the rules, regulations, and systems in the college functioning. The systems in academic, administrative and financial aspects were discussed.</p> <p>Dr Atul, Mr Umesh gave examples of their own experiences about the faculty following the discipline and how it can help set the tone of the college. It was suggested that we should lead by example.</p> <p>The IQAC suggested to start a practice of cleanliness audit.</p> <p>The need to refurbish hostel and canteen facility was discussed.</p>	<p>21. It was decided that due to the retirement of the principal, the grievance redressal committee will be reconstituted in the next month. And the present committee will conduct the meeting on the 31<sup>st</sup> January 17.</p> <p>22. It was agreed upon that a practice of Swacchhata Audit be started from the month of February. The working of this audit will be communicated to the staff and students by next week.</p> <p>23. It was agreed upon that souvenirs, gifts or presents for the guests and dignitaries should be standardized. We may consider preparing our own souvenir which are useful or present relevant books in bags/cases officially designed.</p> <p>24. The committee also agreed upon the necessity of improving the hostel and canteen facility in the campus. It was decided that after working on the prospective plan, the committee shall meet the management and discuss about more infrastructural developments.</p> <p>25. The IQAC will immediately start working on development of Prospective plan and the SWOC analysis. It will communicate to the staff members about their involvement in this process.</p>
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**It was decided that the next IQAC committee meeting be convened in the first week of March 2017. The coordinator will communicate the exact date and time of the meeting to the members well in advance.**



Signature of the Chairman



Signature of the Coordinator

Date:30<sup>th</sup> January 2017