

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

Internal Quality Assurance cell committee meeting

Minutes of the meeting (Meeting No 4)

Meeting	IQAC committee meeting no 4
Date & Day, Time	11 th July 2109, 2:00pm
Venue	Board room
Members present	SEK SSA MND SSM Ms Sangeeta Bhide Mr Umesh Bibawe Mr Madhav Mutalik Ms Netra Udgir SAN
Members absent	Dr Atul Gaikwad

Agenda	Discussion	Action/decision
Agenda 1- Confirmation of previous minutes of meeting1		
	The minutes of the previous meeting January 2017 were discussed and confirmed. All the decisions and actions taken were reviewed.	<ol style="list-style-type: none"> 1. The minutes were discussed and approved. 2. It was decided that the frequency of the IQAC meetings should be increased and the cell should prepare its action plan.
Agenda 2- Vision, mission, statement reworking		
	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.	<ol style="list-style-type: none"> 3. It was decided that the vision, mission, objectives, value framework be revised considering the prospective plan & SWOT/C analysis. 4. It was also decided that certain relevant aspects of the present statements be kept as it is. 5. 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. 6. Initial meeting- 20th July 7. Second meeting- 27th July 8. Final meeting for vision, mission- 3rd August 2019 9. It was decided that the vision, mission statements be finalized and published by 15th August 2019.
Agenda 3- Future/prospective plan (10 years)		
	The IQAC discussed about relevance of developing a long term prospective plan for the college. Prof Umesh explained about how the plan can developed and executed. Members suggested that the plan be prepared after consultation with the staff members.	<ol style="list-style-type: none"> 10. It was decided that a prospective plan be developed systematically. 11. The IQAC will consult staff members, experts and stakeholders for devising the LT plan. 12. Intensive brainstorming session should be held for developing the plan. 13. Preliminary meeting- 10th August 14. Second meeting- 24th august 15. Final meeting- 7th September

		2019
Agenda 4- Swachhata Audit		
	<p>The issue of clean campus was discussed at length.</p> <p>Principal explained the situation and possibility and constraints of hiring external services.</p> <p>Ms bhide proposed that all the heads taking the concerned service should meet and plan the housekeeping system.</p>	<p>16. It was decided that heads of all the institutes hiring the same person for cleaning services will meet and plan for further action.</p> <p>17. It was decided that Principal SEK will look into this matter. It was also decided that some parallel system be established.</p>
Agenda 5- Eateries/Dinning place		
	<p>The requirement of a small canteen and a place for dining was discussed at length.</p> <p>Mr Umesh explained the UGC guidelines for canteen.</p> <p>All members agreed that some facility for dining and a canteen should be started on the campus.</p> <p>Principal reiterated the need to have only healthy food items in the canteen if started.</p> <p>Lack of business and profit was presented as the reason for not running a canteen on the campus. This issue was discussed and suggestions were given as to how the canteen business can go up.</p>	<p>18. It was decided that a dining place should be arranged in the campus.</p> <p>19. It was suggested that MS Bhide would explore the possible canteen/eatery vendors and suggest.</p>
Agenda 6- CMS/ERP		
	<p>The necessity of having campus management system software was discussed at length.</p> <p>Coordinator presented the most widely used ERP solutions and their main features.</p>	<p>20. It was decided that the software companies be contacted and a demo be arranged.</p> <p>21. It was agreed and decided that the CMS software be purchased for the ease of management and for moving towards a paperless admin.</p>

		<p>22. Immediate demo session of myclasscampus was arranged at 4pm on the same day.</p> <p>23. Other companies such as Mastersoft and Edumaat were contacted. They will have online demo sessions as per the convenience of the members.</p>
Agenda 6- Miscellaneous		
	<p>Need for feedback of the practical was put up and discussed. Nuances of collecting the feedback were discussed. The challenges in getting feedback from maximum number of students were discussed and suggestions were sought so as to get maximum feedback.</p> <p>Principal proposed that minutes of each and every committee should be maintained very regularly. Members also suggested and discussed the practice of keeping records of daily work and teaching. The need to study the academic planning and its actual compliance was discussed.</p>	<p>24. It was decided that feedback for practical session should be collected for one of the activities teacher teaches. It was decided that teacher will suggest the activity for which feedback is to be sought from students.</p> <p>25. It was planned that the practical feedback will be collected once a year.</p> <p>26. The practice of maintaining the record of daily teaching should be started. SSA will coordinate the system.</p> <p>27. This will help in analyzing the planning and execution of the academic work.</p> <p>28. It was suggested that a student from each class should be given duty to keep this record and the concerned teachers will sign it daily.</p> <p>29. Ms Bhide suggested that the IQAC should prepare its action plan with details and deadlines.</p> <p>30. The said plan was discussed immediately after this meeting.</p> <p>31. SSA suggested that frequent IQAC meeting should be conducted.</p>
<p>It was decided that the next IQAC committee meeting be convened in the first week of September 2019. The coordinator will communicate the exact date and time of the meeting to the members well in advance.</p>		



Signature of the Chairman



Signature of the Coordinator

Date: 30th January 2017