

Minutes

Date: 07/03/2014

Time: 1.00pm

Venue: IQAC office.

1. Confirmation of minutes of previous meeting.
2. Follow up of previous meeting tasks discussed.
3. Dr. Nitin M. Kulkarni made a brief discussion of all the criteria in the revised AQAR with the following points:
 - a) Refer back to all activities with the concern of Dr. Sameer Terdalkar.
 - b) Action plan need to be collected from the previous report.
 - c) Best practices that has been introduced by the department in the previous year needs to be revisited.
 - d) Best practices of the college have been discussed. It is decided that every week we will put some topic / titles in the staff notice board.
 - e) SWOT analysis need to be carried out.
4. It was also decided that report of AQAR to be submitted by 15th June and simultaneously prepare for SSR and this could be the plan of action for this year.
5. Dr. Nitin M. Kulkarni suggested that the plan of action for the year as innovation introduced which have created positive impact.
6. Action taken for Best practices in previous year should be circulated.
7. Dr. Chitra Shreedharan raised the point of feedback that has to taken from stakeholders. A detailed discussion of how to prepare the mode of feedback. The feedback could be taken of selective courses like Psychology, English, Economics and Computer Sciences.
8. Format for feedback on curriculum from stakeholders related to department of computer science, Electronic Science, English, economics and Psychology need to be formulated.
9. Dr. Nitin M. Kulkarni raised the need of change in coining the word of vision and mission of our college.
10. The committee discussed the need of finalizing the quality policy and strategy of the college.
11. A discussion of quality improvement practices related to curriculum development and leaner centric development was also discussed.
12. Based on quality improvement it was decided that workshops based on skill based training and creation of excellent education training need to be arranged.
13. Technical writing skill with attractive learning opportunity should be planned for students.
14. Departments need to be identified that can develop add on modules and star program based research.
15. The committee discussed the need for rewarding Best teacher on every department and a practice of sharing experiences regarding best practices need to

- be introduced in order to help the weaker providers to achieve the least minimum performance.
16. The committee discussed on feedback system and how to improvise in implementing the system.
 17. The circular regarding “Quality Improvement Practices/Strategy” should be circulated to all the Head of the Department and information regarding the same need to be collected. There could be additions in the Best practices.
 18. Introduction of innovative methods during teaching should be practiced by the teachers to induce learning in students.
 19. The committee discussed about collaborative programme, consultancy and a format of letter for academic collaboration and student exchange need to be designed. The collaboration will be not include financial exchange and it will be only academic related.
 20. The committee discussed the need of educating more staff members related to social outreach programme and at least 10 staff should participate every year.
 21. The next meeting is scheduled on 14th April 2014 at 1:00 pm and discussion on Criterion V. (*the meeting was postpone to 21/03/2014 due to visit of faculty from Pennstate University, USA*)

Dr. Sameer S. Terdalkar
Coordinator
IQAC

Dr. Parbati Bandyopadhyay
Secretary
IQAC

