



Deccan Education Society's
Fergusson College (Autonomous), Pune
Internal Quality Assurance Cell
Meeting

Date: 02.03.2021

Venue: A. V. Hall, Main Building

Time: 11. 30. a. m. onwards

Members Present:

1	Dr. Ravindrasing Pardeshi, Principal.	Chairman	
2	<i>Teachers to represent all levels</i>		
	Dr. Nitin Kulkarni, Vice Principal	Member	
	Dr. Chitra Sreedharan, Department of English	Member	
	Dr. Sonali Joshi, Head, Department of Biotechnology	Member	
	Smt. Arati Khatu, Department of Political Science	Member	
	Dr. Sheetal Ruikar, Department of Psychology	Member	
	Dr. Ashish Mane, Department of Environmental Science	Member	
	Dr. Ashish Yengantiwar, Department of Physics	Academic and Research Co-ordinator (ARC)	
	Smt. Swati Satpute, Department of Computer Science	Member	
	Dr. Radhika Jadhav, Department of Philosophy	Member	
3	<i>Member from Management</i> Smt. Swati Joglekar (Prof-In-Charge, B. J. Wadia Library)	Member	
4	<i>Alumnus+ Industry Expert</i> Shri. Nilesh Depolkar, Lead Engineer, Spring Computing, Pune	Member	
5	<i>Administrative Officers</i> (a) Shri. Sanjay Gosavi (b) Shri. Chetan Ankalkote	Member Member	 27/3/2021
6	<i>Student Nominees</i> (a) Ms. Jigisha Zope	Member	
7	<i>Nominee Stakeholder / Placements / Career Guidance</i> Shri. Makarand Pandit, Managing Director, Technowrites, Pune	Member	
8	<i>Two External Experts</i> (a) Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce (Autonomous), Pune.	Member	
9.	Shri. Jeevan Limaye	Member and Technical Expert	
10.	Ms. Margaret Salve	Member and Technical Expert	
11.	Dr. Sheetal Ruikar	Assistant Co-ordinator	
12.	Dr. Poonam Deshpande	Assistant Co-ordinator	
13.	Dr. Samir Terdalkar	Coordinator	

Agenda

1. Confirmation of Minutes of previous IQAC Meeting.
2. Efforts taken by the College for Online Education and Assessment.
3. Discussion on following Quality Initiatives:
 - a. Efforts towards developing OBE Module and subsequent reforms in Question Bank / Assessment.
 - b. Compliance of Academic and Administrative Audit.
 - c. Policies and SOPs.
 - d. Diagnostic Test for identifying slow and advance learners.
 - e. Mentoring Mechanism implemented in the College.
 - f. Revisions in Feedback Formats on Teaching-Learning and Curricula.
 - g. MoUs and IQAC Collaborative Initiatives.
 - h. Skill Enhancement Initiatives.
4. Efforts for enhancing research activities (Research, Publications)
5. Placements and Industries
6. Overview of Social Outreach Activities and SAATHI Enabling Center.
7. Progress of preparation of 4th Cycle of Assessment and Accreditation by NAAC.
8. Action Plan for the year 2021-2022.
9. Any other item with permission of Principal.

Reference Meetings

Sr. No.	Dates	Agenda
1.	15/01/2020	CBCS Revised (Arts) (2019-2020) and (Science)
2.	27/01/2020	CO and PO Outcome
3.	05/02/2020	Workshop on IPR for teachers
4.	15/02/2020	Workshop on MOOC's (SWAYAM)
5.	02/10/2020	Office Staff
6.	03/10/2020	PO / CO Mapping PEO's
7.	16/10/2020	Preparation for NAAC - IV th Cycle
8.	02/11/2020	PO / CO Attainment MoUs for Internship
9.	06/11/2020	Gap Analysis
10.	28/01/2021	Mentoring Data Template Action Plan for Mentoring
11.	12/02/2021	Mentoring Manual and Journal (Science)
12.	15/02/2021	Mentoring Manual and Journal (Arts)

Minutes:

1. Minutes were confirmed by all IQAC Members.
2. Efforts taken by the College for Online Education and Assessment / Examination were conveyed and discussed with IQAC Members. The efforts are as follows:
 - MASTERSOFT ERP and Subscription of MICROSOFT TEAMS PLATFORM for conducting lectures and Practicals.
 - Microsoft Teams engage students with virtual face-to-face connection and activities. It offers effective learning, all in one place. Students, teaching and non-teaching staff meet, create content and share resources in Office 365 education - featuring the simple intuitive power of Microsoft.
 - Microsoft teams helps to collaborate with ease, engage learners and elevate day-to-day work. Some of the features that educators can use to engage the learners are listed below: Assignments - MCQ based or Subjective, Screen Sharing, Immersive screen reader, Whiteboard, Raise your hand, Together mode, Accessibility, LMS, integration, Team of type class creation, Class Notebook, Chat, Grades.
 - Mastersoft ERP Modules: Examination (Internal + ESE), ITLE and Library.
3. Efforts towards developing OBE Module and subsequent reforms in Question Bank / Assessment:
The IQAC has taken following efforts for developing OBE Module:
 - a. Programme Educational Objectives (PEOs) of Arts, Science (UG & PG Programmes) and B. Voc. Programmes have been written, which are aligning with the Mission of College.
 - b. Programme Outcomes (POs) have been defined for Arts, Science (UG & PG Programmes) and B. Voc. Programmes
 - c. Course Outcomes (COs) have been written for all the courses of Arts, Science and B. Voc. Programmes using measurable verbs from Revised Bloom's Taxonomy.
 - d. Guidelines for preparing Question Bank mapping to COs and Revised Bloom's Taxonomy have been communicated to all the Departments.
 - e. Several Orientation / Training Programmes for all Departments were extensively conducted by IQAC to understand OBE Module.
4. Compliance of Academic and Administrative Audit: The compliance of Academic and Administrative Audit conducted for a period from 2016-2017 to 2018-2019 is as follows:

Recommendation	Compliance / ATR
Mapping of Course / Learning Outcomes	In process
Guidelines for preparation of questions	Prepared and Communicated
Feedback on curriculum	Prepared and communicated
Diagnostic Test	Implemented for PG programmes
Orientation of CHB teachers	Not done

Recommendation	Compliance / ATR
Quality Publication in SCOPUS / WoS Journals	Botany=04, Environmental Science=02 Geology=05, Physics=07 and Statistics=01 (2019-2020)
SCOPUS / WoS publications (Student Participation)	Considerable increase Student participation: 03 (Physics), 03 (Computer Science)
Appointment of Counsellor	Not done
International Collaborations	ERASMUS Plus
Seed Money for Research	Communicated to parent organization
Linkages and Collaborations	NGOS and Companies
Alumni-Networking	It has been decided by the IQAC to form and register a new Alumni Association of the College under Section 8 of Companies Act. Such a decision has been taken by the College Development Committee as well as the Governing Body of Deccan Education Society.
Local Advantages and Disadvantages	Not Done

5. Policies and SOPs: Policies and SOPs were discussed and placed for approval in the meeting. (Research Policy, Policy for Consultancy, SOP for applying and obtaining for Research, Environmental Policy, Ethics Research, Green Initiatives, Industry Institute Interaction Cell, Maintenance Policy, Mentoring, Plagiarism, Placement, Policy for Feedback on Teaching-Learning, SOP for Purchases, SOP for Alumni Registration Process and Sports Policy).
6. Diagnostic Test for identifying slow and advance learners: As suggested by the experts during the Academic and Administrative Audit, Diagnostic Test was implemented for all PG Programmes. The Guidelines for conducting Diagnostic Test were written down by the IQAC and circulated to the respective PG Coordinators. Based on the Diagnostic Test, the Teaching-Learning Process needs to be modified as per the requirement of the present class.
7. Mentoring Mechanism implemented in the College: The process / mechanism of Mentoring has been well defined and implemented in the College for all academic programmes. A brief presentation regarding the process and making it online was discussed and approved in the meeting. A Mentoring Team has been formed to support Teacher-Mentors and receive inputs from them to improve the system.
8. Revisions in Feedback Formats on Teaching-Learning and Curricula:

Revisions have been made in Feedback Format for Teaching-Learning by including Online Education and effectiveness of Online Education in the Format. In the Feedback Format on Curriculum, Course outcomes stated and its relevance to the course content has been included. The Formats were approved by all IQAC Members.

9. MoUs and IQAC Collaborative Initiatives:

IQAC has facilitation continuation of MoUs for NGOs - Seva Sahayog Foundation, Muse Club, Welfare Association of Youth - Project Aasra. Apart from this, the IQAC has facilitation MoU with Department of Physics, Rajaram College, Kolhapur (Government of Maharashtra) and Department of Physics, Bajaj College of Science (Autonomous), Wardha. Further, IQAC has collaborated with Vivekanand College (Autonomous), Kolhapur for IQAC Initiatives between two Colleges. The College has entered into collaboration with Jagiellonian University in Krakow (Poland) and signed 'Inter-Institutional Agreement 2021 - 2023' under Erasmus Plus Programme.

Other Collaborative Activities

1. 30hrs Course in "Women Leadership" - in collaboration with NHRDN.
2. 30hrs. Course entitled, "ASPIRE to ACHIEVE" - in collaboration with SWASTI Institute of Learning.

Other IQAC Initiatives undertaken

1. Special Lectures / Sessions
 - a. Interaction with Shri. Kundana Lal, President, Vitti Research Foundation, 2nd June, 2020.
 - b. % Days Course on YOGA- RESTORE-REGAIN- RECLAIM- 1ST August, 2020 to 7th August, 2020
 - c. One special Lecture on "Values and Education", Dr. Deepti Gangavane, 9th June, 2020.
2. PMRF - Prime Minister's Research Fellows
 - a. Teaching association for PMRF Fellows (Life Sciences, Chemistry, Geology, Physics and Mathematics)- in association with IISER, Pune.

10. Skill Enhancement Initiatives:

Overview of programmes conducted for Skill Enhancement under DBT STAR COLLEGE SCHEME and UGC-STRIDE SCHEME (COMPONENT-I) were also presented.

11. Efforts for enhancing research activities (Research, Publications):

Orientation Programmes for all Teaching Staff for Schemes like UGC-SPARC Programme, ISRO Funding Programmes and UGC-STRIDE (Component-II) was conducted by Research Co-ordination Committee (RCC). Special Lectures / Webinars in Specific Research Areas like Scanning Electron Microscopy, Optical Absorption Spectroscopy, 'Atom Probe Tomography (APT)', 'Electrical Mobility and New Technology' were conducted. Teaching Staff was also motivated to publish in UGC-CARE listed Journals.

12. Placements and Industries:

Overview of Pre-Placement and Placement Activities was presented. Special Efforts in the form of ten different lectures / interactions to create awareness IPR / Patents have been facilitated by Career Facilitation Centre. (CFC).

13. Overview of Social Outreach Activities and SAATHI Enabling Center:

The SOEC has conducted Orientation Programme on Poster Exhibition and Themes like Gender Atrocities, Inequality in Profession, Gender Fluidity, Socially Accepted Gender roles and the Transgender Bill. Apart from that, SOEC also has collaborated with different NGOs and our students have volunteered / participated in social activities of these NGOs. A remarkable activity of audio recording of books was undertaken by our college students and this activity was called as 'Let's record activity.' This activity has received a huge response from the students as well as the society and it has created a new platform for learning for visually challenged students of our college.

14. Progress of preparation of 4th Cycle of Assessment and Accreditation by NAAC:

The progress of preparation of 4th Cycle of Assessment and Accreditation by NAAC is as follows:

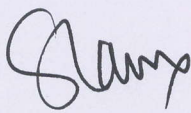
- i. Formation of a NAAC Core Team and distribution of Criterion groupwise.
- ii. Gray areas in the Quantitative and Qualitative Matrices have been identified and efforts to improve on them are undertaken.
- iii. A detailed Gap Analysis Report has been prepared by IQAC. The Report has been prepared and shared with the parent organization (Deccan Education Society).
- iv. Data filling in Data Templates is in progress, which will also be verified by IQAC.
- v. Development of an OBE Module for the entire college is in progress.

15. Action Plan for the year 2021-2022:

- i. Preparation for forthcoming 4th Cycle of Assessment and Accreditation by NAAC.
- ii. Implementing OBE Module for all academic programme.
- iii. Continue with implementation of On-line mentoring activities as initiated and upgrade the process by introducing digital tools
- iv. Conducting collaborative activities with colleges / institutions through MoUs.
- v. Enhance Industry participation in academic activities.
- vi. Promote skill enhancement initiatives for teachers and students.
- vii. Design Audit Courses (for both the faculties) which would be multi-disciplinary in nature.
- viii. Promotion and starting of courses decided under MoUs.
- ix. Fine tuning of Policies and SoPs.
- x. Establish Alumni association under section 8 of Company Act.

16. Any other item with permission of Principal:

It was decided in the IQAC Meeting to include Smt. Sreelalitha Talluri (Department of Computer Science) in the IQAC. Her help and support in finalizing COs and PSOs were appreciated.


Dr. Samir Terdalkar
Coordinator, IQAC




Dr. Ravindrasing Pardeshi
Principal