Minutes of IQAC meeting held on 24th October 2019

The meeting started with the IQAC coordinator, Prof. Verghese Alexander reading the minutes of the meeting held on 28 th August 2019. It was signed and approved by the members. Apart from the IQAC members, in attendance at the meeting was chairperson, Prof. Neelam Kapoor at the invite of In-charge Principal, Dr. Geetha Menon. The new Chairperson of the IQAC, Dr. Geetha Menon asked for the plan laid out for the submission of the AQAR for the academic year 2018-19. The coordinator informed that the respective criteria heads had been updated with the new format of the AQAR in the previous meeting and start collecting the data for compilation. Dr. Sunila Pillai stated that the website should be suited to upload the necessary requirements for AQAR. Prof. Neelam Kapoor added that all committees should take photos with geotag, as it is one of the requirements for NAAC.

Dr. Geetha Menon broached on the necessity of giving priority to the two Best Practices in Criteria VII. Mr. SusantaDatta added that while taking a decision on Best Practices, its sustainability should be one of the areas that needs to be kept in mind. It was unanimously decided that one of the best practices is to continue the adoption of Old People in the vicinity of the college and cater to their needs. Another suggestion of the majority of members regarding the second Best Practice was to continue the practice of Book loan to the villages and expanding it to the mobile library system. Yet another suggestion was to revive the earlier Best Practices like Solar Energy, Water Harvesting, Biogas etc.

Further, Mr. SusantaDatta requested Prof. Neelam Kapoor to make an official e-mail id of the IQAC coordinator, as it is necessary for registration for online filling of AQAR. He also intimated that the registration for online submission of AQAR could not be possible without the college establishment date which was unavailable. Dr. Geetha Menon, in response, stated that she would make it available at the earliest.

Dr. Menon emphasized on the need for Faculty Exchange Programme and other certificate and Add-on courses. But majority of the members raised concern about the lack of infrastructure and lackadaisical attitude of the management and administration regarding the financial burden for the same. Dr. Sunila Pillai added that the committees and departments are unable to conduct qualitative programmes/activities as no budget was allocated, in spite of having submitted the budget required in April 2019. Dr. Menon assured that she would look into the matter and do the needful.

The meeting ended with the coordinator, Prof Verghese Alexander thanking Dr. ShantaJanyani, the previous Chairperson of IQAC for her contribution and support to the IQAC.

Minutes of IQAC meeting held on 20th November 2019

An emergency meeting of the IQAC was called on 20th November 2019 to discuss and plan the collection of data for Academic and Administrative Audit. The I/C principal, Dr. Geetha Menon stated that, in a teleconference, the Vice Chancellor of Mumbai University has given 30th November 2019 as the deadline for submission of Academic and Administrative Audit for the academic years 2016-17, 2017-18 and 2018-19. She further urged that it has to be completed and submitted by 28 th November 2019, as there could be a possibility of the website crashing in the last minute on 30 th November 2019. All the members agreed to cooperate and do the needful.

Discussion on filling online AQAR for the year 2018-19 also came up. As discussed in the previous meeting, Prof. SusantaDatta collected the information regarding permanent affiliation and establishment date of the college from the SevaSadan Trust office. From the documents available, it was decided and accepted that the establishment date of the college was 28 th January 1961.

Discussions on green audit and energy audit also came up. It was suggested by Prof. AshwiniPendse to find and consider third party for green and energy audit after calling for quotations.

The meeting ended with the I/C principal requesting all members to expedite the Academic and Administrative Audit work and submit it in time.

Minutes of IQAC meeting held on 14th December 2019

A meeting of IQAC members with the I/C Principal Dr. Geetha Menon was conducted on 14th December, 2019 in room number 204.

The meeting started with reading out of the minutes of the last meeting by Prof. Alexander Verghese.

The committee members reviewed and discussed the AQAR of the academic year 2018-19. Dr. Geetha Menon put forth the points pertaining to the feedback forms. She clarified that feedback ideally should be sort from 05 stakeholders, namely, students, alumni, parents, faculties and employer, of which any 03 can be planned.

She stressed on curriculum enrichment programs and value added courses pertaining to criteria 1 and insisted that it should be started as it would fetch points in the NAAC.

Dr. Rupali Mokashi proposed that it can be started by the department of History, to which I /C Principal motivated to come up with concrete plan and further, assured that she would get it sanctioned by the management.

Dr. Ajai Singh proposed that the mode of collection of Student Satisfaction Survey (SSS) in detail, and agreed for online mode of SSS.

Dr. Meena Rao proposed that Prelims and/or open-book examinations should be initiated to reform Continuous Internal Evaluation (CIE)

I/C Principal suggested that the best practices and its outcomes need to be planned and evaluated.