

**IQAC Meeting**

On Monday, 12 June 2017 at 3:00 p.m.

**Agenda**

- To take cognizance of revised guidelines by NAAC about IQAC and AQAR
- To decide further line of action and focus areas for IQAC for the next academic year 2017-18
- Any point with permission of the chair

**Minutes of the IQAC Meeting**

Held on Monday, 12 June 2017 at 3:00 p.m.

Following were present for the meeting :

1. Dr. Sanjay Kharat, Principal and Chairman, IQAC
2. Parag Shah, Co-ordinator, IQAC
3. Gauri Kopardekar, Member, IQAC
4. Dr. Vinay Kumar, Member, IQAC

Following issues were discussed in the meeting :

Principal Dr. Kharat suggested the members to go through the revised guidelines issued by NAAC re composition of IQAC and filling of AQAR as per the changed guidelines. He advised that some basic rules need to be defined for inducting members from Teaching, Administrative section, Student Representative and Alumni on IQAC. He felt that the efforts taken for quality enhancement need to be documented properly and disseminated in effective manner. He advised that as per the NAAC guidelines a separate window to be created on the College website for IQAC where circulars, minutes of the meetings, decisions taken and action taken would be reflected.

It was suggested to invite the Director General of Maharashtra Chamber of Commerce, Industries and Agriculture, a regional Chamber of Commerce from Pune as an Industry and Corporate Representative. Though the College has good association with the Chamber, presence of Director General would help IQAC in more concrete way.

Considering the role and workload of IQAC, the Principal suggested appointing clerical assistant. It was felt that such assistance would be a help in updating information, doing follow-up, administrative work etc.

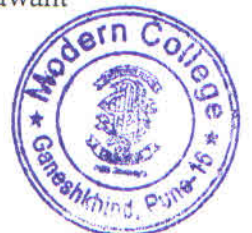
It was decided that AQAR would be filled up annually and the information filled in would be reflected in SSR. It was decided to use revised guidelines while filling the AQAR.

The Principal suggested to focus on Faculty Development Programmes so as to enhance the quality of teachers. Five areas have been identified for the FDP for which faculty and resource persons would be identified for conducting the FDP. Following are the Identified Areas :

- Verbal ( English )Communication skills for classroom teaching : Dr. Beena Inamdar
- Use of ICT in teaching-learning process : Dr. Aditya Abhyankar, Dr. Vivek Sawant
- How to write research proposals for different funding agencies :

*Shirs*

*Sal*



- For Science : Dr. Milind Watwe
- For Humanities : Dr. Suhas Palshikar

Conducting co-curricular and extra-curricular activities with Institutional Funding  
Motivating faculty members for participation in FDPs organized by other bodies and external institutions.

The meeting was concluded with a cordial vote of thanks to the chair.



Parag Shah  
IQAC Co-ordinator



Dr. Sanjay Kharat  
Principal