

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC)

The Second Meeting of the IQAC for the academic year 2020-2021 was held on 31st March 2021 at 11.00 a.m. in virtual mode.

Following members were present :

1. Dr. Hrishikesh Soman
2. Dr. Tessy Thadathil
3. Dr. Yogini Chiplunkar
4. Dr. Swati Chiney
5. Dr. Aarti Wani
6. Dr. Sheena Mathews
7. Dr. Neelofar Raina
8. Dr. Shubhada Tamhankar
9. Dr. Neha Agashe
10. Dr. Hilda David
11. Dr. Vinayak Shirgurkar
12. Dr. Manisha Ketkar
13. Mrs. Gandhali Parulekar
14. Dr. Suchitra Date
15. Ms. Nissi Babu
16. Mr. Narendra Chavan
17. Mr. Shankar Gavhane
18. Mr. Adwait Kurlekar
19. Mr. Anil Adagale
20. Dr. Sharayu Bhakare

Following members were absent:

1. Dr. R.G. Pardeshi
2. Ms. Ankita Yadav

Dr. Hrishikesh Soman called the meeting to order and the following business was transacted:

1. Confirmation of the minutes of the meeting held on 23rd February 2021

The minutes of IQAC Meeting held on 23rd February 2021 were circulated amongst all members through email. Mr. Anil Adagale asked members if they have any suggestions.

There were no suggestions from members. Hence, the minutes were approved.

RESOLUTION [IQAC/2020-2021/2/1]

IT IS UNANIMOUSLY RESOLVED THAT the minutes of the meeting held on 23rd February 2021 were approved without any suggestions.

2. Action Taken Report:

a. To inform about a new programme Apprenticeship Embedded Degree Programme (AEDP)

Dr. Neelofar Raina briefed about the programme. The objectives of Apprenticeship Embedded Degree Programme (AEDP) are as follows :

- To improve the employability of students pursuing U.G. level degree programme
- To focus on outcome-based learning in degree programme
- To promote active linkage between higher education system and industry, commercial / non-commercial organizations.

This programme will start from the academic year 2021-2022 from the Second Year B.Com. students. College had two meetings with Board of Apprenticeship Training (Western Region) and have identified two section skill councils i.e. Retail and BFSI. The Sector Skill Councils, BOAT and industry partners will be sharing their expertise to effectively implement this embedded programme. Credits will be given to the students.

b. To update on the implementation of the CAQA Report.

Mrs. Gandhali Parulekar, Registrar briefed about the implementation of CAQA Report. The CAQA committee submitted its report on 29th January 2021 and had a detailed discussion with the Principal and Registrar. After consequent meetings some changes were made regarding office administration:

- A revised work distribution has been prepared for the office staff and communicated to them in the meeting held on 8th March 2021. The same was implemented from 15th March 2021.
- The office staff has been asked to give a weekly work report to the Registrar which included their weekly completed and pending works and also planned work in the coming week. It is also expected to write the time required to complete the pending work if any.
- In order to trace the time and flow of the incoming letters and bills in the office, as suggested by the committee, the form to be attached to each letter and bill. The same system has been implemented w.e.f. 18th March 2021. The inward, outward section has been given the responsibility of tracking the movement of the document.
- The PG and UG examinations earlier were handled by different sections now been clubbed under one umbrella of the examination section. So, henceforth all examinations of Senior College will be handled by the Examination Section. For the examination work, Honours/ACCA co-ordination will work under examination section for these courses.
- The SOP regarding planning, conducting of the events, various purchases under these events was circulated to the staff.
- The administration section has been doing digitalization of all old and important documents.
- The Peons' duties were reviewed and reshuffling was done among the Peons and Library Attendants.
- For seamless communication the committee has suggested for EPABX machine for which quotations from vendor has been called. The EPABX system will be purchased in the coming financial year. Also the notice regarding the timings of office and phone calls has been displayed on the College website for the sake of the students and outsiders.

The meeting of the entire administrative staff as well as department wise meetings will be held in the month of April to discuss the general as well as department specific recommendations given by CAQA and to implement them in the coming financial year.

Suggestion:

Automation like ERP system, admission system etc. should be concentrated for the smooth conduct of office administration.

3. Submission of data for AQAR 2019-2020:

Mr. Anil Adagale, Member Secretary and Co-ordinator – IQAC informed the committee members that the 1st draft of the AQAR 2019-2020 has been submitted by the Heads of seven Criterias. The UGC has extended the last date of submission. After checking the draft alongwith the criteria heads and committee members, in next two meetings College will submit the AQAR report to the IQAC for approval. The same will be uploaded in due course.

4. To update about submission of data in RUSA NAAC software

Mr. Anil Adagale informed the members that the College has received first installment of 2.5 crores and another installment of 2.5 crores is due. The RUSA has developed the software

wherein the data required for NAAC can be uploaded. It will be easy for the institution to enter the data with the login ID and password. The College has started entering the data from 2018-2019 onwards so that when College will appear for NAAC accreditation in the year 2024 the data will be easily available. The software requires some changes and they are updating it.

5. Any other matter

UGC – Quality Mandate

Mr. Anil Adagale brought the notice to the members about the letter received from University Grants Commission (UGC) regarding Quality Mandate. UGC asked to take appropriate action for developing institutional implementation plan on quality mandate initiatives by constituting a Task Group of 5-10 faculty members of each activity. Mr. Anil Adagale informed that College intends to do following activities under this quality mandate initiatives and he proposed to give approval for the same.

- a. Diksharambh
- b. Guru Dakshata
- c. LOCF
- d. Jeevan Kaushal
- e. CARE
- f. Examination Reforms in Higher Education.

Mr. Anil Adagale requested Dr. Sharayu Bhakare to brief about Diksharambh.

a. Diksharambh

Dr. Sharayu Bhakare informed the members that the induction program will be organized at the beginning of the academic year for the newly admitted students of First Year B. Com and BA. from the academic year 2021-2022. The College is already doing induction programme. The schedule of six days will be there. .

Objectives of this initiative are :

- Help students acclimatize with college surroundings
- Develop bond with fellow students and teachers
- Sensitize them towards issues of social relevance
- Imbibe human values so as to become responsible citizens

Expected Outcomes are effective and gainful teaching learning experience, to inculcate integrity and affinity towards the college.

Students Induction Program would cover the following aspects (SAGE)

- Socializing: meeting other new students, senior students, student's union, lectures by Eminent People;
- Associating: visits to University / college, visits to Dept./Branch/ Programme of study and important places in campus, local area, city and so on;
- Governing: rules and regulations, student support etc;
- Experiencing: Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

The college would include the activities like Physical Activity, Mentoring, Familiarization to Dept./Branch, Creative Arts and Culture Literary Activity, Lectures by Eminent People, Visits to Local Area, Extra-Curricular Activities in College, Familiarization to facilities in college, Group activities as an integral part of the Induction program.

Newly admitted students, Head of the Institution, Important functionaries/ Administrative staff , Faculty Mentors , Selected Alumni, Students Council/Association , Selected Senior Students, Civil Society , Invited Distinguished People will be the partners in Induction Programme

The college endeavors to create and foster a mentoring culture to instill human values and develop a healthy relationship between teachers and students.

Mentoring sessions would be a significant part of the Induction Program and will continue for the entire academic year.

Requirements for mentoring session are:

1. Appointment of Mentor Coordinator
2. Presence of Mentors 1 Senior students 2. Teachers
3. Presence of mentees
4. Mentoring guidelines.

Mentoring programme framework will be as follows:

- 2 faculty mentorship programme coordinators will monitor and coordinate with 30 teacher mentors.
- 30 teachers will be given a responsibility to guide the 30 senior student mentors.
- 30 senior students from second year and third year will be given the role of student mentors.
- And 900 students will be divided into 30 groups of 30 students each.

Suggestions :

- To include Mentoring and group activity
- To include about mission, vision
- To inform about programme outcome of B.Com., B.A.
- Mentoring should be for all years and should be different from counselling.

RESOLUTION [IQAC/2020-2021/2/2]

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the ‘Diksharambh’ under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

b. Guru Dakshata

Dr. Swati Chiney briefed about Guru Dakshata initiative to be implemented from the academic year 2021-2022.

The main objective of the faculty induction program is to motivate the faculty to adopt learner centric approaches, ICT integrated learning and new pedagogic approaches to teaching-learning assessment tools in higher education.

The College proposes to undertake and would want to organize the following 3 modules as per the guidelines mentioned in the manual of Guru-Dakshata of UGC.

- Module 2 – Curriculum designing, Outcome based learning and Choice based credit system (20 Hrs.)
- Module 3 – Teaching, Learning and Assessment (20 Hrs.)
- Module 6 – Research, Professional Development and Academic Leadership (20 Hrs.)

The details of the same would be planned, chalked out and executed in due course of time. For the execution of the above said program, a Task Group of 5 teachers have been constituted.

Suggestions :

- To take the help of retired teachers for mentoring the teachers who are newly joined.

RESOLUTION [IQAC/2020-2021/2/3]

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the ‘Guru Dakshata ’ under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

c. Learning Outcomes Based Curriculum Framework for UG Education

Dr. Sheena Mathews briefed about the same which will be starting from 2021-2022 at First year level.

Expectations:

The Flow of Learning Outcomes Based Curriculum Framework for UG Education is to formulate:

- Graduate Attributes
- Qualification Descriptors
- Programme Learning Outcomes (PLO)
- Course Learning Outcomes(CLO)
- Teaching Learning Process
- Assessments Methods

The College has successfully formulated the Graduate Attributes, Programme Learning Outcomes, Course Learning Outcomes and Teaching Learning Process.

The Syllabus Template used in College, collects information on Course Learning Outcomes and Teaching Learning Process

In due course College will formulate Qualification Descriptors. Mapping of Graduate Attributes and PLO , Mapping PLO and CLO and mapping of CLO and Assessment will also be done in due course of time.

Suggestions :

- Global, national and regional requirement should be linked with PLOs.

RESOLUTION [IQAC/2020-2021/2/4]

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the ‘Learning Outcomes Based Curriculum Framework’ under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

d. Jeevan Kaushal

Dr. Neelofar Raina briefed about Jeevan Kaushal initiative. This initiative will be implemented from the academic year 2021-2022 for all the students studying under UG programme. The course will be optional and students will be encouraged on a continuous basis to enroll to improve their life skills and earn extra 2 credits. The courses like

communication skills, professional skills, leadership and management skills and Universal human values will be offered under this initiative.

RESOLUTION [IQAC/2020-2021/2/5]

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the 'Jeevan Kaushal' under UGC – Quality Mandate from the academic year 2021-2022 is approved.

e. CARE

Dr. Aarti Wani informed the committee members that the College has constituted a task force for CARE as required by the UGC to implement its quality mandate. This CARE will help the teachers to guide about authentication of publications, journals.

The CARE task force is committed to ensuring high standards in research and to that end the following action plan is proposed

- 1) Provide guidance to faculty in terms of suggesting/ vetting journals for publication.
- 2) Ensure research articles are published solely in non- predatory, UGC Care list, Scopus Indexed and Web of Science journals
- 3) Ensure faculty do not participate in predatory conferences. To this end, financial support will be given to faculty to travel to and present their papers in conferences only if the faculty can conclusively prove the authenticity of the said conference and its organizing body.
- 4) Help faculty find appropriate journals for their research publications.
- 5) Conduct training workshops for the faculty in research methodology.
- 6) Conduct workshops for the faculty in academic writing and publication.

suggestions

- Workshops with experts should be conducted to identifying the themes for research, publications. Dr. Shirgurkar assured to suggest the names of experts for conducting workshops.

RESOLUTION [IQAC/2020-2021/2/6]

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the 'CARE' under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

f. Examination Reforms in Higher Education –

With an intention of ensuring consistency, transparency and enhancing creditability of examination and evaluation system following reforms will be introduced from academic year 2021-2022, Dr. Yogini Chiplunkar informed that the college has changed the evaluation pattern from this academic year. With an objective of doing continuous evaluation, the College has introduced 70+30 pattern of evaluation i.e. 70 internal component and 30 externals. She further proposed:

- 1) A Workshop for faculty on “Rubric Development and its use” will be organized.
- 2) Faculty will be encouraged to use Rubrics while doing internal assessment of students that will ensure consistency, transparency and fairness in assessment
- 3) The process of developing an exhaustive Question Bank for every course will be initiated, which will be eventually used for paper setting of semester end examination
- 4) A Workshop for faculty on “Mapping of external assessment with Course Outcomes” will be organized.
- 5) While setting Question papers for Semester end examination, 2 columns will be shown for writing cognitive level as per Bloom’s taxonomy and learning outcome.

RESOLUTION [IQAC/2020-2021/2/7]

IT IS UNANIMOUSLY RESOLVED THAT the proposal to introduce ‘Examination Reforms in Higher Education’ under UGC – Quality Mandate from the academic year 2021-2022 is approved.

Meeting ended with a vote of thanks.

Mr. Anil Adagale
Member Secretary and
Co-ordinator, IQAC

Dr. Hrishikesh Soman
Chairman, IQAC