

### **Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)**

A meeting of the IQAC was held on 26th Nov, 2021 at 11.45am in the Conference Room.

The following members were present :

Prof. Santosh B. Patkar

Prof. Sharmila Borkar

Ms. Pragati Bhonsle

Dr. Riddhi Kholkar

Mr. Satyajit Hirve

Ms. Lynn Lobo

Mr. Avdhut Gunaji

Adv. Sachin Desai

Mr. Sujit Parulekar

Ms. Neharika Walawalkar

Mr. Om Motilal Lotlikar

### **Confirmation of Minutes**

The minutes of the meeting held on 30th January, 2021 were confirmed in the meeting without any changes.

The Principal Prof. Santosh Patkar introduced the external members and student representatives. The internal members introduced themselves.

The Vice Principal and IQAC Co-ordinator Prof. Sharmila Borkar made a presentation on IQAC - its role, vision, strategy, functions and also recommendations from internal members (teachers) of the IQAC on the functioning of IQAC.

### **Action taken report on the activities recommended in the previous meeting:**

Recommendations	Action taken
B.Com placements to be increased.	On account of Covid restrictions, it was kept on hold. In this semester with the starting of offline classes, the placement cell of the college is working to ensure this. Industry experts are invited to address students on career options. The placement cell is also in

	talks with industry for campus recruitment. Internships for students are arranged as a step towards placements.
Career guidance for students to facilitate internships.	The career guidance cell along with the internship cell interacts with industry constantly to increase internships.
Obtain feedback from internship programs where students are deployed.	Feedback is duly obtained on internship programs wherever students are deployed.
Mentoring to include career guidance.	Teacher mentors also guide students for careers as a part of their mentoring efforts. Class seminars are also themed on the same.
Students lack of interest in attending guest lectures can be rectified by understanding their interests/needs and accordingly invite speakers (Deejaying, call centre executives, etc.)	Guest speakers on divergent areas are invited to address students.
Feedback of guest lectures to be done by students & staff, and rating of students to be done by the speaker too.	Feedback on guest lectures is being carried out, and results compiled.
Incentives to students for participation in group activities like presentations.	This matter is under discussion. (But the practice of giving marks for presentations as a part of ISA component is done.)
The student profile of the college to be mapped. This will help college identify students' traits and areas to focus on.	It is being done by portal through DHE. It can be done more thoroughly at the beginning of the next academic year.

The suggestions given by the teachers are the following:

1. Syncing of activities with IQAC. All committees and activities organised by Departments / Committees / Cells should be linked to IQAC.
2. IQAC to also suggest / recommend activities to be organised.

3. Documentation of activities - One full time administrative staff should be in charge of the documentation of all activities. IQAC should design a format for the staff to submit the reports of all activities conducted. The soft copy and hard copy of the report of the activities should be given to the administrative staff in charge by the Convenor of the Cell.
4. Annual planner should be ready for each academic year before the year commences.
5. Rating of Guest lecturers to be done by students and staff. A standard form to be designed for the same.
6. Any suggestion from the staff and students to be considered and IQAC to give it due consideration.
7. At least 3 IQAC meetings should be held in a year.
8. IQAC to also take up the issue of the quality of food served in the college canteen and the allegedly high prices charged.

Shri. Sujit Parulekar made the following suggestions:

- The college go in for ISO 9000 certification as this will help the institution to highlight itself in the community and also make the process and documentation a regular affair.
- Use the 'Why Why Why Analysis' before deciding on any activity as it brings in clarity and helps the college to narrow down the focus .
- Classify activities into long term and short term ie activities that can be done in 3 months or before the next meeting
- All information regarding the students who have passed out, their marks and percentages, employment details, average salary etc. should be made available on the college website.

Adv. Sachin Desai made the following suggestions:

- The Annual Planner should be put in place. This plan should based on the activities conducted in the last 5 years and after analysis into how they have contributed to the emotional wellbeing of the students. New activities involving students can be decided keeping in mind the suggestions and recommendations of the NAAC peer team.
- The college should also take feedback from students who have gone for training to CA's.
- During the time of admission at the beginning of a new academic year the college should ask the students about their expectations from the college and later take feedback from them.
- Students should be given need based guidance. Resource persons should be asked to address the students on what the employers expect from them.

- Each HOD should prepare a plan of action for the year after analysing the effectiveness of the activities conducted during the last 5 years and find out if the objectives have been met. This report can be shared with the IQAC.

The IQAC Coordinator Prof. Sharmila Borkar suggested that all cells, committees and programmes should be linked to the IQAC. All reports of the activities of various cells and committees as well as departments should be made available to the IQAC.

The Principal informed the committee that:

- A committee has been constituted to prepare the Annual planner.
- A report of all the activities conducted by various cells and committees is prepared every month.
- Faculty Improvement Programme and training programme for non-teaching staff will be held on a regular basis.
- Certificate and Skill based Courses would be conducted.
- A Placement Fair would be held in May.

The student representatives Neharika Walawalkar and Om Motilal Lotlikar suggested that the college should provide guidance to the students on their future career and academic path.

The meeting unanimously suggested that the last 5-10 minutes of lectures can be dedicated to teachers providing career related information.

The next IQAC meeting is tentatively scheduled to be held in March 2022.

Prof. Sharmila Borkar

Coordinator, IQAC

Prof. Santosh Patkar

Principal