

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

A meeting of the IQAC was held on 23rd April 2022 at 12 noon in the college Conference Room

The following members were present:-

1. Prof. Santosh B. Patkar
2. Prof. Sharmila Borkar
3. Ms. Pragati Bhonsle
4. Dr. Riddhi Kholkar
5. Mr. Satyajit Hirve
6. Ms. Lynn Lobo
7. Adv. Sachin Desai
8. Mr. Sujit Parulekar
9. Mr. Om Motilal Lotlikar

Confirmation of Minutes

The minutes of the meeting held on 26th, November 2021 were confirmed in the meeting without any changes.

The Principal Prof. Santosh B. Patkar welcomed the members of the IQAC cell to the meeting and presented a brief report of the programmes conducted during the year.

Action taken report on the activities recommended in the previous meeting:-

Recommendations	Action taken
Syncing of activities with IQAC. All committees and activities organized by Departments /Committees/Cells should be linked to IQAC.	In the staff meeting subsequently held the Principal informed that the activities of the departments & cells were to be undertaken in confirmation with NAAC requirements.
IQAC to also suggest/recommend activities to be organized.	IQAC will ensure cells & departments undertake NAAC-related activities.
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 & hard copy of the report of activity should be given to the administrative staff in charge by the convenor of the cell	Shir Sudesh Chandelkar, Administrative staff ,is in charge of documentation as per the format specified (Notice, brochure, report, 2 photographs, attendance, thanking letter)

The annual Planner should be ready for each academic year before the year commences.	The annual planner is prepared as per suggestions.
Rating of guest lecturers to be done by students & staff. A standard form to be designed for the same.	Guest lectures are rated by students through the feedback form.
IQAC to also take up the issue of the quality of food served in the college canteen & the allegedly high prices charged.	The canteen proprietor was asked to give a standard menu comprising Goan dishes also and at reasonable rates. He was also instructed about maintaining hygiene & keeping hand sanitizer at certain specific locations.

The following suggestions were made during the meeting:-

1. Drop Box should be installed.
 - Ideas/projects suggested in the drop box should be discussed. And such projects/ideas should be implemented as per the requirement of the NAAC & for the betterment of the college.
2. Programmes should be undertaken in collaboration with the other departments.
3. Identify the areas where our NAAC score would increase and focus on such areas.
4. Identify the limitations, time constraints, manpower constraints, etc before finalizing the programs. Shri. Sujit ----- suggested that the college should set targets and ensure that it is achieved.
5. Activities not considered for NAAC should not be conducted.
6. Formal head of the department meetings should be conducted regularly to take the stock of the situation.
7. Focus should be more on internships, industry visits/field trips, students' placements conducting certificate courses, etc.
8. Identify key areas like scholarships/free ships, and class seminars and work on that area.
9. Conduct one meeting every month for discussion and to assess the progress and also examine whether there is a value addition to the program conducted.
10. Advocate Desai suggested that need-based activities should be conducted and regular reviews of the same should be done.
11. Satyajit told that students suggested to
 - 1) Install A/C in the TY B Com classes.
 - 2) To have the boy's common room.
 - 3) Recent examination question papers to be uploaded on the college website.
 - 4) Revive the Book bank scheme for the students
 - 5) Address the complaints received from the students about the canteen menu.