

13/02/2017

Minutes of the Internal Quality Assurance Cell Meeting

Saturday, 11th February 2017

A meeting of IQAC Committee was held on Saturday 11th February 2017 at 10.30 a.m. in the conference room of the college. The following members were present:

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| 1. Dr. S. B. Kharosekar | 2. Mrs. Malati Kalmadi |
| 3. Mrs. Suchismita Mohanty | 4. Dr. Jayashri Bangali |
| 5. Ms. Sujata Bachhav | 6. Ms. Shweta Bapat |
| 7. Mrs. Deepa Sathe | 8. Mrs. Shilpa Khadilkar |
| 10. Mr. Chalres Valentine | |

Dr. S. B. Kharosekar, Principal and Chairman of the IQAC welcomed the members for the second term IQAC Committee meeting of the current academic year 2016-17. He briefed the members about the agenda of the meeting and invited suggestions on the items included in the agenda of the meeting.

Item 1. To confirm the minutes of previous meeting held on Friday, 12th August 2016.

Dr. Jayashri Bangali, IQAC Coordinator read the minutes of the previous meeting held on Friday, 12th August 2016 and all the members present for the meeting unanimously confirmed the minutes.

IQAC Coordinator Dr. Jayashri Bangali presented the criterion-wise action taken report before the committee and invited suggestions. Following suggestions were made by the members:

Criterion I : Curricular Aspects

Mrs. Malati Kalmadi insisted upon the separate notice boards for the notices related to Seminars/Workshops/Conferences. She suggested that a pin board can be fixed in the stilts of the senior college for this purpose.

Responsibility: **Ms. Suchismita Mohanty**

Analysis of the Feedback forms submitted by the students regarding the evaluation of Teacher/infrastructure/non-teaching staff to be placed before the IQAC committee in its next meeting, it was decided.

Responsibility: **Dr. Jayashri Bangali**

Criterion – II: Teaching, Learning and Evaluation

Mrs. Malati Kalmadi suggested that the college can arrange a survey to study the impact of the various activities conducted by the college throughout the academic year. The survey can be conducted with the help of Dynaprabodhini. For getting the survey done, the college can take assistance and guidance from Ms. Kamini Saxena, Management Facilitator, Kannada Sangha. She also advised to arrange presentation by Ms. Kamini Saxena regarding the survey in the staff academy meeting.

Responsibility: **Mrs. Pallavi Joshi**

Criterion – III: Research, Consultancy and Extension

Dr. S.B.Kharosekar suggested that a resolution has to be passed for the inclusion of the Gifted Child Centre activities under the Kaveri Research and Innovation Centre. It was decided that Dr. S.B. Kharosekar, Principal and the Coordinator, Gifted Child Centre will jointly work for preparing the resolution and get it approved in the Kannada Sangha Trustees Meeting.

Mrs. Malati Kalmadi informed the members about the psychology project carried out by Gifted Child Centre. She further suggested that the B.A. students offering psychology at special level can be involved in this research activity.

Regarding the mentoring system and remedial teaching introduced by the college, Mrs. Kalmadi suggested that these two activities can be undertaken in the form of action research projects under the college KRIC.

Responsibility: **Dr. S.B.Kharosekar and Coordinator of Gifted Centre**

Dr. Muckta Karmarkar (for psychology project)

Dr. Jayashri Bangali (Action Research Project)

Criterion – IV: Infrastructure and Learning Resources

To equip the college with advanced technology and to increase the use of ICT, it was decided that a virtual classroom can be constructed in the college.

A proposal for constructing a virtual classroom can be prepared and sent to CSR agencies for getting financial assistance in the next academic year 2017-18.

Responsibility: **Ms. Suchismita Mohanty**

Criterion – V: Student Support and Progression

The IQAC coordinator informed the members that the course coordinators have decided to improve the passing percentage of their respective courses and the subject teachers were instructed by the coordinators to improve their subject results compared to the previous year examination results.

On this, Mrs. Malati Kalmadi suggested that the performance of a teacher can be analyzed on the basis of the academic results of the teacher concerned. She further suggested that Teacher Performance Appraisal can be carried out in a similar way like that it is carried out for the Kaveri Group of Institutes. For this, she has advised to approach to Ms. Kamini Saxena, Facilitator, Kannada Sangha.

This can be implemented by the college from the next academic year 2017-18.

Responsibility: **Dr. Jayashri Bangali**

Mrs. Malati Kalmadi appealed to the members that the ‘Kaveri Kalangan’ platform provided by the Kannada Sangha should be used by the students of the college regularly. The activities can be conducted under the student’s club, the ‘Kolours of Kaveri’ with the help of cultural committee.

This committee will schedule the activities and include it in the 'Academic Calendar' prepared by the college. This can be implemented by the college from the next academic year 2017-18.

Responsibility: **Dr. Muckta Karmarkar (Head, Cultural Committee)**

About the Yuva Spandan event, Mrs. Kalmadi suggested to conduct it in the last week of December every year. She further added that the college authority should stick up to this period for holding this event.

Criterion – VI: Governance, Leadership and Management

Mrs. Malati Kalmadi suggested that outcomes of all the FDPs conducted by the college during the academic year should be studied and its impact analysis should be done and presented before the IQAC committee.

Responsibility: **Ms. Pallavi Joshi**

Criterion – VII: Innovations and Best Practices

Mrs. Malati Kalmadi suggested that 'Swachh Bharat' activity should be a regular activity conducted on every 2-3 weeks. This can be carried out with the help of NSS volunteers of the college. T-shirts can be issued to the NSS volunteers who are involved in this activity by the college; it was suggested by the members.

One compound wall of the campus can be taken up by the senior college for decoration; it was decided in the meeting.

Responsibility: **Mr. Anand Buddhikot, P.O. NSS**

Mrs. Chitra Alavani, S.W.O.

b) Plan of action decided by Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Cell and Kaveri Entrepreneurship Development Centre.

Heads of the respective centres briefed the members about their action taken report submitted to the IQAC. Mrs. Malati Kalmadi gave the suggestions to all the heads regarding further plan of action. The center-wise suggestions are attached separately.

Kaveri Research and Innovation Centre

Action research project based on the mentoring system and remedial teaching introduced in the college can be undertaken by KRIC.

Kaveri Skill Development Centre

Mrs. Malati Kalmadi suggested that the centre head must approach to Mrs. Kamini Saxena, Management Facilitator and Mr. Akolkar, Manager, Kannada Sangha for carrying out skill development programmes.

Kaveri Entrepreneurship Development Centre

Mrs. Malati Kalmadi advised to contact Mr. Mandar Karandikar from NGO, HAITHAK and Mr. Mahajan, INNOVATION, CIE for carrying out the further activities of KEDC.

It was decided to prepare a list of Resource persons required for conducting various activities under these four centres by consulting with Mrs. Malati Kalmadi in the month of March 2017.

Responsibility given to: **All Centre Heads**

Item 2: To approve the draft of IQAC newsletter (first volume second issue of 2017) and to decide its date of publication.


All the members of IQAC unanimously approved the draft of IQAC Newsletter. The date of publication of IQAC Newsletter will be 24th February, 2017, it was decided in the meeting.

Item 3: Any other item with the permission of the Chair

There was no any other item in the meeting after the items on the agenda were discussed. Therefore the meeting was concluded with vote of thanks.



Dr. Jayashri Bangali
Coordinator, IQAC



Dr.S.B.Kharosekar
Chairman, IQAC