

23/08/2016

Minutes of Internal Quality Assurance Cell Meeting

Tuesday, 23rd August, 2016

A meeting of IQAC Committee was held on Friday 12th August and Tuesday 23rd August 2016 at 11.00 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 | 3. Dr. Muckta Karamarkar |
| 4. Dr. Jayashri Bangali | 5. Ms. Sujata Bachhav |
| 6. Ms. Shweta Bapat | 7. Mrs. Deepa Sathe |
| 8. Mr. Anand Buddhikot | 9. Mrs. Shilpa Khadilkar |

Dr. S. B. Kharosekar, Principal and Chairman of the IQAC welcomed all the members present for the meeting. He briefed the members about the agenda of the meeting and invited item-wise suggestions from the members.

Item 1: To discuss with the members about the criterion-wise plan of action for the academic year 2016-17.

Dr.S.B.Kharosekar, Principal and chairman of IQAC informed the committee members about the suggestions and action plans received from the Criterion Heads. Each criterion head explained the plan of action of their respective criteria.

Mrs. Malati Kalmadi gave the following suggestions:

Criterion - I: Curricular Aspects

Initiative should be taken to improve the quality. Number of ADD-ON courses should be increased and designed with learning outcomes. The record containing

the number of students enrolled along with the feedback of students for each course has to be maintained.

A separate notice board has to be installed for putting the notices related to seminars/workshops/conferences, curricular and co-curricular activities to improve the student's attendance for the classes.

Feedback analysis (student feedback about teachers/college infrastructure) has to be discussed in the IQAC meeting.

Criterion – II: Teaching, Learning and Evaluation

Each subject teacher will prepare a teaching plan including teaching techniques/methodologies used for a particular subject/topic. Dr. S.B.Kharosekar informed the members that every year all the teachers are submitting their teaching plans to the IQAC coordinator. From this year onwards the methodology of teaching has to be added in the teaching plan, it was decided in the meeting.

Special coaching for entrance examinations can be provided and notices related to it can be displayed on the notice boards at the prominent places in the college.

Criterion – III: Research, Consultancy and Extension

For science club activity, collaborate with our primary school to start the joint project based on action research.

Consultancy can be provided to Kaveri International School, Lohgaon campus regarding networking in the computer laboratories.

Kaveri Gifted Centre activities can be brought under the college extension programmes.

Criterion – IV: Infrastructure and Learning Resources

Mrs. Malati Kalamadi informed the members about the expansion of the college building by constructing 8th floor for providing additional classrooms for the college. She has also suggested for increasing the number of LCD projectors in the college as per the student strength and the number of classes. Further, she has suggested purchasing two LCD projectors every year by making provision in the annual budget.

Criterion – V: Student Support and Progression

Each course coordinator will have a target of maintaining results of their respective classes at the beginning of the academic year and will try to achieve it.

Alumina interaction should be strengthened. The alumina registration fees can be included in the admission fees of the third year students.

Criterion – VI: Governance, Leadership and Management

Dr. S.B.Kharosekar informed the members about the conduct of LMC meetings.

Mrs. Malati Kalmadi suggested the members that the documentation of the each activity should be maintained. Feedback after each activity should be taken and its analysis has to be put before the IQAC committee for seeking suggestions.

Teacher Self appraisal forms should be filled by all the teachers and on the basis of its analysis, FDP activities/programmes can be planned and executed.

Criterion – VII: Innovations and Best Practices

Through Ecorangers, green campus drive can be started. Through ‘Swach Bharat Abhiyan’, roads and area near by the college campus can be cleaned. This work can be carried out by the NSS volunteers and Environmental forum of the college.

Item 2: To discuss with the members about the action plan decided by the newly introduced four centers, namely: Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Centre and Kaveri Entrepreneurship Development Centre.

Heads of the respective centres briefed the members about their plan of action for academic year 2016-17. The committee unanimously approved the plan of action of all the four centres. The centre-wise discussion held in the meeting alongwith the suggestions given by the members is as under:

Kaveri Skill Development Centre

Mrs. Malati Kalmadi suggested to contact Ms. Supriya Goturkar of INTACH for starting the Heritage Club in the college and also for providing skill development

training to students so that they can work as Tour Guides for various activities of INTACH. Mr. Mohannan to be contacted to address teaching staff members regarding ThinQ.

With the point related to offering add on courses offered by SPPU, Mrs. Kalmadi suggested to opt for Certificate Course in Travel & Tourism alongwith other courses.

Kaveri Research and Innovation Centre

Mrs. Malati Kalmadi suggested that the Research Centre must have the target for number of students to be involved in the research projects (from all courses) for a particular academic year.

Each staff member must have a target for publishing the research papers in a particular academic year. The current year and preceding year analysis must be presented in the IQAC meeting.

Kaveri Entrepreneurship Development Cell

Mrs. Malati Kalmadi suggested to contact Mrs. Rajani Deshpande and Kiran Deshpande whose son has a start up based in Delhi for interaction with the aspirants of the centre.

She further advised to all the Centre heads that they must have the target for number of programmes and number of beneficiaries in a particular academic year.

Item 3: To inform the members about the activities that is planned under different internal committees of the college for the academic year 2016-17.

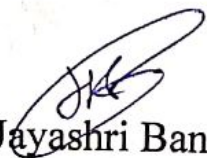
The action plans for academic year 2016-17 submitted by all the committee heads of internal committees constituted by the college were discussed and approved by the IQAC committee.

Item 4: To inform the members regarding the publication of first volume of IQAC newsletter.


Dr.S.B.Kharosekar, Principal and Chairman of IQAC informed all the members that the IQAC Newsletter for the year 2015-16 was published on Monday, 1st August, 2016 at the hands of trustees. All the members appreciated the efforts taken by the IQAC committee.

Item 5: 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