

Meeting held on 26/11/18

The new AQAR format requires the Colleges to undertake various activities. The meeting was held to discuss the steps needed to be taken considering these modifications. These have been classified into three levels: Individual staff member, Departments, and College/ IQAC level, for each of the criteria. This is indicated below:

### **I. Curricular Aspects**

#### **Individual Level**

Update the syllabus planning

Update the academic diaries

#### **Department Level**

- Try to introduce diploma courses. It was suggested that IT department can take initiative to introduce Cyber networking, network security or AI under RUSA , though which Skill Development Programmes are conducted. Commerce department can take up course on Capital marketing, Financial Planning and management or Insurance. It was also suggested that members of IQAC could personally visit the office to get further information in this matter.

#### **College Level:**

- Academic diaries to be certified by the academic committee members

### **II Teaching Learning & Evaluation:**

#### **Individual Level**

- Teachers have to prepare teaching material to be transacted using ICT.
- Teacher must upgrade their skills to work on E-Module preparation.

#### **Department Level**

- Departments have to introduce short courses for value addition.
- More brain storming must be done to introduce innovative teaching methods.

### **III Research Consultancy and Extension:**

#### **Individual Level**

- Teachers have to take an initiative to undertake major / minor research projects and submit proposals to that effect to the research committee.
- Teachers should make an effort to produce teaching learning material for E-Pathshala. This can be done with a team of teachers.

#### **Department Level**

- Students should be encouraged to undertake research projects apart from those mandatory as per their syllabi.
- It was suggested that such projects can be multi-disciplinary, so that many departments can be involved in the activity simultaneously.

#### **College Level:**

- A workshop on IPR can be conducted to enable the teachers to understand the process of applying for patenting. It was decided that this workshop may be conducted sometime in February after the intercollegiate festivals.

#### **IV. Infrastructure & Learning Resources:**

##### **College Level:**

- The process of converting class rooms into smart class rooms needs to be expedited.
- Library automation must be completed at the earliest.

#### **V. Student Support:**

##### **Individual Level:**

- Teachers should be actively involved in mentoring.
- Teachers should prepare student friendly teaching material

##### **Department Level:**

- Students should be guided about employment opportunities and higher studies.
- Details of parents meet and the feedback should be documented and updated.
- Bridge and remedial courses must be conducted and the records of the same must be maintained along with a feedback form

##### **College Level:**

- IQAC has to prepare a student satisfaction survey format, to be filled by the students on-line.
- IQAC has to also prepare an online feedback form for the parents
- A feedback form for bridge courses has to be prepared by IQAC, which can be used by the departments.
- IQAC has to prepare an online feedback form for alumni.
- Placement Cell committee has to prepare a feedback form to be submitted by the employers of students who were placed through campus placement program.
- Soft skill workshops Yoga workshops must be regularly held.
- There should be students' representation on various committees
- College has to provide for guidance on preparing for competitive examinations.
- Mentoring was done at department level so far. It will now be formalised, with the specification of names of students allotted to a specific teacher. A detailed program of mentoring will be prepared by IQAC, for which Dr. Savita Patil & Dr. Padhye will work together.
- Gender sensitisation workshops need to be organised through the WDC.

- IQAC has to approach the Gender Audit Cell of the University of Mumbai to carry out the gender audit of the College.

### VI Governance & Leadership:

#### College Level:

- Workshops focussing on human resource development have to be conducted for both teaching and non-teaching
- Steps have to be taken to conduct Academic audit of the college. D. Savita Patil has been requested to make the necessary inquiries.
- College can take initiative for NIRF registration and ISO certification. Shri. Rupesh Raut has volunteered to work on this area.

### VII. Innivative & Best Practices:

#### College Level:

- WDC has to plan activities for Gender Equity Promotion.
- Programs have to planned for special skill development of physically challenged students.
- A book enlisting code of conduct has to be prepared by the IQAC. Shri Rupesh Raut will be preparing a rough draft of the same.
- Efforts have to be made to make the campus 'Eco-Friendly'.

Suggestions in this area included the following:

- Use of LED lights
- Ban plastic (NSS unit has already begun to work on this aspect)
- install water distillation unit to reduce water wastage
- solar panels which can be fixed on NCC building since the main building has been recognised as a heritage building.
- Empty sheets of answer books can be recycled

1) Dr. M. V. Kagalkar Mkagalkar

2) Dr. Sucheta Krishnaprasad - Sucheta

3) Dr. M. M. Saydoo

4) Dr. N. N. Kasturwale Kasturwale

5) Dr. Savita Patil Patil

6) Shri. Rupesh Raut Rupesh

7) Dr. Rahul Zanan Zanan

8) Dr. Sanjay Jagtap Jagtap