

IQAC MINUTES

A meeting of the I.Q.A.C. Committee was held on Friday, 9th March, 2018 at 11.30 a.m. in the Board Room adjacent Principal's chamber.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
 - 2) Dr. Moushumi Datta - Co-ordinator
 - 3) Mr. V.G. Suchak
 - 4) Dr. Mona Mehta
 - 5) Dr. Varsha Ainapure
 - 6) Dr. Marina Pereira
 - 7) Mr. Suresh K. Shetkar
 - 8) Dr. Bharat Pithadia
 - 9) Ms. Sindhu P.M.
- } HoD's and PG Co-ordinators
- 10) Dr. Santosh Hulagabali - Librarian
 - 11) Mr. Chandrashekhhar Penta – Administrative Staff
 - 12) Mr. Chintan Bhatia - Alumni

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee.

The following business was transacted in the meeting:

1. To read and confirm the minutes of the previous meeting.

The minutes of the previous meeting was read, confirmed and signed.

2. To discuss about the training programme for the Class III and Class IV staff.

It was decided to conduct a training programme for Class III staff on Office Automation in the month of April, 2018. For Class IV staff as well as a motivational seminar, will be organized in the month of April, 2018.

3. To discuss about the feedback of the teachers.

Feedback of students are taken from all the classes. Analysis will be ready by month end.

4. To discuss about the Conferences, workshops, seminars, training programmes to be conducted in 2018-19.

Four Conferences / workshops will be held on the theme of “Quality Concern”, “Conflict Management”, “Case Studies and its Interpretation” and “Health and Development” in the next academic year 2018-19. It was also decided to train the teachers in basic computers i.e. Microsoft word, excel, powerpoint, etc. The awareness programme for ISO will be held in June, 2018. The Audit for internal air quality will also be undertaken in the next academic year.

5. To discuss about the goals and perspective plan.

Goals and perspective plan of some departments were discussed.

6. To discuss about the updates of AQAR Report & UGC Report

The task of preparation of AQAR has started.

7. To conduct Academic Audit by External Peer Committee.

It was decided that the Academic Audit and the External Audit for IQAC will be held on 2nd April, 2018.

8. Any other business with the permission of the Chair.

It was put forward that the teachers should adopt new educational technology methods.

It was also decided to encourage the faculty to undertake a certificate programme from Coursera.

It was suggested that a basic first aid course and firefighting certificate programmes should be introduced for students.

It was further suggested to keep only two lectures on Saturday and the remaining day would be utilized for students activities.

There being no other business the meeting ended with a vote of thanks to the chair.

**DR. MOUSHUMI DATTA
CO-ORDINATOR**

READ CONFIRMED AND SIGNED ON 21st MARCH, 2018

**DR. (MRS.) ANCY JOSE
CHAIRPERSON**