

ASHADEEP ADHYAPAK MAHAVIDYALAYA (B.Ed.), NALLASOPARA

Affiliated to Mumbai University

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings
2016-2017

Minutes of Meeting held on 9-6-2016**Agenda:**

1. Activities for new academic year.
2. Orientation Programme for SYBEd students
3. Orientation Programme for the faculty
4. Orientation Programme for the non-teaching Staff
5. Financial Support to departments to organize events.
6. Conducting value-added courses.
7. Attendance Monitoring.

Members Attended:

| Sr. No. | Name of the Member | Designation | Signature |
|---------|--|---|-----------|
| 1 | Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College | Chairperson | |
| 2 | Dr. Sandra Pereira – Principal of Ashadeep College | Member Secretary – co-ordinator of IQAC | |
| 3 | Dr. Maria Fernandes (Former Principal of Ashadeep College) | External Expert on Quality Management | |
| 4 | Fr. Simon D'britto | External Expert on Quality Management | |
| 5 | Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School | External Expert on Quality Management | |
| 6 | Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust | Alumni Representative | |
| 7 | Mrs. Mabel P. Vaz - Manager | Management Representative | |
| 8 | Mrs. Darshana Amarseda – Assistant Professor | Member, Faculty | |
| 9 | Mrs. Manisha Sutar – Assistant Professor | Member, Faculty | |
| 10 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 11 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 12 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 13 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |

The meeting began with a prayer. The coordinator welcomed the meeting. Dr. Sandra Pereira, Principal, presided over the meeting. The meeting evaluated that the orientation programmes for the faculty and students were well organized.

Action Taken Report:

1. Faculty Orientation programme was organized on 1 June 2016. Dr. Maria Fernandes, was the resource person.
2. An Orientation Program for the second year B.Ed. students was organised on 2 June 2016. Fr. Simon was the resource Person.

The meeting resolved to recommend the following items:

Resolutions:

1. It was decided to organize UG Induction Program for the Second-year B.Ed. students, to be commenced on 15 June 2016, consisting of motivational and orientation talks, initiation to the institution and introduction of various facilities and support systems in the college.
2. An orientation on library and information services was organized for the first-year undergraduate students as part of initiation programme on 17-6-2016 and 20-6-2016.
3. It was decided to organize capacity building programmes for administrative staff.
4. It was decided to conduct value-added courses and certificate programme for the undergraduate students of the institution.
5. It was decided to do the needful to improve the consultancy of faculty.
6. It was suggested that parents be intimated about the absence of students in the college.

Principal

IQAC Coordinator

Minutes of Meeting held on 30-08-2016

Agenda:

1. Organizing Seminars/conferences
2. Feedback on Syllabus
3. Feedback on Teachers
4. Evaluation of activities
6. Personal Counselling to Students.
7. Grievance Redressal for Students.
8. Implementation of Walk with Scholar programme.

Members Attended:

| Sr. No. | Name of the Member | Designation | Signature |
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| 1 | Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College | Chairperson | |
| 2 | Dr. Sandra Pereira – Principal of Ashadeep College | Member Secretary – co-ordinator of IQAC | |
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| 9 | Mrs. Manisha Sutar – Assistant Professor | Member, Faculty | |
| 10 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 11 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 12 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 13 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |

The coordinator welcomed the meeting. Dr. Sandra Pereira, Principal, briefed on syllabus. The meeting resolved to recommend the following items:

Resolutions:

1. It was decided to take annual feedback on syllabus from stakeholders and feedback on teachers by students.
2. It was decided to avail personal counselling facility to all students of the college. It was decided to avail general sessions and personal counselling sessions.
3. It was decided to avail ample opportunities to avail platforms for students to register their grievances via grievance boxes.

Action Taken Report:

1. UG Induction Program for the first-year degree students, was organized on 15 June 2016. The orientation talk was delivered by Dr. Sandra Pereira, Principal and Dr. Maria Fernandes former Principal.
2. An orientation on library and information services was organized for the first-year undergraduate students as part of initiation programme on 17-6-2016 and 20-6-2016.
3. New SMS service was initiated to intimate parents on absence of students from classes.

Principal

IQAC Coordinator

Minutes of Meeting held on 05-10-2016

Agenda:

1. Financial Support to departments
2. Bettering ICT facilities in college.
3. Staff Appraisal.
4. Gender sensitive programmes

Members Attended:

| Sr. No. | Name of the Member | Designation | Signature |
|---------|--|---|-----------|
| 1 | Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College | Chairperson | |
| 2 | Dr. Sandra Pereira – Principal of Ashadeep College | Member Secretary – co-ordinator of IQAC | |
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| 6 | Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust | Alumni Representative | |
| 7 | Mrs. Mabel P. Vaz - Manager | Management Representative | |
| 8 | Mrs. Darshana Amarseda – Assistant Professor | Member, Faculty | |
| 9 | Mrs. Manisha Sutar – Assistant Professor | Member, Faculty | |
| 10 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 11 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 12 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 13 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |

The coordinator welcomed the meeting. Dr. Sandra Oereira, Princlpal, briefed on Staff Appraisal. The meeting resolved to recommend the following items:

Resolutions:

1. IQAC recommended to the management to improve ICT-enabled facilities in the college.
2. It was decided to collect Self-Appiaisal from staff and submit it to the manager.
3. It was decided to organize more events for empower the women students and faculty of the college.

Action Taken Report:

1. Personal Counselling Programme to students was initiated in the current academic year.
2. Grievance Boxes were installed at various locations in the campus. A website link was created to collect the grievances of the students.

Principal

IQAC Coordinator

Minutes of Meeting held on 21-11-2016

Dr. Sandra Pereira, Principal, presided over the meeting and IQAC Coordinator, welcomed the gathering.

Agenda:

1. Academic Auditing
2. Online evaluations for CIA.

Members Attended:

| Sr. No. | Name of the Member | Designation | Signature |
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| 1 | Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College | Chairperson | |
| 2 | Dr. Sandra Pereira – Principal of Ashadeep College | Member Secretary – co-ordinator of IQAC | |
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| 7 | Mrs. Mabel P. Vaz - Manager | Management Representative | |
| 8 | Mrs. Darshana Amarseda – Assistant Professor | Member, Faculty | |
| 9 | Mrs. Manisha Sutar – Assistant Professor | Member, Faculty | |
| 10 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 11 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 12 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 13 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |

Resolutions:

1. The meeting welcomed the experts (external) and academic auditors.
2. A number of value-added courses were introduced across various disciplines by various departments for the students.

Action Taken Report:

1. Parents' feedback was collected during the general staff meeting and through individual class PTA meetings.
2. Self-Appraisal of Staff was collected and the manager scrutinized it.

.Principal**IQAC Coordinator**

Minutes of the IQAC Meeting held on 1st February, 2017

A meeting of IQAC was held on 1-2-2017 in the IQAC room presided over by Dr. Sandra Pereira., Principal. The Coordinator welcomed the participants.

Agenda:

1. Preparing a Strategic Plan for the college.
2. Monitoring of Performance of Faculty.

Members present:

| Sr. No. | Name of the Member | Designation | Signature |
|---------|--|---|-----------|
| 1 | Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College | Chairperson | |
| 2 | Dr. Sandra Pereira – Principal of Ashadeep College | Member Secretary – co-ordinator of IQAC | |
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| 12 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 13 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |

Resolutions:

1. The meeting resolved to recommend to enhance social action programmes by focussing on community development.
2. It was decided to constitute a committee under IQAC to look into performance-based appraisal system of faculty for promotions.

Action Taken Report:

1. Green /Energy auditing was conducted in the campus.

The meeting concluded by 4.15 pm.

Principal

IQAC Coordinator

Minutes of Meeting held on 3rd March 2017

Agenda:

1. Discussion on extension activities with social orientation.
2. Organizing mentor-mentee programme in the college.
3. Exit Survey for outgoing students.
4. Faculty Development programme in the new academic year.

Members present:

| Sr. No. | Name of the Member | Designation | Signature |
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| 10 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 11 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 12 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 13 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |

Action Taken Report:

1. On the basis of decisions taken earlier, draft Strategic plan was prepared after taking inputs from various departments and other academic sections and submitted the perspective plan for evaluation.
2. It was decided to take Exit Survey from outgoing undergraduate students for evaluation and improvement.
3. A language lab was set up in the campus for enhancing communication and language skills of the students and faculty.

Resolutions:

1. It was decided to organize more programmes with social commitment. It was suggested that an orientation programme may be organized for the faculty to get concrete ideas to plan various programmes in the afternoon session of 1st June 2017. .
2. It was resolved to organize a systematic Faculty Development Programme internally prior to beginning of next academic year with the support eminent external experts.

The meeting concluded at 4.15 pm.

Principal

IQAC Coordinator

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