

ASHADEEP ADHYAPAK MAHAVIDYALAYA

Affiliated to Mumbai University

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings

2017-2018

Minutes of the meeting of IQAC 2017-2018

Agenda: Formation of IQAC

Schedule: 13/07/2017, 2.30 pm to 4.00 pm

Fecilitator: Dr. Meenakshi Ingole, Ms. Nilam Mandal

1. The meeting started with welcome note by Dr. Meenakshi Ingole followed by importance of IQAC formation.
2. Eligibility for assessment and accreditation by NAAC discussed it was decide to apply for NAAC accreditation.
3. Ms. Nilam Mandal was appointed as IQAC Coordinator.
4. Stakeholders including students, alumni and external experts were suggested by Dr. Meenakshi Ingole.
5. Heads of all departments i.e. assistant professors were nominated as members of IQAC.

The following objectives of IQAC-AAM were discussed:

To develop a system for conscious and consistent improvement in AAM.

To assure all the stakeholders about the quality of education provided by AAM.

The following strategies of IQAC were discussed to evolve mechanisms and procedures for,

1. Timely, efficient and progressive performance of academics, administrative and financial tasks.
2. Assuming quality education of B.Ed. programs and activities.
3. Equitable access to and affordability of academic progress for various section of society.
4. Optimisation and integration of modern methods of teaching and learning.
5. The adequacy, maintenance and proper allocation of support structure and services.

The IQAC will perform to following functions:

1. Development and application of quality benchmarks/parameters for the various academics and administrative activities of the institution.
2. Dissemination of information on the various quality parameters of B.Ed. themes and promotion of quality circles.
3. Organisation of workshops, seminars on quality related themes and promotions of leading to quality improvement
4. Acting as a central agency of the institution for quality related activities.
5. Oreparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

The benefits from IQAC will contribute:

1. To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
2. To enhancement and integration among the various activities of the institution and institutionalize many best practices.

3. To provide a sound basis for decision-making to improve institutional functioning.
4. To better internal communication
5. To match industry requirement from academics.

The structure of IQAC will be as follows:

| Sr. No. | Name of the Member | Designation | Sign |
|----------------|---|---------------------------------------|-------------|
| 1 | Dr. Meenakshi Ingole – Principal of Ashadeep College | Chairperson | |
| 2 | Dr. Maria Fernandes (Former Principal of Ashadeep College) | External Expert on Quality Management | |
| 3 | Dr. Sandra Pereira – (Former Principal of Ashadeep College) | External Expert on Quality Management | |
| 4 | Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School | Member, Industrialist | |
| 5 | Mr. Rahul Thakur – Management Trustee of Thakur Education Trust | Alumni Representative | |
| 6 | Mrs. Mabel P. Vaz - Manager | Management Representative | |
| 7 | Mrs. Darshana Amarseda – Assistant Professor | Member, Faculty | |
| 8 | Mrs. Manisha Sutar – Assistant Professor | Member, Faculty | |
| 9 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 10 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 11 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 12 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |
| 13 | Mr. Praful Mukane- Parent | Member, Local Society | |
| 14 | Ms. Nilam Mandal | IQAC Coordinator | |

MINUTES OF THE MEETING OF IQAC HELD AT 2.00 PM ON 25/09/2017.

Agenda:

- Assessing activities of IQAC for the academic year.
- Feedback on syllabus and curriculum
- Self-appraisal of the staff.
- Any other relevant matter permitted by the chair.

Members present:

| Sr. No. | Name of the Member | Designation | Sign |
|---------|---|---------------------------------------|------|
| 1 | Dr. Meenakshi Ingole – Principal of Ashadeep College | Chairperson | |
| 2 | Dr. Maria Fernandes (Former Principal of Ashadeep College) | External Expert on Quality Management | |
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| 8 | Mrs. Manisha Sutar – Assistant Professor | Member, Faculty | |
| 9 | Mrs. Sanika B. Singh – Assistant Professor | Member, Faculty | |
| 10 | Mrs. Sanjivani Buktare – Librarian | Member, Librarian | |
| 11 | Mrs. Vaidehi Vengurlekar – Office Assistant | Member, Administrative Staff | |
| 12 | Miss Aditi Saiya – Chairperson, Student Council | Student Representative | |
| 13 | Mr. Praful Mukane- Parent | Member, Local Society | |
| 14 | Ms. Nilam Mandal | IQAC Coordinator | |

Action Taken Report:

1. IQAC organized an online workshop cum Training program.
2. Students Induction Programme was organized for the fresh B.Ed. students. Dr. Meenakshi Ingole, Principal and Fr. Simon Pereira were the resource persons.
3. The department of social work and IQAC core team convened a meeting to organize a workshop and orientation on extension activities with social outlook.
4. Meeting of IQAC department representatives was convened and an orientation cum technical training was conducted on using Google Drive.

Minutes:

1. The meeting observed that the needful is to be done to improve the number of seminars and conferences in the campus.
2. It has resolved to take feedback on syllabus and curriculum from students, faculty, and other stakeholders.
3. It was decided to conduct workshop on Extension activities on 10th October 2017.
4. It was resolved to do submission of self-appraisal form on 15th November 2017.
5. It was resolved to take feedback on teachers and completion of syllabus for respective courses in the current semester.

Principal

IQAC Coordinato

MINUTES OF THE MEETING OF IQAC HELD ON 20-02-2018.

Agenda:

- Approval of funds for seminars/conferences of various departments.
- Enrichment programme for the non-teaching staff.
- Any other relevant matter permitted by the chair.
- ICT facilities
- Remedial Coaching.

Members present:

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Action Taken Report:

1. A training workshop on office administration for the administrative staff on 3rd January, 2018.
2. Feedback on syllabus and curriculum was collected from students and other stakeholders during December 2017 and January 2018.
3. A Principal, Dr. Meenakshi Ingole was assigned to the IQAC for documentation purpose.
4. The principal lauded the efforts of Remedial Coaching in the departments to improve academic performance of the students.

Resolutions:

1. The financial support for conferences / seminars was approved.
2. It was resolved to organize an enrichment cum orientation programme for the non-teaching staff based on the date 23 February 2018.
3. It was observed that an orientation programme to inculcate expertise and awareness on extension programs for the benefit of the staff could not be conducted due to various circumstances.
4. It was decided that a committee be constituted to look into the promotion procedures of the eligible faculty members.

Principal

IQAC coordinator

