

# ASHADEEP ADHYAPAK MAHAVIDYALAYA

Affiliated to Mumbai University

## INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings

2018-2019

## Minutes of First Meeting of IQAC 2018-19

Meeting Agenda: Formation of IQAC (Addition of New members)

Meeting Schedule: 24/06/2018, 02.30 pm - 04.00 pm,

Meeting Facilitator: Dr. Savita Kamble, Mrs. Mabel Vaz

1. The meeting started with welcome note by Dr. Savita Kamble followed by importance of IQAC formation.
2. Eligibility for assessment and accreditation by NAAC discussed it was decided to apply for NAAC accreditation.
3. Dr. Savita Kamble, Principal of AAM appointed as IQAC Co-ordinator.
4. Stakeholders including students, alumni and industry representative were suggested by Dr. Savita Kamble.
5. Teaching and Non-teaching staff were nominated as members of IQAC.

The following objectives of IQAC were discussed,

1. To develop a system for conscious and consistent improvement in AAM.
2. 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 academic, administrative and financial tasks.
2. Assuring quality education of B.Ed. programs/activities.
3. Equitable access to and affordability of academic programs 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 academic and administrative activities of the institutions
2. Dissemination of information on the various quality parameters of B.Ed. education
3. Organisation of workshops, seminars on quality related themes and promotion of quality circles
4. Documentation of the various programmes/activities leading to quality improvement
5. Acting as a central agency of the institution for quality-related activities
6. Preparation 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 make better internal communication
5. To match industry requirements from academics.

The structure of IQAC will be as follows,

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Sign</b>
1	Dr. Savita Kamble – 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	Mrs. Archana Sharma	IQAC Coordinator	

Meeting adjourned at 04.00 pm.

Principal

IQAC Coordinator

## Minutes of the meeting of IQAC held at 3.30 pm on 25/09/2018

### Agenda:

- Approval of funds for Seminars
- Discussion Regarding self-appraisal form
- Capacity building programme for the non-teaching staff.
- Conducting external Academic and Administrative Audit.
- Any other relevant matter permitted by the chair.

### Members attended:

Sr. No.	Name of the Member	Designation	Sign
1	Dr. Savita Kamble – 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	Mrs.Archana Sharma	IQAC Coordinator	

### **Action Taken Report:**

- IQAC and PTA jointly organized a motivational talk entitled Effective Parenting in the Modern Times for parents of F.Y.B.Ed.. and S.Y.B.Ed. students on 4th September at the seminar hall. Dr. Priyanka Upadhyay, psychologist, trainer & life coach, was the resource person.
- The department was oriented towards the designing of Program outcome, Programme specific outcome and Course outcome with proper guidelines.
- A two-day training programme on invigilation process and supervision and valuation of examination was jointly organized by IQAC, Examination cell and office of the controller of examinations on 8<sup>th</sup> and 9<sup>th</sup> September 2018 for the faculty.

### **Minutes:**

- i. The principal suggested all the IQAC cell members to cooperate in the date collection to make documentation flawless.
- ii. It was resolved to submit self-appraisal by November 15, 2018, with supporting documents.
- iii. It was resolved to conduct an external Academic and Administrative Audit.
- iv. It was resolved to enhance the activities of placement cell and sports competitions.
- v. It was resolved to collect feedback *from* students, Alumni, teachers, and parents.
- vi. It was decided to organize a capacity building program for the non-teaching staff in October 2018.
- vii. It was decided to organize a training and orientation programme on the conduct of invigilation and supervision of examinations in October 2018.

Principal

IQAC coordinator

## Minutes of the IQAC meeting held at 2.30 pm on 27-03-2019.

### Agenda:

1. Faculty Development programme.
2. Student Induction Programmes
3. Student Orientation Programmes
4. Faculty Orientation for new academic year

The following were present during the meeting:

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Sign</b>
1	Dr. Savita Kamble – Principal of Ashadeep College	Chairperson	
2	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management	
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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	
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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	Mrs. Archana Sharma	IQAC Coordinator	

### **Action Taken Report:**

- IQAC initiated the observation of Green Day in the campus on 12 February 2019. Vehicles were restricted in the campus on the same day. Sapling distribution, Food packet distribution, seminars, plots, green poetry recitation etc. were some of the activities.
- Syllabus feedback from Alumni, Students, Parents and Faculty was collected and analyzed and necessary actions were taken.
- The environmental awareness among the students, teachers and non-teaching staff were analyzed during 2018, 2019 academic year by a questionnaire survey. A total of 190 respondents participated in the survey.
- Steps were taken to continue update the college social media accounts.

### **Resolutions:**

- It was decided to organize Faculty Orientation in the first week of the new academic year 2019-2020.
- It was decided to organize a Student Induction Program for the first year B.ED. students after admission in 2019-2020.
- It was decided to organize a Student Orientation Program for the existing student's In the first week of the forthcoming academic year.

Principal

IQAC co-ordinator





