

**ASHADEEP ADHYAPK MAHAVIDYALYA (B.Ed.),
NALLASOPARA**

Affiliated to Mumbai University

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings

2020-2021

MINUTES OF IQAC MEETING HELD ON 12-6-2020 (online)

Date: 12-06-2020

Venue: Conference Hall

Agenda:

- Programmes for the new Academic year
- Student Induction Program
- Approving IQAC funds for seminars, workshops, extension activities etc.
- Enhancing Swachhta and Rural engagement activities.
- Organizing events in the Covid Scenario.
- Technical team for online leaving and Moodle training.
- Enhancing ICT facilities and infrastructure for online teaching

Members attended:

No.	Name of the Member	Designation	Sign
1	Dr. Savita R. 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. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative	
6	Mrs. Mabel P. Vaz-Manager	Management Representative	
7	Mrs. Manisha Sutar – Assistant Professor	Member, Faculty	
8	Mrs. Vandana Save – Assistant Professor	Member, Faculty	
9	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty	
10	Mrs. Sanjeevani D. Alphanso – Librarian	Member, Librarian	
11	Ms. Stena Rodrigues – Office Assistant	Member, Administrative Staff	
12	Miss Rachael Peters – Chairperson, Student Council	Student Representative	
13	Mr. Ved Prakash Vyas- Parent	Member, Local Society	
14	Mrs. Archana Sharma	IQAC Coordinator	

Action Taken Report:

1. A faculty development program on Outcome Based Education was organized online on 13 May 2020.
2. Couisera, online learning platform was subscribed in the college; students and faculty were given provision to enrol for the courses and obtain certificates.
3. In preparation for the new academic year, Faculty Orientation programme cum workshop was organized online on 27 May 2020. Dr. Maria Fernandes, former Principl, was the resource person.
4. Preparation of revised syllabus in line with the paradigm of Outcome Based Education was completed.

Minutes/Resolutions:

1. IQAC recommended the management to go for ISO certification to ensure quality benchmarking in the campus.
2. It was decided to organize the Student Induction Programme in online mode, but with all necessary modules including modules on vision, mission, code of conduct etc.
3. IQAC funds for organizing seminars, workshops, extension activities were revised.
4. The meeting assessed the challenges to organize events in the context of pandemic. Therefore, it was decided to organize all possible events in online mode. IQAC decided to provide all technic support and expertise to all departments, cell and committees to organize events.
5. It was decided to organize one day faculty development program on 'Classroom Teaching' for the benefit of the faculty.
6. IQAC recommended to the college management to increase the number of smart classrooms in the college for effective teaching-learning process.


Principal

ASHADEEP ADHYAPAK MAHAVIDYALAYA
Tulinj, Nallasopara (East), Dist. Thane-401209

Principal

For Ashadeep Adhyapak Mahavidyalaya


IQAC Coordinator

IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 05-10-2020

Date: 05/10/2020

Venue: Conference Hall

Agenda:

1. Organizing Professional Ethics programmes for the faculty
2. Self-appraisal of the staff.
3. Support to the faculty to attend faculty development programmes.
4. Personal Counselling to students

Members attended:

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1	Dr. Savita R. Kamble – Principal of Ashadeep College	Chairperson	
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Action Taken Report:

1. The new revised syllabus in line with the paradigm of Outcome Based Education was implemented in the new academic year for the first-year students.
2. A Webinar Publication Ethics was organized on 6th of August 2020 in collaboration

with Library Department.

3. A Webinar on “National Education Policy: Intent Implementation and Impact” was organised by IQAC on 18 August 2020.
4. Students Induction Programme was organized for the freshers in online mode from 14 to 18 September 2020, which ended with an entry level test to identify Advanced Learners and Slow Learners. Feedback on induction programme was taken from the students.
5. IQAC organized an online faculty development program on Mentor-Mentee System entitled ‘Re-visiting Mentoring’, for the teaching faculty on 30 September, 2020, with Mrs. Ashwini Gurav as the resource person.

Minutes/Resolutions:

1. It was decided to organize a one day faculty program on 12th October 2020.
2. It was decided to collect the self-appraisal of faculty and submit it to the manager.
3. It was noted that Personal Counselling could not be done to the students as in the previous years since students were not coming to the college due to pandemic. However, it was suggested to conduct it online as far as possible.


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MINUTES OF IQAC MEETING HELD ON 21-12-2020 (online)

Date: 21-12-2020

Venue: Conference Hall

Agenda:

1. Documentation and Advanced Profile
2. MoU and Collaborations
3. Strategic Plan Review
4. Academic and Administrative Audit
5. FDP on IPR
6. Capacity building programme for the non-teaching staff.

Members attended:

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Action Taken Report:

1. IQAC organized an online awareness workshop titled “Road Safety” from 21st November 2020 to 30th December 2020. Event was marked the presence of eminent personality Ms. Sunita Meena, Addl. DCP Jaipur.
2. A professional development programme for the faculty on Presentation Skills in Teaching was organized.
3. Self-appraisal reports of faculty were collected and submitted to the manager for his perusal.
4. Feedback on Faculty by the students was collected online in college LMS portal and the analysis was availed to the Principal.
5. An exclusive software titled MKCL & Google form was to be employed in evaluation system to create question bank and incorporate OBE aspects into question paper.

Resolution:

1. It was decided to conduct Academic and Administrative Audit internally in all academic departments of the college.
2. The Strategic Plan of the college and its implementation against timeline was assessed and reviewed.
3. It was decided to organize a capacity building programme for the non-teaching staff of the college.


Principal

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IQAC Coordinator

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MINUTES OF IQAC MEETING HELD ON 15/02/2021

A meeting of all the members of IQAC was convened on 15/02/2021 at 3.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: Review of Academic Result and Action plan for e-Learning activities

Resolution:

A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results. In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc. were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it is decided to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of University.

The members present were as follows:

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