

## **IQAC**

### **Minutes of the meeting**

**Meeting: 18/09/19**

**Place:** Principal sir's Cabin

**Time:** 12.30pm

#### **Present members name**

Mrs. Kavita Sharma

Mrs. Anjaneeka U.

Mr. Nitin Patil

Mr. Vilas Mahajan

Mrs. Rajashree Prabhu

Ms. Sujata Z.

Mrs. Shruti Shouche

Mr. Om Dewani

- Principal sir suggested to avoid duplication of work. Therefore while discussing above preparation of lesson plan, it was suggested to prepare it in the diary itself. Blank pages from the diary can be used to draw lesson plan.
- Principal sir also suggested to save stationary. Minimum papers should be utilized & maximum data should be stored in the digital form with respect to the above suggestion, some changes were instructed-
  - 1) Exam committee to carry question papers in cloth bags to make reach up to exam hall.
  - 2) Certificates of workshop not to submit copy but to scan & store in different folders on computer.
- An effective inventory control is required to be maintained with an updated stock register.
- An internal email system to be introduced to save stationary used in communication. An MIS for entire organisation to accommodate accurate, reliable & updated data.
- There has to be a proper system to conduct programmes. Following documentation are required to be prepared-
  - 1) Proposal for the programme .
  - 2) Invitation to the guest.
  - 3) Attendance of participants.
  - 4) Feedback from participants.
- Teachers to give brief bio-data for website.
- Current Feedback responsibility – Pratibha J.
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**Teachers, feedback if available** - ask teachers

**Shift in our culture-** Everybody should wear ID card system has to be there in case lost of damage.

Students do not have place to sit. students should not sit in corridors. (place to sit -Library, canteen gymkhana). Strictly not to carry mobile phone to classroom.

Students classroom /labs/library should not use mobile phones. Census regarding how many students availing scholarships. Cast certificate, income certificate students should 90 to corporators. eligibility percentage.

Class -teachers should convey these facilities to the students. Teachers should read all notices.

Committee heads submit one copy of all notices to Gurudatta Tople for NAAC purpose.

# Notice

Date: 29/08/2019

Meeting of following teachers is arranged in Physics lab on Saturday 31<sup>st</sup>

August, 2019 at 1.30 pm in. To discuss the work allotment of **Criteria II: "TEACHING, LEARNING & EVALUATION"** for NAAC process. Make necessary arrangement of lectures during scheduled period. We have to prepare AQAR of last academic year 2018-19 before 15<sup>th</sup> September, 2019.

**Criteria co-ordinator**

<b>Name of Prof.</b>	<b>Signature</b>
Mrs. Barkha Shamnani	
Mrs. Gauri Atre	
Mrs. Pallavi W.	
Mr. Ravikumar Talla	
Ms. Chaitali Kadam	