

IQAC

Meeting : 28/08/19

Place: Principal sir's Cabin

Time: 12.00pm

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 mentioned that responsibility of taking teacher's feedback from students for academic year 2019-20 is of Mrs. Pratibha Jitesh.
For last years feedback, ask teachers if they have maintained any system, on individual basis.
- Principal said that there is a need to have a shift in culture of the organisation in follo.
Ways:
 - 1) Everybody in the organisation should wear ID card including teachers.
 - 2) A system has to be there in case of loss or damage of ID card.
 - 3) Students should not sit in corridors. They can sit in library, canteen, gymkhana etc.
 - 4) Teachers strictly should not carry mobile phone to the classroom. Students should not be allowd to use mobile phone in classrooms, labs, & library.
- Principal instructed that class-teachers should ensure that maximum students avail scholarship facility. Students should be guided to make them aware about types, procedure, ways, to get it done. for income certificate, students can be advised to approach corporators.
College should conduct census. i.e. how many students availed scholarship facility. Eligibility % also has to be calculated.
- For NAAC documentation, principal asked Mr. Gurrudatt Topale from office to maintain committewise files & maintain the record. All committees to submit copy of notices to the office for this purpose.
- Class- teachers to conduct an IQ test in their respective class to know academically weak students, so that extra guidance can be provided to them.
- Principal asked IQAC members to convey teachers that they have to submit completed dairies to the office for purpose of checking & verification.

- Principal informed that Diwali vacation for this year curtailed by 3 days, to complete FY examinations on time.
- Ganpati vacation from 2nd to 7th September, the days inclusive. Office will remain open 3rd, 4th & 7th September 2019. Teachers to use this time for pending work.
- He also informed that 14th September, there is a seminar for TY students specially for Commerce students. Therefore, it should be made compulsory for all commerce students. Science students can be skipped from that.
- Principal suggested to consider installation of power saving lights purchase of computers, audio system to consider for NAAC.