

**Minutes of the IQAC meeting held on Saturday, 21st September
2019 at 11:30 am in the Conference room.**

Members Present:

Principal Dr. (Ms.) Shobana Vasudevan, Chairperson

Vice Principal Ms. Kavita Jajoo, Convener

Vice Principal Mr. S. Natarajan

Ms. Manjusha Sawant

Dr. Vinita Pimpale

Mr. S. U. Patil

Mr Kisan Pagar (I/ C Registrar)

Mr Ravi Kadam (Office Superintendent)

Mr. Sanjay Shetye (Society Representative)

Mr. Hrudyesh Pankhania (Alumni Representative)

Ms. Ragini Tawade (Parent Representative)

Mr. Ishaan Vaidya (Student Representative)

The agenda of the meeting:

- 1) Confirming minutes of last meeting
- 2) Review of recent events and initiatives.
- 3) Infrastructural development

4) Any other matter with the permission of the chair.

Agenda 1: Confirming minutes of last meeting

Minutes of the last meeting conducted on 22nd June 2019 were read out by Ms. Manjusha Sawant and were confirmed.

Agenda 2: Review of recent events and initiatives.

All the members discussed the needs of all the stakeholders with focus on Learners. The following points were discussed and considered.

- A series of lectures were conducted by inviting eminent personalities from autonomous institutions.
- The Student Induction Program was conducted and was welcomed by students and parents both.
- Every activity in college to document the count of participants that includes the gender count
- Website to be redesigned to suit the needs of autonomy.
- A full time ad-hoc instructor for the conduct of Life Enrichment program was appointed.
- Extra-curricular credits committee to be initiated
- increase the online journals in the Library
- to continue with earn while you learn scheme

Agenda 3: Infrastructural development

- The committee members suggested the need for enhanced internet connection required for college. It was suggested that more laptops and computers in the college library and office be provided.
- The need to enhance the existing solar energy systems was suggested

- The need for more classrooms was also discussed as teachers needed classrooms after regular lectures for remedial teaching.

Agenda 4: Any other matter

- It was brought to the table for discussion by Vice Principal S Natarajan, COE that an audit of the Question Papers set , for semester end examination was needed. After a lot of discussion, it was decided to invite Question Paper reviews. The examination committee would look into the details of the conduct of question paper reviews.

The meeting ended with the convener thanking all members present