

## IQAC: Minutes of Meeting

---

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Tuesday, January 28, 2020 at 12.00 noon.  
MEETING TITLE: Criterion-wise discussion on data compilation  
VENUE: NAAC Cell

### AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	Inputs on previously allotted work	All criterion in-charge	
2.	<b>Criterion I</b>	Documents to be kept ready: Teaching Plan Academic Calendar BoS membership letter Sanction letters	Dr Maloti Panga & Dr Sonal Paliwal
3.	<b>Criterion II</b>	Admission details:  PG Admission bifurcation to be mentioned – CAP & College level data to be kept ready	Dr M Bhowal & Ms. P Majumdar
4.	<b>Distinction of Value added and Certificate Courses</b>	Value Added: INTERNAL – without duration barrier  Certificate/Diploma: EXTERNAL/ COLLABORATIVE – time bound (min. 30 hrs.)	All criterion in-charge
5.	<b>Student Satisfaction Survey</b>	Weblink to be created for previous SSS on IQAC	Dr Jigisha Naidu
6.	<b>Data for AQAR</b>	Criterion wise assortment of data to be sought from departments	All criterion incharge

7.	Application for NIRF Ranking	Matter under consideration
----	------------------------------	----------------------------

Next meeting on January 30, 2020 12.30 p.m.

## IQAC: Minutes of Meeting

---

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Thursday, January 30, 2020 at 12.30 pm.  
MEETING TITLE: Criterion-wise discussion on data compilation - II  
VENUE: NAAC Cell

### AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	Inputs on previously allotted work	All criterion in-charge	
2.	<b>Criterion IV</b>	Acquired account details from the admin Revive stalk verification Department as well as central Recheck the list of E books and E journals . Facility of e-content to be consolidated into a list	Mr. H Punyani & Dr Sonal Paliwal
3.	<b>Criterion V</b>	Capacity building programs like bridge and remedial course to be included .  List of all those students who are benefited by guidance to be maintained  Written grievances for section 5.1.4  List of placements, on and off campus to be consolidated for student progression details  Student progression from UG to PG to be considered under higher education	Dr Mashita Pise & Dr Jigisha Naidu
4.	<b>Criterion VI</b>	List of committees and departmental heads to be maintained for section 6.1.1.  List of internal and external audits conducted by the college like AAA, UB, and LEC to be included for section 6.5.1  Courses for support staff like courses on Official Marathi, Computers to be thought for the next session	Dr Ashish Jha & Dr Shubhajit Halder
5.	<b>Criterion VII</b>	Under steps taken for environmental cognizance, a data for number of tube lakes replaced by LED and installation of solar panels in the hostel building for 7.1.2  Permission for use of scribes in the exam	Dr Pratik Michael & Dr Jigisha Naidu

		<p>section and use of library drop box for the aid of Divyang under section 7.1.3</p> <p>Correspondence for installation of traffic lights at Hislop College square to be acquired for section 7.1.4</p> <p>Report of Environment Cell under 7.1.7</p>	
6.	<b>Data Compilation</b>	<p>Every criterion incharge to prepare specific formats for Department, Office and Cells .</p> <p>Instructions and examples for filling up the format to be included.</p> <p>Criterion wise contact numbers to be included in case of any doubts from the Department .</p> <p>All supporting documents to be submitted along with the format</p>	All criterion Incharge

Next meeting on February 1, 2020 12.30 p.m.

# IQAC: Minutes of Meeting

---

CHAIRPERSON: Dr Prashant Shelke  
DATE & TIME: Saturday, February 1, 2020 at 12.30 pm.  
MEETING TITLE: Revisions in AQAR and the Action Plan  
VENUE: Conference Room

## AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	<b>PowerPoint Presentation</b>	Constitution of IQAC, Agenda and Action plan for the road ahead	Dr P Michael
2.	<b>Teachers' Code of Conduct</b>	Code of Conduct as per the UGC Guidelines to be uploaded on the website	
3.	<b>Scholarship Schemes</b>	Sponsorship schemes to be named <ul style="list-style-type: none"><li>- Rev. Stefan Hislop Christian Student Scholarship Scheme</li><li>- Hislop Employees Scholarship Scheme</li><li>- Khelo Hislop Badho Hislop for Sports Scholarships</li><li>- Other Departmental scholarships</li></ul>	
4.	<b>PO, PSO and CO</b>	5 to 7 points of PO, PSO and CO for each programme and course to be uploaded on the website IQAC section	All departments to be notified

## IQAC: Minutes of Meeting

---

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Wednesday, February 26, 2020 at 12.30 pm.  
MEETING TITLE: Compilation of AAA  
VENUE: NAAC Cell

### AGENDA:

S.No	Description	Discussion	Person In-Charge
1.	<b>Review of Status</b>	AAA received from 18 departments, 4 cells and administrative office	
2.	<b>Criterion-wise Compilation</b>	Deadline : March 2, 2020 Fresh formats of AAA and Check list for compilation of documents to be readied <b>Final Compilation in AQAR Format : March 5, 2020</b>	Dr Jigisha Naidu
3.	<b>Discussion on the point of Revenue Generation</b>	Highlighting self-sustenance under institutional distinctiveness . Inclusion of any other source of revenue for infrastructure development	Dr Mashita Pise & Dr Jigisha Naidu
4.	<b>Student satisfaction survey</b>	Long term goal: Preparation of student groups for the data to be sent. At least 10% students to be included in the group (for 6000 students 10% = 600) Out of 600 students in the group majority to be distributed among 22 departments of UG	

# IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael  
 DATE & TIME: Wednesday, April 22, 2020 at 3.00 p.m.  
 MEETING TITLE: NHERC-MIS Data upload & AQAR Review  
 VENUE: Tele-conference (Work from home, due to Covid-19 Lockdown)

## AGENDA:

S.No	Description	Person(s) responsible	Duration for completion of task
8.	Discussion on feedback of AAA collected for AQAR 2018-19	All criterion in-charge	
9.	<b>Further modifications in AAA to suit AQAR for 2019-20</b> <ul style="list-style-type: none"> <li>New AAA columns or additional information sought to be marked in red</li> <li>Criterion wise submission of modified AAA</li> <li>Compilation of criterion-wise modifications into a new format</li> </ul>	Criterion in-charges (Submission by mail)  Dr Mashita Pise (Compilation)	- April 27, 2020  - May 1, 2020
10	<b>Comparative study of AQAR – SSR</b> <ul style="list-style-type: none"> <li>SSR to be studied thoroughly, criterion-wise</li> <li>Question/ Information sought in SSR that is not a part of AQAR to be identified and highlighted in red.</li> <li>Criterion-wise submission &amp; compilation of modifications</li> </ul>	Criterion in-charges (Submission by mail)  Ms. P Majumdar (Compilation)	- May 3, 2020  - May 10, 2020
11	<b>Conduction of Online Examinations during lockdown</b> <b>UNDER-GRADUATE</b> <ul style="list-style-type: none"> <li>Examination to be conducted at college level</li> <li>Selection of platform &amp; suitable software to done</li> <li>A schedule to be drafted in consultation with the Examination Committee</li> <li>Examination to be of objective pattern</li> </ul> <b>POST-GRADUATE</b> <ul style="list-style-type: none"> <li>Examination to be conducted Department-wise but on a common schedule &amp; pattern</li> <li>A schedule to be drafted in consultation with the Department Heads/ Directors</li> <li>Examination to be of subjective pattern</li> </ul>	Dr Shubhajit Haldar (In-charge of Undergraduate)  Dr Ashish Jha (In-charge of Postgraduate)	- May 15, 2020  - 1 <sup>st</sup> week of May, 2020

12	<b>Notification of Students</b> <ul style="list-style-type: none"> <li>Students to be notified for the examinations through SMS</li> <li>Examination schedule to be notified and displayed on the college website</li> </ul>	Dr Jigisha Naidu (in co-ordination with Mr. Ashish Shah)	In co-ordination with UG & PG schedules
13	<b>Student Satisfaction Survey</b> <ul style="list-style-type: none"> <li>SSS data for 2019-20 to be collected as Google Forms</li> <li>Schedule to be made for collection of data and its analysis</li> </ul>	Dr Jigisha Naidu	- April 25, 2020
14	<b>KRA Forms</b> <ul style="list-style-type: none"> <li>Staff KRA forms to be collected as Google forms</li> <li>The form to be drafted through IQAC email account and sent on Senior College Whatsapp group</li> </ul>	Dr M Bhowal (Drafting) Dr H Punyani (Posting)	- April 25, 2020 - April 25, 2020 Submission of filled in KRA by April 30, 2020
15	<b>PBAS 2018-19</b> <ul style="list-style-type: none"> <li>The new formats to be mailed to the staff members</li> <li>PBAS 2018-19 to be made in new format and submitted</li> </ul>	Dr Pratik Michael Dr Dini Menon	Submission of filled in PBAS by May 3, 2020
16	<b>Website link for compiled learning resources</b> <ul style="list-style-type: none"> <li>Learning resources to be compiled subject-wise</li> <li>The provided links of learning resources to be segregated stream-wise and posted on the 'Learning Resources' tab of the College Website</li> </ul>	Dr H Punyani & Dr Sonal Palliwal (Compilation)  Dr Jigisha Naidu (in co-ordination with Mr. Pravin Rotkar)	- April 25, 2020  - In co-ordination with the compilation
17	<b>e-Shiksha Portal of the University</b> <ul style="list-style-type: none"> <li>Content to be compiled as a college</li> </ul>	Matter under consideration	