

KIHE Society's
MAHARASHTRA COLLEGE OF ARTS, SCIENCE & COMMERCE
IQAC – MEETING MINUTES
(2020 – 2021)

1) IQAC Meeting held on 4th January, 2021

The following is an account of the minutes taken at the IQAC meeting held on 4th of January, 2021 in IQAC room.

Attendees: The following members were present

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Wasim Hydery Dr. Ugesh Kumari Singh Dr. Mayurakshi Mitra Dr. Bushra Shaikh Dr. Saima Shaikh Prof. Mujahid Khan Dr. Shahzad Dr. Sachin Gosavi Prof. Rehana Vadgama
Minutes Recorder	Dr. Mayurakshi Mitra

Meeting Agenda

The objective of the meeting was

- to discuss the problematic areas of various Criteria of AQAR and hold one to one meeting with the departments for clarifications.
- to delve on the qualitative aspects of AQAR and come up with best suitable suggestions for them
- to finalize tag line for promotion of college in social media
- to update the website
- to finalize the CAS interviews of teachers.

Resolution:

After the members discussed the various issues they were facing, the Principal and the IQAC coordinator decided to keep departmental meeting with all the faculties. 2 days of 2 rounds each was decided. 11th and 13th of January were the 2 days finalized for meeting. It was decided to organize CAS interviews offline in the end of March 2021 with proper COVID Protocols.

Meeting was adjourned at 1: 00 pm by Dr. Rakhshandah Hani.

2) IQAC Meetings held with the individual departments on 11th and 13th January, 2021

The following is an account of the minutes taken at the IQAC meeting held on 11th and 13th of January, 2021 at 10:30 am with the with individual departments on 7th floor Management room.

The meeting on 11th of January was with department of Arts (Languages) and Social Sciences in the first round and was attended by 24 faculty members.

On 13th of January 39 faculty members of Science, Commerce and unaided departments were present

The agenda was same for both the meetings

Agenda of the Meeting: To plan a more detailed research based activities for each department of Arts (Languages and Social Sciences) as well as individual faculty members.

The meeting was introduced by the coordinator of the IQAC, Dr. Rakhshandah Hani and the Principal of the college and Chairman of IQAC, Dr. Sirajuddin Chougale presided over it.

His deliberations focused on main points/ areas as the following:

- Survey of Research work done; Past and Present: Discuss and analyze the type of research work done by faculty members in the past and plan accordingly for future.
- Research Publication: to encourage research culture in the faculty members by ensuring minimum of 3 publications per person within a time span of 9 to 11 months.
- UGC CARE / UGC Approved: To set targets for publication in UGC CARE/ UGC Approved listed journals
- Faculty Enrichment Programs: To complete OP, RC, STC, FDPs as and when required.
- Research projects: to apply for Minor and major research projects.
- Organize workshops/webinars on subject areas or to create gender sensitization or environment consciousness.

During the meeting each of the criteria head were given time to discuss and explain to the faculty members opportunities in their respective areas for developing ICT based study modules, research work and publications, departmental activities in collaboration with other organizations. They also cited examples explaining how to approach various questions given in AQAR.

Suggestions:

1. The Vice Principal of the college, Dr. Majid Ansari insisted on putting a deadline for each of the departmental activities that were discussed.
2. He also suggested to maintain daily records of mentoring program conducted for students.

The meeting was summarized by the Jt. Coordinator, Dr. Julekha Shaikh and was adjourned by the coordinator, Dr. R. Hani.

3) IQAC Meeting held on 23rd April, 2021

The following is an account of the minutes taken at the IQAC meeting held on 23rd April 2021 through MS Teams at 4.00 pm

The following members were present for the same:

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Wasim Hydery Dr. Ugesh Kumari Singh Dr. Mayurakshi Mitra Dr. Bushra Shaikh Dr. Saima Shaikh Prof. Mujahid Khan Dr. Shahzad Dr. Sachin Gosavi Prof. Rehana Vadgama
Minutes Recorder	Dr. Mayurakshi Mitra

Meeting Agenda:

- To discuss details of annual feedback of all the stakeholders of the institution.
- To finalize the date for the same
- To discuss the mechanism of analysis of feedback
- To finalize the journal for publishing conference proceedings

Suggestions:

1. The committee members suggested Google forms for taking feedback on important areas like academics, institutional infrastructure, library resources and administrative office.
2. Dr. Sachin Gosavi's name was recommended to put the analyzed feedback in graphical form.
3. The Principal of the college and the Chair, Dr. Sirajuddin expressed his desire to conduct an interactive session with the students.

Resolutions:

1. It was decided that the Principal's interactive session with the students will be held on the first week of May.
2. The heads of the departments will be forwarding the link for feedback to the students during the examination period so that maximum number of responses are received.
3. The journal IJARESN was finalized for publishing the conference proceedings.
4. To summarize the feedback received from various stakeholders of the institution
5. To summarize the feedback received from various stakeholders of the institution
6. To finalize the date of submission of AQAR 2019-20

The meeting was adjourned by the IQAC coordinator, Dr. R. Hani.

Summary of Action Taken Report based on IQAC Meetings held in the academic year 2020-21

Sr.No	Plan of Action	Achievements/Outcomes
1	Mentorship Programme	Students were mentored through phone calls and other virtual modes such as what's app, zoom, MS Teams, etc.
2	Updating College Website	The college website was updated to provide information related to Admission, Examination, Student Details, etc.
3	Promotion of Research	Followed by the incessant efforts and motivation of the IQAC in upgrading the standards of the institution, two international and one national conference were organized. Consequently, papers presented in the Conferences were published in Peer Reviewed Journal. A national workshop was organized on 'Review of Literature for Research' to promote research on 24 th March 2021.
4	ISR activities	National Webinar on "Human Rights & Health" was organized on 27 th January 2021 Appeal was made to teachers to contribute towards fees of deserving students affected by economic crisis due to pandemic and consequently funds were collected.
5	Placement of Teachers	IQAC organized CAS interviews for 18 teachers on 25 th March 2021.
6	Feedback Mechanism	Google forms were generated to collect responses from various stakeholders of the institute- Students, Teachers, Parents, Alumni and Employers. These responses were analyzed and presented to these authorities.
7	Creating Environmental Consciousness	National Level Webinar on "Mangroves – Distribution, Adaptation and Biodiversity" was organized on 27 th February 2021 to enlighten the importance of conservation and benefits of Mangroves. 'Republic Ride' was organized on Republic Day to encourage the use of bicycle to promote health and environment awareness.
8	Gender Sensitization Programmes	International webinar on "Bold and the Beautiful: Representation of Women in Literature and Society" was organized on 7 th March 2021. A Webinar on "Women's Health and Hygiene" was conducted on 8 th March 2021. Students were oriented to participate in quizzes based on Gender issues