

25/02/2019

Minutes of the Internal Quality Assurance Cell Meeting

A meeting of IQAC Committee was held on **Friday, 22nd February, 2019 at 11.00 a.m.** in the conference room of the college. The following members were present:

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| 1. Dr. A. M. Agrawal | 2. Mrs. Malati Kalmadi |
| 3. Dr. S.G.Bapat | 4. Mr. Sumant Sen |
| 5. Dr. Muckta Karmarkar | 6. Mrs. Suchismita Mohanty |
| 7. Dr. Jayashri Bangali | 8. Ms. Sujata Bachhav |
| 9. Dr. Deepa Sathe | 10. Mrs. Chitra Alavani |
| 11. Dr. Anand Buddhikot | 12. Mr. Rohit Tambe |
| 13. Mrs. Dhanashree Bhide | 14. Mr. Sachin Devokate |
| 15. Mr. Ravindra Bhalerao | |

Dr. Jayashri Bangali, IQAC Coordinator welcomed the members for second IQAC Committee meeting of the academic year 2018-19. She briefed the members about the agenda of the meeting and invited suggestions on the items included in the agenda of the meeting.

Item No.1: To confirm the minutes of previous meeting held on **Friday, 10th August, 2018** at 11.00 p.m. in the conference room of the college.

The minutes of previous meeting held on **Friday, 10th August, 2018** at 11.00 p.m. were confirmed unanimously by all the IQAC members.

Item No.2: To inform about the activities conducted under different internal administrative committees of the college during the academic year **2018-19.**

Dr. Bangali informed the IQAC members that all the activities were conducted successfully under different internal administrative committees of the college during the

academic year 2018-19. As per the suggestion of IQAC members, the feedback analysis of the participants of all the events was presented in the meeting. The IQAC members appreciated the efforts taken by all committee heads and their members and were satisfied with the feedback received from the participants.

Item No.3: Action Taken Report (ATR) of all four centres; Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Centre and Kaveri Entrepreneurship Development Centre.

The heads of the respective centres presented their Action Taken Reports. All the members appreciated efforts taken by the centre heads and were very happy with the ATR. The following suggestions were made by the IQAC members:

Mrs. Malati Kalmadi suggested that Digital Marketing for Kaveri Kalakshetra, Kaveri Gifted Education Centre and Kaveri Institution of Education can be done by Kaveri Consultancy Cell.

It was suggested that a Leadership Programme can be conducted by Kaveri Skill Development Centre in next academic year.

She further suggested that a separate bulletin board for all centres must be placed on the prominent place in the college campus.

Item No.4: To inform about the submission of AQAR 2017-18.

Dr. Bangali informed to all IQAC members that AQAR (2017-18) was submitted to NAAC authority successfully on 30th December 2018 in new format.

Item no.5: Any other item with the permission of the Chair

With the permission of Chair, Dr. Bangali suggested that IQAC Newsletter can be published once in a year instead of twice in a year. All the IQAC members unanimously agreed that IQAC Newsletter can be published once in a year (may be in the month of July).

Following suggestions were made by the members:

It was suggested by the members that all the teachers will have to have a performance goal every year in written format. The analysis will be presented in IQAC meeting. The teachers having good performance can be felicitated in Annual Prize Distribution

function. Remedial classes can be conducted by alumina or teachers to improve the results as per need.

To improve the bonding between students and the college, it was suggested by the members that during orientation of first year students their expectations from the college can be understood for better implementation of the activities.

The college authority must prepare code of Ethics, upload it on college website and display it in college campus.

A session or FDP on 'Flipped Classroom' be organized for all the staff members. The 'Flipped Classroom' can be used as one of the teaching methodology.

As there was no response received for an appeal letter sent by Kaveri Research and Innovation Centre by any other unit of Kaveri Group of Institutes for E-Research journal for successive two years, it was unanimously decided that the centre head must not proceed ahead with the publication of E-research journal.

It was suggested by the IQAC members that the college can have a Book Circle/Study Circle for staff development.

Special programme/sessions such as marriage counselling/ managing relationships/ parenting can be conducted for the alumina of the college in Alumni Meet.

There was no other item in the meeting after the items on the agenda were discussed.

Therefore the meeting was concluded with vote of thanks.

Dr. JayashriBangali
Coordinator, IQAC

Dr. A.M. Agrawal
Chairman, IQAC