

## IQAC MINUTES

A meeting of the I.Q.A.C. Committee was held on Saturday, 3<sup>rd</sup> February, 2018 at 12.30 p.m. in the Board Room adjacent Principal's chamber.

Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose - Chairperson
  - 2) Dr. Moushumi Datta - Co-ordinator
  - 3) Mr. V.G. Suchak
  - 4) Dr. Mona Mehta
  - 5) Dr. Varsha Ainapure
  - 6) Dr. Marina Pereira
  - 7) Mr. Suresh K. Shetkar
  - 8) Dr. Bharat Pithadia
  - 9) Ms. Sindhu P.M.
  - 10) Dr. Santosh Hulagabali - Librarian
  - 11) Mr. Chandrashekhar Penta – Administrative Staff
  - 12) Mr. Chintan Bhatia - Alumni
- } HoD's and PG Co-ordinators

The Coordinator of IQAC Dr. Moushumi Datta welcomed the members of the Committee.

The following business was transacted in the meeting:

1. To read and confirm the minutes of the previous meeting.

The minutes of the previous meeting was read, confirmed and signed.

2. To discuss about the implementation of the new version of ISO.

Dr. Moushumi Datta informed the members about the new version of ISO 9001-2015. Principal Dr. (Mrs.) Ancy Jose asked the Co-ordinator to find information

about ISO 14000. The Co-ordinator informed that surveillance audit under new version will be held in September 2018. Two new concepts are important in the new version and that is sustainability and risk factor.

3. To discuss about the training programme for the faculty.

Several training programmes for the faculty was organized by IQAC. The feedback analysis of all the training programmes are also done.

4. To discuss about the training programme for the Class III and Class IV staff.

It was decided to conduct a training programme for Class III and Class IV staff in the month of April, 2018.

5. To discuss about the workshops and seminars to be organized under IQAC for the academic year 2018-19.

The Co-ordinator informed that in the next academic year the staff needs to be trained in the new version of ISO and accordingly steps are to be taken. In the next academic year under IQAC a Conference will be held on the theme of "Quality Concern". There was a proposal to conduct a seminar on "Case Studies and its Interpretation" and "Health and Development."

6. To identify the best practices in the institution.

The HoD's were requested to submit at least one Best Practice of their Department to IQAC.

7. To decide the date and panel of Academic Audit / External Peer Committee.

It was decided to get the Academic Audit done in the first week of April, 2018.

8. To discuss about the departmentwise perspective plan.

As discussed in the earlier meeting that HoD will present the perspective plan of their department (annually and 5 years) to IQAC. It was suggested that the Alumni list should be maintained departmentalwise.

9. To discuss about the preparation of AQAR and Report to be sent to UGC.

Dr. Moushum Datta informed the members that this year as well we need to start the task of preparation of AQAR from the month of March.

10. Any other business with the permission of the Chair.

It was encouraged that teachers should practice blended learning and flip classroom methods.

There being no other business the meeting ended with a vote of thanks to the chair.

DR. MOUSHUMI DATTA  
CO-ORDINATOR

READ CONFIRMED AND SIGNED ON 9<sup>TH</sup> MARCH, 2018

DR. ANCY JOSE  
CHAIRPERSON