

**Rayat Shikshan Sanstha's**  
**KARMAVEER BHAURAO PATIL COLLEGE, VASHI**  
**INTERNAL QUALITY ASSURANCE CELL**

**MEETING NOTICE**

**Date:15/07/2017**

This is to inform all the IQAC members that a meeting of Internal Quality Assurance Cell of Karmaveer Bhaurao Patil College, Vashi is organized on 17<sup>th</sup> July 2017 at 3.00 pm under the chairmanship of Principal Dr. V. S. Shivankar. All the members are requested to attend the meeting.

Meeting Venue: **Board Room, Library Building.**

**Agenda:**

1. Approval of minutes of previous meeting.
2. Reading of recommendations given by NAAC Peer Team.
3. Discussion on making of Perspective Plan for years 2017-2022.
4. Measures to promote research. Increase in budgetary allocation for research.
5. Appointment of quality manager/staff for the Center for Research, Consultancy and Technical Services.
6. Measures to improve teaching, learning and evaluation.
7. Initiatives for quality enhancement.
8. Ethical code of conduct- for teachers, staff, and students.
9. Any other matter with prior permission of the chairman.

Dr. Shubhada Nayak  
Coordinator, IQAC  
KBP College, Vashi

**Signature Report:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>	<b>Signature</b>
1	Dr. V.S.Shivankar	Principal	Chairman	
2	Dr. Shubhada Nayak	Vice- Principal	Coordinator	
3	Dr. D.T. Shinde	Vice- Principal	Member	
4	Dr. P.G.Pawar	Vice- Principal	Member	
5	Mrs. S.S.Patil	Vice- Principal	Member	
6	Dr. K.S.Shinde	Faculty Member	Member	
7	Mr. C.D.Bhosale	Faculty Member	Member	
8	Dr. P.J.Hajare	Faculty Member	Member	
9	Dr. B.M.Mundhe	Faculty Member	Member	
10	Mr. Sarang Bhagwat	Faculty Member	Member	
11	Mr. A.M.Jadhav	Office Superintendent	Member	
13	Mr. Pratapsigh Deshmukh	Industrialist and Patron	Member	
14	Dr. Bakhtawer Mahajan	Scientist and Educationist	Member	
15	Mr. Manoj Jalnawala	Alumni and Journalist	Member	
16	Mr. Dashrath Bhagat	LMC Member	Member	
17	Mr. Shailesh Shetty	Student	Member	

## IQAC MEETING 2017-18

### Minutes of the Meeting

IQAC Meeting for the academic year 2017-18 called to order on 17<sup>th</sup> July 2017 at 3.00 pm by meeting chairman Dr. V. S. Shivankar [Principal].

#### Members present:

Sr. No.	Name	Designation	Position
1	Dr. V.S.Shivankar	Principal	Chairman
2	Dr. Shubhada Nayak	Vice- Principal	Coordinator
3	Dr. P.G.Pawar	Vice- Principal	Member
4	Mrs. S.S.Patil	Vice- Principal	Member
5	Dr. K.S.Shinde	Faculty Member	Member
6	Mr. C.D.Bhosale	Faculty Member	Member
7	Dr. P.J.Hajare	Faculty Member	Member
8	Dr. B.M.Mundhe	Faculty Member	Member
9	Mr. Sarang Bhagwat	Faculty Member	Member
10	Mr. A.M.Jadhav	Office Superintendent	Member
11	Dr. Bakhtawer Mahajan	Scientist and Educationist	Member
13	Mr. Manoj Jalnawala	Alumni and Journalist	Member
14	Mr. Dashrath Bhagat	LMC Member	Member
15	Mr. Shailesh Shetty	Student	Member

### **Reading of Agenda:**

- Motion from Dr. Shubhada Nayak: To approve the agenda for 17<sup>th</sup> July 2017.

Vote: All in favor.

Resolved: **Motion carried.**

Agenda for the meeting on 17<sup>th</sup> July 2017 approved without modification.

### **Business:**

- Motion 1[from Dr. Shubhada Nayak]: **To approve the minutes for IQAC meeting held on 24<sup>th</sup> April 2017.**

Vote: All in favor.

Resolved: **Motion carried.**

Minutes from the meeting on 24<sup>th</sup> April 2017 approved without modification.

- Motion 2: **Reading of recommendations given by NAAC Peer Team.**

Discussion: The NAAC peer team visited the college for accreditation for third cycle on 30<sup>th</sup>, 31<sup>st</sup> March and 1<sup>st</sup> April 2017. The results were declared on 5<sup>th</sup> May 2017. The college is accredited with A+ grade and CGPA of 3.53. In all there are 18 recommendations by the NAAC Peer Team. All the members contributed with suggestions to do compliance of the recommendations.

Vote: All in favor.

Resolved: **Motion carried.**

- Motion 3: **Discussion on making of Perspective Plan for years 2017-2022.**

Discussion: It was decided that based on the recommendations given by the committee, perspective plan for next five years will be prepared. Recommendations will be sought from criteria chairpersons, heads of the departments and teachers. SWOC analysis will be done and used for preparation of perspective pla. Feedback from students will also be used to make the perspective plan.

Vote: All in favor.

Resolved: **Motion carried.**

- **Motion 4: Measures to promote research. Increase in budgetary allocation for research.**

Discussion: It was suggested by the members research culture should be inculcated in UG classes. The science departments covered under STAR should increase the number of research projects. Participation in Avishkar Research Convention should be enhanced. More funds should be allotted for minor research projects. The current budget of Rs. 2 Lakhs should be strengthened to Rs. 5 Lakhs.

Vote: All in favor.

Resolved: **Motion carried.**

- **Motion 5: Appointment of quality manager/staff for the Center for Research, Consultancy and Technical Services.**

- Discussion: A new facility is created at the institute called **Center for Research, Consultancy and Technical Services**. This is a state of the art laboratory that can be used for life science related work. As the center is also going to undertake testing enquiries from industries, some fulltime trained personnel is required to take charge of all the activities of this center. In future the NABL accreditation and FDA approval will be sought for this center in near future, it is advisable to appoint a person who is well versed with all certification procedures.

Vote: All in favor.

Resolved: **Motion carried.**

- **Motion 6: Measures to improve teaching, learning and evaluation.**

Discussion: In order to create more interest in learning it is essential to employ student centric approach. Following suggestions were given by the committee: attendance should be strictly monitored, involve students to motivate fellow students to attend, conduct guidance lectures, workshops. It was also proposed to implement mentor-mentee programme in all the departments.

Vote: All in favor.

Resolved: **Motion carried.**

- **Motion 7: Initiatives for quality enhancement.**

Discussion: In order to enhance quality of all procedures in the institute, suggestions were invited from all the IQAC members. It was proposed that the suggestions will be discussed in the next meeting and implementation plan can be chalked out.

Vote: All in favor.

Resolved: **Motion carried.**

- **Motion 8: Ethical code of conduct- for teachers, staff, and students.**

Discussion: Ethics is a very important segment of human behavior. As educational institutes mold future generations and contribute immensely in nation building, it is advisable to have ethical code of conduct for all the stakeholders of the system. The responsibility of drafting the code of conduct was given to Dr. P.G.Pawar, Mr. Sarang Bhagwat and Mr. Shailesh Shetty. The discussion on rough draft will happen in the next meeting and then it will be finalized.

Vote: All in favor.

Resolved: **Motion carried.**

**Motion 9: Other matters under discussion with prior permission of the chairperson.**

Discussion: Starting research center in economics. New courses to be started-PG course in psychology, performing arts [music and dance], mass media, advertising and PR etc. Appointment of physical education instructor.

Vote: All in favor.

Resolved: **Motion carried.**

**ACTION TAKEN REPORT**  
**[w.r.t. meeting on 17<sup>th</sup> July 2017]**

1. For compliance of the recommendations given by NAAC Peer Team, measures to be taken were put forth of College Development Committee. After approval of the CDC was sought, the compliance of most recommendations is done. Remaining work is under process or under consideration.
2. Suggestions for perspective plan were taken from all HODs, criterion chairpersons. SWOC analysis is sought. Draft of Perspective Plan is made and shared with all the members.
3. Budgetary allocation for research is increased from 2 Lakh per year to 5 Lakh per year. Number of UG research projects and participation in Avishkar Research Convention is improved.
4. Mr. Hiren Chavan is appointed as quality manager for the Center for Research, Consultancy and Technical Services. He is well trained and experienced in handling testing of different samples, quality matters and accreditation.
5. Attendance is taken meticulously. Focus of teaching is to create interest in the subject. Innovative teaching methods are employed. Mentor: Mentee programme is started.
6. Initiatives for quality enhancement are undertaken.
7. Ethical code of conduct- for principal, teachers, non-teaching staff, and students are prepared and communicated.
8. Physical instructor is appointed to take care of sports activities.

**Dr. Shubhada Nayak**  
**Coordinator, IQAC**

**Dr. V.S.Shivankar**  
**Principal**

