

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

MEETING NOTICE

Date:21/04/2017

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 24th April 2017 at 11.00 am 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. Review of NAAC Peer Team Visit.
3. Introduction of new members in IQAC.
4. Discussion on new NAAC quality indicators.
5. Planning for academic year 2017-18.
 - a. New Perspective Plan
 - b. Academic Calendar.
 - c. Academic diaries.
6. Roles and responsibilities of IQAC members.
7. Initiatives for quality enhancement.
8. Steps to be taken to improve results, promote research, participation in extracurricular activities.
9. Any other matter with prior permission of the chairman.

Dr. Shubhada Nayak
Coordinator, IQAC
KBP College, Vashi

IQAC MEETING 2016-17

IQAC Meeting for the academic year 2016-17 called to order on 24th April 2017 at 3.00 pm
by meeting chairman Dr. V. S. Shivankar [Principal].

Members present:

Sr. No.	Name	Designation	Position	Signature
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. R.P.Ghorpade	Faculty Member	Member	
7	Mr. S.D.Mane	Faculty Member	Member	
8	Mr. C.D.Bhosale	Faculty Member	Member	
9	Dr. Samadhan Mane	Faculty Member	Member	
9	Dr. P.J.Hajare	Faculty Member	Member	
10	Dr. B.M.Mundhe	Faculty Member	Member	
11	Mr. Sarang Bhagwat	Faculty Member	Member	
12	Mr. A.M.Jadhav	Office Superintendent	Member	
13	Mr. B.V. Dagade	Head Clerk	Member	
14	Mr. Pratapsigh Deshmukh	Industrialist and Patron	Member	
15	Dr. Bakhtawer Mahajan	Scientist and Educationist	Member	
16	Mr. Manoj Jalnawala	Alumni and Journalist	Member	
17	Mr. Dashrath Bhagat	LMC Member	Member	
18	Ms. Smriti Pandye	Student	Member	

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KARMAVEER BHAURAO PATIL COLLEGE, VASHI

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

IQAC Meeting for the academic year 2016-17 was called to order on 24th April 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. D.T. Shinde	Vice- Principal	Member
4	Dr. P.G.Pawar	Vice- Principal	Member
5	Mrs. S.S.Patil	Vice- Principal	Member
6	Dr. R.P.Ghorpade	Faculty Member	Member
7	Mr. C.D.Bhosale	Faculty Member	Member
8	Dr. S.S.Mane	Faculty Member	Member
9	Dr. B.M.Mundhe	Faculty Member	Member
10	Dr. P.J.Hajare	Faculty Member	Member
11	Mr. A.M.Jadhav	Office Superintendent	Member
12	Mr. B.Dagade	Head Clark	Member

Dr. Shubhada Nayak [Coordinator, IQAC] extended welcome to all the members of IQAC.

Reading of Agenda:

- Motion from Dr. Shubhada Nayak: To approve the agenda for 24th April 2017.
Vote: All in favor.
Resolved: **Motion carried.**
Agenda for the meeting on 24th April 2017 approved without modification.

Business:

- Motion 1[from Dr. Shubhada Nayak]: **To approve the minutes for IQAC meeting held on 16th January 2017.**
Vote: All in favor.
Resolved: **Motion carried.**
Minutes from the meeting on 16th January 2017 approved without modification.
- Motion 2: **Review of NAAC Peer Team visit.**
Discussion: The NAAC peer team visited the college for accreditation for third cycle. The three-day interaction with the peer team has given many insights in institutional functioning. Overall the committee was satisfied with the progress of the institute. They appreciated the infrastructure, facilities and academic environment. There were clear suggestions on research publications, support services, placement etc. It was decided that based on the recommendations given by the committee, perspective plan for next five years will be prepared.
Vote: All in favor.
Resolved: **Motion carried.**
- Motion 3: **Introduction of new members in IQAC.**
Discussion: Chairman IQAC sought for willingness of any member to lead the IQAC for the next term of five years. After discussion, it was unanimously decided that the current coordinator Dr. Shubhada Nayak should continue for the next term. On retirement of Dr. D.B.Thakare and Mr. S.D. Mane, vacant positions in IQAC were filled

by inviting new members- Dr. P.J.Hajare, Dr. B.M.Mundhe and Mr. Sarang Bhagwat. Redistribution of criteria was also proposed.

Vote: All in favor.

Resolved: **Motion carried.**

- Motion 4: **Discussion on new NAAC quality indicators.**

Discussion: NAAC has proposed new quality indicators. They were read by Dr. Shubhada Nayak and discussion was done on new initiatives to be undertaken to fulfill the requirements of accreditation at fourth cycle.

Vote: All in favor.

Resolved: **Motion carried.**

- Motion 5: **Planning for academic year 2017-18.**

- a. **New Perspective Plan**

- b. **Academic Calendar.**

- c. **Academic diaries.**

Discussion: Academic calendar will be prepared by Mrs. S.S.Patil and circulated to all members for their approval. After the approval it will be uploaded on the website and introduced in the academic diaries. The layout and design of academic diaries for next academic year will remain same. Mrs. S.S. Patil will take care of printing and distribution of academic diaries. Responsibilities of committees are finalized. Few new committees are established and some responsibilities are combined.

Vote: All in favor.

Resolved: **Motion carried.**

- Motion 6: **Roles and responsibilities of IQAC members.**

Discussion: In order have inclusion policy and capacity building, all the activities of IQAC will be distributed amongst members and responsibilities will be allocated. Dr. Shubhada Nayak read out the list of undertakings of IQAC. **They are as below:**

1. Suggest measures for quality enhancement and sustenance in all aspects of functioning [academic and administrative].

2. Internal academic and administrative audits- Mainly of departments and office, once in every term.
3. External academic and administrative audits- Including NIRF, ISO, RQMS, MU, Autonomy.
4. Feedback from all stakeholders.
5. SWOC analysis.
6. Monitoring of working of committees- once in every semester.
7. Organization of quality related workshops/seminars/trainings etc.
8. Meeting every three months- keeping meeting records.
9. Meeting with stakeholders
 - a. Faculty members
 - b. Parents
 - c. Students
 - d. Alumni
 - e. Non-teaching staff
 - f. Employers
10. Prepare AQAR and submit to NAAC.
11. Prepare Academic calendar, perspective plan.
12. Follow Accreditation process by NAAC.

The distribution of responsibilities will be done by Chairman IQAC- Principal Dr. V.S.Shivankar.

Vote: All in favor.

Resolved: **Motion carried.**

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

Discussion: Deliberations happened on improvisation of various processes in the institute. Suggestions were given by members. SWOC will be conducted to understand the areas of improvement. Opinion of all stakeholders is important for deciding the strategy.

Vote: All in favor.

Resolved: **Motion carried.**

- **Motion 8: Steps to be taken to improve results, promote research, participation in**

extracurricular activities.

Discussion: It was briefly discussed. In the next meeting at the beginning of the academic year more detailed and focused discussion will be done.

Vote: All in favor.

Resolved: **Motion carried.**

Vote of thanks were proposed **Dr. Shubhada Nayak.**

Meeting adjourned at 5:30 pm.

Minutes of this meeting will be presented to Local Managing Committee for approval.

ACTION TAKEN REPORT

[w.r.t. meeting held on 24th April 2017]

1. With introduction of new members, redistribution of responsibilities of criteria is done as below:

Criterion I- Chairperson: Mr. Sarang Bhagwat

List of committees:

- a. Feedback : Mr. Sarang Bhagwat
- b. Discipline & Time Table: Mr. R. D. Mohite
- c. Website Management: Ms. Manisha Abhyankar
- d. Short Term Courses Committee: Ms. Deepika Chouhan
- e. Affiliation & Extension: DR. P. G. Pawar

Criterion II- Ms. S. S. Patil

List of committees:

- a. Admission and Attendance: Dr. V. B. Pujari
- b. Examination:
 - i. COLLEGE: Mr. S. P. Yadav
 - ii. University: Dr. R. J. Solomon
- c. Internal Academic Monitoring: Ms. S. S. Patil

Criterion III- Dr. Rajeshri Ghorpade

List of committees:

- a. Research Promotion & Ethics [*Avishkar*]: Dr. Rajeshri Ghorpade
- b. Institutional Societal Responsibilities & Extension Work*:
Dr. E. S. Mundhe
- c. Innovations*: Ms. Shraddha Patel
- d. NCC*: Dr. B. M. Mundhe
- e. NSS*: Dr. L. V. Gavali, Mr. Vivek Bhoir, Dr. Smita Tandale
- f. Collaboration committee: Dr. R. J. Solomon

Criterion IV- Mr. C.D.Bhosale

List of committees:

- a. Building Maintenance and Cleanliness: Mr. C. D. Bhosale
- b. Canteen: Mr. Devidas Bote

- c. Health Center: Dr. Rajeshri
- d. Library: Mr. T. K. Kumbhar
- e. Garden: Mr. Varkhad
- f. Women's Hostel: Ms. Sujata Bote

Criterion V- Dr. D. T. Shinde & Dr. B. M. Mundhe

List of committees:

- a. Gymkhana: Dr. B. M. Mundhe
- b. Career Guidance, Training & Placement: Dr. Keshav Shinde
- c. Art Circle*: Ms. Sangita Malte
- d. Competitive Exams Guidance: Mr. D. G. Manolkar
- e. Special Cell and Earn and Learn Scheme*: Mr. Vivek Bhoir
- f. Students Welfare & Council*: Mr. B.S.Chiprikar
- g. Vocational Education and Training Committee: Dr. Harsha Goyal
- h. Alumni: Mr. Y. A. Gaikwad

Criterion VI- Dr. P.G.Pawar

List of committees:

- a. Financial Management and Purchase: Dr. P. G. Pawar
- b. Assessment & Placement: DR. P. G. Pawar
- c. Grievance Redressal* [including Anti-ragging and Sexual Harassment Redressal]:
Mr. Sandesh Gharge
- d. Unfair means: Mr. Sandesh Gharge
- e. Right To Information: Mr. B. S. Chiprikar
- f. External Academic Audits- Including NIRF, ISO, Autonomy: IQAC members
- g. Faculty Empowerment Committee: Mr. G. C. Wadhawa

Criterion VII- Dr. P.J.Hajare

List of committees:

- a. Environment Consciousness*: Dr. P.J. Hajare
- b. Self Development Program*: Ms. Ashwini Somnathe
- c. WDC & GIC*: Ms. Gayatri Gaidhane
- d. Counselling Center: Dr. R.J.Solomon
- e. Karmaveer Jayanti Celebration: Mr. D.G.Dhage
- f. Publicity [including Magazine, Newsletter, Wallpaper Committee]*: Mr.
B.P.Pawar
- g. "Sahitya Munch": Dr. Rajeshri

*Students members should be added.

2. The printouts of quality indicators given by NAAC were given to each of the criterion head along with the proposed action plan for planning and executing activities related to each of the criterion.
3. Criterion heads are given the list of committees and the members of committees that are under their leadership.
4. The new committee manual is prepared. Each committee head will be given the scope of their committee at the beginning of the academic year.
5. The responsibilities of IQAC are distributed among the members. This will be finalized in the next meeting.
6. Academic calendar is prepared and displayed.
7. Academic diaries are ready and will be distributed to faculty members at the beginning of the academic year.

Dr. Shubhada Nayak
Coordinator, IQAC

Dr. V.S.Shivankar
Principal