

IQAC MEETINGS WITH FACULTY MEMBERS

The IQAC periodically holds its interactions and meetings with the faculty members in course of the Staff Council meetings for the sake of convenience and time. Given below are the excerpts of the minutes of various meetings in which the quality assurance and IQAC related matters were discussed. These excerpts are translations of the original notes in Marathi recorded in the Staff Council meetings records.

Staff Council meeting Dt. 04 August 2012

Agenda 5: Directives for NAAC

Dr. Amol Padwad, coordinator of IQAC presented before the faculty members a detailed overview of the preparations for the forthcoming visit of the Committee on 27-29 August 2012. Various matters regarding the planning, logistics and management of the visit were discussed. Several members asked their queries and got clarifications in terms of individual and departmental preparations for the meeting.

IQAC Staff Council Joint meeting Dt. 24 August 2012

Summary Minutes

A special meeting of the entire faculty members was called in collaboration with the Staff Council on 24-08-2012 at 12.00 noon in the Pearl Chamber. The meeting was presided over by Dr. Vikas Dhomne, the Principal of the college. Dr. Amol Padwad, the coordinator of IQAC and the entire IQAC team was present at the meeting. The main agenda for the meeting was the forthcoming visit of the NAAC Peer Team on 27-29 August 2012. Various items of preparation, logistics and planning were discussed. Several teams and sub-committees were formed to look after key aspects of the visit. The final schedule of the visit as communicated by the Peer Team was shared with the faculty members. The members present raised queries and sought clarifications on different matters of concern. All the faculty members assured full support and involvement in the matter.

Staff Council meeting Dt. 05 September 2013

Agenda 5: Other matters for the discussion of the members

Dr. S. W. Dafre proposed a new initiative of formally introducing and welcoming newly recruited faculty members, which was unanimously accepted. New members were welcomed after they briefly introduced themselves. The principal in his address discussed various items of planning in view of the IQAC suggestions made to him earlier. The meeting also discussed in detail the planning for the forthcoming national seminars in microbiology and on biodiversity. The IQAC promised full cooperation in this regard.

Staff Council meeting Dt. 16 December 2013

Agenda:

An urgent meeting of the staff council was called on 16-12-2013 in order to review the preparations for the college annual day and other activities. Various subcommittees were formed to shoulder responsibilities in organising the week-long programmes successfully. IQAC suggestions were taken into consideration while planning cultural, extra-curricular and academic activities.

Staff Council Meeting Dt. 06 December 2014

Agenda 4: Discussion of other matters of concern

Following prior discussions with the IQAC, the principal highlighted some of the points of decision which are being implemented from this year. New directions regarding attendance of CHB teachers, the use of teacher diaries, scheduling of class tests and unit tests and documentation of internal assessment were explained by the principal. Similarly the audience was informed about the nature of the newly introduced B. Voc. programmes. The various departments of the college were also advised to schedule their final mock tests in February 2015. Finally, the meeting was also briefed about some innovative ways in which the college is planning to strengthen computerization of administration. The principal appealed to all departments to increase the use of ICT and computers in their department level administrative and academic work.

Staff Council Meeting Dt. 15 September 2015

Agenda 3: Planning for the current year - academic calendar and other activities

The meeting considered with satisfaction the very positive response to and feedback on the internal assessment activities, especially the mock tests, conducted during the previous year. It was decided that the faculty-wise subcommittees and teams formed for the purpose last year will continue their work this year too. In order to ensure regular communication regarding class and unit tests, college activities and tracking of attendance the college has recently launched bulk sms facility which is available to all faculty members and departments. All were encouraged to actively use the facility for fast and effective communication with students. The meeting also considered the recent direction of the Joint Director (Higher Education), Nagpur outlining the norms of presence on the campus for college teachers. Accordingly, the council decided to follow the guidelines and keep proper records of the college teachers' work. A subcommittee of four faculty members was formed to monitor the implementation of time table and conduct of classes. It was also decided to start the computerization of all the staff leave records with immediate effect.

Staff Council Meeting Dt. 07 November 2015

Agenda 2: Mid-term review of the academic calendar and annual planning

The meeting considered the progress since the last meeting regarding the conduct of academic activities and other initiatives planned and noted its satisfaction about the progress so far. It was noted that the classes were being conducted smoothly according to the time table, the overall student attendance was good and many faculty members were using innovative ways like student presentations in their classes. The audience was informed about the upgradation of the leased line by BSNL for higher speed of internet, the renovation of corridors and passages, the launch of research methodology course and putting up small whiteboards in the front of each classroom where students would be asked to write good thoughts periodically. The meeting also planned more activities for the next few months and discussed plans for collecting feedback.

Staff Council Meeting Dt. 30 April 2016

Agenda 3: Submission of self-assessment forms - teacher appraisal

The college has revised the annual performance appraisal self-assessment forms of the teaching faculty. All faculty members are required to complete the forms for the current year and

deposit the same with the registrar of the college Shri Sakhare. A few points of clarification raised by members of the audience were discussed and clarified.

Agenda 4: Preparations for the NAAC assessment (3rd Cycle)

The coordinator of IQAC Dr. Amol Padwad presented before the meeting a brief description of the changes introduced in the NAAC assessment process and how the college should revise some of its plans. The principal also apprised the audience of various activities and initiatives underway in the college. He strongly encouraged the use of innovative teaching methods and tools by teachers, as well as new tools like OMR for assessment. Several other points like result analysis, research project plans, finalization of the prospectus for the new academic year, internal assessment, feedback collection, etc were discussed in the meeting.

Staff Council meeting Dt. 29 September 2016

Agenda 3: Discussion about the new semester pattern syllabus

Agenda 4: Planning of academic calendar and activities for 2016-17

Agenda 5: Preparation for the NAAC assessment (3rd Cycle)

All these matters were discussed at the meeting in different orders and in mixed bits and points. The content of discussion and planning included the above items. The university has revised syllabuses of several courses as it shifted from the annual to semester pattern in a few remaining programmes and to choice based credit system in those programmes which were already running in the semester mode. In view of this all departments were advised to modify their plans and inform their students about the changes. A detailed discussion was held on the academic and activities calendar for the current year, and it was finalized after inputs from last year's experience and comments by the faculty members. In view of the calendar and also in terms of preparation for quality assurance initiatives, several items were discussed, which included - research promotion, training and placement, internal assessment, alumni association, faculty monitoring, result analysis, review of various committees in the college, student performance and new amenities on the campus.