

MINUTES OF THE IQAC MEETING HELD ON 29TH NOVEMBER, 2017

The first meeting of the IQAC after the NAAC visit 2017-18 was held on 29th November, 2017 at 4.00 p.m, in the staff room, 2nd floor, Mahatma Night Degree College, under the chairmanship of Principal Dr. Padma Rangan. The following decisions were taken:

Point 1. Formation of IQAC - constituted for the fourth cycle of NAAC.

Chairperson	Dr. Padma Rangan - Principal
NAAC Co-ordinator	Dr. Eknath Zhrekar
Management Representative	Dr. K.M.Vasudevan Pillai- Chairman: Mahatma Education Society
Teacher Members	Mr. Chandramohan Varma Dr. Lata Krishnan Mrs. Anaya A. Markandeya Mr. Tushar Pawar Mr. Harsh Shukla Mrs. Parveen Arif
Administrative staff representative	Mr. Ashish Rai Mr. Dharmendra Sonawane
Alumni representative	Mrs. Mamta A. Patil
Local society representative	Mr. Sachin Naykodi
Employer representative	Ms. Neelima Thakkar, IIFT
Student representative	Ms. Sneha Gaikwad (General Secretary: AY-2017-18)

Point 2. To discuss the recommendations and suggestions given by NAAC peer team.

Principal Dr. Padma Rangan circulated the photocopy of the recommendations and suggestions given by NAAC peer team among all the teaching staff members. Further, the discussion took place regarding the strengths and weaknesses of the college. The emphasis was given to strengthen the IQAC and documentation of the same.

Principal also instructed all staff members to submit the activity report within three days from the date of activity/ event, to enable the college website to be updated regularly.

Point 3. Discussion regarding teaching plans and daily report.

It was resolved that, all the teachers are required to maintain the **daily log book** provided by the college. Further, on every Monday, the book has to get signed by the IQAC coordinator Dr. Eknath Zhrekar.

Further it was resolved that, the teachers should submit their teaching plans in the beginning of each semester.

Point 4. Other matters discussed with the permission of Chair.

- i. To create a separate IQAC email id for IQAC correspondence and documentations.
- ii. Committee allocation:
The Principal allocated new committees among the teaching staff members through email dated 28th November, 2017 for the second half of the academic year 2017-18.
The teaching staff members requested to reallocate all the committees from next academic year (2018-19) as they have already worked in the present committees.
- iii. To conduct sponsored seminars, workshops and conferences every year.