

MINUTES FOR IQAC MEETING HELD ON 28TH SEPTEMBER, 2018

The IQAC meeting was held on 28th September, 2018, Friday at 3.00p.m., in the conference room, 1st floor, Mahatma Night Degree College, under the chairmanship of Principal Dr. Padma Rangan. The following decisions were taken.

Point 1

The minutes of the last IQAC meeting held on 3rd March, 2018 were read by the IQAC coordinator Dr. Eknath Zhrekar. The same were approved by all the members of IQAC.

Point 2

The different college committees were approved and allocated for the academic year 2018-19.

The copy of the same is attached herewith for reference.

Point 3

The review was taken on a “One Day Workshop on T.Y.B.Com. Revised Syllabus (Sem. V and VI)”. Principal Dr. Padma Rangan appreciated, workshop coordinator Dr. Ekanth Zhrekar and all teaching staff for their efforts and enthusiasm.

Further, the event was also evaluated critically. The corrective measures were suggested for improvisation in future events. Asst. Prof. Tushar Pawar talked about orientation and guidance required to be provided to the non-teaching and support staff.

Point 4

The activities to be conducted for the academic year under the banner of various associations were discussed and finalized as follows.

- i. Association of Economics and Alumni Association are to conduct an activity in collaboration with Bombay Stock Exchange.
- ii. A Quiz Contest is to be conducted under the banner of Commerce Association.

In this connection the Principal stated that, for the smooth and effective conduct of any event coordination is must. She emphasized on a team work to avoid any chaos and confusion among staff members.

Further, it was also decided that, teachers should not avail of concession from their regular lectures for planning or preparing for conducting various curricular/co-curricular activities or events. As a matter of policy - teachers were instructed to do planning and preparatory work in this regard before 5p.m or after 9p.m. without disturbing their lectures workload. It was also decided that, in case of students involvement in an activity, the time-table incharge may consider any changes to the working time-table after discussion with the Principal only .

It was further instructed that, NCC and NSS programme officers should be present at the time of any NCC or NSS activity in particular those events/ activities being flagged off from the college campus .

Point 5

It was decided that, the national level conference will be held in the first week of March 2019. It was further decided that, the agencies like ICSSR, NAAC will be approached for collaboration and funds.

Point 6

To fulfill one of the requirements of revised NAAC guidelines, it was decided to collect and maintain students' records online with the help of IT assistant Ms. Ruchita Varhadi. Class teachers of respective classes were directed to create and maintain the class wise data. As per the new guidelines the email address for each student needs to be maintained active for feedback purpose.

Point 7

It was decided that the chairperson of every committee should submit his/her annual activity plan with budget in the beginning of the academic year.

Point 8

With the permission of the chair, the discussion was held on the point of Refresher/ Orientation Courses. The point was raised by Dr. Ekanth Zhrekar. He suggested that, the teacher whose promotion as per CAS is due, should get preference. Further all teachers raised a point to have a permanent policy on this matter. The Principal stated that the policy on this matter would be as follows : As the Mahatma Night Degree college is a small unit, with only 7 full – time faculty members , during the academic year (non – examination period) , at a time only one teacher will be relieved from college duty to go for in-service training. Further, on the same lines, during the academic year (examination period) , at a time only one teacher will be relieved from college duty to go for in-service training. In case of more than one applications received for either session, preference will be given to the teacher whose CAS promotion is chronologically overdue. However, in case of any unplanned/unexpected demand on the availability/time of the teachers due to college work , priority decision shall be taken in the interest of the college, and the final decision in the matter will be as per the Principal's discretion.