

Fergusson College (Autonomous), Pune
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Date of Meeting: 26th September, 2018

Time: 11.00. a. m.

Venue: IQAC Office, RESOLVE Building, College Campus

Agenda:

1. Review of IQAC activities.
2. Review of academic activities under Autonomy.
3. Revised / New Proforma of AQAR and SSR of NAAC.
4. Action Plan for the next cycle of assessment and accreditation.
5. Any other item with permission of Chairperson.

Members Present:

Dr. Ravindrasing Pardeshi, Dr. Nitin Kulkarni, Dr. Chitra Sreedharan, Dr. Sonali Joshi, Smt. Arati Khatu, Dr. Shital Ruikar, Dr. Ashish Mane, Dr. Ashish Yengantiwar, Smt. Swati Satpute, Dr. Radhika Jadhav, Smt. Swati Jogalekar, Shri. Nilesh Depolkar, Shri. Shyam Suryavanshi, Shri. Sanjay Supalkar, Shri. Chetan Ankalkote, Shri. Yadukrishnan Udaykumar, Ms. Anushree Bodhale, Shri. Makarand Pandit, Dr. Hrishikesh Soman, Dr. Sitaram Hongekar and Dr. Samir Terdalkar.

Minutes of the meeting are as follows:

1. Dr. Samir welcomed all the IQAC members to the meeting and with the permission of the Principal the meeting was initiated. At the onset all the members reviewed the IQAC activities, including the academic activities, conducted in the preceding academic year. A detailed report was presented to the members noting the highlights of the various college activities undertaken.
2. The student representatives expressed their reservations about the new attendance system and marks being allotted for it. In the discussion that followed many put forth their views and there was a consensus that it needs to be reviewed.
3. Dr. Samir gave an elaborate presentation about the revised proforma of AQAR and SSR of NAAC. He mentioned that the format for autonomous Colleges is different from the affiliated colleges.
4. The seven curricular aspects were discussed in depth. As per the first criterion, need for offering flexibility to the students to choose courses from interdisciplinary streams was deliberated upon. Also, need to give credits to internship program of the students was underscored. Feedback systems for alumni, teachers and parents have to be put in place.
5. In the second criterion it was expressed that ICT training should be made available to the teachers for effective use of media in teaching. Guest lectures of those teachers who effectively use ICT needs to be organized. The benefit of having domestic collaborations with academic institutes was stressed. Besides, a mechanism to measure learning outcome is necessary to be thought of.
6. For Criterion - III, it was brought to the notice of the members that consultancy revenue can be generated through corporate training as well. Along with it there was a need felt to renew

- interest in research activities for teachers and students. It was mentioned that the Functional MOUs have to be signed which state the duration and are outcome based.
7. With regard to Criterion-IV, the library related activities of weeding and creating a facility for developing e-content was expressed amongst other provisions.
 8. In terms of Criterion-V, Sports and Cultural activities at the college were hence forward expected to be of national and international level.
 9. Criterion-VI focuses on inclusion of Human Resource Management, Industry interaction, strategy building, and training programs for empowerment of administrative staff. A member mentioned that training on stress management was required to be given for non-teaching staff.
 10. Criterion-VII mentions the requirement of creating professional ethics for the teachers and code of conduct for the students.
 11. With the permission of the Chair a presentation was given by Swati Satpute on the Student feedback system that was implemented in the ongoing semester for the entire college. There was a lot of discussion on various issues like student numbers giving feedback, department wise analysis, cutoff criteria for deciding good performance.

Important Decisions taken regarding Feedback on Teaching:

- Cut off will be 2.5 (approx 62%). [Responsibility with: Analysis Team]
- Teacher scoring < 2.5 [Responsibility with: Analysis Team]
 - a. Teachers should be communicated about their low scores. (Less than 2.5)
 - b. Also, check should be made if the same teacher is scoring less consistently.
 - c. Check if at least 50% of student strength has given feedback. If the count is less than 50 %, someone should talk to students to understand why such less response.
- List of Teachers Scoring > 3.6 should be prepared and published on College Website. [Responsibility with: Analysis Team]
- Also, if possible, from the comments given, we can try to compile document on Best Practices of teaching implemented by teachers. This can be shared with all teachers on a common platform. [Suggestions: We can publish on College Website. Dr. Shital Ruikar and Dr. Poonam Deshpande to do this].
- It has been observed that departments like Marathi, Animation and both B.Voc. courses consistently get less feedback response. Corrective measures should be taken to improve response.

Suggestions:

- Get department representative in Feedback Team.
 - Meet their Students to understand problem.
 - Like previous feedback process, schedule feedback for these courses in Computer Centres.
 - Identify ways to build trust within students about Feedback Process.
 - Orientation can be done at least for Freshers as well as for Teachers.
 - Also, IQAC should arrange discussion forum with Teachers, to address suggestion on Feedback process. It was felt that, trust building is needed within teachers too.
12. Apart from the above, non-teaching staff members expressed the need to further strengthen the exam as well as the admission system. There was a need expressed to revise the Standard Operating Procedure and preparation of manual for examination at the earliest.

13. To encourage students who completed the UGC-CE projects it was expressed that an evaluation of the projects should be done by a panel of experts and also suggestions came in from members for conducting poster exhibition.

Other Decisions taken:

- a. Formation of Departmental IQAC and distribution of SSR / Data related work criterionwise.
 - b. Equip all classrooms with basic ICT facilities.
 - c. Teachers Training especially in use of media in teaching to be organised.
 - d. General Orientation Programme for new teachers.
 - e. Revisions in Curriculum, if any and organize Workshops / Meetings for the same.
 - f. Efforts to establish Incubation Centre.
14. The meeting concluded with Dr. Samir thanking the members for their participation and valuable inputs.

Dr. Samir Terdalkar
Co-ordinator, IQAC

Dr. Ravindrasing Pardeshi
Principal