

Deccan Education Society's  
Fergusson College (Autonomous) Pune  
Internal Quality Assurance Cell (IQAC)  
Urgent Meeting (Short Notice)

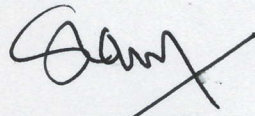
Date: 28<sup>th</sup> March, 2018  
Time: 1.45am onwards  
Venue: IQAC Office

Agenda of meeting conveyed telephonically to

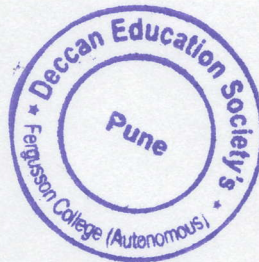
1. Dr. Nitin Kulkarni
2. Dr. Chitra Shreedharan
3. Smt. Aparna Vaidyanathan
4. Dr. Sonali Joshi
5. Smt. Swati Satpute
6. Dr. Shital Ruikar
7. Dr. Radhika Jadhav

Agenda:

- (a) Discussion on feedback process, outcome- analysis, end result and future strategies.
- (b) Discussion on Feedback forms submitted by teachers
- (c) Report preparation and its presentation in IQAC meeting
- (d) Inclusion of Industry Expert and Newly elected student representatives in IQAC
- (e) Any other item.

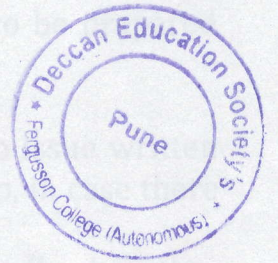


Dr. Samir Terdalkar  
Coordinator, IQAC



Members Present

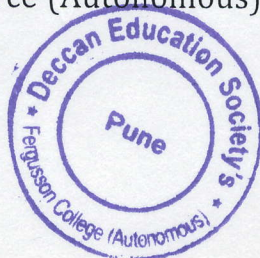
1	Dr. Nitin Kulkarni	<i>NK</i>
2	Dr. Chitra Shreedharan	<i>Chitra</i>
3	Smt. Aparna Vaidyanathan	<i>K. Aparna</i>
4	Dr. Sonali Joshi	<i>S. Joshi</i>
5	Smt. Swati Satpute	<i>S. Satpute</i>
6	Dr. Shital Ruikar	<i>S. Ruikar</i>
7	Dr. Radhika Jadhav	<i>R. Jadhav</i>
8	Dr. Samir Terdalkar	<i>S. Terdalkar</i>



Dr. Samir Terdalkar  
Co-ordinator IQAC

## Minutes

- (a) Dr. Samir Terdalkar briefed all the Members about the Agenda of the meeting and apologised for calling meeting without prior notice.
- (b) Feedback on Teaching: The feedback on teaching is conducted through ERP system and problems regarding implementation were discussed and one major problem in timely implementation of feedback forms to students was "system readiness" of ERP.
- (c) Following objectives of feedback on teaching were formulated:
- It can be used as a tool to take corrective measures and enhance quality of classroom and laboratory teaching.
  - Generate teacher wise and department wise feedback data. This is was done in earlier semester and the information was passed to respective departments.
  - The feedback data/ report is visible to individual teachers' ERP log in.
  - Teachers whose score is below 2.5 on a scale of 4, to be shortlisted by IQAC and called for an interaction.
  - Similarly, teachers whose score is above 3.5 on a scale of 4, to be shortlisted by IQAC and highlighted.
- (d) Shortlisting to be done by Prof. Aparna Vaidyanathan and Dr Chitra Sreedharan.
- (e) Observations on feedback forms (submitted by teachers) to be prepared by Dr. Sonali Joshi.
- (f) Next steps in the process:
- If performance of teachers is below average, first step is to issue written communication and call teacher for an interaction, next step, in case there is no improvement, to relieve the teacher from the course.
- (g) In this cycle, we can aim at improving quality through feedback, rather than focusing on the numbers. But feedback can be made mandatory in the next cycle by building it into the process: E.g. Students may not be able to access their examination forms without submitting the online feedback.
- (h) Feedback on curriculum to be taken from passing out students only. Such data to be compiled and forward it to Board of Studies for consideration
- (i) Dr. Shital Ruikar and her students from Psychology would be interviewing teachers' whose score is above 3.5 and prepare a report on Best practices followed by teachers' in teaching.
- (j) Inclusion of following students in IQAC: -  
Ms. Sandhya Sonawane (Arts) , Ms. Anushree Bodhale (Arts) Ms. Vrinda Agarwal (Science) and Shri. Yadukrishnan Udaykumar (Science) to be included in IQAC.
- (k) Shri. Shashank Gokhale (TomTom) would be representing Alumni as well as Industry Expert on IQAC as per suggestion of Principal.
- (l) Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce (Autonomous), Pune and Dr. Vijay Joshi, Principal, Somaiya College of Science and Commerce (Autonomous), Mumbai would be External Experts on IQAC.



A handwritten signature in black ink, appearing to be "Samir", written over a horizontal line.

Dr. Samir Terdalkar  
Coordinator, IQAC