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Deccan Education Society's
Fergusson College (Autonomous),
Pune

Internal Quality Assurance Cell

IQAC Meeting
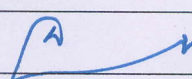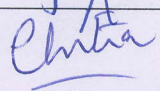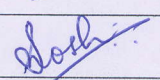
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Date: 31st October 2020
Time: 3.00. p. m. onwards
Venue: IQAC Office
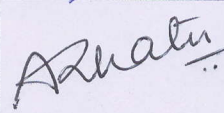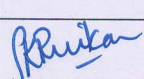
Agenda:

1. Compliance and Overview of plan of action - 2019-2020.
2. Academic and Administrative Audit - 2019-2020.
3. Writing Programme Education Objectives.
4. Implementation of PO and CO Mapping Mechanism.
5. Revised - Draft of AQAR by NAAC - to be implemented from 2020-2021.
6. Integrating Feedback System and Student Satisfaction Survey (SSS) on New ERP.
7. Implementing Feedback System for Teaching-Learning and Syllabi.
8. Finalization of Policies and Standard Operating Procedures. (SOPs).
9. Memorandum of Understanding - With Institutes / Colleges.
10. GAP Analysis of Metrics as required by Governing Body of Deccan Education Society.
11. Review and Report of efforts / initiatives taken during the COVID-19 Pandemic.
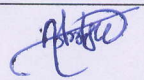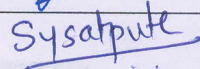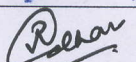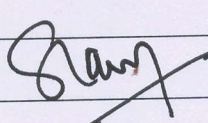12. Nomination of Principal of Autonomous College as an Expert on IQAC in place of Dr. Sitaram Hongekar.
12. Nomination of Two Assistant Co-ordinators for IQAC.
13. Nomination of Two Teachers for Technical Support for IQAC.
14. Nomination of Student Representatives for IQAC.
15. Any other item with permission of Principal.

Members Present:

1	Dr. Ravindrasing Pardeshi, Principal.	Chairman	
2	*Teachers to represent all levels*		
	Dr. Nitin Kulkarni, Vice Principal	Member	
	Dr. Chitra Sreedharan, Department of English and GB Member, Fergusson College (Autonomous)	Member	
	Dr. Sonali Joshi, Head, Department of Biotechnology	Member	
	Smt. Arati Khatu, Department of Political Science and Member, Academic Council, Fergusson College (Autonomous)	Member	
	Dr. Sheetal Ruikar, Department of Psychology	Member	
	Dr. Ashish Mane, Department of Environmental Science, ~~Coordinator ARC + RCC~~	Member	
	Dr. Ashish Yengantiwar, Department of Physics	Academic and Research Co-ordinator (ARC)	
	Smt. Swati Satpute, Department of Computer Science	Member	
	Dr. Radhika Jadhav, Department of Philosophy	Member	

3	*Member from Management* Smt. Swati Jogalekar (Prof-In-Charge, B. J. Wadia Library) Member		
4	*Alumnus+ Industry Expert* Shri. Nilesh Depolkar, Lead Engineer, Spring Computing, Pune	Member	
5	*Administrative Officers* (a) Shri. Shyam Suryavanshi (b) Shri. Chetan Ankalkote	Member	
6	*Student Nominees*		
7	*Nominee Stakeholder / Placements / Career Guidance* Shri. Makarand Pandit, Managing Director, Technowrites, Pune	Member	
8	*Two External Experts* (a) Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce (Autonomous), Pune.	Members	
9	Dr. Samir Terdalkar	Coordinator	

Minutes:

1. **Compliance and Overview of Plan of Action for the year 2019-2020:**

Sr. No.	Plan of Action	Action Taken
1.	Preparation for 4th Cycle of Assessment and Accreditation	Series of Meetings with various stakeholders involved in preparation for 4th Cycle of Assessment and Accreditation
2.	Implementation of Choice Based Credit System and designing of syllabi as per LOCF.	Choice Based Credit System has been implemented across both the disciplines (Arts and Science) since 2016
3.	Focussing on Employability of Elective Courses Promotion of Skill Components for LOCF based syllabi have been implemented and Course outcomes and Programme Outcomes are prepared, but the mechanism/method of mapping and attainment needs to be finalized.	For Faculty of Science OPEN electives are offered and Choice is being offered for T. Y. B. Sc. Students. Similarly, efforts have been made to train the students to take up small interdisciplinary modules. A proposal under UGC-STRIDE scheme has also been submitted to UGC which focuses on development of trained Human Resource in the areas of Social Science and Humanities through use of Statistical packages and machine learning. Similarly use of R and PYHTON programming can also be explored through this scheme. The proposal for UGC-STRIDE compoenent-2 was presented at UGC and subsequently awarded to College. The capacity development programmes to be implemented are: PYTHON programming for LIFE and SOCIAL sciences, R for Life and SOCIAL Sciences, Artificial Intelligence and machine learning for social sciences, BIG data Analytics for social sciences, Use of panel data econometrics for economic analysis, Scientific Writing to publish research, Cognitive sciences for Arts and Science, Practising trans-disciplinary academic enquiry, qualitative research methods for social sciences, clinical diagnostic tools for mental disorders and Application of Game Theory in social sciences.
	Skill Components for all Science Departments	Following is the number of skill programmes offered to students of faculty of science: Biotechnology- 15 Chemistry- 08 Computer Science:04 Electronic Science: 12 Environmental Science: 05 Geology: 06 Microbiology:03 Physics: 06 Statistics:04 Zoology:06
4.	Implementation of flexible and Online Examination	Implementation of flexible and Online Examination For Concurrent Evaluation flexible method of examination is being practised where the student is offered variety of methods through which the evaluation can be conducted. Almost all Science and few Arts departments have opted for one On-line examination system which is multiple choice based.
3.	Industry-Institute Interaction	Efforts for Collaboration with the companies for CSR funding, collaborative research projects, placements, industrial visits, collaboration for skill development programs have been conducted. Similarly, Development of the Leadership Skills and Entrepreneurial Culture among the students, the entire program was planned and conducted by the students

4.	Developing ICT - LMS System for Teaching-Learning	Development of the Leadership Skills and Entrepreneurial Culture among the students. Whole program was planned and conducted by the students
5.	On Line mechanism for addressing Student Grievances	An online system for addressing Student Grievances has been developed and made available on the college website. The standard operating procedure for addressing student grievances is based on the guidelines of UGC and affiliating university.
6.	Seed Money for paying registration fees of Conferences for Teachers participating and presenting papers	Seed Money of Rs. 1,00,000/- has been utilized for paying registration fees of Conferences for Teachers participating and presenting papers (oral Presentations). Fifteen teachers benefitted from this facility.
8.	Strengthening Activities of Social Outreach and Enabling Centre and entering into formal MoUs with NGOs	The College has entered into formal MoUs with Ankur Vidyamandir, MUSE club, SEVA SHAYOG Foundation and Welfare Association of Youth-AASRA for social outreach activities. For academic activities the college has entered MoUs with Swasti Institute for Learning and Development Pvt. Ltd and TECHNOWRITES Pvt. Ltd, Pune. The MoU for faculty exchange and research with Jagellonian University, Krakow, Poland has been continued under ERASMUS plus programme.
	Strengthening SAATHI Enabling Center	An innovative approach to enhance teaching-learning was initiated. This initiative was implemented taking into consideration the pandemic of COVID 19. Let's Record Initiative- An innovative activity for teaching-learning. This effort allowed students from other Colleges as well to to record books for the blind students to help them pass their time during the period of lockdown and after knowing the importance of our Initiative, it was covered by well-known Times of India Group on 30 May 2020, in their issue.
9.	Motivating and creating awareness regarding registration for courses under UGC - SWAYAM MOOCS	A separate Cell with a teacher Coordinator has been established for coordinating activities under UGC-SWAYAM MOOCs. About 25 teaching staff enrolled for MOOCs and 75 students from undergraduate and post graduate programmes have registered for UGC-SWAYAM-MOOCs.
10.	Writing Procedures and Policies	The process of writing policies and procedures has been initiated and some policies and procedures are documented. However, finalization of other policies and procedures is in process and will be completed in due course of time.

2. **Academic and Administrative Audit - 2019-2020:**

A detailed Proforma for Academic Audit has been prepared by IQAC and sent to all the Heads of the Department. Revisions in the Proforma have been made taking into consideration the Draft revised format of AQAR to be implemented from the year 2020-2021. Similarly, Proforma for Administrative Audit is prepared and Consolidated Report of Administrative Audit for the year 2016-2017, 2017-2018, 2018-2019 and 2019-2020 will be implemented.

3. **Writing Programme Education Objectives:**

There was a discussion on writing Programmed Education Objectives and they are in process and will be finalized by Smt. Aarti Khatu, Dr. Ashish Yengantiwar and Dr. Poonam Deshpande.

4. **Implementation of PO and CO Mechanism:**
A proforma has been prepared and was discussed during the meeting and finalized. The proforma will be shared in the Heads of Department (arts and Science) meeting which is scheduled in next two days. The procedure for mapping will be explained in detail and then the data from each department for all academic programmes will be compiled, reviewed by IQAC and then uploaded on College Website.

5. **Revised - Draft of AQAR by NAAC - to be implemented from 2020-2021:**

There was an elaborate discussion on Draft of AQAR to be implemented from 2020-2021 and accordingly Data Templates will be created year-wise.

6. **Integrating Feedback System and Student Satisfaction Survey (SSS) on New ERP and Implementing Feedback System for Teaching-Learning and Syllabi**

Feedback on Teaching-Learning will be taken for all the programmes and also Student Satisfaction Survey (SSS) will be taken every year. The Formats will be integrated with the new ERP System and Smt. Swati Satpute will be co-ordinating with the ERP.

8. **Finalization of Policies and Standard Operating Procedures (SOPs):**

Corrections to be made in the drafted policies and procedures.

   a. Code of Conduct
   b. Maintenance Policy
   c. Research Policy
   d. Policy for Plagiarism
   e. Consultancy Policy
   f. I. T. Policy: It is prepared by the Parent Organization (Deccan Education Society). The same will be adopted by the College.
   g. Environmental Policy
   h. Environmental Decisions (Green Initiatives)

9. **Memorandum of Understanding - With Institutes / Colleges:**

Memorandum of Understanding of following NGOs to be renewed:
   a. Ankur Vidya Mandir
   b. Erasmus Plus (Department of Geology)
   c. Muse Club
   d. Seva Sahayog Foundation
   e. Swasti Institute for Learning and Development Pvt. Ltd.
   f. Technowrites Pvt. Ltd.
   g. Welfare Association of Youth Project - AASRA

10. **GAP Analysis of Metrics as required by Governing Body of Deccan Education Society:**

GAP Analysis of Matrices as per Assessment and Accreditation Manual was carried out in continuation with the meeting held on 16th October 2020. The same will be submitted to Deccan Education Society.

11. **Review and Report of efforts / initiatives taken during the COVID-19 Pandemic:**

A brief report will be prepared on efforts / initiatives taken during the COVID-19 Pandemic with special reference to mentoring / counselling of students, online workshops / webinars etc. They will be compiled in Report Form by Dr. Sheetal Ruikar.

12. **Nomination of Principal of Autonomous College as an Expert on IQAC in place of Dr. Sitaram Hongekar:**
This will be decided by the Principal at a later stage.

13. **Nomination of Two Assistant Co-ordinators for IQAC:**

Dr. Poonam Deshpande and Dr. Sheetal Ruikar were nominated as Assistant Co-ordinators for IQAC.

14. **Nomination of Two Teachers for Technical Support for IQAC:**

Shri. Jeevan Limaye and Ms. Margaret Salve were nominated as Teachers for Technical Support required for data related work of IQAC.

15. **Nomination of Student Representatives for IQAC:**

Ms. Bodhale of M.A. - II (Psychology), to be continued as Student Representative. New names are in process of finalization.

16. **Any other item with permission of Principal:**

After discussing all the Agendas of the meeting, a tentative Plan of Action of IQAC for the Academic Year 2020-2021 was prepared. The Plan of Action for the academic Year 2020-21 is as follows:
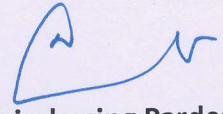
1	Collect and collate departmental Data as per the revised guidelines/ data templates of NAAC for AQAR (2020-21)
2	Streamline the Data storage method, so that data retrieving becomes easier. A more elaborative proforma for Academic Audit with more emphasis on Curriculum and Teaching-Learning to be developed, so that mapping of all revisions in the curriculum can be collated. Exhaustive list of e-resources to be prepared for every course for all programmes under faculty of Arts and Science.
3	Implementation of Mapping of PLO/CLO and attainment for all courses under all academic programmes to be finalized and uploaded on the college website
4	Enter into MoU with industries and academic institutions for student internships and other academic purposes.
5	Strengthen Social Outreach and Enabling Center (SOEC) and SAATHI Enabling Center with more focussed programmes as stated in the AQAR and NAAC assessment and accreditation manual and prepare a Academic Calendar for activities to be carried out throughout the year.
6	Departments to carry out academic activities under following categories: 1. Capacity Development (Soft Skills, Language and Communication Skills Life Skills- YOGA, Physical Fitness, Health and Hygiene, Awareness of Trends in Technology) 2. Skill Development (All workshops/ seminars/ Hands-On-Training/ Field Work/Field Projects) 3. Professional Development programmes for Non-teaching staff

	4. Faculty Development Programmes for Teachers.
7	Finalize all policies and procedures and upload on college website
8	Upload all Mandatory Disclosures on college website as per guidelines of UGC. NIRF and NAAC.

Dr. Samir Terdalkar
Coordinator, IQAC

Dr. Ravindrasing Pardeshi
PRINCIPAL