

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

Internal Quality Assurance Cell



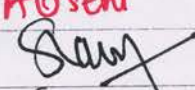
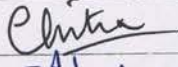
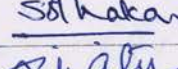
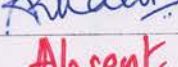

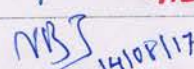
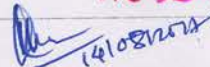
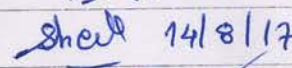
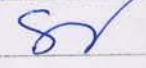


IQAC Meeting

Date: 14th August 2017
Time: 2.30. p.m. onwards
Venue: A.V. Hall

Agenda:

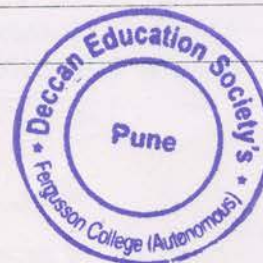
- a. Revised Assessment and Accreditation Manual of NAAC.
- b. Discussion on Procedural Details.
- c. Weightages and Key Indicators assigned for each Criterion.
- d. Strategic Planning for the next (4th Cycle) of Assessment and Accreditation.

Members Present:

1.	Dr. Ravindrasinh Pardeshi, Principal	
2.	Shri. Prakash Pawar, Vice-Principal, Arts	Absent
3.	Dr. Nitin Kulkarni, Vice-Principal, Science	
4.	Dr. Sachin Khedkar, Vice-Principal, Science	Absent
5.	Dr. Samir Terdalkar, Co-ordinator, IQAC	
6.	Dr. Chitra Sreedharan, Nominee, Governing Body	
7.	Smt. Shubhangi Thakur, Nominee, Governing Body	
8.	Smt. Arati Khatu, Nominee, Academic Council	
9.	Dr. Madhukar Zambre, Nominee, Academic Council	Absent
10.	Dr. Poonam Deshpande, Nominee, Academic Council	Absent
11.	Shri. Shridhar Vhankate, In-Charge, NCC (Army)	
12.	Dr. Navnath Chandanshive, In-Charge NCC (Navy)	Absent
13.	Dr. Vijay Tadke, Controller of Examinations	
14.	Dr. Vijay Labde, Dy. Controller of Examinations	Absent
15.	Dr. Kishor Pendharkar, Chairman, Gymkhana	
16.	Shri. Subhash Shende, Head, Department of Statistics	
17.	Smt. Swati Joglekar, In-Charge, Library	
18.	Dr. Raka Dabhade, Head, Department of Physics	
19.	Dr. Ashish Mane, ARC	
20.	Shri. Gautam Sonawane, Physical Director	Absent




21.	Dr. Nirmala Talape, Co-ordinator, SOEC	Absent
22.	Shri. Santosh Dhotre, Co-ordinator, SAATHI Enabling Centre	Shri
23.	Smt. Anjali Naik, Co-ordinator, Placement Cell	Absent
24.	Smt. Nandini Kotharkar, Co-ordinator, III Cell	Nandini Kotharkar
25.	Dr. Anil Markandeya, Department of Chemistry	Anil Markandeya
26.	Shri. Anil Sawarkar, Head, Department of Psychology	Absent
27.	Dr. Shardul Thakur, Department of English	Shardul Thakur
28.	Smt. Aparna Vaidyanathan, In-Charge, Website	Aparna Vaidyanathan
29.	Shri. Nanasaheb Phatangare, Student-Welfare Officer	Absent
30.	Dr. Ashish Yengantiwar, NSS Programme Officer	Ashish Yengantiwar
31.	Smt. Swati Satpute, Department of Computer Science	Swati Satpute
32.	Dr. Rohitkumar Gore, Department of Chemistry	Rohitkumar Gore
33.	Dr. Sheetal Ruikar, Department of Psychology	Sheetal Ruikar
34.	Dr. Devdutta Upasani, Department of Geology	Absent
35.	Dr. Sonalika Pawar, Department of Chemistry	Sonalika Pawar
36.	Smt. Nilam Patil, Department of Chemistry	Absent
37.	Smt. Kiran Ghadge, Assistant Librarian	Kiran Ghadge
38.	Dr. Megha Deuskar, Department of Psychology	Megha Deuskar
39.		
40.		



Minutes:

1. Meeting started with a Welcome Note.
2. Principal, Dr. Ravindrasinh Pardeshi shared his views and experience as a member of working group for preparing Revised Guidelines for Assessment and Accreditation. He also applauded the efforts taken by the experts and NAAC for preparing the revised guidelines.
3. The Co-ordinator, IQAC, made an elaborate Power Point Presentation on the 'Revised Guidelines for Assessment and Accreditation'. He pointed out the changes made in the Manual with special reference to Key Indicators (Quality Indicator Framework) and their corresponding weightages.
4. Student Satisfaction Survey (SSS) was also highlighted during the presentation and it was decided to integrate it with the present Online Feedback System (ERP).
5. Issues regarding Student Feedback on Teaching implemented through the new ERP System were discussed and it was decided to settle issued related with report generation within a week's time.
6. Strengthening of Industry Institute Interface was taken up during the meeting. The IQAC Co-ordinator informed that a meeting in this regard will be organised within a week's time. Some strategies to be decided during the meeting would be - identifying Industries which can help in providing Internship and On-Job Training to our PG Students. Also collaborative Skill Enhancement Programmes would be discussed in this meeting.
7. Preparation of data and action plan of IQAC for 2017-2018 was discussed. The IQAC Co-ordinator informed all the members that the AQAR for the year 2016-2017 is under preparation.
8. The Meeting ended with Vote of Thanks.


Dr. Samir Terdalkar
Co-ordinator, IQAC and
Secretary, Academic Council



**Deccan Education Society's
FERGUSON COLLEGE (AUTONOMOUS), PUNE
Internal Quality Assurance Cell**

Date: 15/07/2017




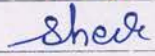
Venue: IQAC Office

Time: 12.00 p.m.

Agenda:

1. Revised UGC Guidelines for Autonomous Colleges - 2017

Members Present

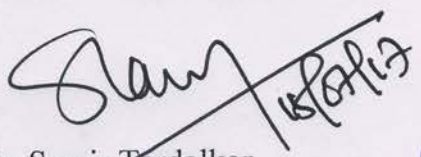
Sr. No.	Name of the Member	Designation / Department	Signature
1.	Dr. Ravindrasinh Pardeshi	Principal	
2.	Dr. Nitin Kulkarni	Vice Principal, Faculty of Science Head, Department of Electronic Science	
3.	Dr. Samir Tendalkar	Coordinator IQAC	
4.	Shende Subhash S.	Statistic	
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Deccan Education Society's
Fergusson College (Autonomous) Pune
Internal Quality Assurance Cell

Minutes

- (a) The objective of meeting was to read the revised guidelines of UGC for Autonomous Colleges (2017) and identify criteria's where more inputs / changes are required in academics as well as administration.
- (b) Regarding Fixing of Fees/ Revisions to be made in the present fee structure:
 - (i) Three new items to be introduced under the fee structure- "Laboratory consumables", "Infrastructure Maintenance" and "Miscellaneous Expenses".
 - (ii) These new items will be introduced from the next academic year ie., 2018-19 (F.Y.B.A./ B. Sc/ M.A./M.Sc.)
 - (iii) The actual amount to be charged from students under these items needs to be calculated by using the actual expenses incurred on these items in the previous academic year.
- (c) As per revised guidelines, UGC will give Autonomy to colleges for a period of ten years. However, our College has been granted autonomy for a period of six years. This needs to be clarified by addressing a letter to UGC/ Concerned Authority of UGC.
- (d) As per revised guidelines, there shall be TWO EXTERNAL PEERS on the college IQAC. They will be assessing our college every year (Academic and Administrative Audit) and submitting a report to UGC. It has been decided to nominate Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce (Autonomous), Pune and Dr. Vijay Joshi, Principal, K.J. Somaiya College of Science and Commerce, Vidyavihar, Mumbai, after getting their consent.
- (e) The revised guidelines have instructed colleges to display "Mandatory Disclosures". Most of the information is actually available on our website, only thing is that it needs to be interconnected and brought under one separate ICON - Mandatory Disclosures.
- (f) The New composition of "Finance Committee" to be followed and a letter of invitation to be sent to Dr. Vidya Gargote, Finance Officer, SPPU, Pune.
- (g) Two new Committees to be formed ie., "Planning and Evaluation Committee" and "Grievance Appeal Committee".
- (h) Annexure VII mentioned in revised guidelines to be filled appropriately with all the information and to be made available on our College Website.


Dr. Samir Terdalkar
Coordinator, IQAC
And
Secretary, Academic Council




Dr. Ravindrasinh Pardeshi
PRINCIPAL

**Deccan Education Society's
FERGUSON COLLEGE (AUTONOMOUS), PUNE
Internal Quality Assurance Cell**





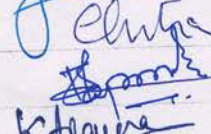
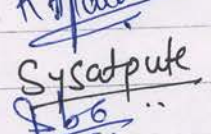





IQAC Meeting

Date: 26/08/2017
Venue: IQAC Office
Time: 11.30 a.m.

Agenda:

1. Meeting for Industry Collaboration and Academic Improvement.

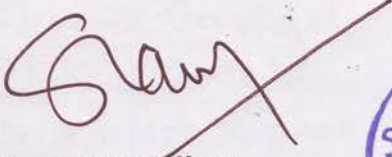
Members Present

Sr. No.	Name of the Member	Designation / Department	Signature
1.	Dr. Ravindrasinh Pardeshi	Principal	
2.	Dr. Nitin Kulkarni	Vice Principal, Faculty of Science Head, Department of Electronic Science	
3.	Dr. Samir Terdalkar	Co-ordinator, IQAC and Secretary, Academic Council	
4.	Ankur B. Shukla	Maths	
5.	Anjali Naik	Computer Sc.	
6.	Nandini Kotharekar	Biotechnology	
7.	Jaya Gadgil	French	
8.	Chitra Sreedharan	English	
9.	Dr. Kailash Sapnar	Physics.	
10.	Aparna Vaidyanathan	Computer Science	
11.	Swati Satpute	Computer Science	
12.	Ms. Panchsheela. Rambe	Electronic Sci.	
13.			
14.			
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Minutes:

1. Each Department will collect information about the previous Industry Collaborations and also identify new industries for the collaboration.
2. Each Department will collect last 2 years data of students, who are pursuing higher studies abroad and Indian Universities after UG / PG from our College. From this year, we will keep a track of students with the help of Recommendation Letters and necessary format will be generated for it.
3. To keep a track of Recommendation Letter, we need to make necessary changes in ERP System and will make a tool available to each student login and teachers' login.
4. Under the Career Facilitation Centre (CFC), we will decide certain parameters to choose University for Higher Studies that will help students to choose their best Foreign University for the Higher Studies.
5. College will arrange one Conference for the students to introduce them different career opportunities and industries in which they can work and to conduct this activity, each Department will submit a document to the CFC, which will elaborate opportunities and list of industries.
6. Each Department will invite at least 1 Industry Person and Researcher or other University's eminent Academician for the Syllabus Restructuring Workshop.
7. Create a Format to maintain Students' Internship Record at each Department and also make a necessary provision in ERP to maintain this record and generate a Report.


Dr. Samir Terdalkar
Co-ordinator, IQAC
& Secretary, Academic Council



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

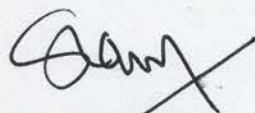
Date: 28th March, 2018
Time: 1.45am onwards
Venue: IQAC Office

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>



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.



 Dr. Samir Terdalkar
Coordinator, IQAC