



**VidyaVikas Education Trust's
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IQAC Meeting Minutes

External IQAC meeting was held on 3rd May 2019 at the conference room of the college. Following members attended the meeting.

Prin. Sunil Mantri (Academic Director, Universal Education)

Dr. Savita Manchekar (Principal)

Dr. Madhavi Dharankar (Head, Department of Educational Technology, SNDT)

Dr. Narendra Deshmukh (Asst. Prof. HBCSE)

Dr. Deepa Savalani, Dr. Shashikala Yadav, Mrs. Swati Sharma, Dr. Nikita Rathod, Ms. Lalita Uplori (College Staff)

The agenda for the meeting was as follows:

AGENDA

- ☐ Reading and Confirmation of the minutes of the meeting of IQAC held on 7th December 2018
 - ☐ Action taken report on the minutes of the previous meeting
 - ☐ Briefing and reflecting upon various Department wise activities
 - ☐ Discussion and analysis on the results of forgoing batch
 - ☐ Discussion on student's feedback of B.Ed. Programme and teachers
 - ☐ Planning for next academic year plan
 - ☐ Any other matter with the permission of the chair
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Reading and Confirmation of the minutes of the meeting of IQAC held on 7th December 2018.

Meeting started with reading of the agenda for the day and action taken report of the meeting held on 7th December 2018 by Dr. Deepa Savalani. The discussion that took place after reading of the earlier meeting few significant points are worth mentioning.

The community work done by students can be converted into a qualitative research using tools like observation schedule, interviews with the organizing authorities and children from BMC and orphanages. These can help in better quality education to be provided to these students. The research articles too can be presented in conferences or published in good journals. On the similar lines the data that can be obtained also could be used in a meaningful ways as Namenda Sir expressed.

Decision: From the new term onwards the suggestion would be considered for the said purpose.

- **Briefing about depart wise activities for the foregoing year:**

Staff-in-charge of every department updated the committee members about the action taken on the decisions that were taken in the earlier meeting. Ms. Sonali Singh spoke **about community work** done by students in Prayas Centre for the first time. She added that signing of MOU with Prayas is still in process. She also inquired about using this gathered data for research. Savita Manchekar added that the department will try to get in touch with the women cell of TISS to join hands in their ventures.

Mantri Sir insisted to collaborating with social organisation by signing MOU's so that the work can be regularised.

Decision taken: Signing MOU's with organisations to get better exposure for the service of the community.

Research cell department in-charge Deepa Savlani briefed about the progress in terms of increasing research-related activities, using generated data from different activities for writing research papers by students and staff, more no of students presenting papers outside etc.

Dr. Dharankar suggested that faculty involvement is must for training students in research related activities. Such kind of research work should be done in collaboration with staff and students. Dr. Deshmukh added that students also

can develop tool in the process which can be standardised as an end product is very important.

Decision taken

Students and staff would collaborate in research activities and also the tool that is prepared for action research would be standardised with proper validation process in order to widen the scope of using it in similar situation.

Ms. Soma Guha informed that students regularly conduct well planned week long **theme-based assembly** either in schools during practice teaching or in college. The assembly is often being collaborated with other departments like women cell, counselling cell, research cell and also practice teaching department in terms of theme or co-curricular activities. Every weekend a group of students present their work carried out throughout the week with making and displaying of visuals to create ambiance for the same. She said that students present research article in these theme based assemblies which helps them get acquainted to the basics of research methodology.

Dr. Manchekar added that along with training documentation of activities is also very important for any research activities. Mantri Sir was of opinion that documentation of activities is primary requirement for NAAC. He added that all possible documents related to research has to be well documented. Along with that he added that teacher's involvement is always there in terms of guidance. Dr. Deshmukh added that such kind of attempt should be taken up by teachers which will be unique and done by our institution only. He added that literature review should be done and it can be complied. He added that library should also involve and provide books for the same.

The chairperson suggested preparing e-research newsletter to showcase students' on-going research-related activities.

Decision taken: Editorial board would take-up the responsibility to start with the newsletter from the next term onwards.

The Editorial Board in-charge Ms Sonali and Ms. Soma

Ms. Soma informed the members about the e-bulletin that has been started with maximum contribution from students' end. Mantri Sir suggested that it should be shared with every department and every group. Dr. Deshmukh suggested to add activities, reflections, student sections, LMS, Research sections, Special days in every month, future events to make it more than 25

pages. He added that students get an idea about the new trends in the area of education through such sources.

Decision taken: The e-bulletin sections can be regularised to ensure plenty of matter to be filled in for monthly issues. The bulletin and research newsletter are to be disseminated to maximum stakeholders regularly.

Ms Deepa Savalani briefed about the **IQAC activities** and its preparation from the NAAC visit point of view. The website is in process of being updated and all the criteria wise documentation is being updated.

Ms Sonali informed the training workshop that she attended on IQAC functioning and the institution is being equipped accordingly. Feedback from all the direct stakeholders are promptly analysed and as per the suggestions the improvement is being brought in every department and also in the curriculum transaction.

She further added that students too are provided with the self-assessment tools like rubrics for lesson planning, writing essay answers, maintaining self-explanatory reflection diaries, etc.

She added that students also presented papers in State and National Level Seminar. Staff shared details of the students who presented papers. Mantri Sir suggested those articles published in the journal to be kept in the library and students should encourage going and reading them. He added that journal of the institution in the long run should be the aim.

Decision taken: The suggestions were to be implemented at the earliest.

Ms. Soma Guha updated members about the **Practice teaching** of the current FY and SY batches. Since there were around 150 students, the one supervisor one group policy was employed and each group would be allotted at least two schools to reduce the burden on schools. Attendance and punctuality were strictly followed by staff and students. Students were trained in innovative strategies that were implemented by them in schools. She said that the Internship programme was completed well in time due to adherence of rules and also use of ICT for online guidance and counselling. She further said that even Action Research Projects of SY students also were completed with good work that is reflected from their reports.

Mantri Sir suggested next year we have data of 200 students which could be utilised for research work in area of Practice teaching, Community Work and Reflection Diary.

Decision taken: The best action research reports, reflection diaries will be kept in the library and also will be used as data for further research work by new batches and also by the staff.

Ms Soma Guha briefed members about the month long campus placement drive that was organized for the SY students right from training in writing CV to mock interviews. She informed that more than 30 schools interviewed students. Dr. Manchekar shared the analysis of **campus placement** and said that interviewers during their conversation with were of opinion that the batch was much better than the earlier one in terms of communication skill and writing of CV with correct English. She also shared significant suggestion came from schools while conducting interviews:

- Uniform format of CV
 - Training for better language skills
 - More awareness about school culture
 - Focus on personality development also
 - More practice for mock interviews
 - More opportunities to face real interviews
 - More number of Junior colleges for those done masters in their streams. CV should be converted into the brochure. Bullet points should be there in brochure instead of writing lines suggested by Mantri Sir.
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- Savit Manchekar briefed about the **Library augmentation** for the year 2018-19 and thanked and appreciated Mantri Sir's whole-hearted support for enriching the library with latest books and educational journals. She expressed her view to add more research related books for students and staff to avail the rich source from our library. That also would help in establishing better ties with other libraries having signed the MOU with us.

Mantri Sir suggested signing MOU with good institution's library like St. Xavier's College where good exchange can happen in terms of books. He also suggested calling Sam Tarapore for guest lecturer on inclusive education. He also suggested speeding the work for digitalising library.

Decision Taken: Savita Manchekar promised to do the needful promptly.

- **Discussion and analysis on the results of forgoing batch.**

Ms Deepa Presented the university results of both the batches and said that the it can be an indicator of quality work by college since the result clusters mostly above 60% and SY result shows 100% success.

Mantri Sir suggested presenting result in comparison with previous year. He also added that it should consider student's graduation to semester-IV so that the progress has to be shown and track the journey of student from graduation till date. It should also support with the measures taken to improve their performance.

The suggestion was unanimously supported.

Dr. Manchekar said that practice of solving and writing previous university question papers that was implemented rigorously, tutorials at regular intervals, prelims in line with University exam pattern, moderation of corrected papers etc. have helped in getting positive outcome.

Mantri Sir suggested to fix up a target line, i.e. to achieve O grade in 2-3 years with 0% failure should be the target. For achieving it, targets strategies have to be adopted accordingly. He added that progression and measures taken to be showcased during IQAC meeting.

Decision Taken: Savita Manchekar assured sir to implement said suggestions from next academic year,

- **Discussion on student's feedback of B.Ed. Programme and teachers**

The departments in-charge informed that feedback of students on courses, admin department and teachers have been collected but still not being analysed yet and promised would do so as soon as possible and will be sent to members for their perusal to receive valuable inputs for planning curriculum transaction to ensure improvement from new term onwards.

Savita Manchekar suggested getting the feedback online with controlled conditions for quick analysis which was supported by staff members.

Decision Taken: The feedback would be taken online from students with proper planning to present in the next meeting.

- **Planning for next academic year**

Dr. Savita Manchekar informed that all the courses will be uploaded on the Google classroom in the coming year. Mantri Sir suggested beyond the curriculum if there is something new coming could be shared by the teachers. He added that Dr. Deshmukh and Dr. Dharankar should be called for taking guest lectures in college.

Dr. Savita Manchekar seconded the suggestion and requested Narendra Sir to help science students for their content enrichment. She also urged the need for similar orientation in other subjects as the students mostly lack in content mastery even after their graduation or post-graduation, and hence, the method teachers are ensuring students' content learning through activities like vacation task on content analysis, method club activities at a regular interval and also by organising content enrichment programme by inviting school teachers.

Decision Taken: Students' Content enrichment to be planned throughout the term

- **Any other matter with the permission of the chair**

In order to manage the time and to focus more on discussion for current agenda, Mantri Sir suggested sending the members well in advance the intimation of meeting along with action taken report and also the detailed minutes of the earlier meeting so that less time can be taken for reading of this earlier meeting. He also suggested that specifications of foregoing activities should be added in the tabular form of the Action taken report.

Decision taken: The suggestion was accepted.

Analysis of **SWOT** done by F.Y. Students discussed with the committee members. Dr. Manchekar said that it was taken on broad criteria under each area of SWOT in the beginning of the term.

Mantri Sir suggested repeating at the exit point also to get comparative feedback to be considered as a benchmark for determining the level of progress.

Decision taken: Ms. Deepa promised to get the exit SWOT of SY as soon as possible. Mantri Sir also suggested that suggestion box for library can be place in college and look into this matter and solve.

Mantri Sir suggested that the year plan of next academic year should be ready and shared in advance for comments and suggestions. Dr. Deshmukh added that it should consider both academic and non-academic activities in the year plan

Mantri Sir also suggested designing short-term refresher courses for degree college teachers on lecture planning and on different student centred strategies. He expressed that if it proves effective for universal college teachers, these courses can be offered to other college teachers as well.

Savita Manchekar appreciated Mantri Sir's initiative in encouraging B.Ed. staff to conduct such training workshop for degree college teachers due to which so far few workshops for junior college teachers and engineering college teachers. The college is also planning 30 hours course for senior college teachers to be conducted in June.

Dr. Deshmukh said that such training should be titled as teacher's professional development programme or induction programme.

Dr. Dharankar suggested following points for research work in the college:

1. Intensive planning for Research activities to be ready for the faculty to implement from next academic year as faculty to grow as researchers.
2. Qualitative data through interviews and observation to be collected to understand perspective of students regarding college administration and curriculum transaction.
3. e-governance of entire research related activities for quick responses and analysis of the data.

Mantri sir expressed that meetings should be held every semester and be scheduled and planned well in advance.

Savita Manchekar responded positively and said that the next meeting will be held in the month of September.

The meeting ended with a vote of thanks.
