

IQAC-Abhinav College AY 2017-18




IQAC Minutes of the Meetings


28th November, 2017-First Meeting of AY 2017-18

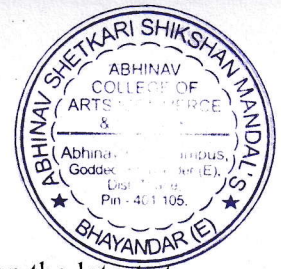
Minutes of Meeting

A meeting of the IQAC was held in the Principal's cabin on 28th November, 2017 at 11.00 am. The agenda of the meeting was as follows:

1. To deliberate on the strategy for NAAC process completion and update on the latest stage of preparations.
2. Prepare an Academic Calendar for the current year.
3. Prepare budget for curricular, co-curricular and extra-curricular activities.
4. Organise activities for overall development of students, including bridge courses and industry linkages and collaborations with other institutions
5. Initiate research activities for Teachers and Students
6. Seek guidance of other colleges on NAAC process
7. Submit Self Study Report-NAAC in current Academic Year
8. Prepare for Students Satisfaction Survey-A and A stage
10. Circulate books requisition form amongst teachers at the beginning of the academic year.
11. Maintain and update dead stock registers.
12. Conducting Remedial Lectures for students with course specific difficulties.
13. Plan of action for conducting Counselling sessions for students.
- 14) Feedback will be taken from students, Alumina in the month of March in offline mode.
- 15) "Natyasanhita" course has getting response from student. It will continue onwards.


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Goddeo, Bhayander (E), Thane


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Action Taken Report/Compliance Report -After First IQAC Meeting

1. To deliberate the strategy for NAAC process completion and update on the latest stage of preparations. NAAC steering committee referred SSRs of colleges with similar profiles to understand areas where our college could benefit by including activities under relevant metrics. Also, teams were formed for work under each criterion. These teams initiated the work of data collection as per criterion requirement.
2. An academic Calendar was prepared to formulate the plan for curricular, co-curricular and extracurricular activities for the college. The same was prepared in consultation with faculty members as well as non-teaching staff.
3. The NAAC Steering Committee and the IQAC consulted neighbouring colleges- Shankar Narayan College, Shailendra College, Nirmala College, DTSS College for SSR preparations.
4. All the departments were asked to prepare a schedule of Remedial sessions prior to examinations for their respective courses and it was duly announced through notice board and WhatsApp groups to the students.
5. Time table for Counselling and allotment of Mentees to Mentors was done as per the instructions from the Principal.
6. List prepared for the books to be purchased in the academic year as per the requests received from the teachers of various departments.
7. Natyasanhita-theatre acting course will start from August under the Cultural committee of the college.

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9th January, 2018-Second Meeting of AY 2017-18



Minutes of Meeting

A meeting of the IQAC was held in the Principal's cabin on 9th January, 2018 at 11.00 am. The agenda of the meeting was as follows:

1. The minutes of the previous meeting were read and approved.
2. Coordinator informed the members that the 'Institutional Information for Quality Assessment' (IIQA) of the college has been submitted and subsequently approved by NAAC, Bengaluru on 6th January, 2018. Hence the preparations for timely submission of Self Study Report, were to be initiated by the NAAC Steering Committee.
3. Students' data was being compiled for the Students Satisfaction Survey by NAAC.
4. In view of the upcoming Assessment and Accreditation process, guidance was sought from other colleges. In this regard-Criterion Head teachers proposed to visit-Shailendra College, Dahisar to interact and seek guidance on SSR submission.
5. Also it was decided to have interactive sessions with Former Peer Team Members, NAAC for Guidance on NAAC. Principal Ghorude, Vartak College, Vasai and Principal Kurhade, DTSS College, Malad would be invited as per Chairman's suggestions.
6. Students Council and Cultural Committee of the College, proposed to celebrate the Annual Festival as well as Students Council days and Sports Day during the month of January.
7. Parents-Teachers as well as Alumni meetings were planned in the month of March for obtaining feedback as stakeholders from said categories.
8. A computer training course for Second Year BCom students is required. This will benefit students who opt for elective course-Computers Application-in Third Year BCom programme.

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Action Taken Report/Compliance Report -After Second IQAC Meeting

1. Annual Days as well as Sports events were held in the month of January. Two special features were the Intercollege Festival Brahma as well as the Annual Festival Spandan. Students participated in these events with enthusiasm. The Ms and Mr Abhinav Contest also attracted a lot of students.
2. Students' data was being compiled for the Students Satisfaction Survey by NAAC. Teachers had initiated collection of email and other details for the same.
3. Guidance was sought from other colleges. In this regard-Criterion Head teachers proposed to visit-Shailendra College, Dahisar to interact and seek guidance on SSR submission. NAAC Steering committee members met Principal Swati Pitale, Shailendra College, Dahisar in the month of December, 2017. They interacted with her college NAAC steering committee as well as IQAC members. Specific queries were resolved during in person meeting with Principal Pitale, where criterion metrics wise discussion was held with her and the team of Shailendra College. Abhinav College teachers as well as non-teaching staff also met the office staff and visited the Shailendra college campus for infrastructure inputs. They visited the Library, Gymkhana and the classrooms to get first-hand information on preparations required for the Peer Team Visit. Principal and her Team at Shailendra College, assured of all help to Abhinav College staff in the NAAC process till final accreditation.
4. Abhinav College Criterion In charge teachers interacted with Principal Ghorude, Vartak College, Vasai. They were informed by the latter that the college SSR and Peer Team visit provide an opportunity for self-assessment. He also shared insights during his role as Member of NAAC Peer Team as well as Principal when his college was being assessed by NAAC Peer Team. Post this interaction in Abhinav College Campus, the teachers also visited Vartak College, Vasai, on invitation from Principal Ghorude. They interacted with IQAC members, NAAC steering committee as well as infrastructure of the college, including Library as well as Gymkhana. This was to understand the specific requirements for the college to prepare for SSR submission and Peer Team visit.

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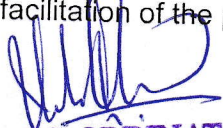



24th April 2018-Third Meeting of AY 2017-18

Minutes of Meeting

A meeting of the IQAC was held in the Principal's cabin on 24th April, 2018 at 11.00 am. The agenda of the meeting was as follows:

1. The minutes of the previous meeting were read and approved.
2. It was announced that the college Self Study Report has been submitted to NAAC, Bengaluru on 28th February, 2018. Further, the paper copy along with Demand Draft for Fees Payment has been dispatched via postal service to NAAC, Bengaluru. The College was now preparing for the Data Validation and Verification Stage.
3. Exam committee was informed to complete examinations and declare results within stipulated time as per University of Mumbai norms.
4. College Annual Report should be compiled and made by Magazine Committee
5. Mock Peer Team visits by Principals and Coordinators of few colleges need to be planned in July-August in view of the NAAC Peer Team Visit expected in August-September 2018.
6. Reviewing the activities conducted during the ac.yr.2017-18 and suggesting improvements in the forthcoming academic year.
7. Computers course has been started for Second Year BCom students.
8. For overall development of students, a Personality development course from "Technoserve" was initiated. The same will continue from academic year 2018-19 was aimed to be helpful for students' placement in various organisations.
9. Conduct of examinations and declaration of results was to be planned as per University of Mumbai Schedule. Results analysis for academic evaluation would be conducted in the month of July 2018. This would provide inputs on the quality outcomes achieved during AY 2017-18.
10. Coordinator informed that the college needs to facilitate the Students Satisfaction Survey to be conducted by NAAC. Access to computers and internet connection to students by college to ensure smooth facilitation of the process.


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Action Taken Report/Compliance Report -After Third IQAC Meeting

1. NAAC Steering Committee members interacted with former Peer Team member, NAAC, Bengaluru: Principal Kurhade, DTSS College, Malad. This helped them in understanding the preparations required for Peer Team visit and overall assessment system of NAAC. Accordingly, the committee started preparations for Peer Team visit due in next academic year.
2. Criterion 1 team has collected feedback from students and Alumni in offline mode.
3. College Magazine Abhinavin 2017-18 was ready for publication.
4. Mock Peer Team visits were scheduled in the month of July and August 2018. This was in view of the upcoming Peer Team visit by NAAC expected in AY 2018-19
5. Personality development course from "Technoserve" was conducted in the college as decided. The same received a positive response from the same. IQAC plans to continue this initiative as part of skill enhancement for the students.
6. The IQAC members announced that the steering committee members will continue to prepare for Data Verification and Validation (DVV) stage work in June-July 2018.
7. Results analysis was under taken for exams concluded in April 2018. This quality initiative aimed to identify the trends and patterns in order to plan the suitable changes in the teaching-learning process for the next academic year.

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