

## Minutes of IQAC meeting held on 13<sup>th</sup> August, 2018

### The following members were present for the meeting:

1. Chairperson: Dr. Manik Dixit
2. Administrative Staff: Smt. H. P. Navghane  
Smt. D.D. Pathak
3. Teachers: Smt. A. S. Machhe  
Dr. C. Mannuru  
Smt. M. Ratnaparkhi  
Smt. A. Kinikar
4. Management Representative: Dr. N. Patil
5. Expert/Member of Local Society: S. Hattiangadi
6. Stake holders: Student: M. Choudhary  
Alumni: Smt. M. Ashtaputre
7. IQAC Coordinator: Dr. R. Vishwanathan

### Following points were discussed:

1. Smt. M. Gurjar conveyed her inability to attend the meeting.
2. Increased use of advanced technology in Accounts and Administrative functions of the college :
  - The system of online payment of fees was introduced. The students and parents have given a very positive feedback about this system. The Administrative functions were also completed by using the technology to a great extent for example the admission process was done through online portal of the university.
3. Skill Enhancement workshops to be planned by all departments: reported by Smt. A. Kinikar.
  - R.M. department proposed to organize a seven days work shop on 'Model Making and Rendering Techniques' for TY ISD students. The resource person for work shop was Ar. Sunil Mestry. The workshop was conducted from 12<sup>th</sup> June to 17<sup>th</sup> June 2018 timings being 9 am to 6 pm.
  - R.M. department also proposes to organize one day work shop on 'Personality Development' with focus on Enhancing Skill in 'Preparing Curriculum Vitae'.

- TSAD department proposed to organize a skill enhancement workshop on ‘Textile Design for Printing’. The workshop is being conducted from July 17<sup>th</sup> to last week of August (three hours per week).
- P.G. FSN department propose to organize following skill enhancement workshops:
  - i. A one day workshop on “Food Labeling” for M.Sc. NFP students will be organized in last week of August. This will help the students to understand the FSSAI expectation for a good label.
  - ii. Workshop on “Enteral Feeding” will be organized for students of PG Diploma in Dietetics. It will enable the students to understand nutritional challenges in preparing feeds for critical care patients.
- HD and HECS departments were asked to submit the proposals for skill enhancement workshops for the students of their department.

Dr. Nalini Patil suggested that, if possible, the proposals for 30 hour ‘Add On Courses’ be planned with details of objectives, budgets, resource person. These proposals can be sent to University for approval and information.

4. Planning of Extension and Outreach activities by all departments: Reported by Smt. M. Ratnaparkhi

- R.M. department proposed teaching basic drawing skills, demonstrating and teaching recycle of plastic waste, newspaper, cloth etc. and conducting workshops in craftwork from waste material. The activities would be conducted in the month of August 2018. The target groups are children from Orphanage, schools for homeless children, NGO and other schools.
- TSAD department proposed exhibition cum sale of recycled textile products, demonstration of recycling of used textile articles and conducting workshops on income generating skills for women from low economic groups. The activities would be conducted in the month of August and September 2018 and workshops are planned in the month of December and January. The target groups are staff and students on Pune campus, school children and women from urban slums.
- F.S.N. department proposed activity of street plays, exhibitions, demonstrations and lectures on ‘Say No to Junk Foods’, promoting good eating habits among the people and creating awareness about ‘Food Safety’. The activities would be conducted during the Nutrition Week, from 1<sup>st</sup> to 7<sup>th</sup> September 2018 and in February 2019. Target groups are school children and College children.
- HECS department proposed conducting workshops and organizing exhibition and sale of items like canvas painting, making name plate,

glass painting, rakhi making, udabatti stand making, floating rangoli making, floating diya making, lantern making etc.

- H.D. department to give the proposal for their extension and outreach activities.

It was suggested that along with written report and photographs videos of the Extension and Outreach activities be added as a link on college website.

5. Strategies for enhancement and strengthening of Academic Counseling for improvement of students' performance: Reported by Smt. A. Machhe

- A batch of 20-40 students is assigned to a teacher.
- Academic counseling is done in an assigned lecture on the first and third Friday of every month.
- The main objective of academic counseling is to guide every student to achieve academic success and personal development.

It was suggested that a meeting of Counselors should be conducted once a month. The minutes of this meeting should be maintained. The counselors can be instructed about counseling sessions. The minutes of the meeting can also document the problems as case studies.

6. Organizing sessions for guidance and preparation for various competitive examinations by Career Guidance and Placement Committee: Reported by Dr. C. Mannuru

- The committee is in process of planning various activities for career guidance.
- An orientation session was planned and conducted on "How to Prepare for Competitive Examinations" by Unique Academy, Pune on August 3, 2018 at 11.30 am for SY and TY BSc students.

7. Discussion regarding the activities of Environment initiative of Edible Landscape Garden: Reported by Dr. R. Vishwanathan (Duty assigned to Dr. Bbhagat)

- The main objectives of the activity are - To create awareness about environmental issues in students and to endeavor to seek solutions. Also, to introduce the concept of sustainable development in students.
- Activities planned are- lectures, surveys, demonstrations, shramdan, street plays, puppet shows, seminars, workshops.
- It is an ongoing activity which will be carried out throughout the year on campus, adopted community (Kelewadi) and residential area of students.



