

INTERNAL QUALITY ASSURANCE CELL
A.V. COLLEGE OF ARTS, SCIENCE & COMMERCE

Meetings - Minutes & Action Taken (2014-2015)

Jul 19, 2014

- Passing of the minutes of the meeting held on April 19, 2014
- Discussion on NAAC peer Team suggestions. **Action Taken** -it was decided to take them up in a phased manner.
- Discussion to improve Placements. **Action Taken** - to Introduce Alumni & Industry talks in Orientation Sessions, Placement Dept. to provide more pre-placement support.

Nov 24, 2014

- Passing of the minutes of the meeting held on Jul 19, 2014.
- To increase quality awareness among stakeholders. **Action Taken** - Institutional Seminar on *Innovations & Best practices in Higher Education* on Jan 8, 2015.
- Review and submission of AQAR 2013-14. **Action Taken**- approved & uploaded.

Jan 24, 2015

- Passing of the minutes of the meeting held on Nov 24, 2014.
- Review Results. **Action Taken** -it was decided to conduct more remedial Classes to improve the results and hold Parent Teacher Meetings-- Remedial Classes were held and two Parent Teacher meetings were held.
- To improve Research Publications. **Action Taken** - Notifications of research projects from various institutions are brought to the notice of teachers in order to enable them to apply for the programmes. Registration fee of upto Rs1500/-for National Seminars and upto Rs3000/- for International Seminar provided.
- To provide Computer training for Office Staff. **Action Taken**-
 - Comp Sc. Dept. organized 4 day FDP for Teaching & Non Teaching Staff
 - Fundamentals of Computers -Mar 18, 2015.
 - MS Word- Mar 19, 2015;
 - MS Excel - Mar 20, 2015 and
 - Internet Accessing - Mar 21, 2015.

Apr 18, 2015

- Passing of the minutes of the meeting held on Jan 24, 2015.
- Review of student centric Industry Institute Interaction. **Action Taken** -
 - 15 Sessions by Industrial experts were organized by different departments during the year.
 - Department of Commerce, Zoology, Botany, Bio-Tech. and MBA took students for industrial trips.
 - Alumni Guest Lectures held by Departments to give industry inputs
- Discussion on Placement Initiatives. **Action Taken** -Campus Recruitment Training sessions were scheduled jointly by Placement Cell, Dept. of Computer Science, Commerce and English



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INTERNAL QUALITY ASSURANCE CELL,
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Meetings - Minutes & Action Taken (2015-2016)

Sept 4, 11, 19, 2015 (1)

1. Passing of the minutes of the meeting held on Apr 18, 2015.
2. AQAR preparation 2014-15
3. To increase Quality Awareness in College. **Action Taken-** FDP on Use of Technology in Communication, Collaboration & Administration
4. Regular review of implementation of quality initiatives. **Action Taken -** Done through Internal QAC Meetings
5. To increase the use of ICT - **Action Taken**
 - a. FDP on Use of Technology in Communication, Collaboration & Administration
 - b. FDP on 'Fundamentals of Computers' for Teaching & Non Teaching-Sep 2-5, 2015.

Nov 13, 2015

1. Passing of the minutes of the meeting held on Apr 18, 2015.
2. IQAC action plan for 2016-17
3. Preparation of semester wise Dept/Committee Reports & grve to Heads of Institution.
4. To increase Industry- Institute interaction through Alumni collaborations **Action Taken -**
 - o Departments told to include Alumni participation in Departmental Activities, invited and conducted program - Deloitte's Impact Day (Nov 27, 2015).
 - o Genpact's REACH HIGHER program (Feb 8, 2016), Wipro's - CSR initiative of Deloitte, Impact Day was held on - Nov 27, 2015
5. Increase use of ICT. **Action Taken -** FDP on "Technology for Education"
6. To create A V College Skill Directory. **Action Taken -**Created A V College e-Directory- regular e-Directory created

Dec 19, 2015 (1)

1. Passing of the minutes of the meeting held on Nov 13, 2015
2. Review of Activities Done
3. Review of Self-Appraisal forms **Action Taken-** Minor changes were made & incorporated.
4. To modify IQAC Organisational structure according to NAAC Criteria - **Action Taken -**Introduction of UG QAC and PG QAC.

Feb 6, 2016

1. Passing of the minutes of the meeting held on Nov 13, 2015
2. Proposal to organize IQAC seminar/Conference - theme of the seminar finalized.
3. Academic Performance Index for Faculty Members -was agreed
4. Declare 2016 - 2017 as Year of Collaborations **Action Taken -** It was declared and every Department to enter into one collaboration at least.

Apr 16, 2016(1)

1. To increase the use of ICT. **Action Taken -** An FDP on "Use of Technology for Communication, Collaboration and Administration"
2. Review of Student Feedback Forms **Action Taken -** consolidation of 3 forms for Curriculum Feedback, Teacher Feedback and Institutional Feedback into a single form.
3. Participation of IQAC Members in Quality related Conferences/ Seminars etc. **Action Taken -** IQAC Members were given permission to attend two conferences etc. in addition to two functional ones



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Meetings - Minutes & Action Taken (2016-2017)

Jul 16, 2016

1. Passing of the minutes of the meeting held on Feb 06, 2016.
2. IQAC Activity report 2015-16 was presented.
3. IQAC proposed Activity Report for the year 2016-17
4. Faculty Curriculum Feedback Form reviewed. **Action Taken** - was approved
5. Departmental/Committee activity register **Action Taken**-Maintained by all Departments
6. IQAC members participation in Quality related conferences/ seminars. **Action Taken** -can attend 2 quality events in addition to the two regular participations per annum.
7. Paper-less IQAC. **Action Taken**- Launch of E-IQAC -PG
8. Academic Monitoring System - **Action Taken** online Academic Monitoring System started

Sep 17, 2016(I)

1. Enhance Teaching Learning Process- **Action Taken**
 - o Sep 26, 27, 29, 2016 - Three day FDP Program on "Use of Technology for Communication, Collaboration & Administration - Series 2" was held for UG Faculty - Google Calendar, Google Drive, Google Documents, Google Sheets
 - o FDP - "Teaching, Learning - A Positive Approach" - PG -Oct 28, 2017

Dec 3, 2016

1. Passing of the minutes of the meeting held on Jul 16, 2016.
2. Presentation of AQAR 2015 - 2016 for approval **Action Taken** - AQAR Uploaded
3. Introduction of Student Quality Circles. **Action Taken** - To create awareness about Quality Circles among students -
 - o Dept. of English & IQAC organized Institutional Essay Competitions & Group Discussion on SQC - Dec 19, 2016 - UG &
 - o Inter College Competition -Dec 20, 2016,
 - o Dept. of Bio-Technology & IQAC jointly organized PG Student Competition on Student Quality Circles - Apr 7, 2017
4. Introduction of NACC Criterion based appreciation letters - Approved
5. Collaborations and Linkages. **Action Taken** - Declared 2016-2017 as Year of Linkages and Collaborations.
6. Introduction of Soft Skills for PG to improve Placements. **Action Taken** - Soft Skills sessions held for PG as part of the Curriculum.
7. To increase the use of ICT. **Action Taken** -
 - o FDP on "Use of Technology in promotion of Communication, Collaboration and Administration - Series 4" for PG Faculty (Jan 27, 2017)
 - o FDP on "Use of Technology in promotion of Communication, Collaboration and Administration - Series 5" for PG Faculty (Feb 4, 2017)
 - o Launch of "Online Teaching Learning Centre" (Apr 24, 2017)

Apr 22, 2017

1. Passing of the minutes of the meeting held on Dec 3, 2016
2. Presentation of IQAC Activity report 2016-17.
3. Presentation of proposed IQAC Plan of Action for 2017 - 2018
4. Review of Feedback Forms - **Action Taken** - Student, Alumni, Employer & Faculty Feedback forms reviewed and revised
5. Improve Mentor Mentee System - **Action Taken** - Drafting and Introduction of new Mentor Forms & Linking it to online Academic Monitoring System.



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Meetings - Minutes & Action Taken (2017-2018)

June 29, 2017

1. Passing of the minutes of the meeting held on Apr 22, 2017
2. Update on CCE Audit Inspection held on Jun 24, 2017
3. To provide students with career & placement inputs - **Action Taken** - Launch of Online Career Development Center
4. To increase the use of ICT in Teaching and Learning - **Action Taken**
 - o Workshop on "ICT tools for teaching & learning – A hands on session." (Dept. of Comp. Sc & IQAC) (Oct 7, 2017)
 - o FDP on "Use of Technology in Teaching, Administration & Collaboration - Series 2" for UG Faculty & UG Non-Teaching Staff (Separate Sessions) (Dept. of Comp. Sc & IQAC) (Oct 11-12, 2017)
 - o FDP on "Use of Technology for Communication, Collaboration & Administration - Series 3" PG Faculty & PG Non-Teaching Staff (Separate Sessions). (Nov 24, 2017)
5. Conduct of National Conference - **Action Taken** Proposal sent for Funding to NAAC, TSCHE, paper publication in Journals etc.

Nov 25, 2017

1. Passing of the minutes of the meeting held on Jun 29, 2017
2. IQAC Activity Report for 2016-17 - presented
3. Review of new RAR format & Review of Post-Accreditation norms. **Action Taken** - decided to take further actions to strengthen and institutionalize them.
4. Introduction of Online Feed-back. **Action Taken** - Trial Runs done for III Yr UG students
5. Update on National Conference - Got funding of Rs50,000/- from NAAC, tie up with UGC Approved & Peer Reviewed Journal for Paper Publication.
6. To create a platform for faculty sharing & learning. **Action Taken**-Launch of Online TLC-Apr 24, 2017.


Jan 23, 2018

1. Passing of the minutes of the meeting held on Nov 25, 2017.
2. Review on National Conference progress- Funding secured from TSCHE - Rs 40,000/- and 80 papers received.
3. To introduce Internal Administrative and Academic Audit. **Action Taken** -Form was created and implemented in PG Departments for 2017 -2018

Apr 18, 2018

1. Passing of the minutes of the meeting held on Jan 23, 2018
2. IQAC activity report 2017-18
3. Approval of AQAR 2016-17
4. **Faculty encouraged to attend Refresher courses** - **Action Taken** - Notice issued -All HOD's to send at least 1-2 faculty every year
5. Initiating student feedback - **Feedback was taken**
6. Meeting with all Core Committee Members & Criterion Committee Members - Institutional Work-shop on "NAAC's Revised Accreditation Criteria - an Outcomes based Approach" held on July 18, 2018
7. Improving Placements/ Competitive Exams performance. **Action Taken** -Introduction of Competitive Exams Section & budget allocated for competitive books
8. Introduction of Online Academic Calendar. **Action Taken** -Online Academic Calendar drawn up on AY commencement for 2018 - 2019.




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IQAC Meetings - Minutes & Action Taken(2018-19)

Aug 28, 2018

1. Passing of the minutes of the meeting held on Apr 18, 2018
2. Introduction of Online Grievance Redressal System. **Action Taken** -Purchase and implementation of Orell Grievance Redressal Software
3. Mentor ship System Incentive - **Action Taken** - proposed and accepted in GB Meeting.
4. To improve Placements - **Action Taken**- Meeting held with Student Placement Coordinators, Session taken on LinkedIn, Youth4Work and Internshala.com - Aug 2, 2019 - " Career Opportunities for Commerce Graduates" -Oct 5-6, 2018

Sep 19, 2018

1. Passing of the minutes of the meeting held on Aug 28, 2018.
2. Introduction of online Continuous Internal Evaluation (CIE) - adopted in many Depts
3. To introduce Orientation for new Faculty Members -**Action Taken**- Orientation Session held on Oct 30, 2018

Nov 6, 2018

1. Passing of the minutes of the meeting held on Sep 19, 2018.
2. Reaccreditation Report Preparation
3. Emphasis on CIE to improve Results . **Action Taken**- FEP on "CIE online Approach" - FEP's held on Nov 5, 8,9 2018, Dec 20 2018.

Dec 17, 2018

1. Passing of the minutes of the meeting held on Nov 6, 2018.
2. Review of NAAC Criterions - 1 & 2
3. To take steps to Enhance Placement / Employability. **Action Taken**-
 - o Packet Prep Devo -online assistance for Competitive & Company Exams arranged with the help of CDC.
 - o Awareness Seminar on "Spoken Tutorial" - IIT Mumbai Project
4. Use Alumni Inputs to improve employability - **Action Taken** -Developing the concept of A V College Living Library. - Implemented content
5. To increase ICT Component in Teaching Learning and Evaluation - **Action Taken**
 - o FDP on "Google Class-rooms & uploading of YouTube Videos" organized by Dept. of Comp.Sc- Jan 31, 2019
 - o To develop A V Education YouTube Channel with the help of Online Teaching learning Centre
6. AQAR 2017-2018 new format

Feb 23, 2019

1. Passing of the minutes of the meeting held on Dec 17, 2018.
2. Platinum / Golden/ Silver Jubilee Celebrations - **Action Taken** - Launch of AV Education YouTube Channel & AV College Living library by Hon Vice-President of India
3. Presentation of Draft AQAR - some more data needed to be collected as per new format, especially for Criterion 5.




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