



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce. and Sheila Gopal Raheja College of Management.

Autonomous

Minutes of IQAC Meeting

2020-21

IQAC MEETING - I

Day and Date: Saturday, 5th December 2020

Time: 4:00pm

Platform: Online Google meet

Members present:

Dr.Sreela Dasgupta – IQAC Coordinator

Ms Niloufer K. Kotwal – Deputy Coordinator

Dr. Reema Julka - Deputy Co-coordinator

Dr Rakhi Sharma – Head, Criterion I

Ms Sarita Jaishankar - Head, Criterion I

Dr Shuchita Deepak - Head, Criterion II

Dr Sangeeta Parab - Head, Criterion III

Dr Archana Mishra - Head, Criterion III

Dr Devangi Chachad - Head, Criterion III

Mr Wilson Rao - Head, Criterion IV

Dr Ruchi Chaturvedi - Head, Criterion V

Dr Udhav Zarekar - Head, Criterion V

Ms Yasmin Singaporewala - Head, Criterion V

Mr Gokul Ganesan - Criterion VI

Dr BKN Singh - Head, Criterion VII

Ms Nissey Sunil - Head, Criterion VII



Members absent:

Ms Reshma Jaisinghani, Mr Maurice Monis, Ms Neesha Vinchu

Agenda:

1. IQAC Plan of Action
2. Academic Audit
3. AQAR report
4. Documentation process

Minutes:

1. IQAC Plan of Action:

Due to the pandemic, all teaching-learning-evaluation processes are to be conducted online. Dr Wadia stressed that the foremost task was equipping the faculty with digital prowess to be able to deliver content effectively on online platforms, conduct virtual practical sessions, hold seminars, workshops, etc as well as evaluate the learner, all on the digital platform.

Dr. Sreela Dasgupta & Ms Niloufer Kotwal pointed out the need to conduct a survey amongst teachers and students, on the online system, thereafter.

2. Academic Audit

Academic and Administrative Audit to be planned to map academic progress. The point was discussed by all Criteria Heads and the details were to be mailed to the IQAC core team.

3. AQAR report

Work on the AQAR report has stalled due to the pandemic as informed by the IQAC Coordinator, Dr. Sreela Dasgupta. All criteria heads were asked to take the help of Student Council, department Heads, Coordinators and Chairpersons of all Cells and societies of the college to collect the data as much as possible in the pandemic period and complete the AQAR process.



4. Documentation process

The NAAC being in the year 2023, the documentation process has to be planned methodically. Dr. Sreela Dasgupta suggested that a meeting of the entire faculty be held to understand the different questions especially the Quantitative metrics

Action taken Report

	Suggestions in IQAC meeting	Action Taken
1.	Conducting TLE online	Training of teachers on dissemination of knowledge through digital platforms
2.	Assessment of online process	Feedback from faculty & students
3.	Conduct of Academic Audit	Departments given guidelines to compile data
4.	AQAR report	Student Council, Head of Departments, Chairpersons of cells & societies asked to prepare action plan
5.	Documentation process	Meeting of all criteria heads with documentation committee was scheduled



IQAC MEETING - II

Day & Date: Saturday, April 24th, 2021

Time: 2pm

Platform: Google Meet

Members present:

All the Faculty members of Jai Hind College

Dr. Viven Amonkar – Academic Consultant

Minutes:

Dr. Viven Amonkar addressed the faculty and gave an overview of the institutional growth since 2018-19. She pointed out that many goals were adopted and acted upon by the college since 2018-19. However, we have not been able to achieve them all on account of the pandemic. She gave a few suggestions. For instance, to consolidate the systems based on experience gained, to incorporate NEP, community service activities, local, regional and global trends in the curriculum, etc.

Dr. Sreela Das Gupta thanked Dr. Viven for setting the tone of the meeting and explained criterion-wise the things to be done by the Departments for the coming Academic year. She laid emphasis on the following:

- 1) Mapping to be done with respect to vision and mission statement.
- 2) Rationale behind the change of syllabi to be given.
- 3) Explore MoUs with relevant organizations
- 4) Design elective courses
- 5) Value-added courses on Cross-cutting issues
- 6) 360° feedback
- 7) Need to cater to students' diversity
- 8) Identify slow learners and design a remedial course



- 9) Mentoring policy and mapping of progression
- 10) Teaching plans for quality checks
- 11) Strengthen the grievance redressal mechanism
- 12) Resource mobilization for research
- 13) Emphasis on extension activities
- 14) Collaborations
- 15) Alumni engagement
- 16) Tie-ups with NGO's

Few faculty members had certain queries which Dr.Sreela clarified and thanked everyone for a patient hearing.

Action-Taken:

Sr. No	Suggestions in IQAC meeting	Action Taken
1.	Mapping to be done with respect to vision and mission statement	Feedback of Stakeholders taken on achievement of institutional goals
2.	Teaching plans for quality checks	Devised digital planner for T/L activities, co- and extra-curricular activities
3.	Identify slow learners and design a remedial course	Remedial and Bridge courses by several departments like Chemistry, Microbiology, IT, Mathematics
4.	Collaborations & MoU	Explored possibility with leading national institutes like Haffkine, Nano Science Centre
5.	Emphasis on extension activities	Design of community outreach programs by Department of Chemistry, Microbiology

Dr. Ashok Wadia
Principal
Jai Hind College



Dr. Sreela Dasgupta
IQAC Co-ordinator
Jai Hind College