



JAI HIND COLLEGE

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

Autonomous

(2022-2023)

Date: 23. 06. 2022

Venue: Room number 1A

Members present: Principal, Jai Hind faculty

Minutes:

The IQAC Coordinator, Dr. Sreela Das Gupta, welcomed the faculty and presented the agenda of the meeting to discuss the documentation guidelines for each criterion.

Points discussed:

- Dr. Sreela Das Gupta began with criterion 1 and discussed the meaning of syllabus change. Only change in the name of course title, reshuffling of course content within or beyond a semester, will not be counted as change. She pointed out that we should be able to match the course content with respect to employability, entrepreneurship, skill development. About the Value-added courses, she clearly mentioned that it cannot be less than 30 hours duration and that documentation for the same to be done properly. Hence, Brochure/Flyer, Course Content/Syllabus, Course Outcome, List of enrolled students – Name/ UID and Certificates should be documented. The same kind of documentation to be done for Field trips or field projects /Internships/Student Projects, etc. Dr. Das Gupta also discussed about the feedback mechanism in detail.
- Pertaining to criterion 2, she emphasized on a student centric pedagogical method to be adopted which can be related to either Experiential learning,



Participative learning, Problem solving methodology, etc. She instructed to highlight the method used, by whom, for which level of student, for which course content, Paper & Unit, etc and the Reason for adopting and to take a student feedback later for the same. During her presentation, she covered the objectives behind the mentoring policy, its structure and how it will be implemented by the institution and the various departments. Additionally, she discussed how the IQAC would provide a digital diary, which must be maintained consistently.

- For criterion 3, she mentioned in detail regarding the research policy. She explained the documentation pertaining to criterion 3 from seed money for doing research to awards for national and international fellowships for advanced studies/research, research guides, workshops/seminars on research methodology, intellectual property rights, entrepreneurship/skill development, etc.
- Related to criterion 5, also she instructed the faculty to maintain the documentation regarding capacity development and skill enhancement activities, students' progression pertaining to higher education and selection through competitive exams, sports, cultural activities, etc
- For criterion 6, she pointed out that documentation to be done for Teachers undergoing Online/Offline FDP / Professional Development / Orientation / Refresher / Induction Program / STC of not less than 1 week as stipulated by UGC/AICTE would be considered.
- For criterion 7, Dr. Das Gupta, suggested the Depts, Cells and Societies to keep the documentation ready regarding tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic diversities, Constitutional obligations: Values, rights, duties, responsibilities of a good citizen, Professional ethics program for students / teachers / administrators, Celebration / organization of national and international commemorative days/events/festivals, etc.



Sr. No	Suggestions	Action-Taken
1.	Documentation for each criterion to be done.	The IQAC provided the Departments with folders and shared it with the Departments for documentation in the IQAC drive.
2.	Justification for Syllabus change or no change	Departments discussed with their BoS and incorporated. A spreadsheet was shared by the IQAC to document the minutes of the BoS meetings held.
3.	Teaching plan to be documented	The IQAC provided the Depts with a digital diary.
4.	Documentation related to higher education and competitive exams	The IQAC shared a Google form with the outgoing students so that they could provide details about their higher studies, jobs, and competitive exams, as well as upload proofs for the same.



Date: 07.07.2022

Venue: Room number 1A


Members present: Principal, Jai Hind faculty

Minutes:


This meeting was mainly held to address the examination Dept, Library, accounts Dept and the administrative staff. Dr. Sreela Das Gupta made a power point presentation and highlighted the following points.

- Communication with regard to sanctioning/ approval of budget for departmental requirements (prescribed format) to be provided.
- Audited Statement of Expenditure. The accounts Dept to Provide audited income and expenditure statement highlighting the items of expenditure incurred on the Maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA.
- Acquisition and Dead Stock Registers updated, duly verified and signed by Head of Department and Institute to be kept ready.
- The library to provide consolidated extract of expenditure for purchase of books and journals for the last five years duly attested by Head of the Institution and CA and Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals

Sr. No	Suggestions	Action-Taken
1	Format of questions in SSR to be shared for better clarity	SSR document shared with respective departments along with SOP
2	To share the SSR report of other colleges for better understanding of required documents	SSR report of 2-3 Autonomous colleges having a Score greater than 3.50 was shared


Dr. Ashok Wadia
Principal
Jai Hind College




Dr. Sreela Dasgupta
IQAC Co-ordinator
Jai Hind College