



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

(2018-2019)

Date: 8/9/2018

Venue: AV Room

Members present: Principal, Jai Hind faculty

Minutes:

The following points were discussed and deliberated upon:

- 1) Following the grant of 'Autonomous' status in May 2018, the IQAC met with the entire faculty, explaining the goals of autonomy and the process of implementing it.
- 2) A detailed discussion took place regarding how to orient different stakeholders about autonomy.
- 3) Individual Departments had constituted their Board of Studies and framed the syllabi for the respective courses and got it approved. The Depts were informed that this process would be conducted twice, once in each semester, during the academic year.
- 4) Dr. Sreela Das Gupta emphasized on the introduction of Interdisciplinary programs with a view to ensuring flexibility while maintaining the core subjects.
- 5) The faculty were apprised of the mandated Statutory bodies such as the Governing body, Academic Council and Finance Committee and that the meetings of all shall be held as per the prescribed norms.
- 6) It was unanimously decided that in order to facilitate the process of autonomy, a Steering Committee would be constituted.
- 7) The Principal suggested to create a post of Dean (Academics) to ensure excellence in teaching, learning and evaluation.
- 8) It was decided that the College would ensure to make the examination system strong and transparent. There was a unanimous decision to appoint a CEO (Controller of Examination) to facilitate the smooth conduct of examination under the autonomous system.
- 9) The faculty agreed upon that there shall be a rotational appointment of Vice Principals for all faculties to infuse innovative ideas in the system.



10) The faculty were informed about the constitution of academic calendar to provide a structured timeline for educational activities and that it would be very helpful for the students, faculty and the institution to plan and organize efficiently.

11) Work distribution among IQAC members was done.

Composition of IOAC

(2018-2019)

Sr. No.	Name	Role in IQAC	Designation
1.	Dr. Ashok G. Wadia	Chairperson	Principal
2.	Dr. Sreela Dasgupta	Co-ordinator	Associate Professor
3.	Ms. Niloufer Kotwal	Deputy Co-ordinator	Assistant Professor
4.	Dr. Reema Julka	Deputy Co-ordinator	Assistant Professor
5.	Ms. Sarita Jaishankar	Criteria I In-charge	Assistant Professor
6.	Dr. Rakhi Sharma	Criteria In-charge	Assistant Professor
7.	Ms. N. K. Jyothi	Criteria II In-charge	Associate Professor
8.	Dr. Sushil Kulkarni	Criteria II In-charge	Associate Professor & COE
9.	Dr. Sangeeta Parab	Criteria III In-charge	Associate Professor
10.	Dr. Devangi Chachad	Criteria III In-charge	Assistant Professor
11.	Dr. Archana Mishra	Criteria III In-charge	Assistant Professor
12.	Mr. Wilson Rao	Criteria IV In-charge	Assistant Professor & I.T. Co-ordinator
13.	Ms. Neesha Vinchu	Criteria IV In-charge	Librarian
14.	Dr. Ruchi D. Chaturvedi	Criteria V In -charge	Associate Professor
15.	Dr. Udhav Zarekar	Criteria V In -charge	Associate Professor
16.	Ms. Y. Singaporerwala	Criteria V In -charge	Assistant Professor
17.	Mr. Gokul Ganesan	Criteria VI In-charge	Assistant Professor
18.	Dr. B.K. N. Singh	Criteria VII In -charge	Associate Professor
19.	Dr. Nissey Sunil	Criteria VII In -charge	Assistant Professor
20.	Mr. Maurice Monis	Administration	Registrar
21.	Mr. Sanjay Pereira	Administration	Chief Accountant
22.	Prof. (Dr.) K. Venkataramani	External Peer Expert	NAAC Assessor, Retired (Prin.) SIES College, Autonomous & Ex-registrar University of Mumbai
23.	Prof. (Dr.) Moushumi Datta	External Peer Expert	Vice Principal & IQAC Co-ordinator, Nagindas Khandwala College Autonomous, Mumbai
24.	Dr. Yasmin Khan	External Peer Expert	Vice Principal, Sophia College, Autonomous
25.	Prof. (Dr.) Rupa Shah	Educationist	Ex-V.C. SNDT University
26.	Prof. (Dr.) V. Balaporia	Nominee from Local Society	Ex-Dean Faculty of Arts, University of Mumbai
27.	Ms. Firdous J. Mistry	Management Representative	Ex-Vice Principal, Jai Hind College, H.R. Mentor
28.	Ms. Mansha Kohli	Student	Final year Undergraduate Student
29.	Mr. Sharad Sanghi	Alumnus	Industrialist
30.	Mr. Nanik Rupani	Stakeholder	Industrialist



Action-Taken Report

S.No.	Suggestionsgiven	Actiontaken
1.	Re-orientation and re-training of faculty, students and parents for Smooth progress of autonomy	Conducted several repeated orientations of faculty, parents and students
2.	Introduction of Interdisciplinary programs so as to offer flexibility while maintaining the core subjects	Introduction of Short-term Certificate courses / Swayam/ etc as Additional Academic Activities which are interdisciplinary in nature And open across faculties.
3.	Documentation of all rules / regulations In Handbook / Bluebook	Ordinances under autonomy framed and academic / legal opinion sought
4.	Creation of position of Dean (Academics): Responsibility towards promoting excellence in Teaching /Learning /Evaluation	Creation of post of Academic Heads
5.	Constitution of Academic Calendar	Framed with emphasis on 90+90 working days in each of the two semesters
6.	Evaluation of CA /SEE with the help of Rubrics	Framed and made available to Students to spread awareness
7.	Introduction of Robustness in Examination Process	Examination Rules & Practicesframed and put into practice, Constitution of Examination Committee, Guidelines laid down for Unfair Means, Establishment of Examination cell, CAP room, Declaration of results within 45 days of conduct of examination.
8.	Correlation between Objectives and Learning Outcomes to be mapped with respect to syllabus framed	Learning Objectives, Course Outcomes, Program Outcomes and ProgramSpecificOutcomesframed
9.	Cultivation of good leadership skills	Powers to be defined specifically for the following: HoD, VP, Dean (Academics).



Meeting with HoD

Date: 21/11/2018

Venue: Board Room

Members present: Principal, IQAC Coordinator, Head of 28 departments of Jai Hind College

Minutes:

A meet with all Heads of Departments was taken to explain their role in the process. This was done through a power point presentation given by the IQAC Coordinator, Dr. Sreela Dasgupta.

Points discussed:

- 1) She highlighted the criteria-wise details and put forth the road map for the same.
- 2) The heads of each criterion were assigned tasks and deadlines were set.
- 3) Important aspects for the preparation of the Academic Audit were discussed.
- 4) There was a discussion on ways to introduce the research component among students, in order to promote student research.
- 5) Dr. Sreela Das Gupta also explained about the NIRF ranking protocol.

Action taken:

Sr. No	Suggestions	Action-Taken
1.	It was suggested to start preparing for the Academic Audit	The Departments started working on it.
2.	Increase in emphasis on Research	Introduction of Research Component in Semester IV syllabi across faculties
3.	Initiation of Feedback, in structured format	Institutionalized feedback structured and process of collection and analyses initiated
4.	Assessment by National Ranking protocol	Applied for NIRF Ranking 2019



Meeting with Criteria Coordinators

Date: 21/01/2019

Venue: Principal's Room

Members present: Principal, IQAC Coordinator, Coordinators of 7 NAAC Criterion of JaiHind College

Minutes:

A meet with all Criteria Heads of the 7 NAAC Criterion was taken. A detailed NAAC guideline was first presented with the quantitative and qualitative metrics outlined in details through an elaborate power point presentation.

The IQAC Coordinator in her presentation elaborated on the following:

- 1) She discussed about the outcome-based approach towards learning.
- 2) She initiated discussion on pedagogical innovative methods and asked for suggestions on the same.
- 3) An emphasis was put on outreach and extension activities.
- 4) E-learning initiatives to be taken was suggested
- 5) The documentation process was also clarified.

Sr. No	Recommendations	Action-Taken
1.	To organize workshops for teachers to understand outcome-based learning.	A workshop was organized on 'Synergy- The Path to Academic Excellence' on 25 th & 26 th March 2019
2.	Initiatives to promote E-Learning	A workshop on 'ICT in Education' was organized on 15 th March, 2019.
3.	Comparative study between three parameters: System in college before autonomy; system in other autonomous colleges; present autonomous system in college	System in college before autonomy – Poll conducted for pivotal stakeholders and analysed: teachers and students System in other autonomous colleges – Visits made by team of senior faculty to study the autonomous system of two other prominent autonomous colleges of South Mumbai. Present autonomous system in college – feedback mechanism in process from all stakeholders

Dr. Ashok Wadia
Principal
Jai Hind College



Dr. Sreela Dasgupta
IQAC Co-ordinator
Jai Hind College