



# 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

(2019-2020)

**Day and Date : Saturday, 23/11/2019**

**Venue: A.V. Room**

### Meeting with HOD

**Members present : HOD of all departments, Principal**

#### **Points discussed:**

- 1) The meeting was conducted to introduce the departments to the members of the Documentation Committee. The departments were explained the process of data collection and collation for the oncoming Academic Audit. They were given the guidelines to prepare their presentations and the framework for same was shared with them.
- 2) There was a proposal made to start a job-oriented PG program.
- 3) There was an elaborate discussion on ways to inculcate research aptitude in faculty.
- 4) The Principal suggested to organize a Seminar or a workshop for the teachers so that it may help them to achieve and sustain academic excellence.

Sr. No	Recommendations	Action-Taken
1.	Depts prepared the presentations for Audit and submitted to the IQAC	<ul style="list-style-type: none"><li>• Changes suggested by IQAC were incorporated by the Depts.</li><li>• Suggestions by the Auditors have been considered for the next Academic Audit</li></ul>
2.	Proposal to start new course- M.Sc. Big Data Analytics	<ul style="list-style-type: none"><li>• MOU signed with TCS, BOS constituted, syllabi drafted, and ratified by Academic Council</li><li>• Implementation of Course from Academic year 2020-21</li></ul>
3.	To inculcate research aptitude in faculty	<ul style="list-style-type: none"><li>• Constitution of Research Committee</li><li>• National Seminar on IPR</li><li>• Workshops conducted by different departments on Research Methodology</li><li>• 6 faculty members received BCUD grants for research project.</li><li>• 4 faculty members awarded Doctoral degree</li><li>• 5 registered for Doctoral degree</li></ul>
4.	To conduct an FDP for teachers	<ul style="list-style-type: none"><li>• On 21<sup>st</sup> December, 2019 an FDP was conducted on 'Teachers of Today'-How to use digital space effectively.</li></ul>



Day and Date : Saturday, 14/03/2020

Venue: A.V. Room

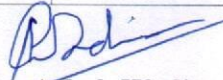
Members present: Principal & JHC Faculty

Minutes:

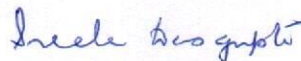
Points Discussed:

- 1) The IQAC coordinator, Dr. Sreela Das Gupta, requested the faculty to document the data of the previous years as well.
- 2) The examination audit was conducted in great detail over a period of a fortnight between Jan to Feb 2020. Separate sessions were held with faculty, students, Exam vendor, CoE, examination sub-committees, Vice principals. The Audit was conducted by the HR Mentor and former VP, Prof Firdaus Mistry and Academic Consultant, Prof (Dr) Vivien Amonkar. After scrutinising the entire format they suggested changes to help smoothen the process of Assessment.
- 3) The faculty discussed about the examination system and how to make it better.
- 4) The faculty deliberated on promoting internships.

Sr. No	Recommendations	Action -Taken
1.	Analyses of examination system and its parameters	<ul style="list-style-type: none"><li>• Examination audit conducted</li><li>• The Examination Rules and policy guidelines were reframed based on recommendations. Subcommittees formed with clear demarcation of duty.</li><li>• Increase in involvement of faculty in the process.</li><li>• Role of each unit in the assessment process clearly defined.</li><li>• Assessment and evaluation based on rubrics</li></ul>
2.	Analyses of feedback on question paper	<ul style="list-style-type: none"><li>• Feedback of odd Semester question papers was sought from BOS members/Moderators and analysed at departmental level</li><li>• A more thorough analyses is being planned</li></ul>
3.	- SEE vs CA analyses - Matrix aping of individual student to generate progression report & related evaluation-based suggestions	<ul style="list-style-type: none"><li>• Due to pandemic constraints</li></ul>
4.	- Revision in Fee Structure	Placed before Finance Committee and ratified

  
Dr. Ashok Wadia  
Principal  
Jai Hind College



  
Dr. Sreela Dasgupta  
IQAC Co-ordinator  
Jai Hind College