

IQAC MEETING

Meeting with Faculty

Date: 8/9/2018

Venue: AV room

Members present: Principal, Jai Hind faculty

Minutes:

We at Jai Hind, believe that the entire faculty should be accountable for the institutional ranking and hence the first IQAC meeting, especially, of a new academic session is held with the entire faculty wherein the entire process is explained and discussed. This was done through a power point presentation.

Action taken: This helped to clarify the concepts of the revised NAAC guidelines. Following this meeting, the presentations were shared with the entire faculty to apprise them. Any doubt arising was cleared and further reading material was made available.

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.

Action taken: Suggestions were invited and individual rules and responsibilities were spelt out.

Meeting with Criteria Coordinators

Date: 21/01/2019

Venue: Principal's room

Members present: Principal, IQAC Coordinator, Coordinators of 7 NAAC Criterion of Jai Hind 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 documentation process was also clarified.

Action taken: Suggestions were invited and individual criterion were then asked to give their views as to how they should go about bringing in excellence in each individual criterion.

IQAC Meeting

Minutes

2019-20

JAI IND COLLEGE AUTONOMOUS

Meeting with Faculty

Date: 14/03/2020

Venue: AV Room

Members present: Principal JHC Faculty

Minutes:

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.

Action Taken:

The Examination Rules and policy guidelines were reframed based on recommendation. Subcommittees formed with clear demarcation of duty. Increase in involvement of faculty in the process. Role of each unit in the assessment process clearly defined.

Meeting with HOD

Date: 23/11/2019

Venue: AV Room

Members present: HOD of all departments, Principal

Minutes:

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.

Action taken:

The departments prepared the presentations along the guidelines and submitted to IQAC team. Changes suggested were incorporated. The documentation scrutinised the files of each department.