INTERNAL QUALITY ASSURANCE CELL

. MINUTES OF THE FIRST MEETING

DATE: 19.9.2016

VENUE: LOWER AUDITORIUM

TIME: 2.45-4.00 PM

IN ATTENDANCE:

UAP, AYT, KLC, SBS, GMG, Ravi Jadhav, Astt. Tr. Smt. Kranti

Ab: (NRC)

MINUTES:

With the permission from the Principal Prof. Paralikar opened up the issue of constitution of the IQAC, where the composition of the committee was described/informed to all.

- Principal Madam suggested that Prof Paralikar Urmila take over as the IQAC Co-Ordinator. She consented. No one raised objections.
- And then suggestions were sought regarding providing names of eminent persons to be included in the IQAC. Following suggestions cropped up in the discussion. Prof. KLC, Prof. SBS, Prof. GMG, & Prof. Ravi Jadhav contributed...

HEADS/ Category	NAMES SUGGESTED	
Chairperson	Principal (ex-officio)	
Co-ordinator	Prof Paralikar Urmila	
Five senior teachers	Prof. Anjali Thombre, Prof. Shaila Sarang, Prof.Kruttika Chincholikar, Prof. Gautam Gaikwad, Prof. Nalini Chondekar	
One Senior Administrative Official	Shri Ganesh Chavhan, Senior Clerk, Office	
Quality expert	Prof. S.G. Gupta(Institute Of Science, Abad), Smita Awachar,	
Management Expert	Prof. Dhamnaskar, Joint Director (H.E, Abad),	
Local Community	Prof. Dr. M.D. Jahagirdar (Mgmt. Secy., Rafiq Zachariah Campus, Harsul, Abad)	
Industry experts	Dr. Thete A.R.,(Former Joint Director Technical Education, Aurangabad Region), Jyoti Lakhkar, Shri Pratap Borade	
Stakeholder Representatives- cat 1	Any one H.M. of a Practicing School, Shri Ujjwal Karwande/ Subhash Kamble (DIET),	
Stakeholder Representatives cat-2	Student Representative one each from B.ED, & M.ED Programs	

Next meeting scheduled on 23/9/16 when Prof Paralikar tables the completed AQAR (2015-16) before all for finalization And signing and uploading after that. All kindly sign as decisions taken consensually & agreed upon.

Government College of Education, IASE

Aurangabad, Maharashtra

DOD: 20/4/2017

INTERNAL QUALITY ASSURANCE CELL (2016-17)

Government College of Education (IASE) Aurangabad, MAH

Staff Notice for Second (2 nd) meeting in Agenda	the Fourth Quarter
Agenda	Hu.
	The state of the s
Since the undersigned has received most of the	filled up SWOC Forms (Personal & Departmental) from
	ssion need be taken. All the members of IQAC within the
College are hereby informed of the forthcoming	meeting to be held on aday 200f April 2017 wherein
following shall remain the agenda for the meeting	
 The New Format of AQAR (2016-17) Cri 	
2. AQAR (2016-17) Criteria to be distribute	d amongst the various Members for speedy gathering of
data.	
Placing the Utilization of IQAC Funds (UC)	
4. ACR entries to be deliberated and future	
Planning the FDP in the light of Analytics	
6. Distribution of workload for the new acc	ademic year
7. KPI items to be discussed	The state of the s
	meetings taken place with Shri Devendra Pakhale on
19 th of April 2017 & 20 th of April 2017	11 July to marshed DAC
Any other issue that comes up imprompt	new (a) Perding - issue of apt letters to members 1QAC - Placing dox of Unightin Certificale of 1QAC (3lacs) before the 1QAC.
	- Macing and of Uniform companie of
10 Service book whating	1QAC (3lacs) before the 10.70.
Please have the new AQAR Downloaded at your	ends and bring your copies to the meeting for
discussion.	No.
Manual Diffusion McChlom Roll	404/2017 (SUT) Time: 1130 am
Venue: Principal's Chamber Date	704/2017 C) Time.
Regards	
The state of the s	
The state of the s	
(Day Market Market)	(Q) 1 /
20.4.2017	80 L Y
Prof. Dr. Paralikar Urmila	Principal
Co-ordinator (IQAC) 2016-17	GCE, (IASE) Aurangabad
Please sign as actimonled	general (de 4 2017)
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SBAhandale On C. L today (Mamaje) Bob Mehel also absent

22.4.2017

INTERNAL QUALITY ASSURANCE CELL (2016-17)

Government College of Education (Institute for Advanced Studies in Education), Aurangabad,
MAHARASHTRA 431005

MINUTES OF THE THIRD (3RD) MEETING IN THE FOURTH QUARTER

DATE: 21.4.2017

VENUE: PRINCIPAL'S CHAMBER

TIME: 1130 AM - 0115 PM

IN ATTENDANCE: Hon. Principal Dr. SSM, UAP, SBS, NRC, GMG, Prof.B. B. Meher, Prof.S. B. Khandale Ab: AYT, KLC

Revised Agenda:

Following was the Revised Agenda as suggested by Hon. Principal:

- Review of minutes of previous meeting held on the 11th of April 2017.
- Reading of Peer Team Review as on Feb 2015 post 2nd cycle of accreditation
- Distribution of old AQAR Criteria to all for collection of data by all.
- Discussion of KPI heads (Institutional Performance Indicators)
- Determination of heads for IDP of 2017-18
- Collection of SWOT Data and planning FDP next year
- Communication of progress regarding Shilpkaar\\
- Discussion of the Pending Issues
- Determining date for next meeting

MINUTES

Prof. Dr. Paralikar Urmila convened the short meeting with the consent of the Principal Dr. S.S.Muley and following were the major points discussed. Extracts

- Review: A Revision of the IQAC functions, Minutes of the Last meeting held on the 11th of April 2017 and
 of the NAAC's bold insistence on the making of REFORMS based on the PEER TEAM REPORT Post
 (Accreditation was discussed.)
- 2. Revised Criteria of Accreditation: Then the Co-Ordinator informed all of the changed criteria of

 Assessment and Accreditation that will be put into effect by NAAC from next academic year.
- 3. Uploading the AQAR (2016-17): The Co-Ordinator informed all the present that the AQAR for the bygone Year (2016-17) need be uploaded and hence all need to participate in the process of data collection. Therefore the Criteria of Accreditation be distributed amongst all. The Principal insisted that the old criteria of accreditation be discussed and distributed amongst all for the collection of data. The Co-Ordinator Prof Paralikar Urmila then read out the Seven (07) Criteria and the Key Areas under each. Accordingly following seven (07) Criteria for the purpose of Data Collection of the last academic year were entrusted as given in the table below.

For collecting data w.r.t B.ED (Years I & II) (2016-17) Data be separately submitted for Year one and Two.

Sr. No.	Heads of Assessment for the Year (2016-17) (Old Format 2016)	Prof. In Charge
1.	Curricular Aspects (Five Subheads)	Prof. Dr. Sarang Shaila
2.	Teaching-Learning and Evaluation (Six Subheads)	Prof. Dr. Chincholikar Kruttika
3.	Research, Consultancy and Extension (Seven Subheads)	Prof. Dr. Chondekar Nalini
4.	Infrastructure and Learning Resources (Four Subheads)	Prof. Dr. Gaikwad Gautam
5.	Student Support and Progression (Three Subheads)	Prof. Dr. Thombare Anjali
6.	Governance, Leadership and Management (Five Subheads)	Prin. Dr. Sanjeevani Muley
7.	Innovation and Best Practices (Three Subheads)	Prof. Dr. Paralikar Urmila

The data be submitted by 15th of May 2017. The concerned should ensure no delay in submitting the data. In case of any query or assistance all may consult and confer with one another.

- 4. For collecting data w.r.t M.ED (Years I & II) (2016-17): Prof. Dr. Anjali Thombare (H.O.D.) M.Ed. (2016-17) would collect and consolidate data along with her two faculty Prof. Meher Bharati and Prof Khandale Sushma for all the Seven Criteria.
- Discussion of KPI: After the Criteria were distributed, KPI (Key Performance Indicators) as issued in the GR Year 2010 by the Ministry of Higher Education GoM were taken up one by one and all the 13 Heads with subheads. A review of the activities conducted with respect to the heads were also reviewed. And it was found out that lots of things were neither considered nor documented. Therefore lot changes will have be planned for the next academic year.
 - a. Biometric analysis of the teachers' attendance has been done and prints may be taken out anytime
 - Students' Attendance may be registered every period on a separate Biometric Machine fitted by the classes, and additionally hardcopies of the attendance may be kept by individual teachers. For their final attendance the biometric printouts may be considered.
 - c. Students' Grievance Redressal (in case of Complaints against Teachers') a mechanism may be developed offline on the app as well as on a Google forms online so as to help students register their complaints anonymously. Committee may be instituted and a proper mechanism may be developed.
 - d. Teachers'/Women's grievances Redressal: same as above.
 - e. Class III & IV's grievances Redressal: same as above.

- f. Teachers' Teaching Schedules: maybe developed in order to record their daily teaching information.
- g. Schemes for the Backward and Needy Students: Faculty may start new schemes for assisting these students financially and academically on their level.
- 6. FDP: be planned after SWOTs are thoroughly analyzed. New SWOTS be developed for other departments soon

Agenda for the next meeting:

- 1. A Review of CET Orientation for the prospective candidates on 27th of April 2017
- Review of Progress of Collection of Data for AQAR (2016-17)
- Distribution of New SWOTS for departments in (2016-17) 3.
- Planning FDP in the light of SWOTs done
- Discussion of NEW Assessment Criteria (NAAC) 5.
- Distribution Of Criteria wise Responsibility
- Redefining Vision, Mission etc. and aligning the Curricular activities alongwith these.

Professors are requested to bring withthem the necessary data required as well New Criteria issued by the NAAC for discussion

Prof. Dr. Urmila Paralikar

Co-Ordinator

IQAC (2016-17)

Dr. Sanjeevani S. Muley

Principal

Govt. College of Education (IASE)A'bad MAH

Since the swot forms need be uploaded on the website Scheduled on 26/4/2017-, so that an analysis of faculty and Departments may be done before the mig

as acknowledginent of this documents

[Internal quality assurance cell (2016-17)] April 11, 2017

Government College Of Education, (Institute For Advance Studies In Education), Aurangabad, MAH

MINUTES OF THE MEETING

HELD ON THE 11 TH of April 2017 FOR THE FOURTH QUARTER

In attendance: Dr. Sanjeevani Muley, Dr. Paralikar Urmila, Dr. Thombare Anjali, Dr. Sarang Shaila, Dr. Gaikwad Gautam. Dr. Nalini Chondekar, prof. Bharati Meher, Prof. Khandale Sushma

Time: at 1230 hrs noon till 0445 p.m.

Venue: Principal's Chamber

The Agenda for the meeting was as follows:

- 1. A n Introduction to the background of formation of IQAC cells in the colleges, their structure, their composition, their functions, their objectives etc. in keeping with the UGC XII Five Year Plan Guidelines
- 2. A review of the Vision, Mission and Objectives of the Govt. College of Education, Abad
- 3. A review of the minutes of the First meeting that took place on the 22.9.2016 with respect to the formation of IQAC.
- 4. A Review and Analysis of the PEER TEAM REPORT on previous accreditation of the college in the month of Feb. 2015. Focus on the SWOT made by the team
- An introduction to the SWOT exercise to be carried out by the Staff
 - An introduction of the various activities to be carried out after SWOT.
- 7. Faculty Development Plan Activities for the Institution as well as for the IASE
- 1) Winules of Nu. 8. And Mapping the future course of action for the Year 2017-18

he Excerpts are as follow ahead: :

With the permission of the Principal Dr. Smt Muley Dr. Paralikar Urmila Convened the meeting at 1230 noon hours of 12th of April 2017 in order to discuss the various developmental issues related to the college.

Page 1 of 4

SPS giver 18/11/17 via kubhante infant SV ANT

[Internal quality assurance cell (2016-17)] April 11, 2017



- The Co-Ordinator Dr. Paralikar Urmila first of all read out the Guidelines given by UGC with respect to the philosophy, the formation, the structure, the objectives and the functioning of the IQAC art an educational Institution and acquainted the new members of the cell with the rationale behind the need of IQAC.
- Next the College's Vision, Mission And Objectives were read out in order to provide an understanding and direction of the Report issued by the Peer Team Accreditation Committee that visited the college in the month of Feb. 2015.
- After which the Peer Team Report was read out Criteria by Criteria and explained and discussed by all. The SWOT analysis made by the team was studied and weaknesses and threats and opportunities were focused on.
- The Members of the IQAC were also provided with detailed printed handouts of the Pla. Jf Action* prepared in a tabular fashion to be carried out by the Cell the next year comprising of VI heads (Annexure attached) including Academic, Administrative, Structural, Green Auditing and their subheads. The members were explained each head and subheads of the category in the handout provided and doubts fired.
- The Members were also given an explanation of the exercise of SWOT and they were advised to carry out SWOT on two levels viz.
 - Personal level related to an introspection of their own competencies and inadequacies.
 - Departmental level: related to the departments they held and administered
 - Institutional level
 - They were also given an illustration of the various SWOTs to be carried out. . ! it was decided that the Co-Ordinator shall provide each faculty with customized SWOT forms for doing their Personal And Departmental SWOT
- The faculty was also provided with detailed plan of activities to be carried out as a part of the Faculty Development Plan; something that could be implemented at two distinct levels: Institutional Level, IASE level (CTE level & DIETs) incurring least expenditure.

PENDING: office orders to be given to the faculty with respect to their appointment on the IQAC.

Following Issues that came up impromptu were also discussed, viz.

[Internal quality assurance cell (2016-17)] April 11, 2017

- 1. University Examination reforms to be discussed with the Examination Controller, Dr. B.A.M. University, in view of the un forgivable mistakes observed in the Question Papers of EDUCC V (A) for First Year B.Ed. (2016-17) and such other cases.
- 2. Paper setting format with respect to the kind of instructions preceding the Questions to be reviewed and reframed after a wide discussion.
- 3. Curricula to be prepared for the Two Year Choice Based Credit Based UG & PG Programs in Education from the forthcoming Academic Year 2017 onwards.

ACTION PLAN FOR SECURING 100 % ADMISSIONS THE NEXT ACADEMIC YEAR B.ED/M.ED

Principal Dr. Sanjeevani Muley instructed that Measures to improve admissions to both the UG & PG courses in Education as decided in the previous meeting taken earlier last week

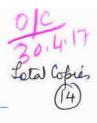
- 1. by word of mouth... wider circulation of the college
- 2. Preparation of Banners containing the details of the Registration process
- 3. Publishing the news of the availability of the College for Teacher Education during the **Admission Process**
- 4. Preparation and distribution of Handbills canvassing the college through the newspaper Distribution services in the major areas of the Aurangabad Town
- 5. and availability of free guidance and help for filling and submission of the Registration form at the college
- 6. Organization Of One Day Orientation program for the prospective students and the candidates registered regarding the CET Exam. Topics and Faculty incharge has been

Future Course of Action

- 1. Distribution of specimen SWOT forms to the Professors by Thursday 13th of April 2017.
- 2. Filling of those forms and submission of the same by Saturday the 15th of April 2017.
- 3. A Follow Up Meeting On The 18TH of April 2017 to chalk out a plan for Institutional Development activities onwards.
- 4. Recoding of all the efforts taken by the Faculty in respect of Ensuring Maximum Admissions to the B.ED & M.ED Programs.

Dr. Vimila Passlitas

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INTERNAL QUALITY ASSURANCE CELL (2016-17)

Government College of Education, (Institute for Advanced Studies in Education), Aurangabad, MAH

NOTICE FOR THE FOURTH (4th) MEETING IN THE FOURTH QUARTER

All the members of the IQAC are hereby informed of the next meeting on Wednesday the 26th of April 2017 decided consensually in the last sitting. All are requested to return their SWOTS if not returned.

AGENDA

Following shall be the 10 Point Agenda for the upcoming meeting:

- Review of minutes of previous meeting held on the 22nd of April 2017.
- Distribution of old AQAR Criteria to all for collection of data by all. 2
- Collection of SWOT Data and 3.
- Discussing Internal Audit & distribution of printouts of Mandatory Notice by NAAC (4.6.2016) 4
- New Criteria for Accreditation issued by NAAC 5.
- Discussion of KPI heads (Institutional Performance Indicators) & CR
- 7. Doing Systems Design for next Year
- Planning FDP next year
- Communication of progress regarding Shilpkaar\\ Website 9.
- 10. Determining date for next meeting

Following remain the details of the meeting

DATE: 26.4.2017 (Wed)

VENUE: PRINCIPAL'S CHAMBER

TIME: 1145 AM

Revised to 29.4.2017

P.S. SWOT Data not received from Prof. Dr. Chincholikar & Prof. Dr. Sarang Shaila (Deptl. SWOT) and Prof.B.B. Maher. Kindly return at your earliest as this info is to be uploaded on the institutions' website.

Co-Ordinator

IQAC(2016-17)

Aurangabad Govt. College of Edication

ITERNAL QUALITY ASSURANCE CELL (2016-17)

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Government College of Education, (Institute for Advanced Studies in Education), Aurangabad, MAH-05

MINUTES OF THE FOURTH (4th) MEETING IN THE FOURTH QUARTER

Date: 29 th of April 2017 (Saturday) Time: 1430 hrs.		Last working day of the Academic Year 2016-17
		Venue: Principal's Chamber
CARLE CARLE		
		ordinator Dr. Paralikar Urmila, Dr. Thombare, Dr. Chondekar, Dr. Prof. Bharati Meher, Prof. Khandale Sushma
	Prof. Dr. Chincholikar, Shri Ganesh Chavan (Sr. Admn Officer) (as it was a holiday)	

Excerpts of the Minutes

- Background: the meeting was originally scheduled to be held on the 26th of April 2017 Wednesday, but at
 the insistence of Principal Dr. Muley S.S. it was rescheduled on the 29th of April 2017 Saturday, (as on 26th
 there was a meeting impromptu scheduled with the Law officials. And on 28th of April 2017 there was a
 Curriculum Recon Meeting scheduled at the University), the last working day of the Academic session at
 1400 hrs. The meeting started at 1430 hrs approx. All were informed subsequently of the change and she
 joined the meeting at 1530 hrs.
- The Coordinator Dr. Paralikar Urmila convened the meeting in her absence and the 10 point agenda was taken up one by one thus-
 - 1. Review of the last meeting's minutes was taken.
 - 2. AQAR (2016-17): The Co-ordinator distributed to each a set of documents comprising of copies of (i) revised Grading System as given by NAAC w.e.f. (ii) Copies of the Notice issued by NAAC on its website regarding Mandatory Submission of AQARs and Uploading of Minutes of Meeting on the Institutional Website and (iii) to each specific blank copies of the AQAR Criteria assigned for public discussion and filling in the meeting as information submission was getting delayed.(iv) Academic audit mock documents to help members anticipate and prepare themselves for final Academic Audit by the officials.
 - Accordingly, each single Key Area under each Criteria was taken up and the details of data to be filled was accepted consensually.
 - Upon Principal's arrival, the Criteria assigned and to be filled by her were also discussed.
 She suggested filling of the criteria later in consultation with the Coordinator.

- 3. SWOTS: All were reminded of the tasks taken up such as submission of the SWOT forms as a Precursory part of preparing the new reformed Perspective Plan for the next year by those not submitted. The coordinator shall submit an analysis of the SWOT of the Faculty as well as the various Departments separately wen all the SWOTS have arrived and distribute copies to each member.
 - a. Dr. Sarang and Prof. Meher could submit their SWOTS today only. Dr. Chincholikar being on Medical Leave is yet to submit.
- 4. Internal Academic Audit: all were informed that the invited members of IQAC outside the faculty of the College would have to be invited and shown all the work done and steps taken by us w.r.t. Quality Initiatives taken throughout the year. We have to work in close collaboration with SQC & Univ. Dept of Education as well as Univ. IQAC.

Decisions Taken: In the light of vacations beginning w.e.f. 1st of May 2017 (Monday) and outstation Faculty viz.. Dr. Thombare Anjali & Dr. Sarang who would be retreating to their native place Pune & Nanded resp. following agreements were made..

- The Coordinator shall consolidate the AQAR data received from all and prepare a selfappraisal report of the institution's activities for the Academic Year 2016-17 in hard copy.
- The Coordinator informed all to submit their AQAR-Criteria-wise information in neatly typed/printed pages along with documentary evidences by 15th of May 2017.
- iii. The AQAR for the Academic Year (2016-17) has to be uploaded by **May 28, 2017** as on the 1st of June 2017 the AQAR should be seen on the institutional website.
- iv. The Chairman suggested time (unspecified) be given for a study of the Internal Academic forms meant to be filled up with information of the year (2016-17)
- v. The Chairman suggested that New Criteria of Accreditation be discussed in the month of June 2017 after the transfers are effected.
- vi. The Senior Administrative officer, Shri Ganesh Chavan need remain present in the meetings.
- vii. A tentative discussion on the reforms to be introduced by the way was taken such as setting up the mechanism of Common Grievance Cell (Faculty, Students, Non Tg. Staff & Women), Student Feedback,
- viii. The college magazine 'Shilpkaar' preferably to be published close to the declaration of results.
- ix. This year neither an information of who went to which activities was disclosed nor the faculty that went out presented a report of the activities attended such as Workshops, Conferences & Seminars except Dr. Paralikar. The chairman submitted that Next year onwards each faculty will present a review of the activities attended.
- x. There was disagreement with regard to the mode of documentation of daily timetables... regular/ substitution/ impromptu ones.. Instead of sending out multiple or single notices in Common registers faculty be provided with separate copies for documentation.

Pending Issues:

- a. The Chairman is yet to finalise a date on which to conduct a joint meeting in full Quorum at least once.
- b. Student Representatives and Alumni representatives and others yet to be decided by all.
- c. The responsibility for preparing the AQAR of (2015-16) is yet to be decided. The Chairman has suggested an exercise of discretion in this matter.
- d. The details of the faculty beneficiary responsible for uploading the AQAR (2015-16) who has received the yearly Honorarium for the year in reference are yet to be disclosed to the council members. As soon as the information is made available it will be uploaded.
- e. A full Disclosure & tabling of the Documents related to the Utilization of Expenditure of the funds (Rs. 3 lakhs) granted to IQAC by the UGC under XII Five Year Plan (2012-17) before the council. So far although the copies have not been provided, the Utilization Certificate however has been submitted at the UGC (Pune office) before 31st of March 2017.
- f. Issue of proper office orders (that were prepared September 2016)(instead of mere common workload distribution sheet) to the various members of the Council to facilitate Transparency and Accountability. Orders are awaited.
- g. A discussion of the New Criteria of Assessment for Discussion today as within the month of May 2017 the Perspective Plan (POA) must be ready to be effected from the start of the new academic year 2017-18. But it was not accepted by the Chairman.
- h. The Annual Confidential Record (ACR) activities which are annually assessed by the Principal were also to be discussed but could not be in the absence of the documents.
- The disclosure of the prints and analysis of biometric attendance of faculty and setting up a better supportive attendance registry system.
- j. Items on Agenda no.7, 8 were postponed indefinitely. Item 10 Chairman did not set up.

Tentative agenda for the next meeting:

- a. Discussion of the Utilization of RUSA funds for college development for all to know
- b. Discussion of the new Criteria issued by NAAC w.e.f. 2017 and distribution of Criteria amongst all
- c. Perspective plan for the college development w.r.t. its functions
- d. Quality assurance measures to be initiated...biometrics, collaboration, new courses, R/D,
 ISResponsibility
- e. Measures to be taken to revive IASE.

Please sign when secelving a co

f. Inviting External Members of the IQAC for Auditing, discussions & guidance.

All subject to the declaration of the next date of meeting...The coordinator thanks all the members for sincerely participating in this process of participative decision making. In case you have any queries, any doubts or need assistance please feel free to contact the Coordinator or the Chairman. In case you have any suggestion or feedback wrt to the functioning of IQAC or the Coordinator.. please write back.

DR. Urmila A. Paralikar Coordinator IOAC (2016-17)

Dr. Sanjivani S. Muley Chairman IQAC & Principal (GCE JASE) Aur MA: Govt. College of Edcuation

Aurangabad.

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