



DECCAN COLLEGE OF INTERIOR DESIGN, KOLHAPUR

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Internal Quality Assurance Cell (IQAC) 2018



DIT





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IQAC MEETING 2018-19

Notice No. 1

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 21/9/2018 in NAAC room at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Aims and Objects of IQAC
3.	Planning of Academic Activities
4.	Budget for Research Activities
5.	Weekly Staff Meetings
6.	Introduction of new Programs
7.	Library Matters
8.	Infrastructure Matters
9.	College Website
10.	Vote of Thanks





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Present Member list

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Present Member list 2018 - 2019

SR. NO.	NAME	POSITION IN IQAC	SIGNATURE
1	Ar. Seema Malani	Chairperson	
2	Er. Subhash Kulkarni	Representative from Management	
3	Er.. Niranjan Waichal	Representative from Employers.	
4	Ar. Sandeep Ghorpade	Representative from in industrialist	
5	Ar. Samruddhichitanis	Representative from Teachers	
6	Id. SaudaminiNikam	Representative from Teachers	
7	Ar. Deepali Damugade	Representative from Teachers	
8	Ar. Pranjal Kulkarni	Representative from Teachers	
9	Mr. ShahajiJagadale	Representative from administrative officer.	
10	Mr. Suraj Patil	Representative from administrative officer.	
11	Mr. Prakash Devlapurkar	Representative from society	
12	IndrajeetKanbarkar	Representative from Alumni	
13	Sagar Sutar	Representative from students	
14	Ar. MeghaShirke	Coordinator , IQAC	

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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The meeting started with a welcome and brief introduction of all the members by the principal. Then it was stated that in accordance with the College Development Committee's decision, we are here to establish the Internal Quality Assurance Cell of the College to operate in accordance with NAAC Guidelines. The IQAC Committee's members all enthusiastically accepted and pledged support for the same.

Agenda 2: Aims and Objectives of IQAC

- Mrs. Malani explained the NAAC guidelines and the framework in which our committee is supposed to work. It was then unanimously decided to make Ar. Megha Shirke, the Coordinator of the IQAC Committee. Furthermore, Mr. Suraj Patil was requested to assist her and offer secretarial support for the effective functioning of the committee.

Agenda 3: Planning of Academic Activities

- The members suggested to prepare a list of workshops, conferences and events to be organized during this academic year. A timeline was created to ensure that the workshop and conferences are organized in a hassle-free way. After discussion, it was approved and adopted.

Agenda 4: Budget for Extra-Curricular Activities

- Chairman Sir, Subash Kulkarni, requested in the meeting that we should have separate budget for all the non-academic activities being organized in the college. Principal Madam was requested to utilize the budget appropriately. Further ID.Saudamini Nikam was requested to coordinate and effectively plan to organize National/ International Conferences / Workshops in coordination with Principal and Chairman sir.

Agenda 5: Weekly Faculty Meetings

- Ar. Samrudhi Chitnis had put forth the proposal of organizing Faculty Meeting once a week to ensure that the course structure is being followed up to date and also plan for activities in the coming meet. The principal expressed her willingness to attend the meets too and check on the progress

Agenda 6: Introduction of new course



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- The principal brought to the notice of the members that the institution should start a new course like Personality and Soft Skill development. This will be done to ensure that there is an all-round growth and development of a student. This suggestion/ idea was approved by all the members

Agenda 7: Library Upgradation:

- It was also brought to notice that upgradation of Library is of utmost importance. It was thus decided to provide additional space for Reading Room and a greater number of books, Magazines and Journals related to design should be added to the collection of books in the library.

Agenda 8: Infrastructure Matters

- The principal in the meeting requested for furnishing of the third floor. Chairman sir promised to furnish the classrooms in the coming year and immediately start the work to take quotations.

Agenda 9: College Website

- It was discussed in the meeting that to work on upgradation of the website. After the discussion, it was decided to appoint the expert in this field to reconstruct the College Website. The Principal and Chairman sir were requested to look into the matter.

Agenda 10: Vote of Thanks

- There being no other business, the meeting was concluded with a Vote of Thanks to the Chair.





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Action Taken

Agenda	Action Taken
IQAC Committee Formed	Ar. Megha Shirke appointed as IQAC Coordinator.
Planning Academic Activities	Guest Lecture, Seminars, Workshops and site visits are ranged by individual subject teachers in coordination with the workshop committee.
New Course Indroduction	Personality Development, a 15-day course, was introduced by Level Up Academy from August 2018. An MOU was signed with company representative, Siddhart Pandit, to ensure proper Learning
Library Upgradation	Added Two Magazines in the collection and received donation of books for the library





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Notice No. 2

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 23/11/2018 in NAAC room at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	Purchas of New Reference Books and Journals
4.	Maintenance of college campus
5.	Discussion on work completed by al the committees
6.	Involvement of Alumni Students
7.	Discussion on Vision and Mission
8.	Organizing Annual Cultural Gathering
9.	College Exhibition Discussion
10.	Monitoring System
11.	Marketing Strategies for admission
12.	Vote of Thanks





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7	Ar. Deepali Damugade	Representative from Teachers	
8	Ar. Pranjal Kulkarni	Representative from Teachers	
9	Mr. Shahaji Jagadale	Representative from administrative officer.	
10	Mr. Suraj Patil	Representative from administrative officer.	
11	Mr. Prakash Devlapurkar	Representative from society	
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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The principal offered a welcome to all the members. She further congratulated all the members for help and support extended by each member in successful conduct of various activities conducted till then. The the discussion further started with reviewing the minutes of previous meeting.

Agenda 3: Purchas of New Reference Books and Journals

- For every subject, the assigned professor has been asked to create a list of essential reference books and journals that will be then reviewed by the library coordinator. Dilip Nimbalkar, the library coordinator has been asked to get the quotations of these books from Pune and Mumbai as these books are not available in Kolhapur,

Agenda 4: Maintenance of college campus

- To ensure that there is ease of learning for the students, we created a separate team to ensure that the leakages and other such maintenance work which was affected due to the rainy season was taken care of.

Agenda 5: Discussion on work completed by all the committees

- The principal then took a review of Internal Grievance Cell, Examination Committee, Anti-Ragging and Sexual Harassment Committee for the smooth functioning.

Agenda 6: Involvement of Alumni Students

- We planned on creating an Alumni Association because a strong alumni connection strengthens an institution not only with respect to better knowledge being provided to the students but also in terms of placements and further post-graduation opportunities. For this a proper record of all the alumni students is to be created and the and has to be uploaded on the website. The task was assigned to ID. Saudamini Nikam and Indrajeet Kambarkar suggested to organize a coffee meet for all the alumni students.



Agenda 7: Discussion on Vision and Mission

- The vision and the mission statement for the college were asked to be revised by the Chairman as he believed that with advancement in the technology and the teaching practices, the vision and mission of the college should also be advanced and in alignment with the demands of the future needs.

Agenda 8: Organizing Annual Cultural Gathering

- After some discussion, the committee decided to organize an Annual Gathering on 11th January 2019 as per bookings available. All the faculty members were assigned respective departments and all teachers were asked to encourage the students to take part in this annual event.

Agenda 9: College Exhibition Discussion

- As the students in the college come from all walks of life, it was discussed that a design exhibition must be organized to display the work of the students. It was the class teacher's responsibility to complete the work that was to be displayed. The exhibition committee has to decide the theme of the event and make sure that the bookings of hall and any other logistic work is in order. The chairman sir decided to bring "Dr. Devanand Shinde" – the Vice Chancellor of Shivaji University as the Chief Guest for inauguration.

Agenda 10: Monitoring System

- As per university guidelines the student teacher ratio should be 1:20. To ensure there is personalized attention given to each student each professor has assigned 10 to 20 students to monitor their personal, emotional and educational growth. They should take review of assigned students once in a week. If necessary, inform theory parents and call them to meet at college.

Agenda 11: Marketing Strategies for admission

- To improve admissions and create more awareness of the impact of design education, the admission committee was formed consisting teaching and non-teaching staff. That will visit neighboring schools and colleges to educate about our college through ppt presentation. Take a list of interested students and communicate with them personally/ WhatsApp.

Agenda 12: Vote of Thanks



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- There being no other business, the meeting was concluded with a Vote of Thanks to the Chair.

Action Taken

Agenda	Action Taken
Annual Gathering and Sports Day	On 11 January 2019 and 28/19 December 2018, the Annual Cultural Gathering and the Sports day was organized respectively. All the students were
Exhibition	The event was organized in February and all the class teachers were asked to take entries from the students and make sure that the project is completed
Alumni Meet Organized	All the alumni were asked to attend a meet where they gave speech and talked about their memories of college. The students were empowered by listening to their stories and all the alumni students were also felicitated.
Marketing Strategies for admission	The faculties were asked to visit nearby schools and colleges to give presentation on the impact of design career and to encourage students to take admission in our college.



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Notice No. 3

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 23/11/2018 in NAAC room at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	IQAC Report
4.	Budgetary Provision for Research Activities
5.	Maintain College Diary
6.	Introduction of Add on Certificate Courses
7.	Feedback System
8.	Vote of Thanks





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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The principal offered a welcome to all the members. She further congratulated all the members for help and support extended by each one in successful conduct of various activities during this academic year.

Agenda 2: Minutes of Previous Meeting

- Minutes of previous meeting held on 21/9/2018 were read and some of the points that were implemented were discussed.

Agenda 3: IQAC Report

- IQAC Coordinator Ar. Megha Shirke presented before the meeting the report of the activities conducted by IQAC, for the academic year 2018-19. She highlighted the success of “National Seminar conducted on the topic “Sustainability in the inner Spaces”. She further added the problems faced and challenges during the conduct. All the members congratulated IQAC coordinator along with the team of teaching and support staff headed by the principal for the overall success.

Agenda 4: Maintain College Diary

- It was proposed that College Diary that is being maintained for updating day-to-day records of events and activities held in college is revised properly again. After discussion All the staff were requested to contribute in the maintenance of the College Dairy which then will be finalized by Principal and other members.

Agenda 5: Introduction of Add on Certificate Courses

- Ar. Samrudhi Chitnis proposed an idea of introducing Add-on Certificate courses to impart skill based training to the students in addition to the programs offered. Principal was requested to deploy the staff and chart out the schedule to start such courses from the next academic year.



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Agenda 6: Feedback System

- Principal proposed an idea of introducing a Feedback system to be taken from all the stake holders for Curriculum, Teachers Quality, and Feedback on Administrative and support Facilities provided by the College. Mr. Shahaji Jagadale was requested to ensure that this system is being implemented.

Agenda 7: Vote of Thanks

- There being no other business, the meeting was concluded with Vote of Thanks to the Chair





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Action Taken

Agenda	Action Taken
IQAC Report	Report for 2018-29 was submitted. All the successful events organized were mentioned in the same.
College Dairy Maintenance	Updated the college dairy with all the student records of syllabus completion, functions and events organized by the college. This dairy was submitted to the college Principal
Feedback System	Chairman with the help of Shahji Jagdale had taken feedback report from all the students for teaching/ management quality and the curriculum.

