



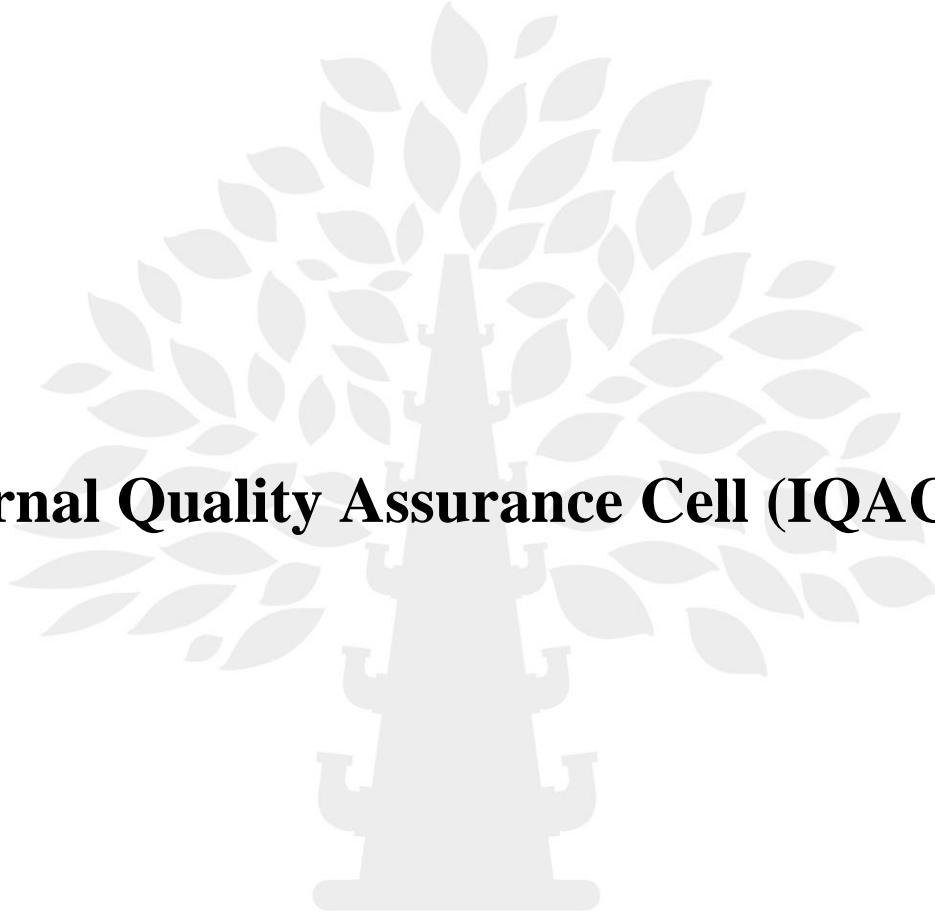
DECCAN COLLEGE OF INTERIOR DESIGN, KOLHAPUR

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Internal Quality Assurance Cell (IQAC) 2019



DIT





Index

NO	Document	Page No
1	IQAC MEETING 2019 (Meeting No.1)	
	1. Notice	3
	2. Attendance	4
	3. Minute of Meeting	5 to 6
	4. Action Taken	7
2	IQAC MEETING 2019 (Meeting No.2)	
	1. Notice	8
	2. Attendance	9
	3. Minute of Meeting	10 to 11
	4. Action Taken	12
3	IQAC MEETING 2019 (Meeting No.3)	
	1. Notice	13
	2. Attendance	14
	3. Minute of Meeting	15
	4. Action Taken	16
	IQAC MEETING 2019 (Meeting No.4)	
	1. Notice	17
	2. Attendance	18
	3. Minute of Meeting	19 to 20
	4. Action Taken	21



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IQAC MEETING 2019-20

Date: 18/6/ 2019

Notice No. 1

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 18/06/2019 in principal cabin at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	Academic Calendar
4.	NAAC Accreditation
5.	Infrastructure Matters
6.	Introduction of new Skill based Certificate Courses
7.	Organization of more Students centric activities
8.	ICT Class Rooms
9.	Library Matters
10.	Appointment of the Staff
11.	Online Feedback Forms
12.	Vote of Thanks





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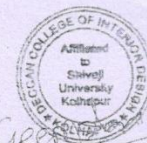
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3	Er.. Niranjan Waichal	Representative from Employers.	
4	Ar. Sandeep Ghorpade	Representative from in industrialist	
5	Ar. Samruddhichitanis	Representative from Teachers	
6	Id. SaudaminiNikam	Representative from Teachers	
7	Ar. Deepali Damugade	Representative 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	Siddik Bagwan	Representative from students	
14	Ar. MeghaShirke	Coordinator , IQAC	



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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The Principal offered a warm welcome to all the members. She further stated that this is the first meeting of the Academic year 2019-20. The year would be full of opportunities, she assured that all the members jointly promised to work in coordination for the overall growth and development of the College.

Agenda 2: Minutes of Previous Meeting

- Minutes of previous meeting held on 23.04.2019 were read. After discussions of various decisions taken and its implementations, it was approved and adopted.

Agenda 3: Academic Calendar

- Ar. Megha Shirke in the meeting presented the Academic calendar for the year 2019-20. She informed the members that it is drawn in coordination with the University calendar. After discussions and minor corrections, it was approved and adopted.

Agenda 4: NAAC Accreditation

- Mr. Subash Kulkarni explained in the meeting that the College has completed 9 years and now we would go for NAAC Accreditation. Principal placed the suggestions and the same were approved in the meeting. She proposed to form a committee of seven members who would act as the Criterion In charge and work under the guidance of IQAC Coordinator.

Agenda 5: Infrastructure Matters

- The IQAC Coordinator in the meeting asked for separate washroom facilities for the teachers and a common room for girls.

Agenda 6: Introduction of new Skill based Certificate Courses

- The Principal informed the members that the College would like to introduce following new skill based Certificate Courses for the students:-
 - Certificate Course in Basic Photography
- Certificate course on Portfolio Development
- The approval was granted and the principal was requested to get syllabus of respective courses framed from the staff members and to make necessary arrangements for the same and start the courses in the current academic year.



Agenda 7: Organization of more Students centric activities

- Ar. Deepali Damugde requested to organize more and more students centric activities like Study Tours, Industrial Visits, Placement camps for attracting students to our College. Principal was instructed to draw an action plan in this regard and implement it with full zeal and enthusiasm.

Agenda 8: ICT Class Rooms

- The IQAC coordinator requested in the meeting to provide ICT facilities in some class rooms for improved teaching techniques. After the discussions Chairman promised to provide maintenance ICT facilities i.e. LCD Projector, Internet Facilities in five class rooms, and two laptops for exclusive use of teachers. He further agreed to provide e-zone and wi-fi facilities in library reading room.

Agenda 9: Library Matters

- **Software for partial automation** of the library. In connection to the expansion of the library storage capacity, ID Saudamini Nikam was to coordinate with the Librarian and approach the Management regarding the purchase of appropriate storage racks, computers and other requirements for automation of the library.

Agenda 10: Appointment of the Staff

- The Principal placed before the meeting the requirement of teaching and non-teaching staff for the Academic year including the new programs to be introduced. After the discussion it was approved. The principal was authorized to get the approval from the University for the Work Load, the Draft advertisement and publish an advertisement for the requirements of the staff in the leading newspapers.

Agenda 11: Online Feedback Forms

- Principal informed the members that online feedback system is devised and now all the feedback forms are available on College Website. All the members are requested to motivate the respective stakeholders to visit College website and submit the feedbacks.

Agenda 12: Vote of Thanks

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



Action Taken Report

Sr. No.	Agenda	Action Taken
1.	Academic Calendar	It was prepared by Principal in coordination with IQAC and uploaded on the college website for the information of students
2.	NAAC Accreditation	The room was allocated for NAAC work and staff members were requested to voluntarily give their names for formation of committee
3.	Infrastructure Matters	The furnishing and glass filming of all classrooms was completed and all the rooms were made operational.
4.	Introduction of new Skill based Certificate Courses	One add on certificate skill based certificate course started for the benefits of students
5.	Organization of more Students centric activities	Two industrial visits, expert lectures and workshops are organized for students
6.	ICT Class Rooms	Lcd projector are installed in all classrooms. Laptop is made available for the multiple use of the teachers and students
7.	Library Matters	Library is provided with one computer, one printer and internet connection. Librarian was sent for workshop at university for automation of library.
8.	Online Feedback Forms	All feedback forms are made available on college website. Further students are sensitized for submission of online feedback forms.



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Date: 1/8/ 2019

Notice No. 2

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 15/08/2019 in principal cabin at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	Review of Past Year
4.	NAAC Accreditation
5.	PG Program
6.	Placement Cell
7.	Vote of Thanks





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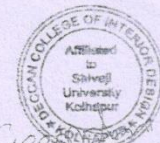
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10	Mr. Suraj Patil	Representative from administrative officer.	
11	Mr. Prakash Devlapurkar	Representative from society	
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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The principal offered a warm welcome to all the members. And the meeting was started.

Agenda 2: Minutes of Previous Meeting

- Minutes of previous meeting held on 18.06.2019 were read. After discussions of various decisions taken and its implementations, it was approved and adopted.

Agenda 3: Review of Past Year

- Chairman Subash Kulkarni Sir congratulated all the members on the successful completion of one year of IQAC; The Principal gave a presentation on the achievements of IQAC and the successful organization of various activities.

Agenda 4: NAAC Accreditation

- Criteria heads were assigned.

Criteria	Criteria Head
Criteria I	Mr. Shahaji Jagdale
Criteria II	Ar. Samrudhi Chitnis
Criteria III	Ar. Deepali Damugade
Criteria IV	Ar. Pranjal Kulkarni
Criteria V	ID. Saudamini Nikam
Criteria VI	Ar. Megha Shirke
Criteria VII	ID. Indrajeet Kanbarkar

Agenda 5: PG Program

- In the discussion it was mentioned that there is a need to start the M. Des program as per the need of Industry. The Chairman has given the responsibility to the Principal to collect the data required to ensure the same is in accordance.



Agenda 6: Placement Cell

- The college was asked to approach the furniture manufacturing industries, hardware industry and corporate companies via Mail. The HR of these companies were asked to inform us about the vacancies and asked to take campus interviews to improve the placement scenario. Indrajeet Kanbarkar was assigned the placement head and was asked to coordinate everything.

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 Report

Sr. No.		Action Taken
1.	NAAC Accreditation	The criterion wise head finalized and inform them to prepare committees and start work.
2.	PG programs	It is decided to visit it Hyderabad and form committee to formulate syllabus and next year give application to university, list of books as per syllabus need to add in library
3.	Placement cell	Placement cell communicated with 80 companies through mail



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Date: 3/11/ 2019

Notice No. 3

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 18/11/2019 in principal cabin at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	Planning a study tour
4.	Organizing Annual Cultural Gathering
5.	College Exhibition Discussion
6.	Monitoring System
7.	Vote of Thanks





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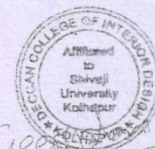
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14	Ar. MeghaShirke	Coordinator , IQAC	



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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- All of the members were welcomed by the principal. She also commended each member for their contributions to the success of the different activities that had been carried out up until that point. Reviewing the prior meeting's minutes served as the starting point for the ongoing conversation.

Agenda 2: Minutes of Previous Meeting

- Minutes of previous meeting held on 13.08.2019 were read. After discussions of various decisions taken and its implementations, it was approved and adopted.

Agenda 3: Organizing Study Tours

- Planning of a study tour was discussed. Deepak Lokare was assigned as the tour coordinator and asked to make the required bookings and appointments. The logistics of travel was discussed and the place of visit was also informed.

Agenda 4: Organizing Annual Cultural Gathering

- Following some deliberation, the committee agreed to host the annual gathering on January 20, 2020, subject to available reservations. Each professor was given a department to work in, and it was expected of every teacher to urge students to participate in this yearly activity.

Agenda 5: College Exhibition Discussion

- It was suggested that a design exhibition be created to showcase the students' work. The work that was to be exhibited must be finished by the class teacher. The exhibition committee is responsible for picking the event's topic, booking the venue, and overseeing all other logistical tasks. The event will be conducted in mid-March.

Agenda 6: Monitoring System

- The monitoring system was reviewed and each teacher was asked to give feedback of all the student's personal, emotional, and academic development in order to ensure that each receives individualized attention. Once every week, they should review the pupils that were allocated to them. Inform the parents if necessary, and arrange a meeting time at the university.

Agenda 7: Vote of Thanks

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



Action Taken Report

Sr. No.	Agenda	Action Taken
9.	Study tour	
10.	Annual gathering	As there was renovation of Deval Club and Ram Ganjesh Gadgari Hall, it was informed by the cultural committee that bookings for the same weren't available.
11.	Exhibition	The exhibition Hall of Shahu Smarak was booked for the available dates in February.
12.	Monitoring system	A meeting was organized by the student council where they students were anonymously asked to put their suggestions for their respective teacher in the suggestion box which was then reviewed by the principal and required changes were applied.



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Date: 3/04/ 2020

Notice No. 4

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 14/05/2020 on zoom platform at 11.00 am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	IQAC Report
4.	Online review meeting with each department regarding Teaching-Learning & Internal Evaluation Process
5.	Online Upgrading Program for Students and Faculties
6.	Webinar on online learning
7.	Online feedback summary
8.	Vote of Thanks





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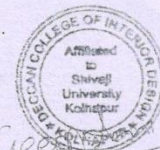
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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- All of the members were welcomed by the principal on online platform

Agenda 2: Minutes of Previous Meeting

- Minutes of previous meeting held on 18.11.2019 were read. After discussions of various decisions taken and its implementations, it was approved and adopted

Agenda 3: IQAC Report

- IQAC coordinator ar. Megha Shirke placed before the meeting to discuss and develop strategies to continue academic activities, amidst the COVID-19 pandemic which has adversely affected the traditional Classroom teaching. All the staff will work from home she also stated that as the college is planning to apply for NAAC accreditation hence, the IQAC meetings should be regularize. It was then decided that the criterion heads will be meeting via Gmeet on 15th of every month.

Agenda 4: Online review meeting with each department regarding Teaching-Learning & Internal Evaluation Process

- The principal mentioned that each faculty is taking online classes through zoom, Google meet and at the same time providing e-content prepared by them to the students through What Sapp. Due to sudden lockdown no one was prepared for online classes. Faculty members were asked to take extra classes to complete their syllabus. Principal also suggested NAAC criteria wise work should be reported on monthly basis.

Agenda 5: Online Upgrading Program for Students and Faculties

- The principal mentioned that exploring Google classroom, Google spreadsheets, YouTube, swayam and finding out how they can be used in teaching learning process. The principal advice to join online webinar and FDP Programme on NEP for upgrading oneself

Agenda 6: Webinar for online learning

- IQAC proposes to conduct webinar for online learning, orientation of next year students. This year as it is not possible to organize all programmes offline due to pandemic, so it was decided to organize online programmes by workshop, seminar committee for benefit of the students



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Agenda 7: Online feedback summary

- The feedback summary of online feedback was drawn. The IQAC coordinator had given remarks for the improvements in the curriculum. Chairman Er. Subhash Kulkarni sir requested to host the Feedback reports along with action taken reports on college website.

Agenda 8: Vote of Thanks

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



Action Taken Report

Sr. No.	Agenda	Action Taken
1.	Online Upgradation Program	Training session was conducted for the teaching staff for teaching using Zoom or Google Meet.
2.	Online Webinar	Many webinars were organized for the students by Industry experts and Alumni the record of which is on the website
3.	Online Feedback summary	Online feedback summary was taken and made using the Google forms. The brighter performers were appreciated in the online sessions while the weak performers were requested to attend extra classes and improve.