

**Smt. Kapila Khandvala College of Education
Santacruz (West)
2017-2018**

Minutes of the IQAC (Internal) Meeting held on 06.04.2018 at 1.45 pm.

Agenda of the meeting:

- Suggestions for Plan of Action for 2018-19

Members present:

- Dr. Vandana Maheshwari (Principal)
- Dr. Smita Gupta
- Dr. Gauri Hardikar
- Ms. Megha D'souza
- Mr. Sunil Rajpurkar
- Ms. Deepali Sarode
- Ms. Ruchi Mittal

Minutes of the meeting:

The meeting was a very focussed effort on charting out the POA for A.Y. 2018-2019. Faculty members presented their ideas based on each criterion. The following is a summary for the points under all the criteria:

Criteria	Presented by	Main suggestions
01 – Curricular Aspects	SG	<ul style="list-style-type: none">• New courses
02 – Teaching Learning & Evaluation	MD	Annexure
03 – Research, Consultancy & Extension	JI	<ul style="list-style-type: none">• Will be presented later
04 – Infrastructure & Learning Resources	GH	<ul style="list-style-type: none">• Augmenting the college infrastructure with sustainable practices• Developing hall 2• Washroom upgradation and cleaning• Plants – terrace garden• Youtube availability• Video conferencing facility• Increase the capacity of solar power generator• Library – make it air conditioned, upgrade the book storage in library, upgrade periodicals section

05 – Student Support & Progression	GH	<ul style="list-style-type: none"> • Strengthen counselling • Medical facilities • Organize skill courses • Time for sports and leisure activities • Upload relevant reference material on MOODLE • Arrange for visits for personal and professional development, Asiatic library • Ensure regular monitoring of suggestion box • Organize a health check up for students • Encourage students for TET • Alumni for mentoring
06 – Governance & Leadership	VM	<ul style="list-style-type: none"> • Office SOPs • Department SOPs to be revised • MIS • Strengthen Networking – with MJD school and college – areas can be described, but plagiarism alongwith Raheja • Appraisals • Benchmarking • Workshop on Kaizen • Encourage faculty for publications
07 – Innovative Practices	SR	<ul style="list-style-type: none"> • IEARN • Overarching theme – global perspectives. Theme for the year to be finalized

The meeting ended with Vote of thanks to the Chair