

## Minutes of the meeting

Following points were discussed:

- a) Reviewing the previous year's work and learning from experiences, principal instructed faculties need to be incorporate innovative practices like experimental learning, sharing of practical experience, Innovative tools like case studies, YouTube lecture, ICT tools & industrial experts to be invited for relevant subject. Also while planning activities for next academic year in respective committees and strictly follow the norms & plan proper advisory meeting & proper committee formation.
- b) Principal instructed teacher that they should plan the lectures and work allocated them with quality and systematic manner and effective time management should be drawn for the same. Also maintain daily dairy and submit separate monthly report of work performed & outcome achieved at the 5<sup>th</sup> of every month and strategies formed for overall self development.
- c) Principal said she has forwarded copy of funding agencies and proposal format on group and instructed every faculty will daily spend 2 hrs on research work and prepare proposal as per the prescribed format and approach to funding agencies for collaborative research. Principal also asked Mrs. Pooja to make Ph.D. proposal ready within a week so she will be recommended for Ph.D. And other faculties will daily perform on research work will maintain the record in a systematic manner in register.
- d) Principal provided the prescribed format of Student feedback as per NAAC where points regarding student's satisfaction level towards institution and teaching learning were covered. Principal highlighted the points like Teaching approach, internal evolution, expected evolution Follow up task assigned where teachers should focus & try to cover all this strategies and timely collect feedback from the students.

e) Allocation of Committee Work:

<b>Sr. No.</b>	<b>Name Of Committee</b>	<b>Faculty (Convener)</b>
1	NSS Unit	Fauzia Ansari & Yogesh Pawar
2	DLLE Programme	Aswad Shaikh
3	Admission Unit	Pooja Dodhia

4	Examination	Ranjeeta Singh
5	Discipline	Ranjeeta Singh
6	Nature Club	Fauzia Ansari
7	NAAC Unit	Yogesh Pawar
8	WDC	Fauzia Ansari
9	Grievances & redressal cell/Ragging Cell	Fauzia Ansari
10	Magazine & Website Development	Pooja Dodhia
11	Attendance Unit	Ranjeeta Singh
12	Library Unit	Sanjay Salwe
13	Student council & Alumni Association	Pooja Dodhia & Yogesh Pawar
14	Student Welfare	Ranjeeta Singh
15	Cultural	Pooja Dodhia & Yogesh Pawar
16	Sports	Fauzia Ansari
17	Course Marketing & Promotion	Aswad Shaikh
18	Placement Cell	Yogesh Pawar
19	Staff Council & Time Table	Pooja Dodhia
20	Research Club	Aswad Shaikh
21	Distance Courses	Ranjeeta Singh
22	Literary Club	Fauzia Ansari & Sanjay Salwe

f) Principal said as we have decided Research Theme for academic year 2018-19 for grooming the faculties more in research work and enrolment for Ph.D but which is not achieved any outcome up-to the marks and faculties not performed well. So by keeping same research theme along with generating revenue for college with self sustaining.

g) Principal said all faculties should focus aggressively on promotion & marketing of our courses in the month of May & June where responsibilities for courses are:

B.Com- Mrs. Pooja & Mrs. Fauzia

BAF – Mr. Yogesh

IGNOU & YCMOU- Mrs. Ranjeeta & Mr. Sanjay Salwe

NSDC, MSSDS, IPCC & CPT- Mr. Aswad

Also Mr. Aswad will focus on overall promotion of all courses

h) Principal asked Mrs. Pooja to do the follow-up with corporation for our MoU of Kamvari cleaning, Shelter Home, Health & Education and Meeting arrangement of 2<sup>nd</sup> May 2019  
The meeting was ended at 12.30 p.m.