

### **Minutes of the meeting held on 2.5.18**

A meeting was held at 10.00AM in the IQAC room on 1.5.2018. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also attending the meeting were Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. All members of IQAC were present for the meeting.

All members present for the meeting were welcomed by the chair.

The activities to be held in the academic session 2018-19 were discussed. Dr. Bhagade expressed that apart from the activities mentioned in the plan of action decided earlier by the IQAC, it was also necessary to review the other activities that were otherwise considered normal, and hence not given much attention.

The academic calendar of the College, which is given to every student, contains information vital to the day to day activity of the College. It was decided that the members of *Vidyarthi* and *Abhyas* Cells should plan and bring out the Calendar such that it covers the complete scope of activities all year round. It was further decided that the Calendar should be planned, printed and ready before the first day of the academic session, i.e. 15.6.2018.

Dr. Bhagade also suggested that although the staff of the College is governed by rules and regulations of the University Grants Commission, Government of Maharashtra as well as those of the R.T.M. Nagpur University, there should be a stated code of conduct of the College, in accordance with the expectations of the administration from the staff members. It was decided that the code of conduct should be framed, and displayed at the beginning of the academic session 2018-19.

Dr. Paradkar expressed that the students are becoming more and more technologically upgraded with increased ICT awareness. They are often given assignments and projects where they have to express their subject in their own words. She therefore said that the College should also be a stated policy against prevention of plagiarism. Principal Dr. K.T. Thomas instructed Dr. Paradkar to prepare such a stated code of conduct as soon as possible, and display the same prominently.

The Principal reviewed the preparation for drafting of the AQAR for the academic session 2017-18. Dr. Bhagade informed that attempts would be made to finalise the AQAR by the month of July 2018.

Dr. Mrs.P. Bhattacharya, IQAC Member, opined that although a ramp facility for Divyangjan was included in the action plan for 2018-19, it was also necessary to supplement the facility by procuring a wheel chair for movement within the college, if needed. Dr. K.T. Thomas, principal, assured that a wheel chair would soon be procured.

### **Action Taken Report on Previous Decisions:**

1. Dr. Thomas also informed the meeting that finishing work for the new Boys' toilet block would be completed before the commencement of the academic session.

2. Dr. Thomas also added that attempt would be made to construct separate toilets for ladies and gents on every floor, to reduce inconvenience of staff and students and that the management was consulting concerned experts about the construction. If possible, these toilets would also be ready before the beginning of the session.

The meeting ended with a vote of thanks by the IQAC Coordinator, Dr. Bhagade.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC Thomas KT
2. Dr. Advait Bhagade, IQAC Coordinator Bhagade
3. Dr. P.H. Zanwar, Chief Advisor Zanwar
4. Dr. V.P. Pradhan, Advisor Pradhan
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member B
6. Mrs. Soma Banerjee, Teacher Member AB
7. Dr. Mrs. Ashwini Paradkar, Teacher Member & Librarian APParadkar
8. Fr. Praveen D'Souza, Teacher Member PDSouza
9. Mr. Rojo John, Teacher Member Rojo
10. Mr. Biju A., Teacher Member Biju
11. Dr. Geeta Gupta, Stakeholder Member Geeta
12. Mr. Sachin M. Guralwar, Stakeholder Member Guralwar
13. Mrs. Jessy Benny, Administrative Staff Member Benny
14. Mr. J.S. Vivek Naidu, Administrative Staff Member Vivek

### Minutes of the meeting held on 27.7.18

A meeting was held at 1 PM in the Audio Visual Hall of the College on 27.7.2018. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also present for the meeting were Rev. Fr. Patrick Lemos, Secretary, SFS College, Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. Members of IQAC were also present for the meeting.

Dr. Advait Bhagade, IQAC Coordinator, welcomed all members present. He informed that the AQAR for the year 2017-18 had been finalised. The same was shown to all members, who unanimously expressed that the same was complete, and should be shown to all the staff members of the College. It was decided to show the AQAR on 30.7.2018 to the staff members.

Rev. Fr. Patrick Lemos appreciated the efforts put in by the IQAC in the timely completion of the AQAR. Dr Bhagade thanked all IQAC members for their cooperation in preparing the report.

#### Action Taken Report on previous decisions:

1. The boy students' toilet block was made functional at the beginning of the academic session, i.e. on 15.6.2018.
2. Toilets on the first, second and third floor were near completion, with plumbing, tiling and door work yet to be completed.
3. Academic Calendar for the session 2018-19 was prepared and was being distributed to all students.
4. The code of conduct statement for the College staff had been prepared and displayed at prominent places on 15.6.2018.
5. A wheel chair had been procured for Divyangjan for movement within the College. Also, it was told by Principal Dr. K.T. Thomas that one toilet out of two constructed on every floor would also have facility for Divyangjan.

The meeting ended with a vote of thanks by the IQAC Coordinator, Dr. Bhagade.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *SB*
7. Fr. Praveen D'Souza Teacher Member *Praveen D'Souza*
8. Mr. Rojo John, Teacher Member *Rij*
9. Mr. Biju A., Teacher Member *Biju*
10. Dr. Geeta Gupta, Stakeholder Member *Geeta*

11. Mr. Sachin M. Guralwar, Stakeholder Member



12. Mr. J.S. Vivek Naidu, Administrative Staff Member



### Minutes of the meeting held on 30.7.18

A meeting was held at 1 PM in the Audio Visual Hall of the College on 30.7.2018. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also present for the meeting were Dr. Advait Bhagade, Coordinator of IQAC, advisors and members of IQAC, as well as all members of the teaching staff of the College. The meeting was conducted as per decision taken in the IQAC meeting dated 27.7.2018.

Dr. K.T. Thomas welcomed all staff members and informed them that the AQAR for the year 2017-18 was ready for submission to the NAAC. He emphasized that the report had been prepared by IQAC only with the collective effort and cooperation of the complete staff. He requested Dr. Advait Bhagade, IQAC Coordinator, to present the report to the staff council.

Dr. Bhagade presented the report to all staff members, who unanimously agreed upon it. Dr. Bhagade thanked all staff members, and declared that the report would be printed and submitted to the NAAC at the earliest possible date within a week.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *B*
7. Dr. Mrs. Ashwini Paradkar, Teacher Member & Librarian *AParadkar*
8. Fr. Praveen D'Souza, Teacher Member *Praveen D'Souza*
9. Mr. Rojo John, Teacher Member *Rojo*
10. Mr. Biju A., Teacher Member *Biju*
11. Dr. Geeta Gupta, Stakeholder Member *Geeta*
12. Mr. Sachin M. Guralwar, Stakeholder Member *Guralwar*
13. Mrs. Jessy Benny, Administrative Staff Member *Benny*
14. Mr. J.S. Vivek Naidu, Administrative Staff Member *Vivek*

### **Minutes of the meeting held on 7.9.2018**

A meeting of the IQAC was held on 7.9.2018 at 11.00 AM in the IQAC Room. The meeting was chaired by IQAC Coordinator Dr. Advait Bhagade.

At the outset, Dr. Bhagade welcomed all members once again thanked them for their cooperation in the timely submission of the AQAR 2017-18, and discussed some reasons for delay in receipt of information. He expressed hope that AQARs of upcoming years would also be submitted with efficiency.

Dr. Bhagade proposed that a workshop on MOODLE should be organised for staff members for promotion of ICT and requested all members present to contact known resource persons.

Mr. Rojo John proposed that a workshop or conference should be held on Intellectual Property Rights. It was felt that this kind of program should be on an intercollegiate level, and should be done jointly with the University. Dr. Paradkar took up the responsibility of exploring the possibility, and contacting concerned experts in the University.











Dr. Bhagade proposed that for quicker receipt of information from various stakeholders, the members of IQAC, especially the Criterion Coordinators, should take responsibility of gathering information from a few departments and cells each, by acting as liaisons of the IQAC for this purpose. Through discussion and mutual consent, the proposed work was distributed as under:

1. Fr. Praveen D'Souza: Departments of Philosophy, Political Science and Sociology, Antarang and Kreedha cells.
2. Mrs. Soma Banerjee: Department of English, College Office and Srujan, Vidyarthi and Abhyas Cells.
3. Dr. Ashwini Paradkar: Library, Department of Botany, and Jigyasa Cell.
4. Mr. Biju A.: Departments of Computer Science, Electronics and Physics, and Daksh and NCC cells.
5. Mr. Rojo John: Departments of Chemistry, Hindi and Physical Education, and Seva and Disha Cells.
6. Dr. Purabi Bhattacharya: Departments of History, Economics and Marathi, and Shakti and Prakriti Cells.
7. Dr. Advait Bhagade: Departments of Zoology, Biochemistry and Biotechnology, Maitri, Udaan and Anushasan Cells.
8. Dr. K.T. Thomas: Department of Mathematics and Shikhar Cell.

### **Action Taken Report on decisions taken in previous meetings:**

1. Two toilet blocks on the first second and third floor of the College, one each for men and women, were completed and made operational from 1.9.2018.
- 2.

Dr. Bhagade ended the meeting with a formal vote of thanks.

Dr. Advait Bhagade, Coordinator, IQAC   
Dr. Prakash Zanwar Chief Advisor, IQAC   
Dr. Mrs. V.P. Pradhan Advisor, IQAC   
Rev. Fr. Praveen D'Souza, Member, IQAC   
Mrs. Soma Banerjee, Member, IQAC   
Dr. Ashwini Paradkar, Member, IQAC   
Mr. Biju A., Member, IQAC   
Mr. Rojo John, Member, IQAC   
Dr. Purabi Bhattacharya, Member, IQAC  
Dr. Geeta Gupta, Member, IQAC   
Mr. Sachin Guralwar, Member, IQAC 

#### **Minutes of the Meeting held on 4.10.2018.**

A meeting was held at 11.00 AM on 4.10.2018 in the Principal's Office. The meeting was held to review the work done by the IQAC in the direction of preparation of the AQAR 2018-19, as well as preparation of the SSR. All teaching staff members of the IQAC were present for the meeting, chaired by Principal K.T. Thomas, Chairman of the IQAC.

The Principal exhorted all the members about the collective responsibility of the members in the preparation of the AQAR/SSR as well as other quality related NAAC and IQAC work. He asked them to devote more time and increase the pace of their work in preparing the AQAR and SSR.

The members deliberated upon the quality initiatives to be conducted during the session 2018-19. Dr. Advait Bhagade, IQAC Coordinator, suggested that Dr. P.G. Puranik, External Expert, IQAC, should be invited for a talk with the staff members regarding preparation of AQARs and getting ready for the next NAAC accreditation.

Dr. Zanwar suggested that activities of national importance which highlight the contribution of great leaders such as Mahatma Gandhi, Sardar Patel and others, should be conducted as short programs in the College.

Dr. Mrs Pradhan suggested that other activities should also be conducted so as to give the students a real time exposure outside of academics. She also suggested that Antarang Cell should be given responsibility for conduct of a National Seminar under CDRESS so that it can be developed into an institutionalised best practice.

It was suggested by Dr. Bhagade that some extension activity also be conducted by the College as a social responsibility. Fr. Praveen D'Souza was requested to explore various activities that could be conducted by the College.

Principal Dr. K.T. Thomas suggested that Faculty development program for Teaching and non teaching staff should be held in November or December 2018 since students would be busy with examinations and many staff members would be free.

#### **Action Taken Report on decisions taken in previous meetings**

1. Dr. A.P. Paradkar reported that a Workshop on Intellectual Property Rights would be held in association with the Department of Library Science, RTM Nagpur University, as was decided in the meeting held on 7.9.18. The date was however, yet to be finalised.
2. Application was made to University and Government for sanction of new courses viz. M.Sc. Mathematics, and M.Sc. Physics, on 3.10.18, as per decided in the action plan for 2018-19.
3. A workshop on MOODLE was planned to be held at any date convenient to the resource person in December 2018.

Dr. K.T. Thomas called an end to the meeting with a formal vote of thanks.

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Prakash Zanwar Chief Advisor, IQAC

Zanwar

Dr. Mrs. V.P. Pradhan Advisor, IQAC

Pradhan

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen D'Souza

Mrs. Soma Banerjee, Member, IQAC

Soma

Dr. Ashwini Paradkar, Member, IQAC

AP Paradkar

Mr. Biju A., Member, IQAC

Biju A.

Mr. Rojo John, Member, IQAC

Dr. Purabi Bhattacharya, Member, IQAC

PB

Mr. Sachin Guralwar, Member, IQAC

Sachin Guralwar

### Minutes of the meeting held on 12.1.19

A meeting was held at 11.30 AM in the IQAC Room. The meeting was chaired by Dr. Advait Bhagade, IQAC Coordinator, with members of IQAC and other teaching staff present for the meeting. The IQAC Coordinator called the meeting to order.

Dr. Bhagade reported with profound regret that Dr. P.G. Puranik, External expert of the IQAC had passed away. The meeting held a condolence with 2 minutes' silence to pray for the departed soul.

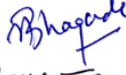






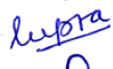

No other issues were discussed in the meeting.

### Action Taken Report on decisions taken in previous meetings:

1. Faculty Development program for teaching staff was held from 27.11.18 to 6.12. 18, as decided in the meeting held on 4.10.18.
2. Development programme for non teaching staff was held from 10.12.18 to 15.12. 18, as decided in the meeting held on 4.10.18.
3. Workshop on Intellectual Property Rights was held on 30.11.2018, as per decided in earlier meeting dated 4.10.2018.
4. An extension activity was carried out for underprivileged children from nearby areas in the Form of Bal Mela on 9.12.18, as decided in the earlier meeting held on 4.10.18. Fr. Praveen D'Souza organised and conducted the programme along with other staff members and student volunteers.
5. A workshop on MOODLE was held on 15.12.2018 as decided in the earlier meeting held on 7.9.18.

Dr. Advait Bhagade thanked all those present for the meeting.

### Following members were present for the Meeting:

Dr. Advait Bhagade, Coordinator, IQAC   
Rev. Fr. Praveen D'Souza, Member   
Mrs. Soma Banerjee, Member   
Dr. Ashwini Paradkar, Member   
Mr. Biju A., Member   
Mr. Rojo John, Member   
Dr. Purabi Bhattacharya, Member   
Dr. Geeta Gupta, member   
Mr. Sachin M. Guralwar, member 

### Minutes of the meeting held on 1.3.2019

A meeting was held at 10.00AM in the AV Hall of the College on 1.3.2019. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also attending the meeting were Rev. Fr. Patrick Lemos, Secretary, SFS College, Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. All members of IQAC were present for the meeting.

Dr. Bhagade informed that revised formats for collecting information would be mailed to individual faculty members, Heads of Departments, Coordinators of Various Cells, and to the College Office, and information would be solicited till the end of March, so that the AQAR could be prepared in an expeditious manner.

The revised formats were shown to all members.

Action Taken on decisions made in previous meetings:

Formats were revised for collection of information as discussed earlier in the meeting held on 7.9.18.

The meeting ended with a vote of thanks by Dr. Bhagade.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *Am*
7. Dr. Mrs. Ashwini Paradkar, Teacher Member & Librarian *Appanadkar*
8. Fr. Praveen D'Souza, Teacher Member *Praveen*
9. Mr. Rojo John, Teacher Member *Rojo*
10. Mr. Biju A., Teacher Member *Biju*
11. Dr. Geeta Gupta, Stakeholder Member *Gupta*
12. Mr. Sachin M. Guralwar, Stakeholder Member *Guralwar*
13. Mrs. Jessy Benny, Administrative Staff Member *Benny*
14. Mr. J.S. Vivek Naidu, Administrative Staff Member *Naidu*

### **Minutes of the meeting held on 24.4.19.**

A meeting was held at 10.00AM in the IQAC room on 24.4.2019. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also attending the meeting were Rev. Fr. Patrick Lemos, Secretary, SFS College, Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. All members of IQAC were present for the meeting.

All members present for the meeting were welcomed by the chair.


The IQAC Coordinator, Dr. Advait Bhagade briefed all present about the preparations for making the AQAR 2018-19. He explained that the proformas for gathering information required had already been sent earlier in March, and information was expected latest by March 31, 2019. However, complete information had not been received to date. Dr. Bhagade requested the Principal to direct staff members for early action.

It was discussed that the accounts related information of the College could be finalized only after the audit for the year was completed. The audit, the Principal informed, was due to be held in June 2018. He exhorted all members to work in a collective manner for preparation of the AQAR as well as the SSR for the forthcoming NAAC Accreditation.


It was discussed whether hard copies of proformas should be collected from all. It was decided that soft copies should be collected first, and hard copies may be asked for as required later. Rev. Fr. Patrick Lemos exhorted all members to increase interpersonal interaction so as to get information in a timely manner.

Dr. Bhagade requested all IQAC Members to fulfil their role as liason and obtain information in a speedy manner.

The meeting ended with a formal vote of thanks by Dr. Bhagade.

Rev. Fr. Patrick Lemos, Secretary, S.F.S. College 

Dr. K.T. Thomas, Principal, Chairman, IQAC 


Dr. Advait Bhagade, Coordinator, IQAC 

Dr. Prakash Zanwar Chief Advisor, IQAC 


Dr. Mrs. V.P. Pradhan Advisor, IQAC 


Rev. Fr. Praveen D'Souza, Member, IQAC 


Mrs. Soma Banerjee, Member, IQAC 

Dr. Mrs. Ashwini Paradkar, member, IQAC 

Mr. Biju A., Member, IQAC 

Mr. Rojo John, Member, IQAC 

Dr. Purabi Bhattacharya, Member, IQAC 

Dr. Geeta Gupta, Member, IQAC 

Mr. Sachin Guralwar, Member, IQAC 