अंतर्गत गुणवत्ता हमी कक्ष
दिनांक 13/08/2019

सादर,

सोबत दिनांक 29 जुलै, 2019 रोजीच्या I.Q.A.C. समितीचा कार्यवृत्तांत अवलोकनार्थ ठेवला आहे.

दिनांक 29 जुलै, 2019 रोजी Internal Quality Assurance Cell (I.Q.A.C.) Committee बैठकीचे आयोजन ठिक 03.00 वाजता विद्यापीठ कार्यालयामध्ये आयोजित करण्यात आली होती. सदर बैठकीमध्ये झालेल्या चर्चेच्या अनुषंगाने बैठकीचा कार्यवृत्तांत तयार केला असून कार्यवृत्तांत सोबत अवलोकनार्थ ठेवला आहे. त्यास मान्यता असावी. मान्य झालेस त्यावर स्वाक्षरी व्हावी.

मान्यतेसाठी सादर.

D.Jchavan

कृपया अं. मान्यतेस व
स्वाक्षरीसाठी सादर.
अधीक्षक 3/8/19

on leave
उपकुलसचिव

संचालक
आय.क्यु.ए.सी.

प्र—कुलगुरू 14/8

मा. कुलगुरू

SHIVAJI UNIVERSITY, KOLHAPUR.
Internal Quality Assurance Cell (IQAC)
MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) Committee was held on Monday, 29thJully, 2019at 03.00 p.m. in the University office to discuss the agenda.

Following members were present.

1.	Prof. (Dr) Devanand B. Shinde , Hon'ble Vice-Chancellor	**Chairman**
2.	Prof. (Dr.) D. T. Shirke, Hon'ble Pro-Vice-Chancellor	**Member**
3.	Dr. Smt. N. B. Khot	Member
4.	Smt. S. S. Kharade	Member
5.	Shri. G. S. Kulkarni	Member
6.	Prof. (Dr.) A. M. Gurav	Member
7.	Prof. (Dr.) P. D. Raut	Member
8.	Prof. (Smt) (Dr). B. T. Patil	Member
9.	Prof. (Dr.) M. S. Deshmukh	Member
10.	Dr. S. P. Hangirgekar	Member
11.	Smt. Pallavi Ashish Korgaonkar	Member
12.	Dr. Ajit R. Thete	Invitee
13.	Prof.(Dr.) R. K. Kamat, Director, IQAC	Member –Secretary

Prof. (Dr.) R. K. Kamat, Director, IQAC welcomed all the Members of the IQAC.

Following business was transacted.

Item No. 1 :   **Confirmation of the minutes of the last meeting held on 27 March , 2019.**

RESOLVED that the minutes of the IQAC meeting held on 27th March, 2019 were read and confirmed.

Item No. 2 :   Regarding department NAAC Co-ordinator qualifying the ISO Auditor.

ISO 9001 family of standards is related to quality management systems and designed to help organizations meet and exceed their customer's requirements for quality products. This is the essence of quality goals and objectives of Shivaji University, Kolhapur.

The process of ISO certification of ShivajiUniversity was started few months back by the IQAC. An internal auditor per department was identified for the said purpose. The training and evaluation for the ISO auditor was conducted in the month of May 2019.

Professor Kamat shared with the IQAC that 56number of internal auditors were trained, out of which 37 cleared the evaluation. IQAC noted the achievement and placed on record appreciation as this is an indication of workforce professionalism that made this accomplishment possible.

Item No. 3 .   The follow-up action regarding ISO 9001-2015 certification Audit.

ISO 9001:2015 is a widely used standard for quality certification and also one of the most stringent. This standard ensures that every aspect of functioning of the organization is well-run and continually improving, including key processes, management roles and responsibilities, documentation, customer satisfaction, employee training, vendor performance and internal audits.

IQAC of Shivaji University has already initiated this process. The last step in obtaining certification is the Certification Audit, which usually happens in two stages: Stage 1 and 2. Stage 1, the preliminary audit, is used to gain knowledge of ainstitute's policies, objectives, risks, and processes.

Common activities performed during a Stage 1 Audit are:

- Documentation review. The auditor reviews institute's documentation to establish whether it is in line with the requirements of the standard.
- Location evaluation. The auditor will review the institute location to ensure that resources are properly allocated for the Stage 2 audit.
- Employee interviews. The auditor will interview employees to evaluate the effectiveness of and assess conformity to documented Procedures and Work Instructions, and ensure that they understand the standard requirements. The auditor

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will also use these interviews to determine the preparedness of the company for the Stage 2 audit.

- **Audit planning.** The auditor will provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the company's management system and operations. The auditor will also determine what resources are needed and confirm the date of the Stage 2 audit.

- **Continuous improvement.** The auditor will point out any areas of nonconformity and potential improvements of the management system. By including it in their audit report, the company has an opportunity to rectify the identified deficiencies prior to the Stage 2 audit.

It was resolved that the stage 1 audit will be conducted on August 14, 2019 while stage 2 audit will be planned during August 29-30, 2019. The detailed report regarding the audit compliance will be presented in the forthcoming meeting of the IQAC. It was also resolved that the following core committee will coordinate the ISO audit:

1. Prof. R.K. Kamat, Director IQAC
2. Dr. V.J. Dhere, Management Representative
3. Prof. M.S. Deshmukh, Faculty Representative
4. Dr. N.C. Mali, Faculty Representative
5. Dr. D.R. Ingavale, Faculty Representative
6. Dr. S.M. Maskhe, Faculty Representative
7. Dr. T.D. Dongale, Faculty Representative
8. Dr. P.B. Jakhale, Administrative Representative
9. Mr. T.K. Kunde, Administrative Representative
10. Mr. M.J. Patil, Administrative Representative

Item No. 4 : Regarding Course file and Compliance of quantitative data.

IQAC has initiated the process of course files for quite a some time. Ideal course file contents were shared with the members:

1. All Course File contents must have a date and author.
2. Lecture hours, lab hours, credit hours, and office hours.
3. Detailed week-by-week plan for the entire semester that shows:

   a. Topics to be covered each week

   b. Schedule of assessments (homework, midterms, projects, quizzes, and/or final exam)

4. List of textbooks used, and for each textbook indicate whether it is:

   a. Required

   b. Recommended (would be useful to student)

   c. Reference books

5. Details of teaching resources on MOODLE (notes, handouts, drawings, slides, etc.)

6. Print of all assessment materials (exams, quizzes, homework, etc.)

7. For each assessment:

    a. Sample of best student answer (photocopy, or printed scan)

    b. Sample of average student answer (photocopy, or printed scan)

    c. Sample of worst student answer (photocopy, or printed scan)

    d. Full record of all results for all assessments (print from Excel or similar)

10. All Course File contents must have a date and author.

It was resolved that:

- The faculty members will be given freedom for modifying the course files so as to suit their subject requirements.
- The said course files will be assessed during AAA.
- From the academic year 2019-20, zip versions of the files will be sent to IQAC by the concerned faculty member.

Item No. 5 : AAA and role of department NAAC co-ordinator therein.

IQAC has nominated NAAC Coordinator per department. The role of the Department NAAC Coordinators is as follows:

- bearing the delegated responsibilities of Director, IQAC.
- coordinating the dissemination of information on various quality parameters of higher education for NAAC/NIRF/QS/THE processes.
- coordinating the documentation of the various programmes / activities leading to quality improvement
- steering the quality-related activities of the institution
- coordinating with IQAC in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- synchronizing the timely and efficient execution of the decisions of IQAC committee.

In view of the above, it was resoled that the process of the AAA per department will be steered by the Department NAAC Coordinator.

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Item No. 6 :   Initiatives regarding slow/advanced learners.

Prof. (Mrs.) BharatiPatil shared the details of the Psychometric tests designed for categorizing the slow/advanced learners. She presented the details of the psychometric tests for measuringstudents' mental capabilities and behavioural style. IQAC noted the usefulness of the test to identify the hidden aspects of the students that are difficult to extract from a face-to-face interaction.

Item No. 7 :   Employability skills Assessment for advanced learners.

Teaching of learners with diverse needs can be a challenge in an academic environment. Inclusive education policy requires academic system to be able to cater for diversity of the students.

IQAC proposed to implement 'Employability Skills Assessment' for the advanced learners. Employability skills are sometimes called soft skills, foundational skills, work-readiness skills, or job-readiness skills allows the students to:

- communicate with coworkers
- solve problems
- understand their role within the team
- make responsible choices, and
- take charge of their own career

The said assessment will be carried out through the coordination with Brain berg Knowledge Services LLP which is working with NITI Aayog. IQAC coordinated a pilot survey regarding the same for the Department of Education of our University. The sample reports were shared with the members.

It was resolved to conduct the Employability Skills Assessment for advanced learners in coordination with the Brain berg Knowledge Services LLP

Item No. 8 :   Proposal of Kaushalya Finishing School for soft skill development programme received from Kaushalya Finishing School, Kolhapur.

One of the IQAC members, Mrs. PallaviKorgaonkar presented the proposal for extending the services of Kaushalya Finishing School for improving the **interpersonal skills, collaboration and teamwork, logic**

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skills, critical thinking and decision making and communication skills listening and speaking for the students of the Shivaji University, Kolhapur under the corporate social responsibility of the Koragaonkar trust. It was resolved that Prof. (Dr.) A.M. Gurav will thoroughly study the proposal and present his findings in the forthcoming IQAC meeting.

Item No. 9 : Two Best Practices for the AQAR 2018-19.

It was resolved that, the following best practices be submitted to NAAC for the AQAR 2018-19.

i. Campus as "Ozone park" to be drafted by Prof. Dr. P.D. Raut I/cDean, Faculty of Interdisciplinary Studies.
ii. Inclusive policy for persons with "Disabilities" to be drafted by Dr.Smt. N. B. Khot Director, Barr.BalasahebKhardekar Knowledge Resorce Centre.

Item 10: Civil work and related things.

Dr. GirishKulkarni presented the updated manual for Civil Work. The same was noted by the IQAC with appreciation.

Any other Item with permission of Chair

Item 11: MOODLE training program

IQAC noted the details of the MOODLE training program for all the departments under the mentorship of Dr. K.S. Oza.

Item 12: Mentoring NAAC related to initiatives to affiliated Colleges

IQAC noted the details of the plan for mentoring the affiliated colleges by the 'A' grade and/or autonomous colleges under the guidance of Prof. (Dr.) D.T. Shirke, Hon'ble Pro-Vice-Chancellor of Shivaji University, Kolhapur.
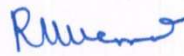
Item 13: Management Review of ISO

Dr. Ajit Thete presented the management review of the ISO. The review of the quality management system, was presented to ensure its continuing suitability, adequacy, effectiveness, and alignment with the strategic direction of the Shivaji University, Kolhapur. The following key points were was identified
• Key Processes (those processes to be included in the QMS)

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- **Quality Objectives for the processes**
- **Monitoring and measuring QMS processes**

The meeting was concluded with the vote of thanks to the Chair.

Director, IQAC
Member Secretary

Hon'ble Vice-Chancellor
Chairman

Minutes were read & confirmed

Chairman.

Shivaji University, Kolhapur
Internal Quality Assurance Cell (IQAC)
Action Taken Report

Date of IQAC Meeting: July 29, 2019

Sr. No.	Agenda item	Resolution	Action Taken
1.	NAAC Criterion wise Presentation	IQAC Noted that 56 Department NAAC coordinatorswere trained for ISO of internal auditing, out of which 37 were qualified as ISO Internal Auditor	-
2.	Updates on Students Satisfaction Survey	IQAC noted the findings	---
3.	Follow-up action regarding ISO 9001-2015 certification Audit	Core committee to be formed for ISO stage 1 and stage 2 audits.	Following Committee formed: (i) Prof. R.K. Kamat, Director IQAC (ii) Dr. V.J. Dhere, Management Representative (iii) Prof. M.S. Deshmukh, Faculty Representative (iv) Dr. N.C. Mali, Faculty Representative (v) Dr. D.R. Ingavale, Faculty Representative (vi) Dr. S.M. Maskhe, Faculty Representative (vii) Dr. T.D. Dongale, Faculty Representative (viii) Dr. P.B. Jakhale, Administrative Representative (ix) Mr. T.K. Kundle, Administrative

			Representative (x) Mr. M.J. Patil, Administrative Representative The committee has conducted the review of the work w.r.t. ISO
4.	Regarding Course file	• Faculty members to design General skeleton of Course Files to be revised by the faculty members to tailor to their subject requirements. • Assessing The course files during AAA. • Zip versions of the course to be stored by IQAC from the academic year 2019-20	Faculty members communicated to keep the course files ready during AAA and the same has been compiled by the department/faculty members.
5.	Role of Department NAAC Coordinator during AAA	AAA per department will be steered by the Department NAAC Coordinator	Communicated to the concerned Department NAAC Coordinator.
6.	Initiatives regarding slow/advanced learners	IQAC noted the usefulness of the psychometric test to identify the hidden aspects of the students that are difficult to extract from a face-to-face interaction.	The NAAC office has identified the tools and organization for the conduct of test.
7.	Employability skills Assessment for advanced learners	To conduct the Employability Skills Assessment for advanced learners in coordination with the Brain berg Knowledge Services LLP which is working with the NitiAyaog	Letter of engagement was issued to Brain berg Knowledge Services LLP to conduct the employability skills assessment for advanced learners and the said organization has conducted the assessment.
8.	Kaushalya Finishing School for soft skill development	Prof. (Dr.) A.M. GuravDean, Commerce; Management to study	Prof. Gurav was communicated to present his findings.

	programme	the proposal and present his findings in the forthcoming IQAC meeting	
9.	Two Best Practices for the AQAR 2018-19	Best Practices identified: Campus as "Ozone park" and Inclusive policy for persons with "Disabilities"	Prof. Dr. P.D. Raut, Dean, Faculty of Interdisciplinary Studies and Dr.Smt. N. B. Khot Director, Barr.BalasahebKhardekar Knowledge Resorce Centre were communicated to draft . Campus as Ozone Park and Inclusive policy for persons with "Disabilities" respectively.
10.	Civil work and related things	IQAC noted the updated manual for Civil Work presented by Dr.Girish Kulkarni	---
11.	MOODLE training program	IQAC noted details of the MOODLE training program	