

Rayat Shikshan Sanstha's  
**Veer Wajekar A.S.C. College, Phunde (Uran)**

**Internal Quality Assurance Cell**

Date: 05<sup>th</sup> September 2017

**Proceeding of Meeting with Teaching Staff**

For the meeting of IQAC with Teaching Staff on 5<sup>th</sup> September 2017, Chairman of IQAC Hon. Prin. Dr. G. T. Sangale, Convener of Criterion II, Dr. S. G. Jagadhani, IQAC Coordinator, Dr. Rahul B. Patil and 22 teachers were remain present.

The meeting conducted for discussing following issues with respect to documentation of Criteria II. Teachers were guided on various issues detailed below:

**1. Roll Call:**

- Maintain all Roll Calls year wise (F.Y./S.Y./T.Y.).

**2. Teaching Plan:**

- Keep teaching plan ready faculty wise.

**3. Lecture Note:**

- Update Lecture notes and also mention use of teaching aids, ICT, Group discussion, Interactive session, etc.

**4. Bridge & Orientation Programme:**

- Prepare a report of one week programme including preferably following points:
  - About Rayat Shikshan Sanstha, Satara.
  - About Veer Wajekar College, Phunde.
  - Importance of Higher Education.
  - Bridging the knowledge gap of the respective subject (3 lectures).
  - University Examination Pattern.

- About Soft Skill Development Courses.
- About Add On Courses.
- Co-curricular/Sports/Cultural Activities.
- Discipline in the Campus.

### **5. Short Test (Sample Question & Answer Papers) for Identifying Slow and Advanced Learners:**

- Conduct a Surprise Test/Unit Test/Online Test and Identify Slow and Advance Learners.

### **6. Planning of Slow and Advanced Learners:**

- Organize extra lectures for both and show it in Time Table.
- Keep attendance record of Slow and Advance Learners.
- Also mention topic taught them.

### **7. Planning of Remedial Teaching:**

- Organize extra lectures for Last Year Students (T.Y.) and show it in Time Table.
- Keep attendance record.
- Also mention topic taught them.

### **8. Use of Teaching Methodologies:**

- Keep the Record in the Department
  - i. Use of ICT
  - ii. Experiential learning.
  - iii. Participative learning.
  - iv. Problem Solving Methodology.
  - v. Quiz Competition.
  - vi. Group Discussion.
  - vii. Field visit (previous year).
  - viii. Student Seminar (Previous year).
  - ix. Poster Presentation (Previous year).
  - x. Student Project (Previous year).

**9. Short Term Courses run by Department (Previous year Documents):**

- Prepare the file for Short Term or Add On course conducted by the Department. Following points to be included in the documents-
  - a. Name of the Short Term Course/Add On Course
  - b. Objectives of the Course
  - c. Syllabus of the course
  - d. No. of students enrolled
  - e. Level of the Course: Certificate/Diploma/Advance Diploma
  - f. Attendance Record
  - g. Question Paper (Sample) of the Examination
  - h. Mark sheet or Result

**10. List of E-resources available in the Department:**

- Maintain register showing E-resources like e-books, Research articles, Videos, Animations, Power point presentations, etc.

**11. Reforms in Continuous Internal Evaluation at Department level:**

- Prepare a Report of various Reforms in Evaluation undertaken by the department with supporting documents.

**12. Pass percentage of Final year student:**

- A report of Pass percentage of Final year students.

**13. Prepare database of current year student: Prepare following Database for students of 2017-18.**

Name of student	Class	Gender	Identiy card No./Aadhar No.	Mobile No.	e-mail ID	Degree/Programme offered

**14. Programme outcome, Programme specific outcome and Course outcome:**

- Prepare write up of Programme Outcome, Programme specific outcome and Course outcome to be displayed in the Department.

**15. Specific Innovation & Creation in Teaching, Learning & Evaluation Process:**

- Prepare a report on Specific Innovation & Creation in Teaching, Learning & Evaluation Process.

Assessment of each department will be undertaken w.r.t. above mentioned points in the 3<sup>rd</sup> week of September.



Coordinator

Principal

IQAC

Veer Wajekar ASC College, Phunde