

**Minutes of the Meeting held on 22/06/2019**

Dr. Shuchismita Mishra, Coordinator IQAC requested Dr. K.P. Kariya, Principal & Chairperson IQAC, to preside over the meeting. Dr. K.P. Kariya took the chair. All the Internal members were present in the meeting.

**Agenda 1:**

**Review of Peer Team recommendations and observations**

IQAC Coordinator presented Peer Team recommendations and observations report. The Principal requested all members to read the committee recommendations and observations and critically analyze the areas of improvement. The Principal stressed that Gap analysis must be carried thoroughly so that college can prepare well in advance for next cycle of assessment. IQAC coordinator distributed the copies of report to all the members.

**Agenda 2:**

**Academic Calendar 2019-2020**

The Principal requested the Coordinator, IQAC in coordination with academic planning committee to prepare the Academic Calendar 2019-2020 and upload the same on the college website after its due approval.

**Agenda 3:**

**Celebration of Golden Jubilee Celebration**

On completion of 50 years of college, the Principal suggested that this year to be celebrated as Golden Jubilee and instructed the IQAC coordinator to devise a detail plan of activities inclusive of academic, cultural and sports activities. Different committees were formed to chalk out plan for academic, cultural and sports activities. It was decided that each committee will submit details of activities to be carried out along with time frame.

**Agenda 4:**

**Formation of various functional committees of College**

The Principal in consultation of IQAC coordinator will constitute the functional committees and nominate suitable teachers.

**Agenda 5:**

**Strengthening of Feedback system**

The Principal opined that Feedback mechanism to be revised and process for its analysis should be initiated.

**Agenda 6:**

**Documentation**

The IQAC members felt that the documents related to NAAC preparation are not easily accessible so suitable faculty may be indentified who can track the documents. To mitigate the issue a committee headed by Dr Sheela Khedekar is constituted.

The meeting ended with thanks to the chair and members.

**Dr. S. R. Mishra**

IQAC COORDINATOR

**Dr. K. P. Kariya**

PRINCIPAL

**Minutes of the Meeting held on 25/11/2019**

Dr. Shuchismita Mishra, Coordinator IQAC requested Dr. K.P. Kariya, Principal & Chairperson IQAC, to preside over the meeting. Dr. K.P. Kariya took the chair. All the Internal members were present in the meeting.

**Agenda -1**

**Approval of previous minutes of meeting**

The minutes of the previous meeting were presented by IQAC Coordinator and the members confirmed the same.

**Agenda -2**

**Review of action taken and status of implementation of the decision taken in the meeting held on 22/06/2019.**

S.N	Proposed action	Action Taken
1	Study of Peer review report and gap identification	Respective convenors informed that they have thoroughly gone through the report belong to their criterion and have identified the strength as well as improvement area.
2	Academic Calendar 2019-2020	Academic Calendar 2019-2020 prepared.
3	Golden Jubilee Celebration Chalk out plan for academic, cultural and sports activities	A list of activities to be initiated along with the time frame was discussed and approved
4	Formation of various functional committees of College	Various committees were formed and informed.
5	Strengthening of Feedback system	Process of feedback analysis is being implemented
6	Documentation	Dr Sheela Khedekar along with committee members took the responsibility collection, indexing and distribution of documents.

### **Agenda -3**

#### **National Institutional Ranking Framework**

The Principal opined that college should initiate the process of registration with National Institutional Ranking Framework. In this regard the IQAC members expressed that a committee may be formed to study the requirements for registration. Principal nominated Mr. N.H. Gaikwad & Mrs. M.M. Rajdeo and asked them to go through the process.

### **Agenda -4**

#### **Infrastructure**

IQAC members pointed out that with increase in number of enrollment adequate number of classrooms are not available. Principal informed that more class rooms will be available as soon as the new building is ready. Mrs. M.M. Rajdeo was assigned the responsibility for follow up action.

### **Agenda 5**

#### **Learning Centric Activities**

Principal emphasized that college must develop modules for Learning Centric Activities and opined to ask plan from all HODs.

The meeting ended with thanks to the chair and member.

**Dr. S. R. Mishra**  
IQAC COORDINATOR

**Dr. K. P. Kariya**  
PRINCIPAL

**Minutes of the Meeting held on 12/03/2020**

Dr. Shuchismita Mishra, coordinator IQAC requested Dr. K.P. Kariya, Principal & Chairperson IQAC, to preside over the meeting. Dr. K.P. Kariya took the chair. All the Internal members were present in the meeting.

**Agenda -1**

**Approval of previous minutes of meeting**

The minutes of the previous meeting were presented by IQAC Coordinator and the members have confirmed the same

**Agenda -2**

**Review of action taken and status of implementation of the decision taken in the meeting held on 25/11/ 2019.**

	Proposed action	Action Taken
1	National Institutional Ranking Framework	Mr N.H.Gaikward & Mrs. M.M. Rajdeo have collected requisite information.
2	Infrastructure Additional Class Rooms	Mrs. M.M. Rajdeo informed that construction work in progress and very soon additional class room will be available.
3	Learning Centric Activities All HODs to submit a plan.	As per the plan submitted by HODs and several committees - Various academic & cultural activities like debate, quiz competition, Power Point Presentation competition, cultural programmes and sport activities were held.

**Agenda 3:**

**Review of Preparation of AQAR for year 2019 -20**

Principal took information of the preparation of activities and records under each criterion separately. Principal instructed the IQAC coordinator to start the preparation of AQAR report for year 2019 -20.

The meeting ended with thanks to the chair.

**Dr. S. R. Mishra**

IQAC COORDINATOR

**Dr. K. P. Kariya**

PRINCIPAL