

**Internal Quality Assurance Cell**  
**Academic Year – 2018-19**

Date :- 21.07.2018

**The minutes of the I Meeting of IQAC (2018-19)**

- Confirmation of the minutes of the meeting was done unanimously
- The confirmation of various college committees for efficient functioning & organization of activities on the campus.
- Review of the committee reports & form A, B, C, D by the faculty, Library and Office.
- Feedback of the Stake holders is reviewed.
- Decided to submit AQAR for 2016-17 first and that 2017-18.

**Internal Quality Assurance Cell  
Academic Year – 2018-19**

Date :- 14.12.2018

**Minutes of the meeting:**

- The committee reports and the form A & B for the academic years 2016-17 and 2017-18 were reviewed. The submission number is found low.
- It was decided to make Dr. L. V. Padmarani Rao the Co-ordinator of IQAC unanimously, with immediate effect.
- The Co-ordinator appointment letter to be approved by the Society authorities.
- The IQAC members to be revised for the preparation of IV cycle of NAAC.

## **Internal Quality Assurance Cell Academic Year – 2018-19**

Date :- 25.01.2019

### **The minutes of the meeting are as following:**

- Dr. L. V. Padmarani Rao as the new Co-ordinator of IQAC since January 01.2019, welcomed all the new members of IQAC.
- It was decided to collect the form A & B from teaching faculty, form C from the library and form D from the office by 30<sup>th</sup> January 2019, as according to the notice issued already on 10<sup>th</sup> January 2019.
- Unanimously all members decided to go for collecting the committee reports of the previous two years by 30<sup>th</sup> January and start the preparation of AQAR 2016-17 and 2017-18, by the end of the academic year i.e. April-May 2019, the AQAR for both the previous years to be submitted to NAAC Bangalore.
- The members decided to motivate the committee like Spiritual Education Cell to organize more programs for students.
- For improving reading skills among the students, the cell decided to go for organizing program like Book-Talk and Vachan-Katta for students on the campus.
- The members decided to go for conducting internal audits in eight establish healthy practice on the campus. The areas identified are as following
  - Academic audit - Dr.S.S.Nanware
  - Administratative audit - Mr.G.S.Dhutade
  - Activity audit - Dr.A.V.Gavane
  - Energy audit - Dr.P.R.Mirkute
  - Gender audit - Dr.K.G.Sonkamble
  - Green audit - Dr.S.C.Bodke
  - Financial audit - Mr.S.V.Patil
  - Infrastructural audit - Dr.H.S.Patange
- The members decided to re-organize all the committee on the campus from the next academic year.
- All the members agreed to collect the committee reports of 2018-19 before the college closes for summer vacation, i.e by April 30, 2019.

- The members decided to collect the filled in Form A & B from the faculty as soon as the college reopens in June 2019.
- The members suggested submitting the AQAR of each academic year by Nov-Dec or preferably before or during winter-vacation of the following year.

**Internal Quality Assurance Cell**  
**Academic Year – 2018-19**

Date :- 26.04.2019

**The minutes of the meeting:**

- The distribution of data compiling & verification is decided as following –
  - Compiling & Completion of AQAR 2016-17 and 2017-18 – Dr. M. M. V. Baig.
  - Result Analysis – Mr. B. Balajirao
  - Verification and Maintenance of record – Dr. N. A. Pande.
- Criterion wise distribution of work is as following –

a.	Criterion I	Curricular Aspects – Dr. Neetarani Jaiswal
b.	Criterion II	Teaching, Learning & Evaluation – Dr. Meera V.Phad
c.	Criterion III	Research, Consultancy & Extension – Dr. M. M. V.Baig
d.	Criterion IV	Infrastructure & Learning Recourse – Dr. H. S. Patange
e.	Criterion V	Student support & Progression – Dr. A. V. Gavane
f.	Criterion VI	Governance, Leadership & Management – Mr. G. S. Dhutade
g.	Criterion VII	Innovation & Best Practices – Dr. S. P. Vartale

- The new committee list is finalized along with the respective Co-ordinators / Chairman and it is decided to issue them letters is the beginning of the new academic year, 2019-June 15 as soon as the college reopens.
- The interval audit groups are finalized and issued letters to them. They are asked to work on the previous models of audit reports and submit reports of 2018-19 by the end of the academic year.
- The IQAC Co-ordinator & members had departmental meeting and collected information regarding requirements, plans and innovative practices to be implemented. The members discussed them & finalized of few and decided to suggest the Principal for their implementation.
- The members made the academic calendar to be implemented during 2019-20.
- The members unanimously decided to start the following on the campus during 2019-20.

- YM Lit fest by literature departments.
  - Dr. Shankarrao Chavan Lecture Series.
  - Dr. Shankarrao Chavan Competitive Examinations Guidance Cell.
  - Start incubation centers in Commerce and Bio-technology departments.
  - Start COC like Jewellery designing, Handling & Sophisticated Instruments.
- The members decided to take care of the Environmental Science Department and solve all their compliances.
  - Unanimously, all members agreed to have regularity and parity in maintaining the record of attendance and DTR. They are to be duly signed by the Head of respective Department and the Vice-Principal every day.
  - To organize Workshops, Seminars on the campus.
  - To submit a letter to the Principal and the Management regarding the changes to be made & new implementation programs on the campus.