



Shri Vyankatesh Arts, Comm. & Sci. College Deulgaon Raja, Dist. Buldhana

IQAC Meeting Notice

Date: 3/10/2023

All members of the Internal Quality Assurance Cell (IQAC) are informed that the IQAC meeting is scheduled for October 5, 2023, at 2:00 P.M. in the college auditorium.

Please make it convenient to be present for the meeting and cooperate.

Agenda:

1. Coordinator's presentation of minutes of the earlier meeting for confirmation.
2. Preparation of SSR Criterion wise Discussion.
3. Distribution of criterions among faculty member for SSR preparation.
4. To update College website.
5. Organization of various departmental Programmes.

Dr. E. B. Bhalerao

Coordinator, IQAC

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Dr. D.V. Gore

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Shri Vyankatesh Arts, Comm. & Sci. College Deulgaon Raja, Dist. Buldhana

Minutes of the Meeting

Date: 05/10/2023

1. Coordinator's presentation of minutes of the earlier meeting for confirmation.

The Coordinator presented the minutes of the previous IQAC meeting. The minutes were reviewed and confirmed with no amendments. The action items from the previous meeting were also reviewed, and the status of each was noted.

2. Preparation of SSR Criterion wise Discussion.

The committee discussed the preparation of the Self-Study Report (SSR) with a focus on criterion-wise documentation. It was agreed that each criterion would be thoroughly reviewed and discussed to ensure comprehensive coverage and accurate reporting.

3. Distribution of criterions among faculty member for SSR preparation.

The following criterions were assigned to faculty members for detailed preparation:

Criterion 1: (D. P. B. Pawar, Assistant Professor)

Criterion 2: (Mr. P.M. Kadam, Assistant Professor)

Criterion 3: (Dr. D. M. Shimbre, Assistant Professor)

Criterion 4: (Mr. N.P. Kakde, Assistant Professor)

Criterion 5: (Dr. A.D. Kanwate, Assistant Professor)

Criterion 6: (Dr. R. H. Devare, Assistant Professor)

Criterion 7: (Dr. A. M. Awati, Assistant Professor)

Faculty members are expected to gather relevant data, document evidence, and prepare a draft for their respective criterions.

4. To update College website.

The committee discussed the need to update the college website to reflect recent developments, including the new SSR preparation process and upcoming departmental programs.

5. Organization of various departmental Programmes.

The committee reviewed the schedule for departmental programs and events. The following programs were highlighted: Each department was requested to finalize their program details and submit them to the IQAC by [insert deadline] for further coordination and inclusion in the college calendar.

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Action Taken Report (Meeting on 05/10/2023)

1. Coordinator's Presentation of Minutes of the Earlier Meeting for Confirmation:

The coordinator presented the minutes from the previous meeting. The minutes were reviewed and confirmed with no amendments. The final version has been distributed to all members and filed for records.

2. Preparation of SSR Criterion-wise Discussion:

A preliminary outline for Criterion-wise discussion was prepared. Key sections were identified and discussed. The timeline for completion is set for regular follow-up meetings have been scheduled to review progress.

3. Distribution of Criteria Among Faculty Members for SSR Preparation:

The criteria for the SSR were distributed among the faculty members based on their expertise. Each faculty member has been assigned specific sections to work.

4. To Update College Website:

The IT Company has been tasked with updating the college website and some faculty members are assigned to take feedback.

5. Organization of Various Departmental Programmes:

Various Department level programmes were organized as per discussed in the meeting throughout the semester.

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IQAC Meeting Notice

Date: 01/1/2024

All members of the Internal Quality Assurance Cell (IQAC) are informed that the IQAC meeting is scheduled for January 5, 2024, at 2:00 P.M. in the college auditorium.

Please make it convenient to be present for the meeting and cooperate.

Agenda:

1. Coordinator's presentation of minutes of the earlier meeting for confirmation.
2. Review of preparation of SSR.
3. Review of Semester examination.
4. Preparation of IIQA and sending to NAAC Bangalore.
5. Preparation of AQAR for 2022-23

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Minutes of the Meeting

Date: 05/01/2024

1. Coordinator's Presentation of Minutes of the Earlier Meeting for Confirmation:

The meeting commenced with the IQAC Coordinator presenting the minutes of the previous IQAC meeting held on [5.10.2023]. The minutes were reviewed, and no major corrections were suggested. The minutes were unanimously confirmed by the members present.

2. Review of Preparation of SSR (Self-Study Report) :

The members discussed the progress in the preparation of the Self-Study Report. The various departments were appreciated for their timely submission of data, and the remaining tasks were outlined. The coordinator emphasized the importance of maintaining quality and accuracy in data submission so for as SOP and Benchmarks are concerned.

3. Review of Semester Examination :

The status of the recently concluded and ongoing semester examinations was reviewed. Feedback from faculty and students was discussed, highlighting both the successes and areas for improvement. It was agreed that the process was overall smooth, with some minor technical issues faced

4. Preparation of IIQA and Sending to NAAC Bangalore :

The progress of the preparation of the Institutional Information for Quality Assessment (IIQA) was discussed. It was decided that the IIQA draft will be finalized by [10.02.2024], and submission to NAAC Bangalore will be completed before the deadline. The Coordinator stressed the need for precision in documentation to avoid any delays in NAAC accreditation.

5. Preparation of AQAR for 2022-23:

The preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23 was reviewed. The Coordinator informed the members that most of the data had been compiled and only a few departments were pending submission. It was resolved to complete the AQAR and submit it the timeline

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Action Taken Report (Meeting on 05/01/2024)

1. Coordinator's Presentation of Minutes of the earlier Meeting for Confirmation:

The minutes of the previous meeting were presented by the Coordinator. All attendees reviewed the minutes, and the document was confirmed and approved without any amendments.

2. Review of Preparation of SSR (Self Study Report):

The current progress on the preparation of the SSR was discussed. It was noted that Data collection from various departments is in progress, with a deadline set for completion. A plan was formed to expedite the collation of remaining information.

3. Review of Semester Examination:

The examination schedule, paper setting, and invigilation duties were reviewed. Necessary preparations were found to be on track. Feedback was collected on the previous semester's examination process, and improvements were suggested for invigilation and paper evaluation methods.

4. Preparation of IIQA and Sending to NAAC Bangalore:

The Institutional Information for Quality Assessment (IIQA) was finalized, and the relevant documentation was completed. The Coordinator confirmed that the IIQA has to be submitted to NAAC Bangalore within stipulated time.

5. Preparation of AQAR for 2022-23:

Data compilation for the Annual Quality Assurance Report (AQAR) 2022-23 is in its final stages. All departments have been instructed to submit pending reports. The final AQAR is expected to be submitted by the end of the current month.

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IQAC Meeting Notice

Date: 13/02/2024

All members of the Internal Quality Assurance Cell (IQAC) are informed that the IQAC meeting is scheduled for February 14, 2024, at 2:00 P.M. in the principal cabin.

Please make it convenient to be present for the meeting and cooperate.

Agenda:

1. Coordinator's presentation of minutes of the earlier meeting for confirmation.
2. To send IIQA to NAAC, Bangalore for the assessment period 2018-19 to 2022-24
3. Motivating teacher for RC/OC/FDP.
4. Discussion on NEP
5. Submission of AQAR

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Minutes of the Meeting

Date: 14/02/2024

1. Confirmation of the Minutes of the Previous Meeting:

The Coordinator presented the minutes of the previous IQAC meeting for confirmation. After review, the members unanimously approved the minutes.

2. Submission of IIQA to NAAC for Assessment:

The committee discussed the process of submitting the Institutional Information for Quality Assessment (IIQA) to NAAC, Bangalore, for the assessment period from 2018-19 to 2022-24. It was agreed that the submission should be prioritized to adhere to NAAC's timeline. The Coordinator confirmed that the preparation is underway and will be finalized soon.

3. Motivation for Teachers to Participate in RC/OC/FDP:

The committee recognized the importance of encouraging faculty members to participate in Refresher Courses (RC), Orientation Courses (OC), and Faculty Development Programs (FDP). These activities are essential for professional development and meeting the NAAC requirements. Heads of Departments (HoDs) will be instructed to encourage faculty participation in upcoming RC, OC, and FDP programs. A list of available programs will be circulated to all departments.

4. Discussion on National Education Policy (NEP)

A detailed discussion took place regarding the National Education Policy (NEP) and its impact on institutional practices. The focus was on how the institution can incorporate multidisciplinary education, holistic development, and skill-based learning as recommended by the NEP.

5. Submission of AQAR

Discussion was taken place on submission of AQAR before deadline of NAAC.

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Action Taken Report (Meeting on 14/02/2024)

- 1. Coordinator's presentation of minutes of the earlier meeting for confirmation**
The minutes of the earlier meeting were presented by the Coordinator and confirmed by all present members. No amendments were suggested.
- 2. To send IIQA to NAAC, Bangalore for the assessment period 2018-19 to 2022-23**
The Institution has completed the preparation of the Institutional Information for Quality Assessment (IIQA) report. The final version has been sent to NAAC, Bangalore, for evaluation and accreditation.
- 3. Motivating teachers for RC/OC/FDP**
A formal communication was circulated to all faculty members, encouraging them to participate in Refresher Courses (RC), Orientation Courses (OC), and Faculty Development Programs (FDP). Various options and funding assistance available were also shared with the faculty.
- 4. Discussion on National Education Policy (NEP)**
A detailed discussion on the National Education Policy (NEP) was conducted. The key points of implementation and potential impacts on the institution were deliberated. It was agreed that a follow-up meeting with a committee for further action plans will be scheduled.
- 5. Submission of AQAR**
The Annual Quality Assurance Report (AQAR) for the previous academic year has been finalized and was successfully submitted to NAAC as per the guidelines.

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IQAC Meeting Notice

Date: 29/04/2024

All members of the Internal Quality Assurance Cell (IQAC) are informed that the IQAC meeting is scheduled for April 30, 2024, at 2:00 P.M. in the IQAC Office.

Please make it convenient to be present for the meeting and cooperate.

Agenda:

1. Coordinator's presentation of minutes of the earlier meeting for confirmation.
2. Semester Internal Assessment Review.
3. SSR Preparation Review
4. Stockholders feedback collection
5. Students Alumni meeting

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Minutes of the Meeting

Date: 30/04/2024

1. Coordinator's Presentation of Minutes of the Earlier Meeting for Confirmation.

The Coordinator presented the minutes of the previous meeting after a brief discussion, the minutes were confirmed.

2. Semester Internal Assessment Review

A detailed review of the internal assessments for the current semester was carried out. Faculty members shared the assessment outcomes, identifying key areas of improvement for students. The need for more formative assessments and feedback loops was discussed.

3. SSR Preparation Review

The Self-Study Report (SSR) preparation process was discussed, and progress updates were shared by the Coordinator. Sections completed and pending work was highlighted. Additional support required for timely completion was noted.

4. Stakeholders' Feedback Collection

Strategies for collecting feedback from various stakeholders (students, faculty, parents, employers, etc.) were discussed. It was decided that online surveys and focused group discussions (FGDs) would be utilized for more comprehensive feedback.

5. **Students-Alumni Meeting** The progress of the Students-Alumni Meeting organization was reviewed. Alumni engagement strategies were discussed to improve the reach and participation of past students.

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Action Taken Report (Meeting on 30/04/2024)

1. Coordinator's Presentation of Minutes of the Earlier Meeting for Confirmation:

The minutes of the previous IQAC meeting were presented by the Coordinator. The members reviewed the minutes and unanimously confirmed them.

2. Semester Internal Assessment Review:

The performance in the internal assessment was analyzed. Faculty members were advised to provide more individualized feedback to students. It was also decided to streamline the process for assessment moderation to ensure consistency across departments.

3. SSR (Self-Study Report) Preparation Review:

The progress of SSR preparation was discussed. It was noted that the draft SSR is nearing completion. The IQAC resolved to expedite the data collection process and ensure that all departments submit their respective reports by the stipulated deadline.

4. Stakeholders Feedback Collection:

The collection of feedback from various stakeholders, including students, parents, and alumni, was reviewed. It was decided that feedback forms should be digitized to facilitate ease of access and increase response rates. Additionally, follow-up meetings with stakeholders were planned for deeper insights into their suggestions.

5. Students Alumni Meeting:

The upcoming Students Alumni meeting was discussed. The committee resolved to coordinate with the Alumni Association for better participation and planned to integrate career guidance sessions and mentorship programs during the meeting. Invitations were prepared and sent out to alumni for their involvement in institutional development.

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