

Internal Quality Assurance Cell(IQAC)

Academic Year 2020-21











Minutes of the meeting

The meeting of the heads/in charge of the department and criteria heads of IQAC was held on Thursday, February 11th 2021 at 1.30 pm in the college auditorium.

The meeting was chaired by In-charge Principal Mr.Navnath Mule, Chairman IQAC.

Asst. Prof. Pooja Pandey, IQAC Coordinator welcomed the In-charge Principal Mr.Navnath Mule and all the Heads of the Department present for the meeting.

The following members were present:

Sr.No	Name	Designation	Signature
1	Mr. Navnath Mule	In-charge Principal, Chairman IQAC	
2	Ms.Pooja Pandey	IQAC Coordinator, Coordinator- Department of Commerce	
3	Ms.Praseena Biju	Chief Coordinator	
4	Dr.Shahaji Kamble	Coordinator, Department of History	
5	Ms.Priya Nerlekar	Co-ordinator, Department of Marathi	
6	Mr.Prakash Jadhav	Co-ordinator, Department of Advanced Accountancy(M.COM)	
7	Ms.Grishma Nair	Co-ordinator, Department of Management Studies	
8	Ms.Liby Merin Thomas	Co-ordinator, Department of B.Com(Banking and Insurance)	
9	Ms.SuvithaSukumaran	Co-ordinator, Department of B.Com(Accounting and Finance)	
10	Ms.NamitaBagwe	Co-ordinator, Department of B.Com(Financial Management and Investment Management)	
11	Mr.Anant Dwivedi	Co-ordinator, Department of Hindi	
12	Mr. Kishore Khade	Office Superintendent	



The following member could not attend the meeting and leave of absence was granted to her:

1. Mrs.Rajeshree Mundhe: Co-ordinator, Department of Information Technology and Computer Science

Agenda of the meeting:

1. Approval of the minutes held on 7th July, 2021
2. Discussion about preparation of AQAR report 2020-21.
3. Discussion on collection of feedback on syllabus from stakeholders.
4. Discussion about the future plans related to college development.
5. Any other subject with the permission of the Chair.

The meeting was opened by Asst. Prof. PoojaPandey and the overview and purpose of the meeting was communicated to all members.

The agenda was taken for discussion item wise.

Item 1: Approval of the minutes held on 7th July, 2021

Description: The minutes of meeting held on 7th July, 2021 was discussed and approved by all the members . IQAC coordinator suggested in future at the time of approval of minutes of meeting Action Taken Report to be presented.

Item 2:Discussion about AQAR report 2019-20.

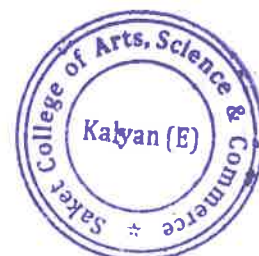
Description: Asst Prof. Pooja Pandey, IQAC coordinator shared the AQAR template criteria wise with all the criteria heads and suggested the format of file preparation. The office superintendent was informed to submit all the data required from office to the criteria heads for the preparation of AQAR 2019-20. It was discussed to scrutinize all the documents and submit the same to the IQAC coordinator till the last week of March. The IQAC members were assigned the duty of cross verifying the records submitted by the criteria heads and communicating to the IQAC coordinator and the Chairperson.

Resolution: It was resolved to collect the activity reports from all the Departments and submit to Principal for the final approval followed with uploading of the report on NAAC website through IQAC co-ordinator.

Item 3:Discussion on collection of feedback on syllabus from stakeholders.

Description: It was discussed to collect feedback from students, parents, teachers and employees on the curriculum and submit the analysis report to the IQAC co-ordinator by the end of March.The mode of collecting feedback was Google form and Microsoft form considering the pandemic situation. The IQAC members were informed to evaluate the analysis report and communicate the suggestions for improvement to the IQAC coordinator.

Resolution: HOD's of all the departments are requested to analyse the feedback collected followed by the ATR and details of the entire feedback process to be communicated to the Principal for further improvement.



Item 4: Discussion about the future plans related to college development.

Description: It was discussed that the department heads will plan and communicate the future course of action required for students' academic growth, extra-curricular activities to the IQAC coordinator. The librarian was informed to submit the list of periodicals, e-journals and reference books required for the next academic year. The IQAC coordinator also informed that other recommendation for library upgradation would be welcomed from all the members. The cultural coordinator was informed to prepare a plan on the upcoming cultural activities. The committee in charges were required to submit a plan on activities to be organized in the next academic year involving maximum participation from students. The Secretary assured support and co-operation for all the new initiatives.

Resolution: It was resolved that on the basis of the suggestions given by the members future plan related to the college development for the academic year 2021-22 to be presented by IQAC followed with the approval of the Principal.

Item 5: Any other subject with the permission of the Chair.

Description: With the permission of the chair, it was proposed by the IQAC coordinator to increase the number of extension services in the next academic year.

Resolution: It was resolved that NSS program officer, WDC coordinator and student Council Incharge should submit list of proposed programs to increase the number of extension services along with requirements to the IQAC coordinator till mid of April 2021.

No other queries were raised by the members, hence the meeting ended with a vote of thanks proposed by the IQAC co-ordinator.

Prepared By

IQAC Coordinator



(Pooja Pandey)

Approved by

Hon. Secretary

(Shri.Saket Tiwari)

Endorsed By

I/C Principal



(Mr. Navnath Mule)

