

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF REGULAR MEETINGS OF IQAC**

**1. 25/08/2018**

The first meeting of the Internal Quality Assurance Cell of the college for the session-2018-19 was held today at 12.30 p.m. The meeting was chaired by Hon'ble Dr. H. M. Kamdi, Officiating Principal of the college.

Following members of IQAC were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Principal Dr. H. M. Kamdi
4. Shri Omprakash Agrawal
5. Dr. J. P. Deshmukh
6. Dr. S. K. Singh
7. Dr. H. B. Dhote
8. Adv. Vijay Dhore
9. Dr. S. G. Gahane

Following issues were brought forward for discussion in the meeting. All the hon'ble members of IQAC expressed their views and deep concern about the issues and made some useful suggestions for quality enhancement and overall development of the college.

1. To read the minutes of the last meeting  
And confirm them.

Dr. Shriram Gahane, member coordinator of IQAC read the minutes of the last meeting of IQAC held on 28/04/2018. All the members expressed their satisfactory views and confirmed the minutes unanimously.

2. To discuss the outcome of the Plan of  
Action for the session- 2017-18.

The Plan of Action chalked out for the session- 2017-18 was discussed in the meeting. Most of the proposed activities for the year 2017-18 were practically worked upon and implemented to enhance quality in education. IQAC actively initiated the functioning of other departments. Every proposed activity mentioned in the AQAR of 2016-17 was discussed in this meeting. The members applauded the IQAC for its active role in initiating the regular functioning of other departments.

3. To discuss the Plan of Action for the session- 2018-19.

The Plan of Action for 2018-19 as mentioned in the Annual Quality Assurance Report of 2017-18 was discussed and explained by Dr. Gahane. Everyone in the meeting expressed concern over the issues in it and agreed to work upon it during the current session.

4. To finalize AQAR of 2017-18 and submit it to NAAC.

A rough draft of the AQAR for 2017-18 was placed in the meeting by the IQAC coordinator. The members overlooked it and provided few useful suggestions. Dr. Gahane was assigned the responsibility to give it the final touch and submit it in old format to NAAC before 31<sup>st</sup> December 2018.

5. Introduction of New Best Practices in the college.

The teachers in the college need to activate in various forms. Accordingly, the IQAC issued notices to them to initiate at least one best practice through various departments. All the members in the meeting felt happy to see the positive change among teachers and decided to encourage such best practices.

6. To motivate the faculty to better use of ICT-based Teaching-Learning methods.

ICT-based Teaching-Learning methodology has proved to be the most effective method today. Furthermore, NAAC also has insisted it in its new methodology of assessment. Hence, it was unanimously decided to motivate the faculty to make optimum use of ICT facility in the college for teaching-learning activity. IQAC was given the responsibility to keep record of such activities.

7. To motivate the faculty to write and publish research papers in UGC approved research journals.

The research-oriented faculty is the strength of the college. Most of the teachers are Ph. D. supervisors. They regularly write and publish research papers through various journals. They also present papers in different seminars and conferences. However, such research papers need to be published in UGC approved research journals with impact factor. Hence, it was decided to ask all the teachers to publish their research papers, at least three in a year by every teacher, in UGC approved research journals.

8. To evaluate various activities of IQAC during 2017-18.

The Internal Quality Assurance Cell in the college is very active in initializing the quality activities in the college. The Cell guided various departments in their activities. Moreover, two Workshops were organized by IQAC for the faculty during 2017-18. On 12<sup>th</sup> July 2017, a college level Workshop on 'Revised API and Methods of Filling up of the Form' was organized in the college. On 2<sup>nd</sup> April 2018, another college level Workshop on 'Revised Methods of Assessment and Accreditation for Affiliated College' was organized by IQAC. Dr. Shriram Gahane oriented the faculty on both the topics. The IQAC remains up-to-date with the latest developments and sends the AQARs within the period.

9. To plan various activities of IQAC during 2018-19.

The Internal Quality Assurance Cell has the responsibility to monitor internal quality in the institution. It does its work through various steps. IQAC was given the responsibility to provide necessary suggestions and advice to all the departments and update them about the latest developments. For this the IQAC will hold regular meetings with the staff. If necessary, Workshops will also be held by IQAC on issues pertaining to teaching-learning and its quality.

10. To increase the number of members of IQAC.

The IQAC coordinator requested to add few teachers and supporting staff to IQAC. Hence, it was decided to add three teachers and one non-teaching staff to IQAC.

11. Other topics with the permission of the chair.

As no other topic came for discussion, the meeting was closed.

## 2. 22/03/2019

The regular meeting of the Internal Quality Assurance Cell (IQAC) of the college for the session- 2018-19 was held today at 11.30 p.m. The meeting was chaired by Hon'ble Dr. S. G. Kukreja, Principal of the college.

Following members of IQAC were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Principal Dr. S. G. Kukreja
4. Dr. H. M. Kamdi
5. Shri Omprakash Agrawal
6. Dr. J. P. Deshmukh
7. Dr. S. K. Singh
8. Dr. H. B. Dhote
9. Adv. Vijay Dhore
10. Dr. S. G. Gahane
11. Dr. D. N. Kamdi
12. Dr. R. D. Chawake
13. Prof. N. A. Bodele
14. Adv. Atul Uikey

Following issues were brought forward for discussion in the meeting. All members of IQAC expressed their views and concern regarding these issues and suggested some innovative ideas for quality enhancement and overall development of the college.

1. To read and confirm the minutes of the last meeting.

The IQAC Coordinator, Dr. Shriram Gahane, read the minutes of the previous meeting of IQAC held on 25/08/2018. All the members expressed satisfaction and the minutes were adopted and confirmed unanimously.

2. To discuss the outcome of the Plan of Action for the session- 2018-19.

The issue was discussed in detail. All the hon'ble members of top management enquired about the competition of the Plan of Action. Most of the proposals in the Plan were fulfilled during the year. The proposal of the institution for B. Sc. And M. Com. got cleared by the University. All the committees that visited the college prepared very good reports and promised to forward the proposals to the State Government for final approval. The other issues in the

Plan were also acted upon by the college and the faculty. The members expressed satisfaction and directed the college to fulfill all the issues.

3. To prepare the Plan of Action for the year- 2019-20.

Honourable Principal expressed the need of the Plan of Action for 2019-20 to be prepared before the commencement of the session. All the members expressed their concern on the issue. As the IQAC of the college is functioning actively and all the faculty members in it are well aware of the upcoming changes in higher education sector and the expectations of NAAC, the members of the Management assigned the responsibility of preparing the Plan of Action for 2019-20 to the Principal and IQAC Coordinator. They would consult with the Secretary whenever they need to do it. Among major issues in the Plan were to be the proposal of B. Sc. And M. Com, new best practices, subject-wise case studies, new projects, skill-based certificate courses, etc.

4. To motivate the faculty to use ICT-based reaching and student-centric methods of teaching.

It is very necessary to make teaching-learning more effective and student-centric to impart the best education to students. Hence, NAAC has introduced the use of ICT as a mandatory method of teaching. The members expressed their concern on it and suggested the faculty to make more and more use of ICT and other student-centric methods of teaching. It was agreed to make it compulsory for every teacher to make use of ICT for each class at least once in a week.

5. To involve the faculty in the preparation of SSR.

The college is preparing the Self Study Report to be sent to NAAC. The college will be assessed by NAAC in 2020 for third time. Hence all the faculty members should be aware of the Self Study Report. The members of the Management directed the principal to organize Workshop for faculty members and discuss all the seven Criteria of NAAC's manual in detail. Accordingly, the seven criteria were distributed among faculty members. A special task force was created for it. One faculty member was given the responsibility to study one criterion in detail and present the findings before the staff. It was decided that this activity would be organized in the form of Institutional level Workshops for

quality enhancement. The responsibility to arrange such Workshops was given to the IQAC Coordinator, Dr. Gahane. He was directed to issue notice to the faculty and prepare the minutes. The Workshop would cover all the seven criteria with all the key indicators and detail discussion, and will be organized in the consecutive meetings. Dr. Gahane would present the final report to the Principal.

6. Other topics with the permission of the chair.

As no other topic came for discussion, the meeting was closed.

### **3. 30/04/2019**

The regular meeting of the Internal Quality Assurance Cell (IQAC) of the college for the session- 2018-19 was held today at 11.00 a.m. in the Cell. Some faculty members (other than IQAC Memembrs) were also invited for the meeting. The meeting was chaired by Hon'ble Principal, Dr. S. G. Kukreja.

Following members were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Shri Omprakash Agrawal
4. Principal Dr. S. G. Kukreja
5. Adv. Atul Weakey
6. Dr. S. G. Gahane
7. Dr. S. D. Upate
8. Dr. H. M. Kamdi
9. Dr. S. K. Singh
10. Dr. V. G. Chavhan
11. Dr. J. P. Deshmukh
12. Prof. N. A. Bodele
13. Prof. N. D. Halami
14. Shri S. R. Kaner
15. Dr. H. B. Dhote
16. Dr. D. N. Kamdi
17. Prof. R. M. Dhote
18. Dr. R. D. Chawake

Following issues were brought forward for discussion in the meeting. All members of IQAC expressed their views and concern regarding these issues and suggested some innovative ideas for quality enhancement and overall development of the college.

1. To read and confirm the minutes of the last meeting.

The IQAC Coordinator, Dr. Shriram Gahane, presented the minutes of the last meeting of IQAC held on 22/03/2019. A detail discussion took place on various issues in the minutes, the members expressed their satisfaction on various initiatives taken by IQAC. The minutes were confirmed unanimously.

2. To discuss Criteria-wise findings brought Forward by the members of Taskforce.

As per the item no. 5 in the Agenda of the last meeting of IQAC a special Taskforce was formed and all the seven Criteria in the NAAC Manual were distributed among its members. Furthermore, 8 meetings/workshops were organized in the college from 26/03/2019 to 12/04/2019 to discuss various issues in the NAAC Manual.

All the members of the Taskforce presented Criterion-wise findings in the meeting. The learned members of the IQAC suggested some corrections and advised the in-charge teachers to continue with their tasks. They were asked to collect correct information concerning their respective Criterion and prepare authentic document with concrete proofs and keep with them till further notice.

3. Preparing AQAR for the session- 2018-19.

The new format of AQAR was made available by NAAC. Accordingly, it was decided to go with it. It was also decided to distribute all the seven Criteria of AQAR among faculty members in the Taskforce. They were asked to prepare primary report on their respective criterion by July 2019 and discuss it with IQAC Coordinator.

4. To start B. Sc. and M. Com. Programmes in the college from 2019-20.

The Principal and the IQAC Coordinator informed that all the formalities and necessary visits of expert teams have been done and positive reports were submitted to the Government of Maharashtra. They assured all the members about the positive response from the Government too. The members congratulated the college administration and wished all the best.

5. To apply for the study center of YCMOU.

The issue was discussed in detail. The members expressed concern regarding the students and other aspiring citizens who remain deprived of higher education due to various reasons. They felt that the institution should think of such students positively and should apply for the Study center of Yashawantrao Chauhan Maharashtra Open University, Nasik. The scope of this facility should be restricted to B. A. and B. Com. programmes only. Accordingly, it was resolved to apply for the b. A. and B. Com. programmes of YCMOU.

6. Any other topic with the permission of the Chair.

As no other topic came for discussion, the meeting was closed.