

Minutes of Meeting of the College IQAC

Meeting No. 1

Held on 18/08/2018

Item No. 1 – To review the status of students admissions at entry level and the measures to be taken to increase the admissions.

IQAC coordinator took review of the admission status from the report submitted by the chairman of admission committee Dr. P. S. Thakre. Dr. Thakre also a member of IQAC informed that the number of prospects sold is much more than the admissions confirmed by the students to B.A. I and B.Sc. I. Dr. Thakre also inform IQAC about the detail schedule of admission procedure recommended by RTM Nagpur University. The principal were present in the meeting expressed the need of intensifying the efforts to increase the number of admissions.

Finally, It was decided that the admission committee should prepare a plan and execute the “Home Visits” as early as possible to contact personally to eligible students. All the members in the meeting were of the opinion that the home visits would surely be helpful in communicating and convincing the aspiring students and their parents and also to highlight the performance of the institution.

Decision :- The coordinator of IQAC thus suggested the chairman of admission committee to chalk out a comprehensive schedule of home visits of the teachers and its effective implementation. The chairman, admission committee agreed to do so. And the decision is confirmed.

Item No. 2 - To discuss and enhanced the curricular and extra-curricular activities.

IQAC coordinator took the review of university examination results. The Principal expressed his concern over comparatively low rate of success of the students in some of the subjects. After thorough discussion it was decided that the slow learner be sorted out on the basis of internal evaluation in various subjects and extra classes/remedial classes be held.

Decision:- It was decided that IQAC would inform various departments and to prepare a systematic schedule/timetable of the classes for these slow learners to improve upon their performance in examinations.

The IQAC also felt the need of enhancing the extra-curricular activities in the college. The committee members thoroughly discuss the issue. Prof. Dr. S.S. Nimhare suggested that the annual youth festival should be organized on grand scale and instead of two days it should be comprised of four days. The college annual function should include variety of extra-curricular activities to provide a broader platform to bring to forefront latent talent of the students.

The Principal showed his consent. It was decided that the college cultural committee should inform well in advance to plan in this action.

Item No. 3 – To discuss to promote research activities in the college.

The IQAC coordinator took the review of the research activities being carried out by the faculty members. It was found that most of the faculties have been awarded with Ph.D. degree and two of the faculty member have submitted their thesis to the University. The Principal suggested that the teacher should initiate post-doctoral research work by publishing their research in book forms.

It was decided in the meeting to inform the faculty members to increase their active participation in seminars, conferences, workshop etc.

Dr. Chinchamatpure member of IQAC suggested that, there should be financial support by the college to the faculty members to attend some special/specific conference and seminars.

Decision:- IQAC unanimously decided to request the college administration to make some financial provision for the faculty members wishing to participate in the seminars and conferences concerning NAAC's accreditation of the colleges.

Item No. 4 – To increase the sports activities and social/extension activities through the NSS unit.

IQAC coordinator initiated the discussion on sports activities in the college. After thorough discussion the fact came to forefront was that the absence of the regular physical/sports teacher in the college is adversely affecting the sports activities in the college and students performance at the university level.

Decision:- To overcome this problem, it was decided that, till the appointment of a regular physical teacher a competent CHB teacher in this discipline be appointed as early as possible. Similarly, it was also discussed and decided in the meeting that the college NSS unit should adopt one village to carry out some extension activities. To make the villagers aware of some socio-economic issues related to their day-to-day life.

Thus all the resolutions in the meeting are taken unanimously and all the items on agenda of the meeting are discussed by the coordinator of IQAC announced the close of proceeding.

Prof. S. D. Awsare delivered vote of thanks.

Meeting No. 2

Minutes of the meeting of the college IQAC with teaching and non-teaching staff members.

Held on 25/08/2018

Item No. 1 – To increase the college students admission at entry level.

As per the report submitted by chairman of Admission Committee, Dr. P. S Thakre in the IQAC meeting. It is confirmed that the admission of B.A.I and B.Sc. I students are not satisfactory and as per the directions of IQAC “Home Visit” schedule is prepared by Dr. P. S. Thakre to improve the admissions. Dr. P. S. Thakre explained the detail schedule of “Home Visit” to staff members.

Decision :- IQAC coordinator suggested all the teaching and non-teaching staff members to cooperate the chairperson of admission committee for implementation of “Home Visits” to improve the admission status. All the staff members agreed for this and decision is confirmed.

Item No. 2 – To enhance the curricular and extracurricular activities.

a) IQAC coordinator and members discussed on the improvement of university results with staff members and the coordinator told that slow learners be sorted out. It is necessary to give them extra coaching, accordingly extra classes/remedial classes to be held for special subjects like Chemistry, English etc.

Decision :- IQAC decided to implement the remedial classes for these slow learners to improve their performance in examination and all the staff members agreed to do it.

b) IQAC coordinator also enlightened the need to arrange more extracurricular activities in the college and informed the staff members about the organization of youth festival / Umang 2019. IQAC coordinator also suggested organizing special workshops on currier guidance, yoga and other issues of different departments and communities. Principal suggested to participate the maximum students in this festival and to work as per the direction given by college cultural committee.

Item No. 3 – To promote research activities in the college.

IQAC members discussed on research activities carried out by faculty members and to publish their research papers in reputed journals. All the staff members reported their research activities carried out in 2018-19 to IQAC chairman. The chairman of IQAC are also informed that the financial aid would be provided to the staff members for participating in seminars and conferences concerning with NAAC accreditation of the college.

Decision :- Principal and IQAC coordinator decided and asked staff members to increase their participation in seminar, conferences and workshops and publish their research in the form of books and in peer reviewed journals.

Item No. 4 – To increase sports and social activities.

In this meeting discussion was made regarding the sports and social activities in the college. Principal informed the staff members about the appointment of CHB Sports teacher and suggested to give cooperation to newly appointed teacher to carried out sports activities. IQAC coordinator also informed the decision of IQAC to run various extension activities by adopting a village through NSS unit.

Decision:- All the staff discussed on these issues and NSS Unit agreed the decision of IQAC regarding the village adoption by NSS Unit.

Item No. 5 – To solve the technical administrative difficulties of non-teaching staff members.

IQAC coordinators discussed on various administrative and official difficulties came across during the administrative work of official staff and non-teaching staff members. The coordinator ask them to overcome the difficulties face by them during online and offline working and requested to the Principal to organize a training program for administrative and official non-teaching staff.

Decision:- IQAC coordinator and chairman decided to organize a special workshop for the training of official and non-teaching staff.

Meeting No. 3

Held on 23/02/2019

Item No. 1 – To review and discuss implementation of the resolution of previous meeting.

The IQAC coordinator read the reports submitted by various department and committees on discharge of duties, functions assigned.

- a. Chairperson of the meeting, Prof. A. D. Kawrase took detail review of the report of the admission committee for the academic session 2018-2019. The chalked out schedule of the “Home Visit” campaign, response from the students and parents and problems encountered were thoroughly discussed. The chairperson express satisfaction over the efforts made by the admission committee and the staff members. The number of admitted students in Art stream are found to be satisfactory.
- b. From the syllabi completion status report submitted by the teachers, 75% of the syllabus for each subject are found completed within a stipulated period. Remedial classes were conducted by some of the departments as per the instructions given by IQAC.
- c. From the reports of the cultural committee and NSS unit, it was observed that sufficient extra-curricular activities were carried out throughout the year. The chairperson expressed satisfaction over the successful organization of the college annual function “**Umang 2019**” and overwhelming response of the students.
- d. Sports activities got increased at the institutional level. Prof. Ingole, CHB teachers took great efforts and one of our player Mr. Akash Kodape, B.A. I got selected in University Kabaddig Squad as a stand by player.

The college NSS unit adopted the village Lahan Arvi under “Gram Dattak Yojana”. Various social activities are found to be carried out successfully with active participation of the students.

The discharge of functions, duties by various committees and departments are found to be satisfactory from the completion reports submitted to IQAC.

Item No. 2 – To discuss the university semester examination results.

The university semester examination results declared upto January 2019, submitted by the teachers of various subject was examined by the IQAC chairpersons. Most of the results of various classes were found to be satisfactory. The analysis of results clearly shows that the number of girls students getting success in the examination is more than the boys. Prof. B. A. Bhonde raised the issue of less participation of male students in the unit test.

Decision :- The chairperson decided to issue some guideline to the teachers and suggested some measures to improve the results.

Item No. 3 – To discuss the internal evaluation reports and syllabi completion status.

The IQAC chairperson put forward the reports on syllabi completion by the teachers and found that approximately 75% of the syllabus is completed in the stipulated period. It is expected that the remaining syllabi would be completed within a proper time limit, so that the student shall be well prepared to face the University examinations more confidently.

Decision :- It was also decided that the IQAC would suggest the teachers to conduct some extra classes if found necessary.

Item No. 4 – To discuss ICT based teaching and issue concerning to carry out academic, administrative and green audit and to conduct soft skill development programmes.

The IQAC chairperson begin the discussion with explaining the need of ICT based teaching. It came to forefront in the discussions that, very few of the subject teachers have adopted this new technique as a teaching aid. The chairperson insisted that almost all the teachers should adopt this mode along with the traditional methods of teaching.

Prof. Dr. V. R. Chinchamatpure suggested installing ICT facility in two or more classrooms. After thorough discussion IQAC decided to develop and equip two or more classrooms with ICT facility. The IQAC also discussed carrying out academic, administrative and green audit and also conduct some soft skills development program. It is decided that the help of some professional experts should be taken to proceed in this directions.

Decision :- It is decided that to develop and equip two or more classrooms with ICT facility and to take help of some professional experts in the direction.

The meeting came to an end after the discussing all issues on agenda. Dr. S. S. Nimgare coordinator NAAC delivered vote of thanks for active participations of the members of IQAC and their valuable suggestions.