

Minutes of the Meeting

Minutes of the meeting of the Internal Quality Assurance Cell held on 28th September 2022 in Physics Hall at 11.00 AM. Following business was transacted as per the points on agenda dated 21st September 2022.

1. **Welcome and Introduction:** IQAC coordinator welcomed all the present members. Formal Introduction of all previous & newly added members in IQAC is given by IQAC coordinator and appealed to all for their valuable contribution in IQAC for the period of 2022-2023.
2. **Compliances to Academic Calendar:** The review of the compliances to departmental academic calendars has been conducted. All HOSs have discussed activities completed & scheduled as per the academic calendars. It has been decided that departmental academic calendar should be prepared at the very commencement of semester in line with the institutional academic calendar.
3. **NAAC preparedness:** IQAC Coordinator presented the review of NAAC processes as institute is under Digital Verification & Validation (DVV) process hence not able to schedule NAAC peer team visit calendar. Meanwhile some of the following works need to be carried out,
 - a. Display boards in institute premises will be updated at the earliest. HODs need to take necessary actions.
 - b. Best Practices & GIT Initiatives/facilities need to be updated. Respective section heads should be notified regarding the access & activeness of various best practices & infrastructural facilities. (Criteria No. 7)
 - c. IQAC recommended that student Progress Card will be discussed & finalize shortly & will be used for implementation of mentoring system.
 - d. Slow & Fast Learners will be identified from First Year Onwards.
4. **NBA preparedness:** Dr. B. A. Danawade, NBA Coordinator briefed upon eligibility of various departments.
 - a. Personal files should be maintained by each faculty.
 - b. Faculty Profile /C.V. should be prepared & uploaded on the Institute Website. Format for the same will be prepared shortly.



c. It has been decided to review count of admissions & accordingly pre Qualifiers will be prepared.

5. **Teaching & Non Teaching Staff Feedback:** IQAC Coordinator presented the analysis of Teaching & Non Teaching Staff feedback with Strength & Weaknesses. The valuable suggestions provided by staff members have been discussed & accordingly recommendations have been given:

- a. To carry out equal load distribution (Administrative) matrix to be analyzed.
- b. As ERP need to be implemented it has been decided that institutional ERP system for attendance assessment will be implemented in the next Semester for all the programs on mandatory basis.
- c. The importance of UHV training/FDP has been raised by the Principal with the appeal for the completion of the same. Every department must have at least one UHV complied faculty.
- d. The pending matters of qualification enrichment & subsequent benefits need to be notified to higher management.
- e. It has been recommended by IQAC that faculty meets with Principal should be conducted twice in a year.
- f. For the Professional advancement & service conditions of staff members in line with UGC/AICTE/University norms the policy framework need to be updated.
- g. All HODs will convey discussions/decisions to departmental staff (carried out in the meeting with Principal) from time to time.
- h. Separate seating arrangement for staff members in the canteen will be provided. Concerned authority will be notified.
- i. IQAC recommended to conduct meeting/s of College Development Committee on quarterly basis. Dates of the same will be mentioned in the Institute Academic Calendar.
- j. All the faculty members should maintain formal & professional dress code & overall attire. Notice/Circular of the same will be issued by higher authority.
- k. Institute needs to maintain Gender Ratio in institutional setup.
- l. To maintain the discipline it is recommended to review late comings/early goings & strict actions should be taken or SOP should be prepared & published.


Suggestions from Students :

- a. Set up a clean environment around college: Principal informed students about Grass Cutting, Paste Control measures taken by college. Student Coordinator Miss. SomyaKumari suggested for Dedicated Nature Club & plantation activities.



- b. Specific Store Room will be provided to Cultural Club to place all the properties.
 - c. Various Complaints related to Hostel: Will be addressed with Query mechanism & email communication with proper channel.
 - d. Cleanliness of Toilets should be prioritized.
 - e. Principal further informed about Solar Energy initiatives & grills to the Windows of Ladies Hostels for security.
 - f. Students coordinator Mast. Vishwajeet Patil informed about Pending Merit Scholarships.
 - g. Students requested to revise the College Uniform of Students. A committee will be formed for finalizing college Uniform & it will be applicable from First Year 2022-23 Batch.
6. **Academic audit:** Academic & admin audit will be carried out as per the recommendations & guidelines provided by IQAC. SOP of the same will be published shortly. The dates of the academic audit will be conveyed through Institute Academic Calendar.
7. **Preparation of AQAR 2021-22:** As per regular practice & requirement of NAAC the preparation & submission of AQAR 2021-22 is mandatory. All NAAC Criteria Coordinators need to initiate for data collection, analysis & upload, which should be finished before Dec 2022.

The meeting was concluded with a vote of thanks.


Coordinator, IQAC




Chairman, IQAC