

Minutes of Meeting and Action Taken Report, 2018-19

SESSION 2018-19

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Dated 19th June, 2018

Time: 04.30 AM, Venue: Principal's Office

1. First of all, the Principal formed the new IQAC and welcomed the new IQAC Coordinator and members. Then he informed and explained the process of NAAC to the committee. The IQAC Coordinator, Dr. Sagar Narkhede welcomed the new members of IQAC and then he provided information on basic purposes, activities and functions of IQAC and NAAC.
2. Action Plan and Academic Calendar for the session 2018-19 was discussed.
3. It was decided to filled the information regularly on MIS & AISHE Portal.
4. Admission process was discussed thoroughly.
5. It was decided to take Orientation in the beginning and Farewell Programme at the end of the session for the students.
6. It was decided to start new Add-on & Certificate Courses from this year.
7. As no other matter came up for discussion, the meeting concluded with the vote of thanks.

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Dated 12th December, 2018

Time: 04.00 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the new format of API-2017 thoroughly.
3. It was also discussed to establish MoU with various institutions.
4. Dr. Sagar Narkhede proposed a welcome to the Principal, Dr. Dipak K. Raut and welcomed by the committee. Dr. Sagar Narkhede, IQAC, Coordinator, also welcomed all the IQAC Team Members.
5. As no other matter came up for discussion, the meeting concluded with the vote of thanks.

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Dated 25th February, 2019

Time: 02.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. Various measures of academic excellence and academic audit were discussed.
3. The committee discussed on purchasing additional books for the library of the college.
4. The committee discussed on purchasing sports material for college.
5. The committee discussed the need to improve sport facilities.
6. All the Criterion Co-ordinators were informed to collect the data to enhance academic quality.
7. As no other matter came up for discussion, the meeting concluded with the vote of thanks.

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Dated 19th April, 2019

Time: 01.00 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. API forms were circulated among staff and deadline of the submission was given.
3. It was decided that all the members should collect the data according to the criterion given to them.
4. It was decided that staff should submit API 2018-19 online up to 25th April 2019.
5. It was decided to work criterion wise thoroughly.
6. All collected feedback forms and API were reviewed. All the reports of working committees and departments wise progress were discussed.
7. As no other matter came up for discussion, the meeting concluded with the vote of thanks.


IQAC Co-ordinator
Saraswati Kala Mahavidyalaya,
Dahihanda, Tq. Dist. Akola




In- Principal
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Dahihanda, Tq. Dist. Akola

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Action Taken Report 2018-19


Plan of Action	Achievements
1. Plan of action and Academic Calendar for the entire year framed.	1. Activities conducted in tune with Action Plan and Academic Calendar.
2. To initiate Add on/ Certificate Courses.	2. Add on/ Certificate Courses started.
3. To filled the information regularly on MIS & AISHE Portal.	3. Information filled regularly on MIS & AISHE Portal.
4. To form various working committees for decentralization in working of the institution.	4. Various working committees formed & functional with periodic interactions.
5. To promote research and extension activities.	5. Teachers were encouraged to write research paper for peer reviewed journals and conference proceedings.
6. To felicitate students and staff of the institution for their achievements.	6. Students and staff of the institution were felicitated in felicitation programme for their outstanding performance throughout the year.
7. To promote cultural and community development activities with the help of NSS of the institution.	7. Various cultural and community development activities were promoted with the help of NSS of the institution
8. To active Alumni Association and Parent Teacher Forum of the institution.	8. Alumni Association meet were organized.
9. To organise conference, seminar, workshop and placement activity, etc.	9. Seminars and Workshops were organized.
10. To complete automation of Library.	10. Done partially.
11. To purchase additional books for the library of the college.	11. New books purchased during the year in a central library of the college.
12. To purchase of sports material.	12. Sports material was purchased.
13. To maintain playgrounds.	13. Playground maintenance done.
14. To enhance beautification of campus.	14. Tree plantation and maintenance activities were carried out.
15. Organisation of Environmental awareness.	15. It is organised.

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16. To organize activities related to Gender Sensitization.	16. Various programmes on Gender Sensitisation were organised.
17. To establish MOU with other institutions/organizations.	17. MoU's were established.
18. To keep track of UGC website.	18. It is on regular basis.
19. Organisation of NSS camps.	19. It is organised.
20. Students' participation in social performance throughout the year.	20. Students participated in various social activities.
21. To organise and participate in inter-collegiate and various sport competitions.	21. Organised and participated in inter-collegiate and various sport competitions.
22. Mentor-Mentee scheme will be effectively followed.	22. Mentor-Mentee scheme followed throughout the year.
23. To emphasis on effective use of ICT in TLP.	23. Teachers used ICT in TLP.
24. Monitoring of student's performance and learning outcome.	24. It is monitored.
25. Up-gradation of College Website.	25. It was upgraded.
26. To promote paperless mechanism in the institution.	26. Submission of online API, Various Committee Reports etc. was initiated.


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