



**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting for the year 21-22.**

<b>Date</b>	<b>Minutes of the Meeting</b>	<b>Compliance</b>
17th June 2021	<ul style="list-style-type: none"><li>● Review of the Activities carried out by all Departments in the previous academic year.</li><li>● Discussed on preparation of SSR to be submitted for NAAC 4th Cycle</li><li>● Data for AQAR 20-21 to be collected.</li><li>● Discussion on Plan of Action for the current academic year like conducting webinars, workshops, competitions, Commemorative days, MOU's and Extension activities etc and documenting them.</li><li>● To Schedule classes and work timings as per Govt norms laid with respect to Covid 19. Also advised staff to get vaccinated for COVID.</li><li>● Proposal to conduct Navarang 2021 in online mode for this academic year.</li><li>● Proposed to organize an FDP for the faculty and webinar for students to get more awareness on online mode of teaching, learning and assessment.</li><li>● Initiated the process of introducing new courses at UG &amp; PG level.</li></ul>	<ul style="list-style-type: none"><li>● All Departments are asked to pool up data of 5 years for SSR</li><li>● Revised formats for AQAR 20-21 shared with faculty and Departments were asked to gather and maintain data according to Templates and SoPs.</li><li>● The HoD's, NCC, NSS &amp; club co-ordinators were asked to work on their respective Action plans.</li><li>● Few Departments like Business Management, Nutrition, Statistics, Sanskrit organized Webinars on Entrepreneurship, career guidance, Human values.</li><li>● IQAC organized an FDP program with Ms Rupali Bhujangarao as a resource person and webinar for students with Ms G.C. Kavitha as speaker.</li><li>● Two courses viz., BBA &amp; BSc Data Science at UG level and MSc Nutrition at PG level were introduced from this academic year</li></ul>
6th August 2021	<ul style="list-style-type: none"><li>● Analysis of India Today Best College ranking 2021 released in the month of June.</li><li>● Followup on data collection for AQAR 20-21.</li><li>● Discussion on date and competitions to be conducted for Navarang 2021</li></ul>	<ul style="list-style-type: none"><li>● Criteria-wise coordinators were instructed to consolidate the data received from departments for AQAR.</li></ul>

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	<ul style="list-style-type: none"><li>● Proposal on conducting FDP in areas like Research and Health</li><li>● Academic schedules to be planned in overlapping of academic year</li></ul>	<ul style="list-style-type: none"><li>● Scheduled date for Navarang is decided to be 13th &amp; 14th of September 2021. Series of internal meetings were held for smooth execution of Navarang 2K21.</li></ul>
17th November 2021	<ul style="list-style-type: none"><li>● Analysis of Results of previous Academic year</li><li>● Follow up on data for AQAR 20-21 and Discussion on readiness of SSR</li><li>● FDP on NAAC Parameters and SSR preparation to be conducted keeping in view of 4th cycle</li><li>● IQAC initiated a General Assessment for the first Year, to identify their initial learning levels</li><li>● Management proposed for renewal of ISO certification.</li><li>● Data collected for NIRF 2021 ranking to be compiled.</li></ul>	<ul style="list-style-type: none"><li>● Academic co-ordinator was instructed to keep a record of results.</li><li>● Criteria-wise internal meetings were held</li><li>● SSR Manual, data Templates, and SOP's were shared and also to analyze the expected scores.</li><li>● Prof Dharmadhikari was approached and dates were confirmed on 13 &amp; 14 December 2021</li><li>● Test format was decided and class incharges were asked to take up the task.</li><li>● Departments should be ready with documents for forthcoming ISO inspection.</li></ul>
17 th March 2022	<ul style="list-style-type: none"><li>● Appreciated Faculty for Timely submission of data for India Today Best Colleges ranking, NIRF and for their preparation for ISO inspection.</li><li>● Discussed on inputs given by the ISO inspection team and Prof Dharmadhikari.</li><li>● Intimating Criteria coordinators that NAAC office has extended the AQAR Submission date.</li><li>● Criteria-wise compilation of 5 years data for SSR to be in process. A format was designed by IQAC to capture data related to the events.</li><li>● Follow up on conducting various Events by departments.</li></ul>	<ul style="list-style-type: none"><li>● Departments are instructed to maintain documentation as per the inputs</li><li>● Finalization of supporting documents and obtaining signatures of Principal for AQAR across all the criteria.</li><li>● Criteria coordinators were asked to work towards compilation of data for SSR</li></ul>

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<p>17th June 2022</p>	<ul style="list-style-type: none"><li>● Intimating faculty on the revised SSR Questionnaire format and templates and advised to do a detailed study of the same</li><li>● Successful Submission of AQAR 20-21.</li></ul>	<ul style="list-style-type: none"><li>● Criteria coordinators are instructed to re-orient the collected data as per the new manual of SSR</li><li>● Website incharge was asked to upload AQAR 20-21 in the college website</li></ul>
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