

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

Minutes of the First Meeting

Date: 02.07.2018

The first meeting of IQAC for the session 2018-19 was held on 02.07.2018 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting of the session 2017-18.

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

The Principal asked the members to discuss on the Plan of Action for this session. As per the guidelines discussed in the previous meeting, the plan of Action was prepared which is as follows-

- To use Biometric machine for students
- To purchase water cooler with RO for students
- To arrange vehicle stand for students
- To create departmental cubicles in staff room
- To purchase more computers in library for students
- To provide internet facility to students
- To create Badminton Ground
- Stress on Best Practices of the college
- To purchase furniture like green boards, desk, benches, chair
- Renovation of Home Economics department
- Preparing for 3rd cycle
- Collecting Feedback from stakeholders
- Conducting training workshop for staff
- Stress on Mentorship and counseling

Resolution No. 3

The Principal asked the staff to discuss on the Academic Calendar. The discussion went on keeping in mind the various important activities to be conducted during the session. After the discussion, it was decided to prepare the calendar within a week.

Resolution No. 4

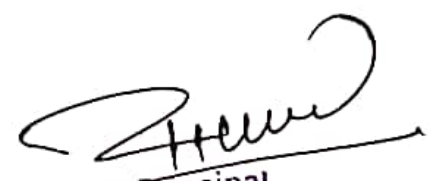
The Principal asked the teachers to submit the teaching plan for the session. A discussion went on regarding teaching days, holidays and University Calendar. After the discussion, it was decided to submit teaching plan to the IQAC Co-ordinator within three days.

Resolution No. 5

With the permission of the Principal, the co-ordinator asked the staff to discuss on the extension and community-oriented activities to be conducted by various departments. After the discussion, it was decided that the concerned Cell for Extension activities would prepare a plan and submit it to the co-ordinator within a week.

Resolution No. 6

The Principal asked the teachers to try for Linkages, Collaborations and MoUs. The co-ordinator and the staff agreed to create the same in near future.



Principal
Natwarlal Jashbhai Patel Arts
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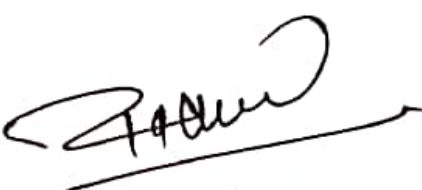
Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
02.07.2018**

Sr. No.	Agenda	Action
1.	To prepare Plan of Action for 2018-19	Prepared Plan of Action
2.	To prepare Academic Calendar	Prepared Academic Calendar
3.	Submission of teaching plan	Departmental Teaching Plans were submitted to IQAC
4.	Planning for Extension activities	Concerned Cell prepared the plan and submitted to IQAC
5.	Other subjects	Collaborative activities organized


IQAC Coordinator,
IQAC
N.J. Patel College,
Mohadi Dist. Bhandur


Principal
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Internal Quality Assurance Cell (IQAC)

Minutes of the Second Meeting

Date: 15.10.2018

The second meeting of IQAC for the session 2018-19 was held on 15.10.2018 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting dated on 02.07.2018 .

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

As decided in the previous meeting, the Principal proposed his plan for accreditation for 3rd Cycle. With the permission of the Principal, the co-ordinator explained the new guidelines and new framework. He informed them about online process and the Quantitative and Qualitative metrics. He made the staff aware of the new changes and of the early preparations. All were agreed to prepare for the 3rd Cycle of accreditation.

Resolution No. 3

With the permission of the Principal, the co-ordinator allotted the Criterion wise responsibilities. He explained them what and how to do the work. The Principal also asked the co-ordinator to attend workshops or conferences on new NAAC guidelines. All were agreed to perform allotted responsibilities.

Resolution No. 4

The co-ordinator asked the teachers to provide the updates about course completion and evaluation process. The discussion went on and all agreed to provide the same within a week.

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
15.10.2018**

Sr. No.	Agenda	Action
1.	Accreditation for the 3 rd Cycle	Prepared Plan of Action
2.	To prepare Academic Calendar	Explained the new guidelines and new framework. Started to prepare for the 3 rd Cycle as per new guidelines
3.	Allotment of the responsibilities	Co-ordinator allotted the Criterion wise responsibilities.
4.	Other issues	Updates about course completion and evaluation process were provided to IQAC


IQAC Co-ordinator,
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Internal Quality Assurance Cell (IQAC)

Minutes of the Third Meeting

Date: 01.02.2019

The third meeting of IQAC for the session 2018-19 was held on 01.02.2019 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting dated on 15.10.2018 .

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

The Principal asked the Co-ordinator to take the follow-up of the NAAC related work. The Co-ordinator took the criterion updates from the teachers. The discussion went on about the work done and the problems. The Co-ordinator tried to satisfy them with some suggestions.

Resolution No. 3

The Principal suggested all to create linkages with GOs and NGOs and organize programmes with their collaborations. He also asked the Co-ordinator and others to try to establish MoUs with other institutions or organizations. All were agreed to work for this.

Resolution No. 4

The Principal suggested all the teachers to conduct extra classes as Remedial classes. He stressed especially on English. All teachers were agreed to conduct such classes before the examination to suggest proper remedies on students' doubts or queries.

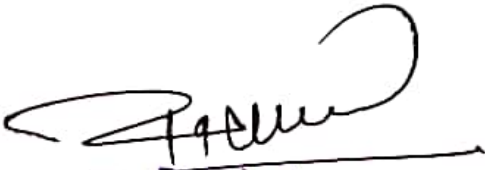
Resolution No. 5

The Principal suggested the co-ordinator to conduct feedback process. The co-ordinator asked the concerned Cell to take the Feedback Formats from IQAC to circulate to the different stakeholders. As per the new guidelines, Student Satisfaction Survey should be conducted from this year.

So the Principal asked the co-ordinator to prepare the questionnaire for this survey. The concerned teachers were ready to conduct both the processes.

Resolution No. 6

The co-ordinator asked the staff about the website updation. He asked them to upload departmental activities and study materials on the college website. All were agreed to do so.



Principal

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Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
01.02.2019**

Sr. No.	Agenda	Action
1.	To take follow-up of NAAC related work	Criterion wise updates were taken by IQAC
2.	To create Linkages and MoUs	Linkages with Local GOs and NGOs created and organized programmes with their collaborations.
3.	Extra classes as Remedial classes	Extra classes of English as Remedial classes were taken
4.	Feedback and SSS	Feedback and SSS were conducted at the end of the session
5.	Other issues	Website updation started


IQAC Coordinator
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Internal Quality Assurance Cell (IQAC)

Minutes of the Fourth Meeting

Date: 30.04.2019

The fourth meeting of IQAC for the session 2018-19 was held on 30.04.2019 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting dated on 01.02.2019.

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

The Principal asked all the present members to discuss on the 'Action Taken' on the Plan of Action. After the discussion, it was decided to prepare Action Taken Report and to submit to the coordinator.

Resolution No. 3

The Principal asked all the present members to discuss on the NAAC recommendations. The co-ordinator read out the recommendations and informed the Principal that most of the recommendations have been fulfilled. He pointed out those recommendations which are yet to be fulfilled. After the discussion, all were agreed to do efforts for accomplishment of the recommendations.

Resolution No. 4

The co-ordinator asked all the staff members and co-ordinators of various Cells to submit the relevant data as usual for the purpose of AQAR, Departmental Reports, APIs, Feedback and SSS. All were agreed to submit the same during the vacation.

Resolution No. 5

The co-ordinator explained the importance of 'Less Paper Concept' and planned to observe this in the institution. The Principal was ready to

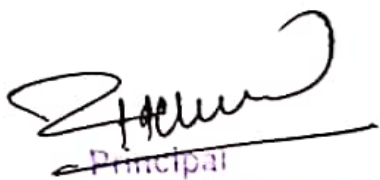
implement and all were also agreed to the concept and decided to use computerized transactions as possible as they could do.

Resolution No. 6

The Principal asked the co-ordinator to discuss on Plan of Action for the next session. The co-ordinator presented the important points to be included in the Action Plan. After the discussion a rough draft was prepared and everyone was agreed to execute accordingly in the coming session.

Resolution No. 7

The co-ordinator asked all the heads of various departments and Cells to submit the Annual Reports. After the explanations on some issues and discussions, all were agreed to submit the reports during the vacation period.


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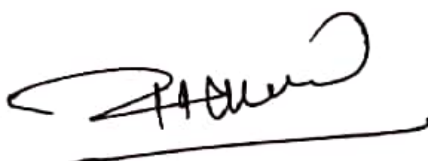
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Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
30.04.2019**

Sr. No.	Agenda	Action
1.	ATR of Plan of Action	ATR was prepared at the end of the session
2.	To fulfill NAAC recommendations	Most of the recommendations have been fulfilled
3.	To collect data for various purposes	The relevant data for AQAR, Departmental Reports, APIs, Feedback and SSS was submitted to IQAC
4.	Observance of 'Less Paper Concept'	Observed 'Less Paper Concept'
5.	Plan of Action for next year	Plan of Action for next year prepared
6.	Other issues	Annual Reports were submitted by the various departments and Cells


**Coordinator,
IQAC**
N.J. Patel College,
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Principal
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