



# Minutes of Meeting

Date 20/6/2018

## Bullets of Meeting

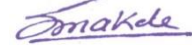
- Chalkout Annual plan
- Academic calendar
- Planning for a second basis for decision making to improve institutional functioning.
- Enhancement of institution through various activities.
- Maintenance of quality standards in teaching, learning and evaluation.
- Ensuring clarity and focussing on quality enhancement of the institution.
- Formation of policy to increase in the number of admission.
- Providing healthy atmosphere to members for decision making to improve institution functioning .
- Flexibility in mode of college tuition fees for needy student.

## Action taken Report

- According to bullet No.1 ,2 Head of the institution Chalkout Annual plan and Academic calendar.
- As per Bullet 3 - To improve institutional functioning, it is responsibility of IQAC to initiate plan and supervise various activities that are necessary to increase the quality of education such as :-
  - Counselling & Mentoring
  - Internship - skill training and placement
  - Academic & professional exams.
  - Student induction programme
  - FDP for faculty
  - Management of scholarships
- As per bullet 3 the role of IQAC is maintaining quality standards in teaching learning and evaluation.
- Also to find out the solution for issues / problems if any.

## Achievement

- 1) Various committee are formed for academic and support activities.
- 2) Academic calendar and Annual plan in revised.
- 3) It is displayed on the college notice board.
- 4)
- 5) Time table is displayed on notice board.
- 6) Students attendance is regularly taken and monitored.
- 7) Teachers attend workshops organized by various institutions affiliated to university.
- 8) Non teaching staff are encouraged to attend meeting and training sessions.



डॉ. साधना माकडे  
प्राचार्य

# Minutes of Meeting

Date: 20/12/2018

## Bullets of Meeting

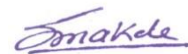
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Study tours, field work, project work if any.

## Action taken Report

- Quality assurance strategies seek to prevent, detect and correct problems in the quality of academic, administrative and financial tasks.
- Study tours and field visit & project work are organized for experimental learning.
- Project work is allotted to students.
- ICT enabled teaching is promoted by the IQAC.

## Achievement-

- Active functioning of IQAC during the year have greatly strengthen our quality, resulting in achievement of institutional academic objectives.
- It associates closely with every academic operation of the institution to ensure that all operation have structured strategies and well defined process of delivery. This enables tangible measurement of performance which will serve as reference for sustaining and improving quality of future initiatives.
- Institution provides duty leave for seminars, workshops, training programmes at institutional, national level for faculty, student and support staff to enhance their functional efficiency.



डॉ. साधना माकडे  
प्राचार्य