

**Session 2020-21**

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

**Dated 8<sup>th</sup> August, 2020**

**Time: 05.30 PM, Venue: Google Meet**

1. The minutes of the previous meeting were read and approved unanimously.
2. Action Plan and Academic Calendar for the session 2020-21 was designed, with the help of suggestions provided by various departments.
3. It was decided to register and proceed for AISHE and NIRF.
4. It was decided to take Online Induction Programme in the beginning and Farewell Programme at the end of the session for the students.
5. Admission process was discussed thoroughly.
6. IQAC suggested to improve and renovate infrastructure to meet the needs of safety of students and to improve work space. It was decided few areas to develop such as compound wall, gate, library, principal's cabin, altering tiles of classrooms, corridor, and ladies toilets. 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 5<sup>th</sup> December, 2020**

**Time: 10.30 AM, Venue: Google Meet**

1. The minutes of the previous meeting were read and approved unanimously.
2. It was decided unanimously to sign new MoU in the coming session and make existing MoUs more functional.
3. Mr. Baheti emphasized on faculty/students exchange programmes and to organize ICT Weeks. Dr. Vyas asked to motivate staff to develop E-content and increase collaborative activities.
4. It was discussed unanimously the problems of ICT in TLP that our students belong to economically weaker families and came from rural background so that many students don't have mobile and even there are problems of Network.
5. 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 23<sup>rd</sup> February, 2021

Time: 10.00 AM, Venue: Google Meet

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the various Metrics of IIQA and SSR.
3. Problems of Online Exam were discussed thoroughly.
4. It was decided unanimously to add more criterion wise members to help in collection and compliance of data for SSR effectively. The chairman assured to fulfill the demand soon.
5. 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 1<sup>st</sup> May, 2021

Time: 11.30 AM, Venue: Google Meet


1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed all the details of the fees structure of the NAAC process and submitted it to the management for sanction the same.
3. The committee reviewed the collected data criterion wise of the SSR and also decided the mechanism to upload the data on website as per requirement of IIQA and SSR. The chairman suggested to speed up works regarding SSR and also gave the dead line of three months to submit IIQA.
4. All collected feedback forms and API were reviewed. All the reports of working committees and departments wise progress were discussed.
5. As no other matter came up for discussion, the meeting concluded with the vote of thanks.

## Action Taken Report 2020-21


Sr. No.	Plan of Action	Achievements
1	To prepare Action plan and Academic Calendar of 2020-21.	Action Plan and Academic Calendar were prepared and uploaded on college website. Academic, Co-curricular & Extra-curricular activities conducted in tune with Academic Plan.
2	To form various working committees for the decentralization in working of the institution	Various working committees formed & functional with periodic interactions.
3	To arrange placement activities through industrial linkage and placement cell	Due to Covid-19 Online Training Programme was organised and other attempts were made for placement of students.
4	To promote research and extension activities	Teachers were encouraged to write research paper for peer reviewed journals and conference proceedings. Various Extension Activities were taken.
5	To felicitate students and staff of the institution for their achievements	Students and staff of the institution were felicitated on limited level due to Covid-19.
6	To promote cultural and community development activities with the help of NSS and NCC units of the institution	Various cultural and community development activities were promoted with the help of NSS and NCC units of the institution.
7	To active Alumni Association and Parent Teacher Forum of the institution	Attempts were made.
8	To purchase additional books for the library of the college.	New books purchased during the year in a central library of the college.
9	To organise Financial Literacy Programme for students and staff	Organized online SEBI programme for students, staff, and society was organized.
10	To organise conference, seminar, workshop and placement activity, etc.	Online Seminars and Workshops were organized. Online Induction Programme for Fresher was organized.
11	To complete automation of Library	Done partially.
12	To enhance beautification of campus.	Tree plantation and maintenance activities were carried out.
13	To organise and participate in inter-collegiate and various sport competitions.	Done partially.
14	To organize activities related to Gender Sensitization	Various online programmes on Gender Sensitization were organized.
15	To plan and organized community oriented exhibition	Due to Covid-19 such organization was not possible.

**Minutes of the Meeting & Action Taken Report of 2020-21**

16	To establish MOUs with other institutions/organizations	MoUs were done.
17	To keep track of UGC website	It is on regular basis.
18	Organisation of Nutritional and Health Week	It is organised online.
19	Organisation of Environmental awareness programme	It is organised.
20	Organisation of NCC & NSS camps	Due to Covid-19 such organization was not possible.
21	Organisation of Edutainment Week	Organised online for English slow & advance learners.
22	Students' participation in social Activities	Students participated in various social activities.
23	To develop Skill Development Courses of more than 30 Hours (Pouch Course)	Various Departments continued earlier Pouch Courses.
24	Mentor-Mentee system will be effectively followed	Due to Covid-19 it was not possible but student's problems were solved through social Media and online mode.
25	Organization of Training Programme for Teaching and Non-teaching Staff	Online Conference, Workshops, Refresher Course and Training Programmes were organized.
26	To emphasis on effective use of ICT in TLP	Teachers used ICT in TLP. Maximum Online Resources and Technological Tools were used during Covid-19 Pandemic.
27	Monitoring of students performance and learning outcome	It is monitored.
28	Up-gradation of College Website	It's on regular basis.
29	Infrastructural Development	Compound wall, altering of tiles in some rooms and corridors, renovation of library, principal chamber, ladies toilet etc. is in progress.

  
**CO-ORDINATOR**  
 Internal Quality Assurance Cell (IQAC)  
 Smt. Radhadevi Goenka College  
 for Women, Akola  
 Mr. Sanjay T. Vite  
 Coordinator, IQAC



  
**Principal**  
 Radhadevi Goenka College  
 For Women, AKOLA  
 Dr. D. N. Vyas  
 Chairman / Principal