

SMT R. D. G. COLLEGE FOR WOMEN AKOLA (MS) – 444001

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

Dated 27 June, 2019

Time: 1.30 PM, Venue: Principal's Office

Minutes of the Meeting:

1. The minutes of the previous meeting were read and approved unanimously.
2. Academic Calendar for the session 2019-20 was designed, with the help of suggestions provided by various departments.
3. It was decided that criteria heads should do efforts to collect data to fill AQAR 2018-19.
4. It was decided unanimously to sign new MoU in the coming session and make existing MoUs more functional.
5. It was decided to give media coverage to only important events and activities of the college. Mr. Bhatti suggested sending proposal for National Skills Qualification Framework. Mr. Baheti emphasized on faculty/students exchange programmes and to organize ICT Weeks. Dr. Vyas asked to motivate staff to develop E-content.
6. 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 14th October, 2019

Time: 1.30 PM, Venue: Principal's Office

Minutes of the Meeting:

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed to apply for AISHE, ISO & NIRF as soon as possible.
3. IQAC coordinator suggested the need of taking constructive program that will support the students' development as well as to the seven criterion of NAAC, such as Gender Sensitization, Skill development, environmental consciousness etc. Mr. Baheti suggested to organize workshop on IPR.
4. The members discussed some measures to enhance academic excellence such as improving quality of TLP, increase use of ICT, organizing workshops and guest lectures.
5. Collected data of various criterions was discussed and analyzed.
6. IQAC pointed out the need of paying attention on more research work and extension activities.
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 13th February, 2020

Time: 1.30 PM, Venue: Principal's Office

Minutes of the Meeting:

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the various points of SSR.
3. The IQAC discussed to demand timely submission of various committee reports.
4. Before submitting AQAR 2018-19, it was presented before the College Development Committee and the committee discussed it.
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 18th April, 2019

Time: 12.30 PM, Venue: Principal's Office

Minutes of the Meeting:


- 1) The minutes of the previous meeting were read by IQAC Coordinator and were approved by the chairman and the members.
- 2) The committee discussed Departmental Profile and the existing format of the profile.
- 3) The committee discussed the Academic Calendar of 2020-2021 which will be supportive and conducive to fulfil the various Seven Criteria of AQAR. Hence, the committee unanimously decided to take such programmes and events that will fulfil the need.
- 4) The committee reviewed the status of work from home and the various platforms like Zoom, Google Meet, Whats App, etc. used to conduct virtual workshops, FDPs etc. as well as online classes to complete remaining proportion of syllabus during lockdown. The committee also discussed the Pandemic situation and adverse effect of Lockdown on education of students and academic loss of the college. The IQAC Coordinator and the Principal, Dr. Vyas expressed concern over the loss of studies of students motivated members to come up with solutions for compensating the loss by technological means. They laid stress on creating E-Content development and taking help of ICT for instruction. Dr. Vyas inspired the members to do research on how they can virtually teach properly to student and to find out new technological media.

Action Taken Report 2019-20

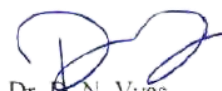
Sr. No.	Plan of Action	Achievements
1	To prepare Academic Calendar of 2019-20	Academic Calendar is prepared and uploaded on college website. Academic, Co-curricular & Extra-curricular activities conducted in tune with Academic Plan.
2	To form various working committees for the smooth working of the institution	Various working committees formed & functional with periodic interactions.
3	To arrange placement activities through industrial linkage and placement cell	Youth Training Programme by TCS 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. Duty leave granted to teachers to attend national and international conferences and seminars. 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 in felicitation programme for their outstanding performance throughout the year.
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	Organised MAI programme in which our Honourable President was the resource person and SEBI for students, staff, and society was organized.
10	To organise conference, seminar, workshop and placement activity, etc.	Seminars and Workshops were 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 organize Guest Lectures in various departments	It is organised.

Minutes of the Meeting & Action Taken Report 2019-20

14	To organize activities related to Gender Sensitization	Various programmes on Gender Sensitisation were organised.
15	To plan and organised community oriented exhibition	Exhibitions were organised.
16	To establish MOUs with other institutions/organizations	MoUs with G. S. College, Khamgaon and Daddu Food Products, Khamgaon.
17	To keep track of UGC website	It is on regular basis.
18	Organisation of Nutritional and Health Week	It is organised.
19	Organisation of Environmental awareness programme	It is organised.
20	Organisation of NCC & NSS camps	It is organised.
21	Organisation of Edutainment Week	Organised 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 developed and started Pouch Courses.
24	Mentor-Mentee system will be effectively followed	Mentor-Mentee system followed throughout the year.
25	Organization of Training Programme for Teaching and Non-teaching Staff	Workshops and Training Programmes were organized. (Few online programmes for staff during Covid-19 Pandemic were organised)
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	To register for AISHE, NIRF, etc.	Institution registered for AISHE & NIRF.
29	Up-gradation of College Website	It's on regular basis.
30	To promote paperless mechanism in the institution	Submission of online API, CR forms, Various Committee Reports etc. were initiated.


CO-ORDINATOR
 Internal Quality Assurance Cell (IQAC)
 Smt. Radhadevi Goenka College
 for Women, Akola
 Date: 16/01/2021
 Place: Akola




 Dr. B. N. Vyas
 Chairman / Principal
PRINCIPAL
 Radhadevi Goenka College
 For Women, AKOLA