

**Session 2016-17**

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

Dated 2<sup>nd</sup> July, 2016

Time: 12.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. Action Plan and Academic Calendar for the session 2016-17 was designed, which is to be followed by each department on or before 4<sup>th</sup> of July.
3. It was decided to register and proceed for AISHE and NIRF.
4. 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 25<sup>th</sup> August, 2016

Time: 12.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed for boosting research work by the staff and need of improving the extension activities of students and staff. It was also discussed to establish MoU with various institutions.
3. It was decided to proceed for filling the post of Professors.
4. 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 14<sup>th</sup> Sept., 2016

Time: 12.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. Various measures were discussed regarding Student support and progression. In this regard, there was a suggestion from management, Mr. Ravindra Kumar Goenka, Vice-President BSS, to initiate an award for the students who excelled in UG. Hence, it was decided to start *Vimala Devi Student of the Year Award*, and it will continue for

every year. Nextly, it was decided to take Orientation in the beginning and Farewell Programme at the end of the session for the students.

3. There was proposal from Hon'ble President, Mr. Dilipraj Goenka to plan an event to involve all the stake holders to improve work culture and relationship building. So it was decided to celebrate Diwali Sneha Milan on the occasion of Diwali Festival. Dr. Ambhore proposed to welcome the new acting principal and all the committee members welcomed new principal Dr. Anjali Rajwade with applaud.
4. 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 15<sup>th</sup> April, 2017**

**Time: 12.30 PM, Venue: Principal's Office**

1. The minutes of the previous meeting were read and approved unanimously.
2. All collected feedback forms and API were reviewed. All the reports of working committees and departments wise progress were discussed.
3. API and CR forms were circulated among staff and deadline of the submission was given.
4. It was decided to collect the criterion wise data for AQAR 2016-17 till to 1<sup>st</sup> July 2017.
5. As no other matter came up for discussion, the meeting concluded with the vote of thanks.

**Action Taken Report 2016-17**


Plan of Action	Achievements
1. Plan of action and Academic Calendar for the entire year framed.	1. Activities conducted in tune with Action Plan and Academic Calendar.
2. Orientation & Farewell programme for students.	2. Orientation and Farewell Programmes were conducted.
3. To register for AISHE and NIRF.	3. It was registered.
4. To fill up post of Professors	4. Two Posts of Professor filled under CAS Promotion and one Post of Professor filled under internal

<p>5. To initiate new practices for stakeholders.</p> <p>6. To conduct Yoga Self-defence &amp; Aerobics, classes for students and staff members</p> <p>7. To prepare budgets of various departments.</p> <p>8. To form study forums.</p> <p>9. To promote research activities among teaching staff members and MoU.</p> <p>10. To felicitate students and staff of the institution for their achievements.</p> <p>11. To promote cultural and community development activities with the help of NSS and NCC departments of the institution.</p> <p>12. To active Alumni Association and Parent Teacher Forum of the institution</p> <p>13. To purchase additional books for the library of the college.</p>	<p>deputation.</p> <p>5. New award for student initiated- Student of the Year. Diwali Sneh Milan Programme was initiated for all stakeholders.</p> <p>6. Yoga Classes for the students and staff members were conducted throughout the academic session.</p> <p>7. Budgets prepared and got it approved in the ‘Local Management Committee’ Meeting.</p> <p>8. Study Forums are formed. Forum made students aware regarding latest development in the field of education through guest lectures, field and industrial visits.</p> <p>9. Teachers were encouraged to write research paper for peer reviewed journals and conference proceedings. MoU with Bajaj Finserve was established.</p> <p>10. Students and staff of the institution were felicitated in felicitation programme for their outstanding performance throughout the year.</p> <p>11. Various cultural and community development activities were promoted with the help of NSS and NCC departments of the institution.</p> <p>12. Alumni Association and Parent Teacher forum were activated.</p> <p>13. 55018 New books costing 157 purchased during the year in a central</p>
---	--


**Minutes of the Meeting & Action Taken Report of 2015-16 to 2019-20**

---

14. To strengthen ICT learning resources of the college.	library of the college. 14.04 LCD Projectors were purchased for strengthened the ICT Learning resources of the institution.
15. To develop infrastructure of the college	15. Additional 07 toilets constructed, Home-Science wing upgraded, College premises white washed and repairs of building done.
16. Various cells such as Remedial Coaching Center, Career & Counselling Guidance Cell, Competitive Examination Guidance Cell, and Guidance for entry in Service Cell etc., will be continued.	16. It was continued throughout the session.
17. It is proposed to strengthen TLP and the practice of maintaining the student progression.	17. All the proposed activities have been carried out by the IQAC.
18. It is proposed by the Department of Library and Information Science to organize Books Exhibition.	18. Book- Exhibition was organized by the department of Library.
19. It is proposed to continue UGC granted centres for FD & Tally.	19. The Centers have been continued.

  
**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

## **Session 2017-18**

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

Dated 30<sup>th</sup> June, 2017

Time: 11.30 AM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. Action Plan and Academic Calendar for the session 2017-18 was discussed.
3. It was decided to register and proceed for AISHE and NIRF.
4. Admission process was discussed thoroughly.
5. It was decided to take Orientation in the beginning and Farewell Programme at the end of the session for the students.
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 5<sup>th</sup> August, 2017

Time: 1.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the new format of API-2017 thoroughly and then it was decided to apply for Research Centers in various departments. It was also discussed to establish MoU with various institutions. It was decided to take Orientation in the beginning and Farewell Programme at the end of the session for the students.
3. It was discussed to organize Campus Placement in collaboration with District Skill Development Department.
4. It was decided unanimously to submit AQAR 2015-16 on 17<sup>th</sup> August.
5. Dr. Anjali Rajwade proposed to welcome the newly appointed Principal, Dr. Devendra Vyas and welcomed by the committee. Dr. Rajwade, IQAC, Coordinator, requested to accept her resignation of IQAC Coordinator. 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 3<sup>rd</sup> March, 2018

Time: 12.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. First of all, the Principal formed the new IQAC and welcomed the new IQAC Coordinator and members. Then he informed the committee the process of NAAC. The IQAC Coordinator, Prof. Sanjay Vite welcomed the new members of IQAC and then he provided information on basic purposes, activities and functions of IQAC and NAAC.
3. Various measures of academic excellence were discussed.
4. 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 21<sup>st</sup> April, 2018

Time: 1.00 PM, Venue: Principal's Office


1. The minutes of the previous meeting were read and approved unanimously.
2. API and CR forms were circulated among staff and deadline of the submission was given.
3. It was decided to collect the criterion wise data for AQAR 2017-18.
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 2017-18


Plan of Action	Achievements
1. Plan of action and Academic Calendar for the entire year framed.	1. Activities conducted in tune with Action Plan and Academic Calendar.
2. Orientation & Farewell programme for students.	2. Orientation and Farewell Programmes were conducted.
3. To register for AISHE and NIRF.	3. It was registered.
4. To arrange placement activities through industrial linkage and placement cell.	4. Employment Fare and Counselling was organised in collaboration with District Skill Development Department.
5. To promote research activities among teaching staff members.	5. Teachers were encouraged to write research paper for peer reviewed journals and conference proceedings. Research Centers of Music and Home-Science were established.
6. To felicitate students and staff of the institution for their achievements.	6. Students and staff of the institution were felicitated in felicitation programme for their outstanding performance throughout the year.
7. To promote cultural and community development activities with the help of NSS and NCC units of the institution.	7. Various cultural and community development activities were promoted with the help of NSS and NCC units of the institution.
8. To active Alumni Association and Parent Teacher Forum of the institution.	8. Alumni Association and Parent Teacher forum were activated.
9. To purchase additional books for the library of the college.	9. New books purchased during the year in a central library of the college.
10. To organise Financial Literacy Programme.	10. Organised MAI programme in which our Honourable President was the resource person.
11. To organise conference, seminar, workshop and placement activity, etc.	11. College Level Seminars and Workshops were organised.
12. To complete automation of Library.	12. Done partially.
13. To enhance beautification of campus.	13. Tree plantation and maintenance activities were carried out.
14. To prepare and submit Skill Development Courses proposals.	14. Proposals for Personality Development, Yoga, Health Care, and Spoken English were submitted to SGBAU, Amravati.
15. To organise activities related to Gender Sensitisation.	15. Various programmes on Gender

## Minutes of the Meeting & Action Taken Report of 2015-16 to 2019-20

16. To plan and organised community oriented exhibition.	Sensitisation were organised. 16. Three Exhibitions were organised by Home Science Department for the community of Akola and Akot.
17. To form review and various working committees.	17. Committees have been formed.
18. To establish MOU with other institutions/organisations.	18. MoU with Gurukrupa Academy of Civil Services and Cluster MoU with LRT & SA College Akola.
19. To keep track of UGC website.	19. It is on regular basis.
20. Organisation of Nutritional and Health Week.	20. It is organised.
21. Organisation of Environmental awareness programme.	21. Numbers of programmes were organised.
22. Organisation of NCC & NSS camps.	22. It is organised.
23. To strengthen Alumni Association and Teacher Parents Forum.	23. It is in process.
24. Organisation of Edutainment Week.	24. Organised for English Slow and Advanced learners.
25. Students' participation in social Activities.	25. Students participated in various social activities.

  
**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



**Session 2018-19**

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

Dated 20<sup>th</sup> June, 2018

Time: 1.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. Action Plan and Academic Calendar for the session 2018-19 was designed, which is to be followed by each department on or before 15<sup>th</sup> of July. It is proposed that credit wise events, educational tours and Seminars, Conferences & Workshops should take place in Academic Calendar.
3. It was decided to register and proceed for AISHE and NIRF.
4. 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 14<sup>th</sup> July, 2018

Time: 11.30 AM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the areas of academics and administration where we can follow the paperless mechanism. The committee also discussed various formats of activities in order to collect data in proper form. It decided to focus on use of ICT, Participative, Experimental teaching learning, Environmental issues and other cross cutting issues to enhance TLP.
3. It was decided unanimously to sign MoU with the G. S. College, Khamgaon, as a lead college. It is IQAC Cluster between multiple colleges for cooperation, promotion and networking of Institutional Quality Assurance Cell for standardization of policies and procedures. To enhance sport activity it was decided to establish MoU with cricket academy. It was decided to initiate Know You College (KYC) Programme for fresher.
4. It was decided to final AQAR 2017-18 for which every member should collect the remaining data according to the criterion given to them. It was decided to work on AQAR 2018-19 according to the new regulation of NAAC. It was discussed to organize the criterion wise workshop by the IQAC to clarify the new regulation of NAAC to all the staff members of the college.

5. Dr. Rajwade explained National Skills Qualification Framework and its benefit with the permission of Chairman. Principal, Dr. Devendra Vyas asked to send proposals for the same. Recruitment of Staff was discussed. 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 29<sup>th</sup> January, 2019

Time: 1.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the need of introducing various skill based Pouch/Value Added Courses for all-round development of students other than curriculum enrichment. It was decided that every department should take the same initiative. It was decided to establish Psychological Counseling Center under the supervision of Health Committee.
3. The committee discussed the need to improve sport facilities.
4. The committee discussed the need of G-Suite and increasing the Broadband speed.
5. The committee discussed on the feedback of Annual Gathering Uddan-2019 which was organized on 5th and 6th January 2019 on the theme of Women Empowerment "Kab Tak Rokoge. Accordingly the feedback was forwarded to management.
6. Before submitting AQAR 2017-18, finally it was presented before the committee and the committee discussed it.
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 18<sup>th</sup> April, 2019**

**Time: 12.30 PM, Venue: Principal's Office**

1. The minutes of the previous meeting were read and approved unanimously.
2. It was decided to final AQAR 2018-19, for which every member should collect the data according to the criterion given to them.
3. It was decided that staff should to submit API & CR 2018-19 online up to 25th April 2019.
4. All collected feedback forms and API were reviewed. All the reports of working committees and departments wise progress were discussed.
5. It was decided to take only quality and need based programmes. Prof. Shingade informed to the committee that proposal for RUSA was submitted. As no other matter came up for discussion, the meeting concluded with the vote of thanks.

**Action Taken Report 2018-19**


<b>Plan of Action</b>	<b>Achievements</b>
1. Plan of action and Academic Calendar for the entire year framed.	1. Activities conducted in tune with Action Plan and Academic Calendar.
2. Know Your College (KYC) & Farewell programme for students.	2. KYC and Farewell Programmes were conducted.
3. To register for AISHE and NIRF.	3. It was registered.
4. To form various working committees for decentralization in working of the institution.	4. Various working committees formed & functional with periodic interactions.
5. To arrange placement activities though industrial linkage and placement cell.	5. Attempts were made for placement of students.
6. To promote research and extension activities.	6. Teachers were encouraged to write research paper for peer reviewed journals and conference proceedings. Various Extension Activities were taken.
7. To felicitate students and staff of the institution for their achievements.	7. Students and staff of the institution were felicitated in felicitation programme for their outstanding
8. To promote cultural and community	

## Minutes of the Meeting & Action Taken Report of 2015-16 to 2019-20


<p>development activities with the help of NSS and NCC units of the institution.</p> <p>9. To active Alumni Association and Parent Teacher Forum of the institution.</p> <p>10. To purchase additional books for the library of the college.</p> <p>11. To organise Financial Literacy Programme for students and staff.</p> <p>12. To organise conference, seminar, workshop and placement activity, etc.</p> <p>13. To complete automation of Library.</p> <p>14. To enhance beautification of campus.</p> <p>15. To prepare and submit Skill Development Courses proposals.</p> <p>16. To organize activities related to Gender Sensitization.</p> <p>17. To plan and organised community oriented exhibition.</p> <p>18. To establish MOU with other institutions/organizations.</p> <p>19. To keep track of UGC website.</p> <p>20. Organisation of Nutritional and Health Week.</p> <p>21. To promote new initiatives and organisation of Environmental awareness programme.</p> <p>22. Organisation of NCC &amp; NSS camps.</p> <p>23. Organisation of Edutainment Week.</p> <p>24. Students' participation in social</p>	<p>performance throughout the year.</p> <p>8. Various cultural and community development activities were promoted with the help of NSS and NCC units of the institution. The psychological counseling center was established.</p> <p>9. Alumni Association meet were organized.</p> <p>10. New books purchased during the year in a central library of the college.</p> <p>11. Organised MAI programme in which our Honourable President was the resource person and SEBI for staff was organized.</p> <p>12. College Level Seminars and Workshops were organized.</p> <p>13. Done partially.</p> <p>14. Tree plantation and maintenance activities were carried out.</p> <p>15. Proposals under NSQF were sanctioned and proposal for RUSA was submitted.</p> <p>16. Various programmes on Gender Sensitisation were organised.</p> <p>17. Exhibitions were organised.</p> <p>18. MoU with Cluster India for NAAC and Cricket Academy of Pathan were established.</p> <p>19. It is on regular basis.</p> <p>20. It is organised.</p> <p>21. Internet of Things, No Vehicle Day, Say No to Plastic and other numbers of programmes were organized. Institution was registered for G-Suit and Broadband speed was increased up to 60 MBPS.</p> <p>22. It is organised.</p> <p>23. Organised for English slow &amp; advance learners.</p>
--	---

## Minutes of the Meeting & Action Taken Report of 2015-16 to 2019-20

<p>Activities.</p> <p>25. To develop Skill Development Courses of more than 30 Hours (Pouch Course).</p> <p>26. Mentor-Mentee system will be effectively followed.</p> <p>27. Organization of Training Programme for Teaching and Non-teaching Staff.</p> <p>28. To emphasis on effective use of ICT in TLP.</p> <p>29. Monitoring of students performance and learning outcome.</p> <p>30. Up-gradation of College Website.</p> <p>31. To promote paperless mechanism in the institution.</p> <p>32. Recruitment of Vacant Posts.</p>	<p>24. Students participated in various social activities.</p> <p>25. Various Departments developed and started Pouch Courses.</p> <p>26. Mentor-Mentee system followed throughout the year.</p> <p>27. Workshops and Training Programmes were organized.</p> <p>28. Teachers used ICT in TLP.</p> <p>29. It is monitored.</p> <p>30. It was upgraded.</p> <p>31. Submission of online API, CR forms, Various Committee Reports etc. were initiated.</p> <p>32. Recruitment process was initiated.</p>
--	--

  
**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

**Session 2019-20**

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

Dated 27<sup>th</sup> June, 2019

Time: 12.30 PM, Venue: Principal's Office

1. The minutes of the previous meeting were read and approved unanimously.
2. Action Plan and Academic Calendar for the session 2019-20 was designed, with the help of suggestions provided by various departments.
3. It was decided to register and proceed for AISHE and NIRF.
4. Admission process was discussed thoroughly.
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 30<sup>th</sup> July, 2019

Time: 11.30 AM, Venue: Principal's Office

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. It was decided to send proposals for ICSSR. It was decided to take Induction Programme in the beginning and Farewell Programme at the end of the session for the students.
3. It was discussed the need of Volley ball ground and the renovation of washroom and digital classroom. 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 and increase collaborative activities.
4. 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 13<sup>th</sup> February, 2020**

**Time: 1.30 PM, Venue: Principal's Office**

1. The minutes of the previous meeting were read and approved unanimously.
2. The committee discussed the various points of SSR.
3. The feedback of Annual Day was discussed and given to the management.
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, 2020**

**Time: 12.30 PM, Venue: Principal's Office**

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 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.
4. SSR and its new regulations were discussed thoroughly.
5. All collected feedback forms and API were reviewed. All the reports of working committees and departments wise progress were discussed.

**Action Taken Report 2019-20**

<b>Sr. No.</b>	<b>Plan of Action</b>	<b>Achievements</b>
1	To prepare Action plan and Academic Calendar of 2019-20.	Action Plan and Academic Calendar were prepared and uploaded on college website. Academic, Co-curricular & Extra-curricular activities conducted in tune with Academic Plan.


## Minutes of the Meeting & Action Taken Report of 2015-16 to 2019-20

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	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. Induction Programme for Fresher was organised.
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	University Sports Competition Organised.
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, Daddu Food Products, Khamgaon and Akola Football Academy.
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	It is organised.




**Minutes of the Meeting & Action Taken Report of 2015-16 to 2019-20**

	programme	
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 initiate faculty & student exchange and collaborative activities.	It is done.
31	Infrastructural Development	Digital Classroom was established, Volley Ball Ground and renovation of washroom was done.

  
**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

**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 2015-16 to 2019-20**

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