

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

Date: 28th July, 2023 Time: 11.00 AM

Venue: Management Chamber

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 28th July, 2023 at 11:00 am in Management Chamber. Minutes are as follows:

1. The minutes of the previous meeting were read and approved unanimously.
2. Action Plan and Academic Calendar for the session 2023-24 was designed, with the help of suggestions provided by various departments. Admission committee was informed to provide proper counseling to students to make admission process smooth.
3. It was decided to register and proceed for AISHE and NIRF.
4. IQAC informed to all the departments and committee conveners to organize quality programs, workshops and training programs, etc. for faculty, staff, and students focusing on skill enhancement and innovation.
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),

Date: 19th October, 2023 Time: 11.30 AM

Venue: Principal Office

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 19th October, 2023 at 11:30 am in Principal Office. Minutes are as follows:

1. The minutes of the previous meeting were read and approved unanimously.
2. All the departments were informed to submit their respective data and reports of AQAR 2022-23 in proper format to the IQAC promptly within two weeks.
3. NEP implementation committee was formed and planned to organized few NEP awareness programs for faculty and students throughout the session.
4. The principal reviewed the preparations for the International Conference and suggested the faculty for collective efforts to ensure wider participation. The committee finalized the conference schedule.
5. Feedback committee was informed to strengthen the institutional feedback mechanism to ensure the progress. 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),

Date: 6th February, 2024 Time: 12.30 PM

Venue: Principal Office

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 6th February, 2024 at 12:30 pm in Principal Office. Minutes are as follows:

1. The minutes of the previous meeting were read and approved unanimously.
2. Internal Academic & Administrative Audit was scheduled in April for 2023-24. It was emphasized that the audit aims to evaluate the efficiency and effectiveness of the academic and administrative processes.
3. AQAR 2022-23 was reviewed thoroughly and was approved by the management. It was decided to submit the final version of AQAR to the NAAC.
4. The IQAC planned to organize professional development programs for staff. The various working committees were informed to initiate some more capacity building and competitive exam programs for students.
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),

Date: 24th April, 2024 Time: 12.30 PM

Venue: Principal Office

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 24th April, 2024 at 12.30 PM, in Principal Office. Minutes are as follows:

1. The minutes of the previous meeting were read and approved unanimously.
2. IQAC proposed to increase the ICT enabled classroom and staff encouraged to use of ICT in TLP and documentation. CIE was implemented effectively by various departments. Exam grievances were solved on time with proper documentation by the Examination committee.
3. All feedback forms, API, Academic audits and working committees' reports were reviewed and analyzed and used it for Academic improvements. The feedback and suggestions were given to the concerned.
4. NEP preparations and implementation process was initiated and informative material of NEP was displayed in the campus and on the website for the students.
5. As no other matter came up for discussion, the meeting concluded with the vote of thanks.


Action Taken Report 2023-24

S. N.	Plan of Action	Achievements
1	To prepare Action plan and Academic Calendar of 2023-24.	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	Training Program was organized and other attempts were made for placement of students.
4	To promote research and extension activities	Teachers were encouraged to write research paper for CARE journals and conference proceedings. Various Extension Activities were taken. Online Journals: 5000 +
5	To felicitate students and staff of the institution for their achievements	Students and staff of the institution were felicitated in Annual Gathering.
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	Alumni Meetings were held.
8	To purchase additional books for the library of the college.	New 174 books purchased during the year in a central library of the college.
9	To organize Financial Literacy Programme for students and staff.	Organized SEBI & Financial Literacy programmes
10	To organize conference, seminar, workshop and placement activity, etc.	Conference, Seminars and Workshops were organized. Induction Programme for Fresher was organized.
11	To upgrade Knowledge Resource Centre	Knowledge Resource Centre was upgraded.
12	To enhance beautification of campus.	Tree plantation and maintenance activities were carried out.
13	To organize activities related to Gender Sensitization	Various programmes on Gender Sensitization were organized.
14	Preparation & Implementation of NEP 2020.	NEP implementation Committee was formed and awareness program were held.
15	To keep track of UGC website	It is on regular basis.
16	Organisation of Nutritional and Health Week	It is organized.
17	Organisation of Environmental awareness programme	It is organized.
18	Organisation of NCC & NSS camps	It is organized.
19	Organisation of Edutainment Week	Organized for slow & advance learners.
20	Students' participation in social	Students participated in various social

Minutes of the Meeting & Action Taken Report of 2023-24

	Activities	activities.
21	To develop Add on Courses of more than 30 Hours (Pouch Course)	Various Departments continued earlier Pouch Courses & few departments started new Add on courses.
22	Mentor-Mentee system will be effectively followed.	Problems of students were solved and many students were motivated.
23	Organization of Training Programme for Teaching and Non-teaching Staff	Workshops and Training Programmes were organized.
24	To emphasis on effective use of ICT in TLP.	Teachers used ICT in TLP. Maximum Online Resources and Technological Tools were used.
25	Monitoring of student's performance and learning outcome.	It is monitored.
26	Up-gradation of College Website	It's on regular basis.
27	Infrastructural Development	Landscape development, Toilets, Renovation and upgradation of few classrooms and Laboratory with digital equipment.


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