

Internal Quality Assurance Cell (IQAC)

Session 2020-21

Meeting 01

Date:

The agenda for the meeting is as given below:

1. Covid -19 guidelines for academic institution
2. Appraisal Form
3. Conduction of online Teaching learning
4. Tools and Platforms for Online learning
5. To Confirm the format of the appraisal form.

Minutes of Meeting

1. Covid -19 guidelines for academic institution The attendees discussed the current Covid-19 situation and the guidelines issued by the government for academic institutions. It was decided to strictly follow the guidelines and ensure the safety of students and staff.
2. Appraisal Form The appraisal form was reviewed and it was suggested to make some changes to the format. The changes were discussed and the revised appraisal form will be shared with the attendees for final approval.
3. Conduction of online Teaching learning The attendees discussed the challenges faced in conducting online teaching and learning. It was decided to provide training to teachers to improve their skills in conducting online classes.
4. Tools and Platforms for Online learning The attendees discussed various tools and platforms available for online learning and decided to explore and use the ones that are most effective.
5. To Confirm the format of the appraisal form The revised format of the appraisal form was shared with the attendees and it was approved with some minor changes.

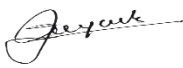










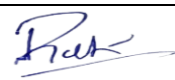

Action Items:

1. Follow the Covid-19 guidelines issued by the government.
2. Finalize the revised appraisal form.
3. Provide training to teachers for conducting online classes.
4. Explore and use effective tools and platforms for online learning.
5. Incorporate the changes suggested in the appraisal form.


Internal Quality Assurance Cell
Academic Year 2020-21

Sr No.	Designation	Name
1	Chairperson	Mr. Pankaj Zagade (Officiating Principal) Ramkrishna Wagh College of Arts and Commerce, Bokhara, Nagpur.
2	Senior Administrative Officer	Mr.Kunal V. Thakre (Superintendent) Ramkrishna Wagh College of Arts and Commerce, Bokhara, Nagpur.
	Teacher	Dr.Varsha Urkude
		Dr.Bhagyashree Dhoble
		Mr.Sunil Akhande
		Mr.Dnyaneshwar Gahukar
		Mr.Javed Malik Parvez
		Mr.Archana R.Ruikar
		Mrs. Kiran V. Pande
4	Member From Management	Dr.Maroti R.Wagh Secretary, Chhatrapati Shahu Maharaj Shikshan Sanstha
5	Nominee From The Local Society	Mrs.Lata M. Wagh
6	Nominee From Industrialist	Mr.Dnyaneshwar Dhok
8	IQAC Coordinator	Dr.Archana R. Kahaley(Patki)
9	BA Representative	Ms. Tejas Kene
10	BBA Representative	Ms.Abhay A. Mankar
11	BCCA Representative	Ms. Durgesh Thosar
12	Alumni Representative	Ms. Mayuresh Manthanpurwar

The following member were present .

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Officiating Principal
Ramkrishna Wagh College
of Arts & Commerce

IQAC Co-ordinator

Internal Quality Assurance Cell (IQAC)

Session 2020-21

Meeting 02

Date:

Agenda:

1. To Follow COVID-19 norms. Execute academics for BA, BBA and BCCA
2. Orientation and Conduction of the online activities according to the academic calendar
3. To improve the professional qualifications of the faculty by Attending seminars, conferences, and FDP in online mode.
4. To organize the extension activities through NSS in Zoom meetings.
5. Online feedback forms for using Google Forms for all stakeholders
6. Follow up with students regarding online teaching and learning

Minutes:

For agenda point 1 and 2, it was decided that the academic calendar should be reviewed and revised as per the guidelines of IQAC during the pandemic period. The curriculum committee will follow up on the revised academic calendar and ensure that it is implemented effectively.

it was suggested that the faculty members should attend online seminars, conferences, and FDPs to improve their professional qualifications. authorities to organize online training sessions for the faculty members. For agenda point 4, it was decided that the extension activities will be organized through NSS in Zoom meetings. The NSS coordinator will ensure that all the necessary arrangements are made for the successful conduct of the extension activities.

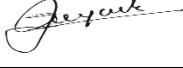




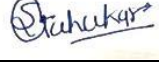
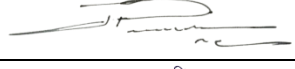
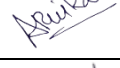





Action Items:

1. The academic calendar to be reviewed and revised as per the guidelines of IQAC during the pandemic period.
2. The curriculum committee to follow up on the revised academic calendar.
3. The HR department to coordinate with the concerned authorities to organize online training sessions for faculty members.
4. The NSS coordinator to organize extension activities through NSS in Zoom meetings.

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10	BBA Representative	Mr.Samyak Chokhandre
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The following member were present.

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Ramkrishna Wagh College
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IQAC Co-ordinator

Internal Quality Assurance Cell (IQAC)

Session 2020-21

Meeting 03

Date:

Agenda:

1. Follow up on all committee's work progress
2. To discuss the IIQA
4. To review the academic program.
5. to assess of student program.
6. To discuss about appraisal form for faculties.
7. To discuss feedback forms of students, faculty & employers in google Forms.

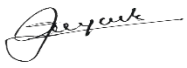




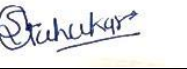





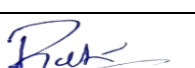

Minutes:

1. Follow up on all committee's work progress: The committee provided an update on their progress which was noted by the chairperson. It was discussed that the committee should provide a detailed report on their progress in the next meeting.
2. To discuss the IIQA: The IIQA was discussed in detail, and it was decided that a subcommittee would be formed to review the IIQA and provide recommendations.
3. To review the academic program: It was decided that a review of the academic program would be conducted by a subcommittee, and they would present their findings and recommendations in the next meeting.
4. To assess of student program: It was noted that the assessment of the student program was still ongoing, and the committee would provide an update in the next meeting.
5. To discuss the appraisal form for faculties: The committee discussed the appraisal form for faculties and made some suggestions for improvement. It was decided that the revised appraisal form would be reviewed in the next meeting.
6. To discuss feedback forms for students, faculty & employers in Google Forms: The committee discussed the feedback forms for students, faculty, and employers and decided to use Google Forms to collect feedback. The subcommittee was formed to create the feedback forms, and they would present their findings in the next meeting.

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Internal Quality Assurance Cell (IQAC)

Session 2019-20

Meeting 01

Date:

The agenda for the meeting is as given below:

- 1) To arrange the expert session on Quality initiatives
- 2) To study SSR, Criteria 1, 2 and 3
- 3) To assign duties to committee members and monitor their progress

Minutes:

The first agenda item was to arrange an expert session on Quality initiatives.

The second agenda item was to study SSR, Criteria 1, 2, and 3. It was agreed that all committee members would review the criteria and come prepared with their comments.

The third agenda item was to assign duties to committee members and monitor their progress. Each member was assigned specific tasks, and it was decided that progress would be reviewed at the next meeting.