

Internal Quality Assurance Cell (IQAC)

Session 2023-24

Meeting 1

Date:

The agenda for the meeting is as given below:

1. Addition of new members in Formation (Body) of IQAC.
2. To decide the frequency of meetings and related matters.
3. To discuss the nomination of a student representative.
4. To discuss the nomination of an Alumni representative.
5. To decide the nomination of an Industrialist representative
6. to decide the format of the appraisal form.

Minutes of Meeting

1. Addition of new members in Formation (Body) of IQAC. The members present discussed the need to add new members to the IQAC Formation Body. It was suggested that individuals with expertise in quality assurance and academic excellence should be invited to join the committee. The members agreed to prepare a list of potential candidates and present it at the next meeting for further discussion.
2. Frequency of meetings and related matters. It was decided to conduct IQAC meeting 3 times a year after CDC Meeting. It was also suggested that the committee should prepare an annual report highlighting the key achievements and challenges faced during the year.
3. Nomination of a student representative. The members discussed the nomination of a student representative from BA, BBA, BCCA to the committee. It was suggested that the student representative should be an active member of the student body with a genuine interest in quality assurance and academic excellence. The members agreed to nominate a suitable candidate and invite them to the next meeting.
4. Nomination of an Alumni representative. The members discussed the nomination of an alumni representative to the committee. It was suggested that the alumni representative should be a successful graduate of the institution with a keen interest in quality assurance and academic excellence. The members agreed to nominate a suitable candidate and invite them to the next meeting.
5. Nomination of an Industrialist representative. The members discussed the nomination of an industrialist representative to the committee. It was suggested that the industrialist representative should be a successful entrepreneur with experience in the industry related to the institution. The members agreed to nominate a suitable candidate and invite them to the next meeting.
6. Any Other Matter with the Permission of the Chair.

Action Items:





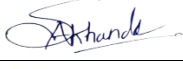
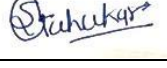
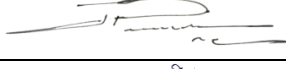





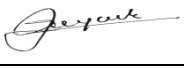




1. Prepare a list of potential candidates for new members and present it at the next meeting.
2. Nominate a suitable student representative and invite them to the next meeting.
3. Nominate a suitable alumni representative .
4. Nominate a suitable industrialist representative and invite them to the next meeting.
5. Any additional matter with the chair's approval.

The meeting ended with the chair's approval. The IQAC Coordinator presented a vote of thanks.

Internal Quality Assurance Cell
Academic Year 2023-24

Sr No.	Designation	Name
1	Chairperson	Dr.Archana R. Kahaley (Patki) (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
3	Member From Management	Dr.Maroti R.Wagh Secretary, Chhatrapati Shahu Maharaj Shikshan Sanstha
4	Nominee From The Local Society	Mrs.Lata M. Wagh
5	Nominee From Industrialist	Mr.Dnyaneshwar Dhok
6	IQAC Coordinator	Mr. Pankaj Zagade
7	BA Representative	Ms. Hardik Wankhede
8	BBA Representative	Mr.Adarsh Raut
9	BCCA Representative	Ms. Chanchal Akhare
10	Alumni Representative	Ms. Pranjali Kanhole

The following members were present.

Sr No.	Name	Designation	Sign
1	Dr.Archana R. Kahaley (Patki) (Officiating Principal)	Chairperson	
2	Mr.Kunal V. Thakre (Superintendent)	Administrative	
	Dr.Varsha Urkude	Teacher	
	Dr.Bhagyashree Dhoble	Teacher	
	Mr.Sunil Akhande	Teacher	
	Mr.Dnyaneshwar Gahukar	Teacher	
	Mr.Javed Malik Parvez	Teacher	
	Mr.Archana R.Ruikar	Teacher	
	Mrs. Kiran V. Pande	Teacher	
3	Dr.Maroti R.Wagh Secretary, Chhatrapati Shahu Maharaj Shikshan Sanstha	Member From Management	
4	Mrs.Lata M. Wagh	Nominee From The Local Society	
5	Mr.Dnyaneshwar Dhok	Nominee From Industrialist	
6	Mr. Pankaj Zagade	IQAC Coordinator	
7	Ms. Hardik Wankhede	BA Representative	
8	Mr.Adarsh Raut	BCCA Representative	
9	Ms. Chanchal Akhare	BCCA Representative	
10	Ms. Pranjali Kanhole	Alumni Representative	







Officiating Principal
Ramkrishna Wagh College
of Arts & Commerce

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Meeting 2

Date :

The agenda for the meeting is as given below:

1. To analyze an academic calendar as per the guidelines of IQAC
2. Review of tasks assigned to the curriculum committee regarding conduction of, visits of all departments, and certificate courses are planned & followed up by the curriculum committee.
3. To arrange International and National Seminars/Conferences/Workshops, IPR sessions
4. To suggest UGC – approved Journals, and Conference for the research
5. To organize the extension activities through NSS.

Minutes:

1. To analyse an academic calendar as per the guidelines of IQAC: The attendees discussed the importance of analysing the academic calendar as per the guidelines of IQAC. The committee members agreed to take necessary steps to ensure that the academic calendar is in compliance with the guidelines of IQAC.
2. International and National Seminars/Conferences/Workshops, visits of all departments, and certificate courses are planned & followed up by the curriculum committee: The committee members discussed the importance of organizing seminars, conferences, workshops, and visits of all departments. It was decided that the curriculum committee would be responsible for planning and following up on these events.
3. To improve the professional qualifications of the faculty by Attending seminars, conferences, and FDP: The committee members discussed the need to improve the professional qualifications of the faculty by attending seminars, conferences, and FDP. It was decided that the faculty members would be encouraged to attend such events.
4. The attendees also discussed the relevance of the Journals and Conferences to the research topic and how it can contribute to the research work.
5. To organize the extension activities through NSS: The attendees discussed the importance of organizing extension activities through NSS. It was decided that necessary steps would be taken to organize such activities.






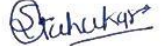











Conclusion:

The attendees agreed to implement the decisions made during the meeting and to work towards achieving the goals set for each agenda point. The meeting was adjourned

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Meeting -03

Date:

The agenda for the meeting is as given below:

1. To organize the extension activities through NSS
2. To organize academic programs in various disciplines
3. To conduct the skill-based and short-term courses
4. To review the academic program.
5. to assess of student program.
6. to discuss about appraisal form for faculties.

Minutes:

The Chairperson called the meeting to order and welcomed all the members present. The secretary read out the agenda for the meeting.

1. To organize the extension activities through NSS: It was decided that the students should be encouraged to participate in NSS activities. The members discussed various ways to organize extension activities through NSS, and it was decided to conduct a survey to identify the needs of the community and plan activities accordingly.

2. To organize academic programs in various disciplines: The members discussed the need to organize academic programs in various disciplines to provide students with a well-rounded education. It was proposed to organize guest lectures, seminars, and workshops on different topics. The chairperson suggested inviting experts in different fields to deliver talks and share their knowledge.

3. To conduct the skill-based and short-term courses: The members discussed the importance of conducting skill-based and short-term courses to equip students with the necessary skills to enter the workforce. It was decided to conduct courses on computer skills, communication skills, and entrepreneurship.

4. To review the academic program: It was decided to review the academic program periodically to ensure it meets the needs of the students and the industry. The members discussed the need to update the curriculum regularly and incorporate the latest developments in different fields.





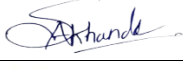
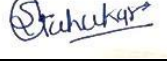
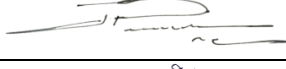





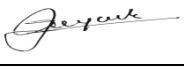




5. To assess the student program: The members discussed the need to assess the student program to measure its effectiveness. It was proposed to conduct regular assessments to evaluate the progress of the students and provide feedback to improve the program.

Conclusion: The meeting concluded with the chairperson thanking all the members for their valuable contributions. It was decided to implement the decisions taken in the meeting and work towards achieving the goals set for the institution.

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