

Shikshan Prasarak Mandals

Smt. Ratnaprabhadevi Mohite Patil College of Home Science for Women Akluj

Academic Year 2016-17

Internal Quality Assurance Cell

Minutes of meeting

Meeting of IQAC was conducted on 15.06.2016 at 12.00 pm in Principals cabin. Following issues were discussed.

Subject1: Confirm minutes of last meeting

Confirmed minutes of last meeting

Subject2: Discussion on annual activities to be carried out for academic year 2016-17.

Decision: 1. Annual planning will be prepared by each department and implementation of same as per schedule for academic year 2016-17.

2. Efforts will be taken by all departments to improve the quality in all aspects of college for overall development of student specially placement and entrepreneurship committee.

3. Some committees will be reshuffled as per need.

4. AQAR for Academic year 2015-16 will be filled by IQAC to NAAC by adopting necessary procedures. Necessary information will be collected from concerned departments and committees.

5. All departments and committees will prepare their reports and submit it to IQAC.

6. All departments and committees will prepare complete their files and registers in time.

Subject 3: Discussion on 2nd cycle of Assessment and Accreditation by NAAC.

Decision: 1. The NAAC certificate validity expiry date is 4th January 2018. According to procedures for 2nd cycle given on NAAC website, submission of LOI should be done 6 months before expiry of validity of certificate which is 4th January 2018 so LOI must be submitted before 4th July 2017. Prior to submission of LOI uploading of SSR on institutional website must be done one month prior to submission of final document under intimation to NAAC so one month prior to submission of LOI SSR should be uploaded on institutional website i.e before 4th June 2017.

Result of LOI will be communicated to institute by NAAC within 15 days.

Institute has to submit SSR within 2 weeks of acceptance of LOI by NAAC.

NAAC will decide dates of visits after receipt of SSR i.e in 3 weeks.

NAAC visit will complete within one month

NAAC new grading system and newly added other procedures related to the accreditation and assessment were discussed and brought in notice of IQAC members.

IQAC members were informed about each and every aspect of 2nd cycle of assessment and accreditation and given instruction to take further necessary action for 2nd cycle of NAAC assessment and accreditation.

AQAR filled by IQAC for academic year 2012-13, 2013-14,2014-15 and AQAR to be filled for academic year 2015-16 will be kept for reviewing for completion of criterion and files and also for the preparation of SSR.

IQAC members were informed about collection of necessary information for preparing SSR.

Subject 3: Any other issues with the permission of chairman

There was no issue.

Minutes of meeting

Meeting of IQAC was conducted on 08.04.2017 at 2.30 pm in Principals cabin. Following issues were discussed.

Subject1: Confirm minutes of last meeting

Confirmed minutes of last meeting

Subject2: Discussion on annual activities carried out for academic year 2016-17.

Decision: 1. Annual planning was prepared by each department and activities were conducted as per schedule. Action taken reports were submitted by concerned department to IQAC

2. Placement and entrepreneurship committee had taken efforts for improving career opportunities by organizing lectures of experts in banking sector, naturopathy center also displaying advertisements of competitive exams, Jobs and career opportunities articles on notice board, communicating job opportunities to pass out students through what's up messages.

3. Some committees were reshuffled as per need viz. cultural department, N.S.S. department, Annual College Magazine Committee, examination committee.

4. AQAR for Academic year 2015-16 was filled and submitted to NAAC on 13.10.2016
5. Summary reports of all departments and committees were prepared by concerned departments and committees.
6. All files and registers were completed by concerned departments and committees.

Subject 3: Discussion on 2nd cycle of Assessment and Accreditation by NAAC.

Decision: 1. IQAC members were informed about each and every aspect of 2nd cycle of NAAC assessment and accreditation and necessary instructions were given to IQAC members. In this regard separate meetings were conducted and each criterion was deeply discussed by IQAC coordinator and In charge staff member of concerned criterion. Along with the criterion discussion was done on committees' allotted and concerned departmental work. All necessary documentation and filling for preparing SSR was discussed. All staff members were instructed to complete the work in time limit. Further procedure of NAAC assessment and accreditation of 2nd cycle will be again discussed as per the need by following NAAC guidelines given on NAAC website.

Subject 3 : Any other issues with the permission of chairman

There was one issue of revised framework of assessment and accreditation by NAAC. NAAC has ceased receipt of application for the current assessment and accreditation process from 18:00hrs of 31st March 2017 till further notice to be announced on NAAC website. The revised framework is expected to come in to effect from July 2017. So further procedure of NAAC assessment and Accreditation of 2nd cycle will be carried out as per NAAC guidelines given on its website.