

**Shikshan Prasarak Mandals**

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

**Academic Year 2017-18**

**Internal Quality Assurance Cell**

**Minutes of meeting**

Meeting of IQAC was conducted on 15.06.2017 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 2017-18.

Decision: 1. Annual planning will be prepared by each department and implemented by each department as per schedule for academic year 2017-18.

2. Shuffling of committees will be done as per need.

3. AQAR for Academic year 2016-17 will be filled by IQAC to NAAC by collecting necessary information from concerned departments and committees.

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

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

6. NAAC has embarked in revising its Assessment and Accreditation Framework would be more ICT enabled so that more ICT based teaching and learning techniques should be adopted.

Subject 2: Discussion on 2<sup>nd</sup> cycle of Assessment and Accreditation by NAAC

Decision: 1. Meetings were conducted separately with each staff member to discuss about criterion and necessary documentation and filing needed for assessment and accreditation process.

2. 2nd cycle of Assessment and Accreditation was discussed in IQAC meetings conducted on 15.06.2016 & 08.04.2017. As per decision taken in meeting that LOI must be submitted before 4<sup>th</sup> July 2017 which was six month prior to expiry of validity of certificate. But NAAC has given notification on website about ceasing receipt of application for current Assessment and Accreditation process from 18:00 Hrs of 31<sup>st</sup> March 2017. NAAC has revised Assessment and

Accreditation process. New methodology of Assessment and Accreditation process is not announced till date on its website. So SSR was not uploaded on website. Process for 2<sup>nd</sup> cycle of Accreditation and Assessment will be followed after announcement of NAAC on its website. As per new methodology additional information, necessary documentation and filing must be done.

3. Revised NAAC Accreditation and Assessment process must be communicated and brought to notice of all staff members after its announcement on NAAC website.

Subject 3: Any other issues with the permission of chairman

There was no issue.

### **Minutes of meeting**

Meeting of IQAC was conducted on 06.04.2018 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 2017-18.

Decision: 1. Annual planning for academic year 2017-18 was prepared by each department. A change in the planning was made as per the directions given by Chairperson of LMC committee and activities were conducted as per schedule. Action taken reports were submitted by concerned department to IQAC

2. Some committees were reshuffled as per need.

3. AQAR for Academic year 2016-17 was filled and submitted to NAAC on 8.09.2017

4. Summary reports of all departments and committees were prepared by concerned departments and committees.

5. All files and registers were completed by concerned departments and committees.

6. Staff and students were encouraged to adopt more ICT based teaching and learning techniques as NAAC revised framework would be more ICT enabled. ICT as teaching method was used by staff for teaching various topics to students through PPTS, Videos etc. Students were encouraged to take specific projects, presentations, assignments which enable them to use more ICT. Guidance on online courses was given to interested students. Video making competition was conducted for students which make them to use ICT.

Staffs were encouraged to participate in seminar, conference, courses on ICT to enrich their knowledge in ICT. Dr. Bhosale B. S. completed Special Winter School Programme on 'Use of ICT in Teaching, Learning and Research'. Dr. Bhise C.D attended National conference on Research Methodology, Use of ICT in Teaching Learning & Research and Environment consciousness. Ms. Nimbhorkar R.R participated in UGC sponsored orientation course organized by Sant Gadge Baba Amravati University, Amravati. Dr. Surve R.N. participated in one week short term course on Gender sensitization and also completed eight week online course on Fundamentals of Agricultural Extension.

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

Decision: 1. As per decision taken in last meeting revised NAAC Accreditation and Assessment process was communicated and brought to notice of all staff members.

IIQA HEI user manual and manual for affiliated constituent college were downloaded in August 2017 after uploaded by NAAC on its website. Data templates and Documents were also downloaded. These manuals along with data templates were studied and discussed with Principal and IQAC Coordinator of Other local Institute.

SSR format of 7 criteria as per revised NAAC Accreditation and Assessment process was distributed for information and detail study of concerned In charges of criteria.

PPT presentation was given on Revised NAAC Accreditation and Assessment process for II<sup>nd</sup> cycle and discussion was done on the same.

Updated Manual for affiliated constituent colleges and extended profile and Data templates / Documents were also downloaded after the updated by NAAC in February 2018 and discussed with the Principal of College for further process of NAAC Accreditation and Assessment.

National seminar on New NAAC Accreditation Process- Roadmap for Higher Educational Institutions was attended by Dr. Surve R.N., Principal, Dr. Bhosale B.S., NAAC Coordinator and Shri. Koli V.A., Head clerk of Institute. Shri. Koli V.A., Head clerk of Institute participated in workshop on 'Frontiers in college administration, stress management and laboratory safety' and also attended one day workshop on 'E-savidha'

Subject 4: Any other issues with the permission of chairman

There was no issue.



  
**PRINCIPAL**  
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