

Vidyasagar Education Society, Ramtek
Vidyasagar Kala Mahavidyalaya, Khairi (Bijewada), Ramtek, Dist. - Nagpur
INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting held on 10th July 2020

The meeting of the IQAC was held on Friday, 10th July, 2020 at 11.30 a.m. in the college under the chairmanship of Principal Dr. P.K.U. Pillai.

The following members were present in the meeting:

1. Dr. P.K.U. Pillai (Chairperson)
2. Dr. Girish Sapate
3. Dr. Suresh Somkuwar
4. Dr. Jyoti Kawathe
5. Adv. Anup Jaiswal
6. Ku. Snehal Khedekar
7. Shri. Narayan Kumbhalkar
8. Shri Girish Kathikar
9. Dr. Sawan Dharmपुरiwar

IQAC Co-ordinator welcomed all the members and with the permission of the Chairperson started the proceedings of the meeting.

Item No. 1: To consider plan of action for the academic year 2020-21

The IQAC Co-ordinator put forward the Plan of Action for 2020-21 submitted with AQAR of previous year i.e., 2019-20. Detailed discussion held over action plan of IQAC for the academic year 2020-21. Considering that the chairperson and the committee gave various instructions to take necessary actions to complete the targets set in the action plan within speculated time.

Item No. 2: To prepare academic calendar for the first term (Odd Semesters) for the academic year 2020-21

Discussion held over academic planning for the first term (Odd Semesters) of the year 2020-21. The Chairperson instructed IQAC Co-ordinator to prepare Academic Calendar of the institution for the year 2020-21 in accordance with the Academic Calendar of the University. He also instructed that the teachers should prepare curriculum planning according to the syllabi of their respective subjects and submit it to Principal's office through IQAC Co-ordinator.

Item No. 3: To consider formation of various committees and statutory Cells for the academic year 2020-21

The Chairman instructed to form various Committees and Statutory Cells in the college considering the need of various committees and Statutory Cells to conduct various academic and co-curricular activities in the institution. He nominated various teachers to the committee.

Item No. 4: To consider establishing MoUs for student's internship, on-the-job training

There was discussion over establishing MoU with **Raj Kapoor Udyog, Nandapuri, Tah-Ramtek** for student training, placement and entrepreneurship development. The Chairperson asked to initiate the process of establishing this MoU by finalizing all the requirements needed for the same.

Item No. 6: Any other subject with the permission of the chair

There was discussion over making campus cleaner and greener. The chairperson instructed to take necessary steps in this regard and form a campus development committee. The IQAC Co-ordinator read out the minutes of the meeting and the same was confirmed.

The meeting concluded with the tea and snacks.



Dr. Sawan Dharmपुरiwar
(IQAC Co-ordinator)

IQAC CO-ORDINATOR

**Vidyasagar Kala Mahavidyalaya
Khairi (Bijewada), Ramtek**



Dr. P.K.U. Pillai
(Chairperson & Principal)

Principal

**Vidyasagar Kala Mahavidyalaya
Khairi (Bijewada) Tah. Ramtek**

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ACTION TAKEN REPORT
IQAC Meeting Dated 10th July 2020

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1 To consider plan of action for the academic year 2020-21	necessary actions are taken to complete the targets set in the action plan within speculated time.
2.	Item No. 2 To prepare academic calendar for the first term (Odd Semesters) for the academic year 2020-21	Various Committees and Statutory Cells are formed in the Staff Council Meeting and Principal nominated teachers to these committees.
3.	Item No. 3 To consider formation of various committees and statutory Cells for the academic year 2020-21	<ol style="list-style-type: none"> 1. IQAC Co-ordinator prepared the Academic Calendar for the First Term (Odd Semesters I, III & IV). 2. Teachers prepared the curriculum planning based on the syllabi of their respective subjects for the first term and submitted it to the Principal.
4.	Item No. 4: To consider establishing MoUs for internship, on-the-job training	<p>-A functional MoU is established with Rakj Kapoor Udyog, Nandapuri. Ten students participated in the four weeks training programme of the industry for entrepreneurship development.</p> <p>A functional MoU is established with RKK Mahavidyalaya, Nagpur & SMB Mahavidyalaya Nagpur for conducting collaborative academic activities.</p>
5.	Item No. 5 To consider making campus cleaner and greener	Campus development committee is constituted and steps are taken to make campus clean and green.


Dr. Sawan Dharmipuriwar
 (IQAC Co-ordinator)

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Dated 4th October 2019

The meeting of the IQAC was held on Monday, 19th October, 2020 at 11.30 a.m. in the college under the chairmanship of Principal Dr. P.K.U. Pillai.

The following members were present in the meeting:

1. Dr. P.K.U. Pillai (Chairperson)
2. Dr. Girish Sapate
3. Dr. Suresh Somkuwar
4. Dr. Jyoti Kawathe
5. Adv. Anup Jaiswal
6. Ku. Yogita Gaikwad
7. Ku. Snehal Khedikar
8. Shri Girish Kathikar
9. Dr. Sawan Dharmपुरiwar

The IQAC Co-ordinator welcomed all the members and with the permission of the Chairperson started the proceedings of the meeting.

Item No. 1: To consider increasing extension and community reach activities

There was discussion over increasing extension and community reach activities. The Chairperson asked to increase these activities through the medium of NSS. He also asked to take all the necessary measures and precautions needed for protection from Covid 19. The committee told that Covid protocol should be strictly followed while implementing extension and community reach activities.

Item No. 2: To consider establishing cement benches in the campus.

Discussion held over establishment of cement benches in the campus. It was decided that these benches should be established with the financial assistance from the local civil representatives of the area. The committee instructed to initiate the efforts regarding the same.

Item No. 3: To initiate academic activities in collaboration of other colleges.

There was discussion over organizing various academic activities in collaboration with other colleges. The chairman instructed to initiate academic activities like online quiz, lecture series, preparation of question banks, creation of online study material in collaboration with the other colleges in the vicinity.

Item No. 4: To consider inspiring and educating students to undertake online teaching and learning activities

Discussion held over the online teaching learning process. The chairman instructed to make online teaching learning process more student friendly. He also added that teacher should create online study material YouTube lectures based on the syllabi and also take care of the evaluation of the students by conducting online tests.

Item No. 5: Any other subject with the permission of the chair

There was no specific subject taken up for discussion. IQAC Co-ordinator read out the minutes of the meeting and the same was confirmed. He thanked all the honourable members for giving their valuable time for the meeting.

The meeting concluded with the tea and snacks.


(Dr. Sawan Dharmpuriwar)

(IQAC Co-ordinator)

IQAC CO-ORDINATOR
Vidyasagar Kala Mahavidyalaya
Khairi (Bijewada), Ramtek


(Dr. P.K.U. Pillai)

(Principal)

Principal
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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
the IQAC Meeting Dated 19th October 2020

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1 To consider increasing extension and community reach activities	The steps are taken to increase extension and community reach activities.
2.	Item No. 2 To consider establishing cement benches in the campus	Seven Cement benches are established in the campus from the funds of local civil representatives.
3.	Item No. 3 To initiate academic activities in collaboration of other colleges	Various academic activities are initiated in collaboration of colleges situated in the vicinity.
4.	Item No. 4 To consider inspiring and educating students to undertake online teaching and learning activities	online teaching learning process is made more student friendly. Teachers created student friendly Online Study material based on the syllabi.


(Dr. Sawan Dharmapuriwar)
 (IQAC Co-ordinator)

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(Dr. P.K.U. Pillai)
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Principal
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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Dated 15th January 2021

The meeting of the IQAC was held on Friday, 15th January, 2021 at 11.30 a.m. in the college under the chairmanship of Principal Dr. P.K.U. Pillai.

The following members were present in the meeting:

1. Dr. P.K.U. Pillai (Chairperson)
2. Dr. Girish Sapate
3. Dr. Suresh Somkuwar
4. Dr. Jyoti Kawathe
5. Adv. Anup Jaiswal
6. Ku. Snehal Khedikar
7. Shri. Narayan Kumbhalkar
8. Dr. Sawan Dharmपुरiwar

The IQAC Co-ordinator welcomed all the members and with the permission of the Chairperson started the proceedings of the meeting.

Item No. 1: To consider making mentor-mentee exercise more student friendly and effective.

Discussion held over mentor-mentee process in the institution. The committee asked to analyse the present status of mentor-mentee process in the institution. The chairperson instructed to make mentor-mentee process more effective, relevant and student's friendly.

Item No. 2. To consider curriculum planning and preparation of academic calendar for the Second Term (Even Semesters)

There was discussion over the preparation of Academic Calendar for the second Term (Even Semesters II, IV & VI) for the academic year 2020-21. IQAC Co-ordinator was instructed by the chairman to prepare Academic Calendar of the college in accordance with the Academic Calendar of the RTM Nagpur University. The chairperson also instructed that all the teachers should prepare curriculum planning of their respective subjects.

Item No. 3: To consider increasing alumni engagement activities under Alumni Association

Discussion held over increasing alumni engagement activities. The committee instructed to plan activities with NSS and Alumni Association to undertake social service during corona pandemic. The Chairman asked to take care of covid protocol while implementing these activities.


Item No. 4: To consider documentation of various programmes / activities organised by various committees and departments

Detailed discussion held over the documentation of programmes and activities organized in the college for quality enhancement by different committees and departments. The Chairperson instructed to prepare the detailed reports of these programmes and activities and submit them in the form of hard and soft copies as soon as the activity is over. He further added to attach photographs and newspaper cuttings of media publicity with these reports.


Item No. 5: Any other subject with the permission of the chair

As no any specific subject was taken up for discussion. IQAC Co-ordinator read out the minutes of the meeting and the same was confirmed. He thanked all the honourable Members for attending the meeting.

The meeting concluded with the tea and snacks.


(Dr. Sawan Dharmapuriwar)
(IQAC Co-ordinator)

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ACTION TAKEN REPORT
IQAC Meeting Dated 15th January 2021

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1 To make Mentor-Mentee exercise more student friendly and effective	Steps were taken to make Mentor-Mentee exercise more student friendly and effective by Mentoring Committee
2.	Item No. 2 To consider curriculum planning and preparation of academic calendar for the Second Term (Even Semester).	Academic Calendar for Second Term (Even Semesters II, IV & VI) is prepared by the IQAC in accordance with the Academic Calendar of RTM Nagpur University. Teachers prepared Curriculum planning of their respective subjects as per the prescribed syllabi of their subjects.
3.	Item No. 3 To consider increasing alumni engagement activities under Alumni Association	Alumni Association and NSS unit initiated activity 'Ek Hath Madaticha' to help the needy people during covid pandemic.
4.	Item No.4 To consider documentation of various programmes / activities organised by various committees and departments	Records of the activities organised by various departments and committees in the college are well documented.


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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Dated 6th March 2021

The meeting of the IQAC was held on Saturday, 6th March, 2021 at 11.30 a.m. in the college under the chairmanship of Principal Dr. P.K.U. Pillai.

The following members were present in the meeting:

1. Dr. P.K.U. Pillai (Chairperson)
2. Dr. Girish Sapate
3. Dr. Suresh Somkuwar
4. Dr. Jyoti Kawathe
5. Adv. Anup Jaiswal
6. Ku. Yogita Gaikwad
7. Ku. Snehal Khedekar
8. Shri. Narayan Kumbhalkar
9. Shri Girish Kathikar
10. Dr. Sawan Dharmपुरiwar

The IQAC Co-ordinator welcomed all the members and with permission of the Chairperson started the proceedings of the meeting.

Item No. 1: To consider organizing conferences and workshops based on teaching learning activities

Discussion held over organizing seminars and conferences based on teaching learning activities. The committee instructed to organize national level webinars in order to avoid physical gatherings. It was decided to organize two national webinars in the month of May-June by IQAC and the departments of English and Marathi.

Item No. 2: To consider conducting online Student Satisfaction Survey

Student satisfaction survey is an essential requirement for submission of AQAR every year. IQAC Co-ordinator kept the proposal of conducting online Student Satisfaction Survey for the year 2020-21. The committee, considering the covid situation in the region decided that SSS should be conducted during the month of April-May 2021.

Item No. 3: To consider preparation of Plan of Action for the year 2020-21

Discussion held over preparation of Action Plan for the year 2021-22. The Chairperson instructed to prepare the action plan for the year 2021-22. He also instructed that the AQAR for the year 2020-21 should be prepared and submitted within time.

Item No. 4: Any other subject with the permission of the chair

Discussion held over second wave of COVID 19. The committee discussed over the issue of growing cases of delta variant of covid 19 in Nagpur district. The committee instructed to remain in touch with the students through mentor-mentee process during these days of pandemic. The Chairperson instructed to follow covid appropriate behaviour as per the guidelines and health advisory issued by WHO, Ministry of Health, Govt. of India, State Govt. Education Departments and UGC.

IQAC Co-ordinator read out the minutes of the meeting and the same was confirmed. He thanked all the honourable members for attending the meeting. The meeting concluded with the tea and snacks.


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ACTION TAKEN REPORT

IQAC Meeting Dated 6th March 2021

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No 1 To consider organizing conferences and workshops based on teaching learning activities	<ul style="list-style-type: none">• One Day National Webinar 'Teaching Learning Methodologies in Post Covid Scenario' was organised 29th June 2021 by IQAC• One Day National Webinar was organised 'Literature and Culture during Covid Pandemic' was organised on 30 June 2021 by IQAC and Depts of English & Marathi
2.	Item No. 2 To consider conducting online Student Satisfaction Survey	Online students Satisfaction survey was conducted during 15 April 2020 to 20 April 2020
4.	Item No. 3 To consider the preparation of Action Plan for the session 2021-22	Action Plan for the session 2021-22 is prepared.
5.	Item No. 5 Any other subject with the permission of the chair.	Mentors remained in continuous contact with the mentees during the month of April and May during which there were highest number of covid 19 cases in Nagpur district


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