

Vidyasagar Education Society, Ramtek

Vidyasagar Kala Mahavidyalaya, Khairi (Bijewada), Ramtek, Dist.- Nagpur

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting held on 25th June 2019

The meeting of the IQAC was held on Wednesday, 25th June, 2019 at 12.30 p.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. Narayan Kumbhalkar
9. Shri Girish Kathikar
10. Dr. Sawan Dharmpuriwar

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

Item No. 1: To consider plan of action for the academic year 2019-20 for quality enhancement

Detailed discussion held over action plan for the academic year 2019-20. The IQAC Co-ordinator put forward the Plan of Action for 2019-20 submitted with AQAR of previous year i.e. 2018-19. It was unanimously decided:

1. To seek permission from RTM, Nagpur University & Govt. of Maharashtra for starting Post Graduate Courses in relevant subjects
2. To introduce Short Term Certificate Courses
3. To encourage teachers to attend Orientation Courses/ Refresher Courses/ FDPs
4. To increase the number of extension and outreach programmes
5. To encourage teachers to participate and organize conferences, seminars, workshops & FDPs

Item No. 2: To consider formation of various committees and statutory Cells for the year 2019-20

It was decided to constitute various committees and Statutory Cells for the year 2019-20 to conduct various academic, co-curricular and extracurricular activities.

Item No. 3: To prepare academic calendar for the first term (Odd Semesters) for the year 2019-20

It was decided to prepare Academic Calendar of the institution for the year 2019-20 apart from the Academic Calendar of the University. It was also decided that teachers should prepare curriculum planning of their respective subjects as per this calendar and submit it to Principal's office through IQAC Co-ordinator.

Item No. 4: To consider organizing workshop and seminars for students

It was decided to organize workshops on career development, computer related skills and other such applied skills related to enriching knowledge of the students.

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

It was decided to undertake a special plantation drive in the campus; NSS and Campus Development Committee will monitor the drive. IQAC Co-ordinator read out the minutes of the meeting and the same was confirmed. He thanked all the members for giving their valuable time for the meeting.

The meeting concluded with tea and snacks.



Dr. Sawan Dharmपुरीवर
(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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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
IQAC Meeting Dated 25th June 2019

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1 To consider plan of action for the academic year 2019-20 for quality enhancement	<ol style="list-style-type: none"> 1. Various committees and departments made positive efforts to complete the assigned works according to plan of action. 2. A committee is formed to look into the matter of starting PG Courses in the college. The institution was unable to start any PG Courses due to perspective plan of RTM Nagpur University. 3. 5 New Short Term Certificate Courses were started in the college under the Jivan Shikshan Abhiyan of RTM Nagpur University 4. Teachers were encouraged to attend Refresher Courses/ Orientation Programmes and FDPs. 5. NSS and other departments organised various extension and outreach programmes.
2.	Item No. 2 To consider formation of various committees and statutory Cells for the year 2019-20	Various Committees and Statutory Cells are formed in the Staff Council Meeting.
3.	Item No. 3 To prepare Academic Calendar for the first term (Odd Semesters) of the year 2019-20	<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 as per the syllabi of their respective subjects for the first term.
4.	Item No. 4 Any other subject with the permission of the chair	Plantation drive was undertaken by NSS Unit and Campus Development Committee.



Dr. Sawan Dharmपुरiwar
(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 Saturday, 4th October, 2019 at 12.30 p.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. Narayan Kumbhalkar
9. Shri Girish Kathikar
10. 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 introducing process of online Feedback Collection and analysis

It was decided to introduce online feedback collection and analysis. As a part of it, it was decided to collect online feedback from students, teachers and alumni. On the basis of this, feedback analysis report shall be prepared for further action.

Item No. 2: To consider documentation of various programmes / activities organised by various committees and departments

IQAC co-ordinator tabled the reports of the committees and departments. It was decided to document all the reports in hard and soft copies for further reference and also attach photographs, press reports and other communications.

Item No. 3: To consider establishing MoUs for enhancing institutional quality

It was decided that the college should enter into a functional MoU with Kusumbe Scented Oil Company, Mahuli, Tah- Parseoni for student training, placement and entrepreneurship development. It was also decided to complete all the formalities as early as possible.

Item No. 4: To establish Krantijyoti Savitribai Phule Women Studies Centre and Employment Guidance Cell

After due discussion, it was decided to establish Krantijyoti Savitribai Phule Women Studies Centre and Employment Guidance Cell in the college. It was decided that Placement and Guidance Cell of the college should take initiative in this matter. It was decided that Dr. Suresh Somkuwar shall initiate the process of establishing Krantijyoti Savitribai Phule Women Studies Centre and Employment Guidance Cell in the college under the guidance of IQAC.

Item No. 5: To consider formation of Students' Council in the college

It was decided to constitute Students' Council at college level for 2019-20 to ensure student participation in all the activities of the college.

Item No. 6: 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 tea and snacks.



Dr. Sawan Dharmपुरीwar

(IQAC Co-ordinator)

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




Dr. P.K.U. Pillai

(Principal)


**Principal
Vidyaasagar Kala Mahavidyalaya
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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
the IQAC Meeting Dated 4th October 2019

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1 To consider introducing process of online Feedback Collection and analysis.	Online collection of feedback by the Feedback Committee started and analysis completed.
2.	Item No. 2 To consider documentation of various programmes / activities organised by various committees and departments.	Documentation in the form of hard and soft copies completed.
3.	Item No. 3 To consider establishing MoUs for enhancing institutional quality	A functional MoU is established with Kusumbe Scented Oil Company, Mahuli. Seven students participated in six weeks training programme of the industry for entrepreneurship development.
4.	Item No. 4 To start Krantijyoti Savitribai Phule Women Studies, Employment and Guidance Cell	Krantijyoti Savitribai Phule Women Studies Center and Employment Guidance Cell constituted in the college under the guidance IQAC. Dr. Suresh Somkuwar nominated as the Co-ordinator of the Cell.
5.	Item No. To consider formation of Students' Council in the college	The Student's Council was formed at college level for the session 2019-20.


Dr. Sawan Dharmपुरीवर
 (IQAC Co-ordinator)

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Dated 10th December 2019

The meeting of the IQAC was held on Saturday, 10th December, 2019 at 1.30 p.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. Narayan Kumbhalkar
9. Shri Girish Kathikar
10. Dr. Sawan Dharmpuriwar

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 curriculum planning and preparation of academic calendar for the Second Term (Even Semesters)

It was decided to prepare Academic Calendar of the college for the second Term (Even Semesters II, IV & VI) for the year 2019-20 in accordance with the Academic Calendar of university and UGC norms. It was also decided that all teachers should prepare curriculum planning of their respective subjects for the semester.

Item No. 2: To consider organizing workshop on health awareness for teaching and non-teaching staff members

As a part of organizing welfare measures for the staff members, it was decided to organize Health Awareness Workshop for the teaching and non-teaching staff members.

Item No. 3: To consider organizing Career Guidance Programme for the Junior College students

It was decided to conduct a series of Career Guidance Workshops for Junior College students in the region and adjoining villages to ensure continuation of their higher education.

Item No. 4: To consider preparation of AQAR for the session 2019-20

It was decided that AQAR for the session must be submitted to NAAC within stipulated time. All the concerned departments were requested to provide their inputs well within time to the IQAC co-ordinator.

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

There was no specific subject for discussion. IQAC Co-ordinator read out the minutes of the meeting and the same was confirmed. He thanked all the members for attending the meeting.

The meeting concluded with the tea and snacks.




Dr. Sawan Bhampuriwar
(IQAC Co-ordinator)
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ACTION TAKEN REPORT
IQAC Meeting Dated 10th December 2019

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1 To consider curriculum planning and preparation of academic calendar for the Second Term (Even Semester).	1. Academic Calendar for Second Term (Even Semesters II, IV & VI) prepared by the IQAC in accordance with the Academic Calendar of RTM Nagpur University and UGC norms. 2. Curriculum planning of their respective subjects prepared as per the prescribed syllabi.
2.	Item No. 2 To consider organizing workshop on health awareness for staff members & teachers	A Health awareness programme was organised by IQAC on 12 February 2020 in collaboration with Arogya Mantra & Kayakalp Nature Care Health Centre, Nagpur
3.	Item No.3 To consider organizing Career Guidance Workshops for the Junior College students in the vicinity	Career Guidance Workshops for the Junior College students organised in 21 Junior Colleges in and around Ramtek.
4.	Item No. 4 To consider preparation of AQAR for the session 2018-19.	Criterion wise work is distributed among the teachers for AQAR inputs. Documentation needed for AQAR submission is done in the form of hard and soft copies.


Dr. Sawan Dharmपुरiwar
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INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Dated 07th March 2020

The meeting of the IQAC was held on Wednesday, 07th March, 2020 at 12.30 p.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. Narayan Kumbhalkar
9. Shri Girish Kathikar
10. Dr. Sawan Dharmpuriwar

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 conducting online Student Satisfaction Survey

It was decided to conduct online Student Satisfaction Survey (SSS) for the year 2019-20 during the third week of April 2020.

Item No. 2: To consider documentation needed for AQAR submission

It was decided that all the co-ordinators of college committees and cells shall submit their inputs on or before 15th April 2020 to the IQAC, both in hard and soft copies.

Item No. 3: To make Mentor-Mentee process more relevant and effective

It was decided to make mentor-mentee communication more effective, relevant and student friendly.

Item No. 4: To consider admission process for the session 2020-21

Detailed discussion held over the admission process for the session 2020-21. It was decided to ensure maximum intake of students by various publicity measures- uploading college information in the website, pre-registration of admission, involvement of Alumni, workshops and motivational programmes for Junior college students to encourage them for pursuing higher education, etc.

Item No. 5: To consider the formation of committees for the session 2020-21

It was decided to constitute committees and statutory cells in the institution for the session 2020-21 for smooth conduct of programmes and activities leading to the quality enhancement. It was also decided to constitute a Staff Council.

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

There was discussion over the growing threat of COVID 19 Pandemic in India. It was decided to organize A COVID 19 Awareness Programme to fight against Corona Virus as per the guidelines and health advisories issued by WHO, Ministry of Health, Govt. of India, State Govt. Education Department and UGC as an IQAC initiative.

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 Dharmपुरiwar
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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

IQAC Meeting Dated 07th March 20

Sr. No	Agenda / Plan of Action	Action Taken Report
1.	Item No. 1: To consider conducting online Student Satisfaction Survey	Online Students Satisfaction Survey (SSS) was conducted during 15 April 2020 to 20 April 2020
2.	Item No. 2 To consider documentation needed for AQAR submission	Process of documentation is initiated by IQAC
3.	Item No. 3 To make Mentor-Mentee process more relevant and effective	Mentor-Mentee Communication made more relevant and effective by Mentoring Committee
4.	Item No. 4 To consider admission process for the session 2019-20	The teachers visited the Jr. Colleges situated in the region and interacted with the students and teachers by giving information about the college.
5.	Item No. 5 To consider the formation of various Statutory Cells for the session 2020-21	Staff Council and committees and statutory cells constituted in the college for the session 2020-21.
6.	Item No 6 Any other subject with the permission of the chair.	COVID 19 Awareness Workshop to fight against Corona outbreak is organised in the Institution on 12 March 2020.



Dr. Sawan Dharmariwar
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