

## Compiled minutes of meetings for the session 2023-2024

IQAC committee has conducted 4 meeting during the session 2023-2024 minutes of the meeting held in this tenure are mentioned below.

### **Minutes of the meeting held on 23/06/2023**

#### **Agenda. Confirmation of minutes of last meeting held on 20/04/2023.**

**Resolution** – Minutes of last meeting was read out by Co-Ordinator, all members confirmed the minutes unanimously.

#### **Agenda- Restructure of IQAC committee**

**Resolution-** Previous IQAC coordinator Dr. K.B. Borkar resigned from the post of IQAC coordinator due to the health issues, so Dr. C.M.Tembhurnekar was unanimously appointed for this vacant post. Similarly, it was decided to select new members in place of the members who retired. Dr. C.J. Khune was appointed in place of previous principal Dr. H.R. Trivedi. Similarly, Dr.A.A Jagiya was appointed as a new member.

#### **Agenda : Student Feedback**

**Resolution-** IQAC coordinator Dr. C.M. Tembhornekar presented the summary of the feedback forms taken from the students at the end of the session 2022-23 in the assembly.

#### **Agenda- Follow-up of NEP 2020**

**Resolution-** The college principal guided all the members to prepare for NEP 2020 to be implemented in all PG courses from the session 2023-24 as per the instructions of RTMNU.

#### **Agenda - Provision for new syllabus**

**Resolution-** All the teachers urged to make additional provision in the budget of this session for the purchase of books as per the new syllabus for PG courses which was approved by the chairman.

#### **Agenda- Regular Classes for 5<sup>th</sup> semester**

**Resolution-** Considering the students engagement it was decided to start the theory and practical classes for all 5<sup>th</sup> semester students.

#### **Agenda- Completion of University recommended syllabus.**

**Resolution-** All the faculty members were informed by the Principal Dr. C. J. Khune to complete the prescribed syllabus in given time and also suggested to conduct unit wise class tests like every year's practice.

#### **Agenda-Seminar, workshop and Conference organization**

**Resolution-** It is suggested by Principal sir to organize seminar or conference to all the faculty members. He further added that it should be like industry academia participation. All the members accepted the suggestions and assured to conduct seminar/ conference in coming session.

#### **Agenda- Time table for new session.**

**Resolution-** Time table committee for arts commerce and science were formed and accordingly the time table were prepared and display on notice board.

### **Minutes of meeting held on 12/09/2023**

#### **Agenda- Book Purchase Review**

**Resolution-** Chairman Dr. C.J. Khune took the details of all the books purchased from all the department heads as per the list received for new book purchase and requested the teachers to inform the students about the availability of these books in the library.

#### **Agenda- Students support and progression activities.**

**Resolution-** NSS, NCC and other depts raised some issues and they were discussed to raised the same. Informed to conduct extension and outreach programs.

#### **Agenda- Research activity by faculty members.**

**Resolution-** All the faculty members encouraged to write research proposal and also to conduct research work and publish the same in UGC care listed journals.

**Agenda- Effective use of ICT.**

**Resolution:** Dr. C. J. Khune Sir, the chairman of the meeting opined that the faculties should use more ICT facilities. The use of Power point presentation should be increase for more understanding to the students.

**Agenda- Follow up of work done so far by the various committees.**

**Resolution-** All the faculties were informed to work swiftly for their committees given.

**Agenda - Encouraging the faculties to attend the Refresher/ Orientation/ Induction program/ FDP**

**Resolution-** In order to improve the knowledge of the faculty members about their subject and overall new matters in the subject, the faculty members must attend the refresher /FDP. It is suggested by principal sir to forward the applications of faculty members who are willing to attend the said programs. Miss. Vaishnavi B. Zanzad, Mr. Dhiraj S. Patil, Miss. Snehal G. Mane and Miss. Prachi C. Randive, Miss Sanju K. Parvate were forwarded to HRDC for attending the refresher courses.

**Minutes of meeting held on 9/01/2024**

**Agenda- Start of winter session.**

**Resolution-** Since this was beginning period of winter even semester, time table were organized and displayed on notice boards.

**Agenda - Review of NSS and NCC activities.**

**Resolution-** Dr.C.J. Khune, Chairman of the meeting was satisfied by the various activities conducted by the NSS and NCC.

**Agenda - Regular classes and practicals in Even semester.**

**Resolution-** It was unanimously decided by the faculties that regular classes of even semesters will be conducted and syllabus as well as extra-curricular activities will be conducted.

**Agenda- Regular academic and as well as extra-curricular activities.**

**Resolution-** All have been asked by the principal sir to conduct regular classes as well as unit test after completion of units one by one as a part and parcel of internal evaluation process.

**Agenda: Industrial tours/ OJT Program**

**Resolution-** Chairman Dr. C.J. Khune instructed the entire department heads to organize industrial tours/field tours for the students. Apart from this, he instructed all the teachers to get the OJT work completed on time from the all second semester PG students.

**Minutes of meeting held on 25/04/2024**

**Agenda- Review of work done throughout the year by various committees.**

**Resolution-** As per the portfolio distribution list, all the committee in-charges were asked about the work done by their teams, and also suggested to prepare their reports and submit the same to IQAC co-ordinator.

**Agenda - Review of Industrial Tours/ Field tour Filed work and OJT Programs**

**Resolution-** Chairman Dr. C.J. Khune took information from all the department heads about the organization of industrial tours / field tours/field work for the students and the number of benefited students. Along with this, information was also taken from the concerned about field work.

**Agenda- Feedback collection from the stakeholders.**

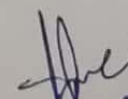
**Resolution-** Since it was almost last month of the session, feedback committee was asked to collect the feedback from stakeholder and analyze the same for preparing the report.

**Agenda- API Submission.**

**Resolution-** All the faculty members were informed to submit their API is prescribed format to IAQC for approval. All the faculties were agreed to submit the same within time.

**Agenda- AQAR preparation.**

**Resolution-** After the receipt of report from various committees IQAC will prepare the AQAR for submitting the same by online mode.

  
**Principal**  
M.B. Patel College of Arts,  
and Science, Sakoli