

## Compiled minutes of meetings for the session 2021-2022

IQAC committee has conducted 4 meeting during the session 2021-2022 minutes of the meeting held in this tenure are mentioned below.

### Minutes of meeting held on 9/08/2021

**Agenda. Confirmation of minutes of last meeting held on 22/05/2021.**

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

**Agenda- Academic calendar.**

**Resolution-** Academic calendar is like a mirror which shows a image therefore, Principal sir has suggested to prepare the academic calendar department wise and circulate it among the staff members.

**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.

**Agenda- Regular Classes**

**Resolution-** Considering the students engagement it was decided to start the theory and practical classes for all students.

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

**Resolution-** All the faculty members were informed by the Principal Dr. H R. Trivedi 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.

### Minutes of meeting held on 18/10/2021

**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-** To strengthening the teaching learning process, faculty members were asked to continue the use ICT tools because during COVID pandemic all the classed were conducted in online mode, therefore it was need of hour to continue the same.

**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- Winter Examination.**

**Resolution-** Winter examination was commencing in next week therefore the examination committee was formed and asked to co-ordinate with the exam in-charge.

**Agenda- Result analysis.**

**Resolution-** The affiliating university has declared the results therefore, subject wise result was analysed and subjects with weaker result were informed to make improvement.

**Minutes of meeting held on 27/12/2021**

**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- Faculty improvement programs.**

**Resolution-** Some faculty members were applied for refresher/ Faculty development programs, as it is constant process of improvement, therefore IQAC has approved their request and asked to joined their respective RC and FDPs.

**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.

**Minutes of meeting held on 18/04/2022**

**Agenda- Review of work done through out 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- Feedback collection from the stakeholders.**

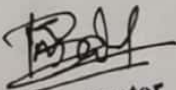
**Resolution-** Since it was almost last month of the session, feedback committee was asked to collect the feedback from stakeholder and analyze the same for preparing the report.

**Agenda- API Submission.**

**Resolution-** All the faculty members were informed to submit their API in prescribed format to IAQC for approval. All the 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.

  
Co-Ordinator  
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Principal  
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