

Minutes of the IQAC meeting

The meeting of IQA committee was held at IQAC on 20/03/2020 at 5.00 pm. The following members were present for the meeting:

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| 1. Dr. S. N. Bharambe | Chairman IQAC |
| 2. Mr. C. P. Gokhale | Member |
| 3. Dr. K. P. Nandanwar | Member |
| 4. Dr. P. M. Chavan | Member |
| 5. Dr. B. R. Kavimandan | Member |
| 6. Dr. Mrs. S. G. Patil | Member |
| 7. Dr. Pooja O. Pandey | Member |
| 8. Dr. J. D. Borase | Member |
| 9. Mr. S. J. Patil | Member |
| 10. Dr. K. G. Khadase | Member |
| 11. Mr. Kishor Dhake | Member |
| 12. Mr. V. S. Kanchi | Member |
| 13. Dr. K. P. Narkhede | Coordinator |

Issue 1: To approve the minutes of the previous meeting

Resolution: The minutes of previous IQAC meeting held on 10.02.2020 and the action taken report were discussed by the Coordinator, IQAC and they were approved by all the members unanimously.

Issue 2: To prepare an academic calendar for the year 2020-21

Resolution: It was decided that, a team will be constituted to prepare the draft academic calendar for year 2020-21 under the guidance of the principal. The committee includes the faculty coordinators, the COE and the registrar. They will prepare the yearly tentative schedule in accordance with the university calendar.

Issue 3: To constitute a CAS verification committee for year 2020-21

The work done by API verification committee 2019-20 was appreciated by all the members; the committee has assessed 25 proposals received from faculty as detailed below:

Sr	Stage	Number of cases
1	6000 to 7000	1
2	7000 to 8000	6
3	8000 to 9000	5
4	Professor	10
5	Principal	3



Resolution: It was resolved that, the API verification committee will be called as Academic/ Research Score (ARS) verification committee. The revised committee will be constituted for assessment of CAS proposals during the academic year 2020-21. A tentative list will be prepared in consultation the principal and will be finalized in the next meeting.

Issue 4: To plan updating of the college website

It was discussed that, the college website should be revisited and the information on the web needs to be reorganized in accordance with NAAC guidelines.

Resolution: It was collectively decided, that the process of revising the overall structure of college web site is initiated in consultation with the web site developer Mr. Toke.

Issue 5: To update the softwares used in examination and data collection

The issues regarding college software were discussed in the meeting and it was stated that, as a part of administrative reform, the software used for examination and admission needs an updated version.

Resolution: It was collectively resolved that, the principal and the COE will discuss the issue with the management so that a revised and updated version will be used from the next academic year. In addition, it was also suggested the IT infrastructure such as upgraded server may be procured for strengthening the process.

Issue 6: To constitute committees to frame/revise the policy documents required by NAAC

As per revised NAAC framework, various quality policies need revision and hence it is essential to formulate committees to frame/ revise/document the quality policies.

Resolution: It was collectively decided that, the committees will be constituted for framing/ revising / documenting the quality policies associated with Research, Examination, Grievance redressal, Code of Ethics, IT facility, Maintenance, Mentoring, Divyangjan friendliness and Green campus.

Issue 7: To constitute a committee for preparation of Institutional Development plan of college

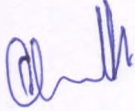
As suggested by the principal, an institutional development plan needs to revised and hence collective efforts will be made in this regard.

Resolution: It was unanimously resolved that; a team will be formed to prepare/revise the perspective plan (IDP) of the college. The team may include all the faculty In-charges, the COE, the Librarian, the NSS and NCC cooriginators, the Placement coordinator, a few members from IQAC etc.

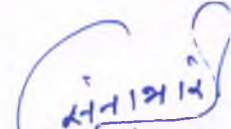


Issue 8: Any other relevant issues with the permission of Chairman IQAC

Since, there are no any additional issues for the said meeting; the meeting was concluded by the IQAC Coordinator Dr. K. P. Narkhede with the summary and a vote of thanks. The next meeting will be conducted in the month of July/Aug. 2020.



(Dr. K. P. Narkhede)
IQAC Coordinator
Co-ordinator, IQAC
M. J. College, Jalgaon



(Prof. S. N. Bharambe)
Principal and IQAC Chairperson
PRINCIPAL
M. J. College, Jalgaon
(Autonomous)