

Regular meeting of Internal Quality Assurance Cell (IQAC)

IQAC Minutes: A Y: 2020- 21

Date: 06/06/2020

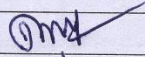



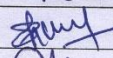


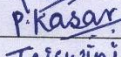
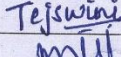

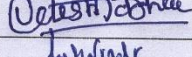
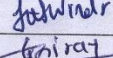
Internal Quality Assurance Cell (IQAC) Minutes of IQAC First Meeting

Meeting 1

A meeting of Internal Quality Assurance Cell of college was held on Saturday 06 June 2020 at 3.20 pm online using Google meet.

Principal Mr. Tushar Sharma had announced the establishment of Internal Quality Assurance Cell for the institute. He welcomed all the members for the first meeting.

Following teaching and non-teaching staff were present in the meeting.

Sr. No.	Name of Person	Signature
1	Mr. Tushar Sharma	
2	Mrs. Suchita Avasthi	
3	Mr. Pankaj Shewale	
4	Mrs. Anamika Patil	
5	Hon. Indira Tai Hiray	Absent
6	Mr. Machhindra Khairnar	
7	Mrs. Usha Chaure	
8	Mr. Bajirao Nikam	
9	Ms. Pooja Kasar	
10	Ms. Tejswini Hyalij	
11	Mr. Sunil Khangal	
12	Mr. Nilesh Lodha	
13	Mrs. Jaswindar Kaur Aasi	
14	Mr. Gokul Hiray	Gokul Hiray

During the meeting following points were discussed:

1. Introduction of the Internal Quality Assurance Cell:
The objectives, strategies, benefits and functions of Internal Quality Assurance Cell guidelines provided by National Assessment and Accreditation Council were explained by the IQAC coordinator. The major objective behind the establishment of IQAC was also explained and it was also mentioned that IQAC is the main pillar to synchronize the efforts of the institution for the improved functioning of the same.
2. Announcement of the composition of IQAC:
Principal Mr. Tushar Sharma have announced the establishment and composition of IQAC for the institute. All the members present were welcomed by him for the 1st meeting. The list of IQAC member is attached here.
3. To conduct two IQAC meeting per semester:
It was decided unanimously that to conduct IQAC members meeting UGC guidelines
4. To conduct Academic meeting for semester:
It was decided to conduct the academic meeting for the semester to discuss the start of the academic session, course work lecture and faculty involvement for the same.

5. Review of Academic Result and Action plan for e-Learning activities:

A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results. In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it is decided to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of University.

6. Online Academic/ Other Activities during Lockdown:

Due to COVID 19 pandemic, we have continued with online teaching for B.C.A. student teachers as per the University guidelines. For F.Y.B.C.A, S.Y.B.C.A & T.Y.BC.A Google classrooms were created for the smooth functioning of teaching learning activities and for submitting class works, reports, assignments etc. Using Google meet and Zoom platform, online lectures were conducted on daily basis as per the time table. Internal exams were conducted online as per the guidelines by S.N.D.T Women's University Mumbai.

7. Publication in Journals and Books:

It was also suggested to publish research papers in listed journals and to attend the Faculty development programs by the faculties for their development.

8. Approval and selection committee from S.N.D.T Women's University:

It was decided unanimously to complete all the preparations for the university selection committee for the full time approval of faculties as per the Guidelines of UGC.

9. Functioning of various committees:

The revise composition of various committees and functioning of various committees has been decided and work allotted to concern faculty.

10. Semester Examination:

We discussed Semester Examinations would be conducted as per the guidelines of the S.N.D.T Women's University Mumbai for F.Y.B.C.A, S.Y.B.C.A & T.Y.BC.A. Student –teachers.

11. Campus placement:

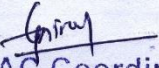
It was also suggested to conduct session for prepare the student-teachers to face interview. Tips were given to prepare curriculum vitae, formal letter writing and handle interviews.

12. Alumni issue:

It's decided to take the require measures for improving Alumni interaction and database management.

13. Any other matter with the permission of the cell:

The meeting was concluded as there was no any other matter for the further discussions with the vote of thanks.


IQAC Coordinator
Indira College
Dabhadi Road, Malegaon


Principal
Indira College
Golibar Maidan, Malegaon Camp (Nashik)

Date: 07/11/2020

Internal Quality Assurance Cell (IQAC)

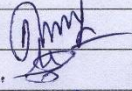
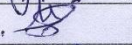
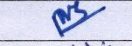
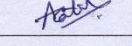
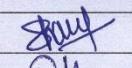
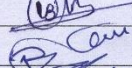
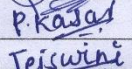
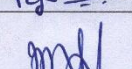
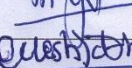
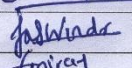
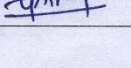
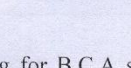
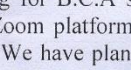
Minutes of IQAC Second Meeting

Meeting 2

The second meeting of Internal Quality Assurance Cell of institute was held on 07 November 2020 Saturday at 2.30 pm in Conference Room of our Institute.

IQAC coordinator Mr. Gokul Hiray had welcomed all the members for the meeting.

Following committee members were present in the meeting.

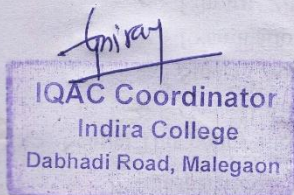
Sr. No.	Name of Person	Designation	About The Member	Signature
1	Mr. Tushar Sharma	Chairperson	Principal, Indira College	
2	Mrs. Suchita Avasthi	Member	Teaching	
3	Mr. Pankaj Shewale	Member	Teaching	
4	Mrs. Anamika Patil	Member	Teaching	
5	Hon. Indira Tai Hiray	Member	One Member from the Management	_____ Absent _____
6	Mr. Machhindra Khairnar	Member	Administrative Officer	
7	Mrs. Usha Chaurse	Member	Administrative Officer	
8	Mr. Bajirao Nikam	Member	Local Societies	
9	Ms. Pooja Kasar	Member	Student 3 rd year BCA	
10	Ms. Tejswini Hyalij	Member	Alumni	
11	Mr. Sunil Khangal	Member	Nominee Member(Educationalist) By Management	
12	Mr. Nilesh Lodha	Member	Industrialist	
13	Mrs. Jaswinder Kaur Aasi	Member	Parents	
14	Mr Gokul Hiray	Member	IQAC Co-ordinator	

Plan of Action of academic year 2020-2021 is as follows

- Online Academic/Other Activities during Lockdown:
Due to COVID 19 pandemic in March 2020 we have started online teaching for B.C.A student-teachers. For F.Y.B.C.A, S.Y. B.C.A and T.Y.B.C.A. On Google meet and Zoom platform online lectures were conducted on daily basis. Internal exam were conducted online. We have planned the activities accordingly.
- Teaching learning activities:
It is planned F.Y, S.Y and T.Y of B.C.A classes will be conducted using Google meet platform. Daily 4 to 5 lectures will be arranged and along with these online teaching learning program, soft copy of learning materials need to be provided to the student-teachers for their reference and exam preparation.
- Examination:
Semester Examinations will be conducted online as per the guidelines of the S.N.D.T Women's University Mumbai.
- Intercollegiate Competitions:
We will be organizing Paper presentation, Quiz competition.
- Faculty Development:
Teachers Educators/staff are asked to upgrade themselves during the lockdown in order to cope up with the present needs and demands in teaching learning programs by attending seminars and workshops etc.

During the meeting following points were discussed:

1. Confirmation of the last meeting minutes:
Resolved to confirm the minutes of the first meeting of IQAC held on 06 June 2020.
Action taken report of previous meeting was read in front of all IQAC committee members and the report was displayed for their review
2. Academic meeting for the semester:
It was decided to conduct the academic meeting for the semester on 08 December 2020 to discuss the start of the academic session, course work lecture and faculty involvement for the same.
3. NAAC work:
IQAC coordinator explained the importance of NAAC and motivated the members to start with the self-study about the NAAC work and proceedings.
4. Activities Planning for next Academic Semester:
It was suggested to conduct seminars, Guest Lectures and Industrial visits for the overall development of the students.
5. Organization of online Quiz competition on the occasion of "Prerna Din 2020":
Faculty members Mr. Pankaj Shewale and Mr. Gokul Hiray organize intercollegiate Online Quiz Competition in 16 December 2020 on the Topic C++ and Core Java for students. Participants will submit their online registration google form, attend online quiz competition and received online certificate
6. Purchase of Library books:
It was decided to purchase the books for the library and accordingly the librarian was asked to work on the same.
7. Promotional Activities for Admissions:
It was decided to start with the promotional activities for the admissions of next academic year for both the courses i.e. B.C.A and M.Sc. (C.S).
8. To discuss about the start of faculty development program for the same:
9. Any other matter with the permission of the cell:
The meeting was concluded as there was no any other matter for the further discussions with the vote of thanks.



Principal
Indira College
Golibar Maidan, Malegaon Camp (Nashik)

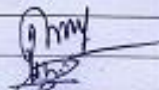
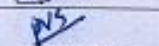

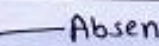


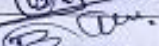
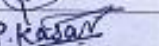
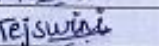


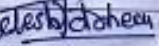
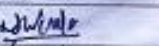
Date: 09/01/2021

Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Third Meeting

Meeting 3

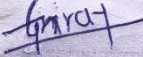
The third meeting of Internal Quality Assurance Cell of institute was held on 09 January 2021 at 3.10 pm in Conference Room of our Institute.

Following teaching and non-teaching staff were present in the meeting.


Sr. No.	Name of Person	Designation	About The Member	Signature
1	Mr. Tushar Sharma	Chairperson	Principal, Indira College	
2	Mrs. Suchita Avasthi	Member	Teaching	
3	Mr. Pankaj Shewale	Member	Teaching	
4	Mrs. Anamika Patil	Member	Teaching	
5	Hon. Indira Tai Hiray	Member	One Member from the Management	Absent
6	Mr. Machhindra Khairnar	Member	Administrative Officer	
7	Mrs. Usha Chaure	Member	Administrative Officer	
8	Mr. Bajirao Nikam	Member	Local Societies	
9	Ms. Pooja Kasar	Member	Student 3 rd year BCA	
10	Ms. Tejswini Hyalij	Member	Alumni	
11	Mr. Sunil Khangal	Member	Nominee Member(Educationalist) By Management	
12	Mr. Nilesh Lodha	Member	Industrialist	
13	Mrs. Jaswinder Kaur Aasi	Member	Parents	
14	Mr. Gokul Hiray	Member	IQAC Co-ordinator	

During the meeting following points were discussed:

1. Confirmation of the last meeting minutes:
Resolved to confirm the minutes of the 2nd meeting of the IQAC held on 07 November 2020. Action taken report of previous meeting was read in front of all IQAC committee members and the report was displayed for their review
2. NAAC work progress:
The IQAC coordinator shared the distribution of NAAC work and suggested all the members to take care of the completion dates of work and as the target dates were also set in the meeting.
3. To introduce short term skill based courses for students:
It was suggested to introduce some short term skill based courses for students which can improve their skills which are needed to excel in other fields too.
4. To conduct performance appraisal of teaching and non-teaching staff:
It was decided unanimously to conduct performance appraisal once in a academic year for teaching and non-teaching staff both.
5. To discuss the progress of library advisory committee:
To improve the structure and quality of library it was suggested to upgrade and maintain the books for both the course (BCA).
6. To discuss the admission status for the Academic year 2021-22:
The admission work progress was discussed and it was suggested to complete all the admissions as early as possible for BCA It was also decided to complete the management seat admission after preparing the merit list and following the proper admission process.
7. Women's Development Cell:
Workshops/Guest Lectures/ Debate would be organized to promote Women's Empowerment
8. Updating Computer and internet:
It is the need of the hour to update the PCs and Lap top and upgrade internet connection, in order to organize online teaching learning activities, as we are starting with online lectures.
9. Publication in Journals and Books:
It was also suggested to publish research papers in listed journals and to attend the Faculty development programs by the faculties for their development.
10. To discuss about Tree Plantation Drive:
The institution organized tree plantation drive on 27 February on occasion of birthday of chairman sir
11. Any other matter with the permission of the cell:
The meeting was concluded as there was no any other matter for the further discussions with the vote of thanks.


IQAC Coordinator
Indira College
Dabhadi Road, Malegaon




Principal
Indira College
Golibar Maidan, Malegaon Camp (Nashik)

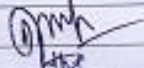
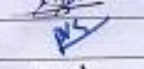
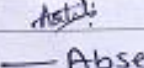
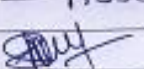
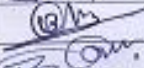
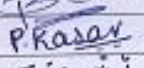
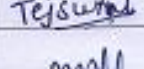

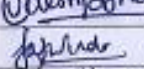
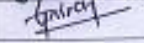



Date: 03/04/2021

Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Fourth Meeting

Meeting 4

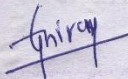
The Fourth meeting of Internal Quality Assurance Cell of institute was held on 03 April 2021 at 3.30 pm in Conference Room of our Institute.

Following committee members were present in the meeting.


Sr. No.	Name of Person	Designation	About The Member	Signature
1	Mr. Tushar Sharma	Chairperson	Principal, Indira College	
2	Mrs. Suchita Avasthi	Member	Teaching	
3	Mr. Pankaj Shewale	Member	Teaching	
4	Mrs. Anamika Patil	Member	Teaching	
5	Hon. Indira Tai Hiray	Member	One Member from the Management	Absent
6	Mr. Machhindra Khairnar	Member	Administrative Officer	
7	Mrs. Usha Chaure	Member	Administrative Officer	
8	Mr. Bajirao Nikam	Member	Local Societies	
9	Ms. Pooja Kasar	Member	Student 3 rd year BCA	
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11	Mr. Sunil Khangal	Member	Nominee Member(Educationalist) By Management	
12	Mr. Nilesh Lodha	Member	Industrialist	
13	Mrs. Jaswindar Kaur Aasi	Member	Parents	
14	Mr. Gokul Hiray	Member	IQAC Co-ordinator	

During the meeting following points were discussed:

1. Confirmation of the last meeting minutes:
Resolved to confirm the minutes of the first meeting of IQAC held on 09 January 2021.
Action taken report of previous meeting was read in front of all IQAC committee members and the report was displayed for their review
2. NAAC work progress:
To review the suggestion by NAAC peer team members and appraise the IQAC members about the progress made towards the suggestions.
3. To plan and start with the promotional activities for the admission process:
It was decided to start with the promotional activities for the admissions of next academic year for both the courses i.e. BCA.
4. Publish research paper in UGC listed Journals:
It was suggested to the faculties to conduct research work and publish research paper in UGC Listed journals.
5. Resources and Infrastructure requirement:
It is discussed that the institute would work for the requirements of laboratories, equipment, books and other academic resources.
6. Placement activities by strengthening the corporate relations:
Discussed the planning about special efforts such as planning various training program such as "How to face the Interview and Aptitude test", to arrange the lecture's series for Spoken English to our B.C.A Students.
7. Guest lecture and session on Yoga:
Guest Lectures were organized to promote Women's Empowerment through Women's Development Cell. A session on "Yoga and Meditation", guest lecture on 'Intestinal Health and its importance' and Sanitary Vending Machine was installed in the Girls Common Room.
8. Any other matter with the permission of the cell:
The meeting was concluded as there was no any other matter for the further discussions with the vote of thanks.


IQAC Coordinator
Indira College
Dabhadi Road, Malegaon




Principal
Indira College
Golibar Maidan, Malegaon Camp (Nashik)