

Mahatma Jyotiba Fule Mahavidyalaya, Amravati (IQAC Meetings)

Session 2023-24

Notice

Meeting No – 1

Date- 15/07/2023

All the members of IQAC are requested to attend the meeting on 18th July 2023 at 10.am in the principal's chamber.

The Agenda is as under:

1. Confirmation of the last meeting.
2. Action taken report
3. Regarding admission process
4. Finalization of yearly perspective plan
5. Submission of AQAR 2021-22
6. About induction programme
7. Organization of NEP – 2020 Week
8. Preparation of Time-Table
9. Organization of Degree Convocation programme
10. Construction of new classrooms for B.C.A. students
11. To increase the ICT classroom for B.C.A.
12. Any other point with the permission of the chair.

Coordinator

(IQAC)

Chairman

(IQAC)

Minutes of the 1st Meeting

Today on 18th July 2023, at 10 am the first meeting of IQAC was held under the chairmanship of the principal.

The agenda is as under:

1. Confirmation of the last meeting.
2. Action taken report
3. Regarding admission process
4. Finalization of yearly perspective plan
5. Submission of AQAR 2021-22
6. About induction programme
7. Organization of NEP – 2020 Week
8. Preparation of Time-Table
9. Organization of Degree Convocation programme
10. Construction of new classrooms for B.C.A. students
11. To increase the ICT classroom for B.C.A.
12. Any other point with the permission of the chair.

Minutes:

Item No-1 : Minutes of last meeting confirmed.

Item No- 2 :

The chairman had taken a detailed report of all the actions taken in the last meeting.

Item No- 3 :

The admission process was going quite slow, so the principal gave instructions to all the staff members to take care of admissions and make the balance of each subject as per requirement university norms.

Item No- 4 Institutional Perspective plan prepared with the guidance of all IQAC members and circulated to the concerned.

Item No – 5 AQAR for the session 2021-22 was submitted successfully on 1st August 2023.

Item No – 6 : Induction programme conducted from 9th August 2023 to 12th August 2023.

Various programmes were conducted in this period. The principal's address was an introduction to teaching non-teaching staff and an introduction to sports, culture, and N.S.S. The motivational camp was organized by Dr. Avinash Saoji. Various departmental visits were conducted, including a Guest lecture of Shri. Swapnil Tijare was conducted. In the last day, a Talent show was organised to identify the various hidden skills of the students.

Item No- 7: Organization of NEP – 2020 Week

The NEP Week -2020 was organised between 24th July 2023 to 29th July 2023. On this occasion, the college organised various events to guide the students and to make them aware of the new National Education Policy 2020 and its various aspects.

During this week, a debate competition was organized on 25th July 2023 on the topic 'National Education Policy 2020- Pros and Cons'. A poster competition was organized on 26th July 2023. Guest lectures were organised of Prof. Ankit Lohe, On 28th July 2023, a brainstorming lecture was organized on the topic 'NEP-2020- Challenges & Opportunities' by Dr. Anant Marathe, Former Principal, College of Engineering & Technology, HVPM, Amravati.

Item No-8 Preparation of Time-Table:

Time table was prepared by the time-table committee and displayed on the Notice Board, and circulated in the concerned departments.

Item No- 9 : Degree Convocation ceremony was organized on 4th August 2023 successfully.

Degree's were distributed to the students.

Item No 10 : Construction of new classrooms for B.C.A. students is in progress. It will done by taking permission of the CDC and concerned authorities of Amravati Municipal Corporation.

Item No : 11 To increase the ICT classroom for B.C.A. one ICT room is prepared with proper seating arrangements, a Projector, a Screen and an Internet facility.

The meeting ended with the vote of thanks of the coordinator.

Coordinator
IQAC

Chairman
IQAC

Session 2023-24

Notice

Meeting No – 2

Date- 25/08/2023

All the members of IQAC are requested to attend the meeting on 29th August 2023 at 10.am in the principal's chamber.

The Agenda is as under:

1. Confirmation of the last meeting.
2. Action taken report
3. Review on submitted AQAR of 2021-22
4. Classroom allotment to B.A., B. Com, B.C.A. and M.A. students.
5. Organization of Sports and Cultural activities
6. Registration and preparation for Youth Festival
7. Regarding Inaugurations of various literary associations.
8. Regarding placement drive to be conducted
9. Organization of IPR Workshop
10. Organization of Alumni/ Parents Meet
11. Organization of Guest Lectures of various subjects
12. Organization of Add on/ Certificate/ Bridge courses
13. Organization of 36 Hours Workshop for final years' Girl Students in association with Mahindra Pride Classroom and Women Cell of the college.
14. Organization of national Level Conference/seminar in the subject Geography & Sociology
15. Any other point with the permission of the chair.

Coordinator
(IQAC)

Chairman
(IQAC)

Minutes of the 2nd Meeting

Today on 29th August 2023' at 10 am the second meeting of IQAC was held under the chairmanship of the principal.

The agenda is as under:

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1. Confirmation of the last meeting.
2. Action taken report
3. Review on submitted AQAR of 2021-22
4. Classroom allotment to B.A., B. Com, B.C.A. and M.A. students.
5. Organization of Sports and Cultural activities
6. Registration and preparation for Youth Festival
7. Regarding Inaugurations of various literary associations.
8. Regarding placement drive to be conducted
9. Organization of IPR Workshop
10. Organization of Alumni/ Parents Meet
11. Organization of Guest Lectures of various subjects
12. Organization of Add on/ Certificate/ Bridge courses
13. Organization of 36 Hours Workshop for final years' Girl Students in association with Mahindra Pride Classroom and Women Cell of the college.
14. Organization of national Level Conference/seminar in the subject Geography & Sociology
15. Any other point with the permission of the chair.

Coordinator
IQAC

Chairman
IQAC

Minutes: Meeting No – 2

Date- 29/08/2023

Item No-1 : Minutes of last meeting confirmed.

Item No- 2 :

The chairman had taken a detailed report of all the actions taken in the last meeting.

Admission process was going quite slow, so principal had given instructions to all the staff members to take care of admissions and make the balance of each subjects as per requirement of university norms. Institutional Perspective plan prepared. AQAR for the year 2021-22 submitted successfully. Induction programme conducted as per schedule. NEP-2020 Week was conducted and report have been submitted to Joint Director office. Time Table is prepared. Degree Distribution Ceremony conducted. One ICT room is created with Projector and internet facility.

Item No : 3 – NAAC coordinator have given all details about submission of the AQAR 2021-22. AQAR submitted successfully.

Item No: 3 : Taking into consideration of increase strength of M.A. Psychology, decision has been taken to allot one small room for M.A. Psychology students. Dr. Mukul Bhonde sir has given instruction to shift some courses in afternoon shift. Classrooms for B.C.A. will be constructed at terrace with proper facility after Diwali vacation. For proper utilization P.G. courses can be conducted in hybrid mode. Some classes can conduct offline and some online. Skill base courses can also be start with minimum fee structure. Collaborative activities/ courses can also be conducted with proper university approval.

Item No 4. : Instructions have given to the Physical Director to utilize the ground for sports activities. Indoor games like chess can be start in nearby school building of the parent society. It was decided to conduct chess competition in collaboration with chess association.

Item No: 5 – Youth festival preparation is going on. Total 17 entries have been sent to university.

Item No- : 6 – It was decoded to conduct Placement Drive for the students of commerce and B.C.A. . Dr. Mukul Bhonde sir advised to make placement cell more active by adding some new members in it. Some responsibility has given to Dr. Atul Wankhade Sir. Dr. Sawarkar sir also interacted with all the members regarding placement drive for the students of commerce.

Item No – 7 : Literary Associations of various subjects will be inaugurated as per the convenience of the departments.

Item No 7:- it was decided to conduct a Workshop on IPR will be conduct after Diwali vacation.

Item No- 8: it was decided to conduct Parents Meet and for the wellbeing of the parents' health it was decided to invite renowned personality Dr. Avinash Saoji for the interaction with the parents.

Item No – 9: Guest lectures will be conducted by the respective departments.

Item No- 10: It was discussed to start Add on/Certificate courses in Communication skill will be conducted by department of English. Aptitude test will be conducted by the B.C.A. Department. Apply for the CSR funded courses, Soft skill programmes.

Item No- 11 : It was decided to discuss on Organization of 36 Hours Workshop for final years' Girl Students in association with Mahindra Pride Classroom and Women Cell of the college.

Item No- 12 : Conferences and Seminars in the subject Geography and Sociology will be conducted before Diwali vacation.

Item No- 12: Principal and all the members of IQAC congratulated Dr. Gajanan Ratnaparkhi sir for the preparation of M.A. Psychology syllabus in accordance with NEP-2020.

Item no 13: MoU will be signed between Panjabrao Deshmukh Memorial Hospital and District General Hospital, Amravati for the internship of the M.A. Psychology students.

Item No 14 : discussed about the organization of the Silver Jubilee Ceremony of the college by involving Alumni members of the college.

Item No – 15: It was discussed to organize FDP in Music in the university premises or Sipna college.

Item No 16: It was decided to organize Multidisciplinary National or International conference with DISHA group, Amravati.

The meeting ended with the vote of thanks by the coordinator.

Coordinator

(IQAC)

Chairman

(IQAC)

Session 2023-24

Notice

Meeting No – 3

Date- 02/11/2023

All the members of IQAC are requested to attend the meeting on 4th November 2023 at 10.am in the principal's chamber.

The Agenda is as under:

1. Confirmation of the last meeting.
2. Action taken report
3. About AQAR-2022-23 submission action taken report from the criterion coordinators.
4. AQAR to be placed before statutory body of IQAC.
5. Review of syllabus.
6. Review of Open Book Test and Unit test.
7. About Placement drive.
8. To start Multidisciplinary Research Journal in the college.
9. Follow up of Guest Lectures.
10. Add on/ Certificate courses
11. About the status of conference and seminar conducted in the subject Geography and Sociology.
12. Conduct of lectures for P.G. students by Research Committee.
13. Any other point with the permission of the chair.

Coordinator
(IQAC)

Chairman
(IQAC)

Minutes of the 3rd Meeting

Today on **4th November 2023** at 10 am the third meeting of IQAC was held under the chairmanship of the principal.

The agenda is as under:

1. Confirmation of the last meeting.
2. Action taken report
3. About submission of AQAR-2022-23 action taken report from the criterion coordinators.
4. AQAR of 2022-23 placed before the statutory body of IQAC members.
5. Review of syllabus.
6. Conduct of Placement drive.
7. About to start a Multidisciplinary Research Journal in the college.
8. Approval of AICTE
9. Follow up of Guest Lectures.
10. About the status of the organization of the conference and seminar in the subject Geography and Sociology.
11. Conduct of lectures for P.G. students by the Research Committee.
12. To start a certificate course in Resume Writing.
13. Any other point with the permission of the chair.

Item No-1 : Minutes of last meeting confirmed.

Item No- 2 :

The chairman had taken a detailed report of all the actions taken in the last meeting.

In light of the growing demand for resources dedicated to the Master of Arts in Psychology program, a decision has been reached to allocate a dedicated room specifically for M.A. Psychology students. This initiative aims to provide a conducive learning environment tailored to the unique needs of these students. Additionally, the Information and Communication Technology (ICT) room has been made available for the Bachelor of Computer Applications (B.C.A.) students, ensuring they have access to essential technological resources.

Our college students have shown commendable enthusiasm and engagement, actively participating in both the youth festival and various sports activities throughout the semester. These events have fostered teamwork and school spirit, contributing to a vibrant campus life.

In accordance with our planned schedule, we successfully inaugurated a number of literary associations, further enriching the cultural and academic landscape of our institution. A noteworthy highlight was the Parents Meet, which was conducted with great success. During this event, Dr. Avinash Saoji delivered an insightful presentation on contemporary living styles. He emphasized the importance of maintaining a healthy lifestyle and offered valuable advice on boosting our immune systems, strengthening our hearts, and overall health management.

As discussed in our previous meeting, a workshop led by Shri Mahesh Gattani was held, focusing on the critical subjects of Financial Literacy and Wealth Creation. This workshop aimed to equip students with essential financial knowledge and skills that will benefit them in their personal and professional lives.

Moreover, we have conducted several guest lectures across various departments, enhancing the educational experience through the sharing of expertise and diverse perspectives from industry professionals and academics. As of now, our add-on and certificate courses are in the planning stage and will be launched shortly, providing students with more opportunities for skill enhancement.

Looking ahead, we have exciting plans for organizing conferences and seminars in the disciplines of Geography and Sociology. These academic gatherings will serve as platforms for knowledge exchange and will further engage students and faculty in scholarly discussion, reinforcing our commitment to academic excellence.

Item No : 3 :

A comprehensive discussion took place regarding the submission of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23 to the National Assessment and Accreditation Council (NAAC). All members of the Internal Quality Assurance Cell (IQAC) participated actively in the meeting and unanimously agreed on the importance of timely submission. It was emphasized that in order to meet the deadline of December 31, 2023, each member must ensure

that all required documents and materials are collected and submitted to the IQAC coordinator as soon as possible. The members recognized the significance of this submission in reflecting the institution's commitment to maintaining high standards of quality in education and agreed to collaborate efficiently to complete the necessary preparations promptly.

Item No : 4

The principal, Madam, proposed that the API (Academic Performance Indicator) committee at the college should adopt a more effective approach in their operations. Each year, as the academic session concludes, all faculty members are required to submit their API reports, which should include comprehensive documentation and relevant evidence supporting their achievements and contributions. This process is essential for assessing their performance over the year and ensuring that all submissions meet the necessary standards of clarity and thoroughness. The committee's role is to provide guidance and support to faculty in compiling their submissions, thus fostering a more streamlined and efficient evaluation process.

Item No : 5 :

The Principal conducted a thorough review of the entire syllabus to ensure that all subjects are adequately covered. It was identified that certain sections may remain incomplete. Therefore, it is highly recommended that any unfinished portions be addressed promptly. To facilitate this, teachers are encouraged to organize extra classes as needed, allowing students to catch up and fully grasp the material. This proactive approach will help maintain the integrity of the curriculum and support students in achieving their academic goals.

Item No : 6- Conduct of Placement drive.

There was a productive discussion regarding the organization of a placement drive at the college, emphasizing the need to arrange it as soon as possible to benefit the students. The team explored various potential dates and strategies to ensure maximum participation from both students and companies. Additionally, the idea of establishing a career katta—a dedicated space or forum for career development—was also brought up, with suggestions on how it could serve as a resource

for students seeking guidance, internships, and job opportunities. There was a productive discussion regarding the organization of a placement drive at the college, emphasizing the need to arrange it as soon as possible to benefit the students. The team explored various potential dates and strategies to ensure maximum participation from both students and companies. Additionally, the idea of establishing a career katta—a dedicated space or forum for career development—was also brought up, with suggestions on how it could serve as a resource for students seeking guidance, internships, and job opportunities.

Item No: 7- About to start a Multidisciplinary Research Journal in the college.

The Principal, along with all the members of the Internal Quality Assurance Cell (IQAC), held a productive discussion regarding the establishment of a Multidisciplinary Research Journal. This initiative aims to promote and disseminate research findings across various fields of study, fostering collaboration among different disciplines and contributing to the advancement of knowledge. The team is committed to outlining the journal's objectives, scope, and submission guidelines to ensure its success and integrity in the academic community.

Item No: 8 Approval of AICTE:

According to government regulations effective this session, the B.C.A. course at the college has been transferred from the university to AICTE (All India Council for Technical Education). To facilitate this transition, the college must obtain permission from AICTE. It has been decided to apply for this permission through an online application process. Prof. Sonali Barad and IQAC Coordinator Dr. Jagdish Bawane will oversee this process.

Item No- 9 Follow up of Guest Lectures.

Many departments have proactively arranged guest lectures aimed at enriching students' skills and expanding their knowledge base. These lectures provide students with the invaluable opportunity to learn directly from a diverse array of resource persons, including industry professionals, renowned academics, and subject matter experts. By engaging with these knowledgeable speakers, students can gain insights into real-world applications of their studies, explore new career paths,

and develop critical thinking and networking skills that will benefit them in their future endeavours. This initiative not only enhances the learning experience but also fosters a dynamic educational environment where students feel inspired and informed.

Item No 10 : About the status of organisation of the conference and seminar in the subject Geography and Sociology.

During the meeting, a comprehensive discussion took place regarding the organization of the National Conference in Geography and Sociology. Dr. Deepak Ambore, the head of the Department of Geography, stated that the Geography conference is scheduled to be held at the beginning of the 2023-24 session. Additionally, Dr. Sanjay Bhagat announced that a National Conference in Sociology will take place in March 2025.

Item No- 11- Conduct of lectures for P.G. students by the Research Centre.

To enhance the skills and knowledge of the P.G. students of the college, it was discussed that Guest Lectures for the P.G. students should be started by the Research Centre of the college.

Item No- 12 Certificate course in Resume writing.

In order to improve students' writing skills, the college has decided to start a resume writing course.

The meeting ended with a vote of thanks by the coordinator.

Coordinator

(IQAC)

Chairman

(IQAC)

Internal Quality Assurance Cell (IQAC)

Agenda for 4th Meeting of IQAC

Notice

Meeting No – 4

Date- 18/04/2024

All the members of IQAC are requested to attend the meeting on 22nd April 2024 at 10.am in the principal's chamber.

The agenda is as under:

1. Confirmation of minutes of last meeting
2. Action taken report
3. Review of syllabus
4. Preparation of University Practical/ Internal Exams
5. Review of Bharita Bhasha Sammelan
6. Submission of AQAR 2022-23.
7. Review of Unit tests, common and open book tests.
8. Regarding NAAC's new guidelines
9. Regarding the admission process for the next academic year, along with online admissions through software.
10. Approval of AICTE for B.C.A. and permission of BBA
11. Work distribution committee few changes for the session 2024-25
12. Organization or Conference and seminar in the subject of Geography and Sociology
13. Admission of YCMOU course.
14. Regarding the Induction programme.
15. Bridge Courses/add-on courses
16. Any other point with the permission of the chair

Coordinator
IQAC

Chairman
IQAC

Minutes of the 4th Meeting

Today, on Tuesday, 22/04/2024, at 10:00 a.m., the 4th meeting of IQAC was held under the Chairmanship of the principal.

Item No : 1

Minutes of the last meeting confirmed.

Item No : 2

The chairman had taken a detailed report of all the actions taken of the last meeting.

A comprehensive discussion took place regarding the submission of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23 to the National Assessment and Accreditation Council (NAAC). The API (Academic Performance Indicator) committee functioning properly in the college. The Principal madam thoroughly reviewed the entire syllabus. A productive discussion took place about organizing a placement drive at the college. Establishing a Multidisciplinary Research Journal is in the pipeline. IQAC Coordinator Dr. Jagdish Bawane. And Prof. Sonali Barad is taking follow up of the AICTE approval. Many departments have organized guest lectures to enhance students' skills and knowledge. The National Conference in Geography will be held at the 23rd of August 2024 and a National Conference in Sociology is scheduled in March 2025.

Item No : 3

An extensive evaluation has been conducted on three types of assessments: unit tests, common tests, and open-book tests. This review includes an analysis of their structures, purposes, and effectiveness in measuring student understanding and progress. Each test type has been examined for its strengths and weaknesses, providing insights into how they contribute to the overall learning experience.

Item No: 04

As university exams are approaching, the preparation for practical exams has been thoroughly discussed with all members. Necessary instructions have been provided to all staff for the smooth execution of the practical exams.

Item No : 05

The submission of the AQAR (Annual Quality Assurance Report) is currently underway. The National Assessment and Accreditation Council (NAAC) has provided comprehensive guidelines and instructions to the coordinator for disseminating relevant information to all members of the Internal Quality Assurance Cell (IQAC). This process involves ensuring that

each member understands their responsibilities and the necessary steps to compile and submit the report effectively.

Item No : 06

In order to ensure the smooth functioning of the NAAC process, some members of the criterion have been changed.

Item No : 07

The admission process for the next academic year will begin as early as possible. Pamphlets will be distributed, and materials will be displayed in key locations.

Item No : 08

After careful consideration and discussions among the administration and faculty, it was decided that the college website would undergo a comprehensive update to enhance its functionality and design.

Item No : 09

The admission process of YCMOU will be made simpler for students and easy to access.

Item No :10

The induction program is scheduled to take place at the start of the upcoming session, ensuring a smooth transition for everyone involved..

Item No : 11

Bridge courses will be arranged in the beginning of next session.

The meeting ended with a vote of thanks by the coordinator.

Coordinator

(IQAC)

Chairman

(IQAC)