

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on
Wednesday, 26th July, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday, 26th July, 2023 at 3:30 pm in the IQAC office.

Following members were present for the meeting:

1. Dr. S. S. Bobdey	President, VSP Mandal, Khamgaon
2. Shri A. P. Jhunjhunwala	Vice-President, VSP Mandal, Khamgaon
3. Dr. D. S. Talwankar	Principal
4. Dr. H. S. Chandak	Coordinator, IQAC
5. Dr P V Ubale	Member
6. Dr. D. N. Vyas	Member
7. Dr. P. E. Ajmire	Member
8. Dr. S. T. Warade	Member
9. Dr P N Bobdey	Member
10. Mr S G Gulbhele	Member
11. Dr. P. P. Thakur	Member
12. Mrs S. G. Waychal	Member

Dr. M S Gaikwad, Dr S P Hargunani, Ms Anju Paliwal, Mr Umesh Agrawal and Mr Devendra Bhattad could not attend the meeting. They were granted leave of absence. Dr. S. S. Bobdey presided over the meeting. Following business was transacted in the meeting:

1. Confirmation of the minutes of the previous meeting held on 19th April 2023:

Dr. H. S. Chandak read the minutes of the previous meeting held on 19th April 2023 and they were confirmed unanimously.

2. To take a note on the action taken report of previous meeting held on 19th April 2023:

The action taken report of the previous meeting 19th April 2023 was reviewed and discussed. Action taken regarding the reframe of Continuous Internal Evaluation Framework, conduct of Students Satisfaction Survey, Feedback, Implementation of Moodle as LMS etc were discussed.

3. To review the report of Students Satisfaction Survey:

Dr P E Ajmire presented the analysis of Students Satisfaction Survey (SSS). This year 2300 students participated in the survey. He narrated key findings from SSS report and in-depth discussion took place on follow-up action plan for further improvement. The report was approved by the house to be placed before upcoming CDC/ GB meeting.

4. To review feedback analysis report:

Dr Ubale briefed the feedback analysis report. It was decided to correct it for typos and as a part of its follow up action taken, an email/ letter about suggested changes in the curriculum to be sent to the Deputy Registrar, Academic, SGBAU Amravati by the Principal. The report (after corrections) was approved by the house to be placed before upcoming CDC/ GB meeting.

5. To distribute the work for AQAR 22-23:

Dr Chandak informed the house that AQAR 22-23 is to be submitted before 30 August 2023 so that we can prepare our SSR and submit it before 31 Dec 2023.

It has been decided that all criterion in-charge should collect the requisite data at the earliest and submit it to IQAC for verification and upload on the NAAC portal. IQAC has decided to submit AQAR 22-23 by the end of August 2023.


6. To decide action plan for improvement in regard to institution's progress so far in the light of the benchmarks disclosed by NAAC (in continuation to item 3 of the meeting held on 15th March 2023):


Hon'ble Chairman directed all criteria in-charge to identify the areas for improvement in their respective criteria and submit a specific action plan to the Principal latest by 20th August 2023.

7. Any other matter with the permission of the chair:

- i) Dr Thakur presented the institutional Academic Calendar for 2023-24 and it was approved unanimously.
- ii) It was decided to implement Moodle LMS for PG and PhD course work classes initially and then extend its use for UG classes also. Cell for E-Governance and IT support was given the responsibility to implement this at the earliest.


As no other matter came up, the meeting concluded with the vote of thanks by the Coordinator, Dr H S Chandak.



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Action Taken Report:

S No	Decision taken	Action Taken
1.	Conduct of Students' Satisfaction Survey (SSS) and feedback collection drive	SSS and Feedback collection drive was executed and a good number of student's participation in both has been accomplished. Analysis report has been placed before CDC and approved.
2.	Preparation of academic calendar	Academic calendar for the session 2023-24 has been prepared and uploaded on website.
3.	Implementation of Moodle Learning Management System (LMS) for PG and PhD course work classes	Moodle LMS has been implemented for PG courses


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