



Matsyodari Shikshan Sanstha's

Ankushrao Tope College, Jalna – 431203

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Held on 18 June 2016

18 June 2016

The first meeting of the IQAC was held on 18/06/2016 at 02:00 PM under the Chairmanship of the Principal of the college. It was conducted in the IQAC office. The following agenda was discussed thoroughly and decisions were taken.

Agenda:

1. To start Special Programs for Slow and Advanced Learners
2. To start Industrial Visits, Internships, Field Visits, On-the-Job Training
3. To start Teacher-Parent Scheme for all students
4. To recruit teachers through University/Management
5. To vitalize Internal Assessment System for UG and PG students
6. To start/renew UGC Certificate/Diploma programs under NSQF
7. To inaugurate new Sports Complex
8. To establish Competitive Exams Guidance Center

- At the very outset, Principal Dr. Gaikwad R.J. welcomed all the IQAC members and looked through the agenda of the meeting.
- The Chairman invited opinions of all IQAC members with regard to the Action Plan for the academic year 2016-17. Accordingly, the members provided different academic plans to be carried out during the academic year. It was decided that the Academic Calendar be prepared from June to April.
- The Chairman attracted the attention of the members towards the issue of special programs for slow and advanced learners. In this regard, a committee was formed to look into this matter.
- The issue of starting industrial visits, field trips, internships and on-the-job training was discussed and it was decided that students of UGC certificate



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courses under Community College and other students should be sent for internships and on-the-job trainings as per the MOUs with different industries.

- The chairman attracted the attention of the members towards the issue of Teacher-Parent Scheme and it was unanimously decided that the scheme be made more dynamic.
- The issue of recruitment of teachers through university and management on vacant posts was pending since a long time. It was decided that this issue should be resolved at the earliest.
- IQAC coordinator attracted the attention of the members towards the issue of Internal Assessment of the UG and PG students. It was decided that the existing Internal Assessment System should be made even more vigorous from this academic year.
- Considering the importance of skill development of students, the decision of renewing UGC's certificate/diploma programs under NSQF was taken after a careful deliberation.
- The members also insisted to speed up the work of the Sports Complex in order to make it available to the users. Hence, the decision was taken to inaugurate the Sports Complex in the month of November/ December 2016.
- The chairman insisted to have a Competitive Guidance Cell for the students of UG and PG. Accordingly, a decision was taken to establish the same in the college from this academic year.
- Since there were no other issues, the meeting was adjourned with the permission of the chairperson.



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Sr. No.	Name	Designation	Signature
1.	Dr. Gaikwad R.J.	Chairman	
2.	Dr. Patil S.A.	Member	
3.	Dr. Khan S.A.	Member	
4.	Dr. Gaikwad S.V.	Member	
5.	Dr. Gajhans D.S.	Member	
6.	Dr. Gavande K.S.	Member	
7.	Dr. Nikalje S.G.	Member	
8.	Dr. Dhere M.P.	Member	
9.	Dr. Quadri S.J.	Director/Coordinator	





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Action Taken Report

Sr. No.	Agenda	Action Taken
1.	To start Special Programs for Slow and Advanced Learners	Programs started
2.	To start Industrial Visits, Internships, Field Visits, On-the-Job Training	Started Industrial Visits and other activities
3.	To start Teacher-Parent Scheme for all students	Parent-Teacher Scheme started
4.	To recruit teachers through University/Management	Teachers recruited
5.	To vitalize Internal Assessment System for UG and PG students	CIE vitalized
6.	To start/renew UGC Certificate/Diploma programs under NSQF	Certificate/Diploma programs renewed
7.	To inaugurate new Sports Complex	Sports Complex inaugurated
8.	To establish Competitive Exams Guidance Center	Competitive Exam Guidance Cell established

Coordinator/Director IQAC

Director IQAC
Matsyodari Shikshan Sanstha's
Ankushrao Tope College
Jalna (M.S.)

B. B. B. B.

Principal
PRINCIPAL
Matsyodari Shikshan Sanstha's
Ankushrao Tope College, Jalna





Matsyodari Shikshan Sanstha's

Ankushrao Tope College, Jalna – 431203

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Held on 28 April 2017

28 April 2017

The second meeting of the IQAC was held on 28/04/2017 at 01:00 PM under the Chairmanship of the Principal of the college. It was conducted in the IQAC office. The following agenda was discussed thoroughly and decisions were taken.

Agenda:

1. **To fill up the vacant post of Office Superintendent**
2. **To get Administrative Audit of the college done**
3. **To arrange Seminars/Conferences/Symposiums**
4. **To recruit teachers and non-teaching staff through Management**
5. **To prompt teachers to contest elections of B.O.S./Academic Council etc**
6. **To start/renew UGC Certificate/Diploma programs under NSQF**
7. **To prompt teachers to use ICT tools in teaching**
8. **To motivate teachers to apply for various Research Funding**

- At the very outset, Principal Dr. Gaikwad R.J. welcomed all the IQAC members and looked through the agenda of the meeting.
- The Chairman invited opinions of all IQAC members with regard to the Action Plan for the academic year 2016-17. Accordingly, the members provided different academic plans to be carried out during the academic year. It was decided that the Academic Calendar be prepared from June to April.
- The Chairman attracted the attention of the members towards the issue of filling up of the vacant post of the Office Superintendent. It was decided that Mr. Theng S.J. should be appointed as an in charge O.S.
- The chairperson insisted to get the administrative audit done on the institute level. Accordingly, it was agreed to conduct it through *Trisutri*.



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- The issue of hosting seminars/conferences/symposiums was taken for discussion and it was decided that various departments should host such programs on a grand scale.
- The issue of recruitment of teachers and non-teaching staff through management on vacant posts was pending since a long time. It was decided that this issue should be resolved at the earliest.
- Considering the BOS and Academic Council elections of the university, the chairperson appealed the teachers to contest these elections in great number.
- Considering the importance of skill development of students, the decision of renewing UGC's certificate/diploma programs under NSQF was taken after a careful deliberation.
- The IQAC coordinator insisted that all teachers should use ICT tools in order to make teaching/learning process feasible.
- The chairman insisted that more and more teachers should apply for various funding agencies. Hence, it was decided that research proposals should be submitted to UGC and other agencies.
- Since there were no other issues, the meeting was adjourned with the permission of the chairperson.



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1.	Dr. Gaikwad R.J.	Chairman	
2.	Dr. Patil S.A.	Member	
3.	Dr. Khan S.A.	Member	
4.	Dr. Gaikwad S.V.	Member	
5.	Dr. Gajhans D.S.	Member	
6.	Dr. Gavande K.S.	Member	
7.	Dr. Nikalje S.G.	Member	
8.	Dr. Dhere M.P.	Member	
9.	Dr. Quadri S.J.	Director/Coordinator	





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Action Taken Report

Sr. No.	Agenda	Action Taken
1.	To fill up the vacant post of Office Superintendent	Vacant post filled up by appointing Mr. Theng S.J.
2.	To get Administrative Audit of the college done	Administrative Audit done through <i>Trisutri</i>
3.	To arrange Seminars/Conferences/Symposiums	Arranged Seminars/Conferences
4.	To recruit teachers and non-teaching staff through Management	Recruitment done
5.	To prompt teachers to contest elections of B.O.S./Academic Council etc	Teachers contested B.O.S. & other elections
6.	To start/renew UGC Certificate/Diploma programs under NSQF	Renewed certificate/Diploma programs under NSQF
7.	To prompt teachers to use ICT tools in teaching	Teachers started using ICT
8.	To motivate teachers to apply for various Research Funding	Teachers applied for various funding agencies


Coordinator/Director IQAC

Director IQAC
Matsyodari Shikshan Sanstha's
Ankushrao Tope College
Jalna (M.S.)




Principal

PRINCIPAL
Matsyodari Shikshan Sanstha's
Ankushrao Tope College, Jalna