



Matsyodari Shikshan Sanstha's

Ankushrao Tope College, Jalna – 431203

INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting Held on 18 June 2017

The First meeting of the IQAC was held on 18/06/2017 at 012:30 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 get Energy audit done**
2. **To augment basic infrastructure in Girls' hostel**
3. **To start short term certificate courses at the institute level**
4. **To form a committee for solving exam-related grievances**
5. **To implement Colleges for Potential with Excellence (CPE) scheme**
6. **To arrange placement drives on campus**
7. **To arrange workshop on IPR**

- 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 issue of energy audit was discussed and it was decided that it should get done at the earliest.
- The chairperson attracted the attention of the members towards the augmentation of infrastructure at girls' hostel. It was decided that budgetary provision be made in the next CDC meeting for the same.



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- The issue of starting short term certificate courses at the institutional level was discussed and it was unanimously decided that all departments should prepare the courses and start them as early as possible.
- Due to the long-felt need of a cell to solve exam-related grievances, the members decided to form a committee to look into these matters.
- The chairperson attracted the attention of the members to the CPE award that the institute received and urged that the scheme be implemented from this academic year. All the members unanimously agreed to this.
- It was also decided that placement drives on the campus should be arranged for the eligible students of the institution.
- The IQAC coordinator attracted the attention of the members towards hosting of IPR workshop and the decision to host the same was taken unanimously.
- 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 get Energy audit done	Got Energy audit done
2.	To augment basic infrastructure in Girls' hostel	Augmented infrastructure in Girls' hostel
3.	To start short term certificate courses at the institute level	Started short term certificate courses
4.	To form a committee for solving exam-related grievances	Committee formed and a cell established
5.	To implement Colleges for Potential with Excellence (CPE) scheme	CPE Scheme implemented
6.	To arrange placement drives on campus	Placement drive arranged
7.	To arrange workshop on IPR	Workshop on IPR arranged


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





Matsyodari Shikshan Sanstha's

Ankushrao Tope College, Jalna – 431203

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Minutes of the IQAC Meeting Held on 09 February 2018

The First meeting of the IQAC was held on 09/02/2018 at 012:30 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 purchase Tally ERP software**
2. **To get the feedback on curriculum from different stakeholders**
3. **To start subject-related short term certificate programs from 2018-2019**
4. **To prepare Program Outcomes and Course Outcomes (POs & COs)**
5. **To update sports facilities**
6. **To prepare ICT enabled classrooms**
7. **To provide financial support to teachers for seminars/conference**

- 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.
- IQAC Coordinator initiated the discussion about purchasing Tally ERP software in order to smoothen the office management. After a careful deliberation, the decision to purchase the software was taken. It was also decided that various vendors should be consulted for this purpose.
- The chairperson attracted the attention of the members towards the issue of obtaining feedback on curriculum from various stakeholders. It was decided



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Minutes of the IQAC Meeting Held on 09 February 2018

that feedback be taken from students, teachers, alumni and employers from the academic year 2018-2019.

- The issue of starting short term certificate courses at the institutional level was discussed and it was unanimously decided that all departments should start the courses from 2018-2019.
- Considering the importance of Outcome Based Education, the decision to formulate Program Outcomes (POs) and Course Outcomes (Cos) was taken. The chairperson suggested the names of the committee for this work.
- Considering the importance of ICT in teaching and learning, the chairperson suggested that there should be some ICT enabled classrooms. Hence, the decision to prepare well-equipped virtual classrooms was taken. A committee was formed to get the technical support and to prepare the budget.
- The issue of providing financial assistance to teachers to attend seminars/conferences and to pay membership fees was also discussed and the decision to pay the same was taken. It was decided that this expenses should be borne out of the CPE funding.
- 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	
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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 purchase Tally ERP software	Tally ERP software purchased
2.	To get the feedback on curriculum from different stakeholders	Collecting feedback on curriculum has been made a regular practice each year
3.	To start subject-related short term certificate programs from 2018-2019	Started short term certificate courses on institutional level from 2018-2019
4.	To prepare Program Outcomes and Course Outcomes (POs & COs)	POs and COs prepared and hosted on institutional website
5.	To update sports facilities	Sports facilities updated
6.	To prepare ICT enabled classrooms	ICT enabled classrooms prepared
7.	To provide financial support to teachers for seminars/conference	Financial support to teachers provided to attend Seminars/Conferences


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

