

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.1 (Session 2017-18)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 15/06/2017 at 4:30 p.m. in the principal chamber. All the members are requested to attend the meeting on time.

Agenda:

- 1. Academic planning for the session.**
- 2. To inform and discuss the proposed academic and extension activities.**
- 3. To conduct extension activities by NSS.**
- 4. About Certificate Courses**
- 5. Update Stock Register**
- 6. Reference Books Purchase**
- 7. Any other issues with the permission of the chair**

Date: 11/06/2017

Place: Nandgaon Khandeshwar

**Copy to: 1) All members of IQAC
2) Administrative office**



Dr. Suchita P. Khodke

I.Q.A.C. Co-ordinator
Vinayak Vidnyan Mahavidyalaya
Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.-1 of the session 2017-18

Dated 15/06/2017

Minutes

The meeting of the IQAC for the session 2017-18 was convened by the chairman on 15/06/2017 at 4:30 p.m. as per agenda circulated by the IQAC coordinator to all the members. Dr. Suchita Khodke welcomes all the members and readout the agenda of the meeting with the permission of chairman. The IQAC-Coordinator has given the information of composition of IQAC and its vision, objectives, strategies and functioning to all the members.

Following are the minutes of the meeting No.1 dated 15/06/2017:

➤ **Agenda 1: Academic planning for the session**

It is decided that teaching staff should prepare planning of programs related to academic to be conducted during the session (Academic Strategy Plan). Also, advised to prepare Teaching Plan as per the academic calendar of SGBAU.

➤ **Agenda 2: To inform and discuss the proposed academic and extension activities**

Each department are suggested to arrange workshops, seminars, conferences for the students. It is decided to take prospective plan for academic and extension activities from all staff members.

➤ **Agenda 3: To conduct extension activities by NSS**

IQAC coordinator has suggested NSS coordinator to conduct various extension activities.

➤ **Agenda 4: About Certificate Courses**

Following is the list of Certificate Courses-

Sr. No.	Name of Add on Certificate Programs offered	Course Code	Year of offering
1	Certificate Course in Tally ERP -9	Commerce	2017-18
2	Certificate Course Grammar for Competitive Exam	English	2017-18

All the above courses will be offered with the permission of the Chairman and IQAC-Coordinator.

➤ **Agenda 5: Update Stock Register:**

Informed to maintain the stock record to all departments. Also, requirement of new apparatus / instruments should be submitted to IQAC.

➤ **Agenda:6 Reference books purchase:**

List of required Reference books should be submitted to the IQAC.

➤ **Agenda 6: Any other issues with the permission of the chair**

Feedback: Feedback analysis is analyzed.

There being no other point to discuss, the meeting ended with vote of thanks.

Following members were present in the meeting:

1) Dr. Waman Pokale (Principal/Chairman)	5) Dr. Prafullakumar Tayade
2) Dr. Suchita Khodke (IQAC-Coordinator)	6) Miss. S.V. Chikhalikar
3) Mr. S.S. Joshi	7) Mr. P. V Kothekar
4) Mr. Manoj Kale	8) Miss. K. V. Deshmukh

Dr. Suchita P. Khodke

I.Q.A.C. Co-ordinator
Vinayak Vidnyan Mahavidyalaya
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