

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.1 (Session 2018-19)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 05/07/2018 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. About Green-Energy-Environment Audit**
- 8. 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 2018-19

Dated 05/07/2018

Minutes

The meeting of the IQAC for the session 2018-19 was convened by the chairman on 05/07/2018 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.

Following are the minutes of the meeting No.1 dated 05/07/2018:

➤ **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 Basic Nursery Techniques and Management	Botany	2018-19
2	Certificate Course Vedic Mathematics	Mathematics	2018-19
3	Certificate Course Grammar for Competitive Exam	English	2018-19
4	Certificate Course in Goods and Services Marketing	Commerce	2018-19

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 7: About Green-Energy-Environment Audit**

It is decided to conduct for Green-Energy-Environment Audit through Certified Auditing firm “Nutan Urja Solutions”.

➤ **Agenda 8: Any other issues with the permission of the chair**

It is suggested to take regular Feedback of all stakeholders for effective teaching and learning process.

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

Following members were present in the meeting:

1) Dr. Suchita Khodke	4) Dr. Prafullakumar Tayade

(In charge Principal and IQAC-Coordinator)	5) Miss. S.V. Chikhalikar
2) Mr. S.S. Joshi	6) Mr. P. V Kothekar
3) Mr. Manoj Kale	7) Miss. K. V. Deshmukh

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Dr. Suchita P. Khodke

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