MINUTES OF IOAC MEETING

Date: 13th April 2024
Time: 10:30 am
Venue: Conference Room

Agenda points:

1) Read and confirm minutes of previous meeting

2) Matters arising from previous meeting

3) Update on AQAR submission for AY 22-23

4) Update on IQAC Activities
5) Any other

matter Agenda 1:

Minutes of the Meeting were circulated to IQAC members through E-mail and confirmed in the meeting.

Agenda 2:

There were no pending matters from the previous meeting.

Agenda 3:

IQAC Co-ordinator Rajashree Prabhu informed that the College has submitted AQAR for the academic year 22-23 on 23rd December 2023. The same has been approved by the NAAC successfully.
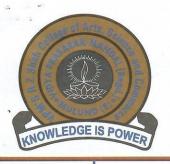
Agenda 4:

IQAC Co-ordinator updated about the activities that were planned and conducted during the Academic Year 2023-24:

a) Session on Kaizen 5S was conducted on 5th August 2023.

b) Nature trail organized jointly by Department of Arts, Nature Club and IQAC on 28th

February 2024

d) Code of Conduct Awareness session for the Staff members was organized by IQAC on 1st March 2024.

e) Time and Stress Management workshop organized by HR Initiatives and IQAC on 23rd March 2024.

f) Fire Safety Workshop and Mock Drill session organized by IQAC on 26th March 2024.

g) National Conference on the theme "Incredible India in Amrit Kaal" will be conducted on 11th May 2024.

h) Faculty development Program on Android Application Development for IT/CS Department faculties will beconducted from 22nd April 2024.

i) Eye Checkup Camp in collaboration with Shree Ramkrishna Netralaya was planned on

25th April 2024.Following suggestions were made during the meeting :

a) A workshop on English Writing and Speaking should be organized for all staff.

b) IQAC Criteria Awareness Session to be conducted for all staff.

Agenda 5:

a) To facilitate and plan activities of the IQAC, it was proposed to prepare an IQAC Calendar.

b) It was suggested to club all minutes of IQAC as a PDF file and circulate it to all IQAC members alongwith theagenda of IQAC meeting via email.

c) For connecting with Alumni, it was decided to depute one Management Committee member.

d) It was decided to reinstate Mrs. Shilpa Jadhav as the Criteria Head for Criteria 4.

e) To review the work done of Academic Monitoring Committee .

f) To conduct training session in Excel for Admin staff .

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