



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

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NAAC Accredited "B" Grade

Outward No.

Date : / /20

Date : 11/08/2019

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting will be held on 15TH August 2019 at 12.00 am in the IQAC room to discuss following Agenda. Presence of members of IQAC is solicited.

Agenda of meeting:

Agenda Number	Agenda
1	Approval of the previous meeting minutes
2	To plan the implementation of the college activities.
3	Strengths, Weakness opportunities and threats (SWOT) analysis of different departments.
4	To place draft of feedback form for teacher evaluation by students
5	Sport and other extra curriculum activities

IQAC Committee

Name	Designation	Post	Signature
Prof. B. V. Patil	Principal	Chairman	
Hon'ble Shri. Rohan Vasanttrao More	Management Representative	Member	
Prof. Dr. D. R. Patil	Vice Principal	Member	
Prof. S. B. Bhavsar	Vice Principal	Member	
Dr. G. P. Borse	Asst. Professor	Member	
Shri. K. Y. Patil	Head Clerk	Member	
Prof. A. S. Mahale	Student Welfare Officer	Member	
Dr. V. S. Ghuge	NSS Program officer	Member	
Prof. Anandsing Patil	Alumni Student	Member	
Shri. Rajendra Sambhaji Jadhav	Industrialist	Member	
Shri. Dinesh Navaneethlal Gujrathi	Local Society / Trust	Member	
Dr. A. M. Patil	IQAC Coordinator	Member	

Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon



Principal
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

Minutes of meetings

No.	Minutes of meetings	Proposed By	Seconded By
	Approval of the previous meeting minutes – IQAC Co-ordinator read the minutes of last meetings. The action taken plan also discussed and presented.	Dr. A. M. Patil	Prin. B. V. Patil
2	To plan the implementation of the college activities The IQAC Chairperson and members discussed about the implementation activities for student development in the college. After discussion unanimously decided that, the principal should select best activities and practices for student development.	Prin. B. V. Patil	Prof. S. B. Bhavsar
3	Strengths, Weakness opportunities and threats (SWOT) analysis of different departments – Management member Hon. Rohan Dada More discussed about SWOT. After discussion unanimously decided that, the IQAC chairman should take meeting all Head of Department of the college to seek their suggestion on the proforma of SWOT	Prin. B. V. Patil	Dr. A. M. Patil
4	To place draft of feedback form for teacher evaluation by students – The director (IQAC) placed before members of IQAC the draft of feedback form for teacher evaluation by students for approval. He requested the cell members to go through this documents for the implementation. After discussion unanimously decided that, the IQAC director should take meeting of students welfare officer of college and student council and discussed with all members about the proforma and questionnaires' of feedback thereafter it is finalized.	Dr. A. M. Patil	Dr. G. P. Borse
5	Sport and other extra curriculum activities – Management member desired to know about the sports activity and extracurricular activities arranged in the college. It was suggested that, Director of Physical Education, NSS officer and student welfare officer should sit together to make the plan for students developments activities in the academic year	Hon'ble Shri. Rohan Dada V. More	Prof. S. B. Bhavsar
6	Any other item – IQAC director with permission of chair unfolded before the members about preparation of report on the quality initiatives of IQAC from new academic year	Dr. A. M. Patil	Dr. D. R. Patil

Prepared By / Verify By



Approved By

(Signature)

Principal
(Prin. B. V. Patil)

PRINCIPAL

Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

(Signature)
IQAC Coordinator
(Dr. A. M. Patil)

Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

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* Proceeding of the meeting held on 15th August 2019

At the start IQAC Co-ordinators welcomed the chairperson, management members and cell members.

In the beginning, the principal expressed his satisfaction with the functioning of IQAC.

Minutes of meeting :-

Date :- 15/08/2019 Thursday

Time :- 12 AM.

Venue :- IQAC Room.

Sr. No.	Minutes of meeting	Proposed by	Seconded by
1.	Approval of the previous meeting minutes held on — IQAC Co-ordinator read the minutes of the last meeting. The action taken on the decision in the previous meeting were also presented.		
2.	To plane, the implementation of the college activities. The IQAC chairperson and members discussed about the implementation activities for student development in the college. After discussion Unanimously decided that, the principal should select best activities and practices for the students development.		
3.	Strength & Weakness.		

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	<p>And Administration Unit of College management member Hon. Mr. Rohan datta more discussed about the SWOT and proposed of SWOT. After discussion unanimously decided that, the IQAC chairman should take meeting all Head of departments of the college to seek their suggestions on the proforma of SWOT.</p>	
4.	<p>To place draft of feedback form for Teacher evaluation by Students.</p> <p>The Director (IQAC) placed before members of IQAC the draft of feedback form for Teacher evaluation by student's for approval. He requested the cell members to go through this documents for the implementation.</p> <p>After discussion Unanimously decided that, the IQAC, Director should take meeting of "Student Welfare officer" and NSS Programme officer of college and Student Council and discussed with all members about the Proforma and questionnaires of</p>	

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activities :-

Management member desired to know about the sports activity and extra curricular activities arranged in the college.

It was suggested that, Director of physical education, NSS officer and students welfare officer should sit together to make the plan for student development activities in the academic year.

6. Any other item

IAAC Director with the permission of chair unfolded before the members about preparation of report on the quality initiatives of IAAC from new academic year.

The meeting ended with a vote of thanks to the chair



Prepared by —
[Signature]

Coordinator, IAAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

Approved by

[Signature]

Honble Principal


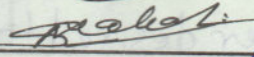
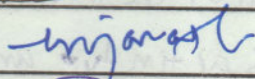
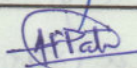
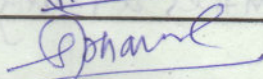
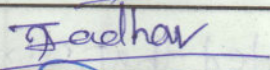
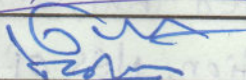
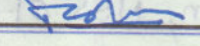
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4	Dr. D. R. Patil	
5	Mr. A. S. Mahale	
6	Mr. D. N. Gajjarathi	
7	Mr. A. F. Patil	
8	Dr. S. B. Bhavsar	
9	Mr. Rajendra S. Jadhav	
10	Sh. K. Y. Patil	
11	Pranav Patil	

Action Taken report

Sr.No	Recommendation by IQAC	Action taken and outcomes
1.	To plan the implementation of College activities.	Principal of the College has also constituted a Committee of 8 teachers to look into the best practices. To start the best practices targeted towards skill development.
2.	To prepare reports of strengths, weakness, opportunities and threats analysis (SWOT).	IQAC Director, Conduct a meeting with the head of departments and conveners of seven criteria of NAAC. Seek their suggestions on the proform of SWOT, there it will be placed before Hon'ble members in the College next meeting of the IQAC for approval.
3.	To prepare draft of feedback for Teacher evaluation by Students.	The feedback form for Teacher evaluation by Student was approved with following suggestions. The words on the top of the performs should be inscribed.

Coordinator IQAC
 Raini Laxmidas Prabhakar
 Patola Dist. Jalgaon

