

**Shri R.L.T College of Science, Akola**

**Internal Quality Assurance Cell**

**Minutes of Meeting & ATR**

**Meeting No : 1**

**Session : 2021-22 Date : 25/11/2021**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held on 07/07/2021 |
| **Resolution** | The Principal / Chairman of IQAC read the minutes of previous meeting and it was confirmed unanimously. |
| **Agenda-2** | To discuss the submission of AQAR for the session 2020-21 |
| **Resolution** | The IQAC Coordinator in presence of the chairmen of all seven criterion assure in the meeting that within the short period we are uploading the online AQAR for the session 2020-21. |
| **Agenda-3** | Information regarding activities conducted by IQAC during the month of July to September 2021.  |
| **Resolution** | The Chairman of IQAC and IQAC coordinator gave detail information about the activities conducted by IQAC during the month of July to September 2021 in the meeting. The workshop on Waste Management was organized on dated 11/8/2021. National online workshop on IPR and Patent Filing was organized by IQAC in collaboration with other deptt. D M C and IQAC organized workshop on Hazardous Management and Fire Extinguisher on 16/9/2021. On 4/10/2021 the IQAC and P.G Department of Chemistry conducted workshop on “ Drug Designing and Drug Discovery.  |
| **Agenda-4** | Any other matter with the permission of chair.1.Information regarding admission for the session 2021-222.Information regarding newly started courses in M.Sc |
| **Resolution** | Respected Principal sir gave information in detailed regarding the admission process for the session 2021-22 and also informed the members about newly stared P.G courses in M.Sc Physics, Biochemistry, Zoology, Computer Science and Botany. |

  

 **IQAC Coordinator Principal /Chairman**



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**Meeting No : 2**

**Session : 2021-22 Date :24/12/2021**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held on 25/11/2021 |
| **Resolution** | The Principal / Chairmen of IQAC read the minutes of previous meeting and it was confirmed unanimously. |
| **Agenda-2** | Presentation of AQAR 2020-21 by criterion chairman |
| **Resolution** |  In the meeting, IQAC coordinator gave the information regarding the online filing of AQAR for the session 2020-21 and the Chairman of all seven criterion presented the final presentation of their criteria. Some suggestion and correction were directed to the criterion chairman by the IQAC Chairman.  |
| **Agenda-3** | Information regarding activities conducted by IQAC during the month of November to December 2021.  |
| **Resolution** | Respected Principal /Chairman of IQAC and IQAC Coordinator informed in the meeting about the activities conducted by IQAC in collaboration with the other departments. One day National Seminar on “ New Education Policy” was organized on dated 3/12/2021. Add on Course in collaboration with Arts, Commerce and Science College, Chikhaldara on dated 6th to 11th December 2021. |
| **Agenda-4** | Any other matter with the permission of chair.1.To celebrate the Birth Anniversary of Late Principal Dr. M.G. Joshi Sir. 2.To discuss the Academic Action Plan and its implementation. |
| **Resolution** | Every year on 24th December, the college celebrates the Birth Anniversary of Late Principal Dr. M.G. Joshi sir, in view of this the Blood Donation and Blood Group detection Camp was conducted in the college campus by the P.G Department of Microbiology and Biochemistry on 24/12/2021. The head of all teaching departments presented their Academic Action Plan in the meeting before the IQAC Chairman. The action plan was discussed and accepted by the Chairman and informed to circulate to every department for its proper implementation.  |

  

 **IQAC Coordinator Principal /Chairman**



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**Minutes of Meeting & ATR**

**Meeting No : 3**

**Session : 2021-22 Date :04/03/2022**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held on 24/12/2021 |
| **Resolution** | The Principal / Chairmen of IQAC read the minutes of previous meeting and it was confirmed unanimously. |
| **Agenda-2** | Final presentation of AQAR 2020-21 |
| **Resolution** | The AQAR for the session 2020-21 was finalized in the meeting for online submission and it was decided to submit the AQAR before 15th January 2022.  |
| **Agenda-3** | Any other matter with the permission of chair.1. Information regarding the patent
2. Suggestion by the chairman of criterion III regarding the financial assistant to the Ph.D scholars working in the Institution.
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| **Resolution** | IQAC chairman /Principal informed the house that Dr. Poonam Agrawal HOD P.G. Department of Chemistry filled her patent and it is almost granted by the patent authority. He also expresses his thanks to the Management for giving grant of Rs. 30,000/- for the promotion to the research.Dr. S.M. Nagrale, Chairman of Criterion III suggested for some financial assistant to the Ph.D scholars. In view of this the IQAC Chairman said that the secretary of ALUMNI association decided to give the financial assistant to the Ph.D scholars from the session 2020-21. |

  

 **IQAC Coordinator Principal /Chairman**



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**Minutes of Meeting & ATR**

**Meeting No : 4**

**Session : 2021-22 Date :31/5/2022**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held on 04/3/2022 |
| **Resolution** | The Principal / Chairmen of IQAC read the minutes of previous meeting and it was confirmed unanimously. |
| **Agenda-2** | To review on IIQA Submission and S.S.R writing  |
| **Resolution** | IQAC coordinator informed in the meeting that it is necessary to send the online IIQA to NAAC office before the submission of S S R . It was decided that the IIQA will be submit to the NAAC within one month. |
| **Agenda-3** | Review and discussion on progress of Criterion I to Criterion VII. |
| **Resolution** | The IQAC Chairman and coordinator conducted the meeting with the chairman of all seven criteria, H O D of all departments and faculty members to take the review on the progress on criterion. The chairman of all seven criterion presented their progress report in the meeting. |
| **Agenda-4** | Any other matter with the permission of chair.1. Discussion of University Practical and Theory Examination of Summer-2022
2. Discussion of Infrastructural constriction.
3. Discussion on Annual Progress Report for the session 2021-22
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| **Resolution** | The Head of all teaching departments informed in the meeting that the University Practical Examination for Summer-2022 were conducted smoothly as per the guidelines of Sant Gadge Baba Amravati University and the obtained marks were filled on University Online Portal. The In-charge teacher, appointed to conduct the university theory examination said that all necessary information regarding the examination were displayed on the student what’s app groups and circulated to the students. The principal informed that the Infrastructural constriction of P.G. laboratories are in progress. The Annual Progress report for the session 2020-21 was discussed by the Principal with all faculty members and informed to take necessary action to overcome the problems.  |

  

 **IQAC Coordinator Principal /Chairman**