

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

**Internal Quality Assurance Cell**

**Minutes of Meeting & ATR**

**Meeting No : 1**

**Session : 2020-21 Date : 07/08/2020**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC heldmeeting on 01/02/2020. |
| **Resolution** | The Principal / Chairman of IQAC read the minutes of previous meeting and it was confirmed unanimously. |
| **Agenda-2** | **To discuss on online activities conducted by college during lockdown.** |
| **Resolution** | The chairman of IQAC and coordinator informed in the meeting that due to Covid-19 pandemic condition the Govt. of Maharashtra and SGB Amravati University declared complete lockdown from March-2020. To resolve the problem of teaching and other activities which are impotent from the point of students, the Respected Principal and Staff Members started online classes through e-Pathshala and Google class room to UG & PG students. College has maintained the reports of e-classes during lock down period. College has also organized and conducted successfully online activities like webinars, Video lectures, online FDP on Research Methodology etc. Noticeable that the online teaching& workshops was useful not only for college students by also benefited to the students of other colleges of all over India.  |
| **Agenda-3** | **Information regarding Academic Calendar (2020-21)** |
| **Resolution** | The Academic calendar for the session 2020-2021 was implemented as per the guidelines issued by the UGC, Govt. of Maharashtra and SantGadgeBaba Amravati University in view of Covid-19 pandemic.  |
| **Agenda-4** | **Information about IQAC/AQAR submission 2019-20** |
| **Resolution** | The AQAR for the academic year 2019-20 ,was placed before the IQAC and CDC committed for final approval , it was decided to submit the AQAR to NAAC by keeping the view of Covid-19 pandemic instruction issued by NAAC and submit accordingly. |
| **Agenda-5** | **Any other matter with the permission of chair.** |
| **Resolution** | 1. To organized online programmes as per the suggestion by staff members.

In keeping view of suggestion received from staff members the IQAC incollaboration with the other departments conducted various programs throughonline mode. * Online soft skill Development course.
* E-certificate course in Astronomy and Astrophysics from 7.5.2020 to 11.5.2020 to 14.5.2020
* Publication of online issue of science magazine ‘info science volume-02, No-01 (2020) on 6.4.2020
* Certificate course in Spectroscopic Techniques in Chemistry (STC-2020) online from 4.5.2020 to 11.5.2020 etc.
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 **IQAC Coordinator Principal /Chairman**



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**Meeting No : 2**

**Session : 2020-21 Date :10/11/2020**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held meeting on 10/11/2020 in the office of the principal |
| **Resolution** | The Principal / Chairmen of IQAC read the minutes of previous meeting and it was confirmed unanimously by all members. |
| **Agenda-2** | **Information on online activities conducted by college during the month July to October, 2020** |
| **Resolution** | Due to the Covid-19 situation it is very important to take some preventive measures to avoid the spreading of Covid-19. However it is essential to continue with the teaching-learning process through various modes. The aim of IQAC is to develop a system for consistent and catalytic action to improve the academic and administrative performance of the institution. College has adopted a method of e-pathshala which is very helpful to student as a part of teaching -learning and evaluation. Organized Online Induction Programme:- Online Induction Programme was conducted from 1st October to 5th October 2020 to introduce the newly admitted student of BSc and MSc. The Principal, Heads of all departments and all faculty members took actively part and introduced the students with the facilities that the college have.  |
| **Agenda-3** | **Regarding admission 2020-21 and Summer-2020 SGBAU Exam**  |
| **Resolution** | This year the admission process for UG programme and PG programme delayed due to Covid-19, the process of admission ware carried out as per theguidelinesand SOP published by university and it was started on 4/8/2020. As per the time table declared by the university the online examination were Conducted from 28/10/2020 to 01/11/2020.  |
| **Agenda-4** | **Discussion on AQAR 2020-21** |
| **Resolution** | Regarding the submission of AQAR to NAAC the chairman of all seven criterion submitted their progress report to IQAC for preparation of online AQAR.  |
| **Agenda-5** | **Renovation of Chemistry P.G. and Research Laboratory** |
| **Resolution** | Regarding approval for renovation of chemistry lab , the subject was placed in CDD/ Management Executive Committee meeting and Building Committee of Management and got approval in its meeting. College is starting the renovation work in the month of December, |
| **Agenda-6** | **Any other matter with the permission of chair.** |
| **Resolution** | 1. Felicitation of Dr. U.K.Bhalekar and celebration of Dr. M.G. Joshi Memorial Day.

On the 30th November,2020 DrU.K.Bhalekar, Head , Department of Microbiology is going to retired , for his contribution in teaching from last 25years the IQAC and HOD of all other departments felicitate Dr. Bhalekar sirfor his remarkable contribution in subject and devotion in department progress and also celebrated Dr. M.G. Joshi Memorial Day in thecollege on 24th of December2020. |

  

 **IQAC Coordinator Principal /Chairman**



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**Meeting No : 3**

**Session : 2020-21 Date :24/12/2020**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held meeting on 24/12/2020 in the office of the principal. |
| **Resolution** | The Principal / Chairmen of IQAC read the minutes of previous meeting and it was confirmed unanimously by all members. |
| **Agenda-2** | To discuss the progress of Criterion I to VII |
| **Resolution** | All the chairman and the members of all seven criterion were discussed on this point with principal sir IQAC coordinator and Respected Principal said that the revised Assessment and Accreditation (A and A) framework is launched in July, 2017. It is mainly ICT enabled, objective, transparent scalable and robust . The seven criteria represent the core functions and activities of a HEI. Under each criteria a few key indicators are identified. The chairman of criterion 1 to 7 projected their progress through power point presentation. After presentation the Chairman and IQAC coordinator make some correction in each criteria.  |
| **Agenda-3** | Discussion on COVID-19 situation. |
| **Resolution** | Due to complete lockdown the college is closed for traditional teaching, in this situation the college conducted Online classes for all UG and PG programmes through E-pathshala and other resources.  |
| **Agenda-4** | **Any other matter with the permission of chair.** |
| **Resolution** | 1. To finalized the MoU’s with reputed academic and other organization,

For the academic session 2020-21 the MoU’s made finalized with the organization like ShrushtiVaibhav and etc.1. Discussion on feedback received by stake holders

The Chairman and IQAC coordinator read the report of feedback of all stake holders and start to implement on it,  |

  

 **IQAC Coordinator Principal /Chairman**



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**Minutes of Meeting & ATR**

**Meeting No : 4**

**Session : 2020-21 Date :01/2/2021**

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| **Agenda-1** | To confirm the minutes of last meeting of IQAC held meeting on 01/02/2021 in the office of the principal. |
| **Resolution** | The Principal / Chairmen of IQAC read the minutes of previous meeting and it was confirmed unanimously by all members. |
| **Agenda-2** | **Discussion on AQAR 2020-21** |
| **Resolution** | Principal informed members that college has submitted AQAR 2019-20 to NAAC. The information collection by all seven criterion chairman started and shard with the other members of CDC and IQAC. IQAC coordinator communicated with the NAAC, Bangloreand confirmed the dates of academic calendar for AQAR submission. All members participated in discussion. |
| **Agenda-3** | Information regarding Online Activities |
| **Resolution** | The Chairman and Coordinator give detailed information regarding the action taken that the conduction of various quality programs by ICC and Women Cell, Online Guest lecture by Department of Physics, certificate course on physical fitness by department of physical education and sports etc. |
| **Agenda-4** | Any other matter-1. Information on awards given to college
2. Dr. R.G.Chavan pointed out the feedback analysis remarks.
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| **Resolution** | 1. The NSS program officer Dr. R.P.Joshi( Sawalkar) announced that all over the college bags 9 awards includes State level awards, District level and University level awards are include.
2. The IQAC coordinator give detail information on the feedback analysis and circulated to principal sir to discuss and for necessary action in CDC meeting.
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 **IQAC Coordinator Principal /Chairman**