

**28-06-2018**

A meeting was held on 28-06-2018 to discuss the academic activities of 2018-2019.

**The matters discussed at the meeting are:**

- 1) The IQAC coordinator introduced the new IQAC members to the committee and requested them to give their valuable suggestions for improving the academic performance, creating job opportunities and improving the admission of students.
- 2) It was decided that a document prepared covering the major questions of IQAC report would be shared with each department. The heads of the departments would fill in the information and submit it to the IQAC coordinator.
- 3) The AQAR must be placed in front of the statutory body.
- 4) It was decided to conduct subject-related seminars for students.
- 5) Heads of the departments were requested to collect feedback forms from students on teaching-learning processes and activities of college.
- 6) Principal emphasized on gender sensitization programmes.
- 7) Principal requested to strengthen the campus placement cell.
- 8) The coordinator suggested that an alumnus of the college, who is now a leading lawyer, could be contacted for a talk on Intellectual Property Rights.
- 9) The stock verification report of the library and the departments should be submitted at the earliest.

**The meeting ended with the IQAC coordinator thanking everyone for their presence and participation.**

20-09-2018.

A meeting was held on 20-09-2018 to discuss the academic activities of 2018-2019

- The Principal informed that Orientation programmes were organized for first year students in the month of August.
- The coordinator informed that the Google forms are being prepared to collect information from students and alumni.
- A member pointed out that the extension activities should be relevant to society.
- A member requested the principal to host the parents' meeting of new batch of students at the earliest.
- Various committees were formed with senior teachers and members of the IQAC to work on the collection and compilation of data for the AQAR report.
- It was decided to collect the educational details of SC/ST students and monitor their progress.
- A format was developed for parents' feedback forms.
- It was decided to complete academic audit in time.

Principal requested the management to waive off the fee for poor students either partially or fully based on their economic status and the marks scored in the previous exams.

**The meeting ended with the IQAC coordinator thanking everyone for their presence and participation**

**04-01-2019**

A meeting was held on 04-01-2019 to discuss the academic activities of 2018-2019

- It was decided to give wide publicity to improve the admissions of the students.
- The Principal added that the institution shall encourage the teaching staff to publish research paper in quality journals.
- The Secretary of Kalpataru Vidya Samsthe asked the teaching faculty to encourage the students to participate in seminars and workshops.
- The Coordinator of IQAC informed that meetings for the stakeholders will be convened.
- Teachers wanted the Principal to enforce mandatory attendance policy so that it will reduce absenteeism and improve exam performance.
- Secretary requested the faculty to complete the syllabus in time by engaging extra classes.
- IQAC members said organizing International Women's Day and sensitizing gender issues and arranging some activities for non-teaching faculty on campus is important.

**The meeting ended with the IQAC coordinator thanking everyone for their presence and participation**

29-03-2019

**The Principal extended a warm welcome to the IQAC members.**

1. The IQAC was reconstituted
2. It was decided to enhance the relationship between the institution and the community by organizing programmes for the villagers.
3. Coordinator informed that the NSS wing of the college would take care of special camps, health check-up, planting saplings, blood donation and other community outreach programmes.
4. To organize university level sports competitions.
5. Date and guest for the Inaugural function for opening of sports hostel and sports gallery was discussed.
6. Preliminary arrangements to be made for celebration of Prathibhashree (College Annual Day).
7. Teachers informed that additional classes were engaged on Sundays and holidays to complete the syllabi well in advance. Remedial classes and solving previous examination papers facilitated students to get good results.
8. Heads of the Departments were requested to convene the departmental meeting and chalk -out the plan of action for the next academic year.

**The meeting ended with the IQAC coordinator thanking everyone for their presence and participation.**