

The first meeting was held on 27-06-2019 to discuss the academic activities of 2019-2020

- The principal briefed the members about the admissions for the academic year 2019 and informed them that the admission process was still going on and he was confident that it would be better than the previous year. He requested all the teachers to participate in the admission process by rotation.
- The principal allocated new committees among the teachers for 2019-2020. Some teachers requested to reallocate committees from this academic year as they have worked in the present committees in the last two years.
- The principal added that the institution should encourage the teaching staff to publish research papers in quality journals.
- The principal and senior teachers decided to organize orientation programmes for the first-year students.
- The Secretary of Kalpataru Vidya Samsthe asked the teaching faculty to encourage the students to participate in seminars and workshops.
- The IQAC coordinator circulated the photocopy of the recommendations given by the NAAC peer team among all the Heads of the Departments. Further, the discussion took place regarding the strengths and weaknesses of the college.
- Teachers wanted the principal to enforce a mandatory attendance policy to reduce absenteeism and improve exam performance.
- The IQAC coordinator requested all the staff members to submit the report within three days from the date of activity/event to enable the college website to be updated regularly.
- It was decided to appoint additional teaching staff according to the requirement of workload in each department.
- Academic Calendar and timetable were discussed and approved.
- A department-wise plan of action was discussed in detail.
- The principal requested the heads of the departments to organize more programmes and the members discussed previous year results.
- The principal informed teachers about a counseling facility for the students associated with the Department of Psychology from the sister institution.

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

The Second meeting was held on 01-10-2019 to discuss the academic activities of 2019-2020

The IQAC coordinator welcomed the members of the meeting.

The agenda of the meeting: 1. To explain the academic activities:

- The principal gave a brief overview of the cells, forums, committees, and clubs. He asked the coordinators to organize programmes throughout the year. He requested teachers to inspire students to participate in the maximum number of activities that help them in life skills.
- The principal urged the teachers to give students academic, professional, and psychological assistance to make their stay in the college pleasant.

2. To discuss the examination and internal assessment:

- The principal informed the members about the pattern introduced by the University and the various adaptations of the college to improve the students' results. He said that the advanced learners were encouraged to secure ranks, and slow learners were referred to concerned teachers for remedial classes.
- Dates for internal assessment and practical and unit tests were discussed.

3. To explain the rules and regulations of the attendance and discipline:

- The mentors were requested to interact personally with the students regularly.
- The coordinator requested the teachers to familiarize the evaluation blueprint for internal assessment marks to the students.

To review the preparation of AQAR:

The IQAC coordinator gave responsibility to teachers to complete criteria-wise. And the coordinator requested all the faculty members be familiar with the AQAR and SSR new pattern.

The principal thanked the members and extended his support in all the endeavours of the college's progress.

The third meeting was held on 17-12-2019 to discuss the academic activities of 2019-2020

The principal extended a warm welcome to the IQAC members:

Resolutions:

A meeting was held to discuss the modalities related to completing the AQAR, and the coordinator discussed the seven criteria with the teachers.

Secretary requested the teachers to organize seminars and publish research articles in the journals.

The principal suggested that the number of collaborations and industry and institution -tie-ups should be increased.

The principal gave an overview of the academic progress and activities of the college conducted during the academic year 2019-20. He mentioned that library facilities were upgraded.

Results of each department were analyzed, and the principal asked the heads of the departments to focus on slow learners and give attention to them.

The IQAC coordinator requested the heads of the departments to commence add-on courses and prepare course content.

The principal requested the conveners of different clubs, forums, and committees to organize funfair and club activities for students.

The IQAC coordinator rendered a vote of thanks.

The fourth meeting was held on 10-04-2020 to discuss the academic activities during pandemic.

An emergency meeting was called to discuss the growing pandemic and safety measures to keep everyone safe in the college and community.

The principal addressed the stakeholders to create awareness through WhatsApp.

Department of Chemistry prepared alcohol-based sanitizer for the college staff and students.

Sanitization of college premises and thermal screening was compulsory.

Teaching and non-teaching staff took a pledge to take all necessary precautions to prevent the deadly virus's spread.

To organize special lectures to create awareness on COVID-19.

The faculty and the management extended financial assistance to the non-teaching staff.

Food kits were distributed to needy people, nearby villagers, and old age homes.

Following advice was given for students:

Keep a physical distance of at least 1 metre from others.

Avoid crowds, contact, and closed places.

Open a window to increase the amount of natural ventilation.

Clean your hands frequently with soap and use hand sanitizer

Wear a mask to cover your chin, nose, and mouth.

Cover your mouth and nose when you sneeze.

Personal hygiene, cleanliness, and sanitization are necessary.

Seek medical attention if you have a fever, cough, or difficulty breathing.