**Loknete.Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's,**

** PRAVARA RURAL COLLEGE OF EDUCATION, PRAVARANAGAR**

A/P- Loni Bk.,413736,Tal- Rahata,Dist-Ahmednagar

Phone No.. (02422) 272844,272081

**NAAC Accredited 'B' Grade**

**I.d.No.PU/AN/Edn.036/(1990) N.C.T.E. Code: APW01953/113106**

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Ref.: PRCE/ Date : / /

**Internal Quality Assurance Cell (IQAC)**

Notice

Date: 25/06/2018

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the 1st Meeting of IQAC will be held as per scheduled in academic calendar 2018-19 on 30th June 2018, at 02.30 p.m. in NAAC office.

**Agenda**

* Confirmation of the minutes of the previous meeting
* Formation of IQAC for the year 2018-19
* Discussion on implementation Academic Calendar of 2018-19
* To prepare the annual teaching plan.
* Proposal under QIP to BCUD, SPPU, Pune .
* To conduct training programs for teaching and administrative staff.
* Implementation of newly introduced skills development courses.
* Review of Result analysis of last year.
* Any other issues to be discuss with permission of Chairperson
* Date of the next meeting



MINUTES OF THE MEETING

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| Meeting No. 1 | Time: 12.30 p.m. | Present Members:14 | Date: 30/06/2018 | Department/Committee: IQAC |

The 1st meeting of the Internal Quality Assurance Cell for the academic year 2018-19 was held

on 30th June 2018 at 02.30 p.m. in NAAC office. The meeting was chaired by Hon. Prin. Dr. Vidya P. Waje. At the beginning of the meeting Prof. R.B. Morey, IQAC Coordinator welcomed the chairperson

and all the members of the IQAC. The following agenda were discussed in the meeting, and it was

unanimously resolves to accomplish them. The meeting was adjourned after vote of thank.

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| Sr. No. | **Agenda** | **Resolution** |
| 1 | To read and confirm the minutes of the last meeting | The minutes of the previous meeting were readby the coordinator and confirmed. As per theminutes of meeting the action taken report was briefly discussed in the meeting |
| 2 | Formation of IQAC for the year | IQAC committee has been formed and Approved by the principal. 13members were nominated by the chairman including IQAC coordinator |
| 3 | Discussion on implementation Academic Calendar of 2018-19 | Academic calendar prepared by IQAC was approved by the committee and It was decided to circulate it to various departments, and to be uploaded on college website. |
| 4 | To prepare the annual teaching plan | It was decided that all teachers will prepare subject wise teaching plan and circulate it among the students. |
| 5 | Proposal under QIP to BCUD, SPPU, Pune | The chairman proposed that proposal committee should prepare various proposal under QIP for getting funds from BCUD, SPPU for organizing seminars, purchasing equipment etc. It was decided that department of Geography will prepare a proposal for state level seminar and department of Commerce |
| 6 | To conduct training programs for  teaching and administrative staff | It was decided that 1QAC and Department of Commerce and Computer science will organize training programs for teaching and Administrative staff. |
| 7 | Implementation of newly introduced skills development courses | It was decided to implement two certificate courses i.e Retail Marketing and Soft Skills approved by MSSDS. |
| 8 | Review of Result analysis of last year | Review of faculty wise result was taken by the chairman and congratulated teachers for their efforts and gave suggestion to teachers whose results were not up to mark. |
| 9 | permission of Chairperson committee was discussed in the meeting | Feedback taken at the end of previous year and Any other issues to be discuss with analysis report prepared by the feedback and it was appreciated by the chairman. |
| 10 | Date of the next meeting | It was unanimously decided that the next of the 1QAC will be held in the first week of October. |



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Internal Quality Assurance Cell (IQAC)

Notice

Date: 01/10/2018

All the members of Internal Quality,' Assurance Cell (IQAC) is hereby informed that the 2nd Meeting of IQAC will be held on 06th Oct. 2018. at 1l .30 a.m. in NAAC office. The following agenda will be discussed in the meeting.

**Agenda**

1. Confirmation of the minutes of the previous meeting.
2. Review of syllabus of First term.
3. Planning of Seminars in Geography and Commerce.
4. Review of Proposal to LJGC (Development Grant).
5. Use of ICT Resources in teaching.
6. Promoting of e-governance in Administration.
7. Any other issues to be discuss with permission of Chairperson.
8. Date of the next meeting.



MINUTES OF THE MEETING

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| Meeting No. 2 | Time: 11.30 p.m. | Present Members: | Date: 01/10/2018 | Department/Committee: IQAC |

The 2nd meeting of the Internal Quality Assurance Cell for the academic year 2018-19 was held on 5th October 2018 at 11:30 a.m. in NAAC office. The meeting was chaired by Hon. Prin. Dr. Vidya P. Waje.

At the beginning of the meeting Prof. R.B. Morey, IQAC Coordinator welcomed the chairperson and all the members of the IQAC. The following agenda were discussed in the meeting, and it was unanimously resolves to accomplish then. The meeting was adjourned after vote of thank.

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| Sr. No. | **Agenda** | **Resolution** |
| 1 | Confirmation of the minutes of the  previous meeting | The minutes of the previous meeting were read by the coordinator and unanimously confirmed. As per the minutes of meeting the action taken report was briefly discussed in the meeting. |
| 2 | Review of syllabus of First term | l-he coordinator gave details of syllabus completion repots received from head of the departments" It was observed that all the teachers completed 100 percent syllabus within  stipulated time. |
| 3 | Planning of Seminars in Geography and  Commerce | The chairman instructed the coordinators to form the various committees and distribute work of seminars among these committees. |
| 4 | Review, of Proposal to UGC  (Development Grant) | The review of grants received from UGC was taken from the proposal committee. The chairman suggested to take efforts to get Renaming amount from UGC. |
| 5 | Use of ICT Resources in teaching | It was decided that all the teaching staff will make maximum use of ICT tools in the classroom for bettering the teaching learning Interesting. |
| 6 | Promoting of E-governance  Administration | It was decided that, most of the administrative communication will be done through e-mail and other available media. It was also decided. Maintain all the office record in ERP software. |
| 7 | Date of the next meeting | It was unanimously decided that the next meeting of the IQAC will be held on 3rd January 2019. |



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Internal Quality Assurance Cell (IQAC)

Notice

Date: 01/01/2019

A1l the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the 3rd Meeting of IQAC will be conducted as per scheduled in academic calendar 2018-19 on 03rd January 2019, at 3.00 p.m. in NAAC office.

**Agenda**

1. Confirmation of the minutes of the previous meeting
2. Promoting Staff for publishing research paper and participating in Refresher and orientation program
3. Planning of Seminars in Geography and Commerce
4. Encouraging students for research
5. Planning of study tours and visits
6. Participation in AISHE and NIRF
7. Proposal to IIGC of General Development Grant for construction of Auditorium
8. Any other issues to be discuss with permission of Chairperson
9. Date of the next meeting



MINUTES OF THE MEETING

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| Meeting No. 3 | Time: 03:00 p.m. | Present Members: | Date: 03/01/2019 | Department/Committee: IQAC |

The 3rd meeting of the Internal Quality Assurance Cell for the academic year 2018-l9 was held on 3rd January 2019 at 3:00 p.m. in NAAC office. The meeting was chaired by Prin. Dr. Vidya P. Waje. At the beginning of the meeting Prof. R. B. Morey, IQAC Coordinator welcomed the chairperson and all the members of the IQAC committee. The following agenda were discussed in the meeting, and it was unanimously resolves to accomplish them. The meeting was adjourned after vote of thank.

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| Sr. No. | **Agenda** | **Resolution** |
| 1 | Confirmation of the minutes of the  previous meeting | The minutes of the previous meeting were read by the coordinator and confirmed. As per the minutes of meeting the action taken report was briefly discussed in the meeting |
| 2 | Promoting Staff for publishing research  paper and participating in Refresher and  Orientation program | The principal promoted staff to publish at least on research paper and participate in refresher and orientation program to improve quality of teachers. |
| 3 | Planning of Seminars in Geography and  Commerce | The dates of the seminars w.ere finalized. The department of geography and commerce planned to organize seminars on 161h and 18th January 2019 respectively. The principal suggested forming the committees and distributing the work responsibilities among the staff. |
| 4 | Encouraging students for research | It was decided that PG students should be made a research project compulsory so that research attitude should be developed among them. They should be encouraged to present research papers in seminars organized in the college. |
| 5 | Planning of study tours and visits | It w-as decided that the chairman of Tours and Excursion committee will plan to arrange study tours of various departments. |
| 6 | Participation in AISHE and NIRI' | The principal instructed the Nodal Officer of AISHE to prepare data as per format and submit it before 25th January 2019 |
| 7 | Proposal to UCC of' General  Development Grant for construction of  Auditorium | It was decided that the proposal committee will prepare the proposal for construction of auditorium under general development grant by UGC. |
|  | Date of the next meeting | It was unanimously decided that the next meeting of the IQAC will be held on 15ft April2019. |



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Internal Quality Assurance Cell (IQAC)

Notice

Date: 10/04/2019

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the 4th Meeting of IQAC will be held as per scheduled in academic calendar 2018-19 on 15th April 20l9, at 09.30 a.m. in NAAC office.

**Agenda**

1. Confirmation of the minutes of the previous meeting
2. Proposal to UGC of General Development Grant for construction of Auditorium
3. Review of syllabus of second term
4. Preparation of Academic Calendar for next year
5. Conducting Internal Academic and Administrative Audit
6. Collection of Data for AQAR
7. Online Preparation and submission of AQAR of academic year 2018-19
8. Feedback Collection and analysis
9. Any other issues to be discuss with permission of Chairperson
10. Date of the next meeting



MINUTES OF THE MEETING

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| Meeting No. 4 | Time: 09:30 p.m. | Present Members: | Date: 15/04/2019 | Department/Committee: IQAC |

The 04th meeting of the internal Quality Assurance Cell for the academic year 2018-19 was held on l5th April 2019 at 10.30 a.m. in NAAC office. The meeting was chaired by Hon. Prin. Dr. Vidya P. Waje. At the beginning of the meeting Prof. R. B. Morey, IQAC Coordinator welcomed the chairperson and all the members of the IQAC committee. The following agenda were discussed in the meeting, and it was unanimously resolves to accomplish them. The meeting was adjourned after vote of thank.

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| Sr. No. | **Agenda** | **Resolution** |
| 1 | Confirmation of the minutes of the  previous meeting | The minutes of the previous meeting were read by the coordinator and confirmed. As per the minutes of meeting the action taken report was briefly discussed in the meeting. |
| 2 | Review of syllabus of second term | The coordinator gave details of syllabus completion reports received from head of the departments. It r.vas observed that all the teachers completed 100% percent syllabus within stipulated time. |
| 3 | Conducting Internal Academic and  Administrative Audit | it was decided that the principal will form a committee including IQAC coordinator for conducting Internal Academic and administrative Audit. Which will be conducted in the last week of April2019. |
| 4 | Collection of Data for AQAR | It was decided to collect the data from departments and various cells to prepare the online AQAR of the academic year and submit the AQAR through online portal of NAAC |
| 5 | Feedback Collection and analysis | It was decided that feedback committee should collect feedback on curriculum and other facilities available in the campus from stakeholders as per the requirement of NAAC and prepare an analysis report of it. |
| 6 | Preparation of Academic Calendar for  next year | It was decided that the IQAC and Academic Committee should prepare academic calendar of the academic year 2019-20 prior to the commencement of next academic year. The principal instructed the committee to upload the  Same on college website. |
| 7 | Any other issues to be discuss with  permission of Chairperson | The principal asked the committee to prepare the plan of action for next academic year. The responsibility was given to the chairmen of the various committee and head of the departments |
| 8 | Date of the next meeting | It was unanimously decided that the next meeting of the IQAC will be held in the last week of June 2019. |

