**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/

**Internal Quality Assurance Cell (IQAC)**

Notice

Date: 25/06/2019

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 2019-20 on 29th June 2019, at 02.30 p.m. in NAAC office.

**Agenda**

1. Confirmation of the minutes of the previous meeting, proposal under QIP to BCUD, SPPU, Pune
2. To prepare the proposal for various projects to get grants, admission for Skill Development Courses
3. Discussion on Academic Calendar
4. To increase number of MoUs
5. Promote teachers to participate in refresher and short term courses
6. Review of results of previous year
7. Admission for Skill Development Courses
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. 1 | Time: 12.30 p.m. | Present Members:14 | Date: 29/06/2019 | Department/Committee: IQAC |

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

on 29th June 2019 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 read by the coordinator and confirmed. As per the minutes 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 2019-20 | 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 | Discussion on Academic Calendar | 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  To prepare the proposal for various projects to get grants | The chairman proposed that proposal committee should prepare various proposals 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 | Promote teachers to participate in refresher  and short term courses | The committee reviewed the details of faculty, participation in Faculty development program in last academic year and suggested to appeal, to faculty members to participate in various faculty development programs. |
| 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 | Admission for Skill Development Courses | It was decided to create awareness among the students to enroll their names for certificate courses. so that they will be equipped with specific skills and will help then in getting employment. It was also decided that all teaching faculty should take efforts to increase the admission for the certificate courses. |
| 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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Ref.: PRCE/ Date: 05/12/2019

Internal Quality Assurance Cell (IQAC)

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that the 2nd Meeting of IQAC will be held as per scheduled in academic calendar 2019-20 on 10th December 2019 at 3:30 p.m. in NAAC office.

**Agenda**

1. Confirmation of the minutes of the previous meeting
2. To conduct Computer Training Program for Administrative staff
3. To organize Research Workshop for Teaching Staff
4. To Collect Feedback from Stakeholders
5. Review of grants sanctioned for Women Hostel
6. Use of ICT in Teaching Learning
7. Organization of Workshop on IPR
8. Promote teachers to develop e-content
9. Planning of organization of Seminar and Conferences
10. Discussion on plans to be implemented in Second term
11. Any other issues to be discuss with permission of Chairperson
12. Date of the next meeting



**MINUTES OF THE MEETING**

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| Meeting No. 2 | Time: 3:30 p.m. | Present Members: | Date: 10/12/2019 | Department/Committee: IQAC |

The 2nd meeting of the Internal Quality Assurance Cell for the academic year 2019-20 was held on 10th December 2019 at 3:30 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 held in June 2019 were read by the coordinator and confirmed as per the minutes of meeting the action taken Report as briefly discussed in the meeting. |
| 2 | To conduct Computer Training Program for Administrative staff | It was decided that department of computer will conduct a workshop on MIS Software for Non-teaching Staff. |
| 3 | Research Workshop for Teaching Staff | It s as also resolved that IQAC will conduct one day workshop on research methodology for teachers on 15th December 2019. |
| 4 | Feedback from Stakeholders | It was decided that feedback committee should prepare separate feedback form for each of the stakeholders as per the requirement of NAAC and should get approval from the IQAC. |
| 5 | Review of Women Hostel grant | The committee took review from proposal committee regarding the remaining grants to be received from UGC of Women’s Hostel. |
| 6 | Use of ICT in Teaching Learning | The chairman proposed that all teachers should use ICT facilities available in college for teaching as aids. |
| 7 | Organization of Workshop on IPR | It was decided that the department of commerce will organize one day workshop on Intellectual Property Rights for Staff and UG- PG students. |
| 8 | Promote teachers to develop e-content | The chairman proposed that all teachers should prepare e-content and e- study material and upload on university website and YouTube channel of College. |
| 9 | Seminar/ Workshop organization | It was decided that department of chemistry should plan to organize two days national seminar in second week of February 2020 |
|  | Date of the next meeting | It is unanimously decided to hold the next meeting  of IQAC in March 2A20. |



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Ref.: PRCE/ Date: 10/03/2020

Internal Quality Assurance Cell (IQAC)

Notice

All the members of Internal Quality Assurance Cel1 (IQAC) are hereby informed that the 3rd Meeting of IQAC will be held as per scheduled in academic calendar 2019-20 on 14th March 2020, at 02:30 p.m. in NAAC office.

**Agenda-**

1. Confirmation of the minutes of the previous meeting
2. Review of syllabus completion
3. To conduct Academic and Administrative audit
4. Collection of data for AQAR
5. Submission of AISHE and NIRF information
6. To strengthen Research Publication.
7. To strengthen admission for UG and PG Programs
8. Discussion on Alumni's Suggestions
9. Review ‘of Feedback Analysis Report
10. To discuss the achievements of the year planned out by IQAC
11. To discuss the plans of action for next academic year
12. Any other issues to be discuss with permission of Chairperson
13. Dade of the next meeting



MINUTES OF THE MEETING

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| Meeting No. 3 | Time: 03:00 p.m. | Present Members: | Date: 14/03/2020 | Department/Committee: IQAC |

The 3rd meeting of the Internal Quality Assurance Cell for the academic year 2019-20 was held on 14th March 2020 at 3:00 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 them. The meeting was adjourned after vote of thank by Dr. Mandhare G.M.

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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 completion | It was decided that IQAC committee will take the review of syllabus and instruct teachers to complete syllabus in stipulated time. |
| 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 | To conduct Academic and Administrative audit | It was decided to conduct Internal academic audits of al1 departments (2019-20) through IQAC committee appointed by the Principal. |
| 5 | 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. |
| 6 | Review of practical Submission | The review of practical submission has taken by principal to fill up online internal marks. |
| 7 | Discussion on Alumni's Suggestions | The suggestions received from alumni through feedback forms and meet were discussed and suggested Alumni Association to take required measures. |
| 8 | Date of the next meeting | It was unanimously decided that the next meeting of the IQAC will be held in last week of May 2020 |



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Ref.: PRCE/ Date: / /

Internal Quality Assurance Cell (IQAC)

Notice

Date: 10/04/2020

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 2019-20 on 15th April 2020, 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: 15/04/2020 | Department/Committee: IQAC |

The 04th meeting of the internal Quality Assurance Cell for the academic year 2019-20 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. |
| 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 2020. |

