



SHEELA MULTIPURPOSE SOCIETY

SHEELADEVI COLLEGE OF EDUCATION (B.Ed.)

Recognised by: NCTE New Delhi, Government of Maharashtra & Affiliated to RTM Nagpur University, Nagpur.

WADI (DATTAWADI), NAGPUR-440023

E-mail : sheeladevibedcollege@yahoo.com, sheeladevibedcollege@gmail.com

Coll.Ph.: 07104-222175

Coll. Code : 254

Date:- 13/09/2021

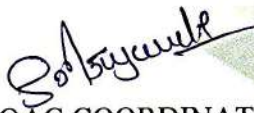
Notice

The first meeting of IQAC is scheduled on 15/09/2021 at 04:00 PM in Principal Cabin.


Agenda:

1. Confirmation and Review of Minutes of Meeting held on 05/01/2021.
2. Action taken report of Principal-HODs Meeting held on 05/01/2021.
3. Opening words by Chairman.
4. Self-introduction of the members.
5. Introduction Speech by IQAC Coordinator.
6. About deciding Goals and Objectives of IQAC.
7. About deciding functions of IQAC.
8. About deciding IQAC Monitoring Mechanism.
9. Issue with the permission of the chair.

The entire concerned are requested to make it convenient to attend the meeting.


IQAC COORDINATOR
IQAC. Coordinator
Sheela Devi College of Education
Wadi, Nagpur.
CC:




PRINCIPAL
Principal
Sheela Devi College of Education
Wadi, Nagpur-440023.

1. All Committee Members
2. Admin. Office



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Minutes of Meeting

The Chairman, Dr. Prakash Hiwarkar occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

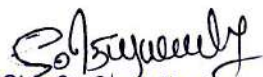
Agenda:1 Confirmation and Review of Minutes of Meeting held on 05/01/2021.

Resolution:


Thorough discussion was made, review is taken and it was unanimously approved Minutes of Meeting held on 05/01/2021

Agenda:2 Action taken report of Principal-HODs Meeting on 05/01/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work.	All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 05/01/2021.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 05/01/2021 and First Meeting of IQAC is planned on 15/09/2021.
4.	Framing of Vision, Mission and Core Values of Institute and Defining of Vision, Mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee (IQAC) is formed at institute dated 05/01/2021.


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Agenda:3 Opening words by Chairman.

Resolution:

Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

Agenda:4 Self-introduction of the members.

Resolution:

All the members were given their introduction.

Agenda:5 Introduction Speech by IQAC Coordinator.

Resolution:

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

Agenda:6 About deciding Goals and Objectives of IQAC.

Resolution:

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows:-

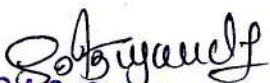
- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement
Thorough imbibing quality culture and institutionalization of best practices.

Agenda:7 About deciding functions of IQAC.

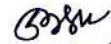
Resolution:

Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.


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- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, ISO,NIRF) in the prescribed format.

Agenda:8 About deciding IQAC Monitoring Mechanism.

Resolution:

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.

A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet as and when required and take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

Agenda:9 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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Attendance

Sr. No	Category	Name	Designation	Signature
1	Head of the Institution	Dr. Prakash Hiwarkar	Chairman	
2	Principal	Dr. Surekha Sharma	Principal	
3	IQAC Co-ordinator	Dr. Leena Taywade	Member	
4	Senior administrative officers nominees	Shaila R Bute	Administrative Member, Superintendent	
5	Faculty Nominees	Nilima Rindhe	Administrative Member, Accountant	
		Shital Barahate	Member, Librarian, Sports In-charge	
6	Nominee from Management	Pravin Tajne	Member	
		Jaykumar Hiwarkar	Member	
		Sonali Hiwarkar	Member	
		Lata Hiwarkar	Secretary of Trust	
7	Nominees from Students and Alumni	Rajeshwari Sangolkar	Alumni Member	
8	Nominees from Employers /Industrialists/stakeholders	Pratiksha Bhadke	Student Member	
		Jyoti Jena	Employer Member	
9	Nominees from Other Institute	Mr. Shravan Gakre	Parent Member	
		Kishordas Sonare	Member	

IQAC CO-ORDINATOR

I.Q.A.C. Coordinator

Sheeladevi College of Education
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PRINCIPAL

Principal

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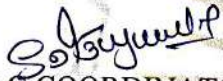
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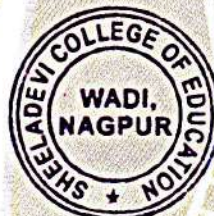
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Action Taken Report of first IQAC Meeting held on 15/09/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism.	As a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 12/01/2022.


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