SHEELA MULTIPURPOSE SOCIETY

SHEELADEVI COLLEGE OF EDUCATION (B.Ed.)

WADI (DATTAWADI), NAGPUR-440 023
E-mail : sheeladevibedcollege@yahoo.com
sheeladevibedcollege@gmail.com

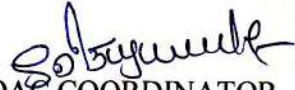**Coll. Ph. : 07104-222175**   **Coll. Code : 363**

Date:- 04/07/2022

Notice

The third meeting of IQAC is scheduled on 06/07/2022 at 03:00 PM in Principal Cabin.
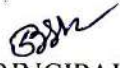
Agenda:

1. Confirmation and Review of Minutes of second IQAC meeting held on 12/01/2022.

2. Action taken report of second IQAC meeting held on 12/01/2022.

3. Review of NAAC work.

4. Planning of Extension Activities for Academic Year 2022-23.

5. To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute.

6. To use ICT facilities for Teaching and Learning.

7. To take membership of e-ShodhSindhu and Shodhganga

8. To initiate process for registering alumni association.

9. To prepare HR Manual and Formulate Appraisal Mechanism.

10. To decide plan of action for NAAC Dates.

11. Issue with the permission of the chair.

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

IQAC COORDINATOR
IQAC Coordinator
Sheeladevi College of Education,
Wadi, Nagpur.

PRINCIPAL
Principal
Sheeladevi College of Education,
Wadi, Nagpur-440023.

CC:

1. All Committee Members

2. Admin. Office

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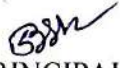
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Minutes of Meeting

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

Agenda:1 Confirmation and Review of Minutes of second IQAC meeting held on 12/01/2022.

Resolution:

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 12/01/2022 unanimously approved.

Agenda:2 Action taken report of second IQAC meeting held on 12/01/2022.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism	As a Part IQAC part of Mentoring Mechanism it was decided to conduct third IQAC Meeting on 06.07.2022

Agenda:3 Review of NAAC work.

Resolution:

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

Agenda:4 Planning of Extension Activities for Academic Year 2022-23.

Resolution:

Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2022-23 is to be done. Manisha Pangule (Extension Activities Coordinator) handed over responsibility for the same.

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Agenda:5 To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute

Resolution:

Thorough discussion was made and it was decided that Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute is to be initiated. By consent of All responsibility of Face Value Enrichment has been given to Hon. Principal Dr. Surekha Sharma and Exam Incharge Nilima Rindhe & Sujata Kalbande.

Agenda:6 To use ICT facilities for Teaching and Learning.

Resolution:

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

Agenda:7 To take membership of e-ShodhSinghu and Shodhganga

Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

Agenda:8 To initiate process for registering alumni association.
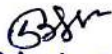
Resolution:

It was brought to the notice of IQAC that alumni association is required as per NAAC guidelines to have health interaction with alumni and have provision of financial and non-financial contribution from alumni. Sulekha Yeole (Administrator) has been given responsibility to register alumni association.

Agenda:9 To prepare HR manual and Appraisal Mechanism

Resolution:

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It was brought to the notice of all IQAC members HR Manual or code of conduct required on 7th Criteria of NAAC.

Thorough discussion was made and it was decided to prepare HR Manual. Responsibility of same has been given to all HODs.

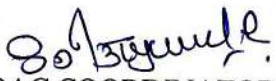**Agenda:10** To decide plan of action for NAAC application.
Resolution:

It was brought to the notice of IQAC that, from June 2022 NAAC has closed the window system and NAAC is accepting applications throughout the year. Based on this new change following plan of action has been decided by IQAC.

I.   To take initial Login:- Nov.
II. To Apply for IIQA:- Nov.
III. To submit SSR:- Dec.

Agenda:11 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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Principal
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Attendance

S.N.	Name of Employee	Designation	Signature
1.	Dr. Prakash Hiwarkar	MANAGING DIRECTOR/ TRUSTEE	
2.	Dr. Surekha Sharma	PRINCIPAL	
3.	Dr. Leena Taywade	IQAC CO-ORDINATOR	
4.	Jyotsna Timande	TEACHING FACULTY MEMBER	
5.	Nilima Rindhe	TEACHING FACULTY MEMBER	
6.	Manisha Pangule	TEACHING FACULTY MEMBER	
7.	Dr. Anant RaviDarshan Joshi	TEACHING FACULTY MEMBER	
8.	Sujata Kalbande	CHIEF EXECUTIVE OFFICER, PEOPLE SPECIALIST	
9.	Rajeshwari Sangolkar	ALUMNI	
10.	Shravan Gakre	PARENT	

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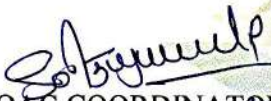### WADI (DATTAWADI), NAGPUR-440023
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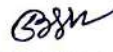
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Action Taken Report of third IQAC Meeting held on 06/07/2022

Sr.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism restructured and implemented from Academic Year 2022-23.
2.	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-ShodhSindhu and Shodhganga has been taken.
3.	To prepare code of conduct for all stakeholders (HR Manual)	Code of conduct for all stakeholders (HR Manual is prepared.)
4.	To decide plan of action for NAAC application.	To take initial Login:- Nov. To Apply for IIQA:- Nov. To submit SSR:- Dec.

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