

Arts Commerce College Gondpipri
Annual Report of Internal Quality Assurance Cell

Academic Session 2021-22

The IQAC of the college held 2 meetings during the Academic Session 2021-22. The details of the minutes of the meetings and the Action Taken Report are as below:

Meeting No.01

The first meeting of the IQAC cell for the academic session was held on 31st August 2021 02:00 pm in the staffroom. The meeting was chaired by Resp. Principal.

Agenda:

- 1) To confirm the minutes of previous meeting.
- 2) Submission of Annual Action Plans.
- 3) Workload and Teaching-learning innovations
- 4) Submission of criteria by all criteria coordinators.
- 5) Increase of Research Papers Publication.
- 6) Teacher-mentor meetings
- 7) Students Project, Linkages and MoUs
- 8) NSS Day celebration
- 9) Extension Activities
- 10) Any other topic with the permission of the chairperson.

At the outset IQAC Co-ordinator Mr. S .P. Tawade welcomed the chairperson and Prin. S.P. Potwar and the IQAC members and the teachers.

ITEMS DISCUSSED AND DECISIONS TAKEN

- 1) To confirm the minutes of previous meeting: The minutes of the previous meeting were read by the IQAC coordinator and confirmed unanimously.
- 2) Submission of Annual Action Plans: After thorough discussions it was unanimously resolved that all the committee coordinators and HODs would submit their Plan of Action for the present academic session and the teachers should submit their Annual Teaching Plan on or before 4 th September 2021.
- 3) Workload and Teaching-learning innovations: All the teachers were asked to submit their workload to the faculty coordinators. The teachers were asked to use ICT and other e-teaching-learning tools. All the teachers were asked to give e-notes, give assignments in Google Classroom and also take unit tests on Google forms.
- 4) Submission of criteria of AQAR 2020-21 by all criteria coordinators: After a thorough discussion about preparing the AQAR 2020-21 all the criteria coordinators were asked to submit their respective duly filled criteria of AQAR 2020-21 on or before 20 th Sept. 2021.



- 5) Increase of Research Papers Publication: It was decided that we should try to increase research publications. So, unanimously it was decided that the faculty members will increase their research work and publish research papers in UGC listed journals.
- 6) Teacher-mentor meetings: To increase the attendance of the students in the teacher-mentor groups it was decided after thorough discussion to conduct the meeting of the teacher – mentor group of all the teachers on a pre-decided day to ensure maximum attendance of the students.
- 7) Students Project, Linkages and MoUs: After thorough discussions all the teachers were told to conduct students' projects for their respective subjects and the Career Guidance Cell coordinator was told to increase the number of Linkages and MoUs with the neighbouring industries and academic institutions.
- 8) Extension Activities: It was decided unanimously that the NSS coordinator in cooperation with the other teachers should plan the extension activities and implement them in this session.

The meeting ended with vote of thanks proposed by the IQAC Coordinator.

ACTION TAKEN REPORT

Sr. No	Agenda Item	Resolution Taken	Action Taken
1	Submission of Annual Action Plans	The plan should be submitted by the concerned teachers by 4 th September 2021	All the reports were submitted by 4 th September 2021.
2	Publication of research papers by teachers	Every teacher should publish at least two research papers in journals with ISSN or those included in UGC Care list	research papers in ISSN/UGC Care list journals were published
3	Teacher Mentor Meetings	Considering the COVID Pandemic the teachers were asked to conduct online meetings.	Online meetings were conducted by the teachers
4	Extension Activities	To plan and execute extension activities during the session	The following activities were conducted: • Under the auspice of Swachata Abhiyaan a Sanitation Campaign was conducted by the NSS volunteers in the Bus Stand premise of Gondpipri



Meeting No.02

A meeting of Teaching and Non-teaching staff was arranged on 21/12/2021 at 12.30 pm in the Principal's Office to take a review of the previous meeting dt. 31/08/2021. The meeting was chaired by Resp. Principal and chairman of IQAC S. P. Potwar.

Agenda:

- 1) To confirm the minutes of previous meeting.
- 2) Data collection for the preparation of AQAR 2020-21
- 3) Review of 'Transaction of Syllabus'
- 4) Result Analysis of Summer 2021
- 5) To arrange webinar on competitive exam
- 6) Topics coming up with the permission of the Chairperson

ITEMS DISCUSSED AND DECISIONS TAKEN

- 1) To confirm the minutes of previous meeting: The IQAC coordinator welcomed the forum and the Minutes of the previous meeting were read by the IQAC coordinator and confirmed by the forum unanimously. As per the minutes of the meeting the action taken report is briefly discussed in the meeting.
- 2) Data collection for the preparation of AQAR 2020-21: All the Criteria Coordinators were asked by IQAC Coordinator to collect the Data required for the preparation of the AQAR 2020-21 up to 10th Dec. 2021. They should look that the relevant documents should be duly attested by the IQAC Coordinator and the Principal.
- 3) Review of 'Transaction of Syllabus': A review of the 'Transaction of Syllabus' was taken by Prin. S.P. Potwar. It was found that the syllabus of nearly all the subject is completed as per their teaching plans. He told all the teachers to conduct class tests and evaluate the students regularly.
- 4) Result Analysis of Summer 2021: Prof. Shahare told the forum that the Result Analysis Report of the session 2020-21 is ready.
- 5) To celebrate Marathi Bhasha Gaurav Din: The coordinator of Marathi Department was instructed to arrange Marathi Bhasha Gaurav Din on 27th Feb 2022. He should invite a resource person of the subject to enlighten our students regarding the regional language Marathi.

The meeting was adjourned after vote of thanks extended by the IQAC Coordinator, to the chair and the forum.

ACTION TAKEN REPORT

SN	Agenda Item	Resolutions Taken	Action Taken
1	Transaction of Syllabus	The teachers were told to conduct class tests	Most of the teachers conducted class tests
2	Result Analysis	All the teachers should submit their	All the teachers submitted their result



		respective results to the Result	
3	Marathi Bhasha Gaurav Din	The coordinator of PG Department was instructed to arrange Marathi Bhasha Gaurav Din on 27th Feb 2022.	Marathi Bhasha Gaurav Din was taken on 27th Feb 2022. 50 students attended 8 students gave presentation



for *[Signature]*
Officiating Principal
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