

**J.B.S.P. Mandal's**

**Mahila Mahavidyalaya, Georai**

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**Internal Quality Assurance Cell**

**Meetings**

**2018-2019**


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**Jaibhavani Shikshan Prasarak Mandal's**  
**Mahila Mahavidyalaya, Georai**  
**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Date: 18/06/2018**

All the IQAC members are hereby informed that the IQAC Meeting is scheduled to be held on 20/06/2018 in at the office of the IQAC at 3.00 p. m. The brief agenda of the meeting is as follows. All members are requested to attend the meeting.

  
**Coordinator IQAC**  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

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**AGENDA OF THE MEETING**

1. To review and confirm minutes of the previous meeting and to assess the action taken report
2. To form various academic committees
3. To prepare academic calendar
4. Preparation of AQAR
5. Any other issues raised in the meeting

## MINUTES OF THE MEETING

Meeting No. 01

Time: 3.00p. m.

Date: 20/06/2018

Venue: Internal Quality Assurance Cell

The meeting of the Internal Quality Assurance Cell for the academic year 2018-2019 was held on 20/06/2018 at 3.00 p.m. The meeting was chaired by Principal Dr. Kanchan Parlikar.

At the beginning, Dr. Tabassum Inamdar, IQAC Coordinator welcomed all the members of Internal Quality Assurance Cell (IQAC). The following issues were discussed in the meeting and it was agreed by all the members to resolve and implement.

| Sr. No. | Agenda  | Resolution   |
|---------|---|--|
| 1       | To review and confirm minutes of the previous meeting and to assess the action taken report | The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members<br><br>Action taken report was evaluated                               |
| 2       | To form various academic committees   | It was decided that Committees comprising of teachers and students will be formed to conduct various Academic and Administrative activities.                                       |
| 3       | To prepare academic calendar  | It was resolved that IQAC will prepare academic calendar of the college in consultation with the Heads of the Departments and will submit the same to the Principal for approval . |
| 4       | Prparation of AQAR  | It is was decided that the IQAC members will review the collected data and initiate the process of preparation of AQAR.  |
| 5       | Any other issues  | Administrative and academic issues were disscused.   |

  
**Coordinator, IQAC**  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

## Action Taken Report

In compliance with the resolutions made in the meeting of IQAC held on 20/06/2018, the following activities were successfully carried out.

| <b>Agenda</b>   | <b>Resolution</b>  | <b>Action taken/<br/>Compliance</b>  |
|---|--|--|
| To review and confirm minutes of the previous meeting and to assess the action taken report | The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members<br><br>Action taken report was evaluated                               | Reviewed and confirmed   |
| To form various academic committees   | It was decided that Committees comprising of teachers and students will be formed to conduct various Academic and Administrative activities.                                       | IQAC in consultation with the Principal and Vice Principal prepared the committees and communicated to the faculty.  |
| To prepare academic calendar  | It was resolved that IQAC will prepare academic calendar of the college in consultation with the Heads of the Departments and will submit the same to the Principal for approval . | In line with the Academic Calendar of the University and as per the suggestions of HoDs, IQAC prepared the Academic Calendar of the College and has been uploaded on the website |
| Prparation of AQAR  | It is was decided that the IQAC members will review the collected data and initiate the process of preparation of AQAR.  | AS per NAAC guidelines, the IQAC prepared the AQAR   |
| Any other issues  | Administrative and academic issues were disscused.   | Resolved   |

**Date of preparation of the Action Taken Report: 10/08/2018**

  
**Coordinator, IQAC**  
CO-ORDINATOR  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

**Jaibhavani Shikshan Prasarak Mandal's**  
**Mahila Mahavidyalaya, Georai**  
**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Date: 03/10/2018**

All the IQAC members are hereby informed that the IQAC Meeting is scheduled to be held on 05/10/2018 in at the office of the IQAC at 2.00 p. m. The brief agenda of the meeting is as follows. All members are requested to attend the meeting.

  
**CO-ORDINATOR**  
**Coordinator, IQAC**  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

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**AGENDA OF THE MEETING**

1. To review and confirm minutes of the previous meeting and the action taken report.
2. Review of syllabus completion
3. Planning of university examination
4. Updation of College Website
5. To conduct NSS special Camp at the adopted village
6. Any other issues raised in the meeting

## MINUTES OF THE MEETING

Meeting No. 02

Time: 2.00p. m.

Date: 05/10/2018

Venue: Internal Quality Assurance Cell

The second meeting of the Internal Quality Assurance Cell for the academic year 2018-2019 was held on 05/10/2018 at 2.00 p.m. at the office of the IQAC . The meeting was chaired by Principal Dr. Kanchan Parlikar.

At the outset, Dr. Tabassum Inamdar, IQAC Coordinator all the members of Internal Quality Assurance Cell (IQAC). The following agenda items were discussed in the meeting and it was agreed by all the members to resolve and implement them.

| Sr. No. | Agenda  | Resolution  |
|---------|---|---|
| 1       | To review and confirm minutes of the previous meeting and the action taken report | The IQAC coordinator read the minutes of previous meeting and the action taken report. It was reviewed and approved by the members. |
| 2       | Review of syllabus completion   | It was decided that teachers will be instructed to prepare syllabus completion report and submit the same to IQAC.                  |
| 3       | Planning of University examination  | As per the circular of affiliated University regarding examinations, committees will be formed                                      |
| 4       | Updation of College Website   | Dr. Kiwne was given responsibility for updation of the Website  |
| 5       | To conduct NSS special Camp at the adopted village                                | It was decided that the NSS Camp will be conducted in the month of December.  |
| 6       | Any other issues raised in the meeting  | Administrative and academic issues were discussed.  |

  
**Coordinator, IQAC**  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

## Action Taken Report

In compliance with the resolution made in the meeting of IQAC for the year, 2018-2019 which was held on 05/10/2018, the following activities are successfully carried out.

| <b>Agenda</b>   | <b>Resolution</b>  | <b>Action taken/ Compliance</b>   |
|---|--|---|
| To review and confirm minutes of the previous meeting and the action taken report | The IQAC coordinator read the minutes of previous meeting and the action taken report.<br>It was reviewed and approved by the members. | Reviewed and confirmed.   |
| Review of syllabus completion   | It was decided that teachers will be instructed to prepare syllabus completion report and submit the same to IQAC.                     | Teachers submitted the Syllabus Completion Report.<br>It was observed that 95% syllabus was completed   |
| Planning of University examination  | As per the circular of affiliated University regarding examinations, committees will be formed   | As per the guidelines of University, CS and Understudy were appointed and also a committee was formed to assist them                          |
| Updation of College Website   | Dr. Kiwne was given responsibility for updation of the Website   | Work in progress  |
| To conduct NSS special Camp at the adopted village                                | It was decided that the NSS Camp will be conducted in the month of December.   | The NSS Co-ordinator prepared a schedule of the Camp and the same has been communicated to the volunteers and the Head of the adopted village |
| Any other issues raised in the meeting  | Administrative and academic issues were discussed.   | Resolved  |

**Date of preparation of Action Taken Report: 14/12/2018**

  
**Coordinator, IQAC**  
CO-ORDINATOR  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

**Jaibhavani Shikshan Prasarak Mandal's**  
**Mahila Mahavidyalaya, Georai**  
**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Date: 08/01/2019**

All the IQAC members are hereby informed that the IQAC Meeting is scheduled to be held on 11/01/2019 in at the office of the IQAC at 2.00 p. m. The brief agenda of the meeting is as follows. All the members are requested to attend the meeting.

  
**Coordinator, IQAC**  
Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

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**AGENDA OF THE MEETING**

1. To review and confirm minutes of the previous meeting and to evaluate the action taken report
2. To review the result of University Examinations and measure Course Attainments /Programme Attainments
3. Participation in AISHE
4. To organize National Workshop on Intellectual Property Rights
5. Any other issues raised in the meeting



## MINUTES OF THE MEETING

Meeting No. 03

Time: 2.00p. m.

Date: 11/01/2019

Venue: Internal Quality Assurance Cell

The meeting of the Internal Quality Assurance Cell was held on 11/01/2019 at 2.00 p.m. at the office of the IQAC. The meeting was chaired by Principal Dr. Kanchan Parlikar

At the beginning, Dr. Tabassum Inamdar, IQAC Coordinator welcomed all the members of the Internal Quality Assurance Cell (IQAC). The following issues were discussed in the meeting and it was agreed by all the members to resolve and implement.

| Sr. No. | Agenda  | Resolution   |
|---------|---|--|
| 1       | To review and confirm minutes of the previous meeting and to evaluate the action taken report | The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members. Action taken report was evaluated.                                     |
| 3       | To review the result of University Examination and Course Attainments                         | As per Blooms Taxonomy, teachers will be instructed to prepare results and measure course attainments and submit the same to IQAC  |
| 4       | Participation in AISHE  | Data for participation in AISHE will be collected from Academic and Administrative Sections.   |
| 5       | To organize National Workshop on Intellectual Property Rights                                 | It was decided that the IQAC will chalk out a schedule to organize a National Workshop on Intellectual Property Rights. The said workshop will be organized in the month of February |
| 6       | Any other issues  | Administrative and Academic issues were discussed.   |

  
**Coordinator, IQAC**  
CO-ORDINATOR  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

  
**Principal**  
Principal  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist.Beed-431127

## Action Taken Report

In compliance with the resolution made in the meeting of IQAC for the year, 2018-2019 which was held on 11/01/2019, the following activities are successfully carried out.

| <b>Agenda</b>   | <b>Resolution</b>   | <b>Action taken/ Compliance</b>  |
|---|---|--|
| To review and confirm minutes of the previous meeting and to evaluate the action taken report | The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members. Action taken report was evaluated.                            | Reviewed and confirmed.  |
| To review the result of University Examination and Course Attainments                         | As per Blooms Taxonomy, teachers will be instructed to prepare results and measure course attainments and submit the same to IQAC   | Results were prepared. Teachers measured the attainment of course outcomes and submitted to IQAC. IQAC prepared the attainment of programme outcomes |
| Participation in AISHE  | Data for participation in AISHE will be collected from Academic and Administrative Sections.  | The Establishment Section collected data and uploaded the same as per guidelines.  |
| To organize Workshop on Intellectual Property Rights  | It was decided that the IQAC will chalk out a schedule to organize a Workshop on Intellectual Property Rights. The said workshop will be organized in the month of February | Workshop on Intellectual Property Rights was organized on 19 <sup>th</sup> Feb, 2019   |
| Any other issues  | Administrative and Academic issues were discussed.  | Resolved   |

**Date of preparation of the Action Taken Report: 24/02/2019**

  
**Coordinator, IQAC**  
CO-ORDINATOR  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127


**Jaibhavani Shikshan Prasarak Mandal's**  
**Mahila Mahavidyalaya, Georai**  
**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Date: 12/03/2019**

All the IQAC members are hereby informed that the IQAC Meeting is scheduled to be held on 14/03/2019 in at the office of the IQAC at 1.00 p. m. The brief agenda of the meeting is as follows. All the members are requested to attend the meeting.

  
**CO-ORDINATOR**  
**IQAC**  
**Coordinator, IQAC**  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

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**AGENDA OF THE MEETING**

1. To review and confirm minutes of the previous meeting and to evaluate the action taken report
2. To collect API-PBAS forms
3. Preparation of University Examinations
4. Review of Feedback
5. To organize Annual Day function
6. To review the activities and programmes conducted during the Academic Year
7. Any other issues

## MINUTES OF THE MEETING

Meeting No. 04

Time: 1.00p. m.

Date: 14/03/2019

Venue: Internal Quality Assurance Cell

The meeting of the Internal Quality Assurance Cell was held on 14/03/2019 at 1.00 p.m. at the office of IQAC. The meeting was chaired by Principal Dr. Kanchan Parlikar

Dr. Tabassum Inamdar, IQAC Coordinator, welcomed all the members of the Internal Quality Assurance Cell (IQAC). The following issues were discussed in the meeting and it was agreed by all members to resolve and implement.

| Sr. No. | Agenda  | Resolution   |
|---------|---|--|
| 1       | To review and confirm minutes of the previous meeting and to evaluate the action taken report | The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members. Action taken report was also analysed. |
| 2       | To collect API-PBAS forms   | Teachers will be informed to fill the API-PBAS forms and submit the same to IQAC.  |
| 3       | Preparation of University Examinations  | As per University guidelines, a committee will be formed to conduct University Examination.  |
| 4       | Review of Feedback  | Feedback committee will be informed to study and review the collected feedback form all the stakeholders.  |
| 5       | To organize annual day  | Various committees have been formed for annual day   |
| 5       | To review the activities and programmes conducted during the Academic Year                    | The chairpersons of all the committees will be instructed to submit the report to IQAC.  |
| 6       | Any other issues  | Academic and Administrative issues were discussed.   |

  
**Coordinator, IQAC**  
CO-ORDINATOR  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

## Action Taken Report

In compliance with the resolution made in the fourth meeting of the IQAC which was held on 14/03/2019, the following actions were taken.

| <b>Agenda</b>   | <b>Resolution</b>   | <b>Action taken/ Compliance</b>   |
|---|---|---|
| To review and confirm minutes of the previous meeting and to evaluate the action taken report | The coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.<br><br>Action taken report was also analysed. | Reviewed and confirmed.   |
| To collect API-PBAS forms   | Teachers will be informed to fill the API-PBAS forms and submit the same to IQAC.   | Teachers filled the API-PBAS forms with necessary enclosures and submitted the same to IQAC for verification.                                     |
| Preparation of University Examinations  | As per University guidelines, a committee will be formed to conduct University Examination.   | CS and Understudy were appointed as per the guidelines of the University. Precautionary measures were taken for transparency of the examinations. |
| To arrange annual day   | Preparation of annual day   | Annual day was organized.   |
| Review of Feedback  | Feedback committee will be informed to study and review the collected feedback form all the stakeholders.   | Feedback committee collected the feedback of stakeholders and after reviewing submitted the report to IQAC.                                       |
| To review the activities and programmes conducted during the Academic Year                    | The chairpersons of all the committees will be instructed to submit the report to IQAC.   | Prepared the report and submitted with necessary enclosures   |
| Any other issues  | Academic and Administrative issues were discussed.  | Resolved  |

**Date of preparation of the Action Taken Report: 21/04/2019**

  
**Coordinator, IQAC**  
CO-ORDINATOR  
IQAC  
Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127

  
**Principal**  
J.B.S.P.M.'s Mahila Mahavidyalaya,  
Georai, Dist. Beed-431127