

## **Minutes of Meeting**

The second Meeting of the Internal Quality Assurance Cell was held in the college on 13.03.2020 at 11.00 A.M. in the meeting room at Ambav, Devrukh.

### **Item No. 01: Welcome of the members**

Initially, Dr. M. M. Bhagwat, Chairman (IQAC) welcomed all the members of the Internal Quality assurance Cell to the 2<sup>nd</sup> Meeting of the IQAC.

### **Item No. 02: To confirm and approve the minutes of the meeting held on 08.11.2019**

The minutes of the meeting of IQAC held on 08 November 2019 at 11:00am in meeting room, at Ambav, Devrukh are confirmed and approved.

### **Item No. 03: To take the review of result analysis of odd semester 2019-20**

The review was taken and decided to issue the letters to concern having lower result compared to the result benchmarks for necessary action.

### **Item No. 04: To brief about the Quality related activities conducted in the college**


1. One day seminar on “Outcome Based Curriculum Designed Software Framework” was conducted by our Principal Sir for all teaching faculty members on 31/12/2019. He explained how to formulate the course outcomes, course objective, module objective & outcomes, lesson plan of each lecture. He also discussed how to correlate the module outcomes & course outcomes. He has given the demonstration of the software prepared by IIT, Kharagpur.
2. One Day Training Program on “Hands on Operating of Audio/Video system” was conducted by college for all non-teaching staff on 30 January, 2020. Mr. Sanjeev Jadhav, Laboratory assistant, Extc delivered a session on how to operate Audio/video system available in seminar hall. He has given all the information to non-teaching staff how to do the connections of wireless mikes, speakers, machine etc... & also given hands on training to all non-teaching staff members.

### **Item No. 05: To appoint the internal & external committee for Administrative and Academic audit of the college**

The IQAC has decided to appoint the committee to conduct Academic and Administrative Audit of the college.


**Item: 06: Any other item with the permission of chair.**

The meeting concluded with thanks to the chair.

  
**Mr. D. M. Satpute**  
**Coordinator IQAC**

**Date: 16/03/2020**



  
**Dr. M. M. Bhagwat**  
**Chairperson IQAC**

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