**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceedings of the meeting of the IQAC held on 05/04/2013 at 3pm in the cabin of Principal. The meeting was presided over by Dr.N.S.Thakare Chairman IQAC and Principal of the College.

1. **Curricular Aspects:**

In order to get the syllabus successfully done every teacher has to submit the yearly plan of 180 days to the Faculty In charge by 10 June. Teaching plan should contain Seminar/GD/Unit Tests/ Home Assignment and the hours allotted to these co-curricular and curricular activities.

1. **Teaching, Learning & Evaluation:**

To make teaching effective and result oriented a teacher has to conduct a unit test, a faculty In-charge has to organise Seminar. A subject teacher has to conduct at least two group discussions in the entire academic session. Every department has to organise a guest lecture once in a session. Every teacher has to conduct a Basic knowledge Test of his/her subject in the beginning of the session.

1. **Research:**

Resolved that every teacher should get registered for Ph.D. However, a Ph.D. holder teacher should do major Research Project and a Non- Ph.D. teacher should do Minor Research Project. This is to increase the research work in the faculty. Every Teacher should make a final year students to prepare a project / field visit/study Tour. This is to generate research aptitude among students. Every department should run some extension activity.

1. **Increansement of Attendance of students in the class:**

A parent teacher has to send letters to absent students. A parent teacher has to collect Bio-data of students in the month of July. Similarly he/she should adopt 02 students to make their all round development. A parent teacher should suggest names of 02 highest students to the Librarian for extra BT Cards.

1. To make students known about the books available in the library, a librarian should conduct book exhibition. This effort would generate the reading habit of students.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceeding of the Meeting of the IQAC held on 24/07/2015 at 11 am in the cabin of Principal. The meeting was presided over by Dr.N.S.Thakare Chairman IQAC, and Principal of the college.

1. Resolved that extra tests will be conducted for slow learners and study material taken out from Internet will be given to fast learners and teachers should prepare fast learners for competitive exams.
2. Admission committee should do the counselling of students in course of admission process. So that they should get the idea of available subjects in the college and the entire process of admission.
3. In order to expand the college canteen the concerning committee incharge should submit the plan to the Principal.
4. Teachers who didn’t submit their proposals for COP courses, should immediately send their respective proposals to UGC.
5. **Environmental Issues:**
6. Renewable energy in the College be generated to fulfil the adequate requirement of electricity (Power) of the college.
7. Bio-gas project in the College be started by the end of 2019.
8. Water recharging in the College be done.
9. Green Audit be done.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceedings of the meeting of the IQAC held on 28/07/2015 at 3.30 pm in the cabin of Principal. The meeting was presided over by Dr. N.S.Thakare Chairman IQAC.

1. It is was recommended by NAAC Pear Team that proposal for new subjects Sociology, Music and English Literature should be sent.
2. Administrative Block be constructed for better convenience for students and staff.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceeding of the meeting of IQAC held on 11/04/2016 at 11am in the cabin of Principal Dr. N.S. Thakare. The meeting was presided over by IQAC Chairman.

1. To organize the workshop on balanced diet/health care. To generate awareness about life style of student.
2. Feedback committee should analyse the feedback and hand over the report to Principal and analysis of feedback should be uploaded on College website. This would help in making over all development of student and bring improvement in the teaching method of Teachers.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceeding of the meeting of IQAC held on 30/08/2016 at 11am in the cabin of Principal An IQAC Chairman Dr. N.S. Thakare presided over the meeting. The following decision were taken in the meeting.

1. To organise the workshop on personality development.
2. To organize the event on Beti Bachao, Beti Padhao.
3. To organize computer awareness programme for students.
4. To organize the yoga camp for students.
5. To register the newly appointed teachers for the group insurance.
6. To start Corpus Fund in the college.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceeding of the meeting of IQAC held on 18/10/2016 at 3:30pm in the cabin of Principal Dr. N.S. Thakare & Chairman IQAC. The following decisions were taken in the meeting.

1. Every Teacher has to write at least two papers in U.G.C. Journal and should present two papers in National Level Seminar, Conference. Similarly he/she should write at least one Chapter in Book. This will improve the academic level of staff.
2. To organize the Workshop on Administration process for Non-Teaching staff. To make non teaching staff more capable of their administrative work such workshops will help them.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceeding of the meeting of IQAC held on 05/04/2017 in the cabin of Principal Decisions taken in the meeting are as follows-

Alumni Association be registered by Charity Commissioner.

**Internal Quality Assurance Cell (IQAC)**

**M.S.P. Arts, Science & K.P.T. Commerce College, MANORA.**

Proceeding of the meeting of IQAC held on 30/10/2017 at 10:30am in the library. The meeting was preside over by Dr. N.S. Thakare Chairman IQAC. This meeting was based on the new methodology of NAAC for reaccreditation.

**Use of ICT in Teaching, Learning & Evaluation:**

**Related to Teaching**

1. Every Teacher has to use YouTube / CD in his/ her lecture. Every Teacher should recommend some websites of his/her subject to students. Teacher should make his lectures interactive and should form a group of 10 topper students, this would make student aware of new trends and techniques in education.

**Related to Learning**

1. Every Teacher should send the study material through Whatsapp to Students and prepare students for seminar presentation through PPT. This would make student acquainted with new methods of learning education.

**Related to Evaluation**

1. Teacher should prepare students to use ICT in their project.
2. To communicate the result of topper students through ICT. (Whatsapp/E-mail)
3. Evalution of slow learners be done offline.
4. Evaluation of student’s project/assignment through college website.
5. Grievances of students should be sorted out through Email-Id.
6. Result of Unit Test/Common Tests should be declared within 04 to 05 days.

**Related to Extension Activities.**

Every Teacher and committee incharge has to keep the record of his/ her extension activity in the form of binding and submit it in the end of session to IQAC, post its output on college website, and display it on banner in the college.

**Related to Research**

1. Research paper should be sent with the permission of Research Committee.
2. Every Teacher has to prepare at least 01 case study.
3. Teachers should send the project to Non. Govt. agency for getting awards, recognition etc.
4. To improve the research attitude among students faculty wise seminar, poster presentation be organised for students in the month of Dec.

**Related to Student Progress and Progression**

1. To organise one day orientation for entry year students on behaviourism and schemes available in the college.
2. To organize university level debate/ elocution competition for students.
3. At least 04 students should go for PG for every subject.
4. Every Teacher should deliver 1:30 Hour’s lectures on LCD projector for competitive exam students.
5. To organize one day workshop on meditation / yoga / anti-depression for students of college.

**Related to Discipline**

Monitoring committee incharge will monitor every day and report the Principal in the end of week, if found anything wrong pictures would be sent on President’s Secretary’s and Principal’s WhatsApp.

**Related to Library**

Maximum students should use inflibnet and the incharge of the

craterion 3rd should take the review of it.

**Related to Documentation**

All the documentation should be submitted to IQAC in the month of April.