



R. C. Patel Educational Trust's

**R. C. Patel Arts, Commerce and Science College**

Karvand Naka, Shirpur 425405, Dist - Dhule, Maharashtra

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**President**

**Hon. Bhupeshbhai Patel**

**Principal**

**Dr. D. R. Patil**

**Date:** June 25, 2023

### **Notice: IQAC Meeting**

The members of Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting of IQAC has been scheduled. You are hereby requested to attend the meeting. The details of the meetings are as follows:

Date: 26, June 2023

Time: 02.00 p.m.

Venue: IQAC Boardroom

### **Agenda of the Meeting**

**Agenda No.1:** Opening the meeting and welcome

**Agenda No. 2:** Approval of the minutes from the previous IQAC meeting

**Agenda No. 3:** Discussion on the annual academic calendar

**Agenda No. 4:** Induction for students and newly appointed teachers

**Agenda No. 5:** Formation of various committees

**Agenda No. 6:** To discuss COs and POs

**Agenda No. 7:** Discussion about IQA submission & preparation for NAAC Cycle 4

**Agenda No. 08:** Adjournment

**Dr. Sandip P. Patil**  
IQAC Co-ordinator  
IQAC Coordinator  
R. C. Patel Educational Trust's  
R. C. Patel Arts, Commerce and Science College  
Shirpur, Dist-Dhule (M.S.) 425405



**Dr. D. R. Patil**  
IQAC Chairman & Principal  
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### MINUTES OF THE MEETING

The meeting of all members of the Internal Quality Assurance Cell (IQAC) was held on Friday, 25 June 2023 at 3.00 p.m. in IQAC Boardroom, R. C. Patel Arts, Commerce and Science College, Shirpur.

**Agenda No. 1:** Opening the meeting and welcome:

The chairperson called the meeting to order and extended a warm welcome to all attendees.

**Agenda No. 2:** Approval of the minutes from the previous IQAC meeting

The minutes of the previous IQAC meeting were reviewed and approved without amendments.

**Agenda No. 3:** Discussion on the annual academic calendar

The annual academic calendar prepared for the year 2022-23 accepted after the discussion.

**Agenda No. 4:** Induction for students and newly appointed teachers

It is decided to organize induction program for students and newly appointed teachers

**Agenda No. 5:** Formation of various committees

The various committees for execution of the planned programs were composed for upcoming academic year

**Agenda No. 6:** To discuss COs and POs

The Outcomes of Courses and programmes, run for 2022-23 were discussed.

**Agenda No. 7:** Subject allocation and review teaching workload

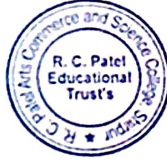
The subject allocation for upcoming academic session was discussed. It was decided that HoDs would allocate the subjects among the teachers of the department.


**Agenda No. 8:** Discussion about IQA submission and preparation for NAAC cycle 4

It was decided to prepare the HEI for IQA submission.

Sr. No.	Name of Committee member	Particular	Designation
01.	Dr. D. R. Patil	Principal	Chairman
02.	Dr. A. M. Patil	Vice-Principal	Teacher Member
03.	Dr. S. P. Patil	Teacher member	Coordinator (IQAC)
04.	Dr. R. V. Sonar	Teacher Member	Teacher Member
05.	Dr. R. C. Bhavsar	Teacher Member	Teacher Member
06.	Dr. S. G. Bacchav	Teacher Member	Teacher Member
07.	Dr. R. H. Patil	Teacher Member	Teacher Member
08.	Dr. Sanjay Bari	Principal	Senior Administrative Officer
09.	Mr. G. R. Sonar	Administrative Officer	Member

  
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Dr. D. R. Patil

## ACTION TAKEN REPORT

**Agenda No. 4:** Induction for students and newly appointed teachers

An Induction program for the students organized faculty wise. They were informed about the college, career, opportunities and prospect. New teachers were orientated through an induction organized by IQAC.

**Agenda No. 5:** Formation of various committees

The committees such as Admission, Induction, Women's Cell, Anti- Ragging, Sexual Harassment Prohibition, Cultural, Literary Association, Science Club, Library Committee, Examination, Committee, Placement Cell, Feedback Committee etc. were formed under the guidance of the principal.

**Agenda No. 8:** Discussion about IIQA submission and preparation for NAAC cycle 4

Committees for data validation were prepared and communicated.

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IQAC Co-ordinator

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