



**ACJMC**

# Akola College of Journalism

Govt. of Maharashtra Recognized, S.G.B.A University affiliated College

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Date: - 03/06/2021


## Notice


The meeting of IQAC is scheduled on 13/06/2021 at 04:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of IQAC meeting held on 27/01/2021.
2. Review of NAAC work.
3. Planning of Extension Activities for Academic Year 2021-22.
4. To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute.
5. To use ICT facilities for Teaching and Learning.
6. To take membership of National and International Journals
7. To prepare HR Manual and Formulate Appraisal Mechanism.
8. To decide plan of action for NAAC Dates.
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

  
IQAC COORDINATOR  
IQAC-COORDINATOR  
Akola College of Journalism  
Shastri Nagar, Akola

  
PRINCIPAL  
Officiating Principal  
Akola College of Journalism  
Shastri Nagar, Akola



Date : 13/06/2021

## **Minutes of Meeting**

The chairman Smt. Sumantai Kotarange occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting: -

**Agenda:1** Confirmation and Review of Minutes of first IQAC meeting held on 27/01/2021.

**Resolution:** Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 27/01/2021 unanimously approved.

**Agenda:2** Review of NAAC work.

**Resolution:** Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work. Prof. Rama K. Suradkar and Prof. Amol Devare were in charge of the changes suggested

**Agenda:3** Planning of NSS/ Extension Activities for Academic Year 2021-22.

**Resolution:** Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2021-22 is to be done. Mr Sumedh Wagh (NSS & Extension Activities Coordinator) handed over responsibility for the same.

**Agenda:4** To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute

**Resolution:** Thorough discussion was made and it was decided that Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute is to be initiated. By consent of All responsibility of Face Value Enrichment has been given to Hon. Principal Prof. Kuldipika P. Borkar and NAAC Coordinator Dr. Jaya H. Wajire

**Agenda:5** To use ICT facilities for Teaching and Learning.

**Resolution:** It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

**Agenda:6** To take membership of National and International Journals

**Resolution:** It was brought to the notice of all IQAC members that membership of National and International Journals is required to enable faculty and students e-resources available related to library. Thorough discussion was made and it was decided to take membership of National and International Journals. This responsibility is given to Librarian for taking membership of National and International Journals and instructed to submit report to IQAC.

**Agenda:7** To prepare HR manual and Appraisal Mechanism

**Resolution:** It was brought to the notice of all IQAC members HR Manual or code of conduct required on 7th Criteria of NAAC. Thorough discussion was made and it was decided to prepare HR Manual. Responsibility of same has been given to NAAC Coordinator and Team.


**Agenda:8** To decide plan of action for NAAC application.

**Resolution:** It was brought to the notice of IQAC that, IIQA was submitted to NAAC


as decided in last IQAC meeting. After the IIQA approval, college IQAC is preparing to submit SSR to NAAC.

**Agenda:10** Issue with the permission of the chair.

**Resolution:** As there were no issues to discuss meeting was concluded with vote of thanks to all present. Now, college IQAC is preparing to submit SSR to NAAC.

  
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## Action Taken Report

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism restructured and implemented from Academic Year 2019-20.
2	To take membership of National and International Journals	Membership of National and International Journals has been taken.
3	To prepare code of conduct for all stakeholders (HR Manual)	Code of conduct for all stakeholders (HR Manual is prepared.)
4	To decide plan of action for NAAC application.	IIQA was approved and IQAC is prepared first draft of SSR for discussion

  
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