

## Internal Quality Assurance Cell (IQAC) Meeting – 08.05.2018

Under the chairmanship of the Director, Dr. Anil Sharma, a meeting of the Internal Quality Assurance Cell was held today dated 08.05.2018 to discuss on the following agenda:

### **Following members were present for the meeting:**

- Dr. Anil Sharma, Director, GHIMR
- Dr. Rajani Kumar, Asst. Professor
- Dr. Mubina Saifee, Asst. Professor
- Dr. P.L Thakur, Asst. Professor
- Dr. Swati Padole, Asst. Professor
- Mr. Umesh Sharma, Vice President, JBJS
- Mr. Roshan Dambhare, Admin Office Incharge
- Ms. Shubhangi Bhingare, Office Assistant
- Mr. Sanjay Chimalwar, Ex- Registrar, RTMNU

### **Agenda:**

1. Formation & approval of Internal Quality Assurance Cell (IQAC)
2. Vision, Objectives and functions of the cell
3. Plan of action so as to ensure efficient and progressive performance of academic, administrative and financial tasks.
4. **Review of policies & ratification**
5. Ratification of various committees & its roles and responsibilities
6. Enhancement of academic results.
7. Quality assurance and initiative measures

### **Implementation:**

1. Committee members as well as the staff of GHIMR were made aware about the establishment of the cell, its members and the roles and responsibilities which it would undertake.

2. Vision, Mission, Objectives and functions of the cell was communicated by the chairperson to the members of the cells as well as the teaching and non-teaching staff of the institution.
3. The Academic Co-ordinator presented the Academic Calendar, for the coming semester. The curricular and co-curricular activities were elaborately discussed. Few addition in the extension activities such as Blood Donation Camp and Cleanliness Drive on the occasion of Gandhi Jayanti was suggested and incorporated in the Calendar.
4. The existing & prevailing policies are discussed & reviewed. Detailed review of following policies was taken
  - HR Policies.
  - Administrative policies
  - Academic policies
5. In order to strengthen the academic performance, the academic co-coordinator was asked to define the roles and responsibility of the teachers in improving the skills and knowledge among students.
6. Internal evaluation process to be strengthened through regular assignments, class tests, presentations, quizzes etc. IQAC ratified & approved academic and administrative committees & their roles and responsibilities viz Annual Cultural and Sports, Students Council, Examinations, Purchase, Discipline, Admissions, Training & Placement, Library, Committee for SC/ST, Women Cell, Grievance Redressal Committee, Anti- ragging committee, OBC cell, Internal Compliant Committee, Minority cell etc.
7. Members of IQAC and staff were informed that the college would be registering for accreditation, hence quality of work needs to be assured.

Dr. Anil Sharma. Director