**Shetkari Shikshan Sanstha's college of management and commerce**

**Internal Quality Assurance Cell (IQAC)**

Date: 27.05.2024

**SIET/IQAC/2024-25/Meeting 01**

**Circular for IQAC Meeting**

1st Internal Quality Assurance Cell (IQAC) Meeting is scheduled on 03.06.2024 for the Academic Year 2024-2025. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

**Venue: Board Room**

**Time:10.00 am**

**Agenda:**

1. Principal -Welcome Address

2. Review of IQAC Report and improvements of 2023-2024-Dean Academics

3. Feedback on curriculum by stakeholders

4. Adopting Design Thinking approach in teaching methodologies

5. Conduction of External/Internal Audit

6. Approval of plan of Action for the academic year 2024-2025

7. Approval of sanctioned Budget

8. Discussion on funding proposals, patent and copyright

9. Placement and Training activities

10. Conduction of Academic and Administrative Meetings

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**Internal Quality Assurance Cell (IQAC)**

**Minutes of IQAC Biannual Meeting I dated 03.06.2024**

WThe Minutes- 1st IQAC- Biannual meeting for the academic year 2024-2025 were presented and approved by the members.

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| Item.  No | Points Discussed | Target | Responsibility |
| 1. | The principal and chairperson of IQAC greeted and welcomed all the members present for the meeting. | | |
| 2. | The Principal proposed the faculty  requirements for the academic year | June | - |
| 3. | **IQAC Programs and Initiatives by IQAC**  IQAC coordinator presented various  initiatives and activities.  The major points covered in the presentation are  • Action Taken on the minutes of the previous meeting  • NAAC - Cycle 2 documents preparation  • Documents submitted for various rankings such as NIRF, India Today and Career360  • Collection of Feedback on faculty by the students either online or offline mode. | - | - |
| 4. | Proposed to offer more scholarship schemes for the benefit of students due to the COVID- 19 pandemic situation. | - | - |
| 5. | Requested to provide the percentage of students willing for placement, entrepreneurship, and higher studies and also mention the current status of the same. | - | Placement  Coordinator |
| 6. | Discussed faculty and students' participation in FDP/STTPs. |  |  |
| 7. | It is proposed to conduct a Board of Studies meeting and an Academic Council meeting to finalize the syllabus revision of the R2021 Curriculum and finalize Major and Minor Verticals.  • BoS Meeting  • Academic Council  • Governing Council | August 2023 | Dean Academics |
|  | Appreciated the structure followed in Curriculum framing. They further added that having the Curriculum Development Committee incorporate the stakeholder’s  input and deliberating the contents of the syllabi is a perfect practice. | - | - |
| 8. | IQAC Coordinator presented various initiatives and activities of IQAC. The major points covered in the presentation are:  • Action taken on the minutes of the previous academic year meeting. The members approved the same.  • IQAC plans scheduled for the academic year 2024-2025  • Major achievements/reforms from April 2023 to June 2024  • NAAC File preparation for the visit scheduled in the upcoming month. | - | NAAC Coordinator |
| 9. | IQAC Coordinator consolidated the points discussed and presented the concluding remarks. | | |
| 10. | Dean Academics thanked all the members present in the meeting for the useful deliberations made. | | |