New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Notice**

Date: 23rd August, 2021

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on Tuesday, 24th August, 2021 in Principal’s cabin under the chair of Hon’ble Principal at 11:00 am

**Agenda**

1. To read and confirm the minutes of previous meeting

2. To prepare plan of action for submitting the NAAC SSR

3. Allocation of work about NAAC.

4. To form API Scrutiny Committee.

5. To prepare a working schedule.

6. To discuss and take review of progress about starting NCC.

7. To take review of progress about alumni registration.

8. To discuss about issues related to college website

9. Discuss about organization of various conference, workshops and research projects.

10. To discuss and review about the mentoring system.

11. To discuss and review about the feedback system.

12. Any other issue with the prior permission of the honorable chair

 Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Minutes**

A meeting of the IQAC was conducted on 24th August, 2021 at 11:00 am in Principal’s cabin under the chair of the Honorable Principal.

Following members were present for the meeting-

1. Shri. J. D. Shetye

2. Mrs Maya Sawant

3. Mr. Jaywant Vichare

4. Mr. Yogesh Sarpotdar

5. Dr. Shrinath Kavade

6. Dr. M. S. Bavadhankar

7. Dr. R. S. Mali

8. Dr. R. M. Marathe

9. Dr. R. B. Kamble

10. Dr. V. B. Berde

11. Dr. D. V. Lawate

12. Dr. Ranjan Khatu

13. Mr. R. N. Kamble

14. Mr. D. M. Kshirsagar

15. Mr. K. M. Sawant

16. Mr. K. G. Mankar

17. Ms. Sanjana Kanagal

At the outset, the coordinator welcomed the Honorable chairperson and members present in the meeting and requested Honorable chairman to commence the business of the meeting of IQAC. The Honorable Chairman also welcomed members.

**Item no 1. Read and confirm the minutes of last meeting.**

 The minutes of the meeting held by IQAC dated 3rd May, 2021 were read and confirmed.

**Item no. 2. To prepare plan of action for submitting the NAAC SSR**

After discussion the following plan of action was prepared.

|  |  |
| --- | --- |
| 2/9/2021 | Faculty meeting |
| Up to 5/9/2021 | Criterion wise format will be given. |
| 7/9/2021 | IQAC meeting |
| 20/9/2021 | Submission of criteria wise data by the department and committees. |
| 20/9/2021 to 7/10/2021 | Data feeding by data disk committee. |
| 8/10/2021 to 10/10/2021 | Review of the data.  |
| 11/10/21 to 15/10/2021 | presentations by the departments and Committees |
| First week of November | Offline feeding of SSR and submission of IIQA |

**Item no 3. Allocation of work about NAAC**

|  |  |
| --- | --- |
| Hon. Principal and Co-ordinator | NAAC SSR part 1 and IIQA submission |
| Criterion in charge | 1. Preparation and submission of formats to departments and committees 2. Preparation and filling of criterion wise data as per prescribed NAAC manual3. Preparation of formats of each criterion.  |
| Head of Department & Committee in charge | Timely submission of data. |
| Website Committee | To update website  |
| Data Desk Committee | Filling of NAAC manual with the help of criterion in charge |
| SSS Committee | Prepare data of the students. Undertake training of students.Conduct demo of satisfaction survey(at least two time before the peer team visit. ) |
| Feedback Committee | Prepare and submit feedback reports year wise.Prepare all necessary documents.  |
| Correspondence Committee | All related correspondence to NAAC up to completion of the 4th cycle process. |
| Office | Timely submission of data. |

**Item no 4.To form API Scrutiny Committee.**

It was decided to form a API scrutiny committee.

**Item no 5. To prepare a working schedule**

A working schedule of the college during the pandemic period will be discussed in the faculty meeting.

**Item no. 6 To discuss and take review of progress about starting NCC**

Hon'ble Principal stated that, the college has got positive response from the authority and it is expected to introduce NCC during this academic year.

**Item no 7. To take review of progress about alumni registration**

Hon'ble Principal stated that, the formalities for the registration of Alumni have been done by alumni association. We are waiting for sanction.

**Item no 8. To discuss about issues related to college website**

The technical issues aroused in the website have been resolved by communicating the concerned agency and data feeding on website can be done through website committee.

**Item no 9. Discuss about organization of various conference, workshops and research projects.**

All the departments will organize online conference and workshops and faculty members are appealed to undertake research projects.

**Item no 10. To discuss and review about the mentoring system**

The review of mentoring system was taken and it was decided that the structured format will be implemented after normal working of the college.

**Item no 11. To discuss and review about the feedback system**

The feedback system on online mode is done.

**Item no 12. Any other issue with the prior permission of the honorable chair**

1. Dr. R. B. Kamble suggested introducing university certificate course. It was decided to start certificate courses in the college by various departments
2. On the occasion of silver jubilee of the college it was decided to organize various activities and prepare a report and documentary.

Meeting was ended with vote of thanks by Dr. R. B. Kamble

 Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Minutes**

A meeting of the IQAC was conducted on 07th September, 2021 at 11:00 am in Honorable Principal’s cabin under the chair of the Honorable Principal.

Following members were present for the meeting-

1. Shri. J. D. Shetye

2. Mrs Maya Sawant

3. Mr. Jaywant Vichare

4. Mr. Yogesh Sarpotdar

5. Dr. Shrinath Kavade

6. Dr. M. S. Bavadhankar

7. Dr. R. S. Mali

8. Dr. R. M. Marathe

9. Dr. R. B. Kamble

10. Dr. V. B. Berde

11. Dr. D. V. Lawate

12. Dr. Ranjan Khatu

13. Mr. R. N. Kamble

14. Mr. D. M. Kshirsagar

15. Mr. K. M. Sawant

16. Mr. K. G. Mankar

17. Ms. Sanjana Kanagal

At the outset, the coordinator welcomed the Honorable chairperson and members present in the meeting and requested Honorable chairman to commence the business of the meeting of IQAC. The Honorable Chairman also welcomed members.

**Item No. 1: To Read and confirm the minutes of previous meeting**

The minutes of the meeting held by IQAC dated 24th August, 2021 were read and confirmed.

**Item No. 2: To discuss about the progress of preparation of NAAC manual**

Dr. K. R. Chavan explained the progress of preparation of NAAC manual and further conveyed that AQAR for academic year 2019-20 has been successfully submitted on 31st August, 2021.

**Item No. 3: To organize Quality Culture Development Program**

Discussion was held about organizing NAAC Assessment Preparation program under Quality Culture Development Program. It was decided to invite Dr. Dnyaneshwar Shirsat, Assistant Professor, Anandibai Raorane College, Vaibhavwadi.

**Item No. 4: To discuss the organization of programs and plans for celebration of silver jubilee of the college and celebration of “Amrit Mohatsava” of New Education Society – Our Institution**

Discussion was held on the programs to be organized for celebration of silver jubilee of the college and “Amrit Mohatsava of our institution and it was decided to organize various programs under all departments and committees under the title of Silver Jubilee and “Amrit Mahotsava” for the academic year 2021-22

**Item No. 5: To discuss about introduction of College Scholarship**

Dr. K. R. Chavan proposed to introduce the scheme of College Scholarship to offer financial assistance to the economically backward students who are not eligible for government scholarship. The scheme was supported by all the members and they conveyed their consent immediately.

**Item No. 6: Any other issues with the prior permission of the chair.**

No discussion on this point.

The meeting was concluded with vote of thanks by Dr R. A. Shevade.

Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Notice**

**23/10/2021**

**Meeting Notice**

The meeting of IQAC is scheduled on Monday 25thOctober 2021 at 3.00 pm in the Principal's cabin.All the members are requested to attend the meeting.

**AGENDA**

1) To read and confirm the minutes of previous meeting.

2) To plan for preparing criterion wise SSR.

3) To discuss and plan of presentation of Department and Committees.

4) Any other points with the prior permission of the chair

Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Minutes**

A meeting of the IQAC was conducted on 25th October, 2021 at 11:00 am in Honorable Principal’s cabin under the chair of the Honorable Principal.

Following members were present for the meeting-

1. Shri. J. D. Shetye

2. Mrs Maya Sawant

3. Mr. Jaywant Vichare

4. Mr. Yogesh Sarpotdar

5. Dr. Shrinath Kavade

6. Dr. M. S. Bavadhankar

7. Dr. V. B. Berde

8. Dr. R. A. Shevde

9. Mr. D. M. Kshirsagar

10. Dr. Ranjan Khatu

11. Mr. R. N. Kamble

12. Dr. D. V. Lawate

13. Dr. R. S. Mali

14. Mr. K. M. Sawant

15. Dr. R. B. Kamble

16. Mr. Prathamesh Kamble

At the outset, the coordinator welcomed the Honorable chairperson and members present in the meeting and requested Honorable chairman to commence the business of the meeting of IQAC. The Honorable Chairman also welcomed members.

**Item No. 1. To read and confirm the minutes of previous meeting**

 The minutes of the meeting held by IQAC dated 7th September 2021 were read and confirmed.

**Item No. 2.To plan for preparing criterion wise SSR**

After discussion the plan of action was prepared.

Submission of data by department and committee

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Date | Criterion | Time |
| 1 | 22/11/2021 | I,II | 11:30 to 01:00 pm. |
| 2 | 23/11/2021 | III, IV | 11:30 to 01:00 pm. |
| 3 | 24/11/2021 | V, VI | 11:30 to 01:00 pm. |
| 4 | 25/11/2021 | VII | 03:00 to 04:00 pm. |

**Item No. 3.To discuss and plan of presentation of Departments and Committees**

After discussion the following plan of action was prepared.

 Presentation by the Department

|  |  |  |
| --- | --- | --- |
| Sr. No. | Date | Department / Committee |
| 1 | 1/12/2021 | Botany, Zoology, Chemistry |
| 2 | 2/12/2021 | Computer Science,Mathematics, Commerce, |
| 3 | 3/12/2021 | Hindi, Marathi, English,Economics and Political science |
| 4 | 4/12/2021 | NSS, Cultural, DLLE, WDC, Sports |

Item No. 4.Any other points with the prior permission of the chair

No any other point was raised for discussion.

Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Notice**

23/12/2021

**Meeting Notice**

The meeting of IQAC is scheduled on Friday 24th December, 2021 at 3.00 pm in the Principal's cabin. All the members are requested to attend the meeting.

**AGENDA**

1. To read and confirm the minutes of previous meeting.

2. To discuss about plan for submitting final SSR

3 To schedule the presentations of departments and committees

4. To discuss about organizing quality culture development program

Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Minutes**

A meeting of IQAC was conducted on Friday, 24th December, 2021 at 11:00 am in Honorable Principal’s cabin under the chair of Honorable Principal

Following members were present for the meeting:-

1. Shri J.D.Shetye
2. Smt. Maya Sawant
3. Mr. Jayawant Vichare
4. Mr. Yogesh Sarpotdar
5. Dr. Shrinath Kawade
6. Dr. M. S. Bavadhankar
7. Dr. R. M. Marathe
8. Dr. V. B. Berde
9. Dr. R. A. Shevade
10. Mr. D. M. Kshirsagar
11. Dr. R. S. Khatu
12. Mr. R. N. Kamble
13. Dr. D. V. Lawate
14. Dr. R. S. Mali
15. Dr. R. B. Kamble
16. Mr. K. M. Sawant
17. Mr. Prathamesh Kamble

At the outset, the co-ordinator welcomed the Honorable Chairperson and members present for the meeting and requested Honorable Chairman to commence the business of the meeting of IQAC. The Honorable chairman also welcomed the members

**Item no. 01:- To read and confirm the minutes of previous meeting**

The minutes of the meeting held by IQAC dated 25th October, 2021 were read and confirmed.

**Item No. 02:- To discuss about plan for preparing final SSR.**

Discussion was held and it was decided that final SSR drafting will be started from 15th February, 2022.

**Item No. 03:- To schedule the presentation of the departments and committees.**

Discussion was held and the following was finalized for presentations of the departments and committees.

|  |  |  |
| --- | --- | --- |
| Sr. No. | Date | Department/ Committees |
| 1 | 03/01/2022 | Botany, Zoology, Chemistry  |
| 2 | 04/01/2022 | Computer Science, Mathematics and Commerce |
| 3 | 05/01/2022 | Hindi, Marathi, English, Economics and Political Science |
| 4 | 06/01/2022 | NSS, DLLE, WDC, Cultural, Sports committee |

**Item No.04:- To discuss about organization of IQAC Quality Culture Development** **Programme**

After discussion it was decided to organize Quality Culture Development Programme for faculty and non -teaching staff.

**Item No.05:- Any other point with prior permission of the chair**

No any other point was raised for discussion.

Meeting was concluded with vote of thanks by Dr. R. A. Shevade.

Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Notice**

Date: 28th February 2022

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on Thursday, 3rd March 2022 in Principal’s cabin under the chair of Hon’ble Principal at 11:40 am

**Agenda**

1. To read and confirm the minutes of previous meeting

2. To take review of SSR data filling and to decide the SSR submission date

3. To prepare plan for submission of IIQA

4. To discuss about requirement departmental information for SSR filling

5. Any other issue with the prior permission of the honorable chair

 Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Minutes**

A meeting of the IQAC was conducted on March 3, 2022 at 11:40 am in Principal’s cabin under the chair of the Honorable Vice-Principal

Following members were present for the meeting-

1. Shri. J. D. Shetye

2. Mrs Maya Sawant

3. Mr. Jaywant Vichare

4. Mr. Yogesh Sarpotdar

5. Dr. Shrinath Kavade

6. Dr. M. S. Bavadhankar

7. Dr. R. S. Mali

8. Dr. R. M. Marathe

9. Dr. R. B. Kamble

10. Dr. V. B. Berde

11. Dr. D. V. Lawate

12. Dr. Ranjan Khatu

13. Mr. R. N. Kamble

14. Mr. D. M. Kshirsagar

15. Mr. K. M. Sawant

16. Mr. K. G. Mankar

17. Ms. Sanjana Kanagal

18. Mr. Prathamesh Kamble

At the outset, the coordinator welcomed members present in the meeting and commenced the business of the meeting of IQAC.

**Item no 1. Read and confirm the minutes of last meeting.**

 The minutes of the meeting held by IQAC dated 24th December, 2021 were read and confirmed.

**Item no. 2. To take review of SSR data filling and to decide the SSR submission date**

 Discussion was held regarding preparation of SSR and it was decided to fill the SSR criteria wise from 11th March to 31st March, 2022. It was further decided to prepare the draft of SSR in first week of April, 2022

**Item no 3. To prepare plan for submission of IIQA**

 After discussion it was decided to submit IIQA in second week of April, 2022

**Item no 4. To discuss about requirement departmental information for SSR filling**

 Discussion was held and it was decided to collect the departmental information remaining if any till 10th March, 2022.S

**Item no 5. Any other issue with the prior permission of the honorable chair**

 Dr. Kalpit Mhatre raised an issue regarding the correction in the name of the college. Discussion was held and it was decided to correct the name of the college in the records of AISHE.

 Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, Co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell

**Notice**

Date: 4th July, 2022

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on Monday 11th July, 2022 in Principal’s cabin under the chair of Hon’ble Principal at 11:40 am

**Agenda**

1. To read and confirm the minutes of previous meeting

2. To take review of SSR data filling and to decide the SSR submission date

3. To prepare plan for submission of IIQA

4. To discuss about requirement departmental information for SSR filling

5. Any other issue with the prior permission of the honorable chair

 Sd/- Sd/-

 Dr. K. R. Chavan Dr. A. S. Kulkarni

IQAC, co-ordinator Principal

New Education Society’s

Arts, Commerce and Science College, Lanja

**Internal Quality Assurance Cell (IQAC)**

Date: 11th July, 2022

**Minutes**

 A meeting of IQAC was conducted on Monday, 11th July, 2022 at 3:00 pm in Honorable Principal’s cabin under the chair of Honorable Principal, Chairman of IQAC.

 Following members were present for the meeting:-

1. Shri J. D. Shetye

2. Mrs. Maya Sawant

3. Mr. Jaywant Vichare

4. Mr. Yogesh Sarpotdar

5. Dr. Shrinath Kawade

6. Dr. M. S. Bavadhankar

7. Dr. V. B. Berde

8. Dr. R. A. Shevde

9. Dr. R. M. Marathe

10. Mr. D. M. Kshirsagar

11. Dr. R. S. Khatu

12. Mr. R. N. Kamble

13. Dr. D. V. Lawate

14. Dr. R. S. Mali

15. Dr. R. B. Kamble

16. Mr. K. M. Sawant

 At the outset, the coordinator welcomed members present in the meeting and commenced the business of the meeting of IQAC.

**Item No. 01: To read and confirm the minutes of previous meeting.**

 The minutes of the meeting held by IQAC dated 03rd March, 2022 were read and confirmed.

**Item No. 02: To discuss about submission of AQAR 2020-21.**

Discussion was held and it was decided to submit the AQAR well in time as the rough draft is prepared.

**Item No. 03: To discuss about application for IIQA and preparing final draft of SSR.**

 Discussion was held on submission of IIQA. After discussion it was decided that the schedule of submission of SSR will be planned and discussed in the next meeting of IQAC. Due to construction of third floor is in progress and interior work of second floor is not completed so it was recommended by the Chairman, New Education Society that the final submission of SSR will be decided later and accordingly IIQA will be send.

**Item No. 04: To discuss the academic planning of the college and departments.**

 It was decided that academic planning committee will submit the academic calendar as per the departmental planning and committee plans.

**Item No. 05: To take review of results.**

 The review of result was taken and Honorable Principal congratulated all the departments for good performance.

**Item No. 06: To finalize the applications for short term certificate courses and skill oriented courses.**

IQAC received following applications:

1. Department of Chemistry – Soft Skill Programme – Instrumental Methods.

2. Department of Chemistry – Soft Skill Programme – Micro Scale Techniques

3. Department of BAF – Soft Skill Certificate course – Managerial Skill Development Course

4. Department of Computer Science and BAF – Short Term Course on Information Technology and Financial Literacy.

5. Competitive Exam Committee and Department of BAF – Certificate Course for IBPS

**Department of Mathematics-**

6. Bridge course in Mathematics

7. Certificate course Laplace transform and its applications

8. Certificate course in Programming

9. Training course for IIT and JAM

10. Language Development course

11. Department of BAF – Certificate course in Spoken English

**Department of Zoology**

12. Ornamental Fish Farming

13. Bee Keeping

14. Vermi Composting

15. Field Course in Ornishology

16. Mangrove Biodiversity

**Department of Hindi**

17. Bridge course in Hindi

18. Soft Skill Development course

**Department of Commerce**

19. Advance Excel

20. Share Market – Financial Literacy

21. Spoken English Course

22. Company Secretary

**Department of English**

23. Certificate course in Basic English Grammar

24. Certificate course in Advance English Grammar

25. Certificate course in Spoken English

**Department of Economics and Political Science**

26. Professional Insurance Agency short term course

27. Travel and Tourism Management short term course

**Department of Botany**

28. Nursery Development and Management

29.

**Department of Marathi**

30. Elocution and Anchoring course

31. Course in Interview Technique

32. National Service Scheme – Tourist Guide Training

33. Department of Political Science – Local Self Government

 All the above applications were discussed and accepted by IQAC. Dr. K. R. Chavan recommended forming a review committee to take follow up of these courses and to prepare the schedule. The said schedule will be given to all departments and committees.

 Yoga training course has been already conducted by NSS and Gymkhana committee from 4th June to 21st June. IQAC congratulated the committee for successfully conducting the Yoga course.

**Item No. 07: To discuss about IQAC Quality Culture programs**

 Discussion was held and it was decided to conduct following quality culture development programs-

1. Program on MOOC and SWAYAM

2. New Education Policy – guidance session

3. Workshop on Research and use of statistical techniques like SPSS, Excel, STATA, etc.

4. To conduct sessions of staff academy

5. Workshop on Intellectual Property Rights

6. Guidance session for Non-teaching staff for office management

7. Workshop on Stress management and sound relationships for non-teaching staff

8. Organisation of workshops and seminars to be conducted by departments and committees

9. Conducting student’s placement

10. Field trips and field visits

11. Continuous Internal Evaluation

12. Feedback of stakeholders

13. To organize district level and zonal level sport activities

14. To organize inter class research competition

**Item No. 08: Any other issue with prior permission of the chairperson**

1. Student’s Satisfaction Survey will be conducted. A board for student’s awareness will be placed in campus.

2. Dr. K. R. Chavan, Coordinator of IQAC suggested that, Nakshtra and Srujan publication should be continued.

3. To organize student and faculty exchange program.

4. The perspective plan for the academic year 2022-23 was discussed and various programs decided in meeting will be conducted in the academic year 2022-23.

 The meeting was conducted with vote of thanks by Dr. Rajesh Mali.

**Compliance Report**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Resolution** | **Action Taken/ Compliance** |
| 1 | To prepare plan of action for submitting SSR | Plan of action was prepared |
| 2 | To form various committee and allocation of work for preparation of SSR | Committees for Website, data desk, student satisfaction survey, feedback, correspondence were formed |
| 3 | To form API scrutiny committee | Scrutiny committee for API was established |
| 4 | To review progress about Alumni registration | Review was taken and application for registration of Alumni was done |
| 5 | To organize conference and workshops  | Conference and workshops were organized |
| 6 | To collect feedback from various stakeholders | Feedback was collected online and analysed by the feedback committee |
| 7 | To Submit AQAR for 2019-20 | AQAR for 2019-20 was submitted on 31st August, 2021 |
| 8 | To organize quality culture development program | Quality culture program was organized and Dr. Dnyaneshwar Shirsat was invited as a resource person. |
| 9 | To introduce institutional level scholarship | Decided to implement it by discussing with the faculty members and management. |
| 10 | To plan for criterion wise SSR preparation | Plan was prepared |
| 11 | To preparation and submission of the data by departments and committees | Data was submitted partially by the departments and committees |
| 12 | Department and committee presentations to be conducted as per plan | Presentations were given by all the Departments and Committees before the expertise invited. |
| 13 | To organize Quality Culture Development program | Program was organised |
| 14 | To review the SSR data filling | Review was taken and it was decided to submit SSR after completion of the final draft |
| 15 | To prepare plan for submission of IIQA | IIQA will be submitted considering and taking review of data submitted by the departments and committees |
| 16 | To submit the AQAR for the academic year 2020-21 | AQAR was submitted on |
| 17 | To prepare academic plan of the college | Academic plan was prepared |
| 18 | To conduct short term certificate courses and skill oriented courses | Various departments have conducted the short term certificate courses and skill oriented courses as per committed in the previous meeting |
| 19 | To conduct awareness program for Student Satisfaction Survey | The awareness program for Student Satisfaction Survey was conducted and the board for the same is placed in the college campus |