

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting dated 28th June 2023 at 11.30 am
IQAC Room, College of Social Work, Kamptee, Dist. Nagpur

The Meeting was attended by:

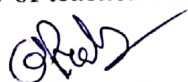
Dr. Rubeena J. Ansari	:	Principal (Officiating)
Dr. Nishant P. Mate	:	Co-ordinator IQAC
Dr. Omprakash D. Kashyap	:	Assistant Coordinator IQAC
Dr. Shashikant V. Dange	:	Teacher/Member IQAC
Mr. Aveshkharni K. Shaikh	:	Teacher/Member IQAC
Dr. Rashtrapal I. Meshram	:	Management Representative/Member
Mr. Praful K. Bagde	:	Administrative/Technical Staff Member
Ms. Rakhi Ukey	:	Alumni/Member
Mr. Pavan Shrivastava	:	Alumni/Member
Mr. Ghanshyam Chakole	:	Stakeholder & Community Representative
Ms. Harshita Nitware	:	Student/Member

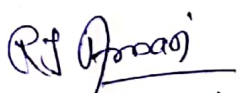
The following were unable to attend the meeting:

Mr. Pravin Mote	:	External Experts/Member
Mr. Ajay Singh	:	Employers/Industrialist/Member

The meeting deliberated on the following Agenda:

1. Reading of the previous minutes
2. Submission of pending AQAR
3. Submission of IIQA
4. Submission of AQAR and SSR with 1st level of payment
5. Review of teacher list of FDP


Dr. Nishant P. Mate
IQAC Coordinator
College of Social Work
Kamptee


Dr. Rubeena J. Ansari
Principal (Officiating)
Dr. Rubeena J. Ansari
Officiating Principal
College of Social Work, Kamptee

Minutes of the Meeting

Reading of the previous minutes

The minutes of the previous meeting was read, confirmed and recorded.

Submission of pending AQAR

Before submission of IIQA we need to submit the minimum four AQAR timely. We discussed on this AQAR with the criteria incharge and members to provide the documents accordingly their criteria to fulfill the AQAR in NAAC portal for submission of the IIQA.

Submission of the IIQA

The last date for submission of IIQA is 31st July 2023. We need the submission of IIQA before this last date, but, without the AQAR submission we can not proceed for the IIQA. Therefore we discussed with all criteria incharges and committee to provide the AQAR documents as early as possible.

Submission of AQAR and SSR with 1st level of payment

We are in last final stage of submission of SSR, and therefore we need to submit the AQAR which have remains. So, IQAC coordinator informed to the committee all data are ready for remaining AQAR and final submission of SSR. Also need the 1st level of payment for submission of final SSR.

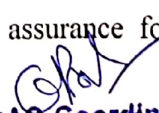
Review of Teacher List of FDP

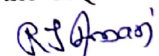
All the faculty must be developed themselves, therefore the Faculty Development Programme is very important for their bright future. In this time three faculty members i.e. Mr. Nishant Mate, Mr. Ram Butke and Mr. Girish Atram gives the application for Refresher Course from HRDC, RTMNU, Nagpur.

Action Taken Report

Submission of pending AQAR and IIQA

IQAC coordinator and members give the assurance for submitting the AQAR and IIQA before the 31st July 2023. Also Criteria Incharge and members gives the assurance for the timely given the documents regarding the AQAR. Almost the


IQAC Coordinator
College of Social Work


Dr. Rubena J. Ansari
Officiating Principal
College of Social Work, Kamptee



document of AQAR and IIQA is ready and very soon the payment of IIQA must be done in June 2023.

Submission of AQAR and SSR with 1st Level of payment

In the discussion, it was that finalized that IQAC coordinator gave the assurance about the AQAR and SSR submitted before the due date and the principal gives the assurance that the College Governing Body gives the permission for payment timely from college account for 1st level of payment of SSR.

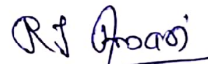
Review of teacher list of FDP

Accordingly discussion on the Faculty Development Program the IQAC committee recommends the three faculty i.e. Mr. Nishant Mate, Mr. Ram Butke and Mr. Girish Atram for Refresher Course from HRDC, RTMNU, Nagpur which will starts in August 2023.

Having deliberated on all agendas, there is no other point to discuss, the meeting ended with a vote of thanks.



Dr. Nishant P. Mate
IQAC Coordinator
IQAC Coordinator
College of Social Work
Kamptee



Dr. Rubeena J. Ansari
Principal (Officiating)
Dr. Rubeena J. Ansari
Officiating Principal
College of Social Work, Kamptee

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting dated 19th October 2023 at 11.30 am
IQAC Room, College of Social Work, Kamptee, Dist. Nagpur

The Meeting was attended by:

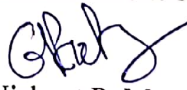
Dr. Rubeena J. Ansari	:	Principal (Officiating)
Dr. Nishant P. Mate	:	Co-ordinator IQAC
Dr. Omprakash D. Kashyap	:	Assistant Coordinator IQAC
Dr. Shashikant V. Dange	:	Teacher/Member IQAC
Mr. Aveshkharni K. Shaikh	:	Teacher/Member IQAC
Dr. Rashtrapal I. Meshram	:	Management Representative/Member
Mr. Praful K. Bagde	:	Administrative/Technical Staff Member
Ms. Rakhi Ukey	:	Alumni/Member
Mr. Pavan Shrivastava	:	Alumni/Member
Mr. Ajay Singh	:	Employers/Industrialist/Member
Mr. Ghanshyam Chakole	:	Stakeholder & Community Representative
Ms. Harshita Nitwaware	:	Student/Member

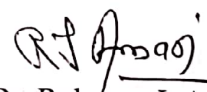
The following were unable to attend the meeting:

Mr. Pravin Mote	:	External Experts/Member
Ms. Rakhi Ukey	:	Alumni/Member

The meeting deliberated on the following Agenda:

1. Reading of the previous minutes
2. Regarding the SSR DVV Clarification
3. Purchasing Library Software
4. Review of teacher list of FDP


Dr. Nishant P. Mate
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Minutes of the Meeting

Reading of the previous minutes

The minutes of the previous meeting were read, confirmed and recorded. The AQARs are prepared timely and IIQA is submitted on 27 June 2023 and IIQA is approved on 26 June 2023. As like as our three faculty i.e. Mr. Nishant Mate, Mr. Ram Butke and Mr. Girish Atram done the Refresher Course in August 2023 from HRDC, RTMNU, Nagpur. Also done the SSR final submission with 1st level payment on 07/09/2023.

Regarding the SSR DVV Clarification

After SSR submission the DVV has made for raised some questions are raised and need to fulfill the clarification with the proper information and related documents from the IQAC.

Subscription of Library Software

Library Software is very important for the college library. SARAL Software system is backbone of the college for the students and faculty for the knowledge and skill development of both. Even, the library software is very supportive for the work of research and publishing the articles for the students and faculty.

Review of Eligible Teacher's List for FDP

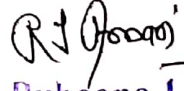
All the faculty must be developed themselves, therefore the Faculty Development Programme is very important for their bright and secured future. In this time two faculty members i.e. Mr. Rahul Jungari and Mr. Aveshkharni Sheikh gave the application for Refresher Course from Savitribai Phule Pune University.

Action Taken Report

Regarding the SSR DVV Clarification

In the discussion, it was finalize that IQAC coordinator gave the assurance about the DVV clarification submitted timely on the NAAC portal with the help of IQAC committee.


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College of Social Work
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Mr. Rubeena J. Ansari
Officiating Principal
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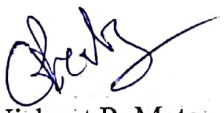
Purchasing Library Software

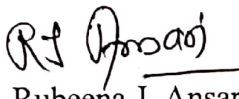
In the discussion about the Library Software that Principal Dr. Rubeen Ansari reported that college is trying to find out the better software for library which will help to the students and faculty. Also, the College Governing Body is permitted for the purchasing the Library Software.

Review of teacher list of FDP

Accordingly discussion on the Faculty Development Program the IQAC committee gave the permission for the two faculty i.e. Mr. Rahul Jungari and Mr. Aveshkharni Sheikh for Refresher Course from Savitribai Phule Pune University which starts in October 2023.

Having deliberated on all agenda, there is no other point to discuss, the meeting ended with a vote of thanks.


Dr. Nishant P. Mate
IQAC Coordinator
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College of Social Work
Kamptee


Dr. Rubeena J. Ansari
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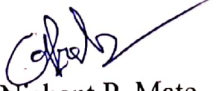
Minutes of the meeting dated 13th January 2024 at 11.30 am
IQAC Room, College of Social Work, Kamptee, Dist. Nagpur

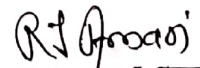
The Meeting was attended by:

Dr. Rubeena J. Ansari	:	Principal (Officiating)
Dr. Nishant P. Mate	:	Co-ordinator IQAC
Dr. Omprakash D. Kashyap	:	Assistant Coordinator IQAC
Dr. Shashikant V. Dange	:	Teacher/Member IQAC
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Mr. Pravin Mote	:	External Experts/Member
Mr. Ghanshyam Chakole	:	Stakeholder & Community Representative
Ms. Harshita Nitwaware	:	Student/Member
Ms. Rakhi Ukey	:	Alumni/Member

The meeting deliberated on the following Agenda:

1. Reading of the previous minutes
2. 2nd Level of payment for SSR and Logistics
3. Preparation for NAAC Peer Team Visit
4. Internship Program with Rohini Foundation for students
5. MoU with Prakriti Trust
6. Stakeholders meet with Alumni and NGOs, CBOs and agencies
7. Invitation for NAAC visit day to the Chairman of College Governing Body


Dr. Nishant P. Mate
IQAC Coordinator
College of Social Work
Kamptee


Dr. Rubeena J. Ansari
Principal (Officiating)
Dr. Rubeena J. Ansari
Officiating Principal
College of Social Work, Kamptee



Minutes of the Meeting

Reading of the previous minutes

The minutes of the previous meeting was read, confirmed and recorded. IQAC completed the DVV clarification on the date 01/11/2023. Our two faculty i.e. Mr. Rahul Jungari and Mr. Aveshkharni Sheikh completed the Refresher Course from Savitribai Phule Pune University which is starts from 25/10/2023 to 07/11/2023. Also purchase the Library Software i.e. Saral Library software on the 04/01/2024.

2nd Level of payment for SSR and Logistics

After the final DVV clarification, NAAC wants the 2nd Level of Payment for SSR and Logistics before the fixing the dates of NAAC Peer Team Visit. Without payments, NAAC will not provide the dates for Peer Team Visit. Also, college give the choice of hotels for logistics arrangement for the Peer Team Members.

Preparation for NAAC Peer Team Visit


NAAC Peer Team visit, we need to make the committees for the communicating and reciving to the Peer Team Chairperson and Members from Airport to Hotel. And, also this committee can bring the Peer Team members to college. In college, also done the various committee for their welcoming and take care about the proper hospitality. Also, need the technical committee for the support of Power Point Presentation and printing to the peer team members.

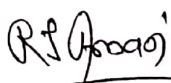
Internship Program with Rohini Foundation for students

College has done the various program in college for the students, therefore the Rohini Foundation director is communicate and request for the internship program for our some students can be done survey in Kamptee urban area.

MoU with Prakriti Trust

Our college has signed the MoU with various NGOs, CBOs and Agencies for the doing jointly program with our college. IQAC coordinator gave information about that this time also Ms. Dipali Madavi who is the program coordinator of Prakriti Trust wants to do the MoU with our college.


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Stakeholders meet with Alumni and NGOs, CBOs and agencies

Before the NAAC Peer Team visit, we need to give the whole information to our college stakeholder i.e. Alumni and NGOs, CBOs and agencies and therefore we need to organise the stakeholders meet in our college.

Invitation for NAAC visit day to the Chairman of College Governing Body

In the NAAC Peer Team Visit, this team also wants to meet with the Chairman of College Governing Body, so Principal and IQAC Coordinator can give the invitation to Chairman of College Governing Body respectfully.

Action Taken Report

2nd Level of payment for SSR and Logistics

In the discussion that finalize that Dr. Rubeena Ansari, Principal (Off.) gives assurance about the 2nd Level of Payment for SSR and Logistics timely before the fixing the dates of NAAC Peer Team. IQAC coordinator can provide the good hotels name to the NAAC which have been near to our college.

Preparation for NAAC Peer Team Visit

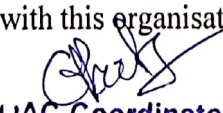
In the discussion Principal and IQAC coordinator makes the various committee for appropriate arrangements for the NAAC Peer Team visit i.e. reception committee, food committee, technical committee and others committee also.

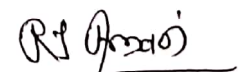
Internship Program with Rohini Foundation for students

In the discussion it was noted that our college students needs the various internship program and that program can be done the with any kind of social organisations. So, the Principal gives the permission that we can do the internship program with Rohini Foundation for the survey in kamptee urban area.

MoU with Prakriti Trust

In the discussion, Prakriti Trust want to do the MoU with our college on the subject of Human Trafficking, because of our college is in rural area and many girls are learned in our college. So, these girls need to proper knowledge and skills to handle this kind of issue. Therefore, Principal has given the permission to IQAC team to do the MoU with this organisation.


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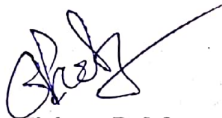
Stakeholders meet with Alumni and NGOs, CBOs, and Agencies

In the discussion that before the NAAC Peer Team visit we will organised the stakeholders meet to our college stakeholder i.e. Alumni and NGOs, CBOs and agencies for knowledge sharing and their presence in the time of NAAC Visit. Therefore, the Principal has given the direction to the IQAC Team to organised this stakeholders meet.

Invitation for NAAC Visit Day to the Chairman of College Governing Body

In the discussion that for the NAAC Peer Team Visit the presence of the Chairman of the College Governing Body, is needed, the Principal gives direction to IQAC Coordinator and team to given the invitation respectfully to our Chairman of College Governing Body.

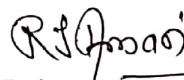
Having deliberated on all agenda, there is no other point to discus, the meeting ended with a vote of thanks.



Dr. Nishant P. Mate

IQAC Coordinator

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Principal (Officiating)

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