

PUNE DISTRICT EDUCATION ASSOCIATION'S  
**BABURAOJI GHOLAP COLLEGE, SANGVI, PUNE 411027**

Internal Quality Assurance Cell (IQAC)

ACADEMIC YEAR - 2020 - 2021

**IQAC meeting minutes and Action taken report: dated 20/6/2020 (Online)**

Agenda	Matters raised by/ suggestions given by	Outcome of discussions (minutes)	Action Taken
Review of IQAC activities of Academic Year 2019 - 2020	Dr. S. V. Jagtap	Coordinator of IQAC took review of IQAC activities held in the academic year 2019 - 2020.	To continue quality initiatives in the current academic year. The concerned staff are informed to complete the pending activities planned in previous meeting.
Plan of Academic and Non-Academic activities for the year 2020 - 2021.	Dr. N. L. Ghorpade	Principal discussed the plan of action for year 2020 - 2021 including new programs to be introduced, ISO, NIRF and also other developmental issues.	IQAC coordinator is instructed to prepare list of work to be carried out, send relevant letters to PDEA office for sanction and take periodic review.
To decide to code of conduct during COVID 19 pandemic situation	Dr. L. K. Nikam	The code of conduct during the pandemic situation is finalised.	The anti-corona committee is formulated and instructed to implement the code of conduct in college premises effectively.
Plan of action regarding submission of AQAR 2019 - 2020	Dr. S. V. Jagtap	IQAC committee decided to submit AQAR in January 2021.	AQAR related information collection responsibilities are assigned to respective criteria heads.
To initiate the process of ISO certification	Dr. S. V. Jagtap	To define all ISO processes minutely and prepare the required manuals as ISO guidelines.	The ISO committee is formulated for overall coordination and thirteen subcommittees are formed for the preparation of academic and administrative processes.
To prepare proposals for workshops, seminar and conferences	Dr. L. K. Nikam	The preparation of proposals by various college committees and departments is identified.	The concerned college committees and departments are instructed to prepare and submit proposals to BOD, SPPU, Pune.
To sign MoUs with various organisations for academic excellence	Dr. Y. B. Kholam	The requirement of MoUs for skill based courses, program and various departments is listed.	The respective department heads and coordinators are informed to make MoUs as per requirement and formats.



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Principal and IQAC Chairman

**PRINCIPAL**  
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