



**Kavikulaguru Kalidas Sanskrit
University, Ramtek**

Internal Quality Assurance Cell

Minutes of the Meeting

Date: 7th January 2022,

Time: 11.30 am

Venue - Meeting Hall No.12, Academic Building, Param
Puja Golwalkar Guruji Gurukulam, KKSU, Ramtek

Members Present:

President: Prof. Shrinivasa Varakhedi – Hon'ble Vice-Chancellor

All the Deans of the Faculty

All Statutory Officers

Heads of All the Departments

All Criteria Coordinators

All Cells and Sections In charge

All the Professors and Assistant Professors

Heads of Administrative Departments

IQAC Meeting 01 / 2022 dated 07.01.2022

Minutes of the meeting are as follows:

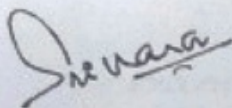
Item no 1. Expressing Gratitude for sincere contribution and efforts in achieving NAAC A+ Grade.

Internal Quality Assurance Cell, Kavikulaguru Kalidas Sanskrit University, Ramtek (IQAC), Co-ordinator Prof. Kavita Holey expressed gratitude to all the co-ordinators and all the members of the NAAC committee for their consistent efforts and dedication at the time of NAAC PEER Team visit and entire preparation of NAAC process. She humbly acknowledged and thanked all the Deans of Various Faculties, All Statutory Officers, Heads of All the Departments, Heads of Administrative Departments, other Teaching and non-teaching staff for their contribution in achieving A+ Grade in Cycle 2 of NAAC accreditation process.

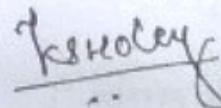
Decision: It is thereby decided to give appreciation letters and thank you letters to the concerned for impactful contribution in achieving A+ Grade in Cycle 2 of accreditation process.

Item No. 2. Regarding the analysis of the Grade Sheet provided by NAAC Accreditation (Cycle 2)

Kavikulaguru Kalidas Sanskrit University is accredited with A+ grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. In order to analyse and improve the present grade for next cycle. The present Grade points are discussed in detail in the meeting. In criterion 1- Curricular Aspects University has scored 3.59 points (Percentage - 89.66%). Feedback system of the university needs to be improved. In Criterion 2- Teaching-learning and Evaluation University has scored 3.45 points (Percentage - 86.25%) Student Satisfaction Survey needs to improve special attention to be given in strengthening digital literacy of students. In Criterion 3- Research, Innovations and Extension University has scored 3.35 points (Percentage - 79%) In this criterion university has scored less points. All the teaching departments need to be careful for further Cycle of NAAC regarding this criteria. In Criterion 4- Infrastructure and Learning Resources University has scored 3.36 points



Chairperson



Secretary

(Percentage - 84%). University has scored less in maintenance of campus. In Criterion 5- Student Support and Progression University has scored 3.21 points (Percentage - 80.25%). In this criteria support and placement needs to be taken care for further cycle. In Criterion 6- Governance, Leadership and Management University has scored 3.68 points (Percentage - 86.25%). More stress to be given on follow up of Academic and Administrative Audit. In Criterion 7- Institutional Values and Best Practices University has scored 3.27 points (Percentage - 81.75%). University should give more emphasis on Best practices. (Enclosure: 1. Grade Sheet Scores)

As per the above analysis Criteria 2, 3, 5 and 7 needs extra effort to achieve desired grade in future

Decision: Special meeting is to be scheduled for dealing with finding out the lacunas in grading process with action plan.

Item No. 3. Regarding instillation of IQAC Director and Co-ordinator.

Appreciating the efforts of the precious Director Prof. Nanda Puri and Co-ordinator Prof. Kavita Holey, Chairperson has announced that the new Internal Quality Assurance Cell Director will be Prof. Kavita Holey and Co-Ordinator will be Prof. Parag Joshi. All the members agreed and congratulated new Director and Co-ordinator.

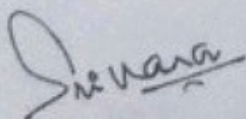
Decision: It is to inform to the authority to issue office order to Prof. Kavita Holey as IQAC, Director and Prof. Parag Joshi as IQAC, Co-Ordinator

Item No. 4. Regarding the instillation of Criterion Coordinator and Co-ordinators

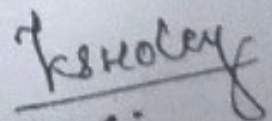
NAAC Cycle 2 Criteria Coordinators were appreciated by IQAC, Criteria-wise list of co-ordinators is as follows:

Criterion 1: Curricular Aspect- Prof. Harekrishna Agasti

Criterion 2: Teaching - Learning and Evaluation- Prof. Kirti Sadar



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Criterion 3: Research, Innovation and Extension- Dr. Rajendra Jain

Criterion 4: Infrastructure and Learning Resources - Dr. Dipak Kapade

Criterion 5: Student Support and Progression - Dr. Rajshri Meshram

Criterion 6: Governance, Leadership and Management- Prof. Parag Joshi

Criterion 7: Institutional Values and Best Practices- Prof. Kalapini Agasti

Decision: New Criteria Coordinators and Co-Coordinators are instilled for further preparation of NAAC accreditation process. List is as follows:

Criterion 1: Curricular Aspect- Prof. Harekrishna Agasti (Coordinator)
Dr. Raghavendra Bhat (Co-Coordinator)

Criterion 2: Teaching - Learning and Evaluation- Prof. Kirti Sadar Prof.
(Coordinator) Dr. Aashish J (Co-Coordinator)

Criterion 3: Research, Innovation and Extension- Prof. Kalapani Agasti
(Coordinator) Shri Mithilesh Bhakare (Co-Coordinator)

Criterion 4: Infrastructure and Learning Resources - Dr. Dipak Kapade
(Coordinator) Shri. Rajivranjan Mishra (Co-Coordinator)

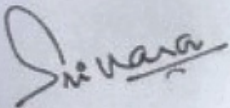
Criterion 5: Student Support and Progression – Dr. Jaywant Chaudhari
(Coordinator) Dr. Shweta Sharma (Co-Coordinator)

Criterion 6: Governance, Leadership and Management- Prof. Parag Joshi
Prof. (Coordinator) Mr. Kartik Bhagwat (Co-Coordinator)

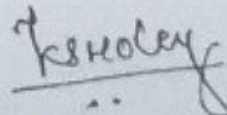
Criterion 7: Institutional Values and Best Practices- Mr. Shrinivas J
(Coordinator) Shri. Amit Bhargava (Co-Coordinator)

ODL Coordinator: Dr. Hrishikesh Dalai (Coordinator) Ms. Shrivarada
Malage (Co-Coordinator)

It is to inform to the authority to issue office order to Criteria Coordinators,
Co-Coordinators and ODL Director.



Chairperson



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Item No. 5. Regarding preparation of Action Plan on the recommendations made by NAAC PEER Team.

NAAC PEER team has suggested few recommendations for Quality Enhancement of the Institution:

1. ODL to be strengthened and more number of online courses move to started.
2. Govt. May be approved to full fill the vacancies and sensation more teaching position.
3. One nearby village may be made Sanskrit village.
4. All the non-teaching staff are to be trained through spoken Sanskrit.
5. Through out reach programmes Bala Kendra May be started.

Decision: Forwarded to concerned authority for further action.

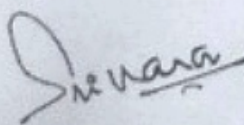
Item No. 6. Regarding the Quality Enhancement of the Institution it is important to take action for strengthening the IQAC.

Internal Quality Assurance Cell of the University strives to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University. It needs to be strengthened with proper support system for that one officer level person is to be appointed for IQAC and for handling the technical matter one technical support from IT is to be hired.

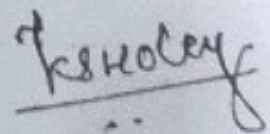
Decision: Hon'ble Vice- Chancellor to take decision for appointing Officer Level Personal for IQAC, for Technical Support 50% utilization (Half Day or 3 days per week as per requirement) of Shri Pavan Kalambe, Technician, Maharshi Panini Computer and Technology Centre KKSU was announced in the meeting.

Item No. 7. Hiring technical support for preparation of Third cycle of NAAC

In the Cycle 2 of NAAC Accreditation process university has got A+, it is indeed the matter of pride for all of us but at the same time the responsibility to maintain the current grade and achieve higher aspirations, it was decided that university must go for digital data preservation and collection process.



Chairperson

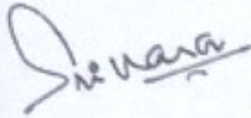


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Decision: Consulting various companies for submission of AQAR and SSR, demo session can be taken.

Item No. 08. Any other item with the permission of Chairperson.

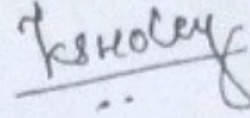
No other item was presented and the meeting ended with vote of thanks to the Chairperson and other members by Co-ordinator Prof. Kavita Holey.



Chairperson

Prof. Shrinivasa Varakhedi

Hon'ble VC



Secretary

Prof. Kavita Holey

Co-ordinator, IQAC

Action Taken Report of IQAC Meeting Held on 07-01-2022

Item No.	Item	Decisions	Action Taken
1.	Expressing Gratitude for sincere contribution and efforts in achieving NAAC A ⁺ Grade	It is hereby decided to give appreciation letters and thank letters to the concerned for impactful contribution in achieving A ⁺ Grade in Cycle 2 of accreditation process	Appreciation and thanks letters given to all criteria coordinators along with NAAC task force team on the occasion of republic day 26/01/2022. A sample copy of appreciation letter is attached herewith.
2.	Regarding the analysis of the Grade Sheet provided by NAAC Accreditation (Cycle2)	Special meeting is to be scheduled for dealing with finding out the lacunas in grading process with action plan	Internal meeting of IQAC members was held on the 07/01/2022 immediately after the regular meeting of IQAC and perspective plan was discussed to come over the lacunas mentioned in previous assessment.
3.	Regarding instillation of IQAC Director and Co-ordinator.	It is to inform to the authority to issue office order to Prof. Kavita Holey as IQAC, Director and Prof. Parag Joshi as IQAC, Co-Ordinator.	Prof. Kavita Holey & Prof. Parag Joshi were nominated as Director & Coordinator of IQAC by office order dated 04/02/2022, Letter No. KKSU/GA/2022/65.
4.	Regarding the instillation of Criterion Coordinator and Co-Coordinators.	New Criteria Coordinators and Co-Coordinators are instilled for further preparation of NAAC accreditation process. List is as follows: Criterion 1: Curricular Aspect- Prof. Harekrishna Agasti (Coordinator) Dr. Raghavendra Bhat (Co-Coordinator) Criterion 2: Teaching - Learning and Evaluation- Prof. Kirti Sadar Prof. (Coordinator) Dr. Aashish J (Co-Coordinator) Criterion 3: Research, Innovation and Extension- Prof. Kalapani Agasti (Coordinator) Shri Mithilesh Bhakare (Co-Coordinator) Criterion 4: Infrastructure and Learning Resources - Dr. Dipak Kapade (Coordinator) Shri. Rajivranjan Mishra (Co-Coordinator)	As per the decision, criteria coordinators were nominated and office order was issued on 04/02/2022 by letter No. KKSU/GAD/2022/16.

Kavita Holey

		<p>Criterion 5: Student Support and Progression – Dr. Jaywant Chaudhari (Coordinator) Dr. Shweta Sharma (Co-Coordinator)</p> <p>Criterion 6: Governance, Leadership and Management- Prof. Parag Joshi Prof. (Coordinator) Mr. Kartik Bhagwat (Co-Coordinator)</p> <p>Criterion 7: Institutional Values and Best Practices- Mr. Shrinivas J (Coordinator) Shri. Amit Bhargava (Co-Coordinator)</p> <p>ODL Coordinator: Dr. Hrishikesh Dalai (Coordinator) Ms. Shrivarada Malage (Co-Coordinator) It is to inform to the authority to issue office order to Criteria Coordinators, Co-ordinators and ODL Director.</p>	
5.	Regarding preparation of Action Plan on the recommendations made by NAAC PEER Team.	Forwarded to concerned authority for further action.	To fulfill the recommendations made by the NAAC PEER Team, office order were issued to concern for developing further activities. Letter No. KKSU/GAD/2022/78 dated 08/02/2022 Letter No. KKSU/GAD/2022/80 dated 08/02/2022 Letter No. KKSU/GAD/2022/79 dated 08/02/2022
6.	Regarding the Quality Enhancement of the Institution it is important to take action for strengthening the IQAC.	Hon'ble Vice- Chancellor to take decision for appointing Officer Level Personal for IQAC, for Technical Support 50% utilization (Half Day or 3 days per week as per requirement) of Shri Pavan Kalambe, Technician, Maharshi Panini Computer and Technology Centre KKSU was announced in the meeting.	To strengthen the IQAC, as per the decision of Item no. 6 order was issued to assistant registrar and technical assistant to work with IQAC. Letter No. KKSU/GAD/2022/67 dated 04/02/2022.
7.	Hiring technical support for preparation of Third cycle of NAAC.	Consulting various companies for submission of AQAR and SSR, demo session can be taken.	To hire the technical support, IQAC has consulted with various software companies and after the Presentation of all one software company named Master Soft was shortlisted for the final presentation with IQAC team. After the satisfactory presentation, office order was issued to M/S Master soft company to Carry out the assistance in submitting SSR and annual AQAR for the third cycle of NAAC. Order issues on dated 29/03/2022, Letter No. KKSU/IQAC/2022/490.

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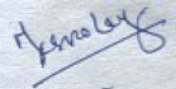
8.	Any other item with the permission of Chairperson.	Revision and Nomination of IQAC Members	Few revisions and nominations were suggested in the IQAC team and revised IQAC Committee is formed. Letter is attached herewith.
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Co-ordinator,



Prof. Parag Joshi

Director,



Prof. Kavita Holey