

**Shri. Shahu Shikshan Prasarak Mandala's**  
**Late. H.G. Alias B.G.Kharade college of education Kolhapur**  
**Internal Quality Assurance Cell**  
**Minutes of Meeting**  
**2022-2023**

**Date: 16 August 2022**

**Time: 2.30 p.m.**

**Agenda:**

- 1) Academic competitions and challenges
- 2) Mentorship program commencement
- 3) Career exploration workshops and seminars
- 4) Resume writing and interview skills shadowing opportunities

**Attendees:**

<b>Sr.</b>	<b>Name of Members</b>	<b>Designation</b>
1	Dr. C.G.Khandke	Chairperson
2	Shri. M.D. Kharade	Member
3	Smt. S.G.Powar	Member
4	Dr. M.R.Patil	Coordinator IQAC
5	Dr. A.S.Patil	Member
6	Dr. S.B.Gavade	Member
7	Shri. S.A.Kamble	Member
8	Smt. R.S. Awaghade	Member
9	Shri. S.A.Kamble	Member
10	Shri. S.S.Patil	Member
11	Shri. S.R.Ingavale	Member
12	Shri. M.V. Chavan	Member
13	Smt. R.A.Ghorpade	Member
14	Smt. A.B. Ingavale	Member
15	Shri. S.S. Chougule	Member

**Meeting Proceedings:**

**1) Academic competitions and challenges:**

The meeting began with a discussion on academic competitions and challenges for the academic year 2022-2023. The committee members proposed organizing various competitions, such as debate competitions, essay writing competitions, and quizzes, to enhance students' academic skills and promote healthy competition. It was agreed that the competitions would be conducted at the department level and winners would be felicitated during the annual college function.

Action Point: The academic competitions will be scheduled and announced to all students,

with appropriate guidelines and deadlines.

## **2) Mentorship program commencement:**

The committee then discussed the commencement of the mentorship program for the current academic year. It was recognized that mentorship plays a crucial role in guiding and supporting students in their academic and personal growth. The committee agreed to identify senior faculty members who would act as mentors to the students and help them navigate their educational journey effectively.

Action Point: The mentorship program will be initiated by assigning mentors to students and conducting an orientation session to explain the program's objectives and expectations.

## **3) Career exploration workshops and seminars:**

The next topic of discussion was organizing career exploration workshops and seminars. The committee emphasized the importance of exposing students to various career options and helping them make informed decisions about their future. It was proposed to invite guest speakers from different professions to share their experiences and insights.

Action Point: The committee will contact professionals from different fields and schedule workshops and seminars throughout the academic year.

## **4) Resume writing and interview skills shadowing opportunities:**

The final agenda item focused on providing opportunities for students to develop their resume writing and interview skills. The committee recognized that these skills are crucial for students' employability and professional growth. It was proposed to organize workshops and mock interview sessions where students could receive guidance and practice these skills.

Action Point: The committee will coordinate with the Training and Placement Cell to plan resume writing workshops and mock interview sessions.

## **Additional Matters:**

The committee discussed the need for continuous faculty development programs and agreed to explore relevant training opportunities for faculty members. It was suggested to establish a feedback mechanism to gather students' opinions and suggestions for improvement.

## **Conclusion:**

The minutes of the Internal Quality Assurance Cell meeting for the academic year 2022-2023 were documented, including discussions on academic competitions and challenges, mentorship program commencement, career exploration workshops and seminars, and resume writing and interview skills shadowing opportunities. The action points for each agenda item were noted, and additional matters were addressed.

## **Next Meeting:**

The next Internal Quality Assurance Cell meeting will be scheduled and announced by the committee chairperson.

Minutes Recorded By  
Dr. Mukta R. Patil  
Asst. Professor  
IQAC Coordinator

# Program Action Taken Report

## Agenda Topics:

- 1) Academic competitions and challenges
- 2) Mentorship program commencement
- 3) Career exploration workshops and seminars
- 4) Resume writing and interview skills shadowing opportunities

## Action Taken:

### 1) Academic competitions and challenges:

**Resolution:** To enhance students' academic skills and promote healthy competition, it was decided to organize various competitions such as debate competitions, essay writing competitions, and quizzes at the department level.

#### **Action Taken:**

- A committee was formed to plan and coordinate the academic competitions.
- Guidelines and rules for each competition were developed and shared with the respective departments.
- The competition schedule was finalized and communicated to all students.
- Evaluation criteria and judging panels were established.
- Winners of the competitions were felicitated during the annual college function.

### 2 ) Mentorship program commencement:

**Resolution:** To provide guidance and support to students, a mentorship program was initiated, where senior faculty members would act as mentors.

#### **Action Taken:**

- Faculty members were identified and assigned as mentors to students.
- An orientation session was conducted to introduce the mentorship program to the students and explain its objectives and expectations.
- Mentors and mentees were provided with guidelines and resources for effective mentorship.
- Regular meetings and interactions between mentors and mentees were encouraged.
- Feedback from both mentors and mentees was collected to assess the program's progress and make improvements.

### 3) Career exploration workshops and seminars:

**Resolution:** To help students explore different career options, workshops and seminars with guest speakers from various professions were proposed.

#### **Action Taken:**

- Professionals from different fields were invited as guest speakers for career exploration workshops and seminars.

- Workshop schedules were planned and communicated to students in advance.
- Topics such as career choices, industry trends, and job opportunities were covered in the sessions.
- Interactive sessions and panel discussions were organized to allow students to ask questions and seek guidance.
- Feedback forms were provided to participants to gather their opinions and suggestions for future workshops.

#### **4) Resume writing and interview skills shadowing opportunities:**

**Resolution:** To enhance students' resume writing and interview skills, workshops and mock interview sessions were proposed.

**Action Taken:**

- Workshops on resume writing were conducted, providing students with guidelines and best practices.
- Mock interview sessions were organized, giving students an opportunity to practice and improve their interview skills.
- Faculty members and industry professionals volunteered to conduct the mock interviews and provide feedback.
- Students were encouraged to participate actively and seek personalized advice to enhance their skills.
- Resources such as sample resumes, interview tips, and online platforms were shared with students for further self-study.

**Conclusion:**

The college successfully implemented the action plans based on the discussed agenda items. Academic competitions and challenges were organized, the mentorship program was initiated, career exploration workshops and seminars were conducted, and opportunities for resume writing and interview skills development were provided to the students. The efforts aimed to enhance their academic and professional growth, and feedback mechanisms were established to evaluate the effectiveness of these initiatives.

Dr. Mukta R. Patil  
Asst. Professor  
IQAC Coordinator

## **Program Contribution in Our College**

The various programs implemented in our college have made significant contributions to the overall development and growth of the students. These initiatives have positively impacted their academic, personal, and professional journeys. Here are some notable contributions made by the programs:

### **1) Academic Competitions and Challenges:**

- Encouraged healthy competition among students, fostering academic excellence.
- Provided a platform for students to showcase their knowledge and skills.
- Promoted critical thinking, research abilities, and effective communication.
- Recognized and rewarded outstanding academic achievements.
- Cultivated a culture of continuous learning and improvement.

### **2) Mentorship Program:**

- Facilitated a strong bond between mentors and mentees, providing personalized guidance and support.
- Helped students navigate their educational journey, addressing their academic and personal concerns.
- Encouraged self-reflection and goal setting for individual growth.
- Enhanced students' confidence, motivation, and self-esteem.
- Fostered a sense of belonging and community within the college.

### **3) Career Exploration Workshops and Seminars:**

- Introduced students to a wide range of career options and pathways.
- Helped students make informed decisions about their future endeavours.
- Provided insights into industry trends, job market requirements, and professional skills.
- Connected students with experienced professionals who shared their knowledge and experiences.
- Empowered students to explore their passions and align them with potential career paths.

### **4) Resume Writing and Interview Skills Shadowing Opportunities:**

- Equipped students with essential skills for job search and professional success.
- Improved students' resume writing techniques, making their profiles more appealing to employers.
- Enhanced students' interview skills through practice and feedback sessions.
- Increased students' confidence in handling job interviews and presenting themselves effectively.

- Provided students with a competitive edge in the job market.

Overall, these programs have played a crucial role in shaping students' holistic development, preparing them for future challenges, and nurturing a culture of excellence in our college. The contributions of these initiatives can be seen in the achievements of our students, their successful career placements, and their overall growth as individuals.



  
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