



Shiksha Mandal's  
**Bajaj College of Science, Wardha**  
 (An Autonomous Institution Affiliated to RTM Nagpur University, Nagpur)  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**



### Minutes of the Meeting Held on February 16, 2026

The meeting of Internal Quality Assurance Cell (IQAC) of Bajaj College of Science, Wardha was held on February 16, 2026 at 2.00pm in the Conference Room. The agenda of the meeting was as follows-

Agenda of the meeting:

1. Confirmation of minutes of IQAC meetings held on January 08, 2026
2. Discussion on NAAC Criteria-I: Guidelines, SOP, Benchmarks and areas for improvement.
3. Any other point with permission of chair.

Following members attended the meeting

- |                         |                          |
|-------------------------|--------------------------|
| 1. Prof. P.V. Tekade    | 8. Dr. D. D. Naik        |
| 2. Dr. S. H. Bagade     | 9. Dr. M. A. Haque       |
| 3. Dr. M. R. Chandrakar | 10. Dr. A. A. Maheshwari |
| 4. Dr. P. F. Dhabarde   | 11. Dr. M. A. Haque      |
| 5. Dr. V. J. Sharma     | 12. Mrs. S. A. Dhore     |
| 6. Mr. N.A. Barwat      | 13. Mr. S. R. Nagrale    |
| 7. Mr. M. D. Bansinge   | 14. Dr. P. A. Saudagar   |

A meeting of the Internal Quality Assurance Cell (IQAC) of Bajaj College of Science, Wardha was held on February 16, 2026 at 2:00 PM in the Conference Room under the chairmanship of the Head of the Institution.

At the outset, the IQAC Coordinator welcomed the principal of the college, members of IQAC and NAAC criteria conveners and members. He outlined the objective of the meeting, which was to review institutional preparedness with special reference to NAAC Criterion I: Curricular Aspects in the context of autonomous status. The coordinator emphasized the need for structured documentation, adherence to Standard Operating Procedures (SOPs), outcome-based education practices, and alignment with the benchmarks prescribed in the NAAC Manual for Autonomous Colleges.

#### Agenda 1:

#### Confirmation of minutes of IQAC meetings held on January 08, 2026

The minutes of the IQAC meeting held on January 08, 2026 were placed before the members for consideration. The committee reviewed the proceedings and confirmed the minutes.

**Agenda 2:****Discussion on NAAC Criteria-I: Guidelines, SOP, Benchmarks and areas for improvement.**

A comprehensive discussion was held on Criterion I (Curricular Aspects), focusing on qualitative and quantitative metrics applicable to autonomous colleges. The IQAC Coordinator presented the guidelines, SOPs, and expected benchmarks.

**(A) Curriculum Design and Development**

The committee deliberated on the role of statutory bodies such as Board of Studies (BoS) and Academic Council in curriculum design and revision. It was emphasized that curriculum revision should be carried out periodically, incorporating industry requirements, emerging trends, research orientation, and provisions of NEP 2020. The members observed that strengthening interdisciplinary, skill-based, and value-added components in the curriculum would enhance its relevance and effectiveness.

**(B) Academic Flexibility**

The implementation of multidisciplinary options, and multiple entry-exit provisions was reviewed. The members emphasized that proper documentation of these practices, including records of electives, student choices, and academic progression, is essential. It was noted that NEP-aligned flexibility must be effectively reflected in institutional practices.

**(C) Curriculum Enrichment**

The committee discussed the integration of cross-cutting issues such as environmental sustainability, gender sensitization, human values, professional ethics, and employability skills within the curriculum. The members highlighted the importance of mapping such components within courses and strengthening value-added and certificate programmes.

**(D) Feedback System and Action Taken**

The importance of a structured feedback mechanism involving students, teachers, alumni, and employers was emphasized. The members noted that feedback should be systematically collected, analysed, and utilized for curriculum improvement. It was also highlighted that proper documentation of feedback analysis and subsequent action taken is crucial for NAAC compliance. It was informed to the house that college is collecting 360o feedback from stakeholders, these feedbacks are analysed and placed in the IQAC regularly.

**(E) Documentation and Record Management**

Special emphasis was laid on maintaining comprehensive and updated documentation as per NAAC requirements. The committee discussed the need for proper records of BoS and Academic Council meetings, syllabi, course outcomes, programme outcomes, feedback reports, and value-added courses. It was stressed that all such documents should be digitized and centrally maintained for easy access and verification.

**(F) Identification of Gaps and Areas for Improvement**

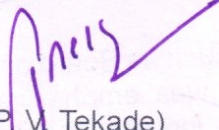
The committee identified key areas requiring improvement, including strengthening industry-academia linkage, enhancing the number and quality of value-added courses, improving documentation and digital record management, strengthening CO-PO attainment processes, and ensuring timely feedback analysis. The members agreed that departments should undertake systematic gap analysis and work towards continuous quality improvement in alignment with NAAC benchmarks.

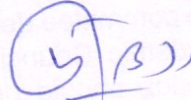
**Agenda 3:**

**Any other point with permission of chair**

No additional major issues were raised. The IQAC Coordinator reiterated the importance of maintaining updated records, adhering to SOPs, and ensuring timely submission of departmental data in view of NAAC accreditation requirements.

The meeting was concluded with vote of thanks.

  
(Prof. P. V. Tekade)  
Principal  
**Principal**  
Bajaj College of Science  
Wardha

  
(Dr. P. A. Saudagar)  
IQAC Co-ordinator  
**Co-ordinator**  
Internal Quality Assurance Cell (IQAC)  
Bajaj College of Science, WARDHA