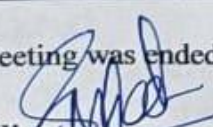


Shri Shivaji Education Society Amravati's  
**Y. D. V. D. Arts and Commerce College, Teosa**  
 Internal Quality Assurance Cell  
**Meeting Minutes and Resolutions**


Mr. Shyam M. Gedam, IQAC Co-ordinator welcomed the members of the IQAC and presented the meeting agenda for discussion

<b>Academic Session: 2021-22</b>		<b>Meeting No-01</b>	<b>Date-3/9/2021</b>
<b>Item No. 1</b>	To confirm the minutes of the last Meeting of IQAC held on 22.03.2021		
Resolution	The IQAC Co-ordinator read the minutes of the previous meeting of 22.03.2021 and were confirmed by the members.		
<b>Item No. 2</b>	To implement Academic Calendar for the Academic Session- 2021-22 prepared by the IQAC		
Resolution	The IQAC prepared Academic Calendar for the session 2021-22 and was put before the IQAC members for finalization. A thorough discussion was held on the detailed activities and the schedule to be followed by the organizing departments/units. The Academic Calendar was approved and decided to follow the same.		
<b>Item No. 3</b>	Formation of Annual Committees for the year 2021-22		
Resolution	With the required changes Annual Committees for the Academic year 2021-22 were formed and finalized. Conveners of the committees were instructed to execute their committee plans during the year.		
<b>Item No. 4</b>	To get prepared for NAAC 3 <sup>rd</sup> Cycle		
Resolution	In accordance with the guidelines provided by the CDC, 7 Criterion conveners were told to prepare AQAR-2021-22 and SSR respectively. Metric-wise Work Allocation for SSR Final Preparation plan was given to the staff members.		
<b>Item No. 5</b>	To discuss upon Workload, Time Table and Syllabus		
Resolution	A detailed discussion was held on the University prescribed syllabus and its effective implementation. A discussion was held on departmental workload of teachers, filled and vacant post etc. It was collectively decided to allocate proper workload to the permanent faculty and for the remaining periods, CHB teachers would be appointed.		
<b>Item No. 6</b>	To discuss upon departmental plans.		
Resolution	HODs of various departments presented their tentative Academic Plans of Action. Plans were approved for execution.		
<b>Item No. 7</b>	Any other subject with the permission of the Chairperson		
Resolution	No subject was put by the Chairperson for discussion		

The Meeting was ended up with a vote of thanks by Mr. S. M. Gedam

  
 Co-ordinator  
 Co-ordinator  
 IQAC  
 IQAC

Y.D.V.D Arts, Commerce  
 College, Teosa, Dist. Amravati

  
 Principal  
 Principal,  
 Y. D. V. D. Arts & Comm  
 College, Teosa



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<b>Academic Session: 2021-22</b>		<b>Meeting No-02</b>	<b>Date-1/12/2021</b>
<b>Item No. 1</b>	To confirm the minutes of the last Meeting of IQAC held on 3/9/2021		
Resolution	The IQAC Co-ordinator read the minutes of the previous meeting of 3/9/2021 and were confirmed by the members.		
<b>Item No. 2</b>	To prepare Application for Permanent Affiliation		
Resolution	Since the inception of the college, it didn't get Permanent Affiliation status from the affiliating University. It was decided to prepare Application for Permanent Affiliation and submit it to the SGBA, University, Amravati within 15 days. For this a Committee was formed of three members-Dr. S. M. Gedam, Dr. P. D. Haramkar and Prof. R. V. Patil		
<b>Item No. 3</b>	To update our college website		
Resolution	A detailed discussion was held on the incomplete pages on our college website. The College Website Committee Convener Prof. R. V. Patil was told to update it by collecting information from the concerning teachers/departments.		
<b>Item No. 4</b>	To extend the submission date of DVV response to NAAC		
Resolution	After the submission of SSR, DVV clarification process was started. It was started from 19/11/2021 and its due date of submission was 4/12/2021. It was decided to make request to NAAC for extending the date of DVV submission till 10/12/2021.		
<b>Item No. 5</b>	Any other subject with the permission of the Chairperson		
Resolution	No subject was put by the Chairperson for discussion		

The Meeting was ended up with a vote of thanks by Mr. S. M. Gedam

  
Co-ordinator  
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IQAC  
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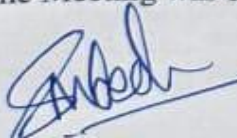


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Mr. Shyam M. Gedam, IQAC Co-ordinator welcomed the members of the IQAC and presented the meeting agenda for discussion

<b>Academic Session: 2021-22</b>		<b>Meeting No-03</b>	<b>Date-1/2/2022</b>
<b>Item No. 1</b>		To confirm the minutes of the last Meeting of IQAC held on 01.12.2021	
Resolution		The IQAC Co-ordinator read the minutes of the previous meeting of 01.12.2021 and were confirmed by the members.	
<b>Item No. 2</b>		To take the review of the syllabus covered	
Resolution		A review was taken on the subject-wise syllabus covered by the teachers. Average 85% syllabus was completed. Teachers were informed to complete the remaining ones before the starting of university examinations. They were also told to arrange extra classes to complete the syllabus.	
<b>Item No. 3</b>		To prepare NAAC Peer Team Visit Schedule	
Resolution		After the submission of DVV clarification, it was decided to prepare Tentative NAAC Peer Team Visit Schedule following NAAC guidelines.	
<b>Item No. 4</b>		To take a review of the preparation of documentation and updation of departments	
Resolution		Seven Criterion Conveners presented the status of the collection of documents as per the QLM and QNM. HODs were instructed to update their departments for NAAC Peer Team Visit.	
<b>Item No. 5</b>		To purchase items	
Resolution		Conveners of various committees formed for purchasing the required items were instructed to complete the process of purchasing and make the items available in the college.	
<b>Item No. 6</b>		Any other subject with the permission of the Chairperson	
Resolution		No subject was put by the Chairperson for discussion	

The Meeting was ended up with a vote of thanks by Mr. S. M. Gedam

  
Co-ordinator  
Co-ordinator  
IQAC  
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College, Teosa, Dist. Amravati

  
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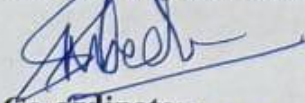


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Mr. Shyam M. Gedam, IQAC Co-ordinator welcomed the members of the IQAC and presented the meeting agenda for discussion

<b>Academic Session: 2021-22</b>		<b>Meeting No-04</b>	<b>Date-27/4/2022</b>
<b>Item No. 1</b>	To confirm the minutes of the last Meeting of IQAC held on 01.02.2022		
Resolution	The IQAC Co-ordinator read the minutes of the previous meeting of 01.02.2022 and were confirmed by the members.		
<b>Item No. 2</b>	To take the review of Stakeholders Feedback		
Resolution	A review was taken over the Feedback Forms prepared by the IQAC for various stakeholders. Feedback Committees were informed to complete the process of collecting Feedback forms from the stakeholders. It was decided to complete this process online as well as offline as per the convenience.		
<b>Item No. 3</b>	To take the review of personal /departmental files, sports and other facilities		
Resolution	IQAC members had taken the review of the preparation of teachers' as well as departmental files and other facilities for NAAC Peer Team Visit. They expressed satisfaction over the preparation.		
<b>Item No. 4</b>	Presentations of the Principal, the IQAC Co-ordinator and HoDs of Departments		
Resolution	A review of the preparations of the presentations of the Principal, IQAC Co-ordinator and HoDs of various departments was taken. In view of their final presentations before the NAAC Peer Team some corrections had been suggested.		
<b>Item No. 5</b>	To form Committees for NAAC Peer Team Visit scheduled to be visited on 17 <sup>th</sup> and 18 <sup>th</sup> of May 2022		
Resolution	Committees were formed and assigned the responsibilities to perform. Teachers were told to prepare their departments as per the Check-list provided.		
<b>Item No. 6</b>	To provide lists of Alumni, Parents and students to NAAC Peer Team		
Resolution	Lists of Alumni, Parents and students were prepared by the concerning committees for NAAC Peer Team interactions.		
<b>Item No. 7</b>	Any other subject with the permission of the Chairperson		
Resolution	No subject was put by the Chairperson for discussion		

The Meeting was ended up with a vote of thanks by Mr. S. M. Gedam

  
Co-ordinator  
IQAC

Y.D.V.D Arts, Commerce  
College, Teosa, Dist. Amravati

  
Principal  
Y. D. V. D. Arts & Com  
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