

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 and presented the agenda for discussion.

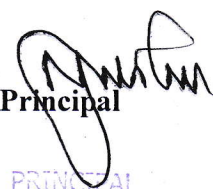
Academic Session: 2019-2020		Meeting No: 01	Date: 15.07.2019
Item No. 1:	To confirm the minutes of the last Meeting of IQAC held on 16/04/2019		
Resolution:	IQAC co-ordinator read the minutes of the previous meeting held on 16/04/2019 and were confirmed unanimously.		
Item No 2:	To discuss upon the Academic Calendar of the Academic Session- 2019-2020 prepared by the IQAC and execution of the activities thereupon.		
Resolution:	Academic Calendar of 2019-20 that included detailed proposed activities and their organizing departments/units, which was prepared by IQAC was put before the IQAC members for finalization. It was unanimously decided to follow the Academic Calendar for the session 2019-2020.		
Item No 3:	Formation of Annual Committees for 2019-20 and their year plan.		
Resolution:	Annual Committees for the Academic year 2019-2020 had already been formed by the IQAC. Conveners of the respective committees presented their plans for the year and promised to fulfill them unanimously.		
Item No 4:	To take feedback on students Admission status and Admission process		
Resolution:	Formed admission committees, conveners of admission committees shared admission status of various classes. They were told to follow the norms of existing admission rules.		
Item No 5:	To discuss upon Workload and Time table		
Resolution:	HODs of different various departments informed about their subject workload of teachers, filled and vacant post etc. It was unanimously decided to allocate proper workload to the permanent faculty and for the remaining periods, CHB teachers would be appointed. Timetable in-charge Dr. Sontakke was told to prepare timetable as per the workload.		
Item No 6:	To discuss upon departmental plans.		
Resolution:	All HODs of various departments presented their tentative academic plans of action. They were told to prepare their plans after consulting with IQAC.		
Item No 7:	To discuss upon administrative, academic and infrastructural requirements.		
Resolution:	Suggestions regarding administrative, academic and infrastructural requirements were given by the respective IQAC members. Decision of renovations of the departments and labs was taken. Maintenance of Botanical garden, ICT classrooms and office requirements were taken into consideration and promised by the Chairman to fulfill them by hiring labors and technicians.		

Item No 8:	Any other matter with the permission of the chair.
Resolution:	There was no any matter with permission of chair.

The meeting ended up with a vote of thanks by Mr.S.M.Gedam to the Chair and the IQAC Members.


Coordinator
IQAC




Principal
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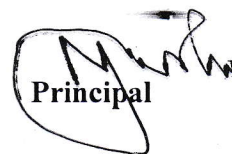
Meeting Minutes and Resolutions

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

Academic Session: 2019-2020		Meeting No: 02	Date: 10.08.2019
Item No. 1:		To confirm the minutes of the last Meeting of IQAC held on 15/07/2019	
Resolution:		IQAC co-ordinator read the minutes of the previous meeting held on 15/07/2019 and were confirmed by the members.	
Item No 2:		Formation of Subject Study Circles and Language Associations	
Resolution:		In order to help the college administration and faculty in their work students representation is necessary. It was decided that students' representation would be given by forming Students Study Circles and Language Associations. Faculty members were instructed to form them.	
Item No 3:		To conduct ICT based teaching	
Resolution:		The College has well equipped classrooms with projectors and teaching tools. Teachers were instructed to engage maximum ICT based teaching for making teaching-learning process more interesting and easy for students.	
Item No 4:		To discuss upon internal assessment and examination	
Resolution:		A detailed discussion upon how to increase students' examination results was held. It is resolved to conduct classroom seminars, provide home assignment and subject projects and personal counseling. It was suggested to conduct unit tests on the topic taught.	
Item No 5:		To conduct workshop on How to Use Blog and E-mail	
Resolution:		Dr. Ravikant Mahindkar proposed to arrange a workshop for staff and students. It was decided to remain present all and make it successful.	
Item No 6:		To discuss upon the plan of NSS and ECA	
Resolution:		It was informed to the meeting about the Youth Festival and Shivmahotsav held in the month of September. ECA Convener was allowed to participate in both events with students.	
Item No 7:		Any other subject with the permission of the Chairman	
Resolution:		Since there was no subject came from the Chairman, the meeting was ended up with the Chairman's permission and Mr.S.M.Gedam's vote of thanks.	


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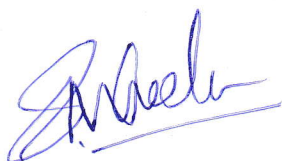
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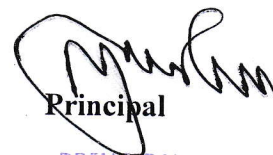
Mr. Shyam M. Gedam, IQAC Co-ordinator welcomed and presented the agenda for discussion.

Academic Session: 2019-2020		Meeting No: 03	Date: 04.12.2019
Item No. 1:	To confirm the minutes of the last Meeting of IQAC held on 10/08/2019		
Resolution:	IQAC co-ordinator read the minutes of the previous meeting dated on 10/08/2019 and were confirmed by the members.		
Item No 2:	To welcome newly joined teachers.		
Resolution:	Dr.Sadhana B. Deshmukh and Dr. S. N. Gawai joined the college by transferred in the departments of Political Science and Commerce respectively. The Chairman, Dr. N. J. Meshram welcomed them by offering banquets. Dr. Sadhana Deshmukh had been allotted the work of V and VII Criterion as Conveners.		
Item No 3:	To discuss on the criterion-wise (metrics) activities plan, 39 Annual Committee work review.		
Resolution:	IQAC provided Criterion-wise metric activities plan and formed 39committees for the desired NAAC expected quality work. Review was taken of the same and concerning conveners/members were told to complete the activities.		
Item No 4:	Renovation of Computer and Science Labs.		
Resolution:	Feedback was taken on Computer and Science Labs requirements and the decision was unanimously taken to accomplish them.		
Item No 5:	To make plan of the Birth Anniversary Celebration of Dr. Panjabrao alias Bhausaheb Deshmukh		
Resolution:	Every year Birth Anniversary Celebration of Dr. Panjabrao alias Bhausaheb Deshmukh is celebrated from 25 th December 28 th December. Considering this ECA In- charge Dr. Sontakke was told to make necessary plan for it with the help of staff.		
Item No 6:	To organize Alumni Meet.		
Resolution:	As earlier planned by Alumni Association it was decided to arrange Alumni Meet. Dr. N. R. Giri, Convener, Alumni Association was told to do efforts in this direction and the staff of the college would assist her for making the Meet successful.		
Item No 7:	Any other item with the permission of the chair.		
Resolution:	Their was no any matter with permission of chair.		

The meeting ended up with a vote of thanks by Mr.S.M.Gedam to the Chair and the IQAC Members.



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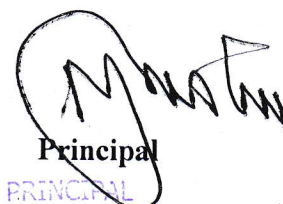
Mr. Shyam M. Gedam, IQAC Co-ordinator welcomed and presented the agenda for discussion.

Academic Session: 2019-2020		Meeting No: 04	Date: 02.01.2020
Item No. 1:	To confirm the minutes of the last Meeting of IQAC held on 4/12/2019		
Resolution:	IQAC co-ordinator read the minutes of the previous meeting held on 04/12/2019 and were confirmed by the members.		
Item No 2:	4“o discuss upon research, extension and innovative practices.		
Resolution:	Review of the faculty research was done by the principal. It was decided to do more research activities by participating in, seminars, conferences and workshops and also by writing and publishing research papers.		
Item No 3:	To assess the counseling scheme of Slow Learners and Advanced Learners.		
Resolution:	SLAL's have already been identified. It was decided to do the efforts to improve university result by devotedly attending SLALs.		
Item No 4:	To evaluate about Renovation of Departments/Units		
Resolution:	It was a unanimously resolved to take necessary steps to renovate departments and various units as it needed urgent up gradation.		
Item No 5:	To discussion on do MoUs and conduct collaborative activities		
Resolution:	It was re'co'ved to do MoUs with other instructions and collaborative activities must be done before the ending of academic session.		
Item No 6:	To look into college website updation .		
Resolution:	Considering urgent need of college website updating a decision was taken that Dr. R. M. Mahindkar would take the responsibility to update it with the help of staff.		
Item No 7:	Any other item with the permission of the chair.		
Resolution:	Their was no any matter with permission of chair.		

The meeting ended up with a vote of thanks by Mr.S.M.Gedam to the Chair and the IQAC Members.



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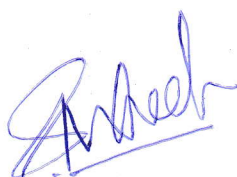
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Mr. Shyam M. Gedam, IQAC Co-ordinator welcomed and presented the agenda for discussion.

Academic Session: 2019-2020		Meeting No: 05	Date: 15.01.2020
Item No. 1:	To confirm the minutes of the last Meeting of IQAC held on 02/01/2020		
Resolution:	IQAC co-ordinator read the minutes of the previous meeting of 02/01/2020 and were confirmed by the members.		
Item No 2:	To discuss on institutional data submission to NIRF		
Resolution:	The IQAC committee was made acquainted with the last date of institutional data submission to NIRF. It was decided that the task of data submission would be done by Mr S.M.Gedam taking help of teaching and non-teaching staff and resolution passed unanimously.		
Item No 3:	Status of IQAC / NAAC work.		
Resolution:	Taking into consideration the slow progress in the NAAC 3 rd Cycle work, it was decided to accelerate it. Seven Criterion In-charges were asked to complete their work within one month.		
Item No 4:	To follow New NAAC Manual		
Resolution:	IQAC Members were asked by the Chairman to follow recent guidelines issued by NAAC for achieve perfection and precision.		
Item No 5:	To visit IQAC office and library.		
Resolution:	Teaching and non-teaching staff of the college was instructed by the Chairman to regular visit to the library and IQAC office to keep themselves update. They were also told to use WhatsApp , Email, Google, and other IT media in their academic and institutional work.		
Item No 6:	Any other item with the permission of the chair.		
Resolution:	There was no any other matter with the permission of chair.		

The meeting ended up with a vote of thanks by Mr.S.M.Gedam to the Chair and the IQAC Members.



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Academic Session: 2019-2020		Meeting No: 06	Date: 14.02.2020
Item No. 1:	To confirm the minutes of the last Meeting of IQAC held on 15/01/2020		
Resolution:	IQAC co-ordinator read the minutes of the previous meeting of 15/01/2020 and were confirmed by the members.		
Item No 2:	Review of student's progression.		
Resolution:	Regarding students' progression to higher education and securing jobs and cracking various examinations instruction were given to the teachers and Career Counseling and Placement Cell to maintain update the information by the Chairman.		
Item No 3:	Review of SSR /7 Criterion work progress.		
Resolution:	After taking review of Seven Criterion work progress, Chairman told to complete the work of preparing the process of SSR writing as early as possible.		
Item No 4:	To evaluate the data of admitted students list for students satisfaction survey.(SSS)		
Resolution:	Second Criterion Convener was told to update admitted students list with the help of office for students satisfaction survey (SSS).		
Item No 5:	To take review of syllabus covered and measures to complete uncovered		
Resolution:	Review of the various subject syllabi covered was taken and instructed by the Chairman to complete the syllabus if not covered by taking extra classes.		
Item No 6:	Review of execution of the plan of Academic Calendar and Departmental plan		
Resolution:	A detailed review was taken of the activities reflected in the Academic Calendar and Departmental Plans. The Chairman expressed satisfaction over the execution of the said plans.		
Item No 7:	To take r.-view of 39 Annual Committees		
Resolution:	Conveners of 39 Annual Committees were told to report their performance. They were told to maintain the record of their committee activities. If left unfinished any work they were instructed to complete it within 15 days.		
Item No 8:	Any other item with the permission of the chair		
Resolution:	Dr. K.G.Sontakke informed that the department of History mas going to organize One Day National Conference on 8 th March 2020. After a fruitful discussion it was decided to extend co-operation to make this event a grand success.		

The meeting ended up with a vote of thanks by Mr.S.M.Gedam to the Chair and the IQAC Members.


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