

*Shri Shivaji Education Society Amravati's,*  
**Y. D. V .D. ARTS, COMMERCE AND SCIENCE COLLEGE, TEOSA**  
**INTERNAL QUALITY ASSURANCE CELL**

**Date: 28.08. 2018**

**Proceedings of the 1<sup>st</sup> Meeting of IQAC**

Ms. Madhuri J. Dhivare, Coordinator welcomed and presented the agenda for discussion.

**Agenda Item No. 1:** To confirm the minutes of last Meeting of IQAC 12.12.2017

**Resolution:** Approved and adopted

**Agenda Item No. 2:** Recommendations for further quality enhancement by NAAC Peer Team, visited on 14<sup>th</sup> and 15<sup>th</sup> September 2012.

**Agenda Item No. 3:** Replacement of Tin roof of commerce class rooms.

**Resolution :** Decided to take necessary steps in this direction

**Agenda Item No. 4:** Construction of student recreation centre

**Resolution:** Made a decision to arrange required things for making available students recreation centre

**Agenda Item No. 5:** To build rain water harvesting system

**Resolution:** Seeing the importance of conserving water decision was taken to start installing water harvesting system.

**Agenda Item No. 6:** Construction of college compound wall

**Resolution:** Unanimously decided to construct compound wall.

**Agenda Item No. 7:** Construction of separate urinal for girls and boys.

**Resolution:** Finalized for the construction of separate urinal for girls and boys.

**Agenda Item No 8:** Reformation of IQAC as per the guidelines of NAAC

**Resolution:** Suggested to see new guidelines of NAAC for reformation of IQAC.

**Agenda Item No 9:** With the permission of the chairperson Ms. M. J. Dhivare, the present Co-ordinator put her problem. She told that due to her household responsibilities she couldn't carry the responsibility as IQAC Co-ordinator. She also suggested the name of Mr. S. M. Gedam, newly transferred teacher for IQAC Co-ordinatorship.

**Resolution:** Considering the request of Ms. M. J. Dhiware, Mr. S. M. Gedam was nominated as a new IQAC Co-ordinator.

With the permission of the Chairperson the meeting was adjourned.

**Principal Dr. N. J Meshram**

Coordinator IQAC.

Chairman

**Date: 31.08. 2018**

**Proceedings of the 2<sup>nd</sup> Meeting of IQAC**

Mr. Shyam M. Gedam, Coordinator welcomed and presented the agenda for discussion.

**Agenda Item No. 1 :** To confirm the minutes of 1<sup>st</sup> Meeting of IQAC held on 28.08.2018

**Resolution :** Approved and adopted the minutes of last IQAC Meeting held on 28.08.2018

**Agenda Item No. 2 :** To discuss on the NAAC Recommendations for its further pursuance.

**Resolution :** Resolved to implement and monitor the NAAC Recommendations.

**Agenda Item No. 3 :** To review and focus on extension activities.

**Resolution :** Suggested extension activities i.e Manusakichi Bhinta/ Wall of Humanity

**Agenda Item No. 4 :** To share and discuss the IQAR for the year 2017-18 for final submission

**Resolution :** Prepared AQAR for the year 2017-18 was presented for discussion.  
Members suggested some changes and inclusion of some more information and data in the AQAR. It was decided that the AQAR will be updated and submitted to the NAAC shortly.

**Agenda Item No. 5 :** To discuss on the last IQARs and preparation for NAAC Assessment due on January 2018.

**Resolution :** All the Departments/Units were informed to update the information with documents concerning the activities mentioned in the last IQARs submitted to NAAC. They were said to maintain Departmental and Personal Profiles, Short Term/Long Term Action Plans, Advanced Learners-Slow Learners' Record, Previous Committees' Work Record, Upgrade Personal/Departmental Online Information, Dress Code for Teachers' and Students and the required information. All the teaching and non-teaching staff must cooperate and play an active role by performing their duties to get ready for Third Cycle of NAAC

**Agenda Item No. 6 :** To evaluate infrastructural facilities and learning resources.

**Resolution :** To improve the academic quality and create healthy and beautiful atmosphere the following measures were taken:

- Beautification of Garden
- Develop Botanical Garden.
- Repair Water Dripper System
- Full Utilization of Women Hostel
- Renovation of Separate Departments/Units, Recreation Hall, Girls/Boys Common Rooms, Computer Lab.

**Any other matter:** The Chairman suggested consolidating the departmental and college information

Ms. M. J. Dhiware proposed a vote of thanks.

**Mr. Shyam M. Gedam.**  
Coordinator IQAC.

**Principal Dr. N. J Meshram**  
Chairman

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**Date: 12.09. 2018**

### **Proceedings of the 3<sup>rd</sup> Meeting of IQAC**

At the outset Mr. Shyam M. Gedam, Coordinator welcomed and presented the agenda for discussion.

The Chairman welcomed the new Commerce faculty member Mr. Mahure Sir and felicitated Mr. C. G. Solanke and Dr. Sontakke for being awarded with D. Lit. by the University of Asia. Mr. Chairman also felicitated Sau. Ingole under whose guidance the Junior College Students Kabaddi Team won Final at Teosa.

**Agenda Item No. 1:** To confirm the minutes of the 2<sup>nd</sup> Meeting of IQAC held on **28.08.2018**.

**Agenda Item No. 2:** To consider and decide quality improvement strategies for Teaching and Learning, Examinations and Evaluations, Research and Development, Library, ICT and Physical Infrastructure.

**Resolution :** Resolved that the concerned Departments and College Committees be asked to develop and send quality improvement strategies for their respective areas. It was further decided that the quality improvement strategies be put before the next meeting of the IQAC for consideration

**Agenda Item No. 3:** To consider and approve the Academic Plan for the Departments/Units and the Internal Academic Audit System for the Academic Session 2018-19.  
Resolved that the concerned Departments/Units be asked to submit and get approved the Departmental Academic Plan.

**Resolution:** Academic Plan for the Academic Session 2018-19. The Departmental/Unites Academic Audit will be conducted by the Internal Academic System twice in the year to examine their work and quality improvements.

**Agenda Item No. 4 :** To take a review of the previous various academic, administrative, research and extension activities of the college needed for the final preparation of NAAC .  
Assessment due in January 2018

**Resolution:** With a purpose to prepare for NAAC Assessment it was suggested to consolidate and make compliance all the activities undertaken by the various Departments/Unites.

The meeting ended with a vote of thanks to the Chair.

**. Mr. Shyam M. Gedam.**  
Coordinator IQAC.

**Principal Dr. N. J Meshram**  
Chairman

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## Proceedings of the 4<sup>th</sup> Meeting of IQAC

Date: 14.09.2018

The Following agenda items shall be discussed in the 4<sup>th</sup> Meeting of IQAC that has been scheduled to be held on 14.09.2018 at 3.30.p. m. in the IQAC Office of the college.

**Agenda Item No. 1:** To confirm the minutes of the 3<sup>rd</sup> Meeting of IQAC held on 12. 09.2018.

**Resolution:** Approved and adopted the minutes of the last IQAC Meeting held on 12.09.2018

**Agenda Item No. 2:** To form various Committees required for NAAC and for smooth functioning of the college for the academic session 2018-19.

**Resolution:** Various Committees were formed and instructed to the conveners to arrange activities fulfilling quality parameters by NAAC. They were suggested to have their own Committee Action Plan for execution based on its Aims and Objectives. Regular reviews of their work shall be taken.

**Agenda Item No. 3:** To focus on the role of E. C. A. and the initiatives for maximum students' participation in the Youth Festival.

**Resolution:** Resolved that the special efforts will be taken for the maximum exposure of students' hidden talent by the E. C. A. Convener Dr. P. W. Pantawane listed some difficulties regarding Youth Festival Participation. He was asked to submit the budget of it for Principal's sanction. It was decided to assign responsibilities for the preparation of the events participated to the teachers.

**Agenda Item No. 4:** To discuss upon the role, nature and function of Training and Counseling, Discipline, Examination, Research Committees and NSS unit and their activities.

**Resolution:** It was decided that with well defined objectives and nature of function, all the College Committees will execute those activities required by NAAC and will be helpful improving internal quality. After the completion of every event its report and related documents must be prepared. It was suggested that prior conducting the activities, a demand regarding financial requirement and other items must be submitted to the Principal. Mr. Chairman suggested to arrange counseling sessions on IAS, Railway, Clerical etc Examinations. He promised to invite resource persons of his acquaintance for this endeavor. It was recommended to have students counseling by teachers done on personal level needed for students' welfare and overall development. Discipline Committee was instructed to look after the disciplinary measures to be strictly implemented to maintain healthy atmosphere fruitful for academic fulfillment.

The meeting ended with a vote of thanks to the Chair.

**IQAC Co-ordinator**

**Principal**

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## **Proceedings of the 5<sup>th</sup> Meeting of IQAC**

**02 .09. 2018**

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

**Agenda Item No. 1:** To confirm the minutes of the 4<sup>th</sup> Meeting of IQAC held on **4.09.2018**

**Resolution:** Approved and adopted the minutes of the last IQAC Meeting held on 4.09.2018

**Agenda Item No. 2 :** To discuss over the ICT Lecture Time Table and finalize.

**Resolution:** A copy of ICT Lecture Time Table was finalized for following ICT based lectures.

**Agenda Item No 3 :** To discuss upon introducing Value-added courses and Add-on-program.

**Resolution:** It was unanimously decided to introduce Certificate Courses.

**Agenda Item No. 4:** Any other item with the permission of the Chair.

**Resolution:** The Chairperson suggested to arrange activities as per the aims and objectives of the  
Various Committees

The meeting ended up with a vote of thanks to the Chair and the IQAC Members.

**IQAC Co-ordinator**

**Principal**

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## **Proceedings of the 6<sup>th</sup> Meeting of IQAC**

**02.11. 2018**

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

**Agenda Item No. 1:** To confirm the minutes of the 5<sup>th</sup> Meeting of IQAC held on **21.09.2018**

**Resolution:** Approved and adopted the minutes of the last IQAC Meeting held on **21.09.2018**

**Agenda Item No. 2 :** To take a review of Study Circles/Associations

**Resolution:** Reviewed the Study Circles of the various subjects and their activities.

**Agenda Item No 3 :** To discuss upon the completion of the activities of the Academic Action Plan

**Resolution:** Action Plan provided by the IQAC to the departments was discussed and had taken a review of the programmes conducted accordingly.

**Agenda Item No. 4:** To discuss upon the up gradation of Computer Lab, Projectors and other learning resources.

**Resolution:** The Chairperson assured to take necessary action regarding the maintenance of Computer Lab Projectors and other learning resources.

**Agenda Item No. 5:** Any other item with the permission of the chair.

**Resolution:** The Chairperson suggested to complete the remaining activities of the Academic Plan before the end of the academic session

The meeting ended up with a vote of thanks to the Chair and the IQAC Members.

**IQAC Co-ordinator**

**Principal**

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## **Proceedings of the 7<sup>th</sup> Meeting of IQAC**

**13.12. 2018**

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

**Agenda Item No. 1:** To confirm the minutes of the **6<sup>th</sup> Meeting** of IQAC held on **02.11.2018**

**Resolution:** Approved and adopted the minutes of the last IQAC Meeting held on **02.11.2018**

**Agenda Item No. 2 :** To discuss on the AQAR 2017-18 sent to NAAC

**Resolution:** Copy of AQAR was read aloud and the Chairperson expressed their satisfaction over the work done regarding it.

**Agenda Item No 3 :** To focus on the allocation of the 7<sup>th</sup> Criterion to the In-charges and their role.

**Resolution:** All formats regarding 7<sup>th</sup> Criterion to the In-charges and were told by the Chairperson to complete the work as early as possible.

**Agenda Item No. 4:** To discuss upon the initiatives to be taken for SSR writing.

**Resolution:** It is decided to collect data for the SSR Writing work individually and the necessary guidance and help would be provided by the Co-ordinator.

**Agenda Item No. 5:** Any other item with the permission of the chair.

**Resolution:** No other item was discussed

The meeting ended up with a vote of thanks to the Chair and the IQAC Members.

**IQAC Co-ordinator**

**Principal**