



**Shri Shivaji Arts, Commerce and Science College, Akot.**  
**Internal Quality Assurance Cell**  
**Meeting Minutes, Resolution & Action Taken Report (ATR)**

<b>Academic Session:- 2016-17</b>		<b>Meeting No:- 01</b>	<b>Date:-20.06.2016</b>
<b>Subject :- 1</b>	To confirm the minutes of the last meeting of IQAC held on 25.04.2016		
<b>Resolution &amp; ATR</b>	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
<b>Subject :- 2</b>	To decide the admission policy of UG and PG classes		
<b>Resolution &amp; ATR</b>	The first year admission committee has instructed to display the merit list as per the government rules and regulations and also suggested strictly follow the schedule of admission time table. Some also suggested to the committee that given the information to the student regarding to the career and oriented program in the college and motivated them to enroll in it.		
<b>Subject :- 3</b>	To appoint the In-charge and finalize the work distribution to various committees in the college.		
<b>Resolution &amp; ATR</b>	For the efficient working of the committee, it was decided to keep the same in charge as the previous year with small change in the some committee. In the meeting it was decided that to implement the Recommendation of the NAAC and SAAC suggested in their Peer team report .Secretary of Staff Council Prof. R. S. Dhande allotted responsibility to conduct meeting as early as possible.		
<b>Subject :- 4</b>	To arrange meeting with Head of Departments regarding workload, Time table etc.		
<b>Resolution &amp; ATR</b>	For the Recruitment of contract and clock Hour basis teachers in the academic year of 2016-17, Workload of department are discussed and finalize. Also tentative and the final table are said to be prepared to the committee in-charge to meet the actual workload and actual teachers in the department of college.		
<b>Subject :- 5</b>	To discussion on the proposal to start new courses in the college.		
<b>Resolution &amp; ATR</b>	As per demand of Stakeholder and feedback of stakeholders the proposal of following new courses put forward to CDC approval to submit a proposal to Sant Gadge Baba Amravati University Amravati and Government of Maharashtra. 1. PG in various science subjects. 2. More career oriented and skill oriented program		
<b>Subject :- 6</b>	Any other subject with the permission of the Chair.		
	1. Dr. S.V. Kolhe gives suggestion regarding Plantation bamboo tree behind the science building. 2. Dr. M. M. Dhore gives suggestion regarding to the PBAS form submitted by the faculty member evaluated as early as possible.		
<b>Resolution</b>	1. Suggestion given by the Dr. S. V. Kolhe has convey to head of the department		

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<b>&amp; ATR</b>	of botany for plantation bamboo tree behind the science building also it is recommended if possible use bamboo tree near the compound of all the college campus. 2. Suggestion of evaluation of the PBAS form as early as possible has conveyed this message to the Incharge of the PBAS Committee.
Prof. R. S. Dhande Coordinator proposed the vote of thanks	
IQAC Coordinator 	 IQAC Chairman

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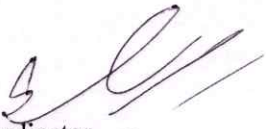





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<b>Academic Session:- 2016-17</b>		<b>Meeting No:- 02</b>	<b>Date:-13.08.2016</b>
<b>Subject :- 1</b>	To read and finalize minutes and resolution of last meeting.		
<b>Resolution &amp; ATR</b>	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
<b>Subject :- 2</b>	To finalize the policies on the Slow and advance learner		
<b>Resolution &amp; ATR</b>	<p>To minimize the dropout rate of the student in the college, it has been decided in the meeting that remedial classes for the slow learners are conducted more effectively manner in this academic year and the same message is conveyed to the convener of the committee.</p> <p>For the advanced learner merit mission concept implemented, so that more number of students will get a place in the merit list of the university and also suggested to the convener to motivate the advanced learner to participate in college, university national competition and discussed the requirement of their.</p>		
<b>Subject :- 3</b>	To plant the New construction and Renovations		
<b>Resolution &amp; ATR</b>	<p>As per feedback, plan of department and budget following new construction and renovation put forward to CDC for necessary approval in this academic year.</p> <ol style="list-style-type: none"> <li>1. Pavers in the college premises</li> <li>2. Construction of the boys urinal the playground</li> <li>3. Renovation of the auditorium.</li> </ol>		
<b>Subject :- 4</b>	To prepare and finalize the Academic Action Plan for implementation		
<b>Resolution &amp; ATR</b>	<p>NAAC &amp; SAAC Peer team report has suggested some recommendations for the improvement of teaching learning and evaluation system in the college. This recommendation is communicated with the head of the department and suggested to involve this. In the current academic year, a new academic Action Plan is collected from the department and is approved and finalized after discussion. Also for Effective implementation, three members committee has formed in the supervision of the Honorable principal.</p>		
<b>Subject :- 5</b>	To discuss on Research Output and different grants.		
<b>Resolution &amp; ATR</b>	<p>Dr. M. M. Dhore put forward report regarding to the UGC minor and major research project. It has been decided in the meeting, all senior faculties file E minor and major research project. Each department initiated major research project.</p>		
<b>Subject :- 6</b>	To discussion on organizing the Departmental extension services		
<b>Resolution &amp; ATR</b>	<p>All Departments are directed to organize at least Two extension services in this academic year for benefit/ awareness to society.</p>		
<b>Subject :- 7</b>	To conduct Common Test & review of the percentage of syllabus completed		

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<b>Resolution &amp; ATR</b>	Head of Faculty of Arts, Commerce and Science directed to conduct meeting regarding syllabus completion, Unit wise test, Submission of Assignment, Project, Seminar and record of common test examination in concerned Faculty/ Stream and submit report to Principal.
<b>Subject :- 8</b>	Any other subject with the permission of the Chair.
	To appoint the student representative to IQAC by Dr. R. M. Jumle.
<b>Resolution &amp; ATR</b>	Principal has given the instruction to the head of the faculty to suggest the name of student's representative from their faculty on the basis of the merit and sincerity.
Prof. R. S. Dhande Coordinator proposed the vote of thanks	
 IQAC Coordinator	 IQAC Chairman



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Academic Session:- 2016-17		Meeting No:- 03	Date:-08.10.2016
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 13.08.2016		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To review the committee work		
Resolution & ATR	The various committees of form at the beginning of the academic year to take the the review of this committee work and implementation of the policy decided at the beginning of the year it has been decided to take the separate meeting to take the review of committee work.		
Subject :- 3	To organize parent-teacher meet and Alumni meet		
Resolution & ATR	It has been decided that parent-teacher meet and Alumni meet will be organized in the month of December. The same message is forwarded to the convener of the committee.		
Subject :- 4	Any other subject with the permission of the Chair.		
	To improve of the internet facility in the college campus- Dr. V. B. Bhagat.		
Resolution & ATR	Computer Science Department and purchase committee has instructed to take review and suggest the proper plan and provider who provide the net facility in the college.		
Prof. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	

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Academic Session:- 2016-17		Meeting No:- 04	Date:-02.12.2016
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 08.10.2016		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	Felicitation of Teachers and Students		
Resolution & ATR	Committee has formed to felicitated the outstanding performance teachers and students in academic, sport, NCC, NSS under the supervision of Principal sir and culture committee incharge Dr. S. V. Kolhe; Separate list attached..		
Subject :- 3	To organize Annual Cultural Program.		
Resolution & ATR	The cultural committee In-charge Dr. S. V. Kolhe informed to organize the meeting regarding the Annual Cultural Gathering on the occasion of the birth anniversary of Dr Panjabrao Deshmukh founder President of Shri Shivaji Education Society		
Subject :- 4	To purchase Books, Software, Journals as per need of departments and students		
Resolution & ATR	Library committee has directed to sanction the books as per	the demand from department regarding latest syllabus.	
Subject :- 5	Any other subject with the permission of the Chair.		
Resolution & ATR	Prof. U. T. Bhati suggested the online procedure of submission of documents and feedback.		
	It has decided to as early as early to start the online feedback system and document submission of department related to academic audit.		
Prof. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	


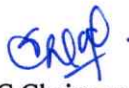
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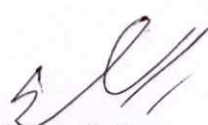

Academic Session:- 2016-17		Meeting No:- 05	Date:-24.01.2017
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 02.12.2016.		
Resolution & ATR	Co-coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To review the University results.		
Resolution & ATR	Subject wise results are analysis and low result departments directed to improve the result to assign department level test examination and assignment.		
Subject :- 3	To discuss on UGC fund and grants		
Resolution & ATR	Dr. R. M. Jumle has given information regarding the possibilities of grants under XII Plan of the UGC and other agencies to the meeting.		
Subject :- 4	To install renewable energy resources in the campus.		
Resolution & ATR	Possibility of the installation of energy resource has discussed in this meeting. Also, the suggestion has given by the department of Physics was reviewed in this meeting.		
Subject :- 5	Any subject with the permission of the Chair.		
Resolution & ATR	There are no items or subject with the permission of the chair.		
Prof. R. S. Dhande Coordinator proposed the vote of thanks			
<div><div> IQAC Coordinator</div><div> IQAC Chairman</div></div>			

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Academic Session:- 2016-17		Meeting No:- 06	Date:-21.03.2017
Subject :- 1	To read and finalize the minutes and resolution of last meeting held 24.01.2017		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To discuss on College Magazine and Prospectus Preparation.		
Resolution & ATR	In-charge committee directed to start work of college magazine for the Academy 2016-17 and Incharge of prospectus committee inform to prepared the college prospectus for the next academic year.		
Subject :- 3	To organize a meeting with Head of Departments		
Resolution & ATR	It is decided to take the separate meeting of principal with the head of the department regarding the completion of syllabus. The responsibility of the meeting has given to the head of the faculty.		
Subject :- 4	Any other subject with the permission of the Chair.		
	To Improve the water facilities point in the campus - Dr. R. M. Jumle		
Resolution & ATR	The building and maintenance committee instructed to find the point to improve the water facilities in the campus and note down the suggestion has given by Dr. R. M. Jumle.		
Prof. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	

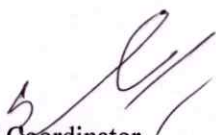

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Academic Session:- 2016-17		Meeting No:- 07	Date:-25.04.2017
Subject :- 1	To read and finalize the minutes and resolution of last meeting held 21.03.2017		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To review the Feedback form and Suggestion regarding curriculum, Infrastructure and service etc.		
Resolution & ATR	Analysis of feedback submitted by committees has been discussed in meeting. It will be decided to put in CDC the suggestion obtained by the stakeholders positively and necessary implementation for the development of college. Detail separate report is attached.		
Subject :- 3	To discuss the result of Academic audit of Department and Committee		
Resolution & ATR	Coordinator IQAC informed to put the result and performance of department and committee in college staff council meeting. Also, give suggestions for improvement of performance of department and committee.		
Subject :- 4	To discuss the updates in NAAC rules regarding Assessment and Accreditation etc.		
Resolution & ATR	Latest update in NAAC rules regarding Assessment and Accreditation has discussed and aware to all IQAC members. Honorable Principal has guided on it.		
Subject :- 5	Any other subject with the permission of the Chair..		
Resolution & ATR	There is no item or subject with the permission of the chair.		
Prof. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	

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