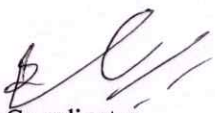



**Shri Shivaji Arts, Commerce and Science College, Akot.**  
**Internal Quality Assurance Cell**  
**Meeting Minutes, Resolution & Action Taken Report (ATR)**

<b>Academic Session:- 2017-18</b>		<b>Meeting No:- 01</b>	<b>Date:-20.06.2017</b>
<b>Subject :- 1</b>	To read and finalize the minutes of the last meeting of IQAC held on 25.04.2017.		
<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 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. Also, Asked the difficulty of admissions committee and solved by the Principal		
<b>Subject :- 3</b>	To appoint the In-charge of various committees the college and their work distribution.		
<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. Also, discuss and decided to explain the expectations of the new guidelines of the NAAC to the committee members. Secretary of Staff Council Prof. Ku. M. M. Deshmukh allotted to responsibility to conduct meeting.		
<b>Subject :- 4</b>	To arrange the 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 2017- 2018, Workload of department are discussed and finalized. 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 the proposal on starting of the new courses in the college.		
<b>Resolution &amp; ATR</b>	<p>As per demand of Stakeholder and feedback of stakeholders the proposal of new courses put forward to CDC approval to submit a proposal to Sant Gadge Baba Amravati University Amravati and Government of Maharashtra.</p> <ol style="list-style-type: none"> <li>1. M.Sc. in Botany</li> <li>2. M.Sc. in Zoology</li> <li>3. M.A. in History</li> <li>4. M.A. in Political Science</li> <li>5. Urdu as an optional subject for B.Sc.</li> <li>6. Sociology as an optional subject for B.A.</li> <li>7. Continuation of career oriented program</li> </ol>		

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	8. Introduction of new Value Added Courses	
<b>Subject :- 6</b>	Any other subject with the permission of the Chair.	
	Dr. V. B. Bhagat put the suggestion regarding Plantation and Renovation of the lawn. Dr. R. M. Jumle suggested to issues more books to the advanced learners in the library.	
<b>Resolution &amp; ATR</b>	Suggestion given by the Dr. V. B. Bhagat convey to head of the department of botany for plantation and office for the maintenance of the Lawn in the premises of the college. Suggestion of more books should be issued to the laboratory is accepted in the meeting and convey the message to the librarian.	
Dr. R. S. Dhande Coordinator proposed the vote of thanks		
 IQAC Coordinator		 IQAC Chairman

Co-ordinator  
Internal Quality Assurance Cell  
Shri Shivaji Arts, Commerce and  
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Principal  
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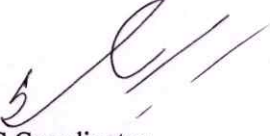





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<b>Academic Session:- 2017-18</b>		<b>Meeting No:- 02</b>	<b>Date:-13.08.2017</b>
<b>Subject :-1</b>	To read and finalize the minutes and resolution of last meeting held on 20.06.2017.		
<b>Resolution &amp; ATR</b>	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
<b>Subject :- 2</b>	To decide the Policy making on the Slow and Advance learner		
<b>Resolution &amp; ATR</b>	<p>To minimise 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 review the University Semester syllabus of B.A. and B.Com		
<b>Resolution &amp; ATR</b>	Regarding to the semester pattern head of the faculty of Art and Commerce suggest to take the meeting of the faculty members and ask there difficulties and requirement regarding the same. For the effective implementation of the semester pattern to make a plan on their level and implemented.		
<b>Subject :- 4</b>	To plan the new constructions 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. New Separate construction for Commerce Department</li> <li>2. 4 Class room +01 Computer Lab + 01 Staff room</li> <li>3. Paver in the premises.</li> </ol>		
<b>Subject :- 5</b>	To prepare and finalize the Academic Action plan and its implementation.		
<b>Resolution &amp; ATR</b>	Department wise academic plan submitted by the department are analysis and discuss in the meeting. With necessary correction, finalized academic Action Plan are prepared and circulated in the staff. Also for Effective implementation, three members committee has formed in the supervision of the Principal.		
<b>Subject :- 6</b>	To discuss on Research Outputs and its grants.		

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<b>Resolution &amp; ATR</b>	Discuss the registration process of the Sant Gadge Baba Amravati University Amravati for Research Centre, supervisor and students. In-charge of the committee directed to collect the information from the department regarding the same.  Minor and Major research project grants of UGC discuss in the meeting and Incharge of the committee directed to circulate a notice among the faculty members. Also it is decided to motivate the faculty member to apply for the other (DST etc.) agencies for the minor and major research projects.
<b>Subject :- 7</b>	To discuss on organizing the Departmental Guest Lectures using ICT Tools.
<b>Resolution &amp; ATR</b>	All Departments are directed to organise at least Two guest lectures in this academic year. At the same time Principal suggested to use the ICT tools in the program.
<b>Subject :- 8</b>	To conduct the Common Test & review of the syllabus completed.
<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 :- 9</b>	Any other subject with the permission of the Chair.
	To increase the budget in the earn and learn scheme by Prof. S. H. Pande
<b>Resolution &amp; ATR</b>	The implementation of <i>Earn and Learn Scheme</i> is very important for the ruler students. For more number of students are benefited under the scheme in the near future the budget must be increases has been suggested by the Principal.
<p style="text-align: center;">Dr. R. S. Dhande Coordinator proposed the vote of thanks</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               IQAC Coordinator         </div> <div style="text-align: center;">               IQAC Chairman         </div> </div>	



**Co-ordinator**  
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**Principal**  
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Academic Session:- 2017-18		Meeting No:- 03	Date:-08.10.2017
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 13.08.2017.		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To discuss the submission of AQAR.		
Resolution & ATR	As per the new guidelines of the NAAC, IQAC; the Coordinator instructed to prepare the AQAR for the last year and suggested to submit in the next meeting.		
Subject :- 3	To discuss the New Guidelines of NAAC accreditation and assessment process		
Resolution & ATR	NAAC accreditation and assessment new guidelines are displayed on the website of the NAAC. All IQAC members are suggested to visit the NAAC website and refer the criteria wise information.		
Subject :- 4	To discuss about the organization of Parent-Teacher meet and Alumni meet.		
Resolution & ATR	It has been decided that Parent-Teacher meet and Alumni meet will be organised in the month of December. The same message forwarded to the conveners of the committee.		
Subject :- 5	Any other subjects with the permission of the Chair.		
	Skill Up-gradation Programme should be organized for staff members by Prof. U. T. Bhati.		
Resolution & ATR	Computer science department has instructed to organise the computer literacy program for the teaching and non-teaching faculty under the skill up-gradation program.		
Dr. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	

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

<b>Academic Session:- 2017-18</b>		<b>Meeting No:- 04</b>	<b>Date:-02.12.2017</b>
<b>Subject :- 1</b>	To read and finalize the minutes and resolution of last meeting held on 08.10.2017.		
<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 plan the felicitation of Teachers and Students		
<b>Resolution &amp; ATR</b>	Committee has formed to felicitate the outstanding performance by teachers and students in academic, sport, NCC, NSS under the supervision of Principal and cultural committee Incharge Dr. S. N. Patole.		
<b>Subject :- 3</b>	To discuss the Half year Academic audit of Departments and Committees.		
<b>Resolution &amp; ATR</b>	The Incharge of academic audit committee Dr. V. B. Bhagat placed the academic audit of the departments and the committees. The detailed discussion was held on the reports and suggested to complete the academic Action Plan submitted by the concern departments and committees.		
<b>Subject :- 4</b>	Planning regarding Annual Cultural Programme		
<b>Resolution &amp; ATR</b>	The cultural committee Incharge Dr. S. N. Patole informed to organise the meeting regarding the annual cultural gathering on the occasion of the birth anniversary of Dr Panjabrao Deshmukh, the founder President of Shri Shivaji Education Society, Amravati.		
<b>Subject :- 5</b>	To discuss on MoUs		
<b>Resolution &amp; ATR</b>	Dr. V. B. Bhagat explained the concept of the MoU to IQAC members, also explained importance to society and students. It has decided to take a meeting of all the HODs regarding the collaborations and MoUs. It was also decided by few departments in college to take initiative in Signing the MoU, collaboration and linkage activities with renowned colleges and industries in the region.		
<b>Subject :- 6</b>	To decide the purchase of new Books, Software, journals etc. as per need of departments and students		



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<b>Resolution &amp; ATR</b>	Library committee has directed to sanction the purchase of syllabus based Books, Software, Journals etc. as per the demands from departments.
<b>Subject :-7</b>	To maintained the cleanness of the Campus
<b>Resolution &amp; ATR</b>	Office superintendent instructed to make a scheduled for maintain the cleanliness of the campus and classrooms. Also, all the head of faculties and departments directed to give the follow up. It was decided by the committee members to visit the every department and class room for proper implementation.
<b>Subject :-8</b>	Any other subject with the permission of the Chair.
	Prof. D. B. Wankhade put a suggestion regarding internet/ Wi-fi facility in all the departments.
<b>Resolution &amp; ATR</b>	It has decided to upgrade internet/ Wi-fi facility in the campus as early as possible and also it would provide to all departments for easy access.

Dr. R. S. Dhande Coordinator proposed the vote of thanks

  
IQAC Coordinator

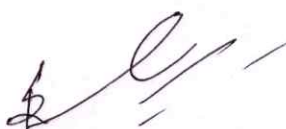

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IQAC Chairman

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**Meeting Minutes, Resolution & Action Taken Report (ATR)**

Academic Session:- 2017-18		Meeting No:- 05	Date:-24.01.2018
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 02.12.2017		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To review the University results.		
Resolution & ATR	Subject wise results were analysis and departments with weak result were directed to improve the result by assigning the department level test examination.		
Subject :- 3	To discuss on UGC funds and grants		
Resolution & ATR	Dr. R. M. Jumle given the information regarding possibilities of different grants under XII Plan of the UGC and other agencies. It included the schemes for enhancement of the College infrastructure and learning resources.		
Subject :- 4	To implement the Suggestion box and Grievance Redressal mechanism in campus		
Resolution & ATR	The Incharge of committee of advised to collect the suggestions from the box, analysed it and to submit the report. Also, In-charge of Grievance Redressal committee informed to submit the report for detail discussion		
Subject :- 5	Any other subject with the permission of the Chair.		
	Dr. P.P. Kothe suggested to make a temporary degree college time table during the period of state board examination.		
Resolution & ATR	All Head of the Faculties were instructed to make temporary degree college time table during the period of state board examination.		
Dr. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	



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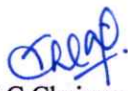
Academic Session:- 2017-18		Meeting No:- 06	Date:-21.03.2018
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 24.01.2018.		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To discussed on College Magazine and Prospectus.		
Resolution & ATR	Incharge of committee directed to start a work on college magazine for the Academy 2017-18 and Incharge of prospectus committee informed to prepare the college prospectus for the next academic year.		
Subject :- 3	To discuss on PBAS report of the faculty members.		
Resolution & ATR	Dr. S. V. Kolhe ,Incharge of Performance Based Appraisal System Committee informed to submit a report at the end of the session; suggested to circulate the notice to collect the PBAS form of faculty members.		
Subject :- 4	To organized the meeting with Head of Departments		
Resolution & ATR	It was decided to take a meeting of Head of the department with Principal regarding the completion of syllabus. Thee responsibility of the meeting had given to the Head of the concern faculty.		
Subject :- 5	Any other items or subject with the permission of the Chair.		
	To display of the schedule of the academic audit by Dr. R. M. Jumle		
Resolution & ATR	IQAC Coordinator given the responsibility to display the academic audit and circulate the notice to the Staff members.		
Dr. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	

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Academic Session:- 2017-18		Meeting No:- 07	Date:-25.04.2018
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 21.03.2018.		
Resolution & ATR	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.		
Subject :- 2	To review the Feedback forms and Suggestions regarding curriculum, infrastructure and service etc.		
Resolution & ATR	Analysis of feedbacks submitted by the committees has been discussed in meeting. The suggestions obtained by the stakeholders will be positively placed in CDC for necessary implementation for development of college.		
Subject :- 3	To discussed the outcomes of Academic audit of Departments and Committees.		
Resolution & ATR	Coordinator of IQAC informed to submit the outcomes of the departments and committees in College Staff Council meeting; also, given the suggestions for improvement of performance.		
Subject :- 4	To discuss on the validity of NAAC		
Resolution & ATR	Coordinator of IQAC about the validity of the NAAC and accreditation process. Also, it will be compulsory to go for accreditation in the next academic session. The detailed discussion will take place in IQAC and it will be finalized to submit SSR and AQAR as early as possible as per the guidelines of NAAC.		
Subject :- 5	Any other items or subject with the permission of the Chair..		
	To collection of information AQAR and SSR - Dr. R. M. Jumle		
Resolution & ATR	Coordinator of the IQAC informed to give the proforma of AQAR and SSR to all Head of Department and Committee Incharge to submit information.		
Dr. R. S. Dhande Coordinator proposed the vote of thanks			
 IQAC Coordinator		 IQAC Chairman	

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