

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

Academic Session:- 2018-19		Meeting No:- 01	Date:-13.07.2018
Subject :- 1	To confirm the minutes of last meeting of IQAC held on 25.04.2018		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To decide admission policy of UG and PG classes		
Resolution & ATR	First year admission committee of Arts, Commerce and Science are directed to give admission on the basis of merit as per the rules and regulation of government. The schedule of Admission is displayed on the notice board and website of college.		
Subject :- 3	To appoint the In- charge and work distribution to various committees in the college		
Resolution & ATR	In charge of various committee in college are appointed and nature and expectation discuss and finalized. Secretary of Staff council Prof. Ku. M. M. Deshmukh allotted to responsibility to conduct meeting.		
Subject :- 4	To organize meeting with Head of Departments regarding workload, Time table etc.		
Resolution & ATR	Meeting of Head of Departments was called regarding workload, time table etc. Head of Faculty allotted the responsibility to conduct the meeting.		
Subject :- 5	To make decision regarding AQAR and allotment of criteria to IQAC members regarding SSR and AQAR.		
Resolution & ATR	<p>Proforma of AQAR allotted to Criteria in-charge and Head of department and committee Incharge for collection of data.</p> <p>Following member are appointed for collection of criteria wise information.</p> <ol style="list-style-type: none"> 1. Dr.V.B. Bhagat:- Criteria I 2. Dr. S. V.Kolhe:- Criteria II 3. Dr. M.M. Dhore Madam :- Criteria III 4. Prof. D. B. Wanakhade :- Criteria IV 5. Dr. S. H. Pande. :- Criteria V 6. Dr. P.P. Kothe :- CriteriaVI 7. Prof U. T. Bhati:- Criteria VII 		
Subject :- 6	To discussion the proposal starting of new courses in the college.		
Resolution & ATR	<p>As per demand of Stakeholder and feedback of stakeholder the proposal of following new courses put forward to CDC approval to submit proposal to Sant Gadge Baba Amravati University Amravati and Government of Maharashtra.</p> <ol style="list-style-type: none"> 1. M.Sc. Botany 2. M.Sc. Zoology 3. M.Sc. Mathematics 4. M.Sc. Physics 5. Additional Section B.Sc. 		

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

	6. Value added courses of department 7. Career orientation programme	
Subject :- 7	Any other subject with the permission of Chair.	
	1. Dr. S.V. Kolhe suggested that online admission procedure of Second year students of Arts, commerce and Science shall be implemented. 2. Dr. M. M. Dhore suggested that faculty member published their work in UGC listed journals. 3. Dr. R. M. Jumle suggested that Ms. Shyamal Bhave Students of B.Sc. III shall be appointed as Students representative in IQAC.	
Resolution & ATR	1. Prof. G. B. Andhale appointed for preparation of plan regarding online admission process. 2. Notice are circulated regarding publication of research paper in UGC listed journals. 3. After discussion Ms. Shyama Bhave Students of B.Sc. III appointed as Student's representative in IQAC ^{and issues} appointment letter.	
	Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks.	
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>IQAC Co-ordinator</p><p><i>U. T. Bhati</i></p><p>Co-ordinator</p></div><div style="width: 45%; text-align: right;"><p><i>U. T. Bhati</i></p><p>IQAC Chairman</p></div></div>		

Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot

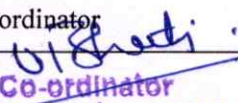

Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maharashtra)



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

Academic Session:- 2018-19		Meeting No:- 02	Date:-17.08.2018
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 13.07.2018		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To confirm the policies for the Slow and advance learner		
Resolution & ATR	<p>HOF and Incharge of committee inform to find and arranged the classes and test for Slow and advance learner in Arts, Commerce and Science faculty.</p> <p>Dr. R. M. Jumle Incharge of Merit mission put the report of progress of Meritorious students during 2018-19.</p> <p>Remedial coaching class enrolments and time-table displayed by the Incharge of Arts, commerce and Science faculties for slow learners.</p>		
Subject :- 3	To review the University results		
Resolution & ATR	Subject wise results of A. Y. 2017-18 were analysed and low result departments directed to improve the result.		
Subject :- 4	To plan new construction and renovation in college campus.		
Resolution & ATR	<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"> 1. Renovation and construction of UG and PG laboratory of Chemistry 2. Renovation and construction of UG laboratory of Zoology. 3. Paver fitting in the premises. 4. Shifting of Library. 		
Subject :- 5	To prepare and finalize the Academic Action plan and its implementation		
Resolution & ATR	<p>Co-ordinator of Academic Audit committee Dr. R. M. Jumlehas presented the consolidated plan in the meeting. It was discussed and accepted with necessary suggestion and correction. For proper implementation, it was forwarded to Academic audit committee and circulated to Head of Department and in-charge of various committees.</p>		
Subject :- 6	To assess the research output.		
Resolution & ATR	<p>All Non-Ph.D faculty members informed to register for research.</p> <p>The Principal encouraged the faculty members to become research supervisor. Proposal of New supervisors were submitted to university</p> <p>At least 01 research project per teacher shall be submitted to UGC or other funding agencies for grants.</p> <p>All faculty members were instructed to publish at least 02 research articles in UGC listed journals.</p>		
Subject :- 7	To discuss on organization of Departmental Guest Lectures		

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

Resolution & ATR	For motivation and known the recent trends in subject, all Departments are directed to organised four guest lectures in this academic year. For Implementation Academic audit committee inform to collect data from department.
Subject :- 8	To decide the conduct of Common Tests& progress of syllabus and other curricular activities.
Resolution & ATR	Head of Faculty of Arts, Commerce and Science were directed to conduct a meeting to review the progress of syllabus, Unit tests, Assignments, Project, Seminars. Report of these records from concerned Faculties was submitted to Principal.
Subject :- 9	Any other subject with the permission of Chair.
	Enhancement of ICT use for teaching-learning by Dr. R. M. Jumle
Resolution & ATR	As per the direction of NAAC/UGC and parent society, for the use of innovative method in teaching, learning and evaluation new ICT class rooms were sanctioned. Also, teachers instructed to use ICT tools for lecture and maintain the record.
	Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <p>IQAC Co-ordinator</p>  <p>Co-ordinator</p> </div> <div style="text-align: center;">  <p>IQAC Chairman</p> </div> </div>	

Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot

Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maharashtra)





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

Academic Session:- 2018-19		Meeting No:- 03	Date:-08.10.2018
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 17.08.2018.		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To make decision regarding submission of AQAR		
Resolution & ATR	Progress report of the work of AQAR of last five year has put forwarded by Coordinator of IQAC in meeting. Difficulties discussed and plan prepared to submit AQAR as earliest in the month of November.		
Subject :- 3	To discuss on New Guidelines of NAAC accreditation and assessment process		
Resolution & ATR	<p>Following Criteria wise Incharge is appointment for smooth work of SSR as per the New Guideline of NAAC process.</p> <p>Following members appointed as criteria wise Incharge.</p> <ol style="list-style-type: none"> 1. Prof. U. Tadavi:- Criteria I 2. Dr. S. V.Kolhe:- Criteria II 3. Dr. M.M. Dhore :- Criteria III 4. Prof. D. B. Wanakhade :- Criteria IV 5. Dr. S. H. Pande. :- Criteria V 6. Dr. P.P. Kothe :- CriteriaVI 7. Dr. S.N. Kayande:- Criteria VII 		
Subject :- 4	To discuss on environmental, Energy and Fire audit of the departments.		
Resolution & ATR	<p>Massive tree plantation is to be undertaken in June-July by the department of Botany in college campus and Akot city with the help of NSS and NCC. For proper care, maintenance and growth of plants, each department allotted specific area. Also message communicated to Head, Department of Botany to conduct the green audit of college campus.</p> <p>Responsibility of Energy audit is given to prof. U. T. Bhati and instructed to submit the report.</p> <p>Responsibility of Fire audit is given to Dr. S. P. Wagh and instructed to submit the report.</p>		
Subject :- 5	To discuss on updating the Website information		
Resolution & ATR	<p>Incharge and Head of Departments informed to collect information to update website as per the new guideline of NAAC.</p> <p>The IQAC reviewed the present status of the college website and decided that more details about the college and the facilities of the college should be displayed on the website. Dr. S. V. Kolhe suggested that the website is to be updated more frequently and same message conveyed to In-charge Prof. G. B. Andhale.</p>		

Shri Shivaji Arts, Commerce and Science College, Akot.

Internal Quality Assurance Cell

Meeting Minutes, Resolution & Action Taken Report (ATR)

Subject :- 6	To arrange a meeting with Heads of Department
Resolution & ATR	It is decided to arrange a meeting of Heads of Department in next week and following point will be discuss in the meeting. Complete the syllabus as early as possible. Submit the data by department as per the requirement of IQAC for AQAR submission. NAAC Questioners are given to HODs for study, information and submission of data.
Subject :- 7	To organize Parent- Teacher meet and Alumni meet
Resolution & ATR	It was decided to arrange the alumni and Parent- Teacher meet. Alumni Committee should be asked to do the needful. Also, it was decided to register the Alumni Association and the Parent Teachers' Association. The coordinators of Alumni Committee and Parent Teachers' Committee would be asked to do the needful.
Subject :- 8	Any other subject with the permission of Chair.
	Skill Up-gradation Programme should be organized for staff members by Prof. D. B. Wankhade.
Resolution & ATR	Use of technology in automatization of office and teaching learning and evaluation following workshop plan to organize with the help of Computer science and Physics department and regarding message has conveyed to Incharge of department.
	Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks
<div><div>IQAC Co-ordinator</div><div></div><div>Co-ordinator</div></div> <div><div>IQAC Chairman</div><div></div><div>Principal</div></div>	

**Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot**

**Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maharashtra)**



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

Academic Session:- 2018-19		Meeting No:- 04	Date:-02.12.2018
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 08.10.2018		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To felicitate the Teachers and Students		
Resolution & ATR	Committee formed to felicitate the teachers and students with outstanding performance in academic, sport, NCC, NSS under the supervision of Principal and cultural committee Incharge Prof. S. P. Kothekar.		
Subject :- 3	To discuss on half year Academic audit of Departments and Committees		
Resolution & ATR	Incharge of academic audit committee Dr. R. M. Jumle put forward the academic audit of the departments and the committees. The detailed discussion will be held on the report and inform to complete 100% of the academic Action Plan submitted by the departments and committees. And it is informed by circulating the notice to all the staff members.		
Subject :- 4	To discuss on development and implementation of innovative Teaching Methods		
Resolution & ATR	As per new guideline of UGC/NAAC teacher instructed to modern and innovative teaching methods used for teaching. And same report to submit to IQAC in academic audit.		
Subject :- 5	To plan the Annual Cultural Programme		
Resolution & ATR	The cultural committee incharge Prof. S. P. Kothekar informed to organize 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.		
Subject :- 6	To discuss on MoUs		
Resolution & ATR	Principal motivated the staff to sign the MOU with the renowned institution in the field of research, education or industry, NGOs to organize the collaborative activity for the student to gain the knowledge in the particular field of their interest. It's also instructed to organize the competitions, guest lecture, faculty exchange program, student exchange program, excursions, with such institution and industries. The responsibility to sign the MOU is given to concern Head of departments. All departments instructed organized the most possible events under these collaborations.		
Subject :- 7	To purchase new Books, Software, Journals as per need of Departments and students.		
Resolution & ATR	Library committee sanction the books as per the demand from department regarding latest syllabus.		

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



	<p>The issue of creation of Web OPAC system and purchase of new software for the library was discussed and suggested that we should purchase integrated software for the college administration and library which would also include library management. Also subscription of new online Journals and update the library page on website with online resources.</p> <p>Network resource center responsibility allotted to one of the staff of the library for maximum use of e-resources.</p>
Subject :- 8	To organize the campaign to develop the awareness of Cleanness among students.
Resolution & ATR	Regarding to the cultivating the idea of the cleanliness in the student the coordinator of IQAC gave the information regarding to the time table which were run in the previous semester in the meeting. Coordinator has also explained the need to organize the more program cleanliness and Swachh Bharat Abhiyan under the NCC and NSS in the meeting. It was decided in the meeting that, the responsibility for the cleanliness the campus of the college and Swachha Bharat Abhiyan and should be given to the Head of Faculty, Arts, Commerce and Science. Also, the NSS and NCC coordinators were advised that, the maximum number of programs in the area regarding cleanliness and cleanliness campaign should be conducted through NSS and NCC.
Subject :- 9	Any other subject with the permission of Chair.
	To take decision regarding Feedback from stakeholders through Google forms online by Prof. Ku. U. R. Tadavi.
Resolution & ATR	College feedback should be accepted online and use Google form there. So that, its analysis of information will be as quick , accurate and convenient. The decision was adopted in the meeting and suggestions were given to the coordinator of the college's feedback committee.
Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks	
IQAC Co-ordinator	IQAC Chairman

U. T. Bhati
Co-ordinator
Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot

Shri Shivaji
Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maha Maharashtra)



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

Academic Session:- 2018-19		Meeting No:- 05	Date:-24.01.2019
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 02.12.2018		
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 result are analysis and low result departments directed to improve the result.		
Subject :- 3	To discuss on improvement of the unit test results		
Resolution & ATR	All departments instructed to carry unit wise test at department level for increases confidence of students in examination point of views. Focus more on the advance and slow learners in the class.		
Subject :- 4	To discuss on UGC fund and grants		
Resolution & ATR	It was decided to provide a list of various funding agencies to the teaching staff, so that they can explore the possibilities of getting funds from agencies other than UGC. Dr. R. M. Jumle has given information regarding the possibilities of grants under XII Plan of the UGC to the meeting. The IQAC discussed the XII plan guidelines in detail and discussed the schemes under which the college can apply for grants. This included schemes for the enhancement of college infrastructure and learning resources.		
Subject :- 5	To conduct Programme on Women empowerment and Safety		
Resolution & ATR	There should be awareness among college students and students about women's empowerment and security, and they should remain self-employed in the future at their own expense. From this perspective, special events should be taken at the college's anniversary celebrations and post-Diwali sessions on women's empowerment and security. In this connection, Prof. S. W. Vaidya Madam, the coordinator of women's empowerment and security, was given suggestions.		
Subject :- 6	Any other subject with the permission of the Chair.		
	The decision regarding security of campus was raised by Mr. B. M. Fokmare.		
Resolution & ATR	More number of CCTV cameras installed in campus to safety and security.		
Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks			
 IQAC Co-ordinator		 IQAC Chairman	

Co-ordinator
Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot



Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maharashtra)

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

Academic Session:- 2018-19		Meeting No:- 06	Date:-21.03.2019
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 24.01.2019		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To take decision regarding College Magazine		
Resolution & ATR	Committee Incharge directed by IQAC to collect data for college magazine from departments & Committees by circulating the notice. Also circulating the notice to students to contribute the articles, painting and poem to the college magazine. The Principal suggested that, involve the maximum no of articles students on current affairs also suggested to complete work before end of session.		
Subject :- 3	To discuss on Prospectus Preparation		
Resolution & ATR	Prospectus committee has instructed to prepared the prospectus as per the guideline of NAAC and UGC and easy to understand to our rural students. Prof. D.B. Wankhade informed to complete work before 30 th May 2019.		
Subject :- 4	Decision to acquaint the staff members regarding New Guidelines of NAAC framework.		
Resolution & ATR	Marking system and documentation and SOP for DVV are discussion in IQAC meeting with IQAC presentation and NAAC tutorial video. Detail discussion has taken place and Principal solves and answer the problem of Incharge of criteria.		
Subject :- 5	To encourage the registrations of teaching faculties to Swayam portal.		
Resolution & ATR	As per the new guideline of UGC, there has weightage of online Moodle's and courses in API. Also, it will helpful to understand the concept in the subjects and multidisciplinary subjects. Keep all the points of view, IQAC suggested the teaching staff to registered the name in Swayam portal.		
Subject :- 6	To arrange the meeting with Head of Departments		
Resolution & ATR	In the meeting Principal directed to HOD as per follows, Complete the syllabus as early as possible. Website data of each department discussed. SOP for DVV process discuss with the HODs. Instructed data with documents submit to IQAC as early as possible.		
Subject :- 7	Any other subject with the permission of Chair.		
	Submission of API and discussion on PBAS report:- Dr. S. V. Kolhe		
Resolution & ATR	The Principal was asked to issue notice to the faculty members who did not submit their PBAS record and Dr. S. V. Kolhe instructed to submit the PBAS report at the end of Academic session.		

Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks

IQAC Co-ordinator



IQAC Chairman

Co-ordinator
Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot

Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maharashtra)



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

Academic Session:- 2018-19		Meeting No:- 07	Date:-25.04.2019
Subject :- 1	To read and finalize the minutes and resolution of last meeting held on 21.03.2019		
Resolution & ATR	Co-ordinator of IQAC read the minutes of previous meeting and it was confirmed unanimously.		
Subject :- 2	To review the Feedback form and Suggestion regarding to 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.		
Subject :- 3	To assess the result of Academic Audit of Department and Committee		
Resolution & ATR	Result/ Score in the academic audit had been read and informed in the staff council meeting. The same will be put in CDC with necessary correction. Detail is attached in Separate Sheet.		
Subject :- 4	To review the Best Practices of the college		
Resolution & ATR	The IQAC discussed and reviewed the best practices of the college and decided that they should be displayed on the website and implemented with new enthusiasm in the next academic year.		
Subject :- 5	Any other subject with the permission of Chair.		
	To install Rainwater Harvesting system in college campus		
Resolution & ATR	For rain water harvesting Pavers fitting has been suggested by building and maintenance committee. Also, for distilled water assembly plant to collect rain water of "science building" has decided to constructed.		
Mr. U. T. Bhati, Co-ordinator proposed the vote of thanks			
 IQAC Co-ordinator		 IQAC Chairman	

Co-ordinator
Internal Quality Assurance Cell
Shri Shivaji Arts, Commerce and
Science College, Akot

Principal
Shri Shivaji Arts, Commerce
& Science College, Akot
Dist. Akola (Maharashtra)

