

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 12/05/2018 At 01.00 P.M.

Meeting Agenda

- 1) Compliance of previous meeting
- 2) Confirmation of previous meeting minutes
- 3) Discussion on student satisfaction survey
- 4) To promote student for student satisfaction survey
- 5) Updates regarding Schedule of NAAC visit
- 6) Subjects by the permission of Chair

Item wise Minutes of the meeting

- 1) All the minutes of previous meeting are discussed with compliance and confirmed.
- 2) The percentage of students who have successfully completed student satisfaction survey is discussed. It is decided to promote the students to take part in student satisfaction survey.
- 3) Updates regarding NAAC peer team visit is discussed.

Compliance of previous meeting Dated 24/04/2018

- 1) The complete information regarding student satisfaction survey was given to the students.
- 2) Students were made aware of student satisfaction survey through Palak Yojana (Teacher Parent-Ward Scheme).

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 24/04/2018 At 01.00 P.M.

Meeting Agenda

- 1) Compliance of previous meeting
- 2) Confirmation of previous meeting minutes
- 3) Demo of PPT and assessment of all files.
- 4) Interaction with student regarding student satisfaction survey
- 5) Subjects by the permission of Chair

Item wise Minutes of the meeting

- 1) All the minutes of previous meeting are discussed with compliance and get confirmed.
- 2) The preparation of departments, various college committees and office in regard of upcoming NAAC peer team visit is discussed and all the members of IQAC expressed satisfaction regarding departmental PPT and file preparation.
- 3) In the context of online student satisfaction survey to be conducted by NAAC, it is decided to give complete information regarding student satisfaction survey to the students. Also it is decided to make aware the students regarding the same through Palak Yojana (Teacher Parent-Ward Scheme)

Compliance of previous meeting Dated 04/04/2018

- 1) The committee was constituted to assess the performance and readiness of teaching departments, various committees and office for upcoming NAAC peer team visit.
- 2) The directions were given to concern and they complied with in all respect.
- 3) All necessary files of documents for criterion wise validation were prepared.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 04/04/2018 At 01.00 P.M.

Meeting Agenda

- 1) Confirmation of previous meeting minutes
- 2) Compliance of previous meeting
- 3) Preparedness of departmental PPT presentation
- 4) Departmental and committee work Assessment.
- 5) Criterion wise documentation for evidences
- 6) Schedule of NAAC Peer Team visit
- 6) Subjects by the permission of Chair

Item wise Minutes of the meeting

- 1) Minutes of previous meeting are confirmed with discussion.
- 2) The departmental preparation for PPT presentation is discussed in IQAC. It is decided to prepare a schedule for demonstration of PPT presentation of teaching departments, various committees and office. In this regard, a committee is constituted to assess the performance to finalize the content of PPT.
- 3) Suggestions given, after six monthly assessments, to the teaching departments, various committees and office of the college are reviewed and directions are given to the concerned wherever necessary.
- 4) In the context of upcoming NAAC peer team visit, criterion wise evidences are checked and found correct.
- 5) Updates regarding NAAC peer team visit is discussed.
- 6) The Principal and IQAC Coordinator made a special request to all the staff members to be available during the University examination and holidays for NAAC work.

Compliance of previous meeting Dated 27/03/2018

- 1) The college academic and activity plan for 2018-19 was finalized.
- 2) College budget was finalized for financial year 2018-19.
- 3) The college website was updated.
- 4) All the members suggest the dates in July last week which will be conveyed to NAAC as per their direction or communication.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 27/03/2018 At 01.00 P.M.

Meeting Agenda

- 1) To finalize the academic plan 2018-19
- 2) To finalize the Activity plan 2018-19
- 3) Discussion & finalize the budget for 2018-19
- 4) Updation of college website
- 5) Compliance of previous meeting
- 6) Confirmation of previous meeting minutes
- 7) Subjects by the permission of Chair

Item wise Minutes of the meeting

- 1) The academic plan was discussed in IQAC and it is finalized with same corrections. The plans were prepared faculty wise and the same were displayed on college notice board and website. The plan is also circulated to all departments for smooth working.
- 2) The activity plan is also finalized in the meeting. It is decided that more add on or skilled based programmes should be introduced in the session 2018-19. It is also decided that every year workshop on teaching skills, ICT and new techniques will be organized.
- 3) It is decided that for skill base programmes ED Cell should be strengthen.
- 4) The budget of college for 2018-19 was placed before the IQAC members in this regards is decided that every year there should be provision for new ICT equipments. The scheme from UGC will also cover the items like ICT equipments, Green energy generator equipments, books and journals, online resources and items for laboratory up gradation.
- 5) It is decided that college website will be updated every year in the month of June in respect of all information the activities, achievements and events will be uploaded time to time on the college website.
- 6) All the minutes of previous meeting were discussed with compliance and get confirmed.

Compliance of previous meeting Dated 18/11/2017

- 1) Corrections in the criteria input were carried out as per the decided schedule .
- 2) Assessment of all departments were carried out as per the decided schedule.
- 3) A interaction session was organized on 09th and 10th March 2018 for students. In the session all the information about NAAC is places before students and it is also discussed “How NAAC is helpful for development of college and over all educational systems”
- 4) All the members suggest the dates in July last week which will be conveyed to NAAC as per their direction or communication.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting with teaching and non-teaching staff

Meeting Date: 06/02/2018 At 03.15 P.M.

Meeting Agenda

- 1) Timely submission of SSR
- 2) Preparedness for upcoming NAAC peer team visit
- 3) Criterion wise responsibility
- 4) Programs to be conducted as per activity plan
- 5) University examination results
- 6) Updating of College website
- 7) Academic audit
- 8) Campus beautification
- 9) Schedule of NAAC visit
- 10) Subjects by the permission of Chair

Item wise Minutes of the meeting

- 1) Timely submission of SSR for 3rd NAAC Cycle was done. Coordinator appreciated and thanked the support and cooperation of administration and finance in timely submission of the report. IQAC members discussed challenges in new format for NAAC.
- 2) The principal discussed the preparedness of all the departments, committees and office regarding upcoming NAAC peer team visit.
- 3) All Criterion coordinators explained in details about the preparation and directed all teaching and non-teaching staff members to maintain their records as per given directions.
- 4) The principal and IQAC Coordinator directed all staff members to conduct/organize all the activities as per activity plan of the college.
- 5) University examination results are discussed and it is decided to guide weak and advanced learners as per need.
- 6) It is decided to submit necessary information to IQAC coordinator to update website of the college. The principal directed college website committee to do the needful in this regard.
- 7) It is decided to keep ready all files as mentioned during academic audit for last five years.
- 8) It is decided that Campus beautification committee will look after all the necessary display. In this regard it is decided that all teaching and non-teaching staff members should submit their requirements through proper channel.
- 9) The probable schedule of NAAC Peer Team visit is discussed.
- 10) The Principal discussed the preparedness of establishment, accounts, UGC schemes and scholarship with all non-teaching members in the context of upcoming NAAC peer team visit.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 18/11/2017 At 12.30 P.M.

Meeting Agenda

- 1) Review of Previous meeting and compliance
- 2) Correction and finalization of QIF information
- 3) Reviews of Departments and final assessment
- 4) Dates of NAAC Committee
- 5) Agenda by Chair
- 6) Interaction with students about NAAC

Item wise Minutes of the meeting

- 1) Final correction in criteria inputs as per QIF of NAAC will be carried out up to 30th November of 2017
- 2) Final review and assessment of all departments will be carried up to 15th of January 2018
- 3) As per discussion in the meeting all the members will suggest the dates before the end of current session 2017-18
- 4) A interaction session for students should be organized so that they can know the NAAC.

Compliance of previous meeting Dated 17/08/2017

- 1) Minutes of Previous meeting were get confirmed
- 2) The college applied for registration for NAAC on 13th November 2017 and complete the process of IIQA submission on 17th November 2017.
- 3) College website is also updated with all required information for all stakeholders and also updates as per NAAC visit requirements.
- 4) The criteria wise inputs are prepared as per NAAC guidelines and all the files are ready in all respect.
- 5) Workshop on IPR is organized on 29th August 2017.
- 6) Workshop on MOODLE is also organized on 06th & 07th October 2017 for teachers.
- 7) On the same day for students workshop on “Know Your College” is also organized.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 17/08/2017 At 12.05 P.M.

Meeting Agenda

- 1) Criteria wise input preparation
- 2) Website updation
- 3) Work distribution for preparation of NAAC
- 4) Workshop on IPR
- 5) “Know you College” workshop for students

Item wise Minutes of the meeting

- 1) It is decided that the will apply for NAAC in the period of 01st November 2017 to 31st December 2017.
- 2) The criteria wise inputs will be prepared up to 30th October 2017
- 3) It is decided that the website will also be updated simultaneously up to 30th October 2017.
- 4) The previously nominated criteria coordinators will continue the work of criteria wise input preparation.
- 5) One workshop on IPR will be organized in the month of August 2017.
- 6) Workshop on MOODLE will be organized in the month of September 2017.
- 7) To introduced the students with all the facilities/procedures/ ethics and other related things, a two days workshop entitled “ Know your college” should be organized before the Diwali vacation.

Compliance of previous meeting Dated 02/08/2017

All the issues related with the agenda were discussed in details and compliance procedure thereof has been undertaken.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
Chikhaldara, Distt. Amravati

Minutes of IQAC meeting

Meeting Date: 02/08/2017 At 12.05 P.M.

Meeting Agenda

- 1) New timelines for AA process introduced by NAAC
- 2) Revised Accreditation Framework
- 3) Eligibility criteria for AA
- 4) Introduction for submission of IIQA
- 5) Fee structure and other financial implications
- 6) IIQA user manual for college.

Item wise Minutes of the meeting

- 1) New timeline of NAAC accreditation and Assessment process is placed in front of all members of IQAC
- 2) Discussion on revised accreditation framework is carried out and all the members of IQAC and criteria coordinators are directed to work accordingly
- 3) Eligibility criteria for AA process is discussed in the meeting
- 4) Instruction for IIQA, fee structure and IIQA user manual is provided to all IQAC members for study and further actions.
- 5) It is decided that the new guidelines should be carefully studied by all members and elaborate discussion on each aspect will be held within 8 days.

IQAC Coordinator

IQAC Chairperson

Meeting Date: 25/04/2017 At 12.15 P.M.

Meeting Agenda

- 1) Preparation of Evaluative Report of departments
- 2) Preparation of API / PBAS as per new guidelines
- 3) Study of new QIF of NAAC
- 4) NAAC visit schedule
- 5) MOUs with institutes and organizations
- 6) Conference in the next session
- 7) Requirement of equipments and books
- 8) Updation of all records
- 9) Item by the chair

Minutes of the meeting

In the meeting of IQAC and Head of departments all the activities in the session 2016-17 is reviewed and suggestion were incorporated for further development. As per agenda of meeting following issues were discussed.

- 1) Preparation of evaluative report of department – In this regard it is decided that the evaluative report should be prepared as per the prescribed format of NAAC upto July 2017
- 2) Preparation of API / PBAS : UGC and Ministry of HRD provided new guidelines about API / PBAS in January 2017 . It is decided that a one day workshop for teachers should be organized to explain guidelines. It is also decided that the assessment on the basis of API will be carried out in the month of July 2017- for this purpose . All the teachers have to prepare their API taking into consideration the new amendments of UGC/ MHRD. A softcopy of new guidelines is provided to all teachers .
- 3) Study of QIF NAAC – NAAC Bangalore comes with new Quality Indicator Framework on 10th April 2017 on pilot basis. The new QIF were put before all heads and discussion is carried out. For detailed study and expected suggestion. All the heads were directed to go through the QIF. A soft copy of QIF is made available to all heads through email.
- 4) NAAC visit schedule: - A tentative NAAC visit schedule is discussed with all the heads and they are directed to work accordingly.
- 5) MOUs with institutes and organizations- As college is working in tribal area there is a vast scope for working jointly with other institutes and organizations. In this regard all the heads are directed to find out the possible areas for MOUs and try to have maximum number of MOUs, with the institutes and organizations
- 6) Organization of conference – As per the direction of IQAC in its meeting dated 08th April 2017- All the heads were informed about the ongoing conference. The letters regarding various tasks related to the conference are already issued to all the concern heads.
- 7) Requirement of equipments and books- All the heads are directed to put their requirement about equipments and books after publication of new syllabi.
- 8) Updation of all records- All the heads are directed to update records as per the guidelines provided by IQAC at time of assessment.

Compliance of the Meeting dated 25/04/2017

- 1) Evaluative Reports of the departments are prepared.
- 2) API of teachers are prepared and assessment is carried out according to PBAS
- 3) A common meeting of IQAC members is carried out to study the QIF and soft copy is provided to all teachers.
- 4) NAAC visit schedule will be prepared as per new AA process.
- 5) Requirement of equipments and books is collected and the process of purchase has been initiated.
- 6) Direction were given to update all records at the time of assessment.

Meeting Date: 08/04/2017 At 11.00 P.M.

Minutes of the Meeting

- 1) Confirmation of minutes
- 2) Compliance of previous meet
- 3) Discussion on NAAC's letter dated 06th March 2017
- 4) Discussion on the NAAC's letter dated 14th June 2016
- 5) Updation of college website
- 6) Finalizing RAR inputs
- 7) NAAC visit schedule
- 8) National / International conference
- 9) Purchase of books for next session
- 10) Establishment of research centres as per new Ph.D ordinance
- 11) To have MoUs with colleges Universities other national / international institutes for research, academic and extension etc.
- 12) To start IGNOU / YCMOU courses
- 13) Item by the Chair

Item wise minutes of the meeting dated 08th April 2017

- 1) Minutes of previous meeting notes and confirmed.3
- 2) Compliance of previous meet decisions.
- 3) As per the suggestion of Dr. R.M. Kadu (Member from Management) it is decided that the writing work of RAR inputs should be carried out during the period of 10th April to 16th April 2017.
- 4) As per the letter of NAAC dated 14th June 2016, it is decided that all the minutes and compliance with the earlier decisions and year wise AQAR should be uploaded on college website.
- 5) To update the college website it is decided that all details like financial one, space, authentication about updation of website at college level should be discussed and finalized with the service provider
- 6) To write the RAR inputs two teams will work. Work to be carried out between 10 to 16 April 2017.
- 7) NAAC visit schedule is confirmed in the discussion with all members, It is decided that the RAR should be updated and corrected as per NAAC new guidelines and thereafter after Mock peer team and Mock management peer team will be invited to assess the institution.
 - i. To assess the institute Mock peer team should consist of specialist and scholars in NAAC and higher education.
 - ii. After assessment by Mock teams fulfillment of suggestions will be carried out upto August 2017.
 - iii. Submission of LOI upto 30th October 2017
 - iv. NAAC visit between 18th to 23rd December 2017.
- 8) If possible one day inter disciplinary conference should be organized upto September 2017. conference should be in collaboration with Sipna College of Engineering and Technology, Amravati. For that both the principals should initiate discussions on topics like theme, venue, dates, finance and whatever related. As per suggestion of Dr. G.R. Dhokane if possible efforts should be taken to arrange one day state level seminar competition of students
- 9) It is decided that after publication of syllabi of new semester pattern, required books, should be purchased.

- 10) Permission is granted to develop reading area for researchers and apply for recognition to Research Centre by the University.
- 11) If possible MoUs should be signed with National / International institutes. For that all the departments will be informed to find out the institutes / organization for MoU and have discussion with management and principal for further action. In this regard notice should also be issued to go through the website of Sant Gadge Baba Amravati University, Amravati
- 12) In order to start the courses of IGNOU it is decided that Prof. H.U.Petkar should collect the information about expenditure, exam centre, faculty requirements, details about lectures to be carried out, scholarship, fees to be submitted to IGNOU. The report of the information should be submitted to the principal at the earliest.
- 13) Items with permission of chair,.
 - i. To start cooperative store for students, department of commerce, should take initiative for correspondence with Sipna Mahavidyalaya Karmachari Patsanstha
and if possible the cooperative stores should be run under the patsanstha.
 - ii. As per the new syllabi of semester pattern of 2017-18 requirement of equipments should be collected and fulfilled.

Compliance of Previous Meeting

- 1) As per item No. 3 criterion wise inputs writing of RAR is completed .
- 2) As per item No. 5 list of required information is prepared by the criteria coordinators
- 3) Building committee is directed to prepare a list of boards, flex, etc, and a letter regarding this is issued to the coordinator of building committee.
- 4) purchase committee is directed to collect requirement of furniture in prescribed format from all departments. A letter is issued to the coordinator in this regards.

Meeting Date: 13/01/2017 At 01.00 P.M.

Agenda of Meeting

- 1) Confirmation of previous meet minutes
- 2) Compliance of previous suggestions
- 3) About preparation of RAR
- 4) Preparation of list of required information, Display Boards, Name plates, etc.
- 5) Requirement of furniture in extension and newly constructed rooms.
- 6) Subjects placed by chairperson.

Minutes of Meeting & Action Taken Report

- 1) Minutes of previous meeting were confirmed with discussion.
- 2) As per suggestion of various members following facilities are made available in college.
 - Cooperative store for students. Common rooms for Girls & Boys
 - Recreational facilities are improved .
 - Extension of library, laboratories (Food science, Petrochemical Science, Industrial Chemistry and Geology) carried out.
 - New construction of language laboratory, IQAC office with meeting space, Department of Commerce, Department of Mathematics and two new class rooms.
- 3) All the criterion coordinators have to complete criterion wise inputs writing upto 30th January 2017.
- 4) Mock peer team will be invited in 03rd week of April 2017
- 5) While criteria wise writing the criterion coordinator will have to prepare a list of required information and formats for the information.
- 6) Building committee should be directed to make a list of required boards, flex, name plates and flex of important committees.
- 7) Requirement of furniture and other things should be processed by purchase committee.

Meeting Date: 21/10/2016 At 01.00 P.M.

Agenda of Meeting

- 1) Confirmation of previous meet minutes
- 2) Discussion of various stake holders suggestions.
- 3) Checking the compliance of a schedule for the preparation of NAAC.
- 4) Discussion with Hon'ble Secretary , Sipna Shikshan Prasarak Mandal, Amravati on all aspects of NAAC.

Minutes and Action Taken report

- 1) Minutes of previous meeting were confirmed after elaborate discussion.
- 2) Follow up of work carried out for preparation of NAAC is taken.
- 3) On the suggestion of students representative Mr. R.S.Wadhai, permission is granted for printout and photocopy of project in college by Hon'ble secretary suggested to build cooperative store and canteen in college campus for students.
- 4) On the suggestion of Alumni representative Dr. S.O. Mishra, permission is granted to construct separate girls & boys common rooms by Hon'ble secretary.
- 5) On the suggestion of local society representative Prof. A.N. Pranjale, permission is granted by Hon'ble secretary of society to create recreational facilities with department of sports.
- 6) On the suggestion of teachers representative, permission is granted by Hon'ble secretary of society for extension of class rooms, library, laboratories etc.
- 7) Detailed discussion on criteria wise imparts is carried out with Hon'ble secretary provides valuable suggestion for improvement. As per the suggestion all criteria coordinators and coordinators has to work continuously for program.
- 8) For construction and extension building committee will take necessary action.

Meeting Date : 15/10/2016 At 02.15 P.M.

Minutes of the Meeting

- 1) Review of previous meeting is taken and minutes are confirmed
- 2) As per direction of Hon'ble President of Sipna Shikshan Prasarak, Mandal, Amravati a schedule is prepared for preparation of NAAC and is distributed to all the members of IQAC.
- 3) As per the schedule work is going on within the prescribed time limit.
- 4) As per suggestion of student representative Mr. R.S. Wadai print outs of project and also reprographic facilities available should be arranged in college campus. Canteen facility should also be made available.
- 5) As per suggestion of Alumni representative Dr. S.O. Mishra, provision of girls and boys common room should be improved.
- 6) As per suggestion of local society representative Prof. A.N. Pranjale recreational facilities should be improved in the college.
- 7) As per the suggestion of teachers representative extension of library, class rooms and laboratories should be done.

Compliance

- 1) Demand is placed for the arrangement of printout and reprographic facilities.
- 2) Building committee is directed to take necessary actions for Boys and Girls common rooms.
- 3) Director of Physical Education is directed to take necessary actions for augmentation of recreational facilities in sport department.
- 4) Building committee is directed to take necessary actions for construction / extension of class rooms, laboratories and library.

Meeting Date : 03/10/2016 At 02.00 P.M.

Minutes of the Meeting

- 1) Review of previous meet minutes is taken and minutes are confirmed.
- 2) Hon'ble President of Sipna Shikshan Prasarak Mandal, Amravati was present at the meeting and provided valuable suggestions.
- 3) As per the direction of Hon'ble President of Sipna Shikshan Prasark Mandal, Amravati a time schedule will be prepared for preparation of NAAC.
- 4) Next meeting will be held on 15th October 2016.

Meeting Date : 07/09/2016 At 01.00 P.M.

Minutes of the Meeting

- 1) All the criterion conveners will be assisted by a team of 02 or 03 members .
- 2) Study of key indicators will be carried out up to 22nd of September 2016.
- 3) Frequent meeting with criteria convener will be carried out for continuous follow up.
- 4) All the committee conveners will be provided with unique formats for records of activities organized through the committee.

Compliance

- 1) All the conveners were directed to approach any one from the special team of 2-3 teachers, co-conveners were selected.
- 2) Discussion on the key indicators was carried out and according to that a SWOT analysis of institute is done. Things to do and things to furnish were identified and actions according to that are in process.
- 3) Continuous follow up was taken through meeting for progress and improvement.
- 4) All the committee conveners, head of the departments were provided with unique formats for records . They are directed to maintain all the documents regarding programmes, like related letters, photographs, banners, pamphlets, paper cuttings etc.

Meeting Date : 30/08/2016 At 01.30 P.M.

Minutes of the Meeting

- 1) In the meeting it is decided that the AQAR of last three years should be submitted to NAAC upto 30th September 2016.
- 2) Criterion wise convener were finalized as below
 - I. I- Curricular aspect – Dr. U. G. Tayade
 - II. II- Teaching, Learning & Evaluation : Dr. V.D. Kapse
 - III. III- Research, Consultancy & Extension – Dr. N. J. Suryawanshi
 - IV. IV- Infrastructure & learning resourced – Dr. B.N. Mahajan
 - V. V- Students support & progression – Prof. G.D. Muratkar
 - VI. VI- Governance, Leadership & Management – Prof. K.N.Shah
 - VII. VII- Innovation & Best practices- Dr. S.P. Chavan
- 3) All the conveners were provided with hard copy and soft copy of guidelines alongwith other related material.
- 4) Discussion on maximum utilization of available facilities was carried out and a need was felt to make plans for the same.
- 5) All the conveners and members will be called for meeting on 03/09/2016
- 6) All the conveners will attend the meet with through study of provided material and they have to approach conveners for support and guidance.

Compliance

- 1) Dr. N.J. Suryawanshi was directed by Hon'ble principal to submit the AQAR of last three years up to 30th September 2016.
- 2) Letters were issued about information to all the criteria conveners and they were directed to prepare the criterion wise inputs as per the guidelines of NAAC.
- 3) A review of available furniture and infrastructure is carried out and the same is distributed or allotted as per needs. Again the requirement of new furniture and other resources were discussed and work is in process to fulfill the requirements.

Meeting Date : 15/07/2016 At 02.00 P.M.

Subjects in the Meeting

- 1) Preparation of AQAR for last three years
- 2) Planning for NAAC third cycle (2018)
- 3) Implementation of New Programmes

Minutes of the Meeting

- 1) All the members have to go through NAAC manual.
- 2) Formats for collection of information should be provided to all members and suggestion & amendments if any should be incorporated.
- 3) Follow up of Academic plan will be taken by academic plan committee.
- 4) Follow up of academic progress will be taken by faculty coordinators
- 5) Research fund will be generated for in house research project
- 6) Case studies should be carried out as per decision in meeting
- 7) Students should be involved in minor research project
- 8) Revenue generation through consulting of environmental science department
- 9) National/ International conference on grass meadows : proposal should be prepared and submitted to funding agencies.

Compliance

- 1) Formats were distributed to all members for collection of information.
- 2) Letter is issued to coordinator academic plan committee regarding follow up of academic plan and they are acting as per the decision.
- 3) Faculty coordinators were informed to take follow up of academic progress and they were introduced with the system of follow up.
- 4) College has made provision of Rs. 50000/- in budget for in house research project.
- 5) Topics were allotted for case studies related to problems, productions in Chikhaldara city.
- 6) Letter regarding revenue generation is issued to head of department of environmental science.
- 7) Dr. G.D. Muratkar was informed about the conference to be organized on grass meadows. He was further directed to take necessary actions.

Meeting

Date: 02/03/2016

Minutes

1. Students feedback should be taken'
2. Best practices be conducted.
3. Criteria wise work.
4. Internal evaluation.
5. Academic plan for the new session be prepared.
6. Students should be encouraged to prepare for university examinations.
7. Overall activities reviewed.

Meeting

Date: 07/12/2015

Minutes

1. Criteria wise work review as taken.
2. Parent and alumni meeting to organize during the annual gathering.
3. Cultural committee to take the follow up of overall academic activity.
4. Palak yojana to implement more effectively.
5. Teaching learning process should be focus so as to increase the students performance in the examinations.
6. Students' attendance should be increased. For this contacts to parents should be made through postal correspondence/ telephonically for irregular student.
7. Departments to invite renowned persons to deliver lectures.
8. Industry institute linkage be developed.
9. To update website.

Meeting

Date: 02/09/2015

Minutes

1. Coordination committee to take the follow up of teaching-learning, interaction with students so as to solve the problems.
2. Department wise extension activities be carried out.
3. Palak yojana to focus students' attendance, academic performance.
4. Over all internal evaluation.
5. Academic audit to carry out.
6. Staff and student support activities/programmes be conducted.
7. MRP no. be increased. Staff members to participate in research related workshops, conference.
8. Students be encouraged in cultural and other activities.

Meeting

Date: 21/06/2015

Minutes

1. Academic plan wise activities should be conducted during the academic year.
2. Staff training programmes to conduct.
3. To organize health care programmes.
4. To strengthen industry institute linkage.
5. Activities/programmes related to student support and progression to organize.
6. Palak yojana effectively implementation.
7. Teaching learning resources to enhance.
8. NSS activities to organize as per directions.
9. Website to update.
10. Entry level test be conducted.
11. Campus fencing be done.

Meeting

Date: 06/04/2015

Minutes

1. Academic plan to be prepared.
2. Criteria wise work and activities should be conducted.
3. Follow up of over all activities organized.
4. e- learning classroom nos. should be increased.

Meeting

Date: 18/12/2014

Minutes

1. To take steps as per recommendations given by NAAC peer team.
2. Best student award and Gunwant Vidyarthi Satkar programme to arrange.
3. Eco-friendly activities be promoted.
4. Organization of annual gathering.
5. Organization of Conferences/Seminars beneficial for students and teachers be organized.
6. Renown /guest speakers should be invited.
7. Promote student support and progression activities.

Meeting

Date: 11/09/2014

Minutes

1. Competence building activities be organized.
2. Teaching and learning should be followed as per academic plan.
3. Extension activities should be organized and promoted.
4. Students should be promoted to participate in various activities. Cultural programmes to organize.
5. Alumni meet and parent meet organization.
6. Internal evaluation as per academic plan be followed.
7. Weak learners should be promoted by paying extra attention through Palak Yojana.
8. Coordination committee to take follow up of teaching and learning as the effort to curb drop out.
9. Conduct of academic audit.
10. Industry institute linkage be strengthened.
11. NCC should be started. Efforts should be made in this regard.

Meeting

Date: 09/06/2014

Minutes

1. Activities should be carried out as per academic plan.
2. Efforts should be taken to increase the no. of admitted students.
3. To carry out entry level test.
4. Research culture be enhanced.
5. Coordination committee to take initiative to observe the teaching and learning so as to curb drop out.
6. Sports activity like organization of inters college university Kho-kho competition.
7. Strengthen virtual learning, ICT use.
8. To increase teaching and learning resources.
9. Activities beneficial for students be carried out.
10. Women development activities be undertaken.
11. National Service Programme be organised.
12. Implementation of Palak Yojana.
13. Industry-Institute Cell to carry out work.
14. Ecofriendly initiatives be undertaken.

Meeting

Date: 05/03/2014

Minutes

1. Last meeting minutes.
2. Students feedback be taken.
3. Co-ordination committee to take follow- up of teaching- learning.
4. To implement Palak Yojana more effectively so as to prepare students for upcoming examinations.
5. Students should be encouraged in examination point of view by the staff members.
6. Teachers to apply for research project.
7. Internal evaluations.

Meeting

Date:09/01/2014

Minutes

1. To enhance ICT tools, virtual resources in teaching.
2. Student support and progression activities be carried out.
3. To monitor students progress through Palak Yojana.
4. Educational visits to organize.
5. To conduct best practices.
6. Admission campaign for next session.
7. Guest lecture should be organized.
8. Research and consultancy works.

Meeting

Date: 05/10/2013

Minutes

1. Last meeting minutes.
2. Teaching and learning resources should be increased and their optimum use should be carried out.
3. Cultural activities be organized.
4. Research culture be promoted.
5. Department wise extension activities be conducted.
6. Palak Yojna be effectively implemented.
7. Academic audit be conducted.
8. Points under vision document.
9. Staff members to participate/attend various seminar/conferences/workshops and training programmes be promoted.
10. Alumni and parent meet should be organised.

Meeting

Date: Date: 24/06/2013

Minutes

1. Academic plan should be followed.
2. Steps should be taken to do work as NAAC peer team recommendations.
3. Entry level test will be conducted.
4. Teaching and learning should be more effective.
5. Carry out research activities, more teachers to apply for MRP.
6. Sports activities to carry out.
7. Use of ICT in teaching be strengthened.
8. New PG programmes to start.
9. Co-ordination committee to take follow- up of teaching learning and students difficulties.
10. Programmes to carry out under NSS.
11. Ecofriendly activities in campus to be conducted.