

Arts, Science and Commerce College,  
Chikhaldara, Dist. 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

Co-ordinator  
IQAC  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati (M.S.)



  
IQAC Chairperson

Acting Principal  
Arts, Science & Commerce College  
Chikhaldara

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 01<sup>st</sup> November 2017 to 31<sup>st</sup> December 2017.
- 2) The criteria wise inputs will be prepared up to 30<sup>th</sup> October 2017
- 3) It is decided that the website will also be updated simultaneously up to 30<sup>th</sup> 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

**Co-ordinator**  
**IQAC**  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.; Amravati(M. S.)



  
IQAC Chairperson

Acting Principal  
Arts, Science & Commerce College  
Chikhaldara

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 30<sup>th</sup> November of 2017
- 2) Final review and assessment of all departments will be carried up to 15<sup>th</sup> 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 13<sup>th</sup> November 2017 and complete the process of IQA submission on 17<sup>th</sup> 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 29<sup>th</sup> August 2017.
- 6) Workshop on MOODLE is also organized on 06<sup>th</sup> & 07<sup>th</sup> October 2017 for teachers.
- 7) On the same day for students workshop on "Know Your College" is also organized.

  
IQAC Coordinator  
Co-ordinator  
**IQAC**  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati(M.S.)



  
IQAC Chairperson  
Acting Principal  
Arts, Science & Commerce College  
Chikhaldara

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 3<sup>rd</sup> 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  
Co-ordinator  
**IQAC**  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati (M.S.)



  
IQAC Chairperson

Acting Principal  
Arts, Science & Commerce College,  
Chikhaldara



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

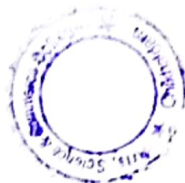
Item wise Minutes of the meeting

- 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 09<sup>th</sup> and 10<sup>th</sup> 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  
Co-ordinator  
IQAC  
Arts, Science & Commerce College,  
Chikhaldara



  
IQAC Chairperson  
Acting Principal  
Arts, Science & Commerce College  
Chikhaldara

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  
Co-ordinator  
IQAC  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati (M. S.)



  
IQAC Chairperson  
Acting Principal  
Arts, Science & Commerce College  
Chikhaldara

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  
Co-ordinator  
**IQAC**  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati (M.S.)



  
IQAC Chairperson  
Acting Principal  
Arts, Science & Commerce College  
Chikhaldara



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  
**Co-ordinator  
IQAC**  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati (M.S.)



  
IQAC Chairperson  
**Acting Principal  
Arts, Science & Commerce College  
Chikhaldara**