

Sipna Shikshan Prasarak Mandal, Amravati
Arts, Science and Commerce College, Chikhaldara, Distt. Amravati

IQAC meeting Minutes and Action taken report

Meeting Date: 26/10/2021 (Time: 11:30 am)

Meeting Agenda

1. To confirm the minutes of the previous meeting dated 14/08/2021.
2. To note the action taken report of the previous meeting dated 14/08/2021.
3. To discuss and suggest for preparation of AQAR for academic year 2020-2021 (Using NAAC manual for affiliated PG colleges and above).
4. To review the IQAC's strategic action plan and gender sensitization plan for 2021-2022.
5. To review the status of Affiliating University or CDC approval to certificate courses.
6. To review the criterion wise performance of the college from 2017-18 to 2020-21.
7. To discuss and suggest quality initiatives to be undertaken.
8. To discuss and suggest time line to prepare SSR for 4th cycle.
9. Items with the permission of chair.

Minutes of the Meeting

Meeting of the IQAC of Arts, Science & Commerce College, Chikhaldara, Distt. Amravati was held on 26/10/2021 at 11:30 am under the Chairmanship of Principal Dr. R. S. Jaipurkar.

At the outset Coordinator IQAC Dr. V. D. Kapse welcomed Hon'ble Dr. R. M. Kadu and other members of the IQAC and sought permission of Chairman to commence the meeting.

Chairman Principal Dr. R.S. Jaipurkar also welcomed all the members and granted permission to commence the business of the meeting. After elaborate discussion the IQAC resolved as follows.

Item No. 1: Minutes of Previous IQAC meeting held on 14/08/2021 are confirmed.

Item No. 2- Noted the action taken on the minutes of IQAC meeting dated 14/08/2021 with following Directions.

- Considered action taken on Sr. No. 1 & 2 of the minutes dated 14/08/2021, expected e-content for academic year 2020-21 was provided partially in the form of clips and screen shots. Hence the concerned should be asked to submit e-content completely. This task should be completed before Diwali Vacation. Dr. V. R. Patil will monitor this issue on priority.
- Considered the action taken on the Sr. No. 4 of the minutes dated 14/08/2021. Report for Medicinal plants/Aromatic plants is not according to the given guidelines. Statistical and numerical data in this regard is expected. The concerned should submit the report afresh as per minutes and earlier suggestions.

Medicinal/Aromatic plant outlet startup project should be planned considering the budget. The budget should be prepared and then future plans should be outlined. For this a committee is constituted comprising of Mr. G. D. Muratkar, Dr. U. R. Kokate and Shri. P. S. Tayade. The task should be completed on priority basis. Mr. G. D. Muratkar shall coordinate this task.

- NAAC preparation should be modeled on NAAC PG manual.
- e-content development by teachers for academic year 2021-22 should be monitored and recorded by Faculty Coordinator committee.
- College website should be periodically updated. The concerned committee should look into this matter. The same committee is directed to refer websites of renowned institutions and universities.
- For uniformity and up gradation in documentation a committee is formed consisting of Dr. U. G. Tayade, Dr. A. V. Dudul, Dr. K. N. Shah, Prof. P. M. Kute and Shri P. N. Bhartiya. The Committee would suggest documentation procedure within 15 days (Excluding Diwali Vacation). Dr. U. G. Tayade will coordinate this task.
- Policy documents should be prepared for various functioning of the college. Dr. V. D. Kapse IQAC Coordinator and all Criteria Coordinator will form a committee for preparation of policy documents within 15 days (Excluding Diwali Vacation) Dr. V. D. Kapse will coordinate this task.

Item No. 3: The plan of action to prepare AQAR for the academic session 2020-2021 is noted. Cell is directed to verify each and every metrics properly.

Item No. 4:

- Noted IQAC's strategic action plan and Gender sensitization plan for academic year 2021-2022. Activities under aforementioned plans should be conducted within stipulated time period.

Item No. 5:

- Noted the correspondence by the college with the affiliating university.

Item No. 6:

- Reviewed the criterion wise performance and it is resolved that all criteria coordinators should do a thorough study of their criterion (metrics wise) and present their detailed report with regard to the metric wise data from academic year 2017-18 onwards for the performance improvement of the college in NAAC assessment . The criterion coordinator should play the role of mentor in this regard. 15 days time period Excluding Diwali Vacation is given to all criterion Coordinators for the same.

Item No. 7:

- Institutional distinctiveness and best practices should be as per NAAC and college vision and mission. In this regard, to improve Educational Awareness Campaign consistently, various activities should be aimed at throughout the year. Earn and learn scheme should be included. It is decided that thorough study should be done to decide institutional distinctiveness and best practice. A comprehensive model should be developed. Staff members should share their ideas regarding institutional distinctive and best practices within 15 days.
- Every teacher should publish at least three papers in UGC care-list journals per year.
- For collaboration and to establish MOU, reputed National institutes/ Universities / College should be preferred to. Every teaching department, Library, Department of Physical Education should go for at least one MOU for collaboration, Linkages and consultancy. MOU's shall be functional.
- Steering committee is constituted under the Chairmanship of Dr. V. D. Kapse to complete SSR preparation within time. Dr. U. G. Tayade, Dr. S. G. Mahajan, Dr. U. S. Wasnik, Dr. A. V. Dudul, Dr. K. N. Shah and Dr. B. N. Mahajan will be the members of this committee.
- It was resolved that number of ICT enabled classrooms should be increased. Dr. U. S. Wasnik should prepare a plan regarding this within 15 days.

- Admission committee is directed to take all efforts to create educational awareness among local and nearby students and increase number of admissions as per intake capacity.
- Updating of central stock book and labeling of laboratory equipment should be completed by 15th December 2021.
- Transaction for seed money, contribution for student's felicitation, etc. shall be done by cheques only.
- It is resolved to go for college ISO certification. IQAC coordinator shall monitor this task.
- All teachers shall use MOODLE - Learning Management Software.
- Documentation shall be done as per NAAC SOPs for data verification and validation.
- Coordinator IQAC shall organize workshop/ training, etc. for NAAC – Awareness, criterion wise best practices, documentation up gradation, record keeping, etc.
- Incubation center shall be established and need to be functional.
- All teaching and non- teaching staff directed to propose areas for techno-friendly initiatives (for ex. Apps, software, automation tools, etc.) in teaching – learning, research, administration, library services, physical education, etc.
- All students shall be encouraged to register on SWAYAM portal.
- Department of Computer science will organize training / Workshop, etc. for MOODLE – LMS.
- Faculty co-ordination committee shall keep Geo-tagged photos of ICT tools, teaching aids, etc.
- Geo-tagged photos and videos shall be kept as record.
- Transfer of Gym equipment to college from parent institution (Sipna Shikshan Prasark Mandal, Amravati) is proposed. It is resolved that this resolution be forwarded to Hon'ble President, Sipna Shikshan Prasark Mandal, Amravati for further guidance.
- Maintenance of botanical, aromatic, medicinal plants & ethno botany nursery with documentation shall be done properly both college and Aaladoh campus.
- Documentation of Jijau Girls Hostel be done properly. (Such as Notices, information brochures, activities, amenities, meetings with students & parents, transport facility year wise girls list etc.)

- It is resolved that all teaching and non-teaching staff, coordinators of various committees in charge of various task, etc. should go through the core values of the NAAC viz (i) Contribution to National Development, (ii) Fostering Global Competencies among students, (iii) Inculcating a value system among students, (iv) Promoting the use of technology, (v) Quest for excellence, and Colleges Vision and Mission.
- Regular teaching learning process, activities, programs, research, curricular & co-curricular and extension programs shall be planned as per NAAC core values & College's vision and mission.
- Emphasis must be given to make the quality assurance process an integral part of functioning.

Item No. 8:

- The time line for preparation of SSR has been accepted and the concerned are directed to work accordingly.
- Various committees should be formed for preparation of SSR and effective documentation.

The minutes are confirmed in the meeting itself and meeting is ended with vote of thanks.

Dr. V. D. Kapse
(IQAC Coordinator)

Dr. R. S. Jaipurkar
(Principal)

Sipna Shikshan Prasarak Mandal, Amravati
Arts, Science and Commerce College, Chikhaldara, Distt. Amravati

IQAC meeting Minutes and Action taken report

Meeting Date: 11/01/2022 (Time: 12:30 pm)

Meeting Agenda

1. To note the action taken report of previous meeting dated 26/10/2021.
2. To finalize AQAR (2020-21).
3. To constitute the committee for online submission of AQAR (2020-21).
4. To arrange educational and social programs for students and people of Amravati district.
5. To start Melghat and Gawilgadh Research Centre.
6. To get approval for add on and certificate courses from CDC.
7. Items with permission of the chair.

Minutes of the Meeting

Under the chairmanship of Principal Dr. R. S. Jaipurkar, IQAC (Internal Quality Assurance Cell) meeting was held on 11/01/2022.

At the outset Dr. V. D. Kapse, IQAC Coordinator welcomed the chairman and members of the IQAC and sought permission of Chairman to commence the meeting.

Chairman Principal Dr. R. S. Jaipurkar also welcomed all the members and granted permission to commence the business of the meeting. After elaborate discussion the IQAC resolved as follows.

Item No. 1: Noted the action taken on the minutes of IQAC Meeting dated 26/10/2021 with following Directions.

- Minutes of the IQAC meeting dated 26/10/2021 were confirmed.
- As per point no. 2 in the previous meeting, Medicinal & Aromatic Plant outlet and budget are received from the concerned.
- The website committee of the college submitted the report regarding updating the website of college to IQAC. It was decided that the concerned should take immediate action as per the submitted report.

- IQAC has received updated information about Central Stock Book and labeling of laboratory materials.
- E-content development: The required e-content of respective subjects must be submitted to the faculty coordinator, every month, to upload it at the college website.
- IQAC's strategic plan of action and gender sensitization plan should be completed within time.
- All IQAC criterion coordinators have presented criterion-wise performance of the college from 2017-18 till date. Suggestions are given to improve the metric wise performance of the college in the NAAC assessment of the college by NAAC.

Item No. 2: To finalize AQAR (2020-21).

Prepared AQAR (2020-2021) was discussed. It was decided to make some necessary changes as suggested and recommend it to the college development committee for its approval.

Item No. 3: To constitute the committee for online submission of AQAR (2020-21).

For online submission of AQAR (2020-2021), a committee is constituted under the chairmanship of Dr. V. D. Kapse having members Dr. S. G. Mahajan, Dr. B.N. Mahajan, Dr. K. N. Shah, Dr. A.V. Dudul and Dr. U. S. Wasnik. Mr. P. N. Bhartiya will assist the said committee.

Item No. 4: To arrange educational and social programs for students and people of Amravati district.

IQAC approved and it was decided that the said proposal should be placed before the college development committee.

Item No. 5: To start *Melghat* and *Gawilgadh* Research Centre.

As recommended by the Research Club, it was decided that the proposal of *Melghat* and *Gawilgadh* Research Centre by Dr. G. B. Dhawale, Head of the Department of History should be recommended to the College Development Committee.

Item No. 6: To get approval for add on and certificate courses from CDC.

It was decided to seek approval to add on and certificate courses from CDC.

Item No. 7: Subjects coming with the permission of the Chair.

- College beautification committee should prepare a plan regarding their work.
- Gender Audit to be conducted every year.

The minutes are confirmed in the meeting itself and meeting is ended with vote of thanks.

Dr. V. D. Kapse
(IQAC Coordinator)

Dr. R. S. Jaipurkar
(Principal)

Sipna Shikshan Prasarak Mandal, Amravati
Arts, Science and Commerce College, Chikhaldara, Distt. Amravati

IQAC meeting Minutes and Action taken report

Meeting Date: 11/04/2022 (Time: 12.30 pm)

Meeting Agenda

1. To note the action taken report of the previous meeting dated 11/01/2022.
2. To review IQAC's strategic plan of action for 2021-2022.
3. To discuss the policy documents prepared for various functioning of the college.
4. To discuss TLE process report submitted by the faculty coordination committee (September 2021 to February 2022)
5. To discuss and suggest quality initiatives to be undertaken.
6. To review time line prepared to prepare SSR for upcoming NAAC assessment cycle.
7. Items with permission of the chair.

Minutes of the Meeting

Under the chairmanship of Principal Dr. R. S. Jaipurkar and in the kind presence of Dr. Ravindraji Kadu, Secretary, Sipna Shikshan Prasarak Mandal, Amravati IQAC (Internal Quality Assurance Cell) meeting was held on 11/04/2022.

At the outset Dr. V. D. Kapse, IQAC Coordinator, welcomed the chairman and members of the IQAC and sought permission of Chairman to commence the meeting.

Chairman Principal Dr. R. S. Jaipurkar also welcomed all the members and granted permission to commence the business of the meeting.

After elaborate discussion the IQAC resolved as follows.

Item No. 1 : To note the action taken report of the previous meeting dated 11/01/2022.

- During the discussion, instructions were given that Mulberry should be planted in the available space at Aladoh campus. The said cultivation can generate some revenue for the college. It was decided to place this resolution before the College Development Committee meeting.
- The following amendments have been suggested to college website committee: Information related to Student Development Cell should be added at Student Support Icon. Innovation and Best Practices should be highlighted properly.

- It was suggested that central stock book entries up to financial year 2021-2022 should be completed by July 2022. The said should be placed before the upcoming College Development Committee.
- Under e-content development, the required e-content developed by each department should be verified before uploading it on the website. For this purpose a committee has been formed to check content, video- audio quality, etc. Dr. B. N. Mahajan will work as a coordinator while Dr. R. S. Mankar and Mr. S. L. Kottewar will work as members of this committee. The said committee should complete the above work in coordination with the concerned teachers. It was decided to upload e-content, as per requirement, on YouTube channel/website of the college.
- The directions are given to the concerned committee to carry out the Gender Audit.

Item No. 2: To review IQAC Strategic Plan of Action.

- The IQAC Strategic Plan of Action should be completed by the concerned within stipulated time
- The concerned should submit the information regarding the Alumni Registration Status.
- Established MOUs should be made functional. Further, it was decided that the departments and the research centers, which have not yet signed MOU, should do the needful at the earliest.
- All Departments should prepare the list of equipments. Stock verification and instrument maintenance committee should incorporate these lists into a comprehensive one. This comprehensive list be shared with all departments and research centers so that needy researchers and students could take benefit of available equipments.

Item No.3: To discuss the policy documents prepared for various functioning of the college.

- A wide discussion was held on the said subject. A committee comprising of Dr. S. G. Mahajan as Coordinator, Dr. V. H. Meshram and Dr. K. N. Shah as members is being set up to frame the policy document. It was decided that the committee should scrutinize the prepared policy documents. And taking into consideration Maharashtra Public University Act 2016, University guidelines of the 7th Pay Commission, objectives of parent institution Sipna Shikshan Prasarak Mandal, NAAC guidelines, University perspective plan, etc. a framework for standard policy document should be prepared up to last week of May 2022.

Item No. 4: To discuss the TLE process report submitted by Faculty Coordination Committee (September 2021 to February 2022).

This subject was noted and it was recommended that the subject should be placed before the College Development Committee.

Item No. 5: To discuss and suggest Quality Initiative to be undertaken.

It was decided that department of Environmental Science should arrange Guest Lecture Series for M.Sc. students in April or May-2022.

Item No. 6: To Review timeline to prepare SSR for upcoming NAAC Assessment cycle.

It was decided to complete the work of SSR writing as per the given time line. Taking into consideration the NAAC accreditation validity of the college and NAAC guidelines, IQA submission is to be done from 15th February 2023 to 15th August 2023. Since the required information has to be collected and filed in this regard, a software or module needs to be developed to make the task easier. According to this, it was decided that the necessary action should be taken.

Item No. 7: Items with the permission of the Chair.

- For preparation of IQAC Strategic Plan of action (2022-2023) all the IQAC Criteria Coordinators as well as the members should email details of various Activities, Programs, add on and certificate Courses, Drives, Quality Initiatives, etc. by 30th April 2022 to Dr. V. D. Kapse.
- IQAC members can give important suggestions, if any, regarding NAAC Assessment by email to IQAC coordinator.

The minutes are confirmed in the meeting itself and meeting is ended with vote of thanks.

Dr. V. D. Kapse
(IQAC Coordinator)

Dr. R. S. Jaipurkar
(Principal)

Sipna Shikshan Prasarak Mandal, Amravati
Arts, Science and Commerce College, Chikhaldara, Distt. Amravati

IQAC meeting Minutes and Action taken report

Meeting Date: 30/05/2022 (Time: 12:30 pm)

Meeting Agenda:

1. To note the action taken report of the previous meeting dated 11/04/2022.
2. To note the submission of AQAR for academic year 2020-2021.
3. To prepare IQAC's strategic plan of action for 2022-2023.
4. To discuss the policy documents prepared for various functioning of the college.
5. To discuss the TLE process report from faculty coordination committee report (15th February 2022 to 20th May 2022)
6. To discuss revised manual, data templates and SOP for affiliated/constituent colleges
(will be effective from 01-06-2022)
7. To discuss the preparation of SSR for upcoming NAAC assessment cycle.
8. To review the plan of action for college campus beautification.
9. To start programs and courses under distance/online education.
10. To carry out internal academic and administrative audit.
11. To discuss gender audit report.
12. Items with the permission of chair.

Minutes of the Meeting

Meeting of the IQAC of Arts, Science & Commerce College, Chikhaldara, Distt. Amravati was held on 30/05/2022 at 12:30 pm under the Chairmanship of Principal Dr. R. S. Jaipurkar.

At the outset Coordinator IQAC Dr. V. D. Kapse welcomed the chairman and other members of the IQAC and sought permission of Chairman to commence the meeting.

Chairman Principal Dr. R. S. Jaipurkar also welcomed all the members and granted permission to commence the business of the meeting.

After elaborate discussions the following decisions were taken.

Item No. 01: To note the action taken report of the previous meeting dated 11/04/2022.

Issue No 1:

- Aladoh Medicinal Aromatic plant outlet budget should be placed before the College Development Committee (CDC).
- During the discussion, it was suggested that revised budget for Mulberry plantation should be placed before the CDC.
- College website committee meeting was held. The college website has been updated till date. Links of e-content developed by the college teachers is in progress and will be updated by specially constituted committee and uploaded at college website at the earliest.
- Central Stock Book (Non Recurring) and Laboratory Equipments labeling is updated up to 2020-21. Central Stock Book with all the entries up to academic year 2021-22 will be completed by July 2022 and will be placed before the CDC.

Issue No 2: To Review IQAC's strategic Plan of Action.

- Plan of Action of IQAC should be completed in time. In this context, Alumni Registration Information about has been presented and it has been brought to notice of all members of IQAC that 285 Alumni registration has been done. But, it is emphasized to increase the said registration and more efforts should be taken for donations through the Alumni Association.
 - The concerned should take appropriate action to make the MOU functional by 30th June 2022. Also, the Departments/Research Centers which have not yet established the MOU should do the needful by June 2022.
 - All the concerned departments have prepared the list of equipments, which could be shared, for practical and research purpose with the students of other departments. The said list is being shared with other departments, so that more researchers and students can take advantage of those equipments and devices as per need.

Issue 3: To discuss the policy documents prepared for various functioning of the college

The policy document committee submitted the said framework. A wide discussion was held on the prepared framework. And the said framework was accepted.

Issue 4: To discuss the TLE process report from Faculty Coordination Committee (September 2021 to February 2022).

Faculty Coordination Committee report related to TLE process (September 2021 to February 2022) was placed before CDC.

Issue 5: To discuss and suggest Quality initiative to be undertaken.

Guest Lecture Series was organized by department of Environmental Science for students of M.Sc. (Environmental Science).

Issue 6: To review timeline to prepare SSR for upcoming NAAC Assessment cycle.

It was informed to all the concerned to complete the preparation of SSR as per given timeline.

Issue 7: Items with the permission of the Chair.

All IQAC Criteria Coordinator and members of IQAC were suggested to submit various Activities, programmes, Courses, Drives, Quality Initiative, etc. to be organized or undertaken for academic year 2022-2023 by 30 April 2022 to prepare comprehensive IQAC's Strategic Plan of Action (2022-23). All criterion coordinators have submitted the proposed plans in time.

Item No. 2: To note the submission of AQAR for Academic Year 2020-2021.

AQAR (2020-2021) of the college was submitted online to NAAC Bangalore on 11th May 2022 and it was noted.

Item No. 3: To prepare IQAC's strategic plan of action for the 2022-2023.

For preparation of IQAC's strategic action plan for academic session 2022-2023, all the members of IQAC should email revised criteria-wise planning to Dr. V.D. Kapse by 05th June 2022.

Item No. 4: To discuss the policy document prepared for various functioning of the college.

It has been brought to notice of all IQAC members that the preparation of policy documents in revised framework, for various functioning of the college, from the concerned teachers is in progress and will be completed soon.

Item No. 5: To discuss the TLE process report from faculty coordination committee report (15th February 2022 to 20th May 2022).

The subject was discussed & noted and further it was decided that the issue should be kept in the upcoming CDC meeting.

Item No. 6: To discuss revised manual, Data templates and SOP for affiliated/constituent colleges (will be effective 01-06-2022)

It is brought to notice of all IQAC members that NAAC manual, data templates and SOPs for data verification and validation for affiliated / constituent colleges have been revised with effect from 01-06-2022. The same is kept in the library. Apart from this, revised Manual, Data

templates & SOPs have been sent to staff members through Whatsapp and email. In this regard, it was decided that appropriate actions should be taken by the concerned.

Item No. 7: To discuss the preparation of SSR for upcoming NAAC assessment cycle.

The preparation of SSR, in all respect, for upcoming NAAC assessment cycle is discussed and noted.

Item No. 8: To review the plan of action for college campus beautification.

In this regard, some suggestions were made to the college campus beautification committee which includes painting the college building, display boards, flex, plantation of flowering plants, etc.

Item No. 9: To start programs and courses under distance/online education.

As NEP has emphasized distance education / online education, the college needs to plan and start new programs and courses through online mode.

Item No. 10: To carry out internal academic and administrative audit.

It was decided that IQAC should plan and complete internal academic and administrative audit of the various departments and committees by 30th July 2022.

Item No. 11: To discuss gender audit report.

Gender audit report was discussed. It was concluded that the college ensured a safe and secure ambience for women and girl students, faculty members and administrative staff members.

Item No. 12: Items with the permission of chair.

- It was decided to strictly follow schedule to prepare AQAR (2021-22) so that prepared AQAR be submitted within time to NAAC, Bengaluru.
- It was decided to complete the preparation of SSR for upcoming Assessment and Accreditation of the college by NAAC up last week of November 2022. In this regard, after completion of SSR preparation in all respect, Mock Peer team visit should be planned. Accordingly ancillary preparations like PPT/Demonstration/Display/Documentation/Communication, etc. be monitored and discussed.

The minutes are confirmed in the meeting itself and meeting is ended with vote of thanks.

Dr. V. D. Kapse
(IQAC Coordinator)

Dr. R. S. Jaipurkar
(Principal)