

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

**Minutes of IQAC meeting with Staff members**

**Meeting Date: 25/04/2019 (Time: 04.05 pm)**

**Meeting Agenda**

- 1) Academic and activity plan (Academic year 2019-2020)
- 2) Bridge course for entry level student
- 3) Data to be submitted in prescribed format
- 4) Updating of college website
- 5) Submission of activity reports
- 6) Subject with permission of Chair

**Minutes of Meeting**

- 1) It was reminded to submit supplied AQAR format with complete and correct information up to today i.e. 25/04/2019.
- 2) Every department has to prepare syllabus of Bridge course (for entry level students) up to 15/06/2019 and get it sanctioned from the Principal.
- 3) Every HOD/ committee convener / In-charge should submit brief report, in prescribed format, and also detailed report of the arranged/ conducted activity or programme to IQAC coordinator at earliest.
- 4) Academic and activity plan committee should work to submit academic and activity plan of the college for academic year 2019-2020 up to 15/06/2019 to IQAC coordinator
- 5) Dr. V.H. Meshram and Dr. U.G. Tayade should do the needful in time to submit student feedback analysis and student satisfaction survey analysis to IQAC coordinator up to 15/06/2019.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting**

**Meeting Date: 24/04/2019 (Time: 03.15 pm)**

**Meeting Agenda**

- 1) Confirmation of pervious meeting minutes
- 2) Compliance of previous meet
- 3) Important works in the beginning of the academic yea 2019-2020
- 4) AQAR (2018-19) writing
- 5) Subjects with the permission of Chair

**Compliance of previous meet held on 09/03/2019**

- 1) After having discussion the minutes of previous IQAC meet dated 09/03/2019 are confirmed
- 2) Workshop on IPR and programme on Yoga and Kho-Kho were arranged in March 2019.
- 3) Directed the concerned to submit student feedback analysis and SSS analysis along with details up to 15/06/2019.
- 4) Document verification/internal audit (2018-19) was completed and necessary suggestions were given to the concerned staff members.
- 5) Hon'ble Principal directed the concerned teachers to prepare the proposal for
  - a) Certificate course in Ethnobotany
  - b) Certificate course in Food Science and Quality Control
- 6) As per minutes of IQAC meet dated 09/03/2019, the necessary directions were issued / given by the Hon'ble Principal to staff members of the college.
- 7) Workshop on "Fire safety" and "Equipment safety" were arranged in April 2019 for non teaching staff and support staff of the college.

**Minutes of Meeting**

- 1) It was decided that academic and activity plan of the college and student feedback analysis be uploaded on college website up to 15/06/2019.
- 2) AQAR (2018-19) writing plan was finalized after having discussion. Also it was decided that all criterion coordinators and members of IQC should do needful in this regard.
- 3) It was decided to motivate the teachers to develop e-content.
- 4) It was decided to arrange the following programme during 2019-20
  - a) Workshop on use of ICT tools for teaching staff
  - b) Workshop on 'Teaching Skills' for teaching staff
  - c) Use of MOOCs and MOODle
  - d) Training programme for support staff
  - e) Workshop on 'e-administration', 'Use of Internet', etc. for non teaching staff.
  - f) Add-on course on "Communication Skill", "Bamboo Craft Manufacturing" and "Soft Skill Development" for students

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting with Staff members**

**Meeting Date: 30/03/2019 (Time: 03.30 pm)**

**Meeting Agenda**

- 1) Follow up of assigned and recommended work
- 2) Writing of AQAR (2018-19)
- 3) Document verification/internal audit for Academic Year 2018-19
- 4) Subjects with the permission of Chair

**Minutes of meeting**

- 1) It was decided to stick to academic and activity plan (2018-19) of the college and complete assigned and recommended work in due time for smooth functioning as per minutes of meeting held on 14/01/2019.
- 2) Every department / concerned should submit the required information in prescribed format to P.N. Bhartiya up to 25/04/2019.
- 3) Every department should have to prepare syllabus of Bridge course.
- 4) Everyone should make best possible efforts to curb dropout percentage of students.
- 5) Faculty coordinator should monitor the regular academic matters and give suggestions for better performance wherever necessary.
- 6) It was informed to all teaching and non teaching staff members regarding the document verification/internal audit (2018-19) schedule and directed everyone to be ready for the same as per directions received from IQAC.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting**

**Meeting Date: 09/03/2019 (Time: 03.15 pm)**

**Meeting Agenda**

- 1) Confirmation of previous meeting minutes
- 2) Compliance of Previous meeting
- 3) Work done and criterion wise follow up
- 4) Document verification/internal audit schedule (Academic year 2018-19)
- 5) Schedule for preparation of AQAR (2018-19)
- 6) Plan of action for 2019-20
- 7) Subjects with permission of Chair

**Compliance of meeting dated 10/01/2019**

- 1) Minutes of Previous meet were confirmed.
- 2) Letter has been issued to concerned staff members to arrange workshop on IPR.
- 3) Letter has been issued to all teaching staff members to enhance research related performance /activities.
- 4) Workshop on “Use of MOOCs and MOODLE” was arranged.
- 5) Session on registration of teachers and student on ‘SWAYAM’ was arranged.
- 6) Meeting of IQAC with Alumni and parents was arranged on 02/02/2019 and suggestions were recorded.
- 7) Arranged “Soft skills course” by IQAC and CGC in collaboration with Mahindra Pride “ Classroom project of Nandi Foundation”.
- 8) Recommendations of IQAC regarding financial provision are forwarded to the principal for necessary action.
- 9) List of documents for validation was supplied to all IQAC members.

**Minutes of meeting**

- 1) Criterion coordinators, separately, presented their work and after having discussion it was decided to
  - a) Direct convener, student feedback committee to do the needful for timely submission of student feedback analysis, which has to be uploaded on college website.
  - b) Committee constituted for criterion II should prepare questionnaire of student satisfaction survey (SSS) and to do the needful for timely submission of its analysis along with other details.
  - c) Prepare document verification/internal audit schedule for academic year 2018-19. It was also decided that document verification should be based on API along with other necessary files/records and it should be carried out in April 2019.
  - d) Activate the process of NIRF registration through concerned In charge and committee.
  - e) Direct teaching and non teaching staff members to submit committee activity / programme report within 10 days after completion of the programme.

- 2) From academic year 2019-20
  - a) Every department should prepare bridge course for entry level student.
  - b) Certificate course in 1) Ethnobotany 2) Food Science and Quality Control be started.
  - c) Academic and Activity plan of the college should get approved by IQAC.
  - d) Efforts should be made to encourage students to come up with more innovative ideas using locally available medicinal and aromatic plants leading to opportunities for start ups.
  - e) Stress management programme for teaching and non teaching staff should be arranged.
  - f) Workshop on 'e-administration', 'Use of Office Software', 'Use of Internet', etc. be arranged for non teaching staff. Apart from this workshop for support staff be also arranged.
- 3) All criterion coordinators are directed to submit criterion wise plan of action for academic year 2019-20 along with plan of action for next five years.
- 4) Finally it was decided to convey the concerned to arrange workshop on IPR and Yoga , Kho-Kho and Meditation up to 30/03/2019.
- 5) After discussion, document verification/internal audit schedule (2018-19) was finalized and it was decided to complete document verification/internal audit up to 24/04/20219. For the same, document verification/internal audit constituted with IQAC Coordinator being the Convener of this committee.
- 6) It was informed to all members that Dr. B.N. Mahajan, in place of Dr. N.J. Suryawanshi, has been appointed as a Coordinator of criteria VI.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting with Alumni and Parents**

**Meeting Date: 02/02/2019 (Time: 11.00 am)**

**Meeting Agenda**

- 1) Suggestions from Alumni and Parents
- 2) Subjects with the permission of chair

**Minutes of meeting**

Meeting was conducted under the chairmanship of In-charge Principal Dr. V.R. Patil. Hon'ble Principal welcomed all members present for this meeting. Thereafter, IQAC coordinator have presented the progress report of the college and asked for any kind of suggestions for overall development of the college.

All Alumni and parents expressed satisfaction over the performance of the college in every aspect like teaching, learning and evaluation, student support activities, promotion of research culture, and learning resources. Alumni also expressed satisfaction for effort taken by the college to inculcate employability skills among the students.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting with Staff members**

**Meeting Date: 15/01/2019 (Time: 04.05 pm)**

**Meeting Agenda**

- 1) Submission of AQAR for Academic year 2017-18
- 2) Academic and Activity plan for Academic year 2018-19
- 3) Preparation for AQAR (Academic year 2018-19)
- 4) Preparation of API (Academic year 2018-19)
- 5) Research related information / activities
- 6) Subjects with the permission of chair

**Item wise Minutes of the meeting**

- 1) All teaching and non-teaching staff members have been informed about timely submission of AQAR for academic year 2017-18. It has also been informed that the same was uploaded on college website. IQAC coordinator expressed thanks to everyone for their cooperation and support.
- 2) All staff members are informed that they should/have to do the following apart from what have been done during 3<sup>rd</sup> cycle of NAAC assessment.
  - a) Submit annual financial budget based on academic and activity plan of the college.
  - b) Provide adequate support to weak and advanced learners.
  - c) Arrange question answer practice for students
  - d) Contribute for curricular development
  - e) Carry out in house research project
  - f) Arrange case studies
  - g) Use MOOCs and MOODLE for teaching learning and evaluation process
  - h) Get registered on SWAYAM
  - i) Progressively increase/ enhance research related activities
- 3) In the context of point No. 2, all members are directed to maintain the records properly
- 4) All members are directed to stick to academic and activity plan of the college form academic year 2018-19.
- 5) For timely submission of AQAR (2018-19) everyone should contribute and complete assigned work on time.
- 6) Take note of h-index and citation index every month.
- 7) Workshop on “e-Administration”, “Use of internet” and “Use of Office Software” be arranged for and by non-teaching staff of the college. Also training programme be arranged for support staff.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting**

**Meeting Date: 10/01/2019 (Time: 03.15 pm)**

**Meeting Agenda**

- 1) Confirmation of previous meeting minutes
- 2) Compliance of Previous meeting
- 3) Documents for data validation as per NAAC and plan of action
- 4) Criterion wise follow up
- 5) Letters to be issued
- 6) Subject with the permission of chair

**Compliance of meeting dated 01/12/2018**

- 1) Minutes of Previous meeting were confirmed with discussion.
- 2) A new guideline for submission of AQAR was provided to all members.
- 3) Plan of action for academic year 2018-19 has been submitted by all criterion coordinators.
- 4) AQAR of the college and minutes of IQAC meetings for 2017-18 were uploaded on college website. Also, AQAR (2017-18) of the college has been sent to NAAC, Bangalore by email on 26/12/2018.

**Item wise Minutes of the meeting**

- 1) After having discussion on recommendations of NAAC Peer Team and criterion wise plan for action for academic year 2018-19, it was decided to
  - a) Arrange workshop on IPR.
  - b) Motivate teachers to carry out more research related activities like research publication, research project, case studies, in house research project, involvement of students in research competition like AVISHKAR, etc.
  - c) Encourage teachers to make use of MOOCs and MOODLE.
  - d) Conduct registration of teachers and students on SWAYAM.
  - e) Arrange workshop on quality initiatives in laboratory for support staff.
  - f) Motivate students to get registered for online certificate courses through MOOCs.
  - g) Arrange IQAC meeting with Alumni and Parents.
- 2) It was also decided to make provision for financial support to arrange workshop on syllabus revision (University level).
- 3) It was decided to arrange programme on 'Yoga and Meditation' for students.
- 4) To organize 'Employability enhancement and youth livelihood training programme, by Mahindra Price Classroom Project of Nandi foundation, for UG final year student.
- 5) It was decided to make following recommendation regarding financial provision for necessary matrices of RAR/AQAR like procurement or ICT tools, provision of seed money, purchase of books, journals, laboratory equipment, computers, contribution of college share in the context of infrastructural growth, maintenance



of infrastructure, safety measures, and procurement of Gym Equipment. Allotted space for library, laboratory, class room, etc. slowly be increased.

- 6) Discussion on list of documents for data validation from NAAC, Bangalore was held and it was decided to provide it to all members.
- 7) It was decided to issue the letters to concern as per IQAC decisions/ recommendations of this meeting.
- 8) It was also decided to arrange IQAC meet with Alumni and parents during college annual gathering and get suggestion for better performance of the college. It was decided that principal and IQAC coordinator should attend the meeting on behalf of IQAC.
- 9) It was decided that IQAC should arrange meeting with staff members 2-3 times or as per need during every academic year and principal and IQAC coordinator should attend the meeting on behalf of IQAC.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting**

**Meeting Date: 01/12/2018 (Time: 03.30 pm)**

**Meeting Agenda**

- 1) Confirmation of previous meeting minutes
- 2) Compliance of Previous meeting
- 3) NAAC peer team report (3<sup>rd</sup> Cycle)
- 4) New Guidelines for submission of AQAR
- 5) New Format of AQAR
- 6) Criteria wise work
- 7) Plan of action
- 8) Uploading of AQAR on college website
- 9) Submission of AQAR (2017-18)
- 10) Subject with permission of chair

**Compliance of meeting dated 04/10/2018**

- 1) Minutes of Previous meeting were confirmed with discussion.
- 2) The necessary directions were given to the concerned teaching and non teaching staff of the college.

**Item wise Minutes of the meeting**

- 1) On the basis of NAAC Peer Team report (3<sup>rd</sup> Cycle), it is decided that we should continue those activities where we scored maximum. At the same time there is need to stretch forth our more efforts and bring improvement into the metrics where we lagged behind.
- 2) All members have been informed about new guidelines for submission of AQAR.
- 3) Information of new format of AQAR is given and it is decided to distribute hard copy of new format along with new guidelines for the submission of AQAR.
- 4) It is suggested to all criterion coordinators to plan according to the criterion wise metric numbers so that we shall be benefited in upcoming 4<sup>th</sup> cycle of NAAC.
- 5) It is decided to upload AQAR and IQAC meeting minutes on our college for 2017-18 website before 30/12/2018.
- 6) It is also decided to submit AQAR of our college form academic year 2017-18 to NAAC, Bangalore before 30/12/2018.
- 7) It is decided to take follow up of quality initiatives and plan of action chalked out by IQAC for 2018-19.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting**

**Meeting Date: 04/10/2018 (Time: 12.30 pm)**

**Meeting Agenda**

- 1) Discussion on NAAC result and analysis
- 2) To start certificate courses
- 3) Discussion about MoUs
- 4) Confirmation of previous meeting minutes
- 5) Subjects by the permission of chair

**Item wise Minutes of the meeting**

- 1) Key indicator wise analysis was carried out by Prof. K.N. Shah and it was placed before all the staff members and IQAC members
- 2) The suggestions and the key indicators which needs to be focus were identified and it is decided that follow up of these key indicators will be taken by IQAC frequently. The key indicators are available with the IQAC coordinator.
- 3) It is further decided that the local need based certificates courses should be started along with the regular courses.
- 4) Focus on NAAC recommendations was given by all the members and it is decided that the institute has to try to fulfill all the recommendations in next five years.
- 5) It is decided that some MoUs and collaboration should be carried out in the coming sessions.
- 6) Minutes of the previous meeting were get confirmed with the permission of all members.
- 7) Subject by the permission of chair.
  - 7.1 ) Mandatory submission of AQAR

It is decided that as per the guidelines of NAAC the AQAR of session 2017-18 should be submitted in old format i.e. in printed format and from the session 2018-19 it is to be submitted in new online format.

- 7.2) All the faculties have to follow the Academic Plan and Activity plan as per the given schedule, emphasis was given by Hon'ble Principal.
- 7.3) Procurement of ICT tools is necessary and principal should take of it.

**IQAC Coordinator**

**IQAC Chairperson**

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

**Minutes of IQAC meeting**

**Meeting Date: 02/07/2018 (Time: 02.00 pm)**

**Subjects in the Meeting**

- 1) Planning for NAAC third cycle (2018)
- 2) Plan of action of IQAC for 2018-19
- 3) Quality initiatives to be undertaken
- 4) Analysis of Feedback (Collected for 2017-18)
- 5) On time subject with the permission of chair

**Compliance of previous meeting Dated 27/03/2018**

- 1) Academic and activity plan for 2018-19 was prepared and circulated to all departments. Also, it has been uploaded on college website.
- 2) All departments were assessed to check their preparation for assessment by NAAC (3<sup>rd</sup> Cycle)
- 3) All necessary planning was done for NAAC Peer Team Visit.
- 4) All other issues related with the agenda were discussed in details and compliance procedure thereof has been undertaken.

**Minutes of the Meeting**

- 1) It is decided that all the staff members should go through NAAC manual.
- 2) Every department should be ready, in all respect, for 3<sup>rd</sup> Cycle of NAAC assessment.
- 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) Increase in the number of departments for use of MOODLE.
- 6) IQAC and Department of Computer Science should conduct a drive for registration of students and teachers on SWAYAM
- 7) Encourage the teachers & students to make use of MOOCs.
- 8) In the context of minute item no. 5, 6 & 7, IQAC and Department of Computer Science should arrange necessary workshops for students and teachers.
- 9) Programmes for professional growth of all staff members should be arranged.
- 10) Augmentation of infrastructural facility and extension of infrastructure is needful.
- 11) Installation of CCTV cameras in the college campus.
- 12) Participation of student is must in the overall development of college.
- 13) Increase in the learning resources in must.
- 14) Add-on courses on Soft Skill development, Bamboo craft and communication skill be arranged.
- 15) It is decided that Industrial Chemistry Department should start in house research project.
- 16) All efforts should be made to promote research culture in the college.
- 17) Seed money should be provided.
- 18) It is decided to make a plan for revenue generation through IQAC consultancy.
- 19) All staff members should contribute in eco-friendly initiatives.
- 20) Efforts should be taken to promote gender equity programmes.

- 21) After having discussion on analysis of feedback for 2017-18, it is decided that all efforts should be made to make teaching, learning and evaluation more effective. Also to direct all teaching staff members to make Use of ICT tools.

**IQAC Coordinator**

**IQAC Chairperson**