

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

Minutes of IQAC meeting

Meeting Date: 02/07/2019 (Time: 02.00 pm)

Meeting Agenda

- 1) Confirmation of previous meeting minutes.
- 2) Compliance of previous meeting.
- 3) Plan of action of IQAC for Academic Year 2019-2020.
- 4) Quality initiatives to be undertaken for academic year 2019-2020.
- 5) Feedback analysis and Student satisfaction survey for needful action.
- 6) Skill based certificate courses.
- 7) Updating of college website.
- 8) Writing of AQAR (2018-2019).
- 9) Subjects with the permission of chair.

Compliance of previous meeting Dated 24/04/2019

- 1) All the minutes of previous meeting were discussed with compliance and get confirmed.
- 2) Academic and activity plan for academic year 2019-2020 was prepared and circulated to all departments. Also, it has been uploaded on college website.
- 3) Every department prepared syllabus of Bridge course (for entry level students).
- 4) Dr. V.H. Meshram and D. U.G. Tayade submitted student feedback analysis and student satisfaction survey analysis.
- 3) Internal academic and administrative audit was conducted and needful suggestions were given wherever necessary.
- 4) All other issues related with the agenda were discussed in details and compliance procedure thereof has been undertaken.
- 5) All criterion coordinator submitted criterion wise plan of action for academic year 2019-2020 to IQAC coordinator.

Minutes of the Meeting

- 1) Plan of action of IQAC and quality initiatives to be undertaken during 2019-2020 were discussed. And after having discussed in details, both were finalized.
- 2) It was decided that IQAC should takes essential measures to undertake quality initiatives.
- 3) It was decided that all the staff members should go through NAAC manual.
- 4) Every department should be ready, in all respect, for smooth delivery of curriculum. Use of e-platforms for teaching, learning and evaluation be encouraged.
- 5) Follow up of Academic plan should be taken by academic plan committee.

- 6) Follow up of academic progress should be taken by faculty coordinators.
- 7) Programmes/Workshops on Teaching skills, Patent filing, Research paper writing, Stress management, Use of social media, etc. for professional growth of all staff members should be arranged.
- 8) Augmentation of ICT tools, infrastructural facility and extension of infrastructure is needful.
- 9) Participation of student is must in the overall development of college. Motivational events needs to be organize for students.
- 10) Library department should arrange various activities to inculcate and enhance the reading habit of the students.
- 11) Increase in the learning resources is must.
- 12) Training programmes and add-on courses on Soft Skill development, Making of Bamboo craft, Communication Skill, Honey Processing, Food Processing, Proficiency in Accounting, etc. be arranged.
- 13) It was decided to monitor the progress of in-house research project undertaken by Department of Industrial Chemistry.
- 14) All efforts should be made to promote research culture in the college.
- 15) Seed money for research related works should be provided.
- 16) It was decided to make more efforts for revenue generation through IQAC consultancy.
- 17) All staff members should contribute in eco-friendly initiatives.
- 18) After having discussion on analysis of feedback from Student, parent, teacher and alumni for academic year 2018-2019, it was decided that all efforts should be made to make teaching, learning and evaluation more effective.
- 19) After having discussion on analysis of student satisfaction survey, it was observed that students are satisfied with overall support provided by the college.
- 20) It was decided to submit the proposals to affiliating university to start certificate courses like certificate course in ethnobotany, food processing, Use of Tally software, etc.
- 21) Department of Physical education should arrange the activities/workshops on Self defense for girl students, Meditation, Yoga, Physical fitness, etc.
- 22) It was decided to update college website up to 15/08/2019. In this context, necessary directions need to be given to concerned committee.
- 23) It was decided that all criterion coordinator should update criterion wise inputs, in the prescribed format, up to 30-07-2019 to IQAC Coordinator.
- 24) Dr. V. S. Mangle, in place of Mr. N.S. Bayaskar, is appointed as Coordinator for Criterion III.
- 25) It was decided to arrange regular meetings of IQAC. Moreover, it was decided to arrange IQAC meetings with staff members, alumni and parents.

Arts, Science and Commerce College,
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Minutes of IQAC meeting with Staff members

Meeting Date: 26/07/2019 (Time: 03.15 pm)

Meeting Agenda

- 1) Suggestions given during Academic audit.
- 2) Plan of action of IQAC.
- 3) Quality initiatives to undertake.
- 4) AQAR writing (Academic Year 2018-2019).
- 5) Research related information / activities.
- 6) Subject with the permission of chair.

Item wise Minutes of the meeting

- 1) All teaching staff members are informed that they should have to do the following apart from what have been done during 3rd NAAC assessment cycle.
 - 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) Progressively increase/ enhance research related activities.
- 2) In the context of point No. 1, all members were directed to maintain the records properly.
- 3) All members were directed to stick to academic and activity plan of the college for academic year 2019-2020.
- 4) For timely submission of AQAR (2018-19) everyone should contribute and complete assigned work on time.
- 5) Take note of h-index and citation index every month.
- 6) Workshop on 'e-administration', 'Use of Social media' and 'Stress Management' be arranged for non teaching staff of the college.
- 7) Discussion on quality initiatives like skill oriented certificate courses, use of e-platforms for teaching, learning and evaluation, quality initiatives in research activities, etc. was carried out. In this regard, it was decided that every staff member should contribute in the quality initiatives that IQAC of the college has decided to undertake this year.
- 8) Take note of h-index and citations every month.

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Minutes of IQAC meeting

Meeting Date: 20/08/2019 (Time: 12.30 pm)

Meeting Agenda

- 1) Confirmation of previous meeting minutes.
- 2) Compliance of previous meeting.
- 3) Timely submission of AQAR for 2018-2019.
- 4) Use of SWAYAM and e-platforms.
- 5) Discussion about MoUs and linkages.
- 6) Gender equity programmes.
- 7) Subjects with the permission of chair.

Compliance of previous meeting Dated 02/07/2019

- 1) All the minutes of previous meeting were discussed with compliance and get confirmed.
- 2) All criterion coordinators have submitted updated plan of action for academic year 2019-20 in given time span. Plan of action of IQAC for 2019-20 was prepared and circulated among the staff members for necessary action.
- 3) Principal had given necessary directions to Faculty coordinators, Head of department and teachers to make teaching, learning and evaluation more effective. In this regard, the Principal has suggested to make use of e-platforms, various teaching techniques, MCQ based test, interactive teaching-learning, feedbacks, etc.
- 4) Academic and activity plan of the college, student's feedback analysis and analysis of student satisfaction survey was uploaded on college website.
- 5) Workshop on "Making of Rakhi" was arranged by ED cell.
- 6) All criterion coordinators have provided criterion wise inputs with necessary evidences.

Item wise Minutes of the meeting

- 1) It has been informed to all members of IQAC that AQAR of the college for academic year 2018-19 is ready in all respect. Prepared AQAR was discussed criterion wise with respective criterion coordinator. Further it was decided to keep a hard copy of prepared AQAR (2018-19) in the Library of the college for reading of staff members and asked them to suggest any kind of corrections/suggestions.
- 2) It was decided to make online submission of AQAR for academic year 2018-19 up to 30/10/2019. In this regard, it is decided that Dr. V. R. Patil, Dr. V. D. Kapse,

Dr. S. G. Mahajan, Dr. B. N. Mahajan and Mr. P. N. Bhartiya should remain present for data entry/online submission. Moreover, it was decided to ensure the timely submission of AQAR (2018-2019)

- 3) Increase in the number of departments for use of e-platforms.
- 4) It was decided that the college has to try to fulfill all the recommendations given by NAAC Peer Team during assessment of the college (3rd Cycle) in next two years.
- 5) IQAC and Department of Computer Science should conduct a drive for registration of students on SWAYAM.
- 6) Encourage the teachers & students to get registered for online certificate courses on SWAYAM Portal and also to make use of MOODLE.
- 7) In the context of minute item no. 5 & 6, Department of Computer Science should arrange necessary training sessions/workshops for students and teachers.
- 8) It was decided that MoUs and linkages should be established during this academic year so that our teachers and students get benefitted.
- 9) Efforts should be taken to promote gender equity programmes.
- 10) Efforts should be made to address the local issues by undertaking survey projects or government schemes.
- 11) The Principal emphasized on the regular follow up of the Academic Plan and Activity plan as per the given schedule.
- 12) Procurement of ICT tools is necessary and principal should take a note of it.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
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Minutes of IQAC meeting

Meeting Date: 06/01/2020 (Time: 03.15 pm)

Meeting Agenda

- 1) Confirmation of previous meeting minutes.
- 2) Compliance of previous meeting.
- 3) Submission of AQAR (Academic Year 2018-19).
- 4) New guidelines for submission of AQAR and SSR.
- 5) Criterion wise work and documentation.
- 6) Review of Plan of action.
- 7) Skill based certificate courses.
- 8) Subject with permission of chair.

Compliance of meeting dated 20/08/2019

- 1) Minutes of previous meeting were confirmed with discussion.
- 2) AQAR of the college for academic year 2018-2019 was successfully submitted online. Dr. V. R. Patil, Dr. V. D. Kapse, Dr. S. G. Mahajan, Dr. B. N. Mahajan and Mr. P. N. Bhartiya were present for online submission. IQAC coordinator thanked everyone for their cooperation and support in process of preparation and submission of AQAR of the college.
- 3) Department of Physics and Department of Political Science initiated to establish linkages.
- 4) Gym equipments were procured.

Item wise Minutes of the meeting

- 1) On the basis of NAAC Peer Team report (3rd 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 again been informed about NAAC new guidelines for submission of AQAR and SSR.
- 3) It is suggested to all criterion coordinators to plan according to the criteria wise metrics of AQAR and SSR so that we shall be benefited in upcoming 4th cycle of NAAC.
- 4) It was decided to inform all staff members to maintain records of photographs with Geo tagging, video recording and collected feedbacks of every arranged/organized/conducted activity.
- 5) It was decided to take follow up of quality initiatives and plan of action chalked out by IQAC for academic year 2019-20.

- 6) As the permission for certificate courses was yet to be received from the affiliating university, it was decided to start skill based certificate courses like certificate course in Ethnobotany, Food Processing, Soft Skills Development and Use of Talley software along with the regular courses from January 2020.
- 7) It was decided that every department should prepare the question bank for students and share it with the students.
- 8) Dr. A.V. Dudul, in place of Dr. D. S. Hedao, was appointed as Coordinator for Criterion V.

IQAC Coordinator

IQAC Chairperson

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

Minutes of IQAC meeting with Alumni and Parents

Meeting Date: 15/02/2020 (Time: 11.30 am)

Meeting Agenda

- 1) Special meeting with Alumni and Parents.
- 2) Direct feedback from alumni and parents.
- 3) Subject with permission of chair.

Minutes of meeting

IQAC has conducted special meeting with Alumni and Parents under the chairmanship of In-charge Principal Dr. V.R. Patil. Hon'ble Principal welcomed all members present for this meeting. Thereafter, Dr. Anand Bakshi being a coordinator of Alumni Association 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. Dr. Sachin Mishra , one of the alumni, suggested for Fiber Optics connection in the college. 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

Meeting Date: 14/03/2020 (Time: 01.30 pm)

Meeting Agenda

- 1) Confirmation of previous meeting minutes.
- 2) Compliance of previous meeting.
- 3) Metrics of AQAR related to financial affairs.
- 4) Programmes scheduled in April 2020.
- 5) Letters to be issued.
- 6) Subject with the permission of chair.

Compliance of meeting dated 06/01/2020

- 1) Minutes of previous meeting were discussion with compliance and get confirmed.
- 2) Department of Food Science, Department of Commerce and Career Guidance Cell arranged respective certificate courses.

Item wise Minutes of the meeting

- 1) It was decided to convey to all teachers to try their level best to submit Research Project proposals to concerned Funding agencies within three months from today.
- 2) It was decided to Form Group of subjects and prepare budget to organize one/two day State/National level conference during academic year 2019-2020 and 2020-2021.
- 3) It was decided to make proper distribution of fees collected from research students and then prepare budget for every department regarding the purchase of books, journals, equipments, chemicals, glasswares, etc.
- 4) It was decided to continue the “Annual Maintenance Contract” for Computers/Software/Wi-Fi, Gas Supply, Generators, Laboratory Equipments, Fire Safety, etc. every year.
- 5) It was informed to all members that, as far as Bandwidth of internet connection in the college is concerned, we have limitations. But correspondence with concerned authorities should be done. It was decided to give its responsibility to department of Computer Science.
- 6) It was decided to direct Student Development Committee of the college to prepare the draft regarding utilization of collected corpus fund during the year.
- 7) Alumni committee should maintain the records of all activities carried out during the academic year.

- 8) All the metric numbers of AQAR related to financial affairs and its present status were discussed in details. In this regard, necessary directions were given to the concerned.
- 9) The programmes to be arranged, as per schedule of IQAC activity plan, were discussed. It was also decided to keep ready Prospectus, Academic and activity plan of the college for academic year 2020-2021 up to 25th April 2020.
- 10) It was decided to update college website up to last week of August 2020.
- 11) It was decided that student feedback Committee and student satisfaction survey Committee should collect feedback and submit its analysis up to 15th April 2020.

IQAC Coordinator

IQAC Chairperson

Arts, Science and Commerce College,
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Minutes of IQAC meeting with Staff members

Meeting Date: 16/03/2020 (Time: 1.00 pm)

Meeting Agenda

- 1) Conduct of Academic audit.
- 2) Academic and activity plan (Academic Year 2020-21).
- 3) AQAR (2019-2020) preparation.
- 4) Data to be submitted in prescribed format.
- 5) Submission of activity reports.
- 6) Subject with permission of Chair.

Minutes of Meeting

- 1) It was directed to staff members that IQAC will conduct academic audit during 7-21 April 2020 as per schedule.
- 2) Take note of h-index and citations of your published research paper regularly. Because it has to be mentioned in the AQAR of every year.
- 3) It was directed to submit supplied AQAR format with complete and correct information up to 15/04/2020.
- 4) 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.
- 5) Every department should share the prepared question bank with the students.
- 6) Academic and activity plan committee should work to submit academic and activity plan of the college for academic year 2020-21 up to 25/04/2020 to IQAC coordinator.
- 7) Student feedback committee and student satisfaction committee (SSS) should do the needful and submit the analysis of student's feedback and SSS up to 15/04/2020.

IQAC Coordinator

IQAC Chairperson

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

Minutes of IQAC meeting (Online)
Meeting Date: 30/04/2020 (Time: 12.30 pm)

Meeting Agenda

- 1) AQAR writing (Academic Year 2019-20).
- 2) Plan of action of IQAC for 2020-2021.
- 3) Student feedback and SSS Committee report.
- 4) Subject with the permission of chair.

Compliance of meeting dated 14/03/2020

- 1) Minutes of previous meeting were discussion with compliance and get confirmed.

Item wise Minutes of the meeting

Due to lockdown period, in the context of COVID-19 Pandemic, this IQAC meeting was conducted online.

- 1) IQAC Coordinator had informed all the members that the writing of AQAR of the college for academic year 2019-2020 is in progress. He informed all criterion coordinators to update the submitted information.
- 3) Plan of action of IQAC for academic year 2020-2021 was discussed and finalized. It was decided to circulate it, in the beginning of 2020-2021, amongst the IQAC members and staff members of the college.
- 4) All criterion coordinators are directed to try their level best to submit criterion wise inputs up to last week of July 2020.
- 5) For timely submission of AQAR (2019-20) everyone should contribute and complete assigned work on time.
- 6) It was decided to arrange webinar(s) for non-teaching staff members of the college before the commencement of next academic year i.e. 2020-2021. Also it was decided to arrange Webinar on “Role of non-teaching staff members in HEIs during COVID-19 pandemic”.
- 7) It was decided that the IQAC in collaboration with Department of Physical education and Sports should arrange online one day National level workshop in the first week of June 2020.
- 8) All the departments or committees of the college should try their level best to arrange/conduct state/national/international level activities in this lockdown phase due to COVID-19 pandemic.
- 9) All the departments or committees of the college should make effective use of various e-platforms for teaching, learning and evaluation process.

10) It was decided to celebrate 25th Year (Silver Jubilee Year) of establishment of the college by organizing various activities during academic year 2020-2021. In this context, it was decided to form Silver Jubilee Year Celebration Committee under the chairmanship of Principal and schedule be prepared after having discussion with IQAC and staff members. It was also decided to get approval for prepared Schedule of silver jubilee year from College Development Committee.

11) Effective efforts should be made to create awareness about COVID-19 pandemic for safety of students in particular and that of society in general.

12) It was decided to conduct internal academic and administrative audit by taking into consideration the COVID-19 Pandemic situation and timely directions from affiliating university and government agencies.

IQAC Coordinator

IQAC Chairperson