

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

IQAC meeting Minutes and Action taken report

Meeting Date: 09/08/2020 (Time: 04.30 pm)

Meeting Agenda

- 1) Confirmation of previous meeting minutes.
- 2) Compliance of previous meeting.
- 3) Strategic plan of action of IQAC for Academic Year 2020-2021.
- 4) Quality initiatives to be undertaken during 2020-2021.
- 5) Admission counseling and educational awareness drive
- 6) Feedback analysis and Student satisfaction survey for needful action.
- 7) To introduce skill based certificate courses.
- 8) To update College website and YouTube channel
- 9) To prepare AQAR (2019-2020).
- 10) To consider the online participation FDP/Conferences/Seminar/webinar attended during lockdown period.
- 11) Subjects with the permission of the chair.

Minutes of the Meeting

Meeting of the IQAC of Arts, Science & Commerce College, Chikhaldara, Distt. Amravati was held online on 09/08/2020 at 04:30 pm using (Jiomeet Video Conferencing App) under the Chairmanship of In-Charge Principal Dr. V. R. Patil.

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 In-Charge Principal Dr. V. R. Patil also welcomed all the members and granted permission to commence the business of the meeting.

After elaborate discussion the IQAC resolved as follows.

Item 1 - Minutes of Previous IQAC meeting held on 30/04/2020 are confirmed.

Item 2- Noted the **action taken on the minutes of IQAC Meeting dated 30-04-2020** with following Directions.

- ✓ Strategic plan of action of IQAC was prepared.
- ✓ Webinar on “Role of non-teaching staff members in HEIs during COVID-19 pandemic” was arranged.
- ✓ IQAC in collaboration with Department of Physical Education and Sports arranged online one day National level workshop on “Recent Trends in Kabaddi/Kho-Kho: Chakkenges And Opportunities” in June 2020.
- ✓ The committee was constituted to celebrate 25th Year (Silver Jubilee Year) of the college.
- ✓ Various activities were arranged to create awareness about COVID-19 pandemic for safety of students.

Item 03 and 04 –

- Strategic plan of action of IQAC and quality initiatives to be undertaken during 2020-2021 are noted. IQAC is directed to review the prepared plan of action in the context of COVID-19 pandemic situation.

Item 05-

- It is resolved to work towards raising the percentage of Melghat Tribal Region students in higher education as suggested by the national education policy. In this regard, the admission committee shall chalk out the plan to work accordingly.

Item 06-

- After having discussion on analysis of student satisfaction survey, student’s feedback on curriculum and overall functioning of the college, it was observed that students are satisfied with overall support provided by the college. It is resolved to make teaching, learning and evaluation more effective.

After having discussion on analysis of teacher’s and employer’s feedback on curriculum it is resolved that the faculty members of the college, who are the members of Board of Studies (BOS) of the affiliating university, should do the needful to make the required changes in the curriculum of the respective subjects and other faculty members at the suitable platforms.

Item 07-

- Skill based add-on courses on Soft Skill development, Making of Bamboo craft, Communication Skill, Honey Processing, Proficiency in Accounting, etc. be arranged. Also the certificate courses on Food Processing, Ethnobotany, Gender study, Use of

Talley Software and Leadership and political participation in local self government be arranged. In this regard, the related departments should be informed to conduct the add on and certificate course.

Item 08-

- College website committee shall do the needful to update the content of college website and create YouTube channel of college. It is resolved that all teaching staff members should upload the video lectures and study materials on the college YouTube channel. Further it is resolved to start e-library portal which can be useful for all kind of information to users.

Item 09-

- NAAC/IQAC criterion coordinators should update criterion wise inputs, in the prescribed format up to 15-09-2020. The timeline for preparation of AQAR (2019-2020) has been accepted and the same is directed to work accordingly.

Item 10-

- The participation in FDP/Conferences/Seminar/webinar attended during lockdown period is noted.

Item 11- The following resolutions were made with the permission of the chair:

- Every department should do the needful for smooth delivery of curriculum. Use of e-platforms for teaching, learning and evaluation be encouraged.
- Augmentation of ICT tools, infrastructural facility and extension of infrastructure will be facilitated by college.
- It is resolved that Department of Environmental Science shall work effectively for smooth reactivation M. Sc. (Environmental Science).

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

(Dr.V. D. Kapse)

IQAC Coordinator

(Dr. V. R. Patil)

IQAC Chairperson

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

IQAC meeting Minutes and Action taken report

Meeting Date: 28/12/2020 (Time: 01.00 pm)

Meeting Agenda

- 1) To note the action taken report of previous meeting dated 09/08/2020.
- 2) To update strategic plan of action of IQAC for 2020-2021.
- 3) To update academic and activity plan of the college.
- 4) To discuss new guidelines for submission of AQAR (w.e.f. 2020-2021).
- 5) To monitor criterion wise documentation
- 6) To review teaching, learning process and learning outcomes
- 7) To review physical, academic and support facilities
- 8) To ensure enhanced Alumni participation and contribution
- 9) To finalize AQAR (2019-2020)
- 10) Subjects with the permission of the chair.

Minutes of the Meeting

Meeting of the IQAC of Arts, Science & Commerce College, Chikhaldara, Distt. Amravati was held on 28/12/2020 at 01:00 pm under the Chairmanship of In-Charge Principal Dr. V. R. Patil.

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 In-Charge Principal Dr. V. R. Patil also welcomed all the members and granted permission to commence the business of the meeting.

After elaborate discussion the IQAC resolved as follows.

Item 1 - Noted the **action taken on the minutes of IQAC Meeting dated 09/08/2020** with following directions.

- Strategic plan of action of IQAC was reviewed, prepared and circulated among all stakeholders.

- Teaching staff members were directed to make optimum use of various e-platforms for teaching, learning and evaluation.
- College development committee's (CDC) approval to start various skill based add-on and certificate courses was obtained. And the related departments/committees/Cell are directed to do the needful to conduct the approved add on and certificate courses.
- College website committee was directed to update college website and create college YouTube channel. The work is in progress.
- Discussed NAAC/IQAC criterion wise inputs for AQAR (2019-2020).

Item 2 -

- Strategic plan of action of IQAC for academic year 2020-2021 should be updated as per revised academic calendar of affiliating university. IQAC Coordinator Dr. V. D. Kapse shall coordinate this task.

Item 3 -

- Academic plan committee of college should update the academic and activity plan of college for academic year 2020-2021 taking into account revised academic calendar of affiliating university. The same shall be circulated among staff members and also be uploaded on the college website.

Item 4 -

- New guidelines for the submission of AQAR (w. e. f. 2020-2021) are discussed. It is resolved to arrange the criterion wise discussion on revised guidelines (UG and PG Manuals). Also to decide the which manual to comply with UG one or PG one?

Item 5 -

- NAAC/IQAC Criterion coordinators shall do the needful regarding criterion wise documentation as per NAAC standard operating procedure (SOP) for data validation and verification of the affiliated colleges.

Item 6 -

- The reports from faculty coordination committee, internal examination committee and Mentor-Mentee Scheme (Palak Yojana) were elaborately discussed and following directions were given:
 - i) Efforts shall be taken to improve the participation of students in online teaching, learning process.
 - ii) Though it was found that learning outcomes were upto the mark a need was felt to keep this performance consistent and seek the improvement thereof.

iii) All departments shall engage students in experiential learning through use of virtual platforms.

Item 7 -

- Physical, academic and support facilities have been reviewed. It is resolved that COVID-19 SOP should be complied with while utilizing all the said facilities.

Item 8 –

- After elaborate discussion, it is resolved that Alumni Committee of the college shall ensure maximum participation and contribution of college alumni for development.

Item 9 –

- The AQAR (2019-2020) was discussed in detail and finalized. Further, it was resolved to place AQAR (2019-2020) at College Development Committee meeting.

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

(Dr.V. D. Kapse)

IQAC Coordinator

(Dr. V. R. Patil)

IQAC Chairperson

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

IQAC meeting Minutes and Action taken report

Meeting Date: 29/04/2021 (Time: 05.00 pm)

Meeting Agenda

- 1) To note the action taken report of previous meeting dated 28/12/2020.
- 2) To update PO, PSO and CO
- 3) To make codes for Programmes and Courses
- 4) To submit AQAR (2019-2020)
- 5) Subjects with the permission of the chair.

Minutes of the Meeting

Meeting of the IQAC of Arts, Science & Commerce College, Chikhaldara, Distt. Amravati was held online on 29/04/2021 at 05:00 pm (Using ZOOM Video Conferencing App) under the Chairmanship of In-Charge Principal Dr. V. R. Patil.

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 In-Charge Principal Dr. V. R. Patil also welcomed all the members and granted permission to commence the business of the meeting.

After elaborate discussion the IQAC resolved as follows.

Item 1 - Noted the **action taken on the minutes of IQAC Meeting dated 28/12/2020** with following directions.

- ✓ IQAC action plan, academic and activity plan of the college were updated in accordance with revised affiliating university guidelines and circulated among all staff members. The same was uploaded on college website.
- ✓ Criterion coordinators through their presentation brought all the inputs related to both (UG and PG) manuals to the cell.
- ✓ As was directed all faculties took efforts to improve participation of students in online teaching learning process.

- ✓ COVID-19 SOP is complied with while utilizing all Physical, academic and support facilities to the stakeholders.
- ✓ AQAR (2019-2020) approved from College Development Committee.

Item 2 –

- All teaching faculties should update PO, PSO and CO respectively. The same shall be uploaded to college website.

Item 3 –

- It was resolved to make/create codes for programmes and courses offered by the college. Dr. U. S. Wasnik shall coordinate the task.

Item 4 –

- The committee has been constituted for the online submission of AQAR (2019-2020) as per NAAC guidelines and up to 31st May 2021. Dr. S. G. Mahajan, Mr. K. N. Shah, Dr. U. S. Wasnik, Dr. B. N. Mahajan, Dr. A. V. Dudul, Dr. V. D. Kapse and Mr. P. N. Bhartiya will be the members of the committee. IQAC Coordinator shall coordinate the task.

Item 5 – The following resolutions were made with the permission of the chair.

- The Mentor- Mentee Scheme shall take utmost efforts to enroll all the students for university examinations and will also strive for optimum participation of students in teaching, learning and evaluation process.

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

(Dr.V. D. Kapse)

IQAC Coordinator

(Dr. V. R. Patil)

IQAC Chairperson

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

IQAC meeting Minutes and Action taken report

Meeting Date: 14/08/2021 (Time: 05.00 pm)

Meeting Agenda

1. To note the action taken report of previous meeting dated 29/04/2021.
2. To review strategic plan of action of IQAC for 2020-2021.
3. To schedule internal academic and administrative audit.
4. To prepare strategic plan of action of IQAC for 2021-2022 by taking into consideration the following contents:
 - a) Linkages and MOUs
 - b) Best practices
 - c) e-content development
 - d) MRP/Case studies
 - e) Distinctiveness of the college
 - f) Affiliating University or CDC approval to certificate/add-on courses
 - g) Budget allocation
 - h) Central instrumentation facility centre
5. To monitor criterion wise documentation as per NAAC SOP.
6. To discuss AQAR (2020-2021) and SSR (4th Cycle) preparation
7. Subjects, if any, with the permission of the chair.

Minutes of the Meeting

Meeting of the IQAC of Arts, Science & Commerce College, Chikhaldara, Distt. Amravati was held online on 14/08/2021 at 05:00 pm (Using ZOOM Video Conferencing App) under the Chairmanship of In-Charge Principal Dr. V. R. Patil.

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 In-Charge Principal Dr. V. R. Patil also welcomed all the members and granted permission to commence the business of the meeting.

After elaborate discussion the IQAC resolved as follows.

Item 1 - Noted the **action taken on the minutes of IQAC Meeting dated 29/04/2021** with following directions.

- ✓ PO, PSO and CO were updated, approved and uploaded on college website.
- ✓ Codes for programmes and courses offered by the college have been prepared by Dr. U. S. Wasnik. After approval from the Principal the same has been uploaded on college website.
- ✓ The AQAR (2019-2020) was successfully submitted. The recommendations upon the submission said AQAR are discussed and it has been decided to implement the same

Item 2 –

- The Strategic Plan of Action of IQAC for academic year 2020-2021 was reviewed and it was found that except a programme on IPR the plan was completely complied with. The related in-charge shall be directed to arrange the same within the session.

Item 3 –

- Taking into account COVID-19 pandemic guidelines it was resolved that internal academic and administrative audit for academic year 2020-2021 should be carried in the month of September 2021. IQAC coordinator shall formulate the schedule for the same accordingly.

Item 4 –

- Strategic Plan of Action of IQAC for academic year 2021-2022 was finalized with all the contents mentioned under point no. 4 of meeting agenda.

Item 5 –

- Discussed the process of preparation of AQAR (2020-2021). And need was stressed that NAAC SOP for data validation and verification of the affiliated colleges be strictly complied with.

Item 6 –

- A time line was framed to prepare both AQAR (2020-2021) and SSR (4th Cycle).

Item 7 – The following resolutions were made with the permission of the chair.

- i) All the faculties were directed to create e-content and upload it on college website/YouTube channel.

ii) The in-charge faculty for conservation, propagation and start up of medicinal and aromatic plants shall submit a report of their efforts made so far in this regard and submit the report by 23/08/2021.

iii) It was discussed in detail and the members of IQAC unanimously selected the PG manual for NAAC preparation as was based upon NAAC guidelines.

(Dr. V. D. Kapse)

IQAC Coordinator

(Dr. V. R. Patil)

IQAC Chairperson