

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING

Dated: 10/06/2019 at 11.30 am.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) Preparation of AQAR for academic session 2018-19.
- 4) Budget of college for the academic year 2019-20.

Compliance of previous meeting dated 30/03/2019:

- 1) Code of ethics to check malpractices and plagiarism in research prepared.
- 2) Code of conduct for student, teachers and non-teaching staff in college premises is prepared.
- 3) Proposal to organize Inter-collegiate Kabaddi Matches of SGBAU, Amravati is prepared and will be submitted to university as early as possible.
- 4) Workshop on New NAAC guidelines will be organized on 17/07/2019 for college teachers.

Minutes of the Meeting:

- 1) Initially the minutes of IQAC meeting held on 30/03/2019 were read with compliance and unanimously confirmed.
- 2) AQAR is in new format and also online submission of it on NAAC portal. Hence it is decided special care has been taken while submission of information. It is also decided that to collect department wise report from all the teachers and IQAC Co-ordinator in association with teachers prepared AQAR report.
- 3) The budget of college for 2019-20 was placed before the IQAC members. This budget was approved by IQAC.

IQAC Co-ordinator

IQAC Chairman

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING With TEACHING And NON TEACHING STAFF

Dated: 27/07/2019 at 11.00 am.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) Preparation of AQAR for academic session 2018-19.
- 4) To finalize the academic calendar of 2019-20.
- 5) To finalize the activity plan of 2019-20.
- 6) "Know your college" programme for students.

Compliance of previous meeting dated 01/12/2018 :

- 1) Review of NAAC related work taken.
- 2) Decision taken in IQAC meetings were communicated to all the staff members.

Minutes of the Meeting:

- 1) Minutes of IQAC meeting with teaching and non-teaching staff held on 01/12/2018 were read with compliance and unanimously confirmed.
- 2) Revised procedure of AQAR submission is describe in detail. Instructions were given to all staff members to compile the data related to AQAR as early as possible and submit it to IQAC Co-ordinator. So that the preparation of AQAR will be easy to IQAC Co-ordinator.
- 3) The academic calendar of 2019-20 prepared by Academic Calendar Committee is presented in IQAC and finalized with some corrections. The academic calendar was displayed on college notice board, website and circulated among all the staff members.
- 4) The proposed activities implemented / organized by various departments and working committees placed in the meeting, after discussion plan of activities, functions supposed to be implemented is prepared. This activity plan is displayed on notice board and circulated among the staff members.
- 5) It is decided to organize "Know Your College" programme for BA/B.COM 1st Year students. In this programme students will be introduced with all the facilities / procedures / ethics / discipline and other related things. This programme should be organize after completion of admission of 1st year i.e. in the 1st week of August.

IQAC Co-ordinator

IQAC Chairman

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING

Dated: 31/08/2019 at 11.30 am.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) Organization of Inter Collegiate Kabaddi Tournament.
- 4) Subscription of N-LIST.
- 5) Proposal to start Research Centre in Marathi.
- 6) To organize workshop / seminar on role of BOS chairman and academic members.
- 7) Discussion on report of feedback of various stakeholders.
- 8) Discussion on university examination results.
- 9) To organize workshop on Soft Skill for students.
- 10) Review of activities implemented related to NAAC.
- 11) To make MOU with Maharashtra Centre for Entrepreneurship Development (MCED), Amravati Centre.

Compliance of previous meeting dated 10/06/2019:

- 1) AQAR preparation is in progress.

Minutes of the Meeting:

- 1) The minutes of IQAC meeting held on 10/06/2019 were read with compliance and unanimously confirmed.
- 2) SGBAU, Amravati allotted Inter Collegiate Kabaddi Tournament Zone (Men), Inter Zone Tournament and selection trials of University Kabaddi Team. In this regard it is decided that for successful organization of above said tournament every possible help will be provided to Director of Physical Education and A organizing committee will be formed for this purpose.
- 3) In the context of valuable on-line resources available on N-LIST database, it is decided that the college should take the membership of N-LIST. IQAC directed to librarian to take needful action in this regards.

- 5) Dr.M.V.Bhatkar recognized as Supervisor for Ph.D. by SGBAU, Amravati. In this context it is decided to start Research Centre in the subject Marathi. For this purpose proposal to recognition of Research center for Marathi Department will be submitted in university as early as possible.
- 6) It is decided that college should organize University Level Workshop on Role of BOS Chairman & Academic members. For this purpose it is also decided that commerce department should organize this workshop and prepare a proposal for this purpose.
- 7) The discussion was held on the feedback report. All the IQAC members expressed that the feedback are positive and satisfactory. On the basis of feedback it is decided that the Add on/ Certificate courses started by college should be continued in this academic session also. Further it is also decided that the capacity building activities conduct regularly.
- 8) University examination results were discussed and it is decided to take more efforts to improve the results and specially to council/guide to week students.
- 9) It is unanimously decided to organize workshop on Soft Skill Development for students. Student development section of SGBAU, Amravati provide the financial assistance for this workshop.
- 10) IQAC Co-ordinator present the report of activities implemented related to NAAC. In this regard IQAC suggest the teachers should work hard and earn more and more point in each criterion.
- 11) It is decided to sign MOU with MCED, Amravati center. For this purpose information will be collected from MCED, Amravati Centre.

IQAC Co-ordinator

IQAC Chairman

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING

Dated: 23/11/2019 at 11.30 am.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) Review of AQAR submission.
- 4) To submit proposal to start M.Com.
- 5) Discussion on student satisfaction Survey.
- 6) To organize workshop for college students on N-list.
- 7) To arrange workshop on choice Base Credit system (CBCS).

Compliance of previous meeting dated 31/08/2019 :

- 1) Inter collegiate Kabaddi Tournament organized.
- 2) Subscription / Membership of N-List taken.
- 3) Proposal to start/ recognize research center in the subject Marathi is submitted to university.
- 4) Workshop on role of BOS chairman and academic members is organized.
- 5) Workshop on soft skill for students is organized.
- 6) MOU with Maharashtra Center for Entrepreneurship Development (MCED), Amravati Centre is signed.

Minutes of the Meeting :

- 1) The minutes of IQAC meeting held on dated 31/08/2019 were read with compliance and unanimously confirmed.
- 2) Data related to AQAR of 2018-19 is almost ready. NAAC portal of AQAR submission for our college will be open in last week of November and it is open till 11 Feb. 2020. Hence during this period data of our college will be uploaded.
- 3) As per the suggestions / demand of students it is decided to submit a proposal to start M.Com. course in college.

- 4) Report of student satisfaction survey presented in IQAC, IQAC members express satisfaction on positive and satisfactory report of student satisfaction survey.
- 5) College subscribe N.list in this academic year. In this context it is decided that a workshop will be organize on N.list and open source literature available on Internet. This workshop will be aware / sensitize the students and faculty members about N.list and E-Resources available on Internet.
- 6) Sant Gadge Baba Amravati University, Amravati is planning to introduce CBCS system from next (2020-2021) academic session. In this context IQAC decided that college should organize a university level workshop on CBCS. This workshop will aware and helpful to teaching community of SGBAU, Amravati Jurisdiction.

IQAC Co-ordinator

IQAC Chairman

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING WITH TEACHING AND NON TEACHING STAFF

Dated: 27/01/2020 at 11.30 am.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) Status of AQAR submission.
- 4) Review of Mentor-Mentee Scheme.
- 5) Communication of Decisions taken by IQAC.
- 6) To review the NAAC related work.

Compliance of previous meeting dated 27/07/2019 :

- 1) Academic Calendar Prepared.
- 2) Activity plan 2019-20 Prepared.

Minutes of the Meeting:

- 1) Minutes of IQAC meeting with Teaching and Non-teaching staff held on 27/07/2019. Were read with compliance and unanimously confirmed.
- 2) IQAC coordinator informed the members present in meeting that process of AQAR data submission is almost completed.
- 3) It is decided that all the mentors implement the Mentor-Mentee scheme more effectively and for this purpose special format has been developed. This format is distributed among all the mentors. It is also decided that mentor periodically monitor the regular attendance and academic performance of their respective mentee.
- 4) Decisions taken in IQAC meeting were communicated to all the teaching and non-teaching members. The IQAC appeal to all the staff members to implement the decisions.
- 5) Criterion wise review of NAAC related work is taken. Teachers and non-teaching staff members were directed to maintain their records as per the standard operating procedure given by NAAC.

IQAC Co-ordinator

IQAC Chairman

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING WITH ALUMNI

Dated: 08/02/2020 at 11.30 am.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) Information about the new initiatives taken by college in 2018-19.
- 4) Suggestions from Alumni.

Compliance of previous meeting dated 13/02/2020:

- 1) Workshop on Soft skill development organized.

Minutes of the Meeting:

- 1) Minutes of IQAC meeting with Alumni held on 13/02/2019 were read with compliance and unanimously confirmed.
- 2) The information about the student centric activities implemented by college in academic year 2019-20 is given. Alumni appreciate the college authority for workshop on soft skill development and other initiatives.
- 3) Alumni suggest that college authorities should take every possible efforts to start Master in Commerce (M.Com.) course and more add on courses should be introduced.

IQAC Co-ordinator

IQAC Chairman

**SANT GADGE MAHARAJ ARTS, COMMERCE AND SCIENCE COLLEGE,
WALGAON, TQ. & DIST. AMRAVATI**

MINUTES OF IQAC MEETING

Dated: 12/03/2020 at 02.00 Pm.

Agenda of Meeting:

- 1) Compliance of previous meeting.
- 2) Conformation of the minutes of previous meeting.
- 3) To organize conference.
- 4) To organize workshop on IPR/Research Methodology.
- 5) Review of Overall NAAC related activities.
- 6) Updating of College Website.

Compliance of previous meeting dated 23/11/2019.

- 1) AQAR of Academic year 2018-19 submitted/uploaded.
- 2) Revised proposed to start M.Com. submitted.
- 3) Workshop on N-list & NDL organized for college students.
- 4) Workshop on CBCS Organized.

Minutes of the Meeting:

- 1) The Minutes of IQAC meeting held on 23/11/2019 were read with compliance and unanimously confirmed.
- 2) It is unanimously decided to organize National / State level conference. For this purpose teachers and college principal prepare a detail proposal on theme / subjects of conference.
- 3) IQAC unanimously decided to organize atleast one workshop/seminar on IPR/Research Methodology.
- 4) Activities implemented, overall work done related to NAAC in this academic session was presented in meeting. IQAC states that there is a scope for improvement. Hence staff of the college work hard to improve the NAAC grade.
- 5) It is decided that college website should be updated regularly and information regarding activities, achievement and events will be uploaded time to time on college website.

IQAC Co-ordinator

IQAC Chairman