

MINUTES OF THE MEETING of THE YEAR 2017-18

Venue: - IQAC Room

Date: - 17 July 2017

Time: - 11.00 am

A meeting of IQAC was held in the IQAC room on 17 July 2017 under the chairmanship of the Principal to discuss on above agenda.

• **Agenda of the meeting: -**

- 1) To review and confirm the minutes of earlier meeting.
- 2) Status of the online admission process.
- 3) To enhance the value added and skill-oriented activities.
- 4) To review the ATR and the result analysis.

• **Members Present: -**

- 1) Dr. V.J.Medhane Principal & Chairperson
- 2) Mr. Sachin Pingle Management Representative
- 3) Mr. Maharaj Birmani Expert from Industry
- 4) Dr. V.B.Gaikwad Academic Expert
- 5) Mr. A.S.Kale Co-ordinator {IQAC}
- 6) Dr. K.R.Labahde Member
- 7) Dr. S.B.Singh Member
- 8) Mr. S.L.Bhoj Member
- 9) Mr. V.C.Badwar Member
- 10) Ms. S.A.Adke Member
- 11) Dr. K.N.Gaikwad Member
- 12) Mr. A.L.Gawale Office representative

Leave of absence was granted to following members.

- 1) Mr. Sanjay Godse: - Alumni Representative
- 2) Mr. Fadol Nitin Narayan- Student Representative

IQAC Co-ordinator welcomed and briefed the committee members on the agenda.

• **Agenda :- 1**

Review of earlier meeting.



IQAC coordinator read the minutes of earlier meeting conducted 13/04/2017. The minutes were reviewed by the members and some suggestion were made.

- **Agenda :- 2**

Status of online admission process.

Resolution:-

The status of online admission was briefed by Mr. A.S.Kale. IQAC members expressed their gratitude towards the software company for extending the support.

- **Agenda :- 3**

To enhance value added and skill-oriented activities.

Resolution:-

The IQAC proposed to initiate and enhance value added and skill oriented Co-curricular, extracurricular, programmes and activities.

Proposed by:- Mrs.S.A.Adke

Seconded by:- Mr. V.C.Badwar

- **Agenda :- 4**

To review ATR and result analysis.

The review of ATR and result analysis was taken. The issues were discussed and suggestions were made accordingly.

Vote of thanks was proposed by Mr. K.R.Labhade.



MINUTES OF THE MEETING

Held on 15 December 2017

Venue: - IQAC Room

Date: -15/12/2017

Time: -10.30 am

• **Agenda of the meeting:** -

- 1) To review and confirm the minutes of earlier meeting.
- 2) To discuss new fame work of NAAC.
- 3) Preparation of AQAR of 2016-17.
- 4) Organise seminars and workshops.
- 5) Any other issues raised on the spot

• **Members Present:** -

- | | |
|----------------------------|-------------------------|
| • Dr. V.J.Medhane | Principal & Chairperson |
| • Dr. V.B.Gaikwad | Academic Expert |
| • Mr. A.S.Kale | Co-ordinator {IQAC} |
| • Dr. K.R.Labahde | Member |
| • Dr. S.B.Singh | Member |
| • Mr. S.L.Bhoj | Member |
| • Mr. V.C.Badwar | Member |
| • Ms. S.A.Adke | Member |
| • Dr. K.N.Gaikwad | Member |
| • Mr. A.L.Gawale | Office representative |
| • Mr. Fadol Nitin Narayan- | Student Representative |

Leave of absence was granted to following members.

- 1) Mr.Sachin Pingle:- Management Representative
- 2) Mr. Sanjay Godse: - Alumni Representative
3. Mr. Maharaj Birmani- Expert from the Industry



Agenda -1

To review and confirm the minutes of earlier meeting.

IQAC coordinator read the minutes of earlier meeting conducted 17/07/2017. The minutes were reviewed by the members and some suggestion were made.

Agenda-2

To discuss new frame work of NAAC

Dr. S.B.Singh proposed to deliberate on new frame work of NAAC.

IQAC coordinator has given a presentation to all the committee members and also decided that same is to be given to all the staff members of the college so that all will be acquainted with it.

Proposed by- Dr. V.B.Gaikwad

Seconded by- Dr. V.J. Medhane

Agenda-3

Preparation of AQAR of 2016-17.

It was discussed in the meeting that for timely submission of AQAR of the academic year 2016-17, the data is to be collected from all the departments by each coordinator of the criterion and filled up in the given format as provided by the NACC.

Proposed by- Dr. V.J.Medhane

Seconded by- Mr. A.S.Kale

Agenda-4

Organise seminars and workshops under quality Improvement Program (QIP)

College has been sanctioned seminar and work shop under QIP in this year. It was decided that in coming month a programme is to be scheduled to organise and conduct it.

Proposed by. Ms.S.A.Adke

Seconded by- Dr. K.N.Gaikkwad



Agenda -5 Any other issues raised on the spot

Mr. Nitin Fadol insisted that on the occasion of Birth Anniversary of Swami Vivekanand,celebrate it as a youth week

Principal sir directed members of cultural and other literary committee members to chalk out plan accordingly so that all the activities are conducted smoothly.

Proposed by- Mr. Fadol Nitin Narayan- Student Representative

Seconded by- Ms. S.A.Adke

Vote of thanks was proposed by Mr. A.S.Kale



MINUTES OF THE MEETING

Held on 5 February 2018

Venue: - IQAC Room

Date: -5/02/2018

Time: -10.30 am

• **Agenda of the Meeting:** -

1. Review and confirm minutes of last meeting
2. finalize AQAR of 2016-17
3. Collection of information of every committee
4. Auditing of programs / seminar/ workshops conducted
5. Preparation of University examinations

• **Members Present:** -

Dr. V.J.Medhane	Principal & Chairperson
Mr. A.S.Kale	Co-ordinator {IQAC}
Dr. K.R.Labahde	Member
Dr. S.B.Singh	Member
Mr. S.L.Bhoj	Member
Mr. V.C.Badwar	Member
Ms. S.A.Adke	Member
Dr. K.N.Gaikwad	Member
Mr. A.L.Gawale	Office representative

3) Mr. Sanjay Godse: - Alumni Representative

Leave of absence was granted to following members.

- 1) Mr.Sachin Pingle:- Management Representative
- 2). Mr. Maharaj Birmani- Expert from the Industry
- 3). Dr. V.B.Gaikwad – Academic Expert



4) Mr. Nitin Fadol- Student representative

1. Agenda No.1

1. Review and confirm minutes of last meeting

IQAC coordinator read the minutes of earlier meeting conducted 15/12/2017. The minutes were reviewed by the members and some suggestion were made.

2. Agenda No.2

Finalize AQAR of 2016-17

Final draft of AQAR of 2016-17 was placed by IQAC before the committee for suggestions. After minor changes it was finalized and send for printing.

Proposed by – A.S.Kale

Seconded by- Dr. K.R.Labhade

3. Agenda No. 3

Collection of information of every committee

IQAC has appealed to various committees for the preparation of college magazine, MIS, AISHE and annual report. It was decided that the concerned faculties were instructed to prepare detailed record of the programs/ activities conducted during this academic year.

Proposed by- Mr. V.C.Badwar

Seconded by- Dr. K.N.Gaikwad

4. Agenda No.4

Auditing of programs / seminar/ workshops conducted

IQAC also instructed concerned authorities to do the auditing of the programmes / seminars/ workshop/ projects sanctioned by various bodies and submit it to the account office in time.

Proposed by- Dr. V.J.Medhane

Seconded by- A.L.Gawale



5. Agenda No. 5**Preparation of University examinations**

In the view of forthcoming examination of university concerned faculties and authorities were instructed by Principal and IQAC to chalk out detailed schedule of time table of theory and practical examinations, assignment, project submission etc. and convey it to the students.

Proposed by-Dr. V.J.Medhane

Seconded by – S.L.Bhoj

Vote of thanks was proposed by. the IQAC coordinator.


Coordinator
IQAC
S.V.K.T. College,
Deolali Camp (Nashik)


PRINCIPAL
Smt.Vimlaben Khimji Tejookaya,
Arts,Science & Commerce College
Deolali Camp, (Nasik)