

17 June 2019



MVP Samaj's


**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik**

**Meeting-1**

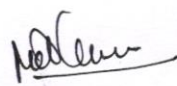
All the members of IQAC are hereby informed that a meeting has been arranged on **Tuesday, 25<sup>th</sup> June 2019 in IQAC room at 11.00.am** to deliberate on the following issues mentioned in agenda. Kindly remain present for the same

➤ **Agenda of the Meeting: -**

- 1) To review and confirm the minutes of last meeting.
- 2) Preparation of Timetable
- 3) Organisation of Meeting of Purchase Committee
- 4) Preparation of AQAR of 2018-19
- 5) Framing of college committees
- 6) Preparation for admissions, Conferences & Workshops
- 7) Organization of 'Student Induction Program' – 'VIDYRAMBHA'
- 8) Apply for the subscription of G-Suit
- 9) Recommendation for Bridge Courses
- 10) Any other issues that will be raised instantly during the meeting

  
**A.S.Kale**  
Coordinator  
IQAC



  
**Dr. V.J. Medhane**  
**Principal**  
Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nashik)





MVP Samaj's

Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik

### Minutes of the Meeting-1

A meeting of IQAC was held on 20<sup>th</sup> June 2018 in IQAC room under the Chairmanship of the Principal

**Date:** - 25<sup>th</sup> June 2019

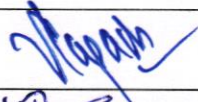

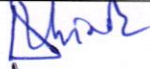
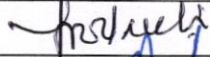



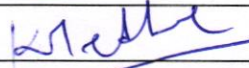

**Time:** - 11.30 am

**Venue:** - IQAC Room

➤ **Following Members were present for the meeting: -**

<b>1</b>	<b>Chairperson</b>	
	<b>Prin. Dr. V. J. Medhane</b>	
<b>2</b>	<b>Management Representative</b>	
	Hon. Shri. Sachin Pingle Director, Maratha Vidya Prasarak Samaj , Nashik	
<b>3</b>	<b>Teachers to Represent all Levels</b>	
	Dr.S.B.Singh	
	Dr. K. R. Labhade	
	Mr.M.G.Thakare	
	Mr. D.T. Jadhav	
	Dr.S.L.Erande	
	Dr. K.H.Rakibe	
	Capt. P.C.Gangurde	
	Mr. S.S.Kawale	



<b>4</b>	<b>Senior Administrative Officers</b>	
	Dr. V.D. Kapadi [Faculty In Charge- Arts]	
	Mr. S.L.Bhoj [ Faculty In Charge- Commerce]	
	Mr. D.S.Shinde [Faculty In Charge- Science]	
	Mr. S.S.Murkute, Librarian	
	Dr. S.B. Andhale , CEO	
	Shri. Ravindra Godse, Registrar	
<b>5</b>	<b>One Nominee Each from Local Society, Alumni, Student</b>	
	Ms. Godse Asha Chandrabhan (Social worker)	
	Mr. Kahnderao Medhe (Alumni)	
<b>7</b>	<b>Coordinator of the IQAC</b>	
	Mr. A.S.Kale	

Leave of absence was granted to the following members.

- 1) Mr. Maharaj Birmani - Industry Expert
- 2) Mr. S.D. Jadhav, Phy. Director

Mr A.S.Kale, IQAC co-ordinator Welcome all the members & briefed agenda of the meeting.

➤ **Agenda:-1**

**Review of previous meeting.**

The minute of previous meeting were reviewed and deliberated by the IQAC Coordinator and all present member agreed to the resolutions made during the meeting.

➤ **Agenda:-2**

**Preparation of Time Table.**

Mr. D.S.Shinde was appointed as the Chairman of time table committee and was instructed to prepare faculty wise timetable before commencement of the classes.

Proposed by: - Dr.V.J.Medhane

Seconded by: -Mr. SL. Bhoj

➤ **Agenda: -3****Organisation of meeting of Purchase Committee.**

It was decided that a meeting of purchase committee to be arranged for allocation of tentative budget in order to purchase of new Smart Boards, audio visual tools, for ICT, chemicals, instruments, equipment, computers, Stationery etc. for the academic year.

Proposed by: -Mr Sachin Pingle

Seconded by: -Dr.V.J.Medhane

➤ **Agenda: -4****Preparation of AQAR of 2018-19.**

All the Co-ordinator of criteria were directed to download & study the guidelines for preparation of online AQAR of 2018-19 & call meeting of the members of respective criteria to collect the data with supportive documents from various departments in the formats given by NAAC.

Proposed by: - Dr.V.J.Medhane

Seconded by: -Mr.A.S.Kale

➤ **Agenda: -5****Framing of college committees.**

All the faculty in charge were instructed to prepare college committees for smooth administration.

Proposed by: - Dr.V.J.Medhane

Seconded by: -Dr.S.B.Singh

➤ **Agenda: -6****Status of online admissions and preparations of Conferences/ seminar/ workshops proposals**

Chairman of admission committee was instructed to review the admission process & make suitable arrangements for the online admissions. All HOD were instructed to decide topics and prepare proposals of Conferences/ seminar/ workshops

Proposed by: -Dr.K.R.Labhade

Seconded by: -Mr.D.T.Jadhav



**Agenda: 7 Organization of 'Student Induction Program' – 'VIDYARAMBHA'**

As per the guidelines given by UGC and SPPU, Pune, it was decided that the 'Student Induction program for the newly admitted students at First year of UG and PG classes is to be organized towards the end of July 2019. A committee would be formed to chalk out the program.

Proposed by: Dr. V.J. Medhane

Seconded by: Mr. A.S. Kale

➤ **Agenda: - 8 Apply for the subscription of G-Suit**

In order to make the website dynamic, separate domain should be hired, for that website development committee was instructed to approach to the concerned authority to complete the task. Simultaneously for LMS, application for G-Suit was send to concerned authorities.

Proposed by: Mr. A.S. Kale

Seconded by: Dr. K.R. Labhade

➤ **Agenda: -9**

**Preparation of timetable for Bridge Courses.**

Chairman of Timetable Committee was instructed to prepare timetable for it & concerned departments were directed to prepare syllabus for conducting the programme.

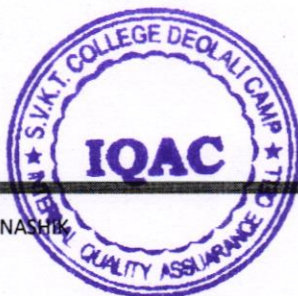
➤ **Agenda: -8**

**Any other issues that will be raised instantly during the meeting**

1. Dr. S.L. Bhoj In Charge of Commerce Faculty suggested that Staff academy should be organized at the beginning of the academic year, His suggestion was accepted unaniMOUsly.
2. Mr. Murkute suggested to all heads to download syllabus of First year UG and PG and send list of the text and reference books at the earliest.
3. Mr. M.G. Thakare, NSS program officer suggested that in the view of 'World Environment Day' and 'Unnat Bahrat Abhiyan' tree plantation should be carried out in the college campus and adopted village. All the committee members unaniMOUsly agreed to this suggestion.

Mr. A.S. Kale proposed vote of thanks.

A.S. Kale  
Coordinator  
IQAC



Dr. V.J. Medhane  
Principal  
Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nashik)





7/09/2019



MVP Samaj's

**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce  
College, Deolali Camp, Nashik**

**Meeting-2**

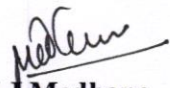
All the members of IQAC are hereby informed that a meeting has been arranged on **Monday 16<sup>th</sup> Sep.2019 in IQAC room at 10.30.am** to deliberate on the following issues mentioned in agenda. Kindly remain present for the same

➤ **Agenda of the Meeting: -**

- 1) To review minutes of last meeting.
- 2) Preparation of schedule of term end & Semester Exams
- 3) Establishment of student council
- 4) Preparation of proposals for CAS
- 5) Organisation of meeting of college Development Committee.
- 6) Set up of more number ICT enabled rooms
- 7) To organize NSS Special Winter Camp at the adopted village
- 8) To take Follow up of MOU
- 9) Any other issues that will be raised instantly during the meeting

  
**A.S.Kale**  
Coordinator  
IQAC



  
**Dr. V.J. Medhane**  
**Principal**  
Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nashik)







MVP Samaj's

**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik**

### Minutes of the Meeting-2

A meeting of IQAC was held on 7<sup>th</sup> Sep.2018 in IQAC Room to deliberate on following agenda.

**Date:** -16<sup>th</sup> Sep.2019

**Time:** - 11.30 am

**Venue:** - IQAC Room

Following Members were present.

<b>1</b>	<b>Chairperson</b>	
	Prin. Dr. V. J. Medhane	
<b>2</b>	<b>Teachers to Represent all Levels</b>	
	Dr.S.B.Singh	
	Dr.K.R.Labhade	
	Mr.M.G.Thakare	
	Mr. D.T. Jadhav	
	Dr.S.L.Erande	
	Dr. K.H.Rakibe	
	Capt. P.C.Gangurde	
	Mr. S.S.Kawale	
<b>3</b>	<b>Senior Administrative Officers</b>	
	Dr. V.D. Kapadi [Faculty In Charge- Arts]	
	Mr.S.L.Bhoj [ Faculty In Charge- Commerce]	
	Mr. D.S.Shinde [Faculty In Charge- Science]	



	Mr. S.S.Murkute, Librarian	
	Dr. S.B. Andhale , CEO	
	Mr. S.D.Jadhav, Phy. Director	
4	One Nominee Each from Local Society, Alumni, Student	
	Ms. Godse Asha Chandrabhan (Social worker)	
	Mr. Kahnderao Medhe (Alumni)	
	Mr. Miss. Gaikwad Harshada (Student)	
5	Coordinator of the IQAC	
	Mr. A.S.Kale	

Leave of absence was granted for the following members.

- 1) Mr. Sachinji Pingle - Director MVP Samaj's
- 2) Mr. Maharaj Birmani - Industry Expert
- 3) Shri. Ravindra Godse, Registrar

Mr.A.S.Kale welcomed members of the committee & briefed agenda of the meeting.

➤ **Agenda:-1**

**Review and confirmation of minutes of previous meeting**

Mr.A.S.Kale, Coordinator of IQAC read minutes of the previous meeting and after reviewing the minutes, all members unaniMOUsly agreed up on the points deliberated in previous meeting.

➤ **Agenda:-2**

**Preparation of schedule for term end & semester Examination.**

Chairman of exam committee (CEO) & Time table committee was instructed to prepare schedule of the exams by taking precautions that there will not be clashes or overlapping of time tables of term end & semester as well.

Proposed by:- Dr.V.J.Medhane

Seconded by:- A.S.Kale



➤ **Agenda:-3**

**Establishment of student Council.**

Mr. Satish Kawale (SDO) Mr.Mr. Milind Thakare (NSS) ,Mr.P.C.Gangurde (NCC) & All faculty in charge were instructed to prepare schedule for forming Students Council for the year 2018-19 as per the guidelines of University

Proposed by :- Dr.V.D.Kapadi

Seconded by :- Mr.A.S.Kale

➤ **Agenda :- 4 Preperation of CAS Proposals**

Those teachers are eligible for CAS were directed to prepare proposals for CAS by following all the guidelines of UGC and University

Proposed by : A.S. Kale

Seconded by: Dr. K.H.Rakibe

➤ **Agenda:-5**

**Organisation of meeting of College Development Committee.**

The IQAC Coordinator & the Registrar were instructed to take initiative for the organisation of a meeting of College Development Committee.

Proposed by:-Dr.V.J.Medhane

Seconded by:-Mr.K.H.Rakibe

➤ **Agenda : 6 Set up of more number ICT enabled rooms**

In order to enhance learning experience of the students it was decided that a greater number of class rooms should be made ICT enabled with modern ICT tools.

➤ **Agenda:- 7 To organize NSS Special Winter Camp at the adopted village**

Special Winter Camp of the NSS should be organized at the adopted village, Lahavit in the month of December / January. Suitable preparations should be made accordingly.

Proposed by: Mr. M.G. Thakare

Seconded By: Mr. S.S.Kawale

➤ **Agenda: -8**

**To take follow up of MOUs.**

It was unaniMOUsly decided that each department should sign at least one MOU with concerned industry/ firm/organization & ensure that it remains active throughout the year. Each HOD was directed accordingly.

Proposed by: -Dr.K.R.Labhade

Seconded by: -Mr.M.G.Thakare






➤ **Agenda :- 9****Any other issues that will be raised instantly during the meeting**

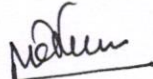
1.The Principal Dr. V.J.Medhane suggested that departments having poor results should conduct more practice tests for the better performance.

2.Mr Kawale S.S. Coordinator of Student Welfare committee suggested to celebrate and conduct different schemes and programs of national interest announced by the central and State Government like, Cleanliness Week, Plastic Free Campaign, 'Unnat Bharat Abhiyan', Save Fuel Week etc. Suitable directions were given to the concerned members of the committees.

Vote for thanks was proposed by A.S.Kale, Co-ordinator of IQAC.

  
A.S.Kale  
Coordinator  
IQAC



  
Dr.V.J.Medhane  
**Principal**  
Smt.Vimlaben Khimji Tejokaya,  
Arts,Science & Commerce College  
Deolali Camp, (Nasik)





15/01/2020



MVP Samaj's


**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik**

**Meeting-3**

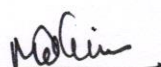
All the members of IQAC are hereby informed that a meeting has been arranged on Wednesday 22<sup>nd</sup> Jan.2020 in Principal's Office at 10.30.am to deliberate on the following issues mentioned in agenda. Kindly remain present for the same

➤ **Agenda of the meeting: -**

- 1) To review and confirm minutes of last meeting.
- 2) Planning and execution of seminars & workshop for faculty and student.
- 3) Conducting Academic Administrative Audit (AAA)
- 4) To deliberate and finalise AQAR of the year 2018-19.
- 5) Organise syllabus revision workshop of S.Y.Bsc. Chemistry, CBCS pattern.
- 6) Organisation of annual prize distribution and sports week
- 7) Any other issues raised during the meeting

  
**A.S.Kale**  
Coordinator  
IQAC



  
**Dr. V.J. Medhane**  
**Principal**  
Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nashik)







MVP Samaj's

**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik**

### Minutes of the Meeting-3

A meeting of IQAC was held on 10<sup>th</sup> Jan.2020 in IQAC Room to deliberate on following agenda.

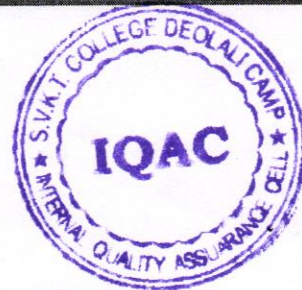
**Date:** -10<sup>th</sup> Jan.2020

**Time:** - 10.30 am

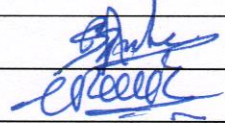

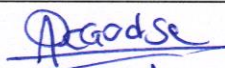
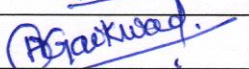
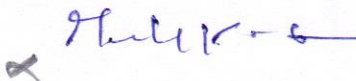

**Venue:** -Office of the Principal

Following Members were present:

1	Chairperson	Sign
	Prin. Dr. V. J. Medhane	
3	Teachers to Represent all Levels	
	Dr.S.B.Singh	
	Dr.K.R.Labhade	
	Mr.M.G.Thakare	
	Mr. D.T. Jadhav	
	Dr.S.L.Erande	
	Dr. K.H.Rakibe	
	Capt. P.C.Gangurde	
	Mr. S.S.Kawale	
4	Senior Administrative Officers	
	Dr. V.D. Kapadi [Faculty In Charge- Arts]	
	Dr.S.L.Bhoj [ Faculty In Charge- Commerce]	
	Mr. D.S.Shinde [Faculty In Charge- Science]	
	Mr. S.S.Murkute, Librarian	





	Dr. S.B. Andhale , CEO	
	Shri. Ravindra Godse, Registrar	
5	One Nominee Each from Local Society, Alumni, Student	
	Ms. Godse Asha Chandrabhan (Social worker)	
	Mr. Miss. Gaikwad Harshada (Student)	
6	Nominee Each from Employers /Industrialists/Stakeholders Mr. Maharaj Birmane	
7	Coordinator of the IQAC	
	Mr. A.S.Kale	

Leave of absence was granted to Mr. Sachinji Pingle, Director, Maratha Vidya Prasarak Samaj , Nashik, Mr. Kahnderao Medhe (Alumni), Mr. S.D.Jadhav, Phy. Director .

➤ **Agenda: 1**

**To review and confirm minutes of last meeting.**

Mr. A. S.Kale, IQAC Co-ordinator read out the minutes of meeting held on 7<sup>th</sup> Sep.2018.

The minutes were approved after reviewing.

➤ **Agenda :- 2**

**Planning and execution of seminars and workshops under Quality Improvement Program.**

The Coordinators and committees were appointed for the successful organization of seminars/ Conference and workshop sanctioned by SPPU

Proposed by :D.S.Shinde

Seconded by: S.S.Kawale

➤ **Agenda : 3 Conducting Academic Administrative Audit (AAA)**

AAA committee was directed to look after the preparation of conducting AAA of 2019-20 in the month of April 2020. It was decided to invite external experts for AAA.

Proposed by. Dr. V.J.Medhane

Seconded by: A.S.Kale





➤ **Agenda :- 4**

**To deliberate and finalise AQAR of 2018-19.**

**Resolution:-**

The content of AQAR of 2018-19 of the college was presented in the meeting. After thorough deliberation some changes were suggested by the IQC coordinator and was put before College Development committee for its approval. Further it was decided to submit it to the NAAC by the end of the academic year through online mode.

➤ **Agenda :- 5**

**Organise syllabus revision workshop of S.Y.Bsc. Chemistry, CBCS pattern.**

Mr. D.S. Shinde, Head of the Chemistry department was instructed to prepare the program for organisation of workshop for the revision of the syllabus of S.Y.Bsc. Chemistry, CBCS pattern.

Proposed by ; Dr. V.J.Medhane

Seconded by: Mr. A.S. Kale

➤ **Agenda :- 6**

**Organisation of Annual Prize Distributions Program and Sports Week**

Like every year, on the occasion of birth anniversary of Swami Vivekananda, it was decided that in the last week of the January various competitions were to be organised. Accordingly, all members of Arts circle, Literary Association, Student Welfare Cell and Director of Physical Education were instructed to chalk out the program for it and prepare committees accordingly. Principal Dr.Vijay Medhane also asked for suggesting appropriate chief guest for the Annual Prize Distribution Ceremony.

Proposed by- Dr.V.D..Kapadi

Seconded by – Mr. D S. Shinde

➤ **Agenda:- 5**

**Any other issues raised on the spot**

Mr. Miss. Gaikwad Harshada, University Representative of the college suggested need of the organisation of workshop of women self-defence.





All the members unanimously agreed on the issue and the department of Physical Education and Student Welfare were instructed to look into the matter.

Vote of thanks was proposed by A.S.Kale

  
**A.S.Kale**  
Coordinator  
IQAC



  
**Dr. V.J. Medhane**  
**Principal**  
Smt. Vimlaben Khimji Tejokaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nasik)





10/03/2010



MVP Samaj's


**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik**

**Meeting-4**

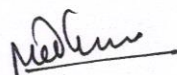
All the members of IQAC are hereby informed that a meeting has been arranged on **Saturday 20<sup>th</sup> April.2020** in IQAC room at **11.30.am** to deliberate on the following issues mentioned in agenda. Kindly remain present for the same

➤ **Agenda of the meeting: -**

1. Review and confirmation of the minutes of last meeting
2. Preparation of reports of the activities conducted during the academic year
3. Smooth conduct of annual exams
4. Filling up of feed backs from stake holders
5. Filling up of self-appraisals by the teachers
6. Conduct of Academic Administrative Audit (AAA)
7. Annual stock check
8. Finalization of college magazine
9. Any other issues raised on the spot

  
**A.S.Kale**  
Coordinator  
IQAC



  
**Dr. V.J. Medhane**  
**Principal**  
Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nashik)







MVP Samaj's

**Smt. Vimlaben Khimji Tejookaya Arts, Science and Commerce College,  
Deolali Camp, Nashik**

**Minutes of the Meeting-4**

A meeting of IQAC was held on 20<sup>th</sup> April 2020 in IQAC Room to deliberate on following agenda.

**Date:** -20<sup>th</sup> April 2020

**Time:** - 1.30 am

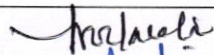
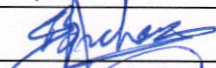

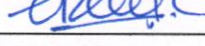


**Venue:** -IQAC

**Following members were present for the meeting**

1	Chairperson	Sign
	Prin. Dr. V. J. Medhane	
2	Management Representative	
	Hon. Shri. Sachin Pingle Director, Maratha Vidya Prasarak Samaj , Nashik	
3	Teachers to Represent all Levels	
	Dr.S.B.Singh	
	Dr.K.R.Labhade	
	Mr.M.G.Thakare	
	Mr. D.T. Jadhav	
	Dr. K.H.Rakibe	
	Capt. P.C.Gangurde	
	Mr. S.S.Kawale	
4	Senior Administrative Officers	
	Dr. V.D. Kapadi [Faculty In Charge- Arts]	
	Dr.S.L.Bhoj [ Faculty In Charge- Commerce]	
	Mr. D.S.Shinde [Faculty In Charge- Science]	





	Mr. S.S.Murkute, Librarian	
	Dr. S.B. Andhale , CEO	
	Mr. S.D.Jadhav, Phy. Director	
	Shri. Ravindra Godse, Registrar	
5	One Nominee Each From Local Society, Alumni, Student	
6	Nominee Each from Employers /Industrialists/Stakeholders	
	Mr. Maharaj Birmane	
7	Coordinator of the IQAC	
	Mr. A.S.Kale	

### Leave of absence was granted to the following members

Ms. Godse Asha Chandrabhan (Social worker)

Mr. Kahnderao Medhe (Alumni), Dr. S. L Erande and Miss. Gaikwad Harshada ( UR),

#### ➤ Agenda-1

##### Review and confirmation of minutes of last meeting

Minutes of the last meeting were reviewed by the members and confirmed.

#### ➤ Agenda-2

##### Preparation of reports of various activities conducted during the academic year

All the committee members were instructed to prepare and submit reports of various activities conducted during the academic year with supporting documents to the IQAC in stipulated time.

Proposed by: Principal Dr. V.J.Medhane

Seconded by.: A.S.Kale

#### ➤ Agenda-3

##### Smooth Conduct of Annual Exams

In order to conduct University exams smoothly, Dr.S.B.Andhale CEO was asked to organize a meeting under the chairmanship of the Principal. It was decided that the college should also appoint internal squad for it.

Proposed by: Mr. Bhoj S.L.

Seconded by: - Dr. V.D.Kapadi







#### Agenda-4

##### Filling up of feed backs from stake holders

It was decided that the feedback committee should deliberate with faculty members about filling up the feedback from various stake holders of the institute in the given format by online mode, analyse it and upload it on the website of the college.

Proposed by: Dr. S.B.Singh

Seconded by: A.S.Kale

#### ➤ Agenda-5

##### Filling up of self-appraisals by the teachers

Format of self-appraisal was prepared by IQAC and distributed to all heads of the department and suggested them to get filled up from every members of their department in stipulated time with supportive documents.

#### ➤ Agenda 6: Conduct of Academic Administrative Audit (AAA)

The suggestion and recommendations made by the external committee for AAA were deliberated and analysed and AAA committee of the college was given the task to take steps towards the compliances.

#### ➤ Agenda-7

##### Annual stock check

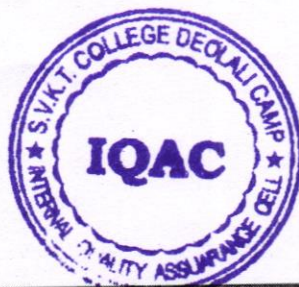
All the lab assistants and accountants were instructed to check the stock of chemicals, glass wares, journals, stationary etc. and asked to update dead stock register

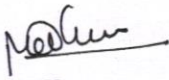
#### ➤ Agenda-8

##### Any other issues raised during the meeting.

Mr. D.S. Shinde suggested preparation of prospectus for the academic year 2019-20. Prospectus committee was directed to prepare the prospectus for the year 2020-21, get it checked from the IQAC and send it for printing.

  
A.S.Kale  
Coordinator



  
Dr. V.J. Medhane  
Principal  
Smt. Vimlaben Khimji Tejokaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nasik)

