

16 June 2018



MVP Semaj'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 scheduled on Wednesday 20th June 2018 in IQAC room at 11.30.am to discuss 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 Timetable
- 3) Organisation of Meeting of Purchase Committee
- 4) Preparation of AQAR of 2017-18
- 5) Framing of college committees
- 6) Preparation for admissions, Conferences & Workshops
- 7) Recommendation for Bridge Courses
- 8) 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. VimlabenKhimjiTejookaya Arts, Science and Commerce College,
Deolali Camp, Nashik**

Minutes of the Meeting-1

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

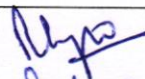
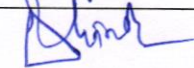
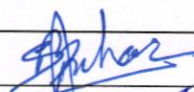
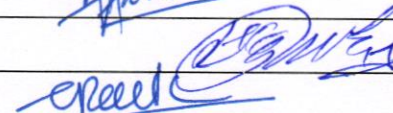
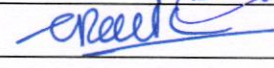
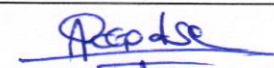
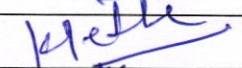
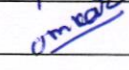

Date: - 20th June 2019

Time: - 11.30 am

Venue: - IQAC Room

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

| | | |
|----------|---|--|
| 1 | Chairperson | |
| | 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.S.L.Erande | |
| | | |
| | Cpt. P.C.Gangurde | |
| | Mr. S.S.Kawale | |
| 4 | Senior Administrative Officers | |
| | Dr. V.D. Kapadi [Faculty Incharge- Arts] | |

| | | |
|---|--|--|
| | Mr. S.L.Bhoj [Faculty Incharge- Commerce] |  |
| | Mr. D.S.Shinde [Faculty Incharge- Science] |  |
| | , 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 | |
| | Ms. Godse Asha Chandrabhan (Social worker) |  |
| | Mr. Khandu Medhe (Alumni) |  |
| | Mr. Omkar Kale (Student) |  |
| 7 | Coordinator of the IQAC | |
| | Mr. A.S.Kale |  |

Leave of absence was granted to the following members.

1) Mr. Maharaj Birmani - Industry Expert

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 discussed 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 purchase committees meeting.

It was decided that a meeting of purchase committee to be schedules for tentative budget in order to purchase of 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 2017-18.

All the Co-ordinator of criteria were guided to download & study the guidelines for preparation of online AQAR of 2017-18 & call meeting of the members of criteria to collect the data 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**

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**

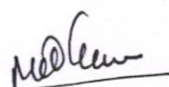
Any other issues that will be raised instantly during the meeting

Dr. V.D. Kapadi, Incharge of Arts Faculty suggested that Staff academy should be organized at the beginning of the academic year, His suggestion was accepted unanimously.

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


A.S.Kale
Coordinator
IQAC




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



1/09/2018



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 scheduled on Wednesday 7th Sep.2018 in IQAC room at 11.30.am to discuss 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) Organisation of meeting of college Development Committee.
- 5) To take Follow up of MoU
- 6) 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. VimlabenKhimjiTejookaya Arts, Science and Commerce College,
Deolali Camp, Nashik**

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| Minutes of the Meeting-2 |
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A meeting of IQAC was held on 7th Sep.2018 in IQAC Room to discuss on following agenda.

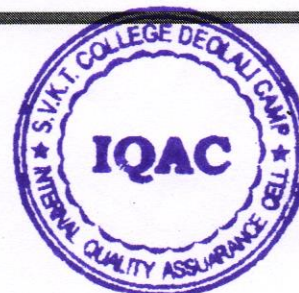
Date: -7th Sep.2018

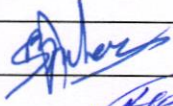
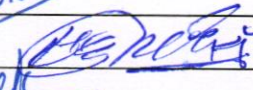
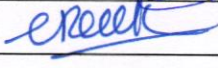

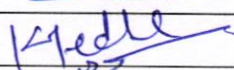
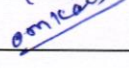

Time: - 11.30 am

Venue: - IQAC Room

Following Members were present.

| | | |
|----------|--|--|
| 1 | Chairperson | |
| | Prin. Dr. V. J. Medhane | |
| 2 | 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 | |
| | Cpt. P.C.Gangurde | |
| | Mr. S.S.Kawale | |
| 3 | Senior Administrative Officers | |
| | Dr. V.D. Kapadi [Faculty Incharge- Arts] | |
| | Mr.S.L.Bhoj [Faculty Incharge- Commerce] | |
| | Mr. D.S.Shinde [Faculty Incharge- Science] | |



| | | |
|----------|---|---|
| | Librarian | |
| | Dr. S.B. Andhale , CEO |  |
| | Mr. S.D.Jadhav, Phy. Director |  |
| | Shri. Ravindra Godse, Registrar |  |
| 4 | One Nominee Each from Local Society, Alumni, Student | |
| | Ms. Godse Asha Chandrabhan (Social worker) |  |
| | Mr. Khandu Medhe (Alumni) |  |
| | Mr. Omkar Kale (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

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

➤ **Agenda:-1**

Review 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 discussed 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:-Dr.K.R.Labhade

➤ **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**

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: -5**

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 :- 6**

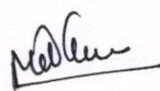
Any other issues that will be raised instantly during the meeting

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

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)



28/12/2018



MVP Samaj's


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

Meeting-3

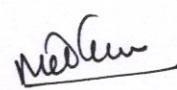
All the members of IQAC are hereby informed that a meeting has been scheduled on Thursday 10th Jan.2019 in Principal's Office at 10.30.am to discuss on the following issues mentioned in agenda. Kindly remain present for the same

➤ **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 discuss and finalise AQAR of the year 2017-18.
- 5) To organize NSS Special Winter Camp at the adopted village
- 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. VimlabenKhimji Tejookaya Arts, Science and Commerce College,
Deolali Camp, Nashik**

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| Minutes of the Meeting-3 |
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A meeting of IQAC was held on 10th Jan.2019 in IQAC Room to discuss on following agenda.

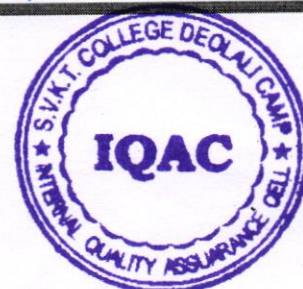
Date: -10th Jan.2019

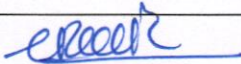
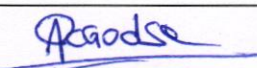



Time: - 10.30 am

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 | |
| | Cpt. P.C.Gangurde | |
| | Mr. S.S.Kawale | |
| 4 | Senior Administrative Officers | |
| | Dr. V.D. Kapadi [Faculty Incharge- Arts] | |
| | Mr. S.L.Bhoj [Faculty Incharge- Commerce] | |
| | Mr. D.S.Shinde [Faculty Incharge- 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. Omkar Kale (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 Semaj , Nashik, Mr. Khandu 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 7th 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 in the month of April 2019. It was decided to invite external experts for AAA.

Proposed by. Dr. V.J.Medhane

Seconded by: A.S.Kale

➤ **Agenda :- 4**

To discuss and finalise AQAR of 2017-18.

Resolution:-

The content of AQAR of 2017-18 of the college was presented in the meeting. After thorough discussion 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 offline mode.

➤ **Agenda :- 4**

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.V.Kapadi

Seconded by – Mr. D S Shinde


➤ **Agenda:- 5**

Any other issues raised on the spot

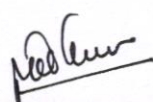
Mr. Omkar Kale, University Representative of the college stressed upon the importance and need of the bio waste management and suggested to take appropriate steps.

All the members unanimously agreed on the issue and the department of Botany and Microbiology and college support staff 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)



10/03/2019



MVP Samaj's


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

Meeting-4

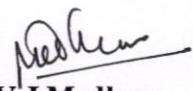
All the members of IQAC are hereby informed that a meeting has been scheduled on Saturday 20th April.2019 in IQAC room at 11.30.am to discuss on the following issues mentioned in agenda. Kindly remain present for the same

➤ **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, (Nasik)





MVP Samaj's

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

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| Minutes of the Meeting-4 |
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A meeting of IQAC was held on 20th April.2019 in IQAC Room to discuss on following agenda.

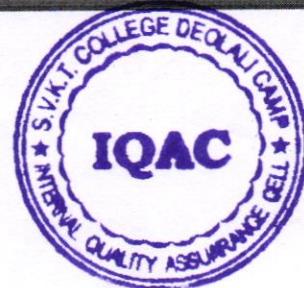
Date: -20th April 2019

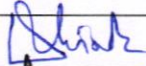
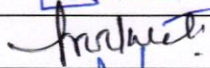
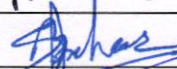
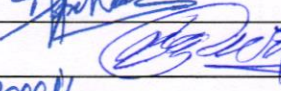

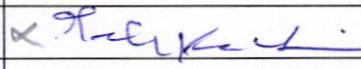

Time: - 1.30 am

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 | |
| | Cpt. P.C.Gangurde | |
| | Mr. S.S.Kawale | |
| 4 | Senior Administrative Officers | |
| | Dr. V.D. Kapadi [Faculty Incharge- Arts] | |
| | Mr.S.L.Bhoj [Faculty Incharge- Commerce] | |



| | | |
|---|--|---|
| | Mr. D.S.Shinde [Faculty Incharge- 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. Khandu Medhe (Alumni), Dr. S. L Erande and Omkar Kale (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 discuss 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 discussed 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

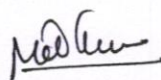
➤ **Agenda-8**

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 2019-20, get it checked from the IQAC and send it for printing.


A.S.Kale
Coordinator
IQAC




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

