

**Rajarshi Shahu Education Society's
Yeshwantrao Chavan College of Arts, Commerce and Science Sillod.
IQAC**

Minutes of Meeting No.-1

Date:-01/07/2019

Principal called upon a meeting of I-QAC Core Committee members. The meeting was arranged to take a stock of NAAC proceeding and decided the future course of the events. In this meeting following issues were raised for through discussion.

Minutes

- 1) To collect the required information for the AQAR of 2018-19.
- 2) To collect the information for the Academic Audit of the institution to be done by university committee.
- 3) To glean the information for the writing of self-Study report.
- 4) To prepare five-year strategic plan of IQAC.
- 5) To prepare academic calendar for this year.
- 6) To chalk out annual plan of IQAC.
- 7) To hold another meeting of Core Committee within a week.

The following members were present for the meeting

- 1) Dr. A. A. Pandit
- 2) Dr. G.N. More
- 3) Mr. J.D. Pardeshi
- 4) Dr. J.H. Sawdekar
- 5) Dr. P.S. Patil
- 6) Dr. D.R. Panzade
- 7) Dr. V.B. Sanap




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Minutes of Meeting No.-2

Date:-23/07/2019

A meeting of IQAC advisory body was called by the principal Dr. A. A. Pandit on 23/07/2019 in the seminar hall at 2.00 p.m. In this meeting discussion was held over the following matters.

Minutes

- 1) Formulation of various committees at college level.
- 2) Preparation for writing AQAR of this year (2018-19).
- 3) Organizing Parents Meet in the month of August.
- 4) To bring uniformity in the reports submitted by various committees & departments.
- 5) To send the proposal to Dr. B.A.M. University for organising one day national conference to be organised by English and Marathi Departments.
- 6) To run mentor-mentee scheme in the college
- 7) To organise a Student Meet.

The following members were present for the meeting

- 1) Dr. A. A. Pandit
- 2) Dr. Smt. R.P. Palodkar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. J.H. Sawdekar
- 5) Mr. G.N. More
- 6) Dr. P.S. Patil
- 7) Dr. D.R. Panzade
- 8) Dr. V.B. Sanap
- 9) Mr. V.G. Jarare
- 10) Mr. A.N. Pawar
- 11) Dr. Santosh Patil
- 12) Mr. Yogesh Kakde
- 13) Mr. Dwarkadas Idhate
- 14) Mr. Ashok Garud
- 15) Mr. Rohit Agarwal
- 16) Mr. Sudesh Tharewal
- 17) Mr. J.D. Pardeshi


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Minutes of Meeting No.-3

Date:-03/08/2019

A meeting of seven criteria heads was called upon by the principal in IQAC on 3/08/2019 at 2:30 pm. This meeting was arranged to make preparations for writing SSR. In this meeting following issues were raised for discussion.

Minutes

- 1) To distribute the questionnaire of each criterion to the respective head.
- 2) To provide each criterion head with the templates of Quantitative Metris (QnM) provided by NAAC.
- 3) To ask each criterion head to study their questionnaire properly and discuss the problems and queries encountered by them.
- 4) To send at least two delegates to the workshop organised by Pandit Jawaharlal Neharu College, Aurangabad. on 22nd August 2019.

The following members were present for the meeting

- 1) Dr. A.A. Pandit
- 2) Mr. D.B. Wanekar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. N.N. Moon
- 5) Dr. G.N. More
- 6) Dr. S.T. Naphade
- 7) Dr. R.L. Kable
- 8) Smt. I.C. Salunke
- 9) Mr. J.D. Pardeshi


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Minutes of Meeting No.-4

Date:-04/09/2019

A meeting of seven criteria heads was arranged in IQAC on 4/9/2019 at 2:00 pm. Prin. Dr. A.A. Pandit was the chairperson of this meeting. On this meeting following issues were discussed.

Minutes

- 1) To take a feedback of the work of collecting data for SSR.
- 2) To collect annual future plans of all the department and place them in IQAC.
- 3) To avail a separate photocopy machine to facilitate the proceeding of NAAC work.
- 4) To distribute the questionnaire of AQAR 2018-19 among the criteria heads.
- 5) To distribute the guideline manual for preparing AQAR, provided in the one-day work shop organised by J. Nehru College, Aurangabad.

The following members were present for the meeting

- 1) Dr. A. A. Pandit
- 2) Mr. D.B. Wanekar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. N.N. Moon
- 5) Dr. G.N. More
- 6) Dr. R.L. Kable
- 7) Dr. Smt. C. L. Panchange
- 8) Mr. J.D. Pardeshi


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Minutes of Meeting No.-5

Date:-30/09/2019

A meeting of seven criteria heads was arranged in IQAC on 30/09/2019 at 2:30 pm. The meeting was arranged under the chairmanship of principal. Dr. A.A. Pandit. In this meeting discussion was held over following issues.

Minutes

- 1) To ask for queries, if any from each criterion heads regarding the AQAR questioner.
- 2) To call for their suggestions, if any, regarding the smooth functioning collection.
- 3) To ask all the criteria heads to collect all the information required carefully.
- 4) To arrange an Alumni Meet in the college.

The following members were present for the meeting.

- 1) Dr. A. A. Pandit
- 2) Mr. D.B. Wanekar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. N.N. Moon
- 5) Dr. G.N. More
- 6) Dr. S.T. Naphade
- 7) Dr. R.L. Kable
- 8) Dr. Smt. C. L. Panchange
- 9) Mr. J.D. Pardeshi


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Minutes of Meeting No.-6

Date:-18/01/2020

A meeting of seven criteria heads was called upon by Principal Dr. A.A. Pandit in IQAC on 18/01/2020 at 3.00 pm. The purpose of this meeting was to take a stock of the revise guidelines of NAAC as per the new revise manual of 01.01.2020 in this meeting the following issues were discussed.

Minutes

- 1) To go through the revised manual of NAAC published on 01.01.2020.
- 2) To inform all the seven criteria committees and their members about the new changes.
- 3) To study all the changes in new guidelines and plan accordingly.
- 4) To send the proposal to Dr. B.A.M. University for grant for holding one day joint National Conference of English and Marathi Departments.
- 5) To distribute the xerox copies of new guidelines among seven criteria heads for their study.
- 6) To make documentation of all files key indicator wise and document all the files accordingly.
- 7) To ask all the heads of departments/ Committees to submit any pending reports to IQAC.
- 8) To organise Parent-Teachers Meet in the college.

The following members were present for the meeting:

- 1) Dr. A. A. Pandit
- 2) Mr. D.B. Wanekar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. N.N. Moon
- 5) Dr. G.N. More
- 6) Dr. S.T. Naphade
- 7) Dr. R.L. Kable
- 8) Dr. Smt. C. L. Panchange
- 9) Mr. J.D. Pardeshi


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Minutes of Meeting No.-7

Date:-17/03/2020

A meeting of the heads of the seven criteria was organised in IQAC on 1.00 pm on 17.03.2020. The meeting was convened by the principal Dr. A.A. Pandit. In this meeting the discussion was held on the following issues:-

- 1) To take a review of updated guidelines of NAAC i.e. 04.02.2020.
- 2) To distribute the templates of each criterion among heads as per updated guidelines.
- 3) To issue a notice asking for the completion of teaching diaries, attendance books, annual reports and other required documents.
- 4) To ask them prepare self appraisals and departmental profiles.

The meeting was attended by the following members.

- 1) Dr. A. A. Pandit
- 2) Mr. D.B. Wanekar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. N.N. Moon
- 5) Dr. G.N. More
- 6) Dr. S.T. Naphade
- 7) Dr. R.L. Kable
- 8) Dr. Smt. C. L. Panchange
- 9) Mr. J.D. Pardeshi
- 10) Dr. J.H. Sawdekar


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Action Taken Reports of IQAC Meetings 2019-20

Action Taken Report of meeting 01 dated 01/07/2019

1. All the criteria heads were provided with the questionnaires of AQAR
2. Some of the information required for Academic Audit was collected, the work is still going on.
3. The information required for the writing of SSR is being collected.
4. The five year strategic/perspective plan of IQAC was prepared. (2019-24)
5. The academic calendar of the year 2019-20 was prepared.
6. Annual plan of IQAC was prepared for the year 2019-20.

Action Taken Report of meeting 02 dated 23/07/2019

1. The various college level committees were formed and the responsibilities were distributed.
2. The AQAR format was studied so as to submit the AQAR of the year 2018-19.
3. To bring uniformity in the reports submitted by various departments/committees; they were issued instructions through notice of IQAC
4. Department of English sent the proposal to Dr. B. A. M. University on 25/07/2019, for organizing one day national conference.
5. The Parents Meet was organized in the college on 09/08/2019
6. Mentor-mentee scheme was initiated in the college .
7. The Students Meet was organized on 01/08/2019 in the college.

Action Taken Report of meeting 03 dated 03/08/2019

1. Each criterion head was given the questionnaire of their respective criterion.
2. Each criterion head was provided with the templates of QnM regarding their criterion.
3. Criterion heads were asked to come up with the queries, if any, after studying the questionnaire.
4. Dr. G.N. More and Dr. J.H. Sawadekar were sent as delegates to the one-day workshop on "How to prepare online AQAR" arranged by Pt. Jawaharlal Nehru College, Aurangabad on 22-08-2019.

Action Taken Report of meeting 04 dated 04/09/2019

1. Oral feedback was taken by the criteria heads regarding their queries during collection of data for SSR
2. The annual future plans and annual teaching plans were collected.
3. A photocopy machine could not be made available right now but will be made available soon.
4. The questionnaire of 2018-19 AQAR was distributed among criteria heads and they were asked to study it.
5. The guideline manual of AQAR provided in the one-day workshop was distributed among the criteria heads for study.




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Action Taken Report of meeting 05 dated 30/09/2019

1. It was decided to hold discussion separately with each criterion. For the time being, queries from Criterion I and VI were addressed.
2. The suggestion to invite a resource person was attended.
3. All the criteria heads were asked to collect all the required information carefully.
4. The Alumni Meet was organized on 29/12/2019 in the college.

Action Taken Report of meeting 06 dated 18/01/2020

1. The revised manual of NAAC published on 01/01/2020 was downloaded and printed.
2. The Seven criteria were informed about the new guidelines.
3. One copy of each of new guidelines was given to Chairman of IQAC, Co-ordinator Mr. J. D. Pardeshi as well as Dr. J.H. Sawadekar for careful study.
4. The proposal for releasing grant to one-day national joint conference of English and Marathi department was sent to the University.
5. The photocopies of each criteria were given to the head of concerned criteria and they were asked to go through it.
6. The heads of departments/committees were informed to submit their pending reports, if any, to IQAC
7. The Parent-Teacher Meet was organized in the college on 25/01/2020.

Action Taken Report of meeting 07 dated 17/03/2020

1. The templates of each criterion were distributed among the seven criteria heads.
2. The questionnaires of UG & PG were also distributed among the seven criteria heads.
3. A notice was issued for all the faculties to complete their teaching diaries, attendance books, annual reports etc.
4. The departmental profiles and self-appraisals were collected from the faculty members.




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