



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



Minutes of Meeting No.-1

Date:-23/06/2018

Principal Dr. A.A. Pandit called upon a meeting of teaching & administration staff to decide the course of action and events at the academic year:- The meeting focussed following issues.

Minutes

- 1) It was decided to formulate independent admission committee for Arts, Commerce and Science department.
- 2) It was also decided to prepare digital banner of college and display them at main avenues of Sillod town to attract the students
- 3) It was decided to analyse the results of the previous year examination.
- 4) It was decided to prepare departmental future plans.

The following members were present for the meeting

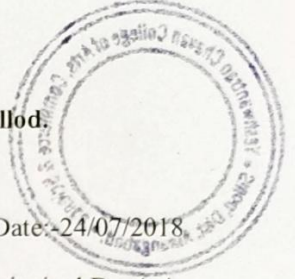
- 1) Dr. A. A. Pandit
- 2) Mr. J.H. Sawdekar
- 3) Mr. D.B. Wanekar
- 4) Dr. G.R. Gajbhiye
- 5) Dr. N.N. Moon
- 6) Dr. G.N. More
- 7) Dr. S.T. Naphade
- 8) Dr. R.L. Kable
- 9) Mrs. I.C. Salunke
- 10) Mr. J.D. Pardeshi
- 11) Mr. A.N. Pawar
- 12) Mr. V.G. Jarare
- 13) Mr. S.K. Chopde

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Minutes of Meeting No.-2

Date:-24/07/2018

A meeting of teaching and non-teaching faculty members was called on by the principal Dr. A.A. Pandit. In this meeting discussion was held over following issue:

Minutes

- 1) It was decided to formulate various internal committees at college level.
- 2) It was decided to augment the use of technology in teaching learning process.
- 3) It was also decided to use more PPTs for teaching.
- 4) It was decided to appoint Mr.Pardeshi J.D. as the IQAC co-ordinator from 2018-19.
- 5) It was resolve to make student friendly reforms in administration process.
- 6) It was decided to persuade girl student to stay in the hostel.
- 7) It was decided to offer incentive to clever students as well as physically challenged students.
- 8) It was also decide to reconstitute IQAC advisory committee according to new guidelines.

The following members were present for the meeting

- 1) Dr. A. A. Pandit
- 2) Mr. J.H. Sawdekar
- 3) Mr. D.B. Wanekar
- 4) Dr. G.R. Gajbhiye
- 5) Dr. N.N. Moon
- 6) Dr. G.N. More
- 7) Dr. S.T. Naphade
- 8) Dr. R.L. Kable
- 9) Mrs. I.C. Salunke
- 10) Mr. J.D. Pardeshi
- 11) Dr. P.S. Patil
- 12) Dr. D.R. Panzade
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- 14) Mr. A.N. Pawar
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Minutes of Meeting No.-3

Date:-29/07/2018

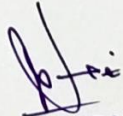
A meeting of IQAC advisory committee was called by the principal Dr. A.A. Pandit. The following issues were discussed in the meeting:

Minutes

- 1) To take a stock of the resolutions of the earlier meeting.
- 2) To approve a future plan for the year 2018-19.
- 3) To go through the AQAR of 2016-17.
- 4) To go through the AQAR of 2017-18.
- 5) To go through the future plans and teaching plans of the departments.

The following members were present for the meeting

Dr.A.A.Pandit :- Chairperson
Dr.G.R.Gajbhiye :- Member
Dr.J.H.Sawdekar :- Member
Mr.G.N.More :- Member
Dr.P.S.Patil :- Member
Dr.D.R.Panzade :- Member
Dr.V.B.Sanap :- Member
Dr.Smt.R.P.Palodkar :-Management Representative
Shri.V.G.Jarare :- Administrative Officer
Shri.A.N.Pawar :- Administrative Officer
Dr.Santosh Patil :- Local Society Member
Mr.Yogesh Kakde :- Student Representative
Mr.Dwarkadas Idhate :- Alumni Representative
Mr.Ashok Garud :- Member from Employers
Mr.Rohit Agrawal :- Member from Industrialist
Mr.Sudesh Tharewal :- Parent Representative
Mr.J.D.Pardeshi :- Co-ordinator


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Minutes of Meeting No.-4

Date:-01/10/2018


A meeting of IQAC core committee was called on by the chairperson Dr. A.A. Pandit on 01/10/2018 at 3.00 pm in IQAC hall. In this meeting discussion was held over the following issues:

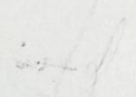
Minutes

- 1) It was decided to bring uniformity in the reports given to IQAC by different departments so it was felt necessary to decide a format for reports. That format was finalised.
- 2) It was decided to demand the reports in both soft and hard copy within the seven days from the completion of the activity.
- 3) It was decided to go through the new RAF guidelines.

The following members were present for the meeting

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


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Minutes of Meeting No.- 5

Date:-29/11/2018

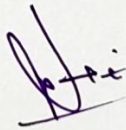
A meeting of IQAC core committee was called on by the in IQAC hall. On 29/11/2018 at 2.00 p.m. In this meeting through discussion was held over the following issues:

Minutes

- 1) It was decided to undertake month wise analysis of the reports sent by various departments.
- 2) It was decided to issues a notice for organising the activities of the month of December.
- 3) It was also decided to ask the head of every department to retain with them a copy (both soft & hard) of every report given by them to IQAC.

The following members were present for the meeting

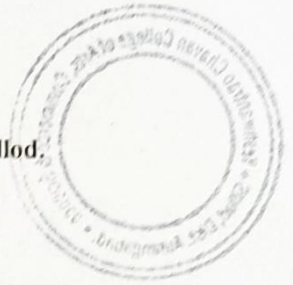
- 1) Dr. A. A. Pandit
- 2) Mr. J.H. Sawdekar
- 3) Mr. G.N. More
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Minutes of Meeting No.- 6

Date:-29/01/2019

A meeting of all the teaching and administrative faculties was called on 29/01/2019 in Seminar hall at 3.00 p.m. Principal Dr. A.A. Pandit was the chairperson of RSES, Dr. Rahul Palodkar was the chief guest. The meeting was arranged to discuss various issues regarding the annual Gathering of the college.

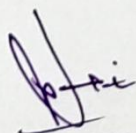
Minutes

- 1) It was unanimously decided to organise Annual Gathering on 15th & 16th Feb.2019.
- 2) It was further decided to form different committees for the smooth organisation of annual gathering.
- 3) It was decided to analyse the results of test/ tutorials of PG.
- 4) It was also decided to make proper arrangement for the organization of national conference of the Botany department.

5)

The following members were present for the meeting

- 1) Dr. A. A. Pandit
- 2) Mr. J.H. Sawdekar
- 3) Mr. D.B. Wanekar
- 4) Dr. G.R. Gajbhiye
- 5) Dr. N.N. Moon
- 6) Dr. G.N. More
- 7) Dr. S.T. Naphade
- 8) Dr. R.L. Kable
- 9) Mrs. I.C. Salunke
- 10) Dr. P.S. Patil
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- 14) Mr. A.N. Pawar
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Minutes of Meeting No.- 7

Date:-9/02/2019



A meeting of IQAC core committee and the seven criteria heads was called on in IQAC hall. On 9/2/2019. The meeting was called on take a stock of forthcoming Academic and Administrative Audit of the college to be done by the university. In this meeting following issues were discussed.

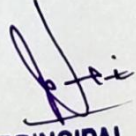
Minutes

- 1) The seven criteria head were asked to submit all the necessary information of the academic years 2018-19 required for academic audit to be done by the university.
- 2) It was decided to go through the records of the year 2016-17 & 2017-18 and arranged them as per the needs of the academic audit.
- 3) A notice was issued for all the teacher to keep their departmental & committee records neatly arranged.
- 4) It was decided to make proper arrangements for the organization of One Day State Level Seminar to be organized by Hindi Department.

The following members were present for the meeting

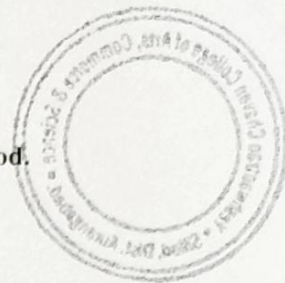
- 1) Dr. A. A. Pandit
- 2) Mr. D.B. Wanekar
- 3) Dr. G.R. Gajbhiye
- 4) Dr. N.N. Moon
- 5) Dr. G.N. More
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- 8) Mrs. I.C. Salunke
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- 11) Dr. D.R. Panzade
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Minutes of Meeting No.- 8

Date:-15/04/2019

A meeting of IQAC advisory committee was called by the principal Dr. A.A. Pandit. The objective of the meeting was to take a stock of institutional proceedings of the year 2018-19. In this meeting following issues were discussed:

Minutes

- 1) It was decided to collect the annual reports of the departments/ committees.
- 2) It was decided to collect the feedback from the teachers on different parameters.
- 3) It was decided to make augmentation in the drinking water facilities provided to the students in the examination period.
- 4) It was decided to prepare annual report of IQAC.
- 5) It was decided to go through the proceeding of one day seminars organized by Botany and Hindi departments.
- 6) To ask all the departments to make proper documentation of their departmental records.
- 7) It was decided to supervise the preparation for Academic Audit to be done by the university.

The following members were present for the meeting

Dr.A.A.Pandit :- Chairperson
Dr.G.R.Gajbhiye :- Member
Dr.J.H.Sawdekar :- Member
Mr.G.N.More :- Member
Dr.P.S.Patil :- Member
Dr.D.R.Panzade :- Member
Dr.V.B.Sanap :- Member
Dr.Smt.R.P.Palodkar :-Management Representative
Shri.V.G.Jarare :- Administrative Officer
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Minutes of Meeting No.- 9

Date:-30/04/2019

A meeting of seven criteria heads and the core committee was called on by the chairperson of I-QAC on 30/04/2019. In this meeting a criteria-wise feedback was taken.

Minutes

- 1) Mr. D.B. Wanekar, head of criterion I was asked to collect syllabus of B.Com I (CBSC) pattern and keep proper documentation.
- 2) Dr. G.R. Gajbhiye, head of criterion II, was asked to collect annual reports of departments as well as Orientation / Refresher / Short Term Course Certificate.
- 3) Dr. N.N. Moon, head of criterion III, was asked to collect all the research papers published by the faculties and to collect departmental profiles & self-appraisals.
- 4) Mr. G.N. More, head of criterion IV, was asked to give suggestion about the renovation of Laboratories and overall infrastructure facilities.
- 5) Dr. Naphade S.T., head of criterion V, was asked to register the alumni association as quickly as possible and complete the renaming activities of his orientation.
- 6) Dr. Kable R.L. could not attend the meeting.
- 7) Smt. Slunkhel.C, was asked to collect the information of institutional values and collect information about best practice run by the college.

At this time, the members of Core Committee were also present. The chairperson asked them to maintain good co-ordination among all the activities and documents collected by I-QAC.

The following members were present for the meeting

- 1) Dr. A. A. Pandit
- 2) Mr. J.H. Sawdekar
- 3) Mr. D.B. Wanekar
- 4) Dr. G.R. Gajbhiye
- 5) Dr. N.N. Moon
- 6) Dr. G.N. More
- 7) Dr. S.T. Naphade
- 8) Dr. R.L. Kable
- 9) Mrs. I.C. Salunke
- 10) Dr. P.S. Patil
- 11) Dr. D.R. Panzade
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- 13) Mr. J.D. Pardeshi
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Action Taken Reports of IQAC (2018-19)

Action Taken Report of Meeting No. 1 Dated 23 /06 /2018

1. Separate admission committees were formed for Arts, Commerce and Science faculties.
2. The digital banners of the college were prepared and displayed at the main avenues of Sillod town.
3. The results of the previous year university examinations were analyzed by all the departments.
4. All the departments and committees prepared their annual future plans.

Action Taken Report of Meeting No. 2 Dated 24/07/2018

1. Various college committees were formed at college level.
2. The teachers were appealed to use augment the use of technology in teaching process.
3. The process of collecting information for the AQAR of 2017-18 was initiated.
4. Teachers were asked to use slides, PPT presentations in teaching process.
5. Mr. J. D. Pardeshi was appointed as IQAC Co-ordinator and appointment letter was issued to him.
6. As per RAF guidelines the IQAC advisory committee was reconstituted.

Action Taken Report of Meeting No. 3 dated 29/07/2018

1. The minutes of the earlier meeting were confirmed.
2. The IQAC future plan for the year 2018-19 was prepared.
3. The AQARs of 2016-17 and 2017-18 were confirmed and submitted.
4. The future plans and teaching plans of the departments and important committees were invited.

Action Taken Report of Meeting No. 4 dated 01/10/2018

1. An uniform format for the departmental activities was given to all.
2. A notice was issued to submit the soft copy of reports to the mail ID of IQAC.
3. The new RAF guidelines were read carefully for the purpose of documentation.

Action Taken Report of Meeting No. 5 Dated 29/11/2018

1. A month wise separation of departmental activities was done by the core committee.
2. A notice was issued to celebrate the important events in December, 2018.
3. The faculty members were informed to retain a copy of all the documents they submit to IQAC.

Action Taken Report of Meeting No. 6 Dated 29/01/2019

1. As per the discussion of the meetings held on 29/01/2019, various committees were formed according to the directives of the principal.
2. A notice was circulated among all the academic & administrative staff members informing them about the committees.
3. For the smooth conduct of national conference of Botany, various committees were also formed and the academic and administrative staff members were issued notices for their information.

Action Taken Report of Meeting No. 7 Dated 09/02/2019

1. The information required for the Academic Audit was collected year-wise 2016-17, 2017-18 and 2018-19.
2. The collected data was arranged properly as per the needs of audit.
3. Separate box-files were used to maintain all the information of three year is 2016-17, 2017-18, and 2018-19.
4. A notice was issued for all the faculties/departments to make proper documentation.

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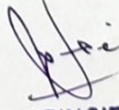
Action Taken Report of Meeting No. 8 Dated 15/04/2019

1. Annual reports were collected from departments and committees.
2. The teaching diaries/ attendance books were kept ready.
3. Augmentation in drinking water facility was made due to the examination period.
4. Annual Report of IQAC was prepared.
5. Necessary documents of one day seminars of Botany & Hindi departments were collected.
6. Files were kept ready for the academic audit to be done by university.

Action Taken Report of Meeting No. 9 Dated 30/04/2019

1. The Orientation/Refresher/Short term Course Certificates were collected from the staff members.
2. The annual reports of various departments and committees were collected.
3. Departmental profiles, self appraisals and the research papers were collected.
4. Dr. Naphade has registered the alumni association as per the procedure.
5. Smt. Salunke I. C. collected the information about the best practices run by English & Sociology department.




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