

Shri.D.M.Burungale Science & Arts College,Shegaon Dist-Buldana

Internal Quality Assurance Cell (IQAC)
Minutes of meeting and action taken report

Date: 04th July, 2018

The first meeting of the IQAC Core Committee (2018-19 academic year) was held on July 4, 2018 at 10.30 a.m.in the Principal's Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A. B. Wadekar
3. Dr. G. D. Tambatkar
4. R.B. Barabde
5. D. L. Bhade
6. R.K. Jawanjale
7. K. R. Mule
8. A. P. Nagrale
9. Dr. P. V. Pingle
10. V. V. Agarkar
11. Mr. Chandrakant Shinde
12. Dr. Y. S. Patil

Agenda of the meeting:

- 1) Presentation of minutes of the last meeting
- 2) Chalking out the Plan of Action for the year
- 3) Review of the result of academic year 2017-18.
- 4) Continuous Internal Evaluation.
- 5) Documentation of Academic year 2017-18.
- 6) To promote the faculty for CAS
- 7) To discuss about the laboratory items purchasing
- 8) To discuss about the Library requirement and purchasing
- 9) To prepare Proposal for NAAC sponsored state level one day workshop

Business of the meeting:

Dr. Y. S. Patil, IQAC Coordinator welcomed the members for the first IQAC Committee meeting of the academic year 2018-19.

Item 1: To confirm the minutes of previous meeting:

Dr. Y. S. Patil, IQAC Coordinator read the minutes of the previous meeting held on 26th Dec, 2017 and its action taken report. All the members present for the meeting unanimously confirmed the minutes.

Item 2: Chalking out the Plan of Action for the year:

Dr. Y. S. Patil IQAC coordinator presented Academic calendar for year 2018-19. All members discussed on academic planning, teacher's diary, and co-curricular and extracurricular activities of the academic year.

Item 3: The review of faculty wise result:

The review of faculty wise result is presented by Hon. Principal Dr. R. E. Khadsanand NAAC coordinator Dr.Y. S. Patil. After discussion it has been decided to take efforts to enhance the results of all faculties.

Item 4: Continuous Internal Evaluation:

It is unanimously decided to conduct continuous evaluation for academic benefit of students. Hon. Principal Dr. R. E. Khadsan recommended that every teacher will decide their own method of CIE for academic enhancement of the students.

Item 5: Documentation:

It has been decided by all members that, the documentation process must be fulfilled as follows:

Academic year	Date of completion
2017-2018	01/10/2018

Item 6: Faculty for CAS:

Hon. Principal Dr. R. E. Khadsan recommended that the faculty members who have due for CAS will go for the official process and complete their level of promotion.

Item 7: laboratory items purchasing:

Hon. Principal Dr. R. E. Khadsan suggest to purchasing committee to purchase laboratory items according to the budget submitted by the departments.

Item 8: Library requirement and purchasing:

As per the requirement given by various departments and the budget submitted by the librarian R. K. Jawanjal , all the committee members decided to purchase required books.

Item 9: Prepare Proposal for NAAC sponsored state level one day workshop

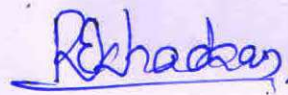
As per the format given by the NAAC proposal for the workshop was discussed by all the member and the tital was decided further proposal being process by IQAC Coordinator Dr. Y.S.Patil

The meeting concluded with vote of thanks


IQAC Co-ordinator

IQAC Co-ordinator
Shri Dnyaneshwar Maskuji Burungela
Science & Arts College, Shegaon




Principal
Principal
Shri Dnyaneshwar Maskuji Burungela
Science & Arts College, Shegaon
Dist. Buldana, Pin - 444203

Action taken report of the meeting held on 4th July 2018

Item 2: Academic plan of action, Dr. Y.S. Patil IQAC coordinator presented Academic calendar for year 2018-19. All members discussed on academic planning, teacher's diary co-curricular and extracurricular activities of the academic year.

Action Taken: It has been informed to all head of the departments to plan according to the academic calendar.

Item 3: The review of faculty wise result is presented by Hon. Principal Dr. R. E. Khadsan and NAAC coordinator Dr. Y.S. Patil. After discussion it is decided to assess the level of students by conducting diagnostic test at the onset of the first term and to classify the students as advanced and slow learners and devise the teaching methodology accordingly.

Action Taken: It has been informed to all head of the departments to work on enhancing the result.

Item 4: It is unanimously decided to conduct continuous evaluation for academic benefit of students. Hon. Principal Dr. R. E. Khadsan suggested that every teacher will decide their own method of CIE for academic enhancement of the students.

Action Taken:

The CIE is conducted by subject teachers at their levels by giving assignments and tutorials.

Item 5: Documentation:

It has been decided by all members that, the documentation process must be fulfilled as follows:

Academic year	Date of completion
2017-2018	01/10/2018

Action Taken:

The documentation process for academic year 2017-18 for SSR is partially completed. The process of collecting the documents is in progress.

Item 6:

Hon. Principal Dr. R. E. Khadsan accepted the application from the three faculty members

D.L.Bhade, P.L.Pingle and DR. Y.S.Patil

Action taken:

All the application was forwarded to the SGBA University for further action.

Item 7:

Hon. Principal Dr. R. E. Khadsan placed the order for Chemistry, Environmental Science, Microbiology, Computer Science and Electronics Departments as per the requirement list provided by the HOD's of respective Departments.

Action taken:

All the items were purchased as per requirement.

Item 8:

Hon. Principal Dr. R. E. Khadsan placed the order for books and other reading material required for Library according to the list provided by the Librarian R.K.Jawanjal.

Action taken:

All the Books and reading material were purchased as per requirement.

Item 9: Proposal for NAAC sponsored state level one day workshop

Proposal was prepared by Dr. Y. S. Patil and checked by the Hon. Principal Dr. R. E. Khadsan and send to the NAAC Bengaluru for acceptance.

Action taken:

Proposal send to the NAAC Bengaluru and got accepted by NAAC Bengaluru within 15 days.



R. E. Khadsan

Principal

Principal

Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon
Dist. Buldana, Pin - 444203

Shri.D.M.Burungale Science & Arts College,Shegaon Dist-Buldana

**Internal Quality Assurance Cell (IQAC)
Minutes of meeting and action taken report**

Date: 24Th April, 2019.

The second meeting of the IQAC Core Committee (2018-19 academic year) was held on April 24, 2019 at 10.30 a.m.in the Principal's Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A. B. Wadekar
3. Dr. G. D. Tambatkar
4. R.B. Barabde
5. D. L. Bhade
6. R.K. Jawanjal
7. K. R. Mule
8. A. P. Nagrale
9. Dr. P. V. Pingle
10. V. V. Agarkar
11. Mr.ChandrakantShinde
12. Dr. Y. S. Patil

Agenda

1. Academic Audit
2. Feedback from students and its analysis
3. Budget preparation for 2019-2020
4. Planning on NAAC sponsored one day workshop

Minutes of the Meeting

Item 1:Academic Audit

A model academic audit was planned to conduct for all departments during 26 April to 28 April 2019. Audit members are tentatively decided comprising Dr. G.D.Tambatkar, D.L.Bhade, and Dr.Y.S.Patil, V.V. Agarkar, K.R. Mule and R.K.Jawanjal.

Item 2:Feedback from students and its analysis

Hon. Principal Dr. R. E. Khadsan ordered Dr. A.B.Wadekar and other committee members to analyse all the feedback and make a report of it.

Item 3:Budget preparation for 2019-2020

Hon. Principal Dr. R. E. Khadsanmake an appeal to prepare Department wise Budget for 2019-2020

All HOD's of the respective department have to submit Budget within a week.

Item 4:Planning on NAAC sponsored one day workshop

Hon. Principal Dr. R. E. Khadsan declared the date sanctioned by NAAC for one day state level workshop (25th July 2019) and make different committees for workshop and work was distributed among all the faculty and non-teaching staff.

IQAC Co-ordinator

[Signature]
IQAC Co-ordinator

Shri Dnyaneshwar Maskuji Burungale
Science & Arts College Shegaon
Dist Buldana Pin 444203



[Signature]

**Principal
Principal**

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Action taken report of the meeting held on 24th April 2019

Item 1: Academic Audit

During 26 April to 28 April 2019. All Audit members planned to conduct audit.

Action taken:

Department wise audit was undertaken within stipulated time period and reports were submitted to the Hon. Principal Dr. R. E. Khadsan.

Item 2: Feedback from students and its analysis

All the feedback was collected from respective departments and handover to Dr. A.B. Wadekar for analysis.

Action taken:

Feedback were analysed and reports were made further submitted to Hon. Principal Dr. R. E. Khadsan. Necessary actions were taken by the IQAC.

Item 3: Budget preparation for 2019-2020

Within a week all the departments including Library and Sports prepare detail Budget for the year 2019-2020. Hand over to Hon. Principal Dr. R. E. Khadsan.

Action taken:

According to the need Budget was confirmed and sanctioned by the Hon. Principal Dr. R. E. Khadsan.

Item 4: Planning on NAAC sponsored one day workshop

All the work regarding the workshop was done Resource persons was invited workshop broacher was printed and all the necessary arrangements were confirmed.

Action taken:

All the arrangements were observed by the Hon. Principal Dr. R. E. Khadsan. And were confirmed.



R. E. Khadsan

Principal
Principal

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