



SHRI. DNYANESHWAR MASKUJI BURUNGALE SCIENCE AND ARTS COLLEGE, SHEGAON DIST-BULDANA

Internal Quality Assurance Cell (IQAC)

Minutes of meeting-1 and action taken report

Date: 13th August, 2020

The first meeting of the IQAC Core Committee (2020-21 academic year) was held on 13th August, 2020 at 11.00 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D. Tambatkar
6. Dr. K. R. Mule
7. Dr. R.K. Jawanjale
8. Dr. P. V. Pingle
9. Mr. V.V. Agarkar
10. Dr. V.P. Shelke
11. Mr. R.K. Punde
12. Mr. M. Sonone
13. Ku. Neeta Bhogawkar
14. Mr. P.R. Chambhare
15. Mr. J.B. Rajgure
16. Mr. C.S. Shinde

Agenda of the meeting:

- 1) To confirm the minutes of the previous meeting.
- 2) Preparation for admission process for new session-2020-21.
- 3) To chalk out the Plan of Action for this year.
- 4) To review the result of academic year 2019-20 (Summer -2020).
- 5) To discuss continuous internal evaluation
- 6) To discuss about the purchasing.
- 7) To discuss NAAC documentation of Academic year 2020-21.
- 8) To celebrate birth anniversary of Great Human Being.
- 9) To form various committees.
- 10) To discuss on Best Practices and extension activity.
- 11) To plan for organizing Workshop, Seminar/ webinar/conference, quiz completions and IPR program on different levels.
- 12) To discuss other items.

Minutes of the Meeting

Dr. A.B. Wadekar, IQAC Coordinator welcomed the members for the first IQAC Committee meeting of the academic year 2020-21.

Item 1: To confirm the minutes of previous meeting.

Resolution-1- IQAC Coordinator presented minutes of previous meeting held on 20th April 2020 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: Preparation for admission process for new session.

Resolution-2- Chairman of IQAC had been proposed systematic admission process for academic session-2020-21. As per the discussion sir constructed admission committees and allotted admission work.

Item 3: To chalking out the Plan of Action for theyear.

Resolution-3- IQAC coordinator offered Academic calendar for year 2020-21 in meeting for discussion. In which all participants were discussed various aspect like academic planning, teacher's diary and co-curricular and extracurricular activities for same academic year.

Item 4: To review of the result of academic year 2019-20 (Summer-2020)

Resolution-4: IQAC, Chairman presented review on faculty wise result. After discussion it has been decided to take efforts to boost up the results of all faculties.

Item 5: To discuss continuous internal evaluation.

Resolution-5: IQAC Chairman talked about to conduct continuous evaluation for academic benefit of students and recommended that every teacher will decide their own method of CIE for academic enhancement of the students. All present member of meeting collectively agreed for same.

Item 6: To discuss about the purchasing

Resolution-6: IQAC Chairman advised to purchasing committee, do plan for requirement purchasing which are submitted by all HODs and librarian as per their laboratory, sport and library requirements.

Item 7: To discuss NAAC documentation of Academic year 2020-21

Resolution-7: After discussion all participants decided to complete documentation up to the 1/10/2021 for the academic session 2020-21.

Item 8: To celebrate birth anniversary of Great Human Beings.

Resolution-8: IQAC coordinator presented plan for how to celebrate birth anniversary of great human beings and same events. All participants agreed with same.

Item 9: To form various committees.

Resolution-9: IQAC chairman asked to all participants for their interest toward work in various committees and as per discussion decided to form various committees/ portfolios

Item 10: To discuss on Best Practices and extension activities.

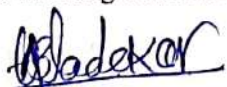
Resolution-10: IQAC Chairman and Coordinator suggested to all participants for conducting valuable department level as well as college level Best Practices and extension activities.

Item 11:- To plan for organizing Workshop, Seminar/ webinar/conference, quiz competitions and IPR program on different levels.

Resolution-11: IQAC coordinator has advice to all participants for organizing various workshop, seminar, webinar conference, quiz competitions and IPR program on different levels.

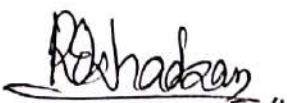
Item-12: To discuss other items.

Resolution-12: IQAC chairman asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks


NAAC IQAC Coordinator

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Action taken report of the meeting-1 held on 13th August 2020

Agenda Item	Resolution	Action Taken
Item 2: Preparation for admission process for new session-2020-21	Resolution-2: Chairman of IQAC had been proposed systematic admission process for academic session-2020-21. As per the discussion sir allotted admission work.	Admission committees are constituted. Online admission process is implemented.
Item 3: To chalking out the Plan of Action for the same year.	Resolution-3: IQAC coordinator offered Academic calendar for year 2020-21 in meeting for discussion. In which all participants were discussed various aspect like academic planning, teacher's diary and co-curricular and extracurricular activities for same academic year.	All HODs prepared action plan as per academic calendar
Item 4: To review of the result of academic year 2019-20 (Summer-2020)	Resolution-4: IQAC, Chairman presented review on faculty wise result. After discussion it has been decided to take efforts to boost up the results of all faculties.	Teachers rewarded for good results & reasons are asked to teachers for poor result & encouraged them to enhance result in future.
Item 5: To discuss continuous internal evaluation.	Resolution-5: IQAC Chairman talked about to conduct continuous evaluation for academic benefit of students and recommended that every teacher will decide their own method of CIE for academic enhancement of the students. All present member of meeting collectively agreed for same.	The CIE is conducted by subject teachers as per guidelines of SGBAU Amravati at their levels by giving assignments & tutorials & marks are allotted.
Item 6: To discuss about the purchasing	Resolution-6: IQAC Chairman advised to purchasing committee, do plan for requirement purchasing which are submitting by all HODs & librarian as per their laboratory, sport and library requirements.	Purchasing committee purchased items as per the requirements received from Heads of Department.
Item 7: To discuss NAAC documentation of Academic year 2020-21	Resolution-7: After discussion all participant decided to complete documentation up to the 1/10/2021 for the academic session 2020-21.	Various formats and files are provided to all for completion of documents.
Item 8: To celebrate birth anniversary of Great Human Being.	IQAC coordinator presented plan for how to celebrate birth anniversary of great human being and same events.)	Celebrated birth anniversary of (Mahatma Gandhi, Dr. Panjabrao Deshmukh, Savitribai Phule, Rajmata Jijao, Swami Vivekanand, Chatrapati Shivaji Maharaj & Dr. Babasaheb Ambedkar)
Item 9: To form various committees	Resolution-9: IQAC chairman asked to all participants for their interest toward work in various committee and as per discussion decided to form various committees/ portfolios	Various committees are constituted and informed to members for plan of action by official order.
Item 10: To discuss on Best Practices and extension activity.	Resolution-10: IQAC Chairmen and Coordinator suggested to all participants for conducting valuable department level as well as college level Best Practices and extension activity.	Best practices and extension activities were conducted by departments.
Item 11:- To plan for organizing Workshop, Seminar/webinar/confere nce/ quiz competitions and IPR program	Resolution-11: IQAC coordinator has advice to all participants for organizing various workshop, seminar, webinar/conference, quiz completions and IPR program on different levels.	Organized program on IPR and also Various programmes are conducted by Heads of Department and report are submitted to IQAC coordinator


NAAC/IQAC Coordinator

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SHRI. DNYANESHWAR MASKUJI BURUNGALE SCIENCE AND ARTS COLLEGE, SHEGAON DIST-BULDANA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-2 and Action Taken Report

Date: 4th December 2020.

The second meeting of the IQAC Core Committee (academic year-2020-21) was held on 4th December 2020 at 11.0 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D. Tambatkar
6. Dr. K. R. Mule
7. Dr. R.K. Jawanjal
8. Dr. P. V. Pingle
9. Mr. V.V. Agarkar
10. Dr. V.P. Shelke
11. Mr. R.K. Punde
12. Mr. M. Sonone
13. Ku. Neeta Bhogawkar
14. Mr. P.R. Chambhare
15. Mr. J.B. Rajgure
16. Mr. C.S. Shinde

Agenda for Meeting

1. To confirm the minutes of previous meeting.
2. To discuss on strengthening key indicators prescribed by NAAC.
3. To organize program on CAS and promote the teaching faculty for same.
4. To organized programs on Competitive Exam.
5. To organize Conferences.
6. To submit AQAR-2019-20.
7. To finalize questionnaires for students, alumni, Parent and Employee feedback form.
8. To discuss other items.

Minutes of the Meeting

Item 1: To confirm the minutes of previous meeting.

Resolution-1: IQAC Coordinator presented minutes of previous meeting held on 4th July 2019 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss on strengthening key indicators prescribed by NAAC

Resolution-2: IQAC Coordinator put up the key indicators prescribed by NAAC for discussion.

Item 3: To organize program on CAS and promote the teaching faculty for same.

Resolution-3: IQAC chairman addressed to all members who have due for CAS will go for the official process and complete their level of promotion and planed to conduct program on CAS.

Item 4: To organized programs on Competitive Exam.

Resolution-4: IQAC coordinator presented plan to conduct programs on competitive exam and all members are agree with same.

Item 5: To organize conferences.

Resolution-5: IQAC chairman addressed to all members plan to conduct conferences. All members are responded positively toward same.

Item 6: To discuss on SSS.

Resolution-6: IQAC Chairman and Coordinator discussed this Item in meeting and advise to prepare Student satisfactory survey. All members agreed

Item 7: To submit AQAR-2019-20.

Resolution 7: IQAC Coordinator address to meeting for AQAR documentation and submission of AQAR-2019-20 and all participants actively agreed for same.

Item 8: To finalize questionnaires for students, alumni, Parent and Employee feedback form

Resolution-8: IQAC Coordinator put this Item for discussion. In discussion finalized questions for student, alumni, Parent and Employee feedback form.

Item 9: To plan for Annual games and sports

Resolution-9: IQAC Chairman discussed about same Item and asked for requirements and support.

Item-10: To discuss other items.

Resolution-10: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks



IQAC Coordinator
NAAC/IQAC Co-ordinator

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Action taken report of the meeting-2 held on 4th December 2020

Agenda /Item	Resolution	Action Taken
Item 2: To discuss on strengthening key indicators prescribed by NAAC	Resolution-2: IQAC Coordinator put up the key indicators prescribed by NAAC for discussion	All concern faculties were preparing NAAC documents and report to IQAC.
Item 3: To organize program on CAS and promote the teaching faculty for same.	Resolution-3: IQAC chairman addressed to all members who have due for CAS will go for the official process and complete their level of promotion and planed to conduct program on CAS.	Program Conducted on CAS and Applications received from Dr.Ku.R.K. Javanjal and forwarded for further process of CAS.
Item 4: To organized programs on Competitive Exam.	Resolution-4: IQAC coordinator presented plan to conduct programs on competitive exam and all members are agree with same.	IQAC Conducted program on Competitive Exam Guidance, Motivation, Goal Setting and International Women Days.
Item 5: To organize conferences.	Resolution-5: IQAC chairman addressed to all members plan to conduct conferences. All members are responded positively toward same	Conducted two online national conferences 1) One day online national conference on RTST-2021 (by Department of Environmental Science) 2) Two days national E-conference on ECFPPFYCCS-2021(By Department of Physical Education)
Item 6: To discuss on SSS	Resolution-6: IQAC Chairman and Coordinator discussed this Item in meeting and advise to prepare Student satisfactory survey. All members agreed.	Mr. R.B. Barabde and Dr. G.D. Tambatkar prepared SSS.
Item 7: To submit AQAR-2019-20.	Resolution 7: IQAC Coordinator address to meeting for AQAR documentation and submission of AQAR-2019-20 and all participants actively agreed for same.	AQAR-2019-20 submitted successfully
Item 8: To finalize questionnaires for students, alumni, Parent and Employee feedback form	Resolution-8: IQAC Coordinator put this Item for discussion. In discussion finalized questions for student, alumni, Parent and Employee feedback form.	Prepared and circulated feedback form in stakeholders
Item 9: To plan for Annual games and sports	Resolution-9: IQAC Chairman discussed about same Item and asked for requirements and support.	Dr. P.V. Pingle submitted Departmental academic calendar



IQAC Coordinator
NAAC/IQAC Co-ordinator

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-3 and Action Taken Report

Date: 22nd April 2021.

The second meeting of the IQAC Core Committee (academic year-2020-21) was held on 22nd April 2021 at 11.00 a.m.in the Principal Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D.Tambatkar
6. Dr. K. R.Mule
7. Dr. R.K. Jawanjale
8. Dr. P. V. Pingle
9. Mr. V.V.Agarkar
10. Dr. V.P, Shelke
11. Mr. R.K.Punde
12. Mr. M.Sonone
13. Ku. Neeta Bhogawkar
14. Mr. P.R.Chambhare
15. Mr. J.B.Rajgure
16. Mr. C.S. Shinde

Agenda for Meeting

1. To confirm the minutes of previous meeting.
2. To conduct program on NAAC documentation in COVID-19 Pandemic.
3. To discuss about Departmental Evaluation Report / Academic Audit
4. To discuss students, parent, alumni and employee feedback analysis.
5. Motivate to faculty to participate in online activities organize by other institutions and agencies
6. To discuss other items.

Minutes of the Meeting

Item 1: To confirm the minutes of previous meeting.

Resolution-1: IQAC Coordinator presented minutes of previous meeting held on 4th December 2020 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To conduct program on NAAC documentation in COVID-19 Pandemic.

Resolution-2: IQAC coordinator discussed issue related to same all members are agreed and plan to conduct program on NAAC documentation during COVID-19 Pandemic.

Item 3: To discuss about Departmental Evaluation Report / Academic Audit.

Resolution-3: IQAC Chairman discussed this Item in meeting about format of Departmental Evaluation Report and advises to prepare same. All members agreed. In meeting finalized to conduct Audit during second week of July 2021. All Audit members planned to conduct audit.

Item 4: To discuss about students, parent, alumni and employee feedback analysis

Resolution-4: All the feedbacks were collected from respective departments and handover to Mr. V.V. Agarkar and Dr. P.V. Pingle for analysis.

Item 5: Motivate to faculty to participate in online activities organize by other institutions and agencies

Resolution-5: IQAC Chairman proposed this item in discussion and participants are collectively agreed with same.

Item-6: To discuss other items.

Resolution-6: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks

IQAC Coordinator

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Action taken report of the meeting-3 held on 22nd April 2021

Agenda /Item	Resolution	Action Taken
Item 2: To conduct program on NAAC documentation in COVID-19 Pandemic.	Resolution-2: IQAC coordinator discussed issue related to same all members are agreed and plan to conduct program on NAAC documentation during COVID-19 Pandemic.	IQAC conducted program on AA of HEIs by NAAC during COVID-19 pandemic Era: Opportunities and challenges.
Item 3: To discuss about Departmental Evaluation Report / Academic Audit.	Resolution-3: IQAC Chairman discussed this Item in meeting about format of Departmental Evaluation Report and advises to prepare same. All members agreed. In meeting finalized to conduct Audit during second week of July 2021. All Audit members planned to conduct audit.	Department wise audit was undertaken within stipulated time period and report was submitted to the Principal.
Item 4: To discuss about students, parent, alumni and employee feedback analysis	Resolution-4: All the feedbacks were collected from respective departments and handover to Mr. V.V. Agarkar and Dr. P.V. Pingle for analysis.	All Feedbacks were analyzed and submitted to IQAC Chairman. Necessary actions were taken by the IQAC.
Item 5: Motivate to faculty to participate in online activities organize by other institutions and agencies.	Resolution-5: IQAC Chairman propose this item in discussion and participants are collectively agreed with same	Faculties were participated in various online programs and activities and reported to IQAC.

IQAC Coordinator

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-4 and Action Taken Report

Date: 6th July 2021.

The second meeting of the IQAC Core Committee (academic year-2020-21) was held on 6th July 2021 at 11.00 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D. Tambatkar
6. Dr. K. R. Mule
7. Dr. R.K. Jawanjali
8. Dr. P. V. Pingle
9. Mr. V.V. Agarkar
10. Dr. V.P. Shelke
11. Mr. R.K. Punde
12. Mr. M. Sonone
13. Ku. Neeta Bhogawkar
14. Mr. P.R. Chambhare
15. Mr. J.B. Rajgure
16. Mr. C.S. Shinde

Agenda for Meeting

1. To confirm the minutes of previous meeting.
2. To start course on competitive examination.
3. To conduct E-Convocation Ceremony.
4. To conduct Parent Meet and Alumni Meet.
5. To conduct workshop on Yoga and Meditation for youth.
6. To conduct program on gender sensitization and equality.
7. To conduct workshop on E-content Development.
8. To discuss other items.

Minutes of the Meeting

Item 1: To confirm the minutes of previous meeting.

Resolution-1: IQAC Coordinator presented minutes of previous meeting held on 22nd April 2021 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To start course for competitive examination

Resolution-2: IQAC Chairman and Coordinator discussed this Item in meeting and advise to develop same course for students. All members agreed.

Item 3: To conduct E-Convocation Ceremony.

Resolution-3: This item proposed by IQAC Coordinator in meeting and all participants agreed with same.

Item 4: To conduct Parent Meet and Alumni Meet.

Resolution-4: IQAC Chairman put up this Item for discussion in which plan out about same. All members are responding positively for same.

Item 5: To conduct workshop on Yoga and Meditation.

Resolution-5: IQAC coordinator discuss above Item-5 in meeting. All members are responding positively and Dr.V.P. Shelke took responsibility to conduct same.

Item 6: To conduct program on gender sensitization and equality.

Resolution- 6: IQAC coordinator discussed this item-6 in meeting and all participants are agreed for same.

Item 7: To conduct workshop on E-content Development.

Resolution-7: Chairman of IQAC put this Item on desk and recommended participants to develop E-content as per requirement. All are collectively agreed for same


Item-8: To discuss other items.

Resolution-8: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks



IQAC Coordinator
NAAC/IQAC Co-ordinator

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Principal

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Action taken report of the meeting-4 held on 6th July 2021.

Agenda /Item	Resolution	Action Taken
Item 2: To start course for competitive examination	Resolution-2: IQAC Chairman and Coordinator discussed this Item in meeting and advise to develop same course for students. All members agreed	Bridge course on Competitive Examination completed by Mr. N.G. Ghungharwar (Dept. of Mathematics)
Item 3: To conduct E-Convocation Ceremony.	Resolution-3: This item proposed by IQAC Coordinator in meeting and all participants agreed with same.	Organized E-Convocation Ceremony.
Item 4: To conduct Parent Meet and Alumni Meet.	Resolution-4: IQAC Chairman put up this Item for discussion in which plan out about same. All members are responding positively for same	Organized Parent meet and Alumni Meet
Item 5: To conduct workshop on Yoga and Meditation.	Resolution-5: IQAC coordinator discuss above Item-5 in meeting. All members are responding positively.	Dr.V.P. Shelke conducted three days workshop on Meditation & Yoga for Youth
Item 6: To conduct program on gender sensitization and equality.	Resolution- 6: IQAC coordinator discussed this item-6 in meeting and all participants are agreed for same.	IQAC conducted program on Gender Sensitization and equality.
Item 7: To conduct workshop on E-content Development.	Resolution-7: Chairman of IQAC put this Item on desk and recommended participants to develop E-content as per requirement. All are collectively agreed for same	Organized workshop on E-content development

[Signature]
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