



**Maratha Vidya Prasarak Samaj's
Arts, Commerce & Science College
Nandgaon,
Tal- Nandgaon, Dist- Nashik**



FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic year 2020-2021)

Date: 15-6-2020 Day: Monday

Time: 12: 30 pm.

Venue: Principal Cabin

AGENDA

1. To Prepare Various College Committees
2. Preparation of Academic Calendar and Teaching plan
3. To prepare Online lecture time table.
4. Encouraging research potential of the teachers and motivate them
5. NAAC committee work distribution
6. To enter internal marks





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FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
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Date: 15-6-2020 Day: Monday

Time: 12: 30 pm.

Venue: Principal Cabin

Members present for Meeting

Sr. No.	Name of member	Designation	Signature
1	Dr. S.I. Patel	Principal	
2	Mr. S.A. Marathe	Vice Principal	
3	Mr. N.B. Waghchaure	IQAC Co- Ordinator	
4	Dr. P.T. Nikam	Member	
5	Dr. B.W. Chavre	Member	
6	Dr. V. B. Sonawane	Member	
7	Dr. A.L. Tidar	Member	
8	Mr. L.A. Kalaskar	Member	
9	Mr. R.V. Wagh	Member	
10	Mr. M. B. Atole	Member	
11	Mr. A. B. Lawange	Member	
12	Mr. A. B. Jadhav	Member	
13	Mr. S. L. Pawar	Member	



14	Mr. B. P. More	NSS.Programme Officer	<i>Balub</i>
15	Mr. S.V. Patil	Administration Staff	<i>S.V.P.</i>
16	Mr. Ramesh Karwa	External. Expert	<i>R.K.</i>
17	Mr. Shaikh Shakur Habib	Industrial Expert	<i>SHS</i>
18	Mr. DattarajChhajed	Alumni member	<i>D.R. Chhajed.</i>
19	Mr. P.K.Kulkarni	Technical Assistant	<i>P.K.K.</i>



Agenda 1: To Preparation of Various College Committee

Resolution: The IQAC Coordinator announced the names of various academic committees, their heads and members for smooth functioning of the college and enrich the co-curricular and extra-curricular activities. Principal Dr. S. I. Patel guided to the all-committee heads and members about the function of that particular committee.

Agenda 2: Preparation of Academic Calendar and teaching plan

Resolution: Principal Dr. S. I. Patel said that all heads of department shall prepare their academic calendar as per college academic calendar. And also, all teachers shall prepare their academic teaching plan as per their departmental.

Agenda 3: To prepare Online lecture time table.

Resolution: Dr. V.B. Sonawane was appointed as the Chairman of time table committee and was instructed to prepare faculty wise online time table before commencement of the regular classes.

Agenda 4: Encouraging research potential of the teachers and motivate them to get major and minor research projects.

Resolution: Dr. S.I. Patel encouraged and guided to all teachers to take part in research activities and to apply for minor and major research projects from various funding agencies. Also, he encouraged teaches to publish research articles in national and international journals.

Agenda 5: NAAC committee work distribution

Resolution: Principal has discussed important issues related to NAAC. The coordinator of IQAC explained the detail work and documentation completion of each committee for concern criteria and also explain the future planning that will helpful to the committees.

Agenda 6: Enter internal marks

Resolution: Dr. B. W. Chavre Exam coordinator have informed to enter the internal marks (due date 15-06-2020.)

The meeting ended with formal vote of thanks by IQAC Coordinator



Mr. N.B. Waghchaure
Coordinator
Internal Quality Assurance Cell
Arts, Com. & Science College
Nandgaon, PIN-422 006.



Dr. S. I. Patel
Principal
Arts, Commerce & Science College
Nandgaon, Dist. Nashik (M.H.)



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**SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic year 2020-2021)**

Date: 03/09/2020 Day: Thursday

Time: 2:00 pm.

Venue: Principal Cabin

AGENDA

1. Online lectures
2. To prepare Online lecture time table.
3. To take follow up of MoUs
4. Online Exam related discussions
5. Preparation of AQAR of 2020-2021.
6. To prepare the ratio of mentor mentee





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(Academic year 2020-2021)

Date: 03/09/2020 Day: Thursday

Time: 2:00 pm.

Venue: Principal Cabin

Members present for Meeting

Sr. No.	Name of member	Designation	Signature
1	Dr. S.I. Patel	Principal	
2	Mr. S.A. Marathe	Vice Principal	
3	Mr. N.B. Waghchaure	IQAC Co- Ordinator	
4	Dr. P.T. Nikam	Member	
5	Dr. B.W. Chavre	Member	
6	Dr. V. B. Sonawane	Member	
7	Dr. A.L. Tidar	Member	
8	Mr. L.A. Kalaskar	Member	
9	Mr. R.V. Wagh	Member	
10	Mr. B. P. More	Member	
11	Mr. A. B. Lawange	Member	
12	Mr. A. B. Jadhav	Member	
13	Mr. S. L. Pawar	Member	
14	Mr. M.B. Atole	Member	



15	Mr. B. P. More	NSS.Programme Officer	Balch
16	Mr. S.V. Patil	Administration Staff	
17	Mr. Ramesh Karwa	External. Expert	
18	Mr. Shaikh Shakur Habib	Industrial Expert	SHS
19	Mr. Sachin R. Patil	Alumni member	Kumar



Agenda 1: Online lectures

Resolution: Increasing in the number of Covid 19 cases the government have taken the discussion to have lockdown (school and colleges) for some period. According to the governments rule and regulation we have to start conducting all the lectures by online method (online teaching) by Zoom, Google meet etc. from date 15/ 06 / 2020. All teachers should conduct online lectures and keep documentation of document all the data of online lectures (link of google meet, Zoom etc.).

Agenda 2: Preparation of online lecture time table

Resolution: Dr. V.B. Sonawane was appointed as the Chairman of time table committee and was instructed to prepare faculty wise time table before beginning of the online classes.

Agenda 3: To take follow up of MoUs

Resolution: It was totally decided that each department should sign at least one MoU with concerned industry /organization & ensure that it remains active throughout the year.

Agenda 4: Online Exam related discussions

Resolution: Regarding the online exam, Dr. B.W. Chavre CEO given general guidelines associated with B.A. / B.Com. / B.Sc. students. He also guided teachers regarding new updates regarding examination methods, examination form filling etc.

Agenda 5: Preparation of AQAR of 2020-2021.

Resolution: All the Heads of criteria were guided to download & study the guidelines for preparation of online AQAR & call meeting of the members of criteria to collect the data from various departments in the formats given by NAAC

Agenda 6: To prepared the ratio of mentor mentee

Resolution: Calculated the ratio of mentor mentee. According to the number of teacher and the number of students.

Vote of thanks was proposed by the IQAC coordinator



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**THRID MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic year 2020-2021)**

Date: 01/12/2020 Day: Tuesday

Time: 1:20 pm.

Venue: Principal Cabin

AGENDA

1. To review and confirm the minutes of the last meeting
2. Pre plaining 2013 pattern exam
3. Update the College website
4. Aspire proposal
5. AQAR – Criteria wise information submission year 2019-2020
6. To organize workshop for non-teaching staff





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Time: 1:20 pm.

Venue: Principal Cabin

Members present for Meeting

Sr. No.	Name of member	Designation	Signature
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5	Dr. B.W. Chavre	Member	
6	Dr. V. B. Sonawane	Member	
7	Dr. A.L. Tidar	Member	
8	Mr. L.A. Kalaskar	Member	
9	Mr. R.V. Wagh	Member	
10	Mr. B. P. More	Member	
11	Mr. M.B. Atole	Member	
12	Mr. A. B. Jadhav	Member	
13	Mr. S. L. Pawar	Member	
14	Dr. A. Madhane	Member	



15	Mr. Dattaraj Chhajed	Alumni member	D.R. Chhajed
16	Mr. Shaikh Shakur Habib	Industrial Expert	
17	Mr. P.K. Kulkarni	Technical Assistant	
18	Mr. S.V. Patil	Administration Staff	
19	Mr. B. P. More	NSS Programme Officer	Balala



Agenda 1 : To review and confirm the minutes of the last meeting

Resolution: The minutes of the previous meeting were read by the coordinator and same were confirmed by the members.

Agenda 2: Pre plaining 2013 pattern exam

Resolution: Dr. Chavre exam coordinator (CEO) informs that all the faculty members should prepare question paper for F.Y.B.Sc. , F.Y. B.A., F.Y.B.com 2013 pattern examination and submit it to examination department within due date, also he, given instructions regarding smooth conduct of examination.

Agenda 3: Update the College website

Resolution: Dr. S. I. Patel said that all teachers provide their updated information to the computer department or updating the information on website.

Agenda 4: Aspire proposal

Resolution: Dr. A.L. Tidar ARC informed and discussed the following points about ASPIRE-2020

Research proposal

- How this scheme is to strengthen research quality?
- How to apply proposal through online mode?
- How much the funding is provided?
- What is the eligibility to apply research proposal?

Agenda 5: AQAR – Criteria wise information submission year 2019-2020

Resolution: IQAC Co-ordinator informed all the staff to provide Criteria wise information to IQAC department as earliest.

Agenda 6 : To organize one day workshop for non-teaching staff

Resolution: Jointly organized one day workshop for non-teaching staff under the guidance of principal Dr. S. I Patel.

Vote of thanks was proposed by the IQAC coordinator



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Coordinator
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**FOURTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic year 2020-2021)**

Date: 09/03/2021 Day: Saturday

Time: 12:15 pm.

Venue: Principal Cabin

AGENDA

1. To promote the faculty for FDP, Orientation, MOOC courses Refresher course
2. To Start online lectures
3. Feedback report of the departments
4. Preparation of online Time Table
5. Preparation for Green Audit and Energy Audit
6. To Prepare and decide committee for Academic Administrative Audit
7. To prepare attainment of programme outcome and course outcome





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(Academic year 2020-2021)

Date: 09/03/2021 Day: Saturday

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Venue: Principal Cabin

Members present for Meeting

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3	Dr. V.B. Sonawane	IQAC Co- Ordinator	
4	Dr. P.T. Nikam	Member	
5	Dr. B.W. Chavre	Member	
6	Dr. A.L. Tidar	Member	
7	Mr. R.V. Wagh	Member	
8	Mr. M. B. Atole	Member	
9	Mr. B. P. More	Member	
10	Mr. A. B. Jadhav	Member	
11	Mr. A. B. Lawange	Member	
12	Dr. A.N. Madhane	Member	



13	Mr. B. P. More	NSS.Programme Officer	<i>Balech</i>
16	Mr. Ramesh Karwa	External. Expert	<i>M</i>
17	Mr. Shaikh Shakur Habib	Industrial Expert	<i>SH</i>
19	Mr. Sachin R. Patil	Alumni member	<i>Sachin R. Patil</i>
20	Mr. P.K.Kulkarni	Technical Assistant	<i>P.K.</i>



Agenda 1: To promote the faculty for FDP, Orientation, Refresher course

Resolution: Principal Dr. S.I. Patel, encourage to all the teacher to prepare research paper, book chapter writing and attend the online seminar, workshop, conference, Refresher course, Orientation or Induction programme, Faculty development programs, MOOC courses etc.

Agenda 2: Online lectures

Resolution: According to the governments rule and regulation we have to start conducting all the lectures by online method (online teaching) by Zoom, Google meet etc. All teachers should document all the data of online lectures (link of google meet, Zoom etc.)

Agenda 3: Feedback report of the departments

Resolution: The analysis of feedback reports of the department was presented in the meeting of IQAC and outcomes were discussed

Agenda 4: Preparation of online lecture time table

Resolution: Dr. V.B. Sonawane Chairman of time table committee and was instructed to prepare faculty wise online lecture time table before start of the classes.

Agenda 5: Preparation for Green Audit and Energy Audit

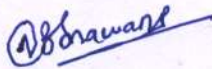
Resolution- IQAC Coordinator insisted staff to prepare for the Green Audit and Energy Audit of college.

Agenda 6: To Prepare and decide committee for Academic Administrative Audit

Resolution - IQAC Coordinator and Principal informed and guided the staff to be prepare for Academic Administrative Audit.

Agenda 7: To prepare Attainment of programme outcomes and course outcomes

Resolution: POs, PSOs and COs calculated the attainment of on the basis of internal and external marks and collected the feedback from the student on course.



Dr. V. B. Sonawane
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