

**Govindrao Warjekar Arts & Commerce College, Nagbhid**  
***Annual Report of Internal Quality Assurance Cell***  
***Academic Session 2021-22***

The IQAC of the college held 5 meetings during the Academic Session 2021-22. The details of the minutes of the meetings and the Action Taken Report are as below:

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**Meeting No.01**

**Date: 31/08/2021**  
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The first meeting of the IQAC cell for the academic session was held on 31<sup>st</sup> August 2021 02:00 pm in the staffroom. The meeting was chaired by Resp. Principal Dr. S.R. Singh.

**Agenda:**

- 1) To confirm the minutes of previous meeting.
- 2) Submission of Annual Action Plans.
- 3) Workload and Teaching-learning innovations
- 4) Submission of criteria by all criteria coordinators.
- 5) Increase of Research Papers Publication.
- 6) Teacher-mentor meetings
- 7) Students Project, Linkages and MoUs
- 8) NSS Day celebration
- 9) Extension Activities
- 10) Any other topic with the permission of the chairperson.

At the outset IQAC Co-ordinator Dr. D.N.Morande welcomed the chairperson and Prin. Dr. S. R. Singh and the IQAC members and the teachers.

**ITEMS DISCUSSED AND DECISIONS TAKEN**

- 1) **To confirm the minutes of previous meeting:**  
The minutes of the previous meeting were read by the IQAC coordinator and confirmed unanimously.
- 2) **Submission of Annual Action Plans:**  
After thorough discussions it was unanimously resolved that all the committee coordinators and HODs would submit their Plan of Action for the present academic session and the teachers should submit their Annual Teaching Plan on or before 4<sup>th</sup> September 2021.
- 3) **Workload and Teaching-learning innovations:**  
All the teachers were asked to submit their workload to the faculty coordinators. The teachers were asked to use ICT and other e-teaching-learning tools. All the teachers were asked to give e-notes, give assignments in Google Classroom and also take unit tests on Google forms.
- 4) **Submission of criteria of AQAR 2020-21 by all criteria coordinators:**  
After a thorough discussion about preparing the AQAR 2020-21 all the criteria coordinators were asked to submit their respective duly filled criteria of AQAR 2020-21 on or before 20<sup>th</sup> Sept. 2021.
- 5) **Increase of Research Papers Publication:**

The Research Planning and Monitoring Committee Coordinator, Dr. Lanjewar informed that in the last session we had 14 research papers in the UGC Care Listed Research Journals. There is definitely increase in the number. Even then we should try to increase it furthermore. So, unanimously it was decided that the faculty members will again increase their research work and publish research papers in UGC listed journals.

**6) Teacher-mentor meetings:**

The faculty coordinator of Arts, Dr. Bahadure brought to the notice of the forum that the presence of the students in the teacher-mentor meetings was mediocre. To increase the attendance of the students in the teacher-mentor groups it was decided after thorough discussion to conduct the meeting of the teacher –mentor group of all the teachers on a pre-decided day to ensure maximum attendance of the students.

**7) Students Project, Linkages and MoUs:**

After thorough discussions all the teachers were told to conduct students’ projects for their respective subjects and the Career Guidance Cell coordinator was told to increase the number of Linkages and MoUs with the neighboring industries and academic institutions.

**8) Extension Activities:**

It was decided unanimously that the NSS coordinator in cooperation with the other teachers should plan the extension activities and implement them in this session.

The meeting ended with vote of thanks proposed by the IQAC Coordinator.

**ACTION TAKEN REPORT**

SN	Agenda Item	Resolution Taken	Action Taken
1	Submission of Annual Action Plans	The plan should be submitted by the concerned teachers by 4 <sup>th</sup> September 2021	All the reports were submitted by 4 <sup>th</sup> September 2021.
2	Submission of criteria wise data of AQAR 2020-21	The data should be submitted by the criteria coordinators by 20 <sup>th</sup> Sept. 2021	All the criteria coordinators submitted the data by 20 <sup>th</sup> Sept. 2021.
3	Publication of research papers by teachers	Every teacher should publish at least two research papers in journals with ISSN or those included in UGC Care list	14 research papers in ISSN/UGC Care list journals were publish in the session 2021-22
4	Teacher Mentor Meetings	Considering the COVID Pandemic the teachers were asked to conduct online meetings.	Online meetings were conducted by the teachers Dec.2020 & June 2021
5	Extension Activities	To plan and execute extension activities during the session	The following activities were conducted: <ul style="list-style-type: none"> <li>• Under the auspice of <i>Swachata Abhiyaan</i> a</li> </ul>

			<p>Sanitation Campaign was conducted by the NSS volunteers in the Bus Stand premise of Nagbhid on 20.10.2021</p> <ul style="list-style-type: none"><li>• Water Kiosk for Mahashivratri Pilgrims by NSS on 10.03.2022</li><li>• A COVID Vaccination camp was conducted by NSS in collab with the RH Nagbhid on 28.10.2021</li></ul>
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**Meeting No.02**

**Date: 29/11/2021**

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A meeting of Teaching and Non-teaching staff was arranged on 29/11/2021 at 12.30 pm in the Principal's Office to take a review of the previous meeting dt. 31/08/2021. The meeting was chaired by Resp. Principal and chairman of IQAC Dr. S. R. Singh.

**Agenda:**

- 1) To confirm the minutes of previous meeting.
- 2) Data collection for the preparation of AQAR 2020-21
- 3) Review of 'Transaction of Syllabus'
- 4) Result Analysis of Summer 2021
- 5) To arrange webinar on competitive exam
- 6) Topics coming up with the permission of the Chairperson

**ITEMS DISCUSSED AND DECISIONS TAKEN**

**1) To confirm the minutes of previous meeting:**

The IQAC coordinator welcomed the forum and the Minutes of the previous meeting were read by the IQAC coordinator and confirmed by the forum unanimously. As per the minutes of the meeting the action taken report is briefly discussed in the meeting.

**2) Data collection for the preparation of AQAR 2020-21**

All the Criteria Coordinators were asked by IQAC Coordinator to collect the Data required for the preparation of the AQAR 2020-21 up to 10<sup>th</sup> Dec. 2021. They should look that the relevant documents should be duly attested by the IQAC Coordinator and the Principal.

**3) Review of 'Transaction of Syllabus'**

A review of the 'Transaction of Syllabus' was taken by Prin. Dr. S.R. Singh. It was found that the syllabus of nearly all the subject is completed as per their teaching plans. He told all the teachers to conduct class tests and evaluate the students regularly.


**4) Result Analysis of Summer 2021**


Dr. Bahadure told the forum that the Result Analysis Report of the session 2020-21 is ready. It is as follows:


**Govindrao Warjekar arts and Commerce College, Nagbhid**  
**Dist- Chandrapur**  
**Result Improvement and Analysis Committee**  
**Report**  
**2020-21**

Name of coordinator- Dr. Ashok Bahadure

S.N	Class	Student Appear	Student Pass	Pass above 75 %	Pass 60-74 %	Pass below 60 %	Pass %
1	B.A.III	81	78	16	56	06	96.29
2	B.Com III	44	43	38	02	03	97.72
3	M.A.II (Soc)	16	15	08	06	01	93.75
4	M.A.II (Mar)	14	13	09	04	00	92.85

  
 Coordinator  
 Result Improvement and  
 Analysis Committee



  
 Principal  
 Govindrao Warjekar  
 Arts & Com. College  
 NAGBHID-441205

**5) To arrange webinar on competitive exam**

IQAC coordinator asked to arrange webinar on competitive exam for our students as we have collaboration with UNIQUE Academy Pune. Knowledge Commando Club Coordinator, Dr. Hanwante told that the club will also arrange such programme.

The meeting was adjourned after vote of thanks extended by the IQAC Coordinator, to the chair and the forum.

**ACTION TAKEN REPORT**

SN	Agenda Items	Resolutions Taken	Action Taken
1	Data Collection	All the Criteria Coordinators were asked by IQAC Coordinator to collect the Data required for the preparation of the AQAR 2020-21 up to 10 <sup>th</sup> Dec. 2021.	Data required for the preparation of the AQAR 2020-21 was collected
2	Transaction of Syllabus	The teachers were told to conduct class tests	Most of the teachers conducted class tests
3	Result Analysis	All the teachers should submit their respective results to the Result	All the teachers submitted their result on 5 <sup>th</sup> August 2021

		Analysis Committee	
4	Webinar on Competitive Exam	The Career Guidance Cell was told to arrange a Webinar on Competitive Exam	Webinar on: "How to Prepare For SSC/Banking and Insurance Exams" on 6 <sup>th</sup> Dec. 2021 was organized in collaboration with The Unique Academy, Pune Arranged by Career Guidance Cell. 114 participants registered.
			A guidance session on Competitive Exam was arranged by Knowledge Commandos and Career Guidance Cell on 18 <sup>th</sup> Dec.2021 Resource Person was Dr. Hanwante

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**Meeting No.03**

**Date: 21/12/2021**  
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A meeting of all the teaching and non-teaching staff was taken on 21/12/2021 in the staffroom at 12.00 noon to take a review of criteria wise data collection for AQAR 2020-21. Dr. Singh Presided the meeting.

**The agenda of the meeting are as follows:**

- 1) To confirm the minutes of previous meeting.
- 2) To arrange seminar on MPSC Exam
- 3) To celebrate Marathi Bhasha Gaurav Din
- 4) To arrange Water Kiosk on Mahashivratri
- 5) Any other topic with the permission of the chairperson.

**ITEMS DISCUSSED AND DECISIONS TAKEN**

**1) To confirm the minutes of previous meeting:**

The minutes of the previous meeting were read by the IQAC coordinator and confirmed unanimously.

**2) To arrange seminar on MPSC Exam:**

The Career Guidance Cell was instructed to arrange an online seminar on MPSC Exam for the college students.

**3) To celebrate Marathi Bhasha Gaurav Din:**

The coordinator of PG Department was instructed to arrange Marathi Bhasha Gaurav Din on 27<sup>th</sup> Feb 2022. He should invite a resource person of the subject to enlighten our students regarding the regional language Marathi.

**4) To arrange Water Kiosk on Mahashivratri:**

The NSS Coordinator was instructed to arrange a water kiosk on the upcoming occasion of Mahashivratri in the month of March. The NSS volunteers should be involved in this activity to inculcate the sense of social service in them.

The meeting concluded with formal vote of thanks extended by the IQAC coordinator.

**ACTION TAKEN REPORT**

SN	Agenda Items	Resolutions Taken	Action Taken
1	Seminar on MPSC Exam	The Career Guidance Cell was instructed to arrange an online seminar on MPSC Exam for the college students	An Online Seminar on "Topic: MPSC - Career Guidance seminar" was arranged in collaboration with Unacademy, Bangalore

			on 12 <sup>th</sup> Feb 2022.
2	Marathi Bhasha Gaurav Din	The coordinator of PG Department was instructed to arrange Marathi Bhasha Gaurav Din on 27 <sup>th</sup> Feb 2022.	Marathi Bhasha Gaurav Din was taken on 27 <sup>th</sup> Feb 2022. 50 students attended 8 students gave presentation
3	To arrange Water Kiosk on Mahashivratri	The NSS coordinator was instructed to arrange to arrange Water Kiosk on Mahashivratri	Water Kiosk for Mahashivratri was arranged by the NSS department for the Pilgrims on 10 <sup>th</sup> March 2022.

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A meeting of IQAC with teaching staff was arranged on 06/07/2021 at 12:30 pm in the office.

The agenda of the meeting are as follows:

1. To confirm the minutes of previous meeting.
2. To confirm the Study Tours
3. To arrange Guidance Session on Employability Skill
4. To conduct Gender Sensitization Session
5. Inviting articles for college magazine.
6. Submission of AQAR 2020-21 and collection of evidence.
7. Any other topic with the permission of the chairperson.

### **Items discussed and decisions taken**

**1) To confirm the minutes of previous meeting.**

The minutes of the previous meeting were read by the IQAC coordinator and confirmed unanimously.

**2) To confirm the study Tours**

The Study Tour Committee coordinator gave the details of the tours of Commerce, Geography and English Departments. They confirmed the dates of the month of March 2022.

**3) To arrange Guidance Session on Employability Skill**

The Career Guidance Cell was instructed to arrange a Guidance Session on Employability Skill. The coordinator was instructed to contact two Industrialists of the nearby area.

**4) To conduct Gender Sensitization Session**

The Internal Complaint Committee was instructed to conduct a gender sensitization programme for the students. Dr. Singh asked the ICC coordinator to contact the TARUNYBHAN team of Dr. Rani Bang, Gadchiroli.

**5) Inviting Articles for College Magazine:**

The 'Magazine Committee' Co-ordinator, Dr. Hanwante appealed all the teachers to invite articles for College Magazine from the students through their respective teacher-mentor group and also subject groups on or before 30<sup>th</sup> July 2022. It was unanimously resolved that all teachers would make efforts for a quality college magazine.

**6) Submission of AQAR 2020-2021 and collection of evidence:**

Dr. D.N. Morande, IQAC Co-ordinator, presented the rough draft of AQAR 2020-21 of the college and invited suggestions and correction. After discussions the necessary

corrections were incorporated in the AQAR and it was decided to place the final draft of the AQAR in the next meeting of College Development Council.

**7) Any other topic with the permission of the Chair:**

Considering the Covid Pandemic situation, Dr. Morande, the IQAC Co-ordinator put up a suggestion of conducting “Students Satisfaction Survey” (SSS) through online mode. It was unanimously resolved to conduct the survey in online mode.

The meeting concluded with formal vote of thanks extended by the IQAC coordinator.

**ACTION TAKEN REPORT**

<b>SN</b>	<b>Agenda Items</b>	<b>Resolutions Taken</b>	<b>Action Taken</b>
1	To confirm the study Tours	The Study Tour Committee coordinator gave the details of the tours of Commerce, Geography and English Departments.	The Study Tour of Geography went to Somnath near Mul. The Study Tour of English Department went to <i>Bhuvaikunth Atmanusandhan Ashram, Adyal Tekdi</i>
2	Guidance Session on Employability Skill	The Career Guidance Cell was instructed to arrange a Guidance Session on Employability Skill. The coordinator was instructed to contact two Industrialists of the nearby area.	Guidance session on Employability Skill was arranged on 16 <sup>th</sup> March 2022. The Resource Persons were nearby Industrialists Mr. Ravindra Ashtikar and Mr. Sharad Urade.
3	Gender Sensitization Session	The Internal Complaint Committee was instructed to conduct a gender sensitization programme for the students. Dr. Singh asked the ICC coordinator to contact the TARUNYBHAN team of Dr. Rani Bang, Gadchiroli for the purpose.	A three-day workshop was arranged by ICC in collaboration with SEARCH, Gadchiroli from 21 <sup>st</sup> to 23 <sup>rd</sup> March 2022. 194 students attended the workshop.
5	AQAR 2020-21	The rough draft of AQAR 2020-21 was presented before the meeting and suggestions	The final draft of AQAR 2020-21 was placed before CDC for approval.

		were invited	
6	Students Satisfaction Survey	Considering the pandemic situation, it was resolved to conduct SSS through online mode.	Questions were circulated in the google forms from 14 <sup>th</sup> May to 22 <sup>nd</sup> May 2022 and the analysis was submitted to the IQAC.

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**Meeting No.05**

**Date: 11/05/2022**

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A meeting of all the teachers was arranged in the staffroom at 12.00 noon to discuss the preparation of SSR and collection of the evidences of the previous session.

Agenda

The agenda of the meeting are as follows:

1. To confirm the minutes of previous meeting.
2. To take criteria wise review of AQAR 2021-22
3. To change the coordinators of CRI II & III
4. Submission of AQAR 2020-21 and collection of evidence.
5. Any other topic with the permission of the chairperson.

**Items discussed and decisions taken**

**1. To confirm the minutes of previous meeting.**

The minutes of the previous meeting were read by the IQAC coordinator and confirmed unanimously.

**2. To take criteria wise review of AQAR 2021-22**

After a through discussion, it was found that Criteria I & II were complete and ready to be uploaded. Criteria III coordinator Dr. Bahadure informed that he needs the result of Final Year for his criteria and soon he will complete his criteria.

**3. To change the coordinators of CRI II & III**

As the coordinators of CRI II & III will retire in the next month, the IQAC coordinator requested Principal Sir to appoint new coordinators for both the criterion. After a detailed discussion it was decided that Dr. Mishra will be the coordinator of CRI II and Dr, Shende will handle CRI III.

**4. Any other topic with the permission of the chairperson.**

- With the permission of the chair the IQAC Coordinator instructed all the teaching staff to submit the hard and soft copy of the 'Transaction of Syllabus' on or before 17/05/2022. He also asked the Committee Coordinators to submit the Annual Reports of 2021-22 and Annual Plan 2022-23 of their respective committees up to 27/05/2022.
- Dr. Singh instructed all the criteria coordinators to collect the relevant and required evidence so that we can upload them within the time period given by NAAC for submitting the AQAR 2020-21.
- Dr. Singh instructed the admission committee coordinator to prepare the Prospectus 2022-23 up to the first week of June to felicitate admission procedure.

The meeting concluded with formal vote of thanks extended by the IQAC coordinator.

## ACTION TAKEN REPORT

<b>SN</b>	<b>Agenda Items</b>	<b>Resolutions Taken</b>	<b>Action Taken</b>
1.	To submit the 'Transaction of Syllabus'	The IQAC Coordinator instructed all the teaching staff to submit the hard and soft copy of the 'Transaction of Syllabus' on or before 17/05/2022	All the teaching staff submitted the hard and soft copy of the 'Transaction of Syllabus' up to 17/05/2022
2.	To submit Annual Reports and Annual Plans	The Committee Coordinators were asked submit the Annual Reports of 2021-22 and Annual Plan 2022-23 of their respective committees up to 27/05/2022	All the Committee Coordinators submitted the Annual Reports of 2021-22 and Annual Plan 2022-23 of their respective committees up to 27/05/2022
3.	Prospectus 2022-23	Dr. Singh instructed the admission committee coordinator to prepare the Prospectus 2022-23 up to the first week of June to felicitate admission procedure.	The admission committee prepared the Prospectus 2022-23 and submitted on 8 <sup>th</sup> June 2022.

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