

*Govindrao Warjekar Arts & Commerce College, Nagbhid*

**Internal Quality Assurance Cell**

**MINUTES**

**A meeting of all the teachers was arranged on 24<sup>th</sup> August 2018 at 12.30 pm in staffroom . The meeting was chaired by Principal Dr. S.R.Singh.**

Items discussed and decisions taken

1. The minutes of the previous meeting were read out and confirmed by the forum.
2. Dr. Singh told Dr. Jagnade, Research monitoring committee, to circulate the notice regarding submitting the proposals for major/minor research projects. Two proposals for conference and Two for Seminar are to be prepared. Proposals for major/minor should be submitted by October 2018.
3. For Research publication Dr. Singh told the forum that every year at least 2 Research papers in National/International Journal should be published by every teacher.
4. Apart from this he asked the teachers to publish their respective Ph.D Thesis also. He discussed the perspective plans criteriawise.
5. Every year teachers should maintain the documentation of the unit tests/Model exam conducted by individual teachers and submitted to Dr. Randive, Co-ordinator, Internal examination committee.
6. Like last 3 yrs. Every department should take outreach programmes and submit the report before Diwali vacations. Dr. Bhandarkar will conduct the meeting of staff regarding outreach programmes.
7. Dr. Morande said that the MOUs with the Academic Institutions should be continued this year too. Activities like student exchange faculty exchange, cultural meets should be done.
8. The Neighbourhood industries should be invited for linkages with the college so that our students could get some training and also placements.
9. Also linkages with the farmers or Eco-friendly bodies working in surrounding areas should be renewed and implemented, said Dr. Randive.

10. Dr. Singh said that Innovative Ecosystem like water Harvesting could be started this year.
11. Dr. Morande informed the forum that under 'Atal Incubation scheme' Grants are available for the solar panel Installation for Educational Institutions. Dr. Singh look forth the Perspective plans to discuss
12. Dr. Singh told the forum that it is obligatory for all the facilities required for it.
13. Prof. Jibhkate Physical Department said that we will apply for volleyball or kabaddi Zonal tournament in every two year. We can also arrange 'Shibir' in this respect.
14. For Faculty Improvement programmes if the said conference/seminar or workshop has JD letter for the fees, the faculty could claim the fees, informed Dr. Singh to the forum.
15. Dr. Hire asked all the teachers to be members of their subject bodies on National level. Innovative ideas should be brought forth for Best Practices.
16. Dr. Jagnade and Dr. Band told that the Teacher - mentor scheme is initiated in the college. The need for Daily dairy was also put forth by Dr. Singh.
17. All the Criteria Heads were asked to circulate notices for the activities to be conducted to enrich their Criterion.
18. The meeting ended with vote of thanks forwarded by Dr.Mishra

Dr.Nikita Mishra  
IQAC  
Co-ordinator

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**Govindrao Warjekar Arts & Commerce College, Nagbhid**

**Internal Quality Assurance Cell**

**MINUTES**

**A meeting of IQAC committee and the teaching staff was conducted on 12<sup>th</sup> Dec. 2018 to discuss the plan of action of the 2<sup>nd</sup> session of the academic year 2018-19. The meeting was chaired by prin. Dr. Sanjay Singh.**

**Items discussed and decisions taken**

1. The minutes of the previous meeting were read out by Dr.Mishra and confirmed by the forum.
2. In CRI-I Dr. Kayande told that a certificate course of ‘Apparel Designing’ will start from next month in our college. For value -added courses the Career Guidance Cell Co-ordinator, Dr.Morande was told to arrange such workshop/seminar at least on personality development.
3. For field projects with social topics must be conducted by commerce, Geography and Sociology departments. The other departments can also take such initiatives.
4. Dr. Kayande was asked to frame a feedback questionnaire to be taken from Teachers and Employers. We have already taken from students, alumni and parents.
5. Dr. Singh told all the teachers to improve their ICT use yet again. Most of them use ICT, but some teachers do not.
6. Under mentoring scheme, the teachers were told to identify the students for various competitions to be arranged in the Annual day function of the college. The names of such students should be forwarded to Dr. Hire, Co-ordinator, cultural committee , before 24<sup>th</sup> Dec2018.
7. Dr. Singh asked all the HODs to prepare their programme specific outcomes (PSO) which is to be uploaded in the college website. As per the guidelines of NAAC, Dr. Kayande was told to conduct the students satisfaction survey (SSS) in the month of February.

8. Dr. Singh asked all the teachers to apply for Major/Minor Research, Planning and Monitoring committee to take the follow up in this regard. He also declared that a seminar of IPR will also be arranged in this session . For incubation center Dr. Morande suggested to see the 'ATAL'. All the teachers were told to publish research papers in UGC approved list of Journals.
9. For Extension activities Dr. Singh told Dr. Bankar to organise various activities like AIDS Awareness rally, Swachh Bharat etc. The ICC Co-ordinator Dr. Band was told to take at least three meetings or workshops for students. One for girls, one for boys and one combine. Dr. Hanwante suggested about Amir Khan's 'Pani' foundation.
10. Regarding collaboration Dr. Morande told that we already have MOUS with the surrounding colleges. This year, too we have to implement it.
11. In criterion IV, the co-ordinator Dr. Shende was told to upload the policies for maintaining and utilizing the physical, academic and support facilities the college. He was also told to find out various e-content modules from SWAYAM.
12. Under criteria-V, Dr. Hanwante, Co-ordinator was told to collect the evidences of Remedial classes conducted by the teachers. He should collect it towards the end of the academic session . Dr. Bankar was told to arrange a seven days yoga course for students next month. Dr. Jagnade was told to communicate with Ms. Warjekar to arrange a guidance session on competitive examination . Dr. Morande was told to arrange a campus placement by inviting "Nagbhid Vyapari Sanghatna".
13. To keep the track of student progression we have a feedback form attached to the T.C. Dr. Morande suggested to translate it into Marathi. Dr. Singh told Dr. Shende to translate it. Dr. Singh told Dr. Hire to arrange a Taluka level cultural competition in the month of January 2019. He also told Dr. Hire to upload code of conducts for all staff holders on the college website.
14. In criteria -VII Dr. Band, ICC Co-ordinator was told to arrange a program on gender equality. Under the initiatives taken to address locational advantages the 'Shiv Tekdi' can be prompted for tourism. Also in 'Mahashivratri Fair' the college should provide our volunteers for the three weekly markets arranged on the college road.

Dr. Singh told Dr Randive to initiate more eco-friendly campus activities. He also told all the criteria co-ordinators to coin at least one best practice for their respective criterion.

15. Dr.Mishra told the forum that the AQAR 2017-2018 will be submitted to NAAC before 20<sup>th</sup> Dec2018. The meeting ended with vote of thanks extended by the IQAC Co-ordinator.

Dr.Nikita Mishra  
IQAC  
Co-ordinator

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*Govindrao Warjekar Arts & Commerce College, Nagbhid*

**Internal Quality Assurance Cell**

**MINUTES**

**A meeting of IQAC and the teaching staff was conducted on 16<sup>th</sup> April 2019 to discuss the preparation of AQAR 2018-2019 and Annual plans 2019-20**

Items discussed and decision taken

1. The minutes of the previous meeting were read and continued with the permission of the chair.
2. Dr. Kayande, the Co-ordinator of CRI I was asked to present the activities reward of her CRI-I . She told that this year we started two certificate courses- Sewing machine operator and Make-up artist.
3. We have also conducted classes for competitive exam this year. Dr. Morande suggested that the second session is very busy both for teachers and students . so, in the next session we will conduct these classes in the beginning of the session.

He also suggested to take a certificate course on “Innovative farming.” Mr. Tukdinath Urkude, a farmer from nearby village has shown his consent to conduct it. Dr. Singh told to prepare the proposal and forward it to university along with justification . The course could be started from last week of August

4. In the key aspect of ‘Academic Flexibility’ have new courses like Lokshahi and Environment awareness.

Dr. Singh told the we will apply for new PG programme in the month of October.

5. For value-added course Dr. Salotkar had taken a ‘Research methodology workshop’ of 30hrsfor PG students. He should submit the evidence to Dr. Kayande.

6. The evidences of field projects/internships under taken during the year should be also be with IQAC.
7. Dr. Jagnade, Co-ordinator, CRI-II told that the maximum data has been collected. Dr. Singh told all the teachers to further increase the use of ICT tools.
8. Dr. Band told all the teachers to submit the reports of their respective teacher-mentor scheme. Dr. Jagnade asked all the teachers to submit the softcopy of their programme outcomes (PO). PO will be uploaded on the college website.
9. The key aspect 2.5 comprises of the continuous Internal Evaluation process . So the 'Internal Assessment Committee' needs to be very strong, told Dr. Singh.
10. Dr. Morande told all the criteria Co-ordinators that they should note down the web-links required for their respective criterion.
11. Regarding students satisfaction survey Dr. Jagnade told that he has already conducted SSS and prepared the report.
12. Dr. Hanwante, Co-ordinator, CRI-V told the forum that this year we had soft skill development programmes like floral decoration and Rangoli. He told that the documentation of Remedial coaching has been submitted to him by the teachers and that of competitive examination coaching is also ready.
13. Regarding institutional mechanism for grievances Dr. Mishra told that we have three committees in this regard. Students Discipline and Anti Ragging Grievance Redressal and Internal Complaint Committee. He can take the required data from the Co-ordinators of these committees.
14. Regarding off and on campus placement cell, Dr. Morande, Co-ordinator Placement Cell told that this year we have very few placements. He told Dr. Band to provide the list of students council to Dr. Hanwante.
15. Dr. Singh told that the data of students progression will be furnished by the office in the month of August/September
16. On enquiring about the Alumni Association Dr. Morande told that the Registration of our college Alumni Association is under process.

17. Dr. Shende, Co-ordinator, CRI-IV told the forum that the Budget allocation for infrastructure argumentation and utilization will be available from Shri. Chaudhari towards May end. He also told that the information about library services will also be available by May end.
18. Dr. Bhandarkar , Secretary, Janhit Education Society asked all the teachers to increase e-book membership and also that of e-shodh sindhu and shodhganga membership
19. Dr. Bhandarkar also told Dr. Shende to find ‘Skill based Vocational courses in SWAYAM and go for registration.
20. Dr. Singh told Dr. Mishra to upload the video of lectures of on collage on the college website . He told Dr. Shende to upload the procedures and policies of the college for Infrastructure maintenance.
21. Dr. Morande told Dr. Hire to get the annual e- governance report from Master Software. He also told him to collect the xeroxes of vouchers of financial support provided to the teachers to attend conference/ workshop and also membership fees of professional bodies during the current year. He has to collect the evidences of the training given to non-teaching by Mastersoft.
22. Dr. Randive, Co-ordinator, CRI-VII told that the details of Gender equity promotion programme could be sought from the ICC. Dr.Band, Co-ordinator, ICC told that she has taken such three programme in this session.
23. Regarding the solar energy proposal was submitted to the management. It will be soon implemented. Apart from college security Dr. Randive suggested to hire services from ‘Third eye’ company. The waste management and Rain water harvesting structure are under process, he told.

As per the requirement of 7.1.2. of SSR we already do the counseling through ICC and we have girls common room.

24. For Inclusion and Situatedness, we have outreach programmes in which we engage both local community and students. Further in coming years we can deal with problems like health care and water scarcity, told Dr. Singh.
25. He also told upload the code of conducts for students teachers, governing body, Administrative staff and Principals. Dr. Bhandarkar told Dr. Bahadure to conduct programmes for awareness of fundamental rights and Rights of in

next session. We have to conduct short term course on universal values and ethics.

Dr.Nikita Mishra  
IQAC  
Co-ordinator