

IQAC Meeting: 04**Date : 08th May, 2014****Venue: Principal's Cabin****Time: 9.00 a.m.****Thursday**

All the IQAC members are requested to attend the fourth meeting of IQAC scheduled on **08th May, 2014** in the Principal's cabin at 9.00 a.m. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of minutes of previous meeting.
2. To discuss Action Taken Report
3. Review of activities & achievements of IQAC Cell till date as per resolutions.
4. Invitation to Librarian Mr. Wadje K.N. as invitee member.
5. To organize meeting of IQAC with 1.faculty, 2.non-/teaching faculties 3.educationist, 4. Alumni 5. Stakeholders separately.
6. Discussion of registration of college Alumni Association
7. Discussion on submission of Letter of Intention (**LOI**) online to NAAC, Bangalore
8. Discussion on Preparation of SSR (First & Second Call from all inputs)
9. Further action plan for NAAC accreditation.[Post online application (LOI) activities]
10. Discussion on online submission of IEQA to NAAC.
11. Discussion on funds received for IQAC under UGC XII Plan (**vide letter F.76-0890/14(WRO) XII Plan dated 01/04/2014**) and permission spend amount according to UGC guidelines:

| Sr. No. | Purpose of Grant | College (Rs.) |
|---------|---|---------------|
| 1. | Honorarium to the Director/Coordinator, IQAC @ Rs. 1000x12x5 | 60,000/- |
| 2. | Office Equipments | 60,000/- |
| 3. | Hiring Services for Secretarial & Technical Services | 60,000/- |
| 4. | ICTs Communication expenses | 70,000/- |
| 5. | Contingencies | 50,000/- |
| | Total | 3,00,000/- |

12. Discussion on General Development Assistance (GDA) scheme of UGC XII Plan.
13. Any other matter with permission of chairperson.

Kindly make it convenient to attend the meeting on the date and time specified above.

Coordinator, IQAC

Copy to:

- 1) Principal Dr. G. N. Shinde Chairperson
- 2) Mr. Muthe P. R. Member
- 3) Dr. Waghmare N. K. Member
- 4) Mrs. Rathod B. A. Member
- 5) Dr. Khansole S. V. Member
- 6) Mr. Saudagar F.M. Member
- 7) Shri Wadwale J. B. Member (**Senior Adm. Official Member**)
- 8) Dr. B.S. Dhengle External Member
- 9) Prof. Dr. Kaplay R. D External Member

Minutes of the Meeting 04

The fourth meeting of IQAC was held on **08th May, 2014** at Principal's cabin at 9.00 a.m. under the chairmanship of the Principal Dr. G.N. Shinde. Following members were present for the meeting.

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|-----|----------------------------|---|
| 1) | Principal Dr. G. N. Shinde | Chairperson |
| 2) | Mr. Muthe P. R. | Member |
| 3) | Dr. Waghmare N. K. | Member |
| 4) | Mrs. Rathod B. A. | Member |
| 5) | Dr. Khansole S. V. | Member |
| 6) | Mr. Saudagar F.M. | Member |
| 7) | Shri Wadwale J. B. | Member (Senior Adm. Official Member) |
| 8) | Dr. B.S. Dhengle | External Member |
| 9) | Prof. Dr. Kaplay R. D | External Member |
| 10) | Dr. Mirza S. B | Coordinator, IQAC |

Minutes:

Minutes of the fourth meeting are as follows:

1. Minutes of the previous meeting held on 20th January, 2014 were read by IQAC coordinator Dr. Mirza S. B and applauded by the members.
2. Action taken report was discussed and appreciated by all IQAC also placed on record the initiative and efforts taken by principal in getting funds for IQAC from UGC though it was not the part of the regular agenda in last meeting.
3. The review of activities & achievements made so far by IQAC Cell was discussed in detail:
 - a) The college successfully organized one day national level seminar in hind entitled "Sathottari Hindi Alochna ke Vividh Pravah" on 15/03/2014.
4. The IQAC thanked Librarian Mr. Wadje K.N for his participation as invitee member in the meeting and assurance to help to strengthen college library.
5. The committee agreed to invite different persons representing different fields in the due course of time to ensure quality education.
6. It is recommended that the responsibility of registering Alumni association could be given to Dr. Tugaonkar S.G. Principal briefed to the committee that the registration process is under progress. The committee is satisfied with the progress.
7. Principal informed to the committee that LOI online was successfully submitted to NAAC, Bangalore on 25/03/2014 and received confirmed track Id on 07/04/2014. IQAC

placed on record its appreciation that principal is very keen in Quality Assurance activities and his efforts to see to it that college is accredited by NAAC.

8. Principal also informed the committee that the First Draft of SSR was submitted by all the members on 03/04/2014 in time, the cell is satisfied with the work. The committee is satisfied with the preparation of First Draft and gave some suggestion to chairpersons of different criteria. The deadline for submission of Second Draft was scheduled on 21/04/2014. The committee is satisfied with the second draft prepared by NAAC committee.
9. Principal informed the committee that following detailed action plan was prepared by NAAC steering committee members to work on accreditation process more effectively:

| Sr. No. | Course of Action | Scheduled Date |
|---------|--|--|
| 1 | First Call for final information to all units for input SSR | 2 nd week of March 2014 |
| 2. | On line Submission of LIO | 3 rd to 4 th week of March 2014 Online LIO Submitted on March 25, 2014 |
| 3 | First draft of SSR | 2 nd week of April 2014 1. First Draft prepared on 3-4-2014 |
| 4 | Second Call for final information to all units for input SSR | 4 th week of April 2014 |
| 5 | Evaluation reports of different departments & Committees | 30 th April 2014 |
| 6 | On line Submission of IEQAC to NAAC | April to May 2014 (waiting from NAAC Response) 1. Letter received from NAAC for submission of IEQA dated 7-4-2014 |
| 7 | Revision of first draft of SSR | 3 rd to 4 th week of May 2014 |
| 8 | Final Call for final information to all units for input SSR | 2 nd week of Jun 2014 |
| 9 | Criteria wise Presentation of SSR to all Teaching & Non teaching staff | 3 rd to 4 th week of Jun 2014 |
| 10 | Final copy of SSR to all faculty & supporting staff | 2 nd week of July 2014 |
| 11 | Typing & Printing of SSR | 3 rd July 2014 |
| 12 | Web site upgrading : Department wise College information's | 1 st to 3 rd week of July 2014 |
| 13 | Administrative : Document verification | 1 st to 3 rd week of July 2014 |
| 14 | Uploading of SSR on College Web site | 2 rd to 3 rd week of August 2014 |
| 15 | Forwarding SSR to NAAC office Banglore | 2 rd week of September 2014 |
| 16 | Final Presentation: Criteria wise , HOD, Head of | 3 rd to 4 th Week of September |

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|----|--|---|
| | different Committee, Sports, NSS | 2014 |
| 17 | Mock Presentation : visit & suggestions from experts committee members | 1 st to 3 rd October 2014 |
| 18 | Final response waiting from NAAC peer team visit | 4 th Week of November to 2 nd week of December 2014 |

Committee appreciated the efforts by NAAC steering committee.

10. It is also unanimously recommended that as per NAAC directives college has to submit IEQA in the month of May-June, 2014.
11. It was unanimously recommended that principal may spend the fund head-wise as per the UGC guidelines so as to ensure transparency in financial matters which will be helpful in submission of utilization certificate to UGC within scheduled period. The committee unanimously approved different heads of expenditure which are given as follows:

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|---------|--|---------------|
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12. All the members of the IQAC approved the Planning Board of General Development Assistance (GDA) under UGC XII Plan.
13. With the permission of the chairperson following issues were discussed:
- The members suggested that the college has to enhance infrastructural facilities. It is further suggested that college management should focus on infrastructural renovation and colouring.
 - Setting up cubicles for Humanities and Social Science departments.
 - Upgrading the science laboratories.
 - Upgrading the office with well furnished furniture.
 - Organization of more Seminars, Conferences and Workshops
 - To implement “**One teacher – One Skill**” scheme which is introduced by SRTM University, Nanded.
 - Complete automation of office for transparency in administration.
 - Shifting of Library, Microbiology Lab and ICT Class room in its own building and utilize them from the next academic year.

Honorable Principal Dr. G.N. Shinde expressed his feelings of satisfaction with the speed of work and action plan. IQAC committee members, particularly, external members visited the sites to see the progress of development of infrastructure facilities.

The meeting ended with vote of thanks by Dr. Mirza S.B. and appreciation of promising efforts being made by all the team.

-Sd/-
Coordinator, IQAC

-Sd/-
Chairperson, IQAC