



Shri Shivaji Education Society Amravati's  
**SHRI SHIVAJI SCIENCE AND ARTS COLLEGE**  
**CHIKHLI, DIST. BULDANA, 443201**  
NAAC Accredited with 'B' Grade



**Dr. A. M. Garode**  
Principal (Officiating)  
M.Sc. Ph.D.

**Shri Harshvardhan Deshmukh**  
President  
Shri Shivaji Education Society, Amravati

Date: 8 / 07 / 2019

**Minutes and Action Taken Report of the IQAC Meeting**

The following IQAC members were present for the meeting:

- 1) Dr. V. M. Hemke : [Signature]
- 2) Dr. V. U. Pochhi : [Signature]
- 3) Dr. M. T. Nikam : [Signature]
- 4) Dr. S. I. Jukkalkar : [Signature]
- 5) Prof. D. B. Bobde : [Signature]
- 6) Dr. G. T. Ambhore : [Signature]
- 7) Dr. J. J. Jadhao : [Signature]

The meeting was organized under the chairmanship of the principal sir. The chairman called the meeting to order. The IQAC Coordinator presented the minutes of the previous meeting and all the members present approved the minutes unanimously. All the members discussed the following agenda:

**D) Organization of Seminar and Workshop**

For the overall development of students and to give opportunities to exhibit their talent in co-curricular and extra-curricular activities, all the IQAC members with the suggestion of Principal sir planned to organize the following seminars and workshops.

- 1) University Level Workshop on "Hands On Training in Plant Tissue Culture"
- 2) Soft Skill Development Workshop in Collaboration with SGBAU "Kaushalya Vikas Yojana".
- 3) State Level Poster Competition on "Energy Conservation and Environmental Awareness"
- 4) Orientation programme on role of NSS in social awareness.
- 5) State Level Workshop on "Cyber Crime & Ethical Hacking".
- 6) Organization of "State Level Rangoli Competition on Immunology"
- 7) Organization "Short Term Course on Plant Propagation & Nursery Management"



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**Action Taken:**

Committees were formed for the planning of the above mentioned seminars and workshops. The leading responsibility was handed over to the following departments and faculty members:

- 1) Department of Botany: University Level Workshop on "Hands On Training in Plant Tissue Culture" & "Short Term Course on Plant Propagation & Nursery Management"
- 2) Dr. V. U. Pochhi, IQAC Coordinator: Soft Skill Development Workshop in Collaboration With SGBAU "Kaushalya Vikas Yojana".
- 3) Department of Physics: State Level Poster Competition on "Energy Conservation and Environmental Awareness"
- 4) Department of Computer Science: State Level Workshop on "Cyber Crime & Ethical Hacking".
- 5) Dr. V. R. Padwal, NSS Programme officer: Orientation programme on role of NSS in social awareness.
- 6) Department of Microbiology: Organization of "State Level Rangoli Competition on Immunology"

  
Dr. V. U. Pochhi  
Co-ordinator IQAC  
**Coordinator**

**IQAC, Shri Shivaji Sci. & Arts  
College, Chikhli Dist. Buldana**

  
Dr. A. M. Garode  
Principal  
**Principal**  
Shri Shivaji Sci. & Art's  
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Date: 8 / 11 / 2019

**Minutes and Action Taken Report of the IQAC Meeting**

The following IQAC members were present for the meeting:

- 1) Dr. V. M. Hemke : [Signature]
- 2) Dr. V. U. Pochhi : [Signature]
- 3) Dr. M. T. Nikam : [Signature]
- 4) Dr. S. I. Jukkalkar : [Signature]
- 5) Prof. D. B. Bobde : [Signature]
- 6) Dr. G. T. Ambhore : [Signature]
- 7) Dr. J. J. Jadhao : [Signature]

The meeting was organized under the chairmanship of the principal sir. The chairman called the meeting to order. The IQAC Coordinator presented the minutes of the previous meeting and all the members present approved the minutes unanimously. All the members discussed the following agenda:

**i) Purchase and Installation of Sanitary Vending & Disposal Machine**

The availability of Coffee Sanitary Vending & Disposal Machine was demanded by girl's students since long. All the IQAC members recommended to Principal Sir to buy and install the machines.

**Action Taken:**

Principal Sir immediately instructed the Purchasing Committee to complete all the formalities to buy the machines and install it.

[Signature]  
Dr. V. U. Pochhi  
Co-ordinator IQAC  
**Coordinator**

[Signature]  
Dr. A. M. Garode  
Principal  
**Principal**  
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Date: 29 / 11 / 2019

**Minutes and Action Taken Report of the IQAC Meeting**

The following IQAC members were present for the meeting:

- 1) Dr. V. M. Hemke :
- 2) Dr. V. U. Pochhi :
- 3) Dr. M. T. Nikam :
- 4) Dr. S. I. Jukkalkar :
- 5) Prof. D. B. Bobde :
- 6) Dr. G. T. Ambhore :
- 7) Dr. J. J. Jadhao :

The meeting was organized under the chairmanship of the principal sir. The chairman called the meeting to order. The IQAC Coordinator presented the minutes of the previous meeting and all the members present approved the minutes unanimously. All the members discussed the following agenda:

**i) Online Submission of AQAR of Last Five Years**

All the criterion In-Charge were instructed by the IQAC Coordinator and the Principal to collect data from the concerned committees and the departments to finalize the IQAR of the academic year 2019-20. A long discussion took place regarding the collection of the required data and other formalities which undergo while finalizing the AQAR

**Action Taken:**

- i) All the Heads of the Committees and Heads of the Departments were instructed to provide the required data within time.
- ii) The Criterion In-Charge were given fifteen days period to submit the AQAR to IQAC Coordinator.

Dr. V. U. Pochhi  
Co-ordinator IQAC  
**Coordinator**

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Principal  
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Date: 15/03/2020

**Minutes and Action Taken Report of the IQAC Meeting**

The following IQAC members were present for the meeting:

- 1) Dr. V. M. Hemke : [Signature]
- 2) Dr. V. U. Pochhi : [Signature]
- 3) Dr. M. T. Nikam : [Signature]
- 4) Dr. S. I. Jukkalkar : [Signature]
- 5) Prof. D. B. Bobde : [Signature]
- 6) Dr. G. T. Ambhore : [Signature]
- 7) Dr. J. J. Jadhao : [Signature]

The meeting was organized under the chairmanship of the principal sir. The chairman called the meeting to order. The IQAC Coordinator presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

All the members discussed the following agenda:

**I) Organization of 'COVID 19' Awareness Programme:**

As a part of social responsibility and recommendation of the government, it is discussed in the meeting to organize COVID 19 Awareness Programme for students as well as for the common public.

**Action Taken:**

- i) Principal sir instructed all the IQAC members and HODs to acquaint themselves with all the required information about COVID 19.
- ii) The teaching and non-teaching staff of Microbiology department was given special responsibility of preparing and displaying posters and hoardings related to precautions to be taken to keep ourselves safe from the pandemic.



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- iii) The IQAC Coordinator recommended to motivate and encourage students while teaching them online to take the pandemic situation as a challenge and face it with courage and to assure them that by following the instructions of the government we would overcome it.
- iv) Department of Botany & Economics organised the online "COVID-19 Awareness Quiz" was organised to create awareness among the students about the pandemic.

**पूचळी**  
Dr. V. U. Pochhi  
Co-ordinator IQAC  
**Coordinator**  
**IQAC, Shri Shivaji Sci. & Arts**  
**College, Chikhli Dist. Buldana**

**Amrased**  
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President  
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Date: 8 / 04 / 2020

**Minutes and Action Taken Report of the IQAC Meeting**

The following IQAC members were present for the meeting:

- 1) Dr. V. M. Hemke : [Signature]
- 2) Dr. V. U. Pochhi : [Signature]
- 3) Dr. M. T. Nikam : [Signature]
- 4) Dr. S. I. Jukkalkar : [Signature]
- 5) Prof. D. B. Bobde : [Signature]
- 6) Dr. G. T. Ambhore : [Signature]
- 7) Dr. J. J. Jadhao : [Signature]

The Online Meeting on Zoom Portal was organized under the chairmanship of the principal sir. The chairman called the meeting to order. The IQAC Coordinator presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

All the members discussed the following agenda:

- I) Work From Home Drive recommended by government against the backdrop of Pandemic COVID 19.
- II) ii. E- Content Development and Initiation of Online Teaching on Zoom Portal and LMS developed by Shri Shivaji Education Society

As the spread of the pandemic COVID 19 hampered the teaching work, an Online Meeting was organised with the intention to find out ways to complete the syllabus of even semester of graduate and post graduate classes as a part of 'Work From Home Drive' recommended by the government. Honorable Principal sir and the members of IQAC along with all the HODs of all the departments joined the meeting and discussed the





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pandemic situation and the possible ways to complete the syllabus. After elaborate discussion it is decided to form Whats app Groups of each class and to start teaching online by using online portals like zoom. Principal Sir informed that Shri Shivaji Education Society which administers our college was likely to develop LMS, an online platform for teaching. Principal Sir also instructed to develop e-content like online lectures, e-notes etc.

It is unanimously decided to start online teaching on Zoom Portal and LMS.

**Action Taken:**

- i) All the Head of the Departments were instructed to form class wise Whats app Groups immediately.
- ii) The teachers who are lacking the skill needed to develop e-content, should equip themselves with required skill with immediate effect.
- iii) With the consultation of all the HODs a schedule of online teaching time table should be prepared.
- iv) All the HODs were instructed to organize an online meeting with their colleagues to discuss, decide and to implement immediately the e-content development and online teaching as a part of Work From Home drive.

  
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Co-ordinator IQAC  
**Coordinator**  
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