

Minutes of the IQAC meeting held on 10/03/2020 at 12.15 pm in IQAC are as follows:

The following members were present in the meeting.

- | | |
|-----------------------|---------------------------|
| 1. Dr. A.M. Garode | Principal and Chairperson |
| 2. Dr. V.U. Pochhi | IQAC Coordinator |
| 3. Dr. D. B. Bobade | Member |
| 4. Dr. M. T. Nikam | Member |
| 5. Dr. G.G. Malte | Member |
| 6. Dr. J.J. Jadhao | Member |
| 7. Dr. G.T. Ambhore | Member |
| 8. Dr. S.I. Jukkalkar | Member |
| 9. Dr. V.M. Hemke | Member |
| 10. Shri. S.S. Gawai | Member |



Dr. V.U. Pochhi, IQAC Coordinator requested the Principal to chair the meeting.

The Chairman called the meeting to order and welcomed all the IQAC members.

The IQAC Coordinator Dr. V. U. Pochhi presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

The Chairman initiated discussion on the following agendas.

Agenda I: Preparation of Code of conduct


The chairman discussed the need of code of conduct for all round development of students. It is also essential to develop integrity among teachers, nonteaching. The reputation of the institution depends on success and behavior of students. Therefore, unanimously it is decided to draft the code of conduct for all stake holders of the institution.

Agenda II: Participation in ISO Certification

The IQAC Coordinator initiated discussion on the agenda by stating the importance of ISO Certification. It enhances educational system, intensifies reputation of institution, encourage equal opportunities for the students etc. It is decided by all the members present to get our institute ISO certified.

The meeting was concluded after Vote of Thanks proposed by IQAC Coordinator.


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


Principal
Principal
Shri Shivaji Sci. & Arts
College, Chikhli, Dist. Buldana

Action Taken

- 1) A Committee has been formed to draft the Code of Conduct and the Committee is asked to present the code of the conduct before the concerned authority to take approval of it.
- 2) For the collection and to fill up the data for ISO certification a committee was formed. The In-Charge of the committee was asked to take immediate steps to complete all the formalities needed for the certification.

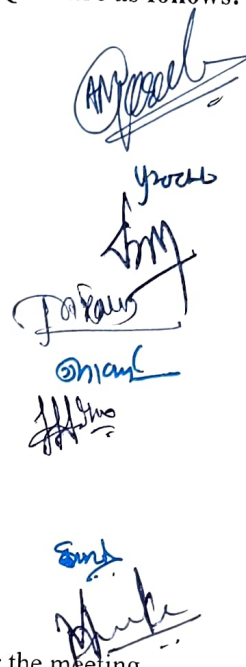

IQAC-Co-Ordinator
Coordinator
IQAC, Shri Shivaji Sci. & Arts
College, Chikhli Dist. Buldana


Principal
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana

Minutes of the IQAC meeting held on 30/7/2020 at 4.00 pm in IQAC are as follows:

The following members were present in the meeting.

1. Dr. A.M. Garode Principal and Chairperson
2. Dr. V.U. Pochhi IQAC Co-Ordinator
3. Dr. D. B. Bobade Member
4. Dr. M. T. Nikam Member
5. Dr. G.G. Malte Member
6. Dr. J.J. Jadhao Member
7. Dr. G.T. Ambhore Member
8. Dr. S.I. Jukkalkar Member
9. Dr. V.M. Hemke Member



Handwritten signatures of the meeting members, including the Principal and Chairperson, IQAC Co-Ordinator, and various members, written in blue ink.

Dr. V.U. Pochhi, IQAC Coordinator requested the Principal to chair the meeting.

The Chairman called the meeting to order and welcomed all the IQAC members.

The IQAC Coordinator Dr. V. U. Pochhi presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

Dr. V.U. Pochhi the IQAC Coordinator reported the events /programmes which were conducted by the IQAC till date.

The Chairman initiated discussion on the following agendas.

Agenda I: Preparation of Academic Calendar

For the effective time management and timeliness Academic Calendar is must and the Academic Calendar need to be prepared at the beginning of the session. The IQAC Coordinator suggested the Chairman to notify all HODs about submission of planning and schedule and inclusion curricular and co-curricular activities to be conducted during the session to academic calendar committee with immediate effect. The updated information will be helpful to prepare a consolidated and updated Academic Calendar.

The Chairman and the all the IQAC member agreed to the proposal and the Chairman asked the IQAC Coordinator to notify all the HODs regarding it.

Agenda II: Preparation of AQAR of 2019-20

IQAC Coordinator informed that the preparation for submission of AQAR for the year 2019-20 is very important. Regarding it all the In Charge of Seven Criteria and the concerned

Agenda III: Action Plan for 2019-20.

The Chairperson discussed the need to prepare action plan of all the activities to be conducted by all the committees and Departments. It is decided to inform all the In Charge of the Committees and HODs to submit the action plan for the approval from the Principal.

As there was no other matter to discuss, all the members appreciated the efforts of the IQAC Coordinator and the meeting ended with a vote of thanks.



IQAC-Co-ordinator

Coordinator

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



**Principal
PRINCIPAL**

**Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana**

Action Taken:

1. Academic Calender committee prepare the academic calender including Schedule of holidays, Unit test, Curricular and co-curricular activities.
2. All the In Charge with their committee members of the criteria (I to VII) were Informed to take immediate action to provide the required data.
3. All the HODs and Committee in Charge were asked to submit schedule with Action Plan of curricular and co-curricular activities to be conducted during the academic Session.


IQAC-Co-ordinator

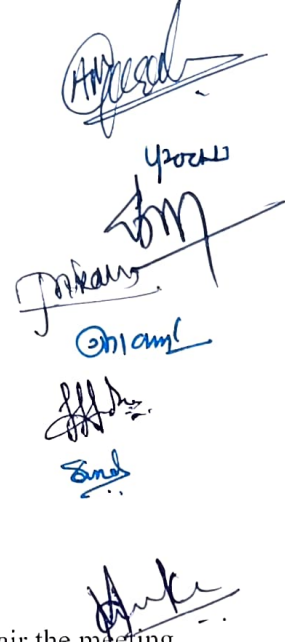
Coordinator
IQAC, Shri Shivaji Sci. & Arts
College, Chikhli Dist. Buldana


Principal
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana

Minutes of the IQAC meeting held on 08/09/2020 at 2.00 pm in IQAC are as follows:

The following members were present in the meeting.

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|------------------------|---------------------------|
| 1. Dr. A.M. Garode | Principal and Chairperson |
| 2. Dr. V.U. Pochhi | IQAC Coordinator |
| 3. Dr. D. B. Bobade | Member |
| 4. Dr. M. T. Nikam | Member |
| 5. Dr. G.G. Malte | Member |
| 6. Dr. J.J. Jadhao | Member |
| 7. Dr. S. I. Jukkalkar | Member |
| 8. Dr.G.T.Ambhore | Member |
| 9.. Dr.V.M. Hemke | Member |



Dr. V.U. Pochhi, IQAC Coordinator requested the Principal to chair the meeting.

The Chairman called the meeting to order and welcomed all the IQAC members.

The IQAC Coordinator Dr. V. U. Pochhi presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

The Chairman initiated discussion on the following agendas.

Agenda I: TO Start Value added Courses

During 2nd Cycle of NAAC reaccreditation, the college was able to exhibit only a few Value-added Courses for UG students. The number was insufficient. The NAAC Committee recommended to introducing new Value-added Courses for UG students. All the IQAC members discussed the requirement of the Value-added courses. It is also decided to inform the HODs regarding it.

Agenda II: Conduction of Induction Program me of UG and PG students

As stipulated by UGC, One Week Induction Programme is expected to be conducted for UG and PG students. After discussion, it is decided to conduct Induction Programme after the completion of admission process.

The meeting was concluded after Vote of Thanks proposed by IQAC Coordinator.


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


Principal
Principal
Shri.Shivaji Sci. & Arts
College, Chikhli, Dist. Buldana

Action Taken:

- 1) Steps are taken to start Value added Courses viz. Renewable Energy, Microsoft, Ayurveda, Sericulture, Water Analysis, Communication skill in English, Agricultural Entrepreneurship. All the Departments were informed to start at least one Value added Course.
- 2) One Week Induction Programme were organized with the support of faculties. Due to Pandemic effect it is decided to organize the in on-online mode.

Upadhyay

IQAC Coordinator

Coordinator

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



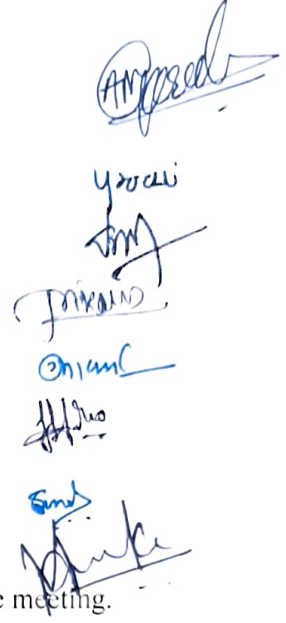
**Principal
PRINCIPAL**

**Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana**

Minutes of the IQAC meeting held on 25/06/2021 at 4.00 pm in IQAC are as follows:

The following members were present in the meeting.

- | | |
|----------------------|---------------------------|
| 1. Dr. A.M. Garode | Principal and Chairperson |
| 2. Dr. V.U. Pochhi | IQAC Co-Ordinator |
| 3. Dr. D.B. Bobade | Member |
| 4. Dr. M. T. Nikam | Member |
| 5. Dr. G.G. Malte | Member |
| 6. Dr. J.J. Jadhao | Member |
| 7. Dr.S.I. Jukkalkar | Member |
| 8. Dr.V.M. Hemke | Member |



Handwritten signatures of the meeting members: AM Garode, V.U. Pochhi, D.B. Bobade, M.T. Nikam, G.G. Malte, J.J. Jadhao, S.I. Jukkalkar, and V.M. Hemke.

Dr. V.U. Pochhi, IQAC Coordinator requested the Principal to chair the meeting.

The Chairman called the meeting to order and welcomed all the IQAC members.

The IQAC Coordinator Dr. V. U. Pochhi presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

The Chairman initiated discussion on the following agendas.

Agenda I: Organization of Webinar/Workshop/Guest Lectures/ Extension Lectures

The gathers members discussed in detail the organization of Webinar/Workshop/Guest Lectures/ Extension Lectures by the Departments. Considering the Covid -19 Pandemic effect, as per the guidelines it is decided to opt online mode.

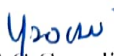
Agenda II: Organization Degree Distribution Ceremony

As per the University Guidelines, Degree distribution ceremony has to be organized. The University guidelines also suggested to follow social distancing norms in the Degree Distribution Ceremony.


Agenda III: Collection of the Data for Student Satisfaction Survey

After discussion on Data Collection for Student Satisfaction Survey, the IQAC members suggest that Collect data of Student Satisfaction Serve through Google form. Students will be given google form link to record their responses.

The meeting was concluded with vote of thanks.


IQAC Coordinator

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


Principal
Principal
Shri Shivaji Sci. & Arts
College, Chikhli, Dist. Buldana

Action Taken Report

- 1) Considering the outbreak of Covid 19 Pandemic, the HODs and Committee Heads were informed to switch to online mode to conduct Seminars /Workshop/Guest Lectures /Extension lectures.
- 2) After the Convocation programme of Sant Gadge Baba Amravati University, distribution of Degree Ceremony is decided to organised. The committee formed for the organization is asked to take the appointment of Chief Guest for the programme of Degree Distribution Ceremony.
- 3) Committee for Student Satisfaction Survey prepared google form link to collect data. Collected feedback was analyzed by Committee members. Suggestions given by stakeholders were forwarded to the Principal to consider for implementation.











IQAC- Co-ordinator

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


Principal
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana

Minutes of the IQAC meeting held on 01/07/2021 at 10.00 am in IQAC are as follows:

The following members were present in the meeting.

1. Dr. O. S. Deshmukh	Principal and Chairperson - 
2. Dr. Nilesh N. Gawande	Local Representative and Member CDC
3.. Dr. V.U. Pochhi	IQAC Co-Ordinator
4. Dr. D. B. Bobade	Member 
5. Dr. M. T. Nikam	Member 
6 Dr. G.G. Malte	Member 
7. Dr. J.J. Jadhao	Member 
8. Dr.S.I. Jukkalkar	Member 
9. Dr.V.M. Hemke	Member 
10 Prof.S.A.Salwe	Members 
11.. Shri.S.S.Gawai	Member 

Dr. V.U. Pochhi, IQAC Coordinator requested the Principal to chair the meeting.

The Chairman called the meeting to order and welcomed all the IQAC members.

The IQAC Coordinator Dr. V. U. Pochhi presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

Then, Dr. V.U. Pochhi IQAC Co-coordinator reported the events / programmes which were conducted by the IQAC till date.

The Chairman initiated discussion on the following agendas.

Agenda I: Welcome function of New Principal

Newly selected principal Dr. Omraj S. Deshmukh was appointed at the college by Shri shivaji Education Society, Amravati under its administration the college runs. The Principal took charge of the college on 1st July, 2021. It is unanimously decided to organize welcome function of the newly appointed Principal.

Agenda II: Environmental and Green Audit

It is recommended to initiate to frame green policy for the institution. It is discussed and decided to form a committee to address the key areas of Energy Management, Waste management, Water management and ensuring Bio-diversity.

The meeting was concluded after vote of thanks proposed by IQAC Coordinator.

Action Taken Report








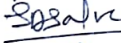

- 1) The welcome function of the newly appointed Principal, Dr. Omraj S. Deshmukh is scheduled to organize at 4.00 pm on 01/07/2021.
- 2) It is decided to hire service from EFSC to Complete Environmental and Green Audit.


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


Principal
Principal
Shri. Shivaji Sci. & Arts
College, Chikhli, Dist. Buldana

Minutes of the IQAC meeting held on 17/08/2021 at 3.00 pm in IQAC are as follows:

The following members were present in the meeting.

- | | |
|--------------------------|--|
| 1. Dr. O. S. Deshmukh | Principal and Chairperson -  |
| 2. Dr. Nilesh N. Gawande | Local Representative and Member CDC |
| 3. Dr. V.U. Pochhi | IQAC Co-Ordinator |
| 4. Dr. D. B. Bobade | Member  |
| 5. Dr. M. T. Nikam | Member  |
| 6. Dr. G.G. Malte | Member  |
| 7. Dr. J.J. Jadhao | Member  |
| 8. Dr. S.I. Jukkalkar | Member  |
| 9. Dr. V.M. Hemke | Member  |
| 10. Prof. S.A. Salwe | Member  |
| 11. Shri. S.S. Gawai | Member  |

Dr. V.U. Pochhi, IQAC Coordinator requested the Principal to chair the meeting.

The Chairman called the meeting to order and welcomed all the IQAC members.

The IQAC Coordinator Dr. V. U. Pochhi presented the minutes of the previous meeting and all the members present approved the minutes unanimously.

The Chairman initiated discussion on the following agendas.

Agenda I: AQAR submission of the academic year 2019-20

All the Criteria in Charge discussed the progress of the AQAR data collection of the academic year 2019-20. The IQAC Coordinator suggested to finalize the AQAR within a week and keep it ready to upload on NAAC Website.

Agenda II: To sign functional MOU with other institutions

The gathered members discussed in detail regarding tie up with other institutes through functional MOUs. The principal suggested certain institutes with whom we can share best practices, exchange students and organize lectures. It is decided to inform all the HODs to enquire about the institutes with whom we can sign MOU.

Agenda III: To carry out Academic & Administrative Audit

It is discussed that academic and administrative audit is important. Through the audit we will come to know the lacuna and we can work for improvement. It is decided to form a committee to complete the work.

Agenda IV: Organization of Conferences and Workshops

Agenda V: To get PBAS and Self Appraisal forms duly filled by the employee.

Principal opined that the work done by the employee should be recorded every year. The senior college teachers will submit PBAS forms duly filled and the Non-Teaching Staff will submit Self Appraisal Forms at the end of every academic year.

Agenda VI: To analyse the collected feedback

The criterion In Charge with whom feedback is related informed that the feedback from the stakeholders is collected. The Principal suggested to analyze it and submit the analysis with suggestions.

Agenda VII: To start new PG Courses

It was demand of the students as well as alumni to start PG Courses. The Principal suggested to take initiative to start PG Courses in the subject Botany, Zoology, Chemistry and Physics. After discussion it is decided to take immediate steps.

Agenda VIII: To start collaboration with other institutes for quality initiative

The Principal discussed to have collaboration with other institutes for quality initiatives. It is decided to inform all the Departments to discuss with other institutes to have collaboration for exchange of quality initiatives.

Agenda IX: Registration and Participation in NIRF

Registration and Participation in NIRF is recommended by MHRD. The students get attracted by the courses offered by the institutes. The Principal decided to appoint an In-Charge for NIRF registration. All the members present agreed to it.

After long discussion, Dr. V. U. Pochhi proposed vote of thanks and the meeting was concluded.

Agenda X: Participation in ISO Certification

The IQAC Coordinator initiated discussion on the agenda by stating the importance of ISO Certification. It enhances educational system, intensifies reputation of institution, encourage equal opportunities for the students etc. It is decided by all the members present to get our institute ISO certified.

Upasri

IQAC-Co-ordinator

Coordinator

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

Aspeshmukhi


Principal
PRINCIPAL

**Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana**

Action Taken Report

- 1) All the Criteria In Charge are informed to submit the AQAR for uploading on NAAC website.
- 2) The HODs of the Departments are informed to take steps to sign MOUs with other institutes.
- 3) Committee was formed to carry out Administrative and Academic Audit. The committee was instructed to complete the audit and submit the report to IQAC and Principal.
- 4) All the Departments were informed to organize Conferences and Workshops and the report of the organization should be submitted to the IQAC and the Principal.
- 5) All the employee are informed through notice to submit PBAS and Self Appraisal Form at the end of every academic year.
- 5) Feedback Committee is informed to submit the Feedback Analysis immediately.
- 6) All the formalities to start PG Courses will be completed soon.
- 7) Certain Departments agreed to take collaborative quality initiatives with other institutes to organize academic activities.
- 8) An In Charge for NIRF has been appointed and the In Charge is asked to complete the process of NIRF Registration And Participation.
- 9) For the collection and to fill up the data for ISO certification a committee was formed. The In-Charge of the committee was asked to take immediate steps to complete all the formalities needed for the certification


IQAC-Coordinator
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Principal
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