



Shri Shivaji Education Society Amravati's  
**SHRI SHIVAJI SCIENCE AND ARTS COLLEGE**



**Chikhli, Dist. Buldana- 443201.**

NAAC Reaccredited with 'B++' Grade (CGPA 2.82)

ISO: 9001-2015

**Dr. Omraj S. Deshmukh**  
**Principal**

**Hon'ble Shri Harshvardhan P. Deshmukh**  
**President**

**Metric No: 6.5.1:** *Internal Quality Assurance Cell (IQAC) contributed significantly to institutionalizing the quality assurance strategies and processes*

This Document Contains:

1. Meeting minutes of IQAC and ATR
2. Two Exclusive Practices Suggested by IQAC

**Minutes of IQAC Meetings and Action Taken**  
**Report**

**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
8. Dr.S.I. Jukkalkar    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: 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.

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

**IQAC Coordinator**



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

**Principal**

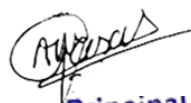
### **Action Taken**

- 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 totake immediate steps to complete all the formalities needed for the certification.

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

**IQAC-Co-Ordinator**



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

**Principal**

**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                    |
| 8. Dr. S.I. Jukkalkar | 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.

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 committee members should start collecting and processing data immediately. The Chairman asked to report about the development of preparation of AQAR within a week.


**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.

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



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

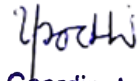
**Coordinator**

**Principal**

**NAAC Committee**

**Action Taken:**

- i. 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.
- ii. 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.



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

Co-ordinator  
NAAC Committee

**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.

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
8. Dr. S. I. Jukkalkar      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 2<sup>nd</sup> 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.

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



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

**IQAC Coordinator**

**Principal**



**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.

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

**IQAC Coordinator**



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

**Principal**

### **Agenda III: Preparation of Code of conduct**

The draft of code of conduct for students, Teachers, and Administrative staff is prepared and place before the concerned body for approval.

### **Agenda IV: Participation in ISO Certification**

All committee members discuss about certification services which is good for assessment After that Mapple services has been choosed.

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



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

IQAC-Co-ordinator

Principal

### **Action Taken:**

#### **Agenda III-**

The Committee Recommended to prepare the Draft Code of Conduct for Students, Teachers, and Administrative Staff and the same is pending before the concerned body for Approval.

#### **Agenda IV-**

The committee recommended to establish the committee to fill up the data required for ISO certification. All information should be fill up in the provided form

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



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

IQAC-Co-ordinator

Principal

**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
8. Dr.S.I. Jukkalkar 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: 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 Serve**

After discussion on Data Collection for Student Satisfaction Serve, 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.

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

IQAC Coordinator



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

Principal

## **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.

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

IQAC- Co-ordinator



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

Principal

**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. 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
8. Dr.S.I. Jukkalkar      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.

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 1<sup>st</sup> July, 2021. It is unanimously decided to organise 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.

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

IQAC-Co-ordinator



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

Principal

### **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.

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

IQAC-Coordinator



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

Principal

**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. 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
8. Dr.S.I. Jukkalkar      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: 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**

For the academic improvement of students as well as teachers and for academic contribution to community at large, it is expected to organize conferences and workshops. All the members agreed to this opinion forwarded the Principal. Every Department will be informed to take steps to organize the 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.

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

IQAC-Co-ordinator



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

Principal



### **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

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

IQAC-Coordinator



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

Principal

**Two exclusive practices suggested by IQAC**

Our college's IQAC is a main policy-making and implementation unit. It works hard to upgrade the college's infrastructure and all support facilities to satisfy higher education standards and student demand. It evaluates and recommends the parameters of good education.

However following are two examples of best practices institutionalized (Goal, Measuring Context and Success):

### **1. Green Audit and Environmental Audit:**

The College takes Green and Environmental audit every year through IQAC to analyse environmental practices within and outside the college campuses, which will have an impact on the eco-friendly atmosphere. Both green and environmental audit committee is set up for this purpose. For better implementation of this audit IQAC distributes various activities among various departments i.e. Tree plantation, paperless work, clean and beautiful campus, No vehicle day, Awareness programme etc. Every year, IQAC conducts an Green audit to obtain input on the proper result-oriented implementation of these initiatives. These methods have resulted in an environmentally pleasant and pollution-free college campus, as well as increased community understanding of renewable energy and e-waste management.

### **2. Memorandum of Understanding**

The main goal of MoU is to foster collaboration, provide opportunity for global experience, and to facilitate advancement of knowledge on the basis of reciprocity, best effort, mutual benefit, and frequent interactions. Memorandum of understanding (MOU) has been signed viz. Botany Department signed MOU with Amravati Garden Club, Zoology Department signed the MOU with Wild Life And Environment Conservation Society and Physics Department signed MOU with Vedant Energy Solution LLP. Through all these MoU's various activities like guest lectures, workshops, awareness programs were conducted. All these activities were conducted under the guidance of IQAC.