

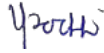
Shri Shivaji Science & Arts College, Chikhli, Dist. Buldhana

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

Academic Session	2024-25
Meeting No.	01
Date	15 July 2024
Chairperson	Dr. M. T. Nikam

The Following members are present in the meeting.

1. Dr. M. T. Nikam	Principal and Chairperson	
2. Dr. V. U. Pochhi	IQAC Co-Ordinator	
3. Dr. V. M. Hemke	Member	
4. Dr. S. N. Mendhe	Member	
5. Dr. A. B. Kadam	Member	
6. Dr. S. I. Jukkalkar	Member	
7. Dr. G. M. Dongare	Member	
8. Dr. G. G. Malte	Member	
9. Dr. S. M. Kalakhe	Member	

Agenda of the Meeting:

1. Review of IQAC priorities and academic planning for 2024-25.
2. Preparation and systematic implementation of the PM-USHA Detailed Project Report (DPR).
3. Identification of infrastructure, equipment and academic requirements under PM-USHA.
4. Planning of soft-component activities and student-oriented programmes.
5. Strengthening teaching-learning, research, career guidance and documentation.

Minutes of the Meeting:

The meeting commenced with the permission of the Chairperson. The IQAC Coordinator welcomed the Principal and members and placed before the committee the proposed quality initiatives for the academic session 2024–25.

The members discussed the importance of effective implementation of the PM-USHA DPR. It was observed that the DPR should be implemented according to institutional priorities and should ultimately strengthen teaching, practical learning, research facilities and student support.

Detailed discussion was held on infrastructure development and equipment procurement. Department-wise requirements were to be collected and consolidated. Members stressed that specifications should be appropriate to academic needs and that procurement should follow the prescribed institutional procedure.

The committee discussed the soft-component activities proposed under PM-USHA. It was suggested that workshops, training programmes, student enrichment activities, awareness programmes and other academic events should be planned with clear objectives and measurable outcomes.

The Principal advised the departments to prepare their academic plans, including syllabus completion, practical work, internal assessment, seminars, project activities, remedial teaching and learner support.

The members further discussed research promotion, career guidance, skill development and extension activities. The IQAC was requested to maintain systematic documentation, including notices, attendance, photographs, reports, feedback and outcome records.

After discussion, the members agreed that PM-USHA implementation and academic quality improvement should proceed together, with regular monitoring by IQAC.

Resolutions / Decisions

1. The PM-USHA DPR implementation shall be taken up on priority in coordination with the concerned committees.
2. Department-wise infrastructure and equipment requirements shall be consolidated.
3. Soft-component activities shall be planned and implemented with proper documentation.
4. Departments shall prepare academic plans and maintain evidence of academic activities.
5. IQAC shall review progress in the next meeting.

Action Taken / Responsibility

Sr. No.	Action / Follow-up	Responsibility
1	Consolidate PM-USHA requirements and priorities.	Principal / PM-USHA Committee
2	Collect department-wise academic and equipment requirements.	Heads of Departments
3	Prepare PM-USHA soft-component activity plan.	Concerned Committees / IQAC
4	Maintain notices, attendance, photographs and reports.	IQAC / Departments
5	Prepare academic activity plan for 2024-25.	Heads of Departments

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