

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

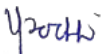
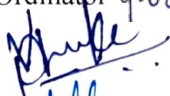
Academic Session 2024-25

Meeting No. 02

Date 18 November 2024

Chairperson Dr. M. T. Nikam

The Following members are present in the meeting.

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|------------------------|--|
| 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. Confirmation of previous meeting and review of action taken.
2. Progress of PM-USHA DPR implementation.
3. Infrastructure improvement and equipment procurement.
4. Implementation of PM-USHA soft-component activities.
5. Academic progress, internal assessment and student support.
6. Research, career guidance, skill development and IQAC documentation.

Minutes of the Meeting:

The meeting began with a review of the minutes of the previous IQAC meeting. The IQAC Coordinator presented the action taken report and members discussed the progress of the assigned activities.

The principal reviewed the progress of PM-USHA DPR implementation. Members discussed infrastructure-related works and procurement of equipment required for strengthening academic and practical facilities.

It was emphasised that procurement should be supported by proper technical specifications, quotations, approvals and related records. After installation, departments should ensure actual utilisation of the equipment for teaching, practicals, projects and research.

The committee reviewed the planning of PM-USHA soft-component programmes. Members suggested conducting workshops, training programmes, awareness activities and student development programmes according to the approved plan and maintaining complete records of participation and outcomes.

Academic progress was also reviewed. Departments were advised to monitor syllabus completion, internal assessment, practical work and attendance. Faculty members were encouraged to provide additional support to students who require academic assistance.

The members discussed research activities, student projects, career guidance, competitive examination support, skill-development activities and extension programmes. It was agreed that these activities should be strengthened and properly documented.

The IQAC Coordinator informed the members that evidence files should be updated regularly so that activity records remain complete and easily verifiable.

Resolutions / Decisions:

1. Pending PM-USHA activities shall be followed up and completed according to the approved plan.
2. Procured equipment and developed facilities shall be used effectively for academic purposes.
3. Soft-component activities shall be conducted with reports, attendance, photographs and feedback.
4. Departments shall review syllabus completion and student support measures.
5. IQAC shall maintain a consolidated implementation and evidence file.

Action Taken / Responsibility

Sr.

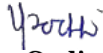
Action / Follow-up

Responsibility

No.

- 1 Follow up pending PM-USHA activities.
- 2 Complete procurement and installation documentation.
- 3 Conduct approved workshops and student programmes.
- 4 Review syllabus, assessment and student support.
- 5 Update IQAC evidence and implementation records.

Principal / PM-USHA
Committee
Concerned Committees
Concerned Departments
Heads of Departments
IQAC Coordinator


IQAC Co-Ordinator

Coordinator

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


Chairperson,

PRINCIPAL

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