

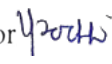
Shri Shivaji Science & Arts College, Chikhli, Dist. Buldhana

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC MEETING

Academic Session	2024-25
Meeting No.	03
Date	20 March 2025
Chairperson	Dr. V. U. Pochhi

The Following members are present in the meeting.

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

Agenda of the Meeting:

1. Review of action taken after the second IQAC meeting.
2. Final review of PM-USHA DPR implementation.
3. Utilisation of infrastructure and equipment.
4. Review of PM-USHA soft-component activities and student outcomes.
5. Academic performance, research, extension and student support.
6. Review of IQAC documentation and priorities for 2025-26.

Minutes of the Meeting:

The meeting commenced with a review of the action taken report of the previous meeting. The Chairperson appreciated the efforts made by the IQAC and various committees during the academic session.

The committee conducted a detailed review of PM-USHA DPR implementation. Infrastructure development, equipment procurement and soft-component activities were discussed with emphasis on their academic relevance and benefit to students.

Members stressed that the completion of PM-USHA activities should be reflected through actual utilisation. Departments were advised to use the facilities and equipment for practical teaching, student projects, research and other academic activities and to maintain utilisation records.

The committee reviewed the soft-component programmes conducted during the session. It was agreed that programme reports should clearly mention objectives, participants, activities conducted and outcomes, supported by photographs, attendance and feedback wherever applicable.

Academic matters including syllabus completion, internal assessment, practical work, attendance, remedial support and learner-centric practices were reviewed. The members suggested continuing mentoring and additional academic support for students as required.

Research, extension, career guidance and skill-development activities were discussed. The committee recommended increasing opportunities for students to participate in seminars, workshops, projects and extension activities.

The status of IQAC documentation was reviewed. The coordinator was requested to index and preserve PM-USHA records and other quality-related documents systematically for future institutional review and accreditation requirements.

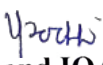
Finally, members discussed priorities for the next academic session. Effective utilisation of PM-USHA facilities, strengthening academic quality, student progression, research and outcome-based documentation were identified as continuing priorities.

Resolutions / Decisions:

1. PM-USHA implementation records shall be completed, indexed and preserved.
2. All facilities and equipment developed under the DPR shall be effectively utilised for academic purposes.
3. Reports and outcome evidence of soft-component programmes shall be consolidated.
4. Departments shall continue academic support, mentoring, career guidance and student-development activities.
5. IQAC shall prepare an annual quality review for 2024-25 and carry forward improvement areas into the next action plan.

Action Taken / Responsibility

Sr. No.	Action / Follow-up	Responsibility
1	Complete and index PM-USHA implementation records.	IQAC / PM-USHA Committee
2	Maintain utilisation records of facilities and equipment.	Heads of Departments
3	Compile programme reports and outcome evidence.	Concerned Departments / IQAC
4	Prepare annual IQAC quality review.	IQAC Coordinator
5	Include identified improvement areas in 2025-26 action plan.	Principal / IQAC


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