

MEETING MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) 2018-2019

Notice 1

Page No.

Date 20/6/2018

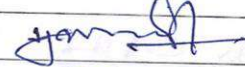







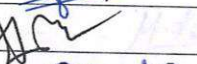
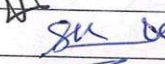
All the members of IQAC are informed to attend a general meeting on 25th June 2018 at 11.00 am in IQAC office.

Agenda of the meeting:

- 1) Review of AQAR of academic session 2017-18
- 2) Preparation of Academic Calendar for 2018-19.
- 3) Academic sustenance system (Remedial and Boosters) committee appointment to draft the guidelines.
- 4) To form ICT development committee for its development and usage.
- 5) Interaction with the teaching staff regarding drafting of PO's, PSO's and CO's.
- 6) Formation of various committees for Internal Examination and Evaluation.
- 7) Certificate course commencement
- 8) Code of Conduct handbook

IQAC Members :

Signature

- | | | |
|------------------------------|---|---|
| 1) Shri. M. W. Wanmali | - |  |
| 2) Shri. D. W. Wanmali | - |  |
| 3) Shri. R. M. Ninje | - |  |
| 4) Dr. Manoj Thaware | - |  |
| 5) Prof. Priyadarshan Ganvir | - |  |
| 6) Dr. C. D. Mungmode | - |  |
| 7) Dr. R. V. Ghormode | - |  |
| 8) Prof. Shashikant Gedam | - |  |
| 9) Prof. Sneha Mohurle | - |  |
| 10) Prof. Parag Meshram | - |  |

- 11) Dr. Jayesh Papadkar - Amori
- 12) Shri. P. N. Ganvir - Amori
- 13) Shri. Pramod Borkar - Amori
- 14) Shri. Gurunank Shivarkar - Amori

Date:

Place:

Amori

QAC-Co-ordinator

Mahatma Gandhi Arts,
Science & Late
N. P. Commerce College,
Amori, Dist - Gadchiroli

Date: 20.6.2018

Place: Amori

- 1) Formation of various committees for various
- 2) Formation of various committees for various
- 3) Formation of various committees for various
- 4) Formation of various committees for various
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- 10) Formation of various committees for various

Meeting 1


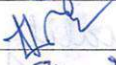
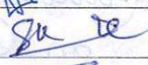

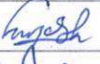

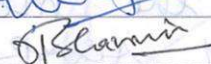


Minutes of the meeting of Internal Quality Assurance Cell of our college held on 25th June 2018, 11.00 am in IQAC office.

Agenda of the meeting:

- 1) Review of AQAR of Academic year 2017-18.
- 2) Preparation of Academic calendar for 2018-19
- 3) Academic Sustenance System (Remedial and Boosters) committee appointment to draft the guidelines.
- 4) To form ICT Development committee for its development and usage.
- 5) Interaction with the Teaching staff with respect to the drafting of PO's, PSO's and Q's.
- 6) Formation of various committees for Internal Examination and Evaluation.
- 7) Commencement of certificate courses.
- 8) Code of Conduct handbook

The following members of IQAC attended the meeting.

| Sr.no | Name | Signature |
|-------|---------------------------|---------------|
| 1. | Shri M.V. Wanmali | - [Signature] |
| 2. | Shri. D.W. Wanmali | - [Signature] |
| 3. | Dr. Manoj Thaware | - [Signature] |
| 4. | Prof. Priyadarshan Ganvir | - [Signature] |
| 5. | Dr. C.D. Mungmode | - [Signature] |

6. Dr. R.V. Ghonmode - 
7. Prof. Shashikant Gedam - 
8. Prof. Sneha Mohurle - 
9. Prof. Parag Meshram - 
10. Dr. Jayesh Papadkar - 
11. Shri. R.M. Nimje - 
12. Shri. P.N. Ganvir - 
13. Shri. Pramod Borkar - 
14. Shri. Gurusnanak Shivarkar - 

Following points were discussed and the resolutions were passed.

- 1) The draft of the AQAR of 2017-18 is ready. It will be submitted once the remaining details are received from the concerned committees / departments.
- 2) IQAC chairman Principal Dr. Lalsingh Khalsa informed IQAC to prepare academic calendar of 2018-19. It was resolved to prepare it in a special meeting chaired by Hon. Principal, IQAC co-ordinator and Core committee of IQAC.
- 3) IQAC members emphasised to prepare the policy for remedial and booster classes for academic sustenance and subsequently resolved to form Academic Sustenance System Committee and draft the guidelines of this

committee.

- 4) It was discussed to make rigorous use of ICT gadgets in teaching learning and a special committee for its development and usage to be formed.
- 5) It was decided to draft PO's, PSO's and CO's by all faculty members. All faculty members will be given information regarding programme and course outcomes in upcoming staff council meeting.
- 6) To enhance internal evaluation system, it was decided to include some committees in Academic Council Board like- Curriculum vigilance committee, result analysis committee, Continuous Evaluation committee, Mentor Mentee monitoring committee and Feedback Analysis Committee. The Academic Council Board will be headed by the Principal and IQAC co-ordinator.
- 7) Dr. L.H. Khalsa informed IQAC co-ordinators N.N. Meshram to inform all the relevant departments to chalk out a plan for commencing certificate courses for October 2018.
- 8) Code of conduct handbook has to be prepared

and IQAC coordinator Prof. N.N. Meshram and Dr. V.H. Raiwatkar may be given charge to prepare the handbook of code of conduct.

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IQAC-Co-ordinator

Principal

Mahatma Gandhi Arts,
Science & Late
M. P. Commerce College,
Amori, Dist - Gadchiroli

Date: 25/06/2018

Place: Amori

ACTION TAKEN REPORT

on the decisions of the
IQAC meeting held on 25.06.2018.

To implement the
decisions of the above mentioned meeting
of IQAC, the following actions were
taken:

| No. | Decisions | Action Taken |
|-----|-----------------------------------|---|
| 1. | To keep ready the AQAR of 2017-18 | The draft of AQAR of 2017-18 is successfully completed and sent |

| Sr. no. | Decisions | Action taken |
|---------|--|--|
| | | to NAAC in Oct. 2018. |
| 2. | Preparation of Academic Calendar for 2018-19 | Academic Calendar was prepared and circulated in first week of July 2018 |
| 3. | Academic Sustenance System committee formation | Committee was formed and drafted guidelines. |
| 4. | ICT Development Committee formation. | ICT Development committee was formed to enhance ICT usage in teaching learning |
| 5. | PO's, PSO's and CO's | Interaction with teaching staff regarding PO's, PSO's and CO's was done. |
| 6. | formation of various committees for Internal Examination and Evaluation. | Curriculum Vigilance Committee, Result Analysis Committee, Continuous Evaluation Committee, Mentor Mentee Monitoring Scheme, Feedback Analysis Committee are included in Academic Council Board for enhancing Internal Evaluation System |
| 7. | Certificate Courses Commencement. | Some certificate courses started in Oct while remaining will be commenced |

| Decisions taken | Action taken |
|-----------------------------|--|
| 1. Code of Conduct Handbook | Handbook of code of conduct was prepared and displayed in the library, main building and Website of Institution. |

This report is to be presented in the next IQAC meeting for its approval and feedback.

(Signature)

QAC-Co-ordinator

Date: 28.11.2018

Place: Armeri

(Signature)

Principal
Mahatma Gandhi Arts,
Science & Late

W. P. Commerce College,
Armeri, Dist - Gadchiroli

Notice 2

This is to inform all the IQAC members to attend a meeting on 17th December 2018, 11.30 am in IQAC Office.

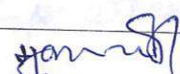
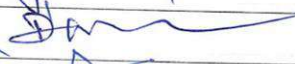




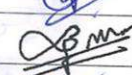
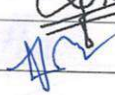
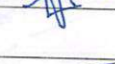

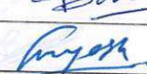


Agenda of the meeting.

- 1) Formation of Innovative Teaching Learning Techniques committee and Support system for Slow and Advanced learners.
- 2) Implementation of Mentor Mentee scheme
- 3) To organise NAAC conference and IPR workshop.
- 4) Upgradation of Girls and Boys Common Room.
- 5) NSS Special Camp and Yuvarang Sports and Cultural Meet
- 6) To apply HPCL for students scholarship under CSR funds.

IQAC Members

Signature

1. Shri. M.W. Wanmali
2. Shri D.W. Wanmali
3. Shri. R.M. Nimje
4. Dr. Manoj Thare
5. Prof. Priyadarshan Ganvir
6. Dr. C.D. Mungmode
7. Dr R.V. Ghonmode
8. Prof. Shashikant Gedam
9. Prof. Sneha Mohale
10. Prof. Parag Meshram
11. Dr. Jayesh Papadkar
12. Shri. P.N. Ganvir
13. Shri. Pramod Boshkar

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14. Shri - Guxunanak Shirdarkar

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IQAC-Co-ordinator

Date 12:12:2018

Place: Amrohi

Principal
Mahatma Gandhi Arts,
Science & Late
W. P. Commerce College,
Amrohi, Dist - Gadchiroli

- 1) To implement the Mentor-Mentee scheme
- 2) To conduct IQAC conference and 2PR workshop
- 3) To conduct IQAC conference and 2PR workshop
- 4) To conduct IQAC conference and 2PR workshop
- 5) To conduct IQAC conference and 2PR workshop
- 6) To conduct IQAC conference and 2PR workshop

1. Shri M. W. Wankar
2. Shri D. W. Wankar
3. Shri P. M. Wankar
4. Dr. Manoj Thore
5. Prof. Prakash Chandra (Jain)
6. Dr. C. D. Mungamde
7. Dr. R. V. Ghoshmde
8. Prof. Shashikant Gadgil
9. Prof. Shriya Malviya
10. Prof. Parag Meshram
11. Dr. Jyoti Pabodkar
12. Shri P. N. Gavir
13. Shri. Pramod Borkar

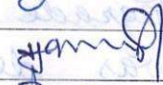

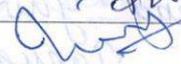
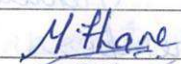




Meeting 2

Minutes' of the meeting of IQAC held on 17th Dec. 2018, 11:30 am in IQAC office.

Agenda of the meeting:

1. Formation of Innovative Teaching Learning Techniques Committee and Support System for slow and Advanced learners.
2. Implementation of mentor mentee scheme.
3. To organise NAAC conference and workshop on Intellectual Property Rights (IPR).
4. Upgradation of Girls and Boys Common room
5. NSS Special Camp and Yuvarang sports and Cultural meet.
6. To apply HPCL for students scholarship under CSR funds.

The following members of IQAC attended the meeting

| Sr. No. | Name | Signature |
|---------|-----------------------------|---|
| 1. | Shri. M. W. Wanmali - |  |
| 2. | Shri. D. W. Wanmali - |  |
| 3. | Shri. R. M. Nimje - |  |
| 4. | Dr. Manoj Thakre - |  |
| 5. | Prof. Priyadarshan Ganvir - |  |
| 6. | Dr. C.D. Mungmode - |  |
| 7. | Dr. R.V. Ghanmode - |  |
| 8. | Prof. Shashikant Gedam - |  |
| 9. | Prof. Sneha Mohurle | |

10. Prof. Parag Meshram - ~~BM~~
11. Dr. Jayesh Papadkar - ~~BM~~
12. Shri. P.N. Ganvir - ~~BM~~
13. Shri. Pramod Borkar - ~~BM~~
14. Shri. Gurunank Shivarkar - ~~BM~~

Following points were discussed and the resolutions were passed.

1. IQAC coordinator Prof. N.N. Meshram expected the importance of ICT based teaching learning and it was resolved to form a special committee to monitor innovative teaching learning techniques. Principal suggested to initiate support system for advanced and slow learners.
2. It was resolved to start mentor-mentee scheme during this session for the academic assistance of the students.
3. IQAC members unanimously decided to organise NAAC conference and Intellectual Property Rights (IPR) in February or March 2019.
4. Following students suggestions it was decided to upgrade the existing girls and boys room.
5. It was decided to organise a special NSS camp and Yuvarang Cultural and Sports Meet in January 2019.
6. IQAC members discussed to apply for various government and non-government organisations' scholarships for the financial benefit of the students. Principal Dr. B.H. Khalsa suggested to apply Hindustan Petroleum.

Corporation Ltd. for students scholarship. Dr. Jayesh Papadkar unanimously selected as the coordinator of this scheme.

(P)

IQAC-Co-ordinator

Principal
Mahatma Gandhi Arts,
Science & Life
N. P. Commerce College,
Arneri, Dist. Gadchiroli

Date: 17.12.2018

Place: Arneri

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 17th December 2018.

To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken:

| Decisions | Actions taken |
|--|--|
| Formation of Innovative Teaching Learning Technique & Support system Committee | - Innovative Teaching Learning Techniques committee and a committee of support system for slow and advance learners were formed. |


| no. | Decisions | Action taken |
|-----|---|---|
| 2. | Mentor - Mentee Scheme. | Mentor Mentee scheme has been implemented, mentees allotted to teachers. |
| 3. | Organisation of NAAC Seminar and IPR workshop | Naac Conference was organised on 23/03/2019 & IPR workshop on 22/03/2019 |
| 4. | Upgradation of Girls and Boys Common Room. | More desks, benches provided, fans repaired in girls, boys common room. |
| 5. | Organisation of NSS special Camp & Yuvarang Cultural & Sports meet in Jan. 2019 | NSS Special Camp and Yuvarang Sports, Cultural Meet were organised in January 2019. |
| 6. | Apply for HPCL scholarship. | College applied for HPCL scholarship and HPCL sanctioned scholarship under CSR funds. |

This report is to be presented in the next IQAC meeting for its approval and feedback.


IQAC Co-ordinator

Date: 28.03.2019

Place: Amori


Principal
Mahatma Gandhi Arts,
Science & Late
M. P. Commerce College,
Amori, Dist - Gadchiroli

28.03.2019

Notice 3

All the IQAC members are informed to attend a meeting on dated 30th March 2019, 11:30 am in IQAC office.

Agenda of the meeting:

- 1) Preparation of AQAR of 2018-19.
- 2) Faculty Development Programme for Teaching and Non-Teaching staff.
- 3) Annual Reports of departments
- 4) Unnat Bharat Abhiyan activities - Review
- 5) Review of PBR activities
- 6) Feedback System - a review
- 7) Plans for next year

IQAC Members:

| Name | Signature |
|------------------------------|-----------|
| 1) Shri. M.W. Wanmali | - |
| 2) Shri. D.W. Wanmali | - |
| 3) Shri. R.M. Nimje | - |
| 4) Dr. Manoj Thakore | - |
| 5) Prof. Priyadarshan Ganvir | - |
| 6) Dr. C.D. Mungmode | - |
| 7) Dr. R.V. Ghonmode | - |
| 8) Prof. Shashikant Gedam | - |
| 9) Prof. Sneha Mohurle | - |
| 10) Prof. Parag Meshram | - |
| 11) Dr. Jayesh Papadkar | - |
| 12) Shri. P.N. Ganvir | - |
| 13) Shri. Pramod Borkar | - |
| 14) Shri. Gurunank Shivarkar | - |

IQAC

IQAC Co-ordinator

Principal
Mahatma Gandhi Arts,
Science & Late
M. P. Commerce College,
Amori, Dist - Gadchiroli

Date: 29.03.2019

Place: Amori

Minutes of the Meeting

Minutes of the meeting of
IQAC, held on 30th March 2019, 11.30 am
in college IQAC office.

Agenda of the meeting:

- 1) Preparation of AAR of 2018-19.
- 2) Faculty Development programme for Teaching and Non-teaching staff.
- 3) Annual Reports of departments.
- 4) A Review of activities organised under Unnat Charat Abhijan (UBA).
- 5) A Review of PBR activities.
- 6) ATR of Feedback.
- 7) Next year's plan.

Members Present in the meeting:

Sr. no. Name

- 1 Shri. M. W. Wamale
- 2 Shri. D. W. Wamale
- 3 Shri R. M. Nimje

Signature

- [Signature]
- [Signature]
- [Signature]

4. Dr. Manoj Thare - M. Thare
5. Prof. Priyadarshan Ganvir - P. Ganvir
6. Dr. C.D. Mungmode - C.D. Mungmode
7. Dr. R.V. Ghormode - R.V. Ghormode
8. Prof. Shashikant Gedam - S. Gedam
9. Prof. Sneha Mohurle - S. Mohurle
10. Prof. Parag Meshram - P. Meshram
11. Dr. Jayesh Papadkar - J. Papadkar
12. Shri. P.N. Ganvir - P.N. Ganvir
13. Shri. Pramod Borkar - P. Borkar
14. Shri. Gurunank Shivarkar - G. Shivarkar

Following points were discussed and the resolutions were passed:

1. It was unanimously decided to start AQAR preparation of 2018-19. Prof. Priyadarshan Ganvir suggested that the university results will be declared in June / July - 19 and hence it was resolved to complete AQAR till mid of August-2019.
2. Principal Dr. L.H. Khalsa suggested to organise ICT based faculty development programmes for enhancing the teacher's knowledge of using technology in teaching-learning. He also suggested to organise similar workshop for administrative staff for effective digitalised administration.
3. IQAC co-ordinator Prof. Nimesh Meshram put an

emphasis on the addition of some items in departmental annual reports. IQAC members discussed new items to be added in annual reports. It was decided to ask all departments to prepare annual report in new format and submit them in the third week of April 2019.

4. A review of the activities organised in five adopted villages under Unnat Bharat Abhiyan (UBA) was taken and the Principal expressed satisfaction for their successful organisation.
5. As PBR (People's Biodiversity Register) is our distinctiveness, PBR committee organised a range of activities encompassing the study of flora and fauna of nearby villages, collection and documentation of data throughout the year through field visits by all departments. All IQAC members were satisfied by these PBR activities.
6. Feedback taken from all the stakeholders of the college and it was decided to make a proper analysis of these feedbacks by Feedback Analysis Committee and submit ATR of Feedback.
7. Principal and IQAC chairman Dr. Lalsingh Khalsa told IQAC co-ordinators Prof. Nimesh Meshram and other IQAC members to prepare

future plan for 2019-20 and present it in the staff council meeting.

R

IQAC-Co-ordinator

Date: 30/03/2019

Place: Amori

Principal

Mahatma Gandhi Arts,
Science & Late

N. P. Commerce College,
Amori, Dist - Gadchiroli

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 30th March 2019.

To implement the decisions of the above mentioned meeting of Internal Quality Assurance Cell (IQAC), the following actions were taken.

| No. | Decisions | Actions taken |
|-----|------------------------------|--|
| 1 | AQAR preparation of 2018-19. | AQAR preparation has been started and it will be completed in August-2019. |


| S. No. | Decisions | Actions taken |
|--------|--|---|
| 2. | Faculty Development for Teaching & Non-Teaching staff. | Four teachers were sent to attend refresher course and a work on 'IPR' was organised on 22 nd March 2019. |
| 3. | Annual Reports of all departments | All departments filled newly formed format and submitted annual reports to IQAC. |
| 4. | A review of UBA activities | A review of Unnat Bharat Abhiyan activities was taken and satisfied by the successful implementation of Unnat Bharat Abhiyan's activities in five adopted villages. |
| 5. | A review of PBR activities | A review of People's Biodiversity Register (PBR) Committee's activities was taken and the PBR book will be published in June 2019. |
| 6. | Feedback analysis | feedback committee took feedback from all the stakeholders, analysed it |

| Sr. no. | Decisions | Action taken |
|---------|--------------------------|---|
| | | and recommendation into consideration and prepared feedback Action Taken Report (ATR) |
| 7. | Future plans for 2019-20 | Some new innovative activities suggested by IQAC members are included in the current year's calendar. |

This report is to be presented in the next IQAC meeting for its approval and feedback.

PO

IQAC-Co-ordinator


H. P. Patil
Mahatma Gandhi Arts,
Science & Late
M. P. Commerce College,
Armori, Dist - Gadchiroli

Date: 26.06.2019

Place: Armori