



Bharat Shikshan Sanstha's

Arts, Science and Commerce College, Makani

Tq. Lohara Dist. Osmanabad

Academic Year 2018-19

Minutes and ATR of the IQAC Meeting

A meeting of all the members of the Internal Quality Assurance Cell (IQAC) was Held on Tuesday at 10.30 a.m. in the principal office. The meeting was chaired by Principal Dr. Rede H.N. The following members were present.

Sr. No.	Name	Designation
1	Dr. Rede H.N.	Principal/Chairman
2	Mr. Sathe J.L.	Director/Member
3	Dr. Munde S.E.	Co-ordinator
4	Mr. Kalshetti G. A.	Citizen Member
5	Dr. Surwase K.R.	Member
6	Mr. Lomte K.A.	Member
7	Dr. Jawale B.H.	Member
8	Dr. Patange V. N.	Member
9	Dr. Rathod S.L.	Member
10	Dr. Biradar S. R.	Member
11	Mr. Jagtap K.S.	Member
12	Gadilohar Krushna Rajkumar	Student Representative.

The meeting was held under the Chairmanship of Principal Dr. Rede H.N. and the agenda was discussed item wise following.

Meeting 1:

Date: 20.06.2018


Time: 10.30 am

The Principal of the college and Co-ordinator called the meeting of teaching and Non-teaching staff to form an IQAC Committee in the morning session on 20 June 2018 beginning of Academic Year 2018-19 In this meeting the Principal of the college has take decision of form an IQAC Committee.

Following decisions taken by Principal of college about IQAC Committee

1. Minutes of previous meeting were confirmed.
2. The admission process of the college is duly discussed. First come first serve is the criteria for admission. No interference from college is permissible in this regard. The Admission Committee will take active role in verification of document and supervision only.
3. To work out the mechanism for ensuring timely, efficient and progressive performance of academic activities on regular basis. it was decided by the chair that the academic calendar should be circulated before the commencement of academic session.
4. A seminar will be held on Education and Spirituality. The IQAC will organise the seminar with the help of an external expert .This will be an enlightening lecture for the students
5. Lesson Plans for each department to be submitted to IQAC.
6. The Faculty members are encouraged to attend Orientation and Refresher courses.
7. Classes for the new academic session will commence on and from 01.07.2018.


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8	Dr. Patange V. N.	Member
9	Dr. Rathod S.L.	Member
10	Dr. Biradar S. R.	Member
11	Mr. Jagtap K.S.	Member
12	Gadilohar Krushna Rajkumar	Student Representative.

The meeting was held under the Chairmanship of Principal Dr. Rede H.N. and the agenda was discussed item wise following.

The Principal of the college and Co-ordinator called the meeting of teaching and Non-teaching staff of an IQAC Committee in the morning session on 23 Feb 2019 Second Meeting of Academic Year 2018-19 In this meeting the Principal of the college has taken decision of form an IQAC Committee.

Meeting 2:

Date: 23.02.2019

Time: 10.30 am

1. Minutes of previous meeting were confirmed.
2. The existing student feedback system was discussed and changes in the form were suggested by the team. Following parameters were to be included in the feedback form.
3. A seminar will be held on Education and Spirituality. The IQAC will organise the seminar with the help of an external expert. This will be an enlightening lecture for the students.
4. Update College Website.
5. The Faculty members are encouraged to undertake Orientation and Refresher courses as part of faculty development programme. They are also encouraged to complete their Ph.D and contribute in Minor and Major Research projects.
6. There being no further points to be discussed the meeting is terminated with thanks to and from the chair


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Minutes and ATR of the IQAC Meeting

Internal Quality Assurance cell

Notice of the Meeting

A meeting of Internal Quality Assurance cell of B.S.S. Arts Science and Commerce College Makani is scheduled on Saturday 13 April 2019 at 10.00 a.m. Kindly make it convenient to attend the meeting.

The agenda is given below.

Agenda

- 1) Confirmation of minutes of previous meeting.
- 2) To report the activities conducted second term.
- 3) To discuss on perspective plan for the academic year 2018-19.
- 4) To discuss about feedback on curriculum.
- 5) To place and discuss on the report of AQAR 2017-18
- 6) Any other matter discussed with the permission of the Chair.

Sr. No.	Name	Designation
1	Dr. Rede H.N.	Principal/Chairman
2	Mr. Sathe J.L.	Director/Member
3	Dr. Munde S.E.	Co-ordinator
4	Mr. Kalshetti G. A.	Citizen Member
5	Dr. Surwase K.R.	Member
6	Mr. Lomte K.A.	Member
7	Dr. Jawale B.H.	Member
8	Dr. Patange V. N.	Member
9	Dr. Rathod S.L.	Member

10	Dr. Biradar S. R.	Member
11	Mr. Jagtap K.S.	Member
12	Gadilohar Krushna Rajkumar	Student Representative.

Internal Quality Assurance cell (IQAC)

The meeting of IQAC was conducted under the chairmanship of Principal of B.S.S. Arts Science and Commerce College Makani on Wednesday Saturday 13 April 2019 at 10.00 a.m.

The items in agenda were discussed and the following decisions were taken unanimously.

Item No.1: Confirmation of the minutes of the previous meeting.

The minutes of the meeting held on 23 Feb 2019 were read and confirmed. The Action Taken Report is as follows.

Sr. No.	Subject	Action Taken
1	Minutes of the last meeting held on 23 Feb 2019	Read and confirmed
2	To report the progress of planned activities in Second term.	Narrated by the IQAC coordinator and confirmed
3	To discuss about the revised manual of NAAC	The changes were noted and confirmed
4	To place the AQAR 2017-18 before the IQAC	The AQAR was placed before the IQAC and unanimously approved. the AQAR was successfully submitted on the HEI portal.

Subject No.2: To report the activities conducted in second term.

The IQAC coordinator Dr. Munde S. E. enlisted the activities, the same were confirmed.

Subject No.3: To discuss about Implementation of academic calendar 2018-19.

Academic calendar implemented according to the planner prepared.

Subject No.4: To discussed by the members that every teacher (permanent or Ad-hoc) shall fill their Self Appraisal Report form annually.

It was decided by the members that every teacher (permanent or Ad-hoc) shall fill their Self Appraisal Report form annually and submit a soft copy to IQAC and a hard copy to college office after due verification. The submission shall be completed in the month of April every year

Subject No.5: To discuss about feedback on curriculum.

The analyzed feedback collected from four stakeholders (Students, Teachers, Alumni, Employers) was placed before the Committee.


Subject No.6: To place and discuss on the report of AQAR 2017-18.

The draft AQAR 2017-18 was placed before the committee. It was decided to finalize the AQAR after the declaration of final year results.

Subject No.7: Any other matter with the permission of Chair.

As there was no other matter to discuss, the meeting ended with thanks to the Chair.


IQAC Coordinator
B.S.S. Arts, Science and Commerce College
Makni Tq. Lohara Dist. Gomanabad


Principal
B.S.S. Arts, Science and Commerce College
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Minutes and ATR of the IQAC Meeting

The decisions of the IQAC meetings held during the academic year 2018-19 and the action taken throughout the academic year is given in the following table.

Meeting	Decision of IQAC Meeting	Action Taken Report
IQAC/2018-19/01 Date: 20.06.18	Minutes of previous meeting were confirmed.	The IQAC coordinator Dr. Munde S. E. placed the minutes of previous 14 April 2018 meeting and it approved
	The admission process of the college is duly discussed	Admission based on first come to first serve is the criteria for admission. No interference from college is permissible in this regard. The Admission Committee will take active role in verification of document and supervision only.
	To work out the mechanism for ensuring timely, efficient and progressive performance of academic activities on regular basis	Academic calendar of IQAC for the session, 2018-2019 was discussed. It was decided to give suggestion to different departments to have various kinds of activities under the IQAC banner. The academic calendar shall be finalized in next week and shall be loaded on college website
	A seminar will be held on Education and Spirituality. The IQAC will organise the seminar with the help	The IQAC organise the One day seminar on "Environmental awareness & socio-economic development in rural area: issues, problems and remedies." On 02

	of an external expert.	Feb. 2019 with the help of ICSSR. This will be an enlightening active for the students and local people
	Lesson Plans for each department to be submitted to IQAC.	The Classes for the new academic year have commenced on and from 01.07.2018. Lesson Plans for each department to be submitted to IQAC Co-Ordinator.
	The faculty members are encouraged to attend Orientation and Refresher courses	The faculty members are encouraged to undertake Orientation and Refresher courses as part of faculty Development programme. They are also encouraged to complete their Ph. D. and contribute in Minor and Major Research projects
	Classes for the new academic session will commence on and from 01.07.2018.	Classes for the first academic session start from 01.07.2018 by all department.
IQAC/2018-19/02 Date: 23.02.19	Minutes of previous meeting were confirmed.	The IQAC coordinator Dr. Munde S. E. placed the minutes of previous meeting 20 June 2018 and it approved
	The existing student feedback system was discussed and changes in the form were suggested by the team.	Following parameters included in the feedback form – i) Regularity of lectures, tutorials, practical ii) Use of teaching aids such as projectors, computers iii) Completion of syllabus iv) Encouragement of questioning and queries in classrooms v) Completion of courses in stipulated time
	A seminar will be held on Education and Spirituality. The IQAC	A seminar is held on Environment Education. The IQAC organised the seminar with the help of

	will organise the seminar with the help of an external expert .This will be an enlightening lecture for the students	Geography department and an external expert.
	Update College Website	College Website Updated Department wise and NAAC guideline
	The faculty members are encouraged to faculty development program.	The faculty members are encouraged to undertake Orientation and Refresher courses as part of faculty Development programme.
	Any other matter with the permission of Chair	Discus plan and policies of student support activities interact with Teaching and non-teaching staff.
IQAC/2018-19/03 Date: 13.04.19	Minutes of previous meeting were confirmed	The IQAC coordinator Dr. Munde S. E. placed the minutes of previous 23 Feb 2019 meeting minutes and it approved
	To report the activities conducted in second term.	The IQAC coordinator Dr. Munde S. E. enlisted the activitates. the same were confirmed.
	To discuss about Implementation of academic calendar 2018-19.	Academic calendar implemented according to the planner prepared.
	To discussed by the members that every teacher (permanent or Ad-hoc) shall fill their Self -Appraisal Report form annually	It was decided by the members that every teacher (permanent or Ad-hoc) shall fill their Self- Appraisal Report form annually and submit a soft copy to IQAC and a hard copy to college office after due

		verification. The submission shall be completed in the month of April every year
	To discuss about feedback student on curriculum, teacher and parents	Feedback administered and analyzed on various aspects of Curriculum, Teaching - Learning, Infrastructure Facilities, Student Support etc. Taking feedback from stake holders is a mandatory requirement of NAAC. Departments shall devise a mechanism to collect feedback from students, teachers and parents. IQAC will provide the required forms.
	To place and discuss on the report of AQAR 2017-18	The draft AQAR 2017-18 was placed before the committee. It was decided to finalize the AQAR after the declaration of final year results.



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