

B.S.S. ARTS, SCIENCE AND COMMERCE COLLEGE, MAKNI.



TQ. LOHARA DIST. OSMANABAD

Internal Quality Assurance Cell

Meeting 1: 20.06.19 .10.30 am

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. Patage V. N.	Member
6	Mr. Lomte K.A.	Member
7	Dr. Mane Y. D.	Member
8	Dr. Biradar S. R..	Member
9	Dr. Rathod S.L.	Member
10	Dr. Birajdar A.P.	Member
11	Dr. Jawale B. H.	Member
12	Mr. Jagtap K.S.	Non-Teaching Staff Member
13	Gadilohar Kurshna Rajkumar	Student Member

B.S.S. Arts, Science and Commerce College, Makani

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Minutes of the IQAC Meeting-I

Academic Year 2019-20

Meeting 1: 20.06.19 .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 2019 beginning of Academic Year 2019-20. In this meeting the Principal of the college has taken decision to 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.
3. To Create Incubation center
4. Academic calendar of IQAC for the Academic Year 2019-2020 is discussed. 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.
5. Lesson Plans for each department to be submitted to IQAC.
6. The Faculty members are encouraged to attend to faculty development programme.
7. Any other matter with the permission of Chair

Minutes of the IQAC Meeting-1

Subject:- 01) Minutes of previous meeting were confirmed.

Resolution:- The IQAC Coordinator Dr. Munde S. E. placed the minutes of previous meeting and it is approved.

Subject:- 02) The admission process of the college is duly discussed.

Resolution:- 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.

Subject:- 03) To Create Incubation center

Resolution:- Coordinator of IQAC cell placed the issue of Incubation center is need to our college. It is discussed and decided to start Incubation center in the college

Subject:- 04) Academic calendar of IQAC for the Academic Year 2019-2020 is discussed.

Resolution:- To work out the mechanism for ensuring timely, efficient and progressive performance of academic activities on regular basis, it was decided by the Principal Dr. H.N. Rede that the academic calendar should be circulated before the commencement of academic session.

Subject:- 05) . Lesson Plans for each department to be submitted to IQAC.

Resolution:- The Classes for the new academic year has commenced on from 01.07.2019. Lesson Plans for each department to be submitted to IQAC Co-Ordinator.

Subject:- 06) The Faculty members are encouraged to attend to faculty development programme.

Resolution:- The Faculty members are encouraged to attend to faculty development programme. 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

Subject:- 07) Any other mater with the permission of Chair

Resolution:-Principal of college placed the issues of Certificate courses need to be included in Programme structure. It is discussed and decided to start five Certificate courses by Various Department



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Meeting 2: 22.02.20 .10.30 am

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. Patage V. N.	Member
6	Mr. Lomte K.A.	Member
7	Dr. Mane Y. D.	Member
8	Dr. Biradar S. R..	Member
9	Dr. Rathod S.L.	Member
10	Dr. Birajdar A.P.	Member
11	Dr. Jawale B. H.	Member
12	Mr. Jagtap K.S.	Non Teaching Staff Member
13	Gadilohar Kurshna Rajkumar	Student Member

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Minutes of the IQAC Meeting
Academic Year 2019-20-II

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 22 Feb 2020 Second Meeting of Academic Year 2019-20 In this meeting the Principal of the college has take decision of form an IQAC Committee

Meeting 2: 22.02.20 .10.30 am

1. Minutes of previous meeting were confirmed.
 2. To review the internal assessment and evaluation
 3. New guidelines for IQAC were discussed in the meeting with particular focus on latest IQAR format as per NAAC guidelines.
 4. The faculty members are encouraged to faculty development program.
 5. To arrange training and placement programme collaboration Tata Consultancy Services (TCS) Pune.
 6. Any other matter with the permission of Chair
 7. There being no further points to be discussed the meeting is terminated with thanks to and from the chair
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Minutes of the IQAC Meeting-II

Subject:-01) Minutes of previous meeting were confirmed.

Resolution:- The IQAC Coordinator Dr. Munde S. E. placed the minutes of previous meeting and it is approved.

Subject:- 02) To review the internal assessment and evaluation.

Resolution:- The report of the internal assessment and evaluation of the Test-Tutorial and practical's project are discussed in the meeting. It is decided to give innovative method.

Subject:- 03) New guidelines for IQAC were discussed in the meeting with particular focus on latest IQAR format as per NAAC guidelines.

Resolution:- IQAC Coordinator Dr. Munde S.E. pleased the issue of filling of AQAR. It is decided to the required data should be collected for filling AQAR which shall be filled by teachers, societies and other resources like library, sports etc. Soft copy of supporting documentary evidence shall also be provided to IQAC.

Subject:-04) The faculty members are encouraged to faculty development program

Resolution:- It is decided to the faculty members are encouraged to attend Orientation and Refresher courses as part of faculty Development programme.

Subject:-05) To arrange training and placement programme collaboration Tata Consultancy Services (TCS) Pune.

Resolution:- Student Carrier oriented programme organized by Collaboration with Tata Consultancy Services (TCS), Pune, 11 College Student Placed in TCS, Pune.

Subject:-06) Any other matter with the permission of Chair

Resolution:- Discus plan and policies of student support activities interact with Teaching and non-teaching staff.



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Meeting III: 11.04.20 .10.30 am

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. Patage V. N.	Member
6	Mr. Lomte K.A.	Member
7	Dr. Mane Y. D.	Member
8	Dr. Biradar S. R..	Member
9	Dr. Rathod S.L.	Member
10	Dr. Birajdar A.P.	Member
11	Dr. Jawale B. H.	Member
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Minutes of the IQAC Meeting III

Academic Year 2019-20

The Principal of the college has called the meeting of teaching and Non-teaching staff of an IQAC Committee in the morning session on 11 April 2020. In this meeting the Principal of the college has taken the following decisions unanimously.

Meeting III: 11.04.20 .10.30 am

1. Minutes of previous meeting were confirmed.
2. The discussion on second cycle accreditation.
3. To organize career counseling and training programme for college student
4. It is decided To conduct feedback for student about the feedback on curriculum and teaching learning process..
5. It was decided by the members that every teacher (permanent or Adhoc) shall fill their Self Appraisal Report form annually
6. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Minutes of the IQAC Meeting-III

Subject:-01) Minutes of previous meeting were confirmed.

Resolution:- The IQAC coordinator Dr. Munde S. E. placed the minutes of previous 22 Feb 2019 meeting minutes and it approved.

Subject:-02) The discussion on NAAC second cycle accreditation.

Resolution:- Dr. H.N. Rede, Principal of college advised to all IQAC Committee member about the second cycle of NAAC accreditation , college needs to apply for second cycle of NAAC accreditation.

Subject:- 03) To organize career counseling and training programme for college student.

Resolution:- It is decided to For student placement career guidance cell organize free counseling and training for the college student.

Subject:-04) It was decided by the members that every teacher (permanent or Adhoc) shall fill their Self Appraisal Report form annually

Resolution:- 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:- 05) It is decided To conduct feedback for student about the feedback on curriculum and teaching learning process


Resolution:- 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, alumni and parents. IQAC will provide the required forms.

Subject:- There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Resolution:- The faculty and staff of B.A., B.Sc. And B. Com. Take the review and evaluated the reasons of low results of Internal Assessment.



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Decision of IQAC Meeting and Action Taken Report

The decisions of the IQAC meetings held during the academic year 2019-20 and the action taken throughout the academic year is given in the following table.

Meeting	Decision of IQAC Meeting	Action Taken Report
IQAC/2019-20/01 Date: 20.06.19	Minutes of previous meeting were confirmed.	The IQAC coordinator Dr. Munde S. E. placed the minutes of previous 13 April 2019 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 Create Incubation center	Coordinator of IQAC cell placed the issue of Incubation center installation in our college. It is discussed and decided to install Incubation center in the college
	Academic calendar of IQAC for the Academic Year 2019-2020 is discussed.	Academic calendar of IQAC for the session, 2019-2020 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
	Lesson Plans for each department to be submitted to IQAC.	The Classes for the new academic year have commenced on and from 01.07.2019. 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
	Any other matter with the permission of Chair	Five Certificate courses Introduced by English, Physics, Chemistry, Commerce and physical Education Department and success fully completed in Academic year
IQAC/2019-20/02 Date: 22.02.20	Minutes of previous meeting were confirmed.	The IQAC coordinator Dr. Munde S. E. placed the minutes of previous meeting 20 June 2019 and it approved
	To review the internal assessment and evaluation	The report of the internal assessment and evaluation of the Test-Tutorial and practical's project are discussed in the meeting. It is decided to give innovative method
	New guidelines for IQAC were discussed in the meeting with	The required data should be collected for filling AQAR which shall be filled by teachers, societies

	particular focus on latest IQAR format as per NAAC guidelines.	and other resources like library, sports etc. Soft copy of supporting documentary evidence shall also be provided to IQAC.
	To arrange training and placement programme collaboration Tata Consultancy Services (TCS) Pune.	Student Carrier oriented programme organized by Collaboration with Tata Consultancy Services (TCS), Pune, 11 College Student Placed in TCS, Pune
	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/2019-20/03 Date: 11.04.20	Minutes of previous meeting were confirmed	The IQAC coordinator Dr. Munde S. E. placed the minutes of previous 22 Feb 2019 meeting minutes and it approved
	The discussion on second cycle accreditation	Dr. H.N. Rede, Principal advised to all faculty member about the next cycle of NAAC accreditation, college needs to apply for second cycle of NAAC accreditation.
	It is decided to organize career counseling and training programme for college student	For student placement career guidance cell organize free counseling and training for the college student.

	It was decided 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
	It is decided to conduct feedback for student about the feedback on curriculum and teaching learning process.	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, alumni and parents. IQAC will provide the required forms.
	It is discussed to find out reason of Internal Assessment of low result compare with last year	The faculty and staff of B.A., B.Sc. And B. Com. Take the review and evaluated the reasons of low results of Internal Assessment.


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