

## Arts, Commerce College, Mayani

### Internal Quality Assurance Cell (IQAC)

#### Minutes of the 1<sup>st</sup> Meeting (2018-19)

Minutes of the 1<sup>st</sup> meeting of IQAC, Arts, Commerce College, Mayani held at 2.00 p.m. on 21/06/2018 in the cabin of the Principal.

#### Members Present :

1	Prin. Dr. S.A. Mokashi	President
2	Hon. Mr. S.D. Kuber, Secretary, M.B.S.P Mandal Mayani	Member
3	Mr. S.C. Mali	Member
4	Dr. S.B. Mirajkar	Member
5	Mr. M.S. Dongardive (Librarian)	Member
6	Mrs. M.R. Pitake	Member
7	Hon. Mr. Dadasaheb Shivaji Kachare	Member
8	Hon. Shrirang Ramhari Phalake	Member
9	Hon. Mr. Sanjay Popat Kambale	Member
10	Hon. Mr. Raghunath Maruti Mali	Member
11	Mr. Vaibhav Tushar Chavan	Member
12	Mr. L.G. Jathar	Coordinator

#### Members Absent :

1. Mr. K.M. Sarkale

#### 1.1 Minutes of the last meeting:

Minutes of the last meeting held on 14/03/2018 were read out by the Coordinator and confirmed by the President.

## **1.2 Analysis of University examination results in 2017-18:**

A discussion regarding results of University examination was held on. Result of each class analyzed as students stood in Distinction, I<sup>st</sup> class, II<sup>nd</sup> class and pass percentage. The responsibility to keep its record was assigned to Mr. V.S. Bodgire, Chairman of Examination Committee.

**Resolution:** It was decided to divide slow learners and advanced learners and guide them personally. It was decided to appreciate and motivate the students in Welcome Program of B.A. I and B.Sc. I those have scored good marks.

## **1.3 Discussion on AQAR 2017-18:**

It was decided that discussion on AQAR 2017-18 to be arranged in the meeting of HoDs and should be approved it and forward it as early as possible to NAAC, Bangalore.

**Resolution:** It was decided to prepare AQAR 2017-18 before 31<sup>st</sup> October, 2018 and to submit it as early as possible.

## **1.4 Approval to IQAC Action Plan for year 2018-19:**

The committee approved the IQAC Action Plan for the academic year 2018-19. It was decided to make efforts to increase overall performance of students so that more students can reach in distinction, Ist class and pass percentage will increase.

**Resolution:** All HoDs were asked to motivate students to participate in curricular, co-curricular, extracurricular and extension activities.

## **1.5 Planning of Academic Calendar 2018-19:**

Mr. S.C. Mali took review of the activities conducted in previous year and discussed on which to be conducted in current year. All HoD are suggested to organize activities as per Academic Calendar.

**Resolution:** It was decided to introduce short term Certificate course in Modi Script as well as to conduct new activities than previous year.

## **1.6 Introduction of B.Sc. III, Modi Script Course:**

Discussion was held on introduction of B.Sc. III in Chemistry (Spl.) and its admission process. Also discussed on introduction of certificate course in Modi Script and Career Oriented Course.

**Resolution:** It was decided to increase the strength of student to Science stream by visiting neighboring junior colleges by faculty members and to motivate them to seek admission to our college. It was also decided to motivate the alumni to participate in Modi Script course.

### 1.7 Organization of curricular, co-curricular and extracurricular activities:

The discussion was held on the activities to be conducted through curricular, co-curricular, extracurricular and extension modes. It was decided to organize new activities. All committee chairmen were asked to plan new activities.

**Resolution:** It was decided to motivate more students in number to participate in activities organized by our college as well as neighboring colleges. Also decided to organize a visit to any industry and outreach social activity like water conservation survey.

### 1.8 Development of linkages and collaborations:

It was decided to increase more linkages and collaborative relationship with alumni, community, Lead College, etc.

**Resolution:** It was resolved to organize NSS special camp at Kaledhon and to select the same village as adopting village to render social services.

### 1.9 Construction of Women's Hostel:

Discussion was held on Women's hostel. Infrastructure committee was asked to collect information about present situation of construction and try to know the difficulties in construction.


**Resolution:** It was resolved to conduct meeting with contractor, architecture and to ask them reasons for slow progress in construction.

### 1.10 Consideration of any other issue:

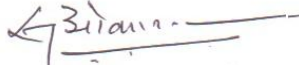
To discuss on post retirement workload of Mr. S.R. Khade, The Physical Director

**Resolution:** It was resolved to handover the responsibility to Mr. S.D. Sapkal to conduct physical examination of B.A. I and B.Sc. I classes as well as to organize sports activities and to motivate students to participate in University, State and National level sports.

As there being no other issue raised, the meeting ended with a vote of thanks to the Chair.

  
Coordinator (IQAC)  
Coordinator  
Internal Quality Assurance Cell (IQAC)  
Arts, Commerce College, Mayani  
Tal-Khatav, Dist-Satara, Pin-415102



  
President  
Principal  
Arts, Commerce College  
Mayani, Tal-Khatav (Satara)

## Action Taken Report of the I<sup>st</sup> Meeting

- As per resolution, the students in merit of Shivaji University examination were appreciated in Welcome Function of B.A. I and B.Sc. I held on 01/08/2018.
- Slow learners and advanced learners are divided by faculty members and are guided personally and occasionally.
- IQAC plan is designed and all HoDs and working committee chairmen implemented it.
- As per motivation of faculty members, 61 students admitted in Career Oriented Course and 18 students in short term Certificate Course in Modi Script.
- Academic calendar was designed and all activities organized as per calendar.
- AQAR 2017-18 is almost prepared but did not completed until 31<sup>st</sup> October, 2018.
- Rural Literary Meet was organized on 15/02/2019 under Lead College Scheme.
- The faculty members visited to neighboring Jr. Colleges, villages, alumni and motivated students to seek admission.
- As per plan, the steps were taken to complete construction of Women's hostel.
- Different birth and death anniversaries of national leaders, Independence Day, Republic Day, Teacher's Day, etc. were celebrated as per action plan.
- Special events like NSS Camp organized at Kaledhon and Cultural and Sports activities were organized in college.
- As per plan, co-curricular, extracurricular and extension activities are conducted.
- As per plan, Mr. S.D. Sapkal conducted physical examination of B.A. I, B.Sc. I year students, organized annual sports gathering and encouraged students to participate in zonal, inter-zonal and national level competitions.
- Semester exams were conducted as per Shivaji University schedule.

Coordinator (IQAC)

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**Internal Quality Assurance Cell (IQAC)**  
**Arts, Commerce College, Mayani**  
**Tal-Khatav, Dist-Satara, Pin-415102**



President

**Principal**  
**Art's, Commerce College**  
**Mayani, Tal-Khatav (Satara)**

## **Arts, Commerce College, Mayani**

### **Internal Quality Assurance Cell (IQAC)**

#### **Minutes of the II<sup>nd</sup> Meeting**

Minutes of the II<sup>nd</sup> meeting of IQAC, Arts, Commerce College, Mayani held at 2.00 p.m. on 15/04/2019 in the cabin of the Principal.

#### **Members Present :**

1	Prin. Dr. S.A. Mokashi	President
2	Hon. Mr. S.D. Kuber Secretary, M.B.S.P Mandal, Mayani	Member
3	Mr. S.C. Mali	Member
4	Dr. S.B. Mirajkar	Member
5	Mr. K.M. Sarkale	Member
6	Mr. M.S. Dongardive (Librarian)	Member
7	Mrs. M.R. Pitake	Member
8	Hon. Mr.Dadasaheb Shivaji Kachare	Member
9	Hon. Mr. Shrirang Ramhari Phalake	Member
10	Hon. Mr. Sanjay Popat Kambale	Member
11	Hon. Mr. Raghunath Maruti Mali	Member
12	Mr. Vaibhav Tushar Chavan	Member
13	Mr. L.G. Jathar	Coordinator

#### **Members Absent :**

#### **2.1 Minutes of the Previous Meeting:**

Minutes of the previous meeting held on 21/06/2018 were read out by the Coordinator and confirmed by the President.

## **2.2 Follow up of the Academic Calendar:**

The discussion was held on regarding the activities mentioned in the academic calendar prepared by IQAC. Also discussed on the activities completed and uncompleted as per academic calendar.

**Resolution:** It was resolved that all HoDs and Chairmen of committees should submit report of activities to IQAC as early as possible.

## **2.3 Review of Co-curricular, Extracurricular and Extension Activities:**

Mr. S.C. Mali took review of assigned activities of co-curricular, extracurricular activities. Dr. S.B. Mirajkar explained the function of Rural Literary Meet organized under Lead College Scheme. Dr. U.S. Tembare explained the activities conducted in NSS special camp.

**Resolution:** All committee chairmen were asked to submit the reports of the activities and expenditure as early as possible.

## **2.4 Development of Linkages and Collaboration:**

Discussion was held on the activities conducted by linkages and collaboration. Dr. U.S. Tembare took review of the activities conducted with the collaboration of Gram Panchayat, Kaledhon and Dr. S.B. Mirajkar of Rural Literary Meet and lecture organized on Mahatma Gandhinchhi Vishwastha Sankalpana.

**Resolution:** The Chairman of the committee was asked to make correspondence regarding collaboration with institutes and keep pace with them. The chairmen of other committees and HoDs were also suggested to organize new activities with collaborations.

## **2.5 Review of IQAC Action Plan:**

The Coordinator of IQAC Mr. L.G. Jathar presented the report of activities completed as per the action plan. All the HoDs and working committee Chairmen were asked to submit the reports of conducted activities.

**Resolution:** All HoDs and working committee chairmen should submit their working report before the end of the academic year.

## 2.6 Work progress of Women's Hostel:

Infrastructure Committee chairman Mr. S.C. Mali presented the report of construction of women's hostel. Discussion was held on to pay attention to take speed of construction.

**Resolution:** It was resolved to call upon contractor and to suggest him to take speed of construction. It was also decided to arrange a meeting of Management, contractor and architecture.

## 2.7 Review of B.Sc. III, COC course and Modi Script:

Discussion was held on class wise total strength, teaching learning process, practical examination, etc. Mr. Sarkale was asked to look into the completion of syllabus of all faculty members. Mr. S.D. Sapkal presented the report of Modi Script course.

**Resolution:** It was resolved that in the beginning of next academic year, the faculty should visit neighboring Jr. Colleges and motivate HSC passed students to seek admission. It was also decided to increase teaching resources.

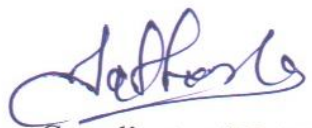
## 2.8 Preparation of documents for making AQAR 2018-19:

Discussion was held on preparation of documentation of academic activities. In this respect, various suggestions were given to faculty members by IQAC regarding the completion of documents of working committees.

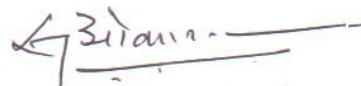
## 2.9 Any other issue with permission of Chair:

Review of sport activities. Mr. S.D Sapkal presented the report of sport activities conducted in Annual Sports Competitions as well as the sportsmen participated at University, State and National level sport competitions. He noted that the student Shaikh Akbar Nawaj participated and showed excellent performance in National Level Taekwondo competition organized by Rohtak University.

As there was no other matter for discussion, the meeting ended with vote of thanks proposed to the Chair.

  
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President  
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## Action Taken Report of the II<sup>nd</sup> Meeting

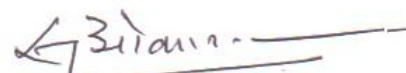
- As per Academic Calendar, all faculty members completed teaching, co-curricular, extra-curricular activities and submitted working reports to IQAC.
- The working and expenditure report of Rural Literary Meet, NSS is submitted to concerned offices.
- As per plan, faculty members kept pace with community, different organizations. NSS Special Camp organized at Kaledhon in which 100 volunteers participated.
- All HoDs and working committee Chairman submitted working reports to IQAC before end of academic year.
- As per resolution in the meeting, Mr. Ajit Patil (Pradnya Construction, Sangali) the contractor and architecture called upon for meeting and was suggested to take speed of construction.
- As per plan, the resources for Science stream such as books and laboratory instruments were increased.
- The cultural program, NSS Special Camp, Sports competitions are organized as per plan.
- Semester exams were conducted as per Shivaji University schedule.
- Convocation program is organized on 20/03/2019 and AISHE report is submitted on 25/02/2019



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