

# **Shri Shivaji Arts & Commerce College Amravati**

## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

The meeting of IQAC held on 19<sup>th</sup> April 2017 at 10.30 AM at IQAC office. The agenda of the meeting was as follow:

- To consider the recommendation of NAAC per team
- To prepare academic calendar for 2017-18 Academic session
- To allocate the criteria wise portfolio
- To prepare roadmap of academic and administrative excellence
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- |                          |                  |
|--------------------------|------------------|
| 1) Dr. Smita R. Deshmukh | Principal        |
| 2) Dr. Mahendra V. Mete  | coordinator IQAC |
| 3) Dr. Varsha Chikhale   |                  |
| 4) Dr. BabanZare         |                  |
| 5) Dr. K. K. Mohadikar   |                  |
| 6) Dr. V. A. Deshmukh    |                  |
| 7) Dr. Manish Gaikwad    |                  |

**The Following decision was taken in the meeting.**

Subject 1- To Prepare the recommendation of NAAC per team.

Resolution: - The NAAC peer team visited the college on 19<sup>th</sup>- 21<sup>st</sup> December 2016 and college is Re-accredited with 'A' grade with CGPA 3.08 by NAAC, Bangalore. The NAAC peer team has given recommendations for quality enhancement of the institution. The IQAC discussed the Peer Team report and considered the recommendation given by peer team.

Subject 2:- To Prepare academic calendar for 2017-18 academic session.

Resolution: - The responsibility to prepare academic calendar for 2017-18 was given to convenor of 'Teaching- Learning & Evaluation Criterion'. After detailed discussion with various department, the academic calendar will be prepared.

Subject 3:- To allocate criteria wise portfolio.

Resolution: The seven criterions of assessment and accreditation was discussed and following members has given criterion wise portfolio.

- 1) Curricular Aspects -- Dr. Mohadikar
- 2) Teaching-Learning and Evaluation – Dr. Gaikwad
- 3) Research Consultancy and Extension – Dr. Zare
- 4) Infrastructure and Learning Resources -- Dr. Mete
- 5) Students Support & Progression – Dr. Chikhale
- 6) Governance, Leadership & Management – Dr. Sable
- 7) Innovative & Best Practices – Dr. V. A. Deshmukh

Subject 4 :-To Prepare roadmap of Academic and Administrative excellence

Resolution: In order to prepare the roadmap of Academic and Administrative excellence, the inputs from the departments, recommendation of NAAC pear team will be studied and comprehensive roadmap for 2017-2022 will be prepared by IQAC.


Subject 5: Any other issue with the permission of Chair

With the permission of Chair, Dr.Mahendra Mete proposed as follow

5.1 Congratulations of Prof.A.R.Deshmukh , Ex Coordinator IQAC and All IQAC Members ,Teaching and Non Teaching Staff for their sincere efforts for academic and administrative excellence under the leadership of Dr.Smita R.Deshmukh Principal

Resolution: All the members of IQAC express their gratitutde towards the support and guidance provided by the Management of Shri Shivaij Education Society .The IQAC also congratulated and appreciated Prof.A.R.Deshmukh ,Ex Coordinator of IQAC and all IQAC members , Teaching and Non Teaching Staff for their sincere efforts for glorious achievement under the leadership of Dr. Smita R. Deshmukh Principal

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Dr. Smita R. Deshmukh  
Principal  
Shri Shivaji Arts & Commerce  
College, Amravati.

### Action Taken Report (ATR):

As per the discussion and decision of the IQAC, the following action was taken.

- IQAC has discussed the recommendations of NAAC peer team and decided to implement the recommendation for academic and Administrative excellence.
- Academic Calendar for 2017-18 Academic sessions was prepared as per the Academic Calendar of Sant Gadge Baba Amravati University.
- The criteria wise portfolio was given to member of IQAC as follow.

Curricular Aspect: Dr.Helge

Teaching, Learning and Evaluation: Dr.Umesh Kadu

Research, Innovation and Extension: Dr.Kishor Sable

Infrastructure and Learning Resources: Dr.Baban Zare


Student Support and Progression: Dr.Varsha Chikhale

Governance, Leadership and Management: Dr.Vandna Deshmukh

Institutional Values and Best Practices: Dr.Vaishali Deshmukh

- The perspective plan for academic and administrative excellence is prepared for 2017-2022.

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Dr. Smita R. Deshmukh  
Principal  
Shri Shivaji Arts & Commerce  
College, Amravati



**Shri Shivaji Arts & Commerce College Amravati**  
**Internal Quality Assurance Cell**

Minutes of the Meeting

The meeting of IQAC held on 21<sup>st</sup> July 2017 at 11 AM at IQAC office. The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- Academic and Administrative Audit of the Department
- To prepare perspective plan of the college
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Smita R. Deshmukh                      Principal
- Dr. Mahendra V. Mete                      coordinator IQAC
- Dr. Varsha Chikhale
- Dr.K.V.Sable
- Dr. BabanZare
- Dr. K. K. Mohadikar
- Dr. V. A. Deshmukh
- Dr. Manish Gaikwad

The following discussion and decision was taken in the meeting.

Subject 1: To confirm the minutes of last meeting

The last meeting was held on 19 April 2017. The minutes of last meeting was confirmed.

Subject 2: Academic and Administrative Audit of the Department

Resolution: It was decided to conduct Academic and Administrative Audit of the department. The proforma for Academic and Administrative Audit (AAA) was prepared and approved in the meeting.

Subject 3: To prepare perspective plan of the college

Resolution: It was decided to prepare Perspective plan for 2017-18 for Academic and Administrative development.

Subject 4: Any other Issue with the permission of the chair.

No other issue was discussed.

**Action Taken Report (ATR):**

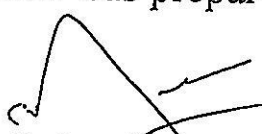
As per the discussion and decision of the IQAC, the following action was taken.


- **Academic and Administrative Audit of the Department**

The proforma for Academic and Administrative Audit (AAA) was prepared and AAA was conducted.

- **To prepare perspective plan of the college**

Perspective plan for 2017-18 for Academic and Administrative development was prepared.

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Dr. Smita R. Deshmukh  
Principal  
Shri Shivaji Arts & Commerce  
College, Amravati.

## **Shri Shivaji Arts & Commerce College Amravati**

### **Internal Quality Assurance Cell**

#### **Minutes of the Meeting**

The meeting of IQAC held on 3 November 2018 at 11 AM at IQAC office. The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- To prepare the AQAR of 2017-18
- To discuss the NAAC Guidelines on Students Satisfaction Survey and prepare feedback form.
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Smita R. Deshmukh                      Principal
- Dr. Mahendra V. Mete                      Coordinator IQAC
- Dr. Helge
- Dr. Varsha Chikhale
- Dr. Baban Zare
- Dr. K. V. Sable
- Dr. Umesh Kadu
- Dr. V. A. Deshmukh
- Dr. Vaishali Deshmukh
-

The following discussion and decision was taken in the meeting.

Subject 1: To confirm the minutes of last meeting

Resolution: The last meeting was held on 21 July 2017. The minutes of last meeting was confirmed.

Subject 2: To prepare the AQAR of 2017-18

Resolution: In order to prepare Annual Quality Assurance Report of 2017-18, criteria wise committee was formed. It was decided to submit AQAR in the month of December.

Subject 3: To discuss the NAAC Guidelines on Students Satisfaction Survey and prepare feedback form.

Resolution: The NAAC guideline on Students Satisfaction Survey was discussed and it was decided to conduct students Satisfaction survey (SSS).

Subject 4: Any other Issue with the permission of the chair

No other issue was discussed.

#### **Action Taken Report (ATR):**

As per the discussion and decision of the IQAC, the following action was taken.

- To prepare the AQAR of 2017-18


The Annual Quality Assurance Report of 2017-17 was prepared and submitted to NAAC in December 2018.

- To discuss the NAAC Guidelines on Students Satisfaction Survey and prepare feedback form.

The NAAC Guidelines on Students Satisfaction Survey was discussed and Student Satisfaction Survey was conducted using Google form.



**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**



**Dr. Smita R. Deshmukh**  
**Principal**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati.**

# **Shri Shivaji Arts & Commerce College Amravati**

## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

The meeting of IQAC held on 2<sup>nd</sup> April 2019 Tuesday at 10 AM at IQAC office. The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- To prepare the academic Calendar 2019
- Organization of IPR Workshop
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Smita R. Deshmukh                      Principal
- Dr. Mahendra V. Mete                      Coordinator IQAC
- Dr. Helge
- Dr. Varsha Chikhale
- Dr. Baban Zare
- Dr. K. V. Sable
- Dr. Umesh Kadu
- Dr. V. A. Deshmukh
- Dr. Vaishali Deshmukh

The following discussion and decision was taken in the meeting.

Subject 1: To confirm the minutes of last meeting

Resolution: The last meeting was held on 3<sup>rd</sup> November 2018. The minutes of the meeting was confirmed.

Subject 2: To prepare the academic Calendar 2019-20

Resolution: The Academic Calendar for 2019-20 was prepared as per the Academic Calendar of Sant Gadge Baba Amravati University.

Subject 3 : Organization of IPR Workshop

Resolution: It was decided to organize Intellectual Property Right (IPR) workshop in the month of April 2019.

Subject 4: Any other Issue with the permission of the chair.

No other issue was discussed.

**Action Taken Report (ATR):**

As per the discussion and decision of the IQAC, the following action was taken.


- To prepare the academic Calendar 2019-20

The Academic Calendar for 2019-20 was prepared as per the Academic Calendar of Sant Gadge Baba Amravati University.

- Organization of IPR Workshop

The Intellectual Property Right (IPR) workshop was organized on 23 April 2019. Dr. M. R. Kherde Director Knowledge Resource Center was the Resource person for the workshop.

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Dr. Smita R. Deshmukh  
Principal  
Shri Shivaji Arts & Commerce  
College, Amravati



## **Shri Shivaji Arts & Commerce College, Amravati**

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

#### **Proceeding of the Meeting**

The meeting of the IQAC held at IQAC Office on 27 th August 2019 at 11 am. The agenda of the meeting was as follow.

- To confirm the minutes of last meeting
- To prepare AQAR 2018-19
- To discuss the Students Satisfaction Survey and prepare Action taken Report
- Any other issue with the permission of the chair

The following members attended the meeting.

1. Dr.Smita R.Deshmukh, Principal
2. Dr. Mahendra V. Mete, Coordinator IQAC
3. Dr.E.J.Helge
4. Dr.Varsha Chikhale
5. Dr.Baban Zare
6. Dr. K.B.Sable
7. DR.Umesh Kadu
8. Dr.V.A.Deshmukh
9. Dr.Vaishali Dshmukh
- 10.Shri.R.J.Ambadkar

**The following discussion and decision was taken in the meeting.**

#### **Subject 1: Confirmation of last meeting**

Resolution: The minutes of last meeting held on 2nd April 2019.Minutes of last meeting was confirmed with the following action taken Report.

#### **Subject 2: To prepare the AQAR 2018-19**



Resolution: In order to prepare the AQAR ,criteria wise committee was formed and detail discussion was done on every criteria. As per the revised mode of submission of AQAR,i.e.on online portal was discussed.

**Subject 3: To discuss the Students Satisfaction Survey and prepare Action taken Report**

Resolution: Students Satisfaction survey was conducted for Academic session 2018-19 during March-May 2019.On the suggestion of the students,necessary action was taken.

**Subject4: Any other issues with permission of the Chair**

Resolution: No other issue was discussed and meeting was over with vote of thanks.

**Action Taken Report The meeting of IQAC held on 27 th August 2019.**

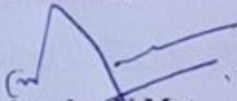
A. The minutes of last meeting held on 2nd April 2019.Minutes of last meeting was confirmed with the following action taken Report.

1.Academic Calendar of the college for the academic session 2019-20 was prepared.

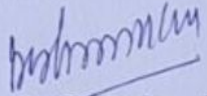
2.On the occasion of World Intellectual Property Day ,Workshop on “Intellectual Property Right” was organized on 26 April 2019. Dr.Mohan Kherde Director Knowledge Resource Center Sant Gadgebaba Amravati University was the Resource Person for the workshop.

B. The Criteria wise committee for preparation of Annual Quality Assurance Report (AQAR) was formed .

C. Students Satisfaction survey was conducted for Academic session 2018-19 during March-May 2019. 1130 students participate in SSS and survey was analysed.On the suggestion of the students, necessary action was taken.

  
**Dr.Mahendra V.Mete**  
Coordinator IQAC

**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

  
**Dr.Smita R.Deshmukh**  
**Principal**  
**PRINCIPAL**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

## **Shri Shivaji Arts & Commerce College, Amravati**

### **Proceedings of the Meeting**

The meeting of IQAC held on 10 September 2019 at 11.00 am. at Principal Chamber. The agenda of the meeting was as follow.

- 1.To confirm the minutes and Action Taken Report of last meeting
- 2.To conduct Academic and Administrative Audit
3. To develop website of the departments.
- 4.Any other issue with the permission of Chair

The following members were present in the meeting.

1. Dr.Smita R.Deshmukh, Principal
2. Dr. Mahendra V. Mete, Coordinator IQAC
3. Manoj Jagtap
4. Dr.Varsha Chikhale
5. Dr.Baban Zare
6. Dr. K.B.Sable
7. DR.Umesh Kadu
8. Dr.V.A.Deshmukh
9. Dr.Vaishali Dshmukh
10. Shri.R.J.Ambadkar

### **The following discussion and decision was taken in the meeting.**

#### **Subject 1: Confirmation of last meeting**

Resolution: The minutes of last meeting held on 27<sup>th</sup> August 2019 was confirmed.

#### **Subject 2: To conduct Academic and Administrative Audit**



Resolution: In order to conduct Academic and Administrative Audit (AAA) of the department, it is decided to update earlier proforma and distribute to the departments. AAA will be conducted for academic session 2018-19.

Subject 3: To develop website of the departments.

Resolution: To develop the websites of every departments in Google Sites, it is decided to conduct workshop on "Development of Website Using Google Sites"

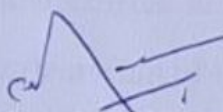
Subject4: Any other issues with permission of the Chair

Resolution: No issue was discussed.


**The meeting was over with thanks of all the members.**

**Action Taken Report The meeting of IQAC held on 27<sup>th</sup> August 2019.**

1. In order to prepare AQAR 2018-19, As per the revised guidelines of NAAC criteria wise committee was formed and AQAR 2018-19 was prepared and registration on Online portal of NAAC was done to upload the AQAR.
2. Students' Satisfaction Survey was undertaken during 28<sup>th</sup> February 2019 to 30 April 2019 using Google forms. 1130 students of UG and PG program in Arts, Commerce and Mass Communication department participated in the Survey. Feedback form was prepared to undertake feedback on curriculum from stakeholders like Teachers, Students, Parents, Alumni and Employers.

  
**Dr. Mahendra V. Mete**

**Coordinator IQAC**  
**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

  
**Dr. Smita R. Deshmukh**

**PRINCIPAL**  
**Principal**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

# **Shri Shivaji Arts & Commerce College, Amravati**

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

### **Proceeding of the Meeting**

The meeting of IQAC held on 27 November 2019 at 11 am. at Principal Chamber.

**The agenda of the meeting was as follow.**

- 1.To confirm the minutes and Action Taken Report of last meeting
- 2.To discuss and finalize NIRF data
3. To start Pre-PhD Course
- 4.Any other issue with the permission of Chair

The following members were present in the meeting.

1. Dr.Smita R.Deshmukh, Principal
2. Dr. Mahendra V. Mete, Coordinator IQAC
3. Manoj Jagtap
4. Dr.Varsha Chikhale
5. Dr.Baban Zare
6. Dr. K.B.Sable
7. DR.Umesh Kadu
8. Dr.V.A.Deshmukh
9. Dr.Vaishali Dshmukh
10. Shri.R.J.Ambadkar

**The following discussion and decision was taken in the meeting.**

**Subject1: Confirmation of the last meeting**

Resolution: The minutes of last meeting held on 10<sup>th</sup> September 2019 was confirmed.



**Subject 2: To discuss and finalize NIRF data**

**Resolution:** In order to upload NIRF data , information was collected ,scrutinized and finalized in the five parameters of the NIRF.

**Subject 3: To start Pre-PhD Course**


**Resolution:** Research Advisory Committee (RAC) was formed to finalized the admission in Pre PhD course in Economics, English, Marathi, Commerce, Home Economics, Pol.Sc., History and Library & Information Science .The schedule of teaching was prepared by RAC.

**Subject4: Any other issues with permission of the Chair**

**Resolution:** No issue was discussed. The meeting was over with thanks of all the members

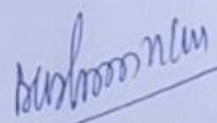
**Action Taken Report The meeting of IQAC held on 10<sup>TH</sup> September 2019.**

1. Acadmeic and Administrative Audit (AAA) was done.
2. In order to develop the website of the Department, workshop was organized on "development of website using Google Sites.



Dr. Mahendra V. Mete

Coordinator IQAC  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati



Dr. Smita R. Deshmukh

Principal  
**PRINCIPAL**  
Shri Shivaji Arts & Commerce  
College, Amravati

# **Shri Shivaji Arts & Commerce College, Amravati**

## **Proceedings of the Meeting**

The meeting of IQAC held on 18 May 2020 at 11.00 am at Principal Chamber.

The agenda of the meeting was as follow.

1. To confirm the minutes and Action Taken Report of last meeting
2. To finalize the AQAR 2018-19 For uploading on NAAC portal
3. To conduct Webinar in collaboration with NAAC
4. To conduct Webinar on Covid 19
5. To organize workshop for Pre PhD Course
6. Any other issue with the permission of Chair

The following members were present in the meeting.

1. Dr.Smita R.Deshmukh, Principal
2. Dr. Mahendra V. Mete, Coordinator IQAC
3. Manoj Jagtap
4. Dr.Varsha Chikhale
5. Dr.Baban Zare
6. Dr. K.B.Sable
7. DR.Umesh Kadu
8. Dr.V.A.Deshmukh
9. Dr.Vaishali Dshmukh
10. Shri.R.J.Ambadkar

**The following discussion and decision was taken in the meeting.**

### **Subject 1: Confirmation of the last meeting**

Resolution: The minutes of last meeting held on 27<sup>th</sup> November 2019 was confirmed.



**Subject 2: To finalize the AQAR 2018-19 For uploading on NAAC portal**

**Resolution:** AQAR was prepared for academic session 2018-19 according to revised guidelines of NAAC. It was finalized by IQAC to upload on NAAC web portal.

**Subject 3: To conduct Webinar in collaboration with NAAC**

**Resolution:** It was decided to conduct Webinar in collaboration with NAAC on “NAAC Awareness Program for Affiliated Colleges” .

**Subject 4: To conduct Webinar on Covid 19**

**Resolution:** It was decided to conduct Webinar in collaboration with Department of Home Economics on “Covid 19: Present Situation and Prevention”.

**Subject 5: To organize workshop for Pre PhD Course**

**Resolution:** It was decided to conduct Five Days Workshop on “Research Methodology” for Pre-PhD Course.

**Subject 6: Action Plan for 2020-21**

**Resolution:** The IQAC has prepared the following Action Plan for 2020-21.

1. To start B.Voc Programme in Computerised Accounting under UGC Scheme
2. To apply for PG Programme in History and Marathi
3. To conduct Online Teaching to all Programme in Pandemic Academic Year on Online Platform developed by Shri Shivaji Education Society Amravati <http://shivajilive.com>
4. To conduct Students Satisfaction Survey 2020-21
5. To join APQN (Asia Pacific Quality Network) through Institutional Membership
6. To conduct the NAAC Awareness program for Affiliated Colleges with collaboration with NAAC


7. To organize national Seminar on "Role of IQAC in Quality initiatives in Affiliated Colleges" sponsored by NAAC
8. To organize Lecture series on the Birth Anniversary of Dr.Panjabrao Deshmukh
9. To conduct the symposium on National Education Policy 2020
- 10.To conduct the seminar on Prevention of Covid 19 and Present situation
- 11.To organize State level Seminar on "Various Aspects of Human Rights
- 12.To conduct the workshop on API and PBAS
- 13.To strengthen the ICT infrastructure in college
14. To organize various program on awareness of Covid 19 and make valuable contribution for society

**Subject 7: Any other issues with permission of the Chair**

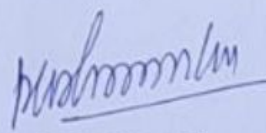
Resolution: No issue was discussed. The meeting was over with thanks of all the members.

**Action Taken Report :**

1. The data for college Ranking and Overall Ranking for NIRF was prepared and uploaded on NIRF Web portal.
2. Pre-PhD Course was started in Eight Subjects.
3. AQAR was submitted on NAAC portal on 2<sup>nd</sup> June 2020.
4. Webinar was conducted in collaboration with NAAC on "NAAC Awareness Program for Affiliated Colleges" on 22<sup>nd</sup> May 2020 .
5. Webinar was conducted in collaboration with Department of Home Economics on "Covid 19: Present Situation and Prevention" on 28 May 2020.
6. Conducted Five Days Workshop on "Research Methodology" for Pre-PhD Course on 23 June -1<sup>st</sup> July 2020.

  
Dr.Mahendra V.Mete

Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Dr.Smita R.Deshmukh  
**PRINCIPAL**  
Shri Shivaji Arts & Commerce  
College, Amravati



# Shri Shivaji Arts & Commerce College Amravati

## Internal Quality Assurance Cell (IQAC)

### **Proceeding of the Meeting**

The meeting of the IQAC held on 25<sup>th</sup> August 2020 at 11 am at IQAC Office. The agenda of the meeting was as follow.

1. To confirm the minutes of last meeting and action taken report.
2. To conduct Online teaching and Admission
3. To upload information on RUSA Online Portal
4. Preparation of AQAR 2019-20 and Criterion wise Activities
5. To prepare Future Plan of Action for 2020-21
6. Any other issues with the permission of Chair

The following members attended the meeting.

1. Dr.Smita R.Deshmukh, Chairman IQAC
2. Manoj V.Jagtap,
3. Dr.Varsha Chikhale
4. Dr.Umesh Kadu
5. Dr.Kishor Sable
6. Dr.Baban Zare
7. DR.Vandana Deshmukh
8. Dr.Vaishali Deshmukh
9. Shri Ambadkar
10. Dr.Mahendra V.Mete Coordinator

#### **The following discussion and decision was taken in the meeting.**

**Subject 1:** To confirm the minutes of last meeting and action, taken report.

Resolution: The last meeting was conducted on 18<sup>th</sup> May 2020. The minutes of the meeting was confirmed with following Action taken Report (ATR)

**Subject 2:** To conduct Online teaching and Admission

Resolution: Keeping in view the pandemic situation ,it was decided to follow admission process online and Teaching in online mode on the platform given by the parent society.

**Subject 3:** To upload information on RUSA online platform

Resolution : RUSA Maharashtra has instructed to participate in RUSA online portal. It was decided to participate in RUSA online portal through Principal,IQAC

**Subject 4:** Preparation of AQAR 2019-20 and Criteria wise activities.

Resolution: In order to prepare AQAR 2019-20,Criteria wise convenor was assigned to prepare their criteria report and undertake activities accordingly.

**Subject 5 :** To prepare Future Plan of Action for 2020-21

Resolution: The following future plan of action for 2020-21 was prepared and approved.

To start B.Voc programme in Computerised Accounting under UGC Scheme.

1. To apply for PG Programme in History and Marathi
2. To conduct online teaching to all Programme in pandemic situation on online platform developed by Shri Shivaji Education Society, Amravati
3. To conduct Students Satisfaction Survey 2021-21
4. To join APQN through Institutional Membership
5. To organize National Seminar on "Role of IQAC In Quality initiatives in Affiliated Colleges" in collaboration with NAAC.
6. To organize College Platinum Jubilee Lecture series on the Birth Anniversary of Dr.Panjabrao Deshmukh.
7. To conduct symposium on National Education Policy 2020
8. To organize State level Seminar on " Various Aspects of Human Rights"
9. To conduct the workshop on API/PBAS Based on UGC Regulations 2018
10. To strengthen the ICT infrastructure in college
11. To organize various programme on awareness of Covid 19 and make valuable contribution for society.
12. To organize department wise Webinar.
13. To organize Webinar on Gender Sensitization

**Subject 6:** Any other issue with the permission of Chairman

No other issue was discussed and meeting was over with thanks of all members.

**Action taken Report (ATR) of the last meeting:**

1. In the pandemic situation, the teaching process was conducted online on the online platform <https://shivajilive.com> developed by parent society. The admission process was also carried out online through college website platform
2. AS per RUSA Maharashtra , Principal, IQAC Coordinator and Head of the Departments uploaded data on RUSA Online Portal
3. In order to Prepare AQAR 2019-20 , Criterion wise convenor present their report and discuss it . Further suggestions were given by the members which were accepted for inclusion in AQAR.
4. Future plan of action for academic session 2020-21 was approved and planning of the programme is done by forming various committees.

  
**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

  
**PRINCIPAL**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**



# Shri Shivaji Arts & Commerce College Amravati

## Internal Quality Assurance Cell (IQAC)

### **Proceeding of the Meeting**

The meeting of the IQAC held on 21 December 2020 at 1 pm at IQAC Office.

The agenda of the meeting was as follow.

1. To confirm the minutes of last meeting and action taken report.
2. To approve NIRF Data 2020-21
3. To celebrate “ Platinum Jubilee Year” of the college
4. Any other issues with the permission of Chair

The following members attended the meeting.

1. Dr.Smita R.Deshmukh,Chairman IQAC
2. Prof.S.S.Deshmukh
3. Manoj V.Jagtap,Member
4. Dr.Varsha Chikhale
5. Dr.Umesh Kadu
6. Dr.Kishor Sable
7. Dr.Baban Zare
8. DR.Vandana Deshmukh
9. Dr.Vaishali Deshmukh
10. Shri Ambadkar
11. Dr.Mahendra V.Mete Coordinator

**The following discussion and decision was taken in the meeting.**

**Subject 1:** To confirm the minutes of last meeting and action taken report.

Resolution: The last Meeting was conducted on 25 August 2020 .The minutes of the meeting was confirmed.

**Subject 2.**To approve NIRF Data 2020-21

Resolution: The NIRF Data for 2020-21 was placed in the meeting and approved for submission to NIRF Web Portal.

**Subject 3 :** To celebrate “ Platinum Jubilee Year” of the college

**Resolution :** The college was established in 1946 and completing 75 year in 2021-22. It was decided to celebrate the “ Platinum Jubilee Year of the College” by organizing various programme.

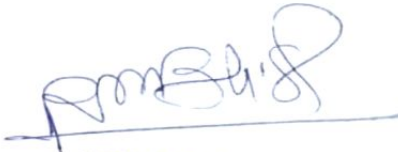
**Subject 4.** Any other issues with the permission of Chair  
No issue was discussed with the permission of chair .

**Action taken Report (ATR) of the last meeting:**

1. NIRF Data for 2020-21 was approved for uploading on NIRF Web Portal.
2. On the occasion of “Platinum Jubilee Year” of the college ,Platinum Jubilee Lecture Series was organized in the month of December.



**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**



**PRINCIPAL**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

# Shri Shivaji Arts & Commerce College Amravati

## Internal Quality Assurance Cell (IQAC)

### **Proceeding of the Meeting**

The meeting of the IQAC held on 3 April 2021 at 12.30 pm at IQAC Office. The agenda of the meeting was as follow.

1. To confirm the minutes of last meeting and action taken report.
2. Formation of Criterion wise committee
3. To Approve the AQAR 2019-20
4. Academic and Administrative Audit 2020-21
5. Any other issues with the permission of Chair

The following members attended the meeting.

1. Dr.Smita R.Deshmukh,Chairman IQAC
2. Prof.S.S.Deshmukh
3. Manoj V.Jagtap,Member
4. Dr.Varsha Chikhale
5. Dr.Umesh Kadu
6. Dr.Kishor Sable
7. Dr.Baban Zare
8. DR.Vandana Deshmukh
9. Dr.Vaishali Deshmukh
10. Shri Ambadkar
11. Dr.Mahendra V.Mete Coordinator

**The following discussion and decision was taken in the meeting.**

**Subject 1:** To confirm the minutes of last meeting and action taken report.

**Resolution:** The last meeting of IQAC was held on 21 December 2020.The minutes of the meeting was confirmed.

**Subject 2:** Formation of Criterion wise committee

**Resolution:** The following Criterion wise committee was formed.

Criteria 1: Curricular Aspect

Manoj Jagtap : Convenor

Dr.Archana Bobade:Member

Dr.Sangita Bhuyar : Member

Criteria 2: Teaching, Learning and Evaluation

Dr.Umesh Kadu: Convenor

Dr.Nitin Changole: Member

Dr.Aparna Sarode : Member

Criteria 3: Research, Innovation and Extensions



Dr.Kishor Sable : Convenor  
Dr.D.S.Namurte: Member  
Dr.Suvarna Gadge: Memeber  
Criteria 4: Infrastructure and Learning Resource  
Dr.Baban Zare : Convenor  
Dr.Subhash Gawande  
Rajiv Ambadkar  
Criteria 5: Students Support and Progression  
Dr.Varsha Chikhale : Convenor  
Dr.Jayaram Gaikwad: Member  
Dr.J.J.Bharati:Member  
Criteria 6: Governance,Leadership and Management  
Dr. V.A.Deshmukh: Convenor  
Dr.Manoj Joshi : Member  
Dr.Varsha Takode : Member  
Criteria 7: Institutional Value and Best Practices  
Dr.Vaishali Deshmukh : Convenor  
Dr.Kumar Bobade: Member  
Dr.Sujata Sabane: Member  
**Subject 3:** To prepare AQAR 2019-20

**Resolution :** In order to prepare AQAR FOR 2019-20, Criteria wise committee was formed and decided to upload AQAR ON NAAC Web portal upto 30 June 2021.

**Subject 4 :** Academic and Administrative Audit 2020-21

**Resolution:** Academic and Administrative Audit for academic session 2020-21 will be conducted in the first week of June.

Any other issues with the permission of Chair

No issue was discussed with the permission of chair .

**Action taken Report (ATR) of the last meeting:**

1. Criterion wise committee was formed to prepare AQAR
2. The Annual Quality Assurance Report of 2019-20 was prepared and approved for submission to NAAC.

  
**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

  
**PRINCIPAL**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**

# Shri Shivaji Arts & Commerce College Amravati

## Internal Quality Assurance Cell (IQAC)

### **Proceeding of the Meeting**

The meeting of the IQAC held on 2 June 2021 at 1 pm at IQAC Office. The agenda of the meeting was as follow.

1. To confirm the minutes of last meeting and action taken report.
2. To prepare the AQAR 2020-21
3. To Start add on course in various subject
4. To publish "Research Awakening"
5. Any other issues with the permission of Chair

The following members attended the meeting.

1. Dr.Smita R.Deshmukh,Chairman IQAC
2. Prof.S.S.Deshmukh
3. Manoj V.Jagtap,Member
4. Dr.Varsha Chikhale
5. Dr.Umesh Kadu
6. Dr.Kishor Sable
7. Dr.Baban Zare
8. DR.Vandana Deshmukh
9. Dr.Vaishali Deshmukh
- 10.Shri Ambadkar
- 11.Dr.Mahendra V.Mete Coordinator

**The following discussion and decision was taken in the meeting.**

**Subject 1:** To confirm the minutes of last meeting and action taken report.

**Resolution :** The last meeting of IQAC was held on 3 April 2021.The minutes of the meeting was confirmed.

**Subject 2:** To prepare the AQAR 2020-21

**Resolution:** The criteria wise committee discussed the new changes in Annual Quality Assurance Report proforma. The criteria wise committee prepared a plan for Annual Quality Assurance report for the academic session 2020-21.



**Subject 3:** To Start add on course in various subject

**Resolution:** It was decided to start Add on Course in Political Science ,Mass Communication,Commerce and Marathi.

**Subject 4:** To publish “Research Awakening”

**Resolution:** It was decided to publish the journal entitled “Research Awakening”.

The editorial committee was formed..

**Action Taken Report:**

1. In order to prepare the AQAR 2020-21,the criteria wise committee discussed the new changes in Annual Quality Assurance Report proforma. The quality initiatives taken by the departments were discussed. The criteria wise committee will prepare their criteria report.
2. Add on course in Panchayat Raj,Public Relation and Advertising were started.
3. The journal entitled “Research Awakening”was published.



**Coordinator IQAC**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**



**PRINCIPAL**  
**Shri Shivaji Arts & Commerce**  
**College, Amravati**



# **Shri Shivaji Arts & Commerce College Amravati**

## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

The meeting of IQAC held on 19 July 2021 at 2.30 pm at IQAC office.

The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- To prepare the Self Study Report (SSR) for 4<sup>th</sup> Cycle of Reaccreditation
- To consider the Post Accreditation Development in College & prepare future Action Plan for 2021-22
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Smita R. Deshmukh                      Principal
- Hon'ble Nareshchandra Thakare      Management Representative
- Dr. Mahendra V. Mete                      Coordinator IQAC
- Dr.J.V.Gaikwad
- Dr. Varsha Chikhale
- Dr. BabanZare
- Dr,K,V.Sable
- Dr. Umesh Kadu
- Dr. V. A. Deshmukh
- Dr.Vaishali Deshmukh

- Dr.Arun Sinha
- Dr.S.S.Deshmukh
- Praful Ghawale
- Shri Sanjay Sable

The following discussion and decision was taken in the meeting.

Subject 1: To confirm the minutes of last meeting

Resolution: The last meeting was conducted on 2<sup>nd</sup> June 2021. The minutes of the meeting was confirmed.

Subject 2: To prepare the Self Study Report (SSR) for 4<sup>th</sup> Cycle of Reaccreditation

Resolution: In order to prepare Self Study Report (SSR) of the College for the 4<sup>th</sup> cycle of Accreditation, criteria wise committee was formed. The Data Validation & Verification Committee was formed to scrutinize the data. It was decided to submit Institutional Information for Quality Assurance (IIQA) in the month of November 2022.

Subject 3 : To consider the Post Accreditation Development in College & prepare future Action Plan for 2021-22

Resolution: The fulfillment of the recommendations of NAAC Pear team visit visited to the College in 3<sup>rd</sup> cycle of accreditation was discussed. The College has fulfilled the recommendation of NAAC Pear Team regarding with starting of new PG courses in Marathi and History and

proposed to apply for PG course in Sociology. PhD Research center in nine subject was approved by Sant Gadge Baba Amravati University. ICT infrastructure was strengthen.

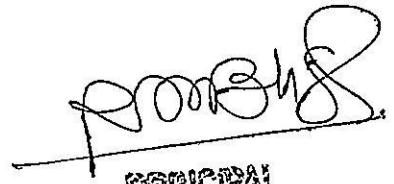
The Perspective plan for 2021-22 was approved as follow.

- To Celebrate the Platinum Jubilee Year of the College by organizing various Academic and Cultural Activities in 2021-22
- To start PG programme in History, Marathi and Sociology
- To start Add on Courses in Financial Literacy, Functional Marathi, Panchyat Raj, English Grammar and Communication Skill.
- To promote N-LIST and NDLI
- To strengthen ICT equipment for teaching and learning
- To upgrade Optical Fiber connection Speed.
- To conduct workshop on Research Methodology and IPR
- To sign MoU with prospective employer and Industry for experiential learning and Placement
- To conduct Students Satisfaction Survey 2021-22

Subject 4: Any other Issue with the permission of the chair.

No other issue was discussed.

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
PRINCIPAL  
Shri Shivaji Arts & Commerce  
College, Amravati

### Action Taken Report (ATR)

- To prepare the Self Study Report (SSR) for 4<sup>th</sup> Cycle of Reaccreditation

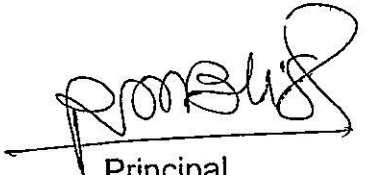
As discussed in the meeting, the criteria wise committee was formed to collect the data and prepare report accordingly. The Data Validation & Verification Committee was formed to scrutinize the data collected before uploading on website. IQA was prepared to upload on NAAC web portal

- To consider the Post Accreditation Development in College & prepare future Action Plan for 2021-22

The College fulfilled the recommendation of NAAC Peer Team regarding with starting of new PG courses in Marathi and History and proposed to apply for PG course in Sociology. PhD Research center in nine subjects was approved by Sant Gadge Baba Amravati University. Perspective plan for 2021-22 was prepared and approved by IQAC.



Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati



Principal  
Shri Shivaji Arts & Commerce College  
Amravati.

# **Shri Shivaji Arts & Commerce College Amravati**

## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

The meeting of IQAC held on 9 November 2021 at 11.30 pm at Seminar Hall. The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- To prepare AQAR 2020-21
- To upload data for NIRF ranking 2021-22
- To organize Regional Level Marathon on Birth Anniversary of Dr.Panjabrao Deshmukh
- To organize workshop on 'Statistical Techniques in Social Science and Commerce Research'
- Result Analysis and achievement of students in University examinations.
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Rameshwar M.Bhise                      Principal
- Hon'ble Nareshchandra Thakare      Management Representative
- Dr. Mahendra V. Mete                      Coordinator IQAC
- Dr.J.V.Gaikwad
- Dr. Varsha Chikhale
- Dr. BabanZare

- Dr,K,V.Sable
- Dr. Umesh Kadu
- Dr. V. A. Deshmukh
- Dr.Vaishali Deshmukh
- Dr.Arun Sinha
- Dr.S.S.Deshmukh
- Praful Ghawale
- Shri Sanjay Sable

**The following discussion and decision was taken in the meeting.**

Subject 1: To confirm the minutes of last meeting

Resolution: The last meeting was conducted on 19 July 2021. The minutes of the meeting was confirmed.

Subject 2: To prepare AQAR 2020-21

Resolution: In order to prepare the annual Quality Assurance Report (AQAR), it was decided to collect criteria wise data from the departments. Due to pandemic situation and revised notification of NAAC, the data up to 30 June 2021 was considered for the AQAR 2020-21.

Subject 3: To upload the data for NIRF ranking 2021-22

Resolution: The College regularly upload the data on NIRF portal for ranking under Overall and College Category. It was decided to upload data for NIRF ranking 2020-21 before due date.

Subject 4: To organize Regional Level Marathon on Birth Anniversary of Dr.Panjabrao Deshmukh

Resolution : It was decided to organize Platinum Jubilee Regional Level Marathon on Birth Anniversary of DR.Panjabrao Deshmukh on Birth Anniversary of Dr.Panjabrao Deshmukh on 25<sup>th</sup> December 2021.The Committee was formed Under Dr.Subhash Gawande ,Director of Physical Education as a Convener.

Subject 5: To organize workshop on 'Statistical Techniques in Social Science and Commerce Research'

Resolution: It was decided to organize two days workshop on "Statistical Techniques in Social Science and Commerce Research" on 14-15 February 2022.

Subject 6: Result Analysis and achievement of students in University examinations.

Resolution: Result analysis of Summer Examination 2020-21 has been done. In online examination, the result of all programs is higher than 97%. The College secured first three merits in University examination in B.A.(JMC) ,One merit in B.Voc, Two in M.A.(English) ,Two merit in M.A.(Geography),two merit in M.A.(Political Science) ,One merit in

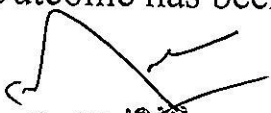
M.A.(Economics) and two merits in M.Com. Attainment of Program outcome and Course Outcome has been assessed.

Subject 8: Any other Issue with the permission of the chair.

No other issue was discussed.

### **Action Taken Report (ATR)**

- To prepare AQAR 2020-21  
Annual Quality Assurance Report was prepared ,approved by IQAC and uploaded on NAAC Web Portal.
- To upload data for NIRF ranking 2021-22  
Institutional data was collected and uploaded on web portal of NIRF for NIRF ranking in College and Overall Category.
- To organize Regional Level Marathon on Birth Anniversary of Dr.Panjabrao Deshmukh  
Regional Level Marathon on Birth Anniversary of Dr.Panjabrao Deshmukh was organized on 25<sup>th</sup> December 2021 .
- Workshop on “Statistical Techniques in Social Science and Commerce Research” was organized on 14-15 February 2022.
- Result Analysis and achievement of students in University examinations.  
IQAC analyzed the University Result of various programs and achievement at University Level. The Program Outcome and Course Outcome has been assessed by IQAC.

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Principal  
Shri Shivaji Arts & Commerce College  
Amravati.



# **Shri Shivaji Arts & Commerce College Amravati**

## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

The meeting of IQAC held on 23 May 2022 at 11.30 pm at Seminar Hall. The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- To approve and upload the AQAR 2020-21
- To start PG Course in Sociology
- Permanente Affiliation of the College
- To conduct Academic and Administrative Audit of the departments.
- To conduct Students Satisfaction Survey (SSS)
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Rameshwar M.Bhise                      Principal
- Hon'ble Nareshchandra Thakare      Management Representative
- Dr. Mahendra V. Mete                      Coordinator IQAC
- Dr.J.V.Gaikwad
- Dr. Varsha Chikhale
- Dr. BabanZare
- Dr,K,V.Sable
- Dr. Umesh Kadu

- Dr. V. A. Deshmukh
- Dr. Vaishali Deshmukh
- Dr. Arun Sinha
- Dr. S. S. Deshmukh
- Praful Ghawale
- Shri Sanjay Sable

**The following discussion and decision was taken in the meeting.**

Subject 1: To confirm the minutes of last meeting

Resolution: The last meeting was conducted on 9 November 2021. The minutes of the meeting were confirmed.

Subject 2: To approve and upload the AQAR 2020-21

Resolution: The Annual Quality Assurance Report (AQAR) 2020-21 has been prepared, discussed and approved by IQAC for uploading on NAAC Web Portal

Subject 3: To start PG Course in Sociology

Resolution : As per the Students' requirement, it has been decided to start M.A. in Sociology from the academic session 2022-23

Subject 4: Permanent Affiliation of the College

Resolution: The college has already applied for the Permanent affiliation to Sant Gadge Baba Amravati University Amravati. It has been decided

to compliance for the committee visit for permanent affiliation of the college.

Subject 5: To conduct Academic and Administrative Audit of the departments.

Resolution: It was decided to conduct the Academic and Administrative Audit of the departments in the first week of August 2022.

Subject 6: To conduct Students Satisfaction Survey (SSS)

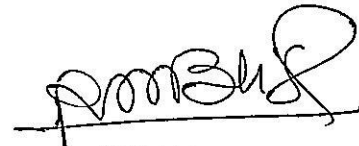
Resolution: It was decided to carry out students' satisfaction survey 2021-22 in the month of May 2022.

Subject 7: Any other Issue with the permission of the chair.

No other issue was discussed.



Coordinator ICAC  
Shri Shiveji Arts & Commerce  
College, Anaravati



PRINCIPAL  
Shri Shiveji Arts & Commerce  
College, Anaravati

### **Action Taken Report:**

- To approve and upload the AQAR 2020-21

The Annual Quality Assurance Report AQAR 2020-21 was approved and uploaded on NAAC Web Portal.

- To start PG Course in Sociology

The college received permission to start M.A. in Sociology.

- Permanente Affiliation of the College


The college has received Permanent Affiliation to Sant Gadge Baba Amravati University.

- To conduct Academic and Administrative Audit of the departments.

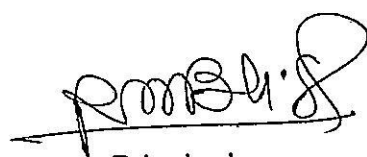
Academic and Administrative Audit of the departments. has been conducted by IQAC.

- To conduct Students Satisfaction Survey (SSS)

Students' Satisfaction Survey has been conducted by IQAC.



Principal  
Shri Shivaji Arts & Commerce College  
Amravati



Principal  
Shri Shivaji Arts & Commerce College  
Amravati.

# **Shri Shivaji Arts & Commerce College Amravati**

## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

The meeting of IQAC held on 1 June 2022 at 11 am. at Principal's office. The agenda of the meeting was as follow:

- To confirm the minutes of last meeting
- To prepare perspective plan for Academic Year 2022-23
- To implement CBCS in the academic session 2022-23
- To publish "Platinum Jubilee Volume" of the College
- To conduct Students Induction Program
- Any other Issue with the permission of the chair.

The Following members attended the meeting.

- Dr. Rameshwar M.Bhise                      Principal
- Hon'ble Nareshchandra Thakare      Management Representative
- Dr. Mahendra V. Mete                      Coordinator IQAC
- Dr.J.V.Gaikwad
- Dr. Varsha Chikhale
- Dr. BabanZare
- Dr,K,V.Sable
- Dr. Umesh Kadu
- Dr. V. A. Deshmukh
- Dr.Vaishali Deshmukh

- Dr.Arun Sinha
- Dr.S.S.Deshmukh
- Praful Ghawale
- Shri Sanjay Sable

**The following discussion and decision was taken in the meeting.**

Subject 1: To confirm the minutes of last meeting

Resolution: The last meeting was conducted on 19 July 2021. The minutes of the meeting was confirmed.

Subject 2: To prepare the Perspective plan for Academic Year 2022-23

Resolution: The perspective plan of the college for Academic Session 2022-23 was prepared and approved in the meeting.

Subject 3: To implement CBCS in the academic session 2022-23

Resolution: The Sant Gadge Baba Amravati University adopted Choice Based Credit System (CBCS) from the academic session 2022-23 and the syllabus was prepared accordingly. The IQAC discussed the CBCS and decided to implement it from the academic session 2022-23.

Subject 4: To publish "Platinum Jubilee Volume" of the College

Resolution: The Editorial Committee was formed to publish Platinum Jubilee Volume of the College. The articles from the Alumni, Ex. Faculty Members and Teachers are invited. It was decided to publish the "Platinum Jubilee Volume" of the College.

Subject 5: To conduct Students Induction Program

Resolution: It was decided to conduct Student Induction Program (SIP) in the first week of August 2022.

Subject: Any other Issue with the permission of the chair.

No other issue was discussed.

**Action Taken Report (ATR):**

- To prepare the Perspective plan for Academic Year 2022-23

The perspective plan of the college for Academic Session 2022-23 was prepared and approved by IQAC.

- To implement CBCS in the academic session 2022-23

The college implemented the CBCS from the academic session 2022-23.


- To publish "Platinum Jubilee Volume" of the College

The "Platinum Jubilee Volume" of the College will be published in the month of December 2022. The articles from the Alumni, Ex. Faculty Members and Teachers are received.

- To conduct Students Induction Program

Student Induction Program (SIP) was conducted during 1-6 August 2022.

  
Coordinator IQAC  
Shri Shivaji Arts & Commerce  
College, Amravati

  
Principal  
Shri Shivaji Arts & Commerce College  
Amravati.