

*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*

## **New Art's, Commerce and Science College Shevgaon**

### **INTERNAL QUALITY ASSURANCE CELL**

**Mr. Sagar R. Kande**  
(IQAC Coordinator)

**Dr. Raosaheb K. Kasar**  
(I/c-Principal)

Ref. No. NACSCS/IQAC/ Meeting/1/2018-19

Date: 25<sup>th</sup> June,2018

### **NOTICE**

All the members of Internal Quality Assurance Cell (IQAC) are hereby notified that the IQAC general meeting will be held on Tuesday 2<sup>nd</sup> July 2018 at 11.00 a.m.in the principal meeting hall.


Following issues were included in the agenda of the meeting.

### **Agenda of the meeting**

1. Approval of the previous IQAC meeting minutes
2. Academic planning for the academic year 2019-20
3. Online Feedback system from stakeholders and analysis
4. Preparation and submission of MRP proposal
5. Preparation of AQAR 2017-18
6. Construction of new Chemistry and Physics laboratories
7. Extension of the Examination Cabin

  
Co-Ordinator  
**IQAC**  
New Arts, Commerce & Science College,  
Shevgaon, Dist. Ahmednagar



  
**PRINCIPAL**  
New Arts, Com. & Sci. College  
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(IQAC Coordinator)

**Dr. Raosaheb K. Kasar**  
(I/c-Principal)

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Ref. No. NACSCS/IQAC/ Meeting-Minutes/1-2/2018-19

Date: 2<sup>nd</sup> July, 2018

**Minutes of the IQAC Meeting Held on 2<sup>nd</sup> July, 2018**

**Introduction**

The meeting of Internal Quality Assurance Cell of the New Arts, Commerce and Science College, Shevgaon was held on 2<sup>nd</sup> July, in the IQAC Meeting hall of the college between 11.00 AM to 12.30 PM.

Mr Sagar R. Kande (IQAC Coordinator) welcomed the members of internal quality assurance cell. With permission of Chairperson meeting was started by reading the agenda of the meeting.

Sr. No.	Agenda	Minutes
1	Approval of the previous IQAC meeting minutes	IQAC Coordinator Mr. Sagar R. Kande read the minutes of last meeting held on 10 <sup>th</sup> January, 2018. The minutes of the meeting were discussed and approved unanimously.


**Resolution:**

The minutes of the previous meeting held on 10<sup>th</sup> January, 2018 were discussed and approved unanimously.


2	Discussion on Academic planning and calendar for the academic year 2018-19	The action plan for the academic year 2018-19 was presented by Dr. P.R. Kunde (vice Principal). The committee members discussed the action plan. The academic planning committee comprising of Principal, Vice-Principal and Head of the respective departments were entrusted with the responsibility to prepare Academic calendar for the academic year 2018-19 based on the action plan.
<p><b>Resolution:</b></p> <p>The academic planning committee was entrusted with the responsibility to prepare academic calendar for the academic year 2018-19</p>		
3	Discussion on the feedback Mechanism of the college	The IQAC discussed the feedback mechanism of the college. Some suggestions were made to make feedback mechanism more robust and effective. Dr. P. Y. Thombare, the coordinator of Feedback committee was entrusted with the responsibility of distribution and collection of filled in feedback forms. Based on this IQAC will analyze the feedback forms and will recommend necessary reforms on all aspects of feedback.
<p><b>Resolution:</b></p> <p>The decision to make feedback mechanism more robust and effective was taken in the meeting.</p>		
4	Discussion on Promotion of Research culture among faculty members	As per the suggestion of research committee, the discussion on measures for inculcation of research culture among faculty members was held in the meeting. Accordingly following modules were determined for the promotion of research culture:

		<ol style="list-style-type: none"> <li>1. Preparing and submitting proposal to various funding agencies for undertaking Minor and Major Research projects</li> <li>2. Encouraging faculty members to register for research degrees such as M. Phil and Ph.D</li> <li>3. Providing financial assistance to participate in various research conferences</li> <li>4. Increasing subscription to quality journals through library</li> </ol>
<p><b>Resolution:</b></p> <p>The four modules were determined for the promotion of research culture among the faculty members</p>		
5	Preparation of AQAR 2017-18	IQAC coordinator Mr. Sagar R. Kande presented the progress of Annual Quality Assurance Report for the academic year 2017-18. The committee members discussed the AQAR. Some suggestions were made.
<p><b>Resolution:</b></p> <p>The suggestions in AQAR made by committee were noted. It was decided that after the incorporation of suggestions, the AQAR for the academic year 2017-18 will be submitted to the NAAC office before 31<sup>st</sup> December, 2018.</p>		
6	Extension and Up gradation of Science Laboratories	As per the five year Institutional Perspective plan, the discussion on the plan of extension and up gradation of Chemistry, Physics, Botany and Zoology laboratories was discussed in the meeting.
<p><b>Resolution:</b></p> <p>The decision to construct two new laboratories i.e. Physical Chemistry and F.Y. B.Sc laboratories and extension of Botany and Zoology laboratories was taken.</p>		

7.	Extension of Examination Cabin	In view of effective implementation of CBCS pattern to be implemented from the next academic year, the decision to extend the existing examination cabin was taken.
<p><b>Resolution:</b></p> <p>Mr. A. K. Gaikwad, the Office Superintendent was entrusted with the responsibility to sent letter for permission and sanction of the Management.</p>		
8.	Any other issue with the permission of Chairperson	Chairmen Dr Sridhar Jadhav, made an appeal to raise any pertinent issues to the members. Since no issue was raised, the meeting ended with vote of tanks proposed by Mr. Ravindra G. Vaidya.
<p><b>Resolution:</b></p> <p>The meeting ended with vote of thanks.</p>		

  
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### **INTERNAL QUALITY ASSURANCE CELL**

**Mr. Sagar R. Kande**  
**(IQAC Coordinator)**

**Dr. Raosaheb K. Kasar**  
**(I/c-Principal)**

Ref. No. NACSCS/IQAC/ Meeting-ATR/1-3/2018-19

Date:12<sup>th</sup> October, 20218

### **Action Taken Report (ATR) of the Meeting Held on 2<sup>nd</sup> July, 2018**

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#### **Agenda: 1- Approval of the previous IQAC meeting minutes**

##### **Action Taken:**

The minutes of the IQAC meeting held on 10<sup>th</sup> January, 2018 were discussed in the meeting. Honorable members of the IQAC took review of the action taken on the decisions taken. After discussing each and every point the minutes of the last meeting were confirmed and approved.

#### **Agenda: 2. Discussion on Academic planning and calendar for the academic year 2018-19**

##### **Action Taken:**

The Academic Planning Committee prepared the academic calendar for the academic year 2018-19 by incorporating the suggestions made by members of the IQAC on Action plan. Subsequently it was reviewed and uploaded on the Institutional website.

#### **Agenda: 3. Discussion on the feedback Mechanism of the college**

##### **Action Taken:**

Dr. P.Y. Thombare (Chairman of Feedback committee) developed the feedback forms distribution and collection system from various stake holders. The forms were successfully collected and submitted to the IQAC office.

#### **Agenda: 4- Discussion on Promotion of Research culture among faculty members**

College Website: [www.newartsshevgaon.com](http://www.newartsshevgaon.com) IQAC Email: [newartsshevgaon@gmail.com](mailto:newartsshevgaon@gmail.com)

### **Action Taken:**

Mr. Chandu Potangale (Coordinator, Research committee) in a meeting of the faculty members oriented them on the following:

1. Preparing and submitting proposal to undertaken Minor and Major Research Projects
2. Registration for research degrees viz. M. Phil and Ph.D
3. Institutional policy to provide financial assistance to participate in conference and seminars

College Library paid subscription charges of 25 reputed research journals.

### **Agenda: 5- Preparation of AQAR 2017-18**

#### **Action Taken:**

The AQAR for the academic year 2017-18 was being prepared and plan was made to put it for review in the next meeting.

### **Agenda: 6- Extension and Up gradation of Science Laboratories**

#### **Action Taken:**

The extension work of Chemistry and Physics laboratories started. Necessary instructions are given to the respective contractor.


### **Agenda: 7- Extension of Examination Cabin**

#### **Action Taken:**

As per the discussion undertaken in the meeting the sanstha permission was received and the work order is given to the contractor as per the requirements of the CEO.

  
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*(IQAC Coordinator)*

**Dr. Raosaheb K. Kasar**  
*(I/c-Principal)*

Ref. No. NACSCS/IQAC/ Meeting/2/2018-19

Date: 10<sup>th</sup> December, 2018

### **NOTICE**

All the members of Internal Quality Assurance Cell (IQAC) are hereby notified that the IQAC general meeting will be held on Tuesday 17<sup>th</sup> December, 2019 at 11.00 a.m.in the Principal meeting hall.

Following issues are included in the agenda of the meeting.

#### **Agenda of the meeting**

1. Confirmation of the minute of the IQAC meeting held on 2<sup>nd</sup> July 2018.
2. Discussion on online AQAR Submission from the academic year 2018-19.
3. Collection and Analysis of the feedback forms
4. Review of the construction of the Chemistry and Physics laboratories
5. Review of the construction of the Examination Cabin.
6. Organization of one day workshop and state level debate competition.
7. Any other issue with the permission of chairman.

  
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*(IQAC Coordinator)*

**Dr. Raosaheb K. Kasar**  
*(I/c-Principal)*

Ref. No. NACSCS/IQAC/ Meeting-Minutes/2-2/2018-19

Date: 17<sup>th</sup> December, 2018

### **Minutes of IQAC Meeting Held on 17<sup>th</sup> December, 2018**

#### **Introduction:**

The meeting of Internal Quality Assurance Cell of the New Arts, Commerce and Science College, Shevgaon was held on 17<sup>th</sup> December, 2018, in the Principal's Meeting hall of the college between 11.00 AM to 12.30 PM.

Mr Sagar R. Kande (IQAC Coordinator) welcomed the members of internal quality assurance cell. I/c- Principal Dr Raosaheb K. Kasar presided over the meeting as chairperson. With permission of Chairperson meeting was started by reading the agenda of the meeting.

<b>Sr. No.</b>	<b>Agenda</b>	<b>Minutes</b>
1	Confirmation of the minute of the IQAC meeting held on 2 <sup>nd</sup> July 2018.	Mr. S. R. Kande (IQAC Coordinator) read the minutes of pervious IQAC meeting held on 2 <sup>nd</sup> July, 2018. The Honorable members of the committee discussed the minutes. After discussing each and every point, the

		minutes were unanimously confirmed and approved.
<p><b>Resolution:</b></p> <p>The minutes of the previous meeting held on 2<sup>nd</sup> July, 2018 were confirmed and approved.</p>		
2.	Discussion on Action Taken by IQAC	Dr. R.G. Vaidya reviewed the various activities and efforts initiated during the current academic year. The chairperson in his remark expressed satisfaction over the action taken by IQAC in the academic year 2018-19.
<p><b>Resolution:</b></p> <p>Action taken by IQAC was discussed. The committee members expressed satisfaction over the action taken by IQAC.</p>		
3.	Discussion on online AQAR Submission from the academic year 2018-19 and Submission of AQAR for the academic year 2017-18	Mr. Sagar R. Kande, IQAC Coordinator proposed discussion on new format of AQAR and its mode of submission. Committee members discussed the new format and advised IQAC Coordinator to take necessary step for its compliance. IQAC coordinator also presented the AQAR for the academic year 207-18. The committee discussed the policies and procedures mentioned in the AQAR and

		made some suggestions.
<p><b>Resolution:</b></p> <p>The decision to submit AQAR for the academic year 2017-18 after the incorporation of suggestion was taken.</p>		
4	Review of action taken on Feedback Mechanism	As per the decision taken in the previous meeting , a review on the feedback mechanism was taken. IQAC Coordinator Mr Sagar R. Kande explained the status of feedback process to the committee. The committee members expressed satisfaction over the work done so far.
<p><b>Resolution:</b></p> <p>A review of the feedback mechanism was taken. The committee members expressed satisfaction over the work done so far.</p>		
5	Organization of conference, one day workshop and state level debate competition.	BCUD, Savitribai Phule Pune University has sanctioned grant of Rs. 100,000 and 200,000 for the organization of State and National Level seminar respectively of the Geography and Physics Department. Both the seminars were decided to organize in the month of January, 2019.

		<ul style="list-style-type: none"> <li>The state level debate competition in memory of Hutatma Karvir Chhatrapati Chauthe Shivaji Maharaj was decided to organize in the month of January, 2019.</li> </ul>
<p><b>Resolution:</b></p> <p>The decision to organize and planning of organization of State and National Level Seminar, One day workshop on GST and State Level debate competition was taken in the meeting.</p>		
6.	Review of Progress of Renovation and Extension work of Science Laboratories	As per the decision of in the meeting at the beginning of the academic year the review of the construction, renovation and extension work of science laboratories was taken.
<p><b>Resolution:</b></p> <p>The committee took review of the construction, renovation and extension work of science laboratories and expressed satisfaction over the progress of work done so far.</p>		
6.	Review of the Construction of the Examination Cabin	As per the decision to construct new examination cabin, the progress of the same was discussed in the meeting. Some suggestions about the furniture work were given after visit to the site.
<p><b>Resolution:</b></p>		

A review of the extension of Examination cabin was taken into the meeting. The committee decided to visit the work site after formal conclusion of the meeting. The suggestions of the committee regarding furniture work were noted.


7.	Any other issue with the permission of the Chairmen	As the discussion on every aspect was done, no other issue was raised by any member of the committee. <ul style="list-style-type: none"><li>• Principal Dr. Raosaheb Kasar expressed his satisfaction on the efforts taken by IQAC.</li><li>• Mr. S.R. Kande proposed the vote of thanks and concluded the meeting.</li></ul>
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**Resolution:**

The meeting ended with concluding remark of the chairperson Dr. Raosaheb K. Kasar and subsequent vote of thanks proposed by IQAC coordinator.

  
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*(I/c-Principal)*

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Ref. No. NACSCS/IQAC/ Meeting-ATR/2-3/2018-19

Date: 15<sup>th</sup> February, 2019

### **Action Taken Report (ATR) of the Meeting Held on 17<sup>th</sup> December, 2018**

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- **Agenda: 1- Confirmation of the minute of the IQAC meeting held on 2<sup>nd</sup> July 2018.**

- **Action Taken:**

The minutes of the IQAC meeting held on 2<sup>nd</sup> July 2018 were discussed in the meeting. Honorable members of the IQAC took review of the action taken on the decisions taken. After discussion each and every point the minutes of the last meeting were confirmed and approved.

- **Agenda: 2- Discussion on Action Taken by IQAC**

- **Action Taken:**

A discussion on Action Taken on decisions taken by IQAC was held in the meeting. Committee members appreciated the efforts of IQAC in quality maintenance and enhancement

- **Agenda: 3. Discussion on online AQAR Submission from the academic year 2018-19 and Submission of AQAR for the academic year 2017-18**

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- **Action Taken:**

New modules introduced by NAAC office for the online submission of the Annual Quality Assurance Report were reviewed and studied by IQAC. Necessary instructions are given to the criterion chairmen. Accordingly, AQAR will be prepared and submitted to the NAAC office within stipulated period of time. The suggestions given by the committee were incorporated in the AQAR of 2017-18 and it was submitted to NAAC office through Institutional email ID on 29<sup>th</sup> December, 2018.

- **Agenda: 4. Review of action taken on Feedback Mechanism**

- **Action Taken:**

The feedback forms devised by the IQAC are distributed to the head of the departments. They will seek feedback from the stake holders. After collection of the feedback they will be analyzed and IQAC will recommend necessary actions to be taken based on the analysis report.

- **Agenda: 5. Organization of conference, one day workshop and state level debate competition.**

- **Action Taken:**

The BCUD, Savitribai Phule Pune University sanctioned State and National Level seminar for Geography and Physics Department were successfully organized respectively 4-5<sup>th</sup> January, 2019 and 22-23<sup>rd</sup> January, 2019 in the college. The state level debate competition in memory of Hutatma Karvir Chhatrapati Chautha Shivaji Maharaj and One day workshop on 'GST Rules and Regulation' were also organized.

- **Agenda: 5. Review of the renovation, construction and extension work of science laboratories**

- **Action Taken:**


The review of the Construction of the Chemistry and Physics Laboratories was taken in the meeting. Necessary instructions were given to the respective head of the departments.

- **Agenda: 6.** Review of the Construction of the Examination Cabin
- **Action Taken:**

The update on construction of the examination cabin was also discussed. As per the requirements and suggestions of CEO the useful instructions were given to the contractor.

  
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