



Shriram Gram Vikas Shikshan Sanstha, Nagpur
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(NAAC ACCREDITED)

(Arts Commerce Science)

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)
MINUTES OF MEETINGS
(MOM)
2022-23**

NOTICE (1st Meeting)

16th July 2022

All the teachers and non teaching staff are hereby informed that the IQAC meeting is going to be held on **25th July 2022 at 11.45 am.** under the presidency of the principal. Therefore all should be present for the meeting.

Agenda of the Meeting:

- i) Discussion about the preparation and submission of AQAR 2021-22
- ii) Discussion about the preparation of IIQA
- iii) Discussions to enhance training and placement activities

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IQAC Coordinator
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Smt. Rajkamal Baburao T.dke
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First Meeting

Minutes of the Meetings

25th July 2022

Agenda of the Meeting:

- i) **Discussion about the preparation and submission of AQAR 2021-22:
(32 Minutes)**

In the first meeting the first point in the agenda of the meeting was about the preparation and submission of AQAR 2021-22. The first meeting of the session 2022-23 held under the presidency of the new principal Dr. Denashis S. Bhowmik. He told that the submission of AQAR 2022-23 has already been very late. Therefore the IQAC coordinator should collect the data from the entire criterion in charges. On that the IQAC coordinator Dr. Narendra Gadge requested all the criterion in-charges to submit their report and data. The IQAC coordinator gave three days time to all the in-charges to submit their report. On that all the criterion in-charges promised to submit their data within three days. Then the principal asked the IQAC coordinator how many days it would take to complete the AQAR. On that the IQAC coordinator told that he would complete the task of the AQAR in ten days and it would ready to submit on the eleventh day. Dr. Vyankatesh Potfode asked why they are in a hurry in submitting the AQAR. On that IQAC coordinator and the principal clarified that the institute has already been late and the process of IIQA cannot begin unless and until all the AQARs are submitted. And after the successful submission of AQARS and IIQA the process of SSR will begin.





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ii) Discussion about the preparation of IQA: (22 minutes)

The second point of the agenda of the meeting was about the preparation of IQA. The IQAC co-coordinator Dr. N.L. Gadge that all the members that the validity of the first cycle NAAC has ended on 11th Sept. 2022. And now the time has come that the institute has to be ready for the second cycle of NAAC. Then the principal told that the IQA is the first process of NAAC before we go for SSR. Pravesh Wasnik the member of non teaching staff asked about the details of IQA and its basic requirements. On that the IQAC coordinator explained that the term IQA stands for Institutional Information for Quality Assessment. Then the principal told all the members that in this process the NAAC checks the basic qualification of the institute. Such as whether the institute has the permanent affiliation of the university; whether the institute comes under 2 (f) & 12 (b). The NAAC also checks the name of the institute; whether it is same everywhere. Under the IQA process the NAAC checks the AISHE status of the institute. Eventually the principal explained that after the submission of these documents the process of IQA accomplishes and in between the NAAC verify the sent documents to check its validity. After the scrutiny of all the documents the process of IQA ends and the process of SSR begins told the principal.

iii) Discussions to enhance training and placement activities: (17 minutes)

The third point in the agenda of the first meeting was the discussion to enhance training and placement activities in the campus. The principal told all the members that if the no. admissions have to increase the institute must enhance the activities of training and placement. Dr. Wagh the H.O.D. of Economics told that the institute has already its collaboration with MCED and the institute has also the unit of Career Katta. Under these units the institute can hike the activities of training and placement. Then the principal asked Dr. Sunil S. Borkar to arrange the programs related to employment and training. The IQAC coordinator Dr. Narendra Gadge told that the NEP has already been introduced and the whole syllabus is also going to be changed. So the institute must take the initiatives to increase the activities of training and placements. For that the teachers should make contacts to the nearby companies. Principal asked Dr. zade and Dr. Borkar to take initiatives in this direction. All the members who were present in the meeting promised to take the initiatives in this direction. Eventually Dr. Gopal Zade proposed vote of thanks and the first IQAC meeting of the session over after tea. The following members were present in the meeting.





वेदी पारकणं चतुर्ण विदुषं परीक्षकानां

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Sr. No.	Names	Signature
1.	Dr. Debashis S.Bhowmick	
2.	Dr. Sunil S. Borkar	
3.	Dr. Prashant S. Dafar	
4.	Dr. Gopal J. Zade	
5.	Dr. Ishwar J. Wagh	
6.	Dr. Vaynkatesh S. Poffode	
7.	Dr. Dilip S. Chavhan	
8.	Mr. Pravesh Wasnik	
9.	Mr. Sudhakar Kadhao	
10.	Dr. Sandhya Wankhede	
11.	Dr. Abhay Y. Bhakte	
12.	Mr. Gajanan Tidke	
13.	Smt. Sandhya R. Sable	
14.	Dr. Harish C. Mohite	
15.	Principal Dr. Kishor G. Rewatkar	
16.	Dr. Narendra L. Gadge	



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(IQAC)
NOTICE (2nd Meeting)

10th Oct. 2022

All the teachers and non teaching staff are hereby informed that the IQAC meeting is going to be held on **18th Oct. 2022 at 11.35 am.** under the presidency of the principal. Therefore all should be present for the meeting.

Agenda of the Meeting:

- i) Discussion about the changing of Vision Mission of the college
- ii) Discussion about the preparation and submission of IIQA
- iii) Discussion to organize the professional skill programmes for non teaching staff.

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(Arts Commerce Science)
Second Meeting

18th Oct. 2022

Minutes of the Meetings

Agenda of the Meeting:

i) Discussion about the changing of Vision Mission of the college: (19 Minutes)

This was the first point in the second meeting of the IQAC. The newly appointed principal Dr. Debashis Bhowmick explained that since the first cycle of NAAC of the institute many things have changed. Even the working system of the NAAC also has changed. So the institute also needs to change its vision and mission. The principal further explained that the NEP has been introduced and the new syllabus and curriculum are also going to replace. That's why the institute cannot go further or cannot develop unless and until it changes its vision and mission. The chairman of the IQAC explained that the changing of vision and mission means not the changes of fundamental values of the institute. Then the IQAC members asked the chairman of the IQAC about the new vision of the institute. On that the principal told that the new vision and mission of the institute would be 'to provide quality higher education to society and economically disadvantaged students of backward classes belonging to the rural areas through dissemination of knowledge in the branches of Arts, Commerce and science and overall personality development.' The IQAC coordinator backed up to this new vision and mission of the institute and he urged all the staff to work diligently and devotedly in order to achieve its goal.

ii) Discussion about the preparation and submission of IIQA (15 Minutes)

In the second point of the IQAC was the preparation and submission of IIQA. The chairman and the principal told all the members that the process of IIQA is the first stage of the process of accreditation. Then Dr. Gopal Zade asked about the documents which the institute has to submit through online. Then the IQAC coordinator Dr. Narendra Gadge explained that the IIQA is the basic qualification to accredited. Then the principal explained that the institute must be permanently affiliated to the university. Then the institute must be under 2 (f) 7 12 (b) and the institute must have the certificate of AISHE and eventually the institute has to make the payment of 29000 plus GST. After completing the process of IIQA the institute can go for SSR. Then the IQAC coordinator told that he has already collected the required documents and the institute can go for the IIQA process without any delay. Dr. Wagh asked the principal about the payment. On that the principal assured that he has already spoken to the management and they are ready to make the payment.



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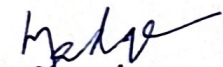
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iii) **Discussion to organize the professional skill programmes for non-teaching staff.:** (13 Minutes)

This was the third important point in the agenda of the second IQAC meeting. Whereas the computerized work has reasonably increased; therefore all the non teaching- staff must have the basic computer knowledge. In keeping this point the chairman of the IQAC & Principal took this point in the IQAC meeting. The IQAC coordinator suggested that the non-teaching staff should be sent wherever the professional skills program is organized. The principal also decided to organize few programs to develop the professional skill among the non-teaching staff. The non teaching staff especially the clerical staff must have the skill of word; excel typing skill of English and Marathi. The non-teaching staff must be competent in handling the internet. The principal warned all the non teaching staff that the manual works has almost ended so all must learn to handle computers and internet. Eventually Pravesh Wasnik proposed the formal vote of thanks and the meeting over after tea. In this meeting the following members were present.

Sr. No.	Names	Signature
1.	Dr. Debashis S.Bhowmick	
2.	Dr. Sunil S. Borkar	
3.	Dr. Prashant S. Dafar	
4.	Dr. Gopal J. Zade	
5.	Dr. Ishwar J. Wagh	
6.	Dr. Vaynkatesh S. Potfode	
7.	Dr. Dilip S. Chavhan	
8.	Mr. Pravesh Wasnik	
9.	Mr. Sudhakar Kadhao	
10.	Dr. Sandhya Wankhede	
11.	Dr. Abhay Y. Bhakte	
12.	Dr. Harish C. Mohite	
13.	Principal Dr. Kishor G. Rewatkar	
14.	Dr. Narendra L. Gadge	


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(IQAC)

NOTICE (3r^d Meeting)

15th Dec. 2022

All the teachers and non teaching staff are hereby informed that the IQAC meeting is going to be held on **28th Dec. 2022 at 11.45 am.** under the presidency of the principal. Therefore all should be present for the meeting.

Agenda of the Meeting:

- i) Discussion and preparation of SSR
- ii) Discussion about the collection of students' emails and phones for SSS (Students' Satisfaction Survey)
- iii) Discussions of developing entrepreneurship skills among students

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(IQAC)
Third Meeting

28th Dec. 2022

Minutes of the Meetings

Agenda of the Meeting:

i) **Discussion and preparation of SSR (17 Minutes)**

In the third meeting the most important point of discussion was to prepare the SSR. The IQAC coordinator Dr. Narendra L. Gadge told all the members that the filling of SSR is a humongous task. The Principal asked the IQAC coordinator that he should distribute the responsibility to the criterion in charges. The IQAC coordinator told that all the teachers should visit the college website in order to study the AQARs from 2017-18 to 2021-22 wherein the teachers would get the information which has already been filled and which things they have to do. Then the principal added that there are at least four hundred documents to be uploaded and it is a humongous task. So the teachers must increase their efficiency. They should learn the computer skills or they might take the assistant of any person who is competent in computers. The principal also warned that once the IIQA is accepted the SSR must be filled and submitted within forty five days. There is no any type of extension for the SSR. That's why all the teachers and also the non teaching staff should be efficient, zealous and enthusiastic in works. Then the IQAC coordinator told that the teaching and non teaching members should not take unnecessary leave for the SSR must be submitted in time. In response to the principal and the IQAC coordinator all the staff nodded positively.

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ii) **Discussion & Preparation for the collection of students' emails and phones for SSS (Students' Satisfaction Survey):** (19 Minutes)

While filling the SSR this is the last and important stage. The principal asked all the members as to whom the responsibility of the SSS should be given. Whereas it was not a simple task to collect the mobile nos. and the emails and arrange them in order of class wise. Finally it was decided anonymously that this responsibility should be given to Dr. Prashant Dafar; NSS Coordinator. The IQAC coordinator Dr. Narendra Gadge told the principal that most of the students are in contact with Dr. Dafar Sir for he is having the departments like NSS & Cultural. Dr. Gadge further explained that in this Students' Satisfaction Survey the institute has to submit the mob. nos. and emails of almost 550 students and the NAAC might expect the responses from ten percent of the total students. The principal told that it is not an easy task for many students don't have smart mobile and the internet facility. Then the IQAC coordinator and Dr. Gopal Zade told that the students must be oriented for such task. The students will have to take the assistance either from their parents relatives or friends who are having the smart phones and internet facility. The principal asserted that anyhow the emails and the mob. nos. should be collected and not only this they must response to the emails of the NAAC in the stipulated time. Then Dr. Vyankatesh Potfode told that for this there should be given a demonstration before the students as how they should respond to the received mails.

iii) **Discussions of development of entrepreneurship skills among students:** (15 Minutes)

In the third point of the third meeting of IQAC was the discussion of development skills among students. Dr. Gopal Zade the H.O.D. of commerce told that the government jobs have become very less. That's why the student must adopt or learn the development of entrepreneurship skill among the students. Dr. Ishwar Wagh has told that he has already established Career Katta Cell with the help of MCED. The college has also done MOU with MCED. The IQAC coordinator told that the college has to organize programs on employability and business skill. Dr. Zade explained that in commerce stream there are many subjects wherein the syllabus is related to entrepreneurship like Dynamic Marketing, Business Skill and Business Organization. Dr. Naik said that the commerce dept. arranges guest lectures and few programs on entrepreneurship. Principal Dr. Bhoumick said that it is the responsibility of the institute that it should make its



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students self-reliant and self dependent. Instead of searching job the students must adopt the skill of business. Therefore all the teachers must take efforts in this direction. He further added that it is not only the works of Commerce teachers but also it is the work of all teachers. So all the departments should regularly arrange and organize the programs on entrepreneurship. Finally Dr. Prashant Dafar proposed vote of thanks and the meeting over after tea. The following members were present in the meeting.

Sr. No.	Names	Signature
1.	Dr. Debashis S. Bhowmick	
2.	Dr. Sunil S. Borkar	
3.	Dr. Prashant S. Dafar	
4.	Dr. Gopal J. Zade	
5.	Dr. Ishwar J. Wagh	
6.	Dr. Vaynkatesh S. Potfode	
7.	Dr. Dilip S. Chavhan	
8.	Mr. Pravesh Wasnik	
9.	Mr. Sudhakar Kadhao	
10.	Dr. Sandhya Wankhede	
11.	Dr. Abhay Y. Bhakte	
12.	Mr. Gajanan Tidke	
13.	Dr. Atul P. Naik	
14.	Dr. Harish C. Mohite	
15.	Principal Dr. Kishor G. Rewatkar	
16.	Dr. Narendra L. Gadge	



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(IQAC)
NOTICE (4th Meeting)

13th Apr. 2023

All the teachers and non teaching staff are hereby informed that the IQAC meeting is going to be held on **24th April 2023 at 11.45 am.** under the presidency of the principal. Therefore all should be present for the meeting.

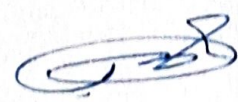
Agenda of the Meeting:

- i) Discussion about the forming of various committees
- ii) Discussion of Important Departments; NSS, SPORTS & Library
- iii) Discussion of creating IPR (Intellectual Property Right) cell

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(IQAC)
Minutes of the Meetings

24th Apr. 2023

Agenda of the Meeting:

i) **Discussion about the forming of various committees: (17 Minutes)**

In the very beginning the IQAC coordinator Dr. Narendra Gadge told all the members that the process of NAAC 2nd Cycle has begun. He also told that the process of IIQA is in underway. And once the IIQA is completed the works of the NAAC will begin in full force. In order to work of NAAC there is a need of formation various committees. Then the principal and the chairman of IQAC explained that unless and until we from the various committees the works of NAAC cannot go smoothly. The principal spoke about 22 major committees. Then the IQAC coordinator told that the institute needs to reform the two committees; i.e. the IQAC Committee and the CDC committee. Then the principal asked all the members to suggest the committees names which are required for the NAAC process. Thus the IQAC coordinator registered the names of important committees. Then the principal explained that whereas our college is small and the no. of staff is about 17 to 18 and while forming committees no one should escape from the committees. Then Dr. Sandhya Wankhede spoke about the committee of Women Grievance and Internal Compliant Committee. And Dr. Mohite spoke about the Anti-ragging committee. Thus all the members suggested the names of the important committees. Then the principal and the IQAC coordinator told that every head or chairman of the committees to prepare the minutes of meeting so that one can know the activities which the committee performed. Finally the principal asked all the members the report of the minutes of the meeting should be submitted to the IQAC Committee.





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ii) **Discussion of Important Departments; NSS, Sport & Physical Education
Dept. & Library: (21 Minutes)**

This was the second point in the agenda of the fourth IQAC meeting in the session 2022-23. in the very beginning the IQAC Chairman and the principal of the college explained that three departments i.e. NSS, Sport and Library departments are the souls of any institute. And all these departments should always be up dated. The IQAC coordinator Dr. Gadge told all the members especially the in-charges of the above three departments that the NAAC Committee especially focuses on these departments. Therefore these departments should present the reports of their activities in proper manner. The Principal asked the NSS coordinator Dr. Prashant Dagar that he should keep all the records and reports of the activities of previous five years including the running year with evidences. And he should present his record dynamically when the NAAC committee will arrive. Then the Principal asked Dr. Abhay Bhakte to provide the records of the total books. He also asked to provide the records of online resources. Then the IQAC coordinator told that there should be a footfall register in the library. And there should be embellishment in the library at the time of the arrival of the NAAC committee. Then the principal asked Dr. Harish Mohite he must have the records of all students who have participated in the various sports. He should also keep the records of the students who received awards with all evidences. The principal again repeated that these three departments are the whole and soul of the institute for it reflects the co-curricular activities of the students.

iii) **Discussion of creating IPR (Intellectual Property Right) Cell (15 Minutes)**

This was the third point in the agenda of the fourth meeting. Before this meeting most of the teachers were unfamiliar with the term IPR. Therefore many teachers and even non-teaching staff asked the Principal and the IQAC Coordinator to explain the term IPR. The IQAC coordinator told that the term IPR is related only for teachers. Then the principal explained the meaning of IPR as Intellectual Property Rights. He further told that **The primary function of intellectual property rights (IPRs) is to protect creation and exploitation of inventions, trademarks, designs, creative content or other intangible assets.** Then the IQAC coordinator explained the benefits of IPR. Dr. Gadge explained that there are five types of intellectual property rights; Trademark, Patent, Copyrights Industrial Design and Trade Secret. As far as teachers are concerned they can use of this IPR for protecting the copyrights of their subject notes. And if they are writer or poets they can have the copyrights of their books if the books are about creative writings. Copyright



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enables the authors and poets or an artist to support themselves from their works. The principal further explained that if any person tries to copy their works then the original author or poets can claim on that person for violating his copyrights. He or she can also drag him in the court for stealing his material of creative writing. Eventually Dr. Bhakte proposed formal vote of thanks and the meeting over after tea. The following members were present in the meeting.

Sr. No.	Names	Signature
1.	Dr. Debashis S. Bhowmick	
2.	Dr. Sunil S. Borkar	
3.	Dr. Prashant S. Dafar	
4.	Dr. Gopal J. Zade	
5.	Dr. Ishwar J. Wagh	
6.	Dr. Vaynkatesh S. Potfode	
7.	Dr. Dilip S. Chavhan	
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10.	Dr. Abhay Y. Bhakte	
11.	Dr. Atul P. Naik	
12.	Dr. Harish C. Mohite	
13.	Principal Dr. Kishor G. Rewatkar	
14.	Dr. Narendra L. Gadge	

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