

**Minutes of the 1<sup>st</sup> Meeting of IQAC for the session 2017-18 with teaching staff**

**Shri Vyankatesh Arts, Commerce and Science College Deulgaon Raja Dist. Buldana  
Reaccredited at 'B' level**

The first meeting of the IQAC with the teaching staff of Shri Vyankatesh College was held **on 12th July 2017** at 3.00 P.M. in the conference hall of the college.

**A: Members Present**

- |    |                          |   |                            |
|----|--------------------------|---|----------------------------|
| 1. | Principal Dr. G.B.Jadhav | - | Chairman                   |
| 2. | Dr. S.D.Chavan           | - | Coordinator                |
| 3. | Dr. A.M.Awati            | - | Member, Teacher            |
| 4. | Shri. D.V.Gore           | - | Member, Teacher            |
| 5. | Dr. V.R.Bansile          | - | Member, Teacher            |
| 6. | Smt. S.V.Rodge           | - | Nonteaching Representative |

**B: Teachers Present**

1. Shri. N.H.Shegokar
2. Shri. S.B.Jagtap
3. Dr. U.B.Deshmukh
4. Dr. E.B.Bhalerao
5. Shri. M.B.Jadhav
6. Shri. Shri. P.M.Kadam
7. Shri. B.U.Kale
8. Shri. N.P.Kakde
9. Shri. M.S.Salwe
10. Shri. G.K.Khandebharad
11. Shri. P.B.Adaho
12. Shri. Y.K.Athave
13. Smt. S.S.Dhule

The Principal and the coordinator welcomed all the members and teachers who were present in the meeting. The Coordinator read out the minutes of the last meeting and the same were approved by the Principal as well as by all the present members unanimously.

The following issues were discussed and the following resolutions were passed in the meeting.

**Item No. 1: To read the AQAR sent to the NAAC for the year 2016-17**

The Coordinator of the IQAC read out the AQAR sent to the NAAC before the IQAC members. All the members expressed their contentment with respect to the report.

**Item No. 2: To congratulate the NSS department and Programme Officer.**

Since the NSS unit of the college is declared as the best Unit at the University level and at the State level, the IQAC along with the teachers congratulated the NSS unit and the NSS Programme officer on their grand success. The IQAC also motivated them for further activities.

**Item No. 3: Golden Jubilee Year Celebration and activities thereof.**

After discussing on various activities, it was decided to organize a blood donation camp at Tehasil level, Health Check up camp for the people in Tehasil, Sport Activities at District level, Various Environment Conservation Activities and Science Exhibition for schools in Buldana District. Besides it was also decided to organize the National level conference under the department of Political Science and Economics in Arts faculty and Department of Botany and Chemistry in Science Faculty. It was also decided to publish a souvenir reflecting the history of fifty years of college in terms of its development in various fields. It was also decided to organize an inaugural function in the Month of September and the Valedictory function in the month of February 2018. To execute the above activities various committees were formed and the responsibilities were assigned to the concerned members.

**Item No. 4: Formation of Portfolio for regular functioning for the year 2017-18 and 2018-19**

Since the validity of the previous Portfolio was over this year the new port-folio was decided to be prepared for the convenience of the internal administration of the college as well as for the decentralization of the work in the college. Each committee was asked to keep the record of the meetings held under each committee in the form of minutes.

**Item No. 5: To discuss about yearly and monthly planning for teaching, learning and evaluation.**

Since the semester system was introduced from the session 2017-18 for the first year of Arts and Commerce faculty, the discussion was held on the pattern as well as teaching plan. Discussion was also held on the examinations to be conducted by the college for the first year of B.A., B.Com. and

B.Sc. The teachers were asked to prepare their annual as well as monthly planning in an academic diary provided by the college as per the academic calendar and programme calendar of the college. They were also asked to plan for the evaluation of the students using some innovative methods.

The teachers were also asked to identify the slow as well as the advanced learners and to organize the **Remedial Classes** for the slow learners and to provide additional study material, notes, reference books etc. to the advanced learners and ask them to solve the maximum question papers and check them and guide them.

The teachers were asked to make maximum use of ICT in their teaching along with their traditional methods of teaching. The time table for the Digital Classroom was asked to prepare for the convenience of the teachers.

**Item No. 6: Internal Evaluation of the students**

The teachers were asked to organize regular tests, seminars, group discussions, quiz competitions and interactive sessions for the students and communicate the result of the same with the students as well as with their parents of the students who have been observed performing poor in these methods. The teachers were also asked to follow the guidelines of SGBAU Amravati with respect to the internal evaluation of the first year students of each degree class.

**Item No. 7: Planning about curricular, co-curricular and extracurricular activities during the year.**

The teachers were also asked to plan their curricular, co-curricular and extracurricular activities under their respective departments as per the need of their curriculum and as per the need of the students. A programme calendar was decided to prepare regarding the same.

**Item No. 8: Orientation Courses, Refresher Courses, Short Term Courses, Faculty Improvement Programme and CAS advantages to teachers.**

The teachers were advised to apply for the orientation, refresher and short term courses if anyone is due to complete it for his/her career advancement as well as for his knowledge up-gradation. The teachers were also asked to apply for the Faculty Improvement Programmes who are pursuing their Ph.D.

**Item No.9: Publication of Research Articles and undertaking research projects**

The IQAC motivated the teachers to publish their research articles in only UGC approved National, International, Peer Reviewed and Impact Factor Journals and also in the proceedings of the seminars and the conferences.

**Item No. 10 : To purchase books and to subscribe journals in the library.**

The IQAC recommended purchasing more books in the library according to the needs of the teachers as well as the needs of the students. The IQAC also recommended to subscribe some more journals in the library.

**Item No. 11: Feedback on the village visits for the awareness of higher education amongst the rural communities.**

Discussion was held on the feedback obtained by the teachers after their village visits in the precinct of Deulgaon Raja and the IQAC in discussion with the teaching staff decided to visit the people very often to state them the importance of higher education and organize some community oriented programmes for them.

**Item No. 12: Meetings and activities of Women's Grievance Redressal Cell and Anti Ragging Committee.**

The concerned teachers of the above departments/cells were asked to organize their regular meetings and awareness programmes for the healthy atmosphere in the college.

**Item No. 13: To undertake various activities under the department of Career Counseling and Competitive Examinations.**

Taking in to consideration the need as well as the inclination of the students it was decided to stress more on the activities with respect to the Competitive Examinations. It was decided to conduct regular tests of the students on the basis of the curriculum of the Competitive Examinations. It was also decided to conduct regular lectures for the students who are interested to appear for such examinations. Guest lecturers were also asked to plan from some renowned academies in Maharashtra. It was decided to provide the facilities of online filling of forms to the students of various competitive examinations at free of cost basis. Decision was also taken to help the students financially if any taking in to consideration his performance in the regular activities organized by the concerned department.

**Item No. 14. Discussion on Environment Conservation.**

Discussion was also held with the environment conservation committee regarding the organization of various environment conservation activities in and around the college as well as in the adopted villages. It was decided to prepare a nursery of plants in the college and to plant some trees in the campus of the college, in the premises of government offices, different schools and in the adopted village on the E Class land in consultation with the Gram Panchayat of the village.

**Any other items with the permission of the chair.**

Nil

Meeting ended with a vote of thanks to the chair.

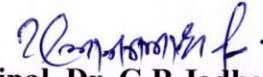
Minutes prepared by

Minutes approved by



**Dr. S.D.Chavan**

**(Coordinator, IQAC)**



**Principal Dr. G.B.Jadhav**

**( Chairman IQAC)**



Principal  
Shri Vyankatesh Arts & Commerce  
College, Deulgaon Raja,  
Dist. Buldana. Pin-443204

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The letter is addressed to the members of the organization and is dated 1st January 1950. It contains a report on the work done during the year and a list of the members of the organization. The letter is signed by the Secretary of the organization.

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Coordinator  
IOAC  
Shri Vigneshwari College  
Dombivli East

**Minutes of the 2<sup>nd</sup> Meeting of IQAC for the session 2017-18 with Students**

**Shri Vyankatesh Arts, Commerce and Science College Deulgaon Raja Dist. Buldana  
Reaccredited at 'B' level**

The second meeting of the IQAC with the students of all classes of Shri Vyankatesh College was held on 2<sup>nd</sup> September 2017 at 11 A.M. in the Seminar Hall of the college.

**A: Members Present**

- |    |                          |   |                            |
|----|--------------------------|---|----------------------------|
| 1. | Principal Dr. G.B.Jadhav | - | Chairman                   |
| 2. | Dr. S.D.Chavan           | - | Coordinator                |
| 3. | Dr. A.M.Awati            | - | Member, Teacher            |
| 4. | Shri. D.V.Gore           | - | Member, Teacher            |
| 5. | Dr. V.R.Bansile          | - | Member, Teacher            |
| 6. | Smt. S.V.Rodge           | - | Nonteaching Representative |

**The Students of all classes as well as all teachers were present in maximum number.**

The Principal and the coordinator welcomed all the members and students who were present in the meeting. The Coordinator read out the minutes of the last meeting and the same were approved by the Principal as well as by all the present members unanimously.

The following issues were discussed and the following resolutions were passed in the meeting.

**Item No.1 - To discuss the rules and discipline in the college.**

The rules of the college as well as the discipline in the college was intimated to the students particularly with the freshers. They were explained the facets of discipline to be observed by them in the various centers of the college. They were also warned regarding the anti ragging activity in the college as well as the women redressal cell established in the college and the aftermaths of these actions if any student is found engrossed in these acts in the college. Girls were assured of their safety in the premises and they were also provided phone numbers of Principal, Chairman of the Women Grievance Redressal Cell and Police station in the town. They were explained about

the facility of suggestion box available for them. The students were also explained the facility of Students' Redressal Cell for their complaints. The rules published in the college prospectus were read out for them loudly.

**Item No.2 -To intimate the teaching –learning activities.**

The students were given the information about the teaching and learning activities in the college. They were also provided the information about the semester system and process of examination thereof. They were also asked to attend the lectures compulsorily failing which their parents would be informed about their absentee in the college. They were also asked to submit the projects or assignments in time for their internal evaluation. They were also asked to give their feedback to the HODs or Principal with respect to their discontentment about the teaching and learning process. They were also assured for the remedial classes for the academically poor students.

**Item No.3 - To intimate them about the co-curricular and extra-curricular activities in the college and motivate them for the same.**

The students were intimated about the co-curricular and extra-curricular activities undertaken in the college. The IQAC members motivated the students to participate in these activities in a large number. The IQAC announced various kinds of incentives to the students on their successful participation in such activities. They were also explained the cash prizes given for the students, the prizes given for gold medalist, the prizes for NSS and NCC toppers etc.

**Item No. 4 - To let the students know the infrastructural facilities in the college.**

The students were told the infrastructural facilities available in the college. The previous year students were found quite satisfactory about the infrastructural facilities available in the college like the library facility, girls' common room, drinking water facility, parking facility, sports facility, digital classroom, computer laboratory, language laboratory, science laboratories, canteen, students' facility center, competitive examination guidance, guidance for employment and self employment, online forms filling facility etc. The students appreciated the earn and learn scheme and needy students showed their interest to avail of this facility.

**Item No. 5- To motivate the students for cultural, sports and research activities.**

The IQAC motivated the students for their participation in the cultural, sports and research activities. They were intimated the importance of all these activities at University, State and National level. It was also decided to give more practice to the interested students if necessary



from the external expertise. Students were asked to write the research papers and submit the same in the seminar or conferences

**Item No. 6 – Organization of stress management workshop for students.**

It was also decided to organize the stress management workshop for students to relieve them off their anxieties and burdens and to make them more fresh and interested in the teaching and learning activities.

**Item No. 6 - Any other items with the permission of the chair.**

As there were no more items to discuss the meeting ended with a vote of thanks to the chair.

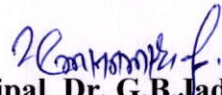
Minutes prepared by

  
Dr. S.D.Chavan

(Coordinator, IQAC)



Minutes approved by

  
Principal Dr. G.B.Jadhav

( Chairman IQAC)

Principal  
Shri Vyankatesh Arts & Commerce  
College, Deulgaon Raja,  
Dist. Buldana. Pin-443204

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**Coordinator**  
**IQAC**  
**Shri Venkateswara College**  
**Bhogal, Warangal**

**Minutes of the 3<sup>rd</sup> Meeting of IQAC for the session 2017-18 with non-teaching staff**

**Shri Vyankatesh Arts, Commerce and Science College Deulgaon Raja Dist. Buldana  
Reaccredited at 'B' level**

The third meeting of the IQAC of Shri Vyankatesh College was held with the nonteaching staff on **9<sup>th</sup> September 2017 at 4.00 P.M.** in the conference hall of the college.

**A: Members Present**

1. Principal Dr. G.B.Jadhav (Chairman)
2. Dr. S.D.Chavan (Coordinator)
3. Dr. A.M.Awati (Teachers' Representative)
4. Shri. D.V.Gore (Teachers' Representative)
5. Dr. V.R.Bansile (Teachers' Representative)
6. Smt. S.V.Rodge (Nonteaching Representative)

**B: Nonteaching staff Present**

1. Shri. S.S.Khandebharad
2. Shri. K.D.Sonone
3. Shri. P.A.Ingle
4. Shri. Mangesh Jagdale
4. Shri. S.N.Zine
5. Shri. R.S.Jadhav
6. Shri. G.D.Lathad
7. Shri. A.A.Pakhare

The Principal and the coordinator welcomed all the members and non teaching staff members who were present in the meeting. The Coordinator read out the minutes of the last meeting and the same were approved by the Principal as well as by all the present members unanimously. The following issues were discussed and the following resolutions were passed in the meeting.

**Item No. 1: To read out the AQAR sent to the NAAC.**

The Coordinator read out the AQAR prepared for the year 2016-17 sent to the NAAC for the information of the nonteaching staff members.

**Item No. 2: Discussion about the functioning of work**

The feedbacks from the non-teaching staff were collected with respect to their work and experience. Suggestions from them were also accepted. Demands of the non teaching staff in terms of their daily work were also accepted and considered. In this connection it was decided to provide the nonteaching staff with the additional computer accessories, software if any, and they were asked to keep update computerized record of each transaction performed by them.

**Item No. 3: Organization of workshop for the nonteaching staff.**

Taking into consideration the advanced technology in the field of science and technology, it was decided to organize a workshop on 'Ethical Hacking' for the non teaching staff. It was also decided to organize a training camp on the use of different kinds of softwares newly installed. The non teaching staff was also advised to attend the training camp or the workshops organized by the other institutions.

**Item No. 4: To keep watch on the office internal administration**

The head clerk was also advised to keep watch on the office internal administration for the smooth functioning of the office. The other members of the office were advised to be punctual and sincere in their work adhering to the aims and objectives of the institution.

**Item No. 5: Maintenance of the campus**

The peons were asked to maintain the campus well to keep it eco-friendly and to take care of the trees and other facilities in the campus. They were also asked to be cooperative, humble and keep holistic approach with the teaching and nonteaching staff as well as with the students.

**Item No. 6: Providing prompt as well as good service to the students**

All nonteaching staff members were advised to provide prompt services to the students and behave with the teaching staff and students quite cordially.

**Item No. 7: Any other issue with the permission of the chair**

Nil

**Minutes Prepared by**

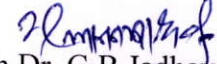


Dr. S.D.Chavan

**(Coordinator IQAC)**



**Minutes approved by**



Prin.Dr. G.B.Jadhav

**(Chairman IQAC)**

Principal  
Shri Vyankatesh Arts & Commerce  
College, Deulgaon Raja,  
Dist. Buldana. Pin-443204

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Coordinator  
1983  
Sri Vigneshwara College  
Dindur - Mysore



**Minutes of the 4<sup>th</sup> Meeting of IQAC for the session 2017-18 with teaching staff**

**Shri Vyankatesh Arts, Commerce and Science College Deulgaon Raja Dist. Buldana  
Reaccredited at 'B' level**

The fourth meeting of the IQAC with the teaching staff of Shri Vyankatesh College was held on 21<sup>st</sup> Oct. 2017 at 4.00 P.M. in the conference hall of the college.

**A: Members Present**

1. Principal Dr. G.B.Jadhav - Chairman
2. Dr. S.D.Chavan - Coordinator
3. Shri. R.H.Devare - Management Representative
4. Dr. A.M.Awati - Member, Teacher
5. Shri. D.V.Gore - Member, Teacher
6. Dr. V.R.Bansile - Member, Teacher
7. Smt. S.V.Rodge - Nonteaching Representative

**B: Teachers Present**

1. Shri. N.H.Shegokar
2. Shri. S.B.Jagtap
3. Dr. U.B.Deshmukh
4. Dr. E.B.Bhalerao
5. Shri. M.B. Jadhav
6. Shri. Shri. P.M.Kadam
7. Shri. B.U.Kale
8. Shri. M.S.Salve
9. Shri. N.P.Kakade
10. Smt. P.W.Deshmukh
11. Smt. N.T. Sarode
12. Shri. G.K.Khandebharad
13. Shri. P.B.Adhao
14. Shri. M.S.Jagdale

The Principal and the coordinator welcomed all the members and teachers who were present in the meeting. The Coordinator read out the minutes of the last meeting and the same were approved by the Principal as well as by all the present members unanimously.

The following issues were discussed and the following resolutions were passed in the meeting

**Item No. 1: Review of teaching, learning, curricular and extracurricular activities.**

A review with respect to the above activities was taken in the present meeting. All faculty members submitted their reports on the same and all teachers were found actively participating in such activities. The evaluation sheets showed the academic development of the students. The curricular and co-curricular activities were found satisfactory. Students were also found actively participating in such activities.

**Item No. 2: Organization of Study Tours and Field Visits**

The IQAC suggested the teachers to organize the study tours and field visits under their respective departments to give the students the practical knowledge. They were also asked to plan for the visits during the months of December and January.

**Item No. 3.: Organization of Community Orientation Programmes**

The various departments organized a good number of programmes on community orientation viz. the blood donation camp, cleanliness drive, water conservation project, voters awareness rally. The IQAC advised the teachers to organize more community oriented programme with the active participation of the students in the next session also. They were asked to prepare a perspective plan for the same and get it sanctioned from the Principal.

**Item No. 4. To provide consultancy services.**

The IQAC intimated the need of consultancy services and advised the teachers to provide the same in the town and stress on giving the practical knowledge of the students by maximum departments. In this regard the department of Languages and Commerce were asked to plan for the same and to negotiate with the Principal as well as IQAC about the further development.



**Item No. 5. Organization of various evaluation methods and publication of teachers.**

To get the positive and expected teaching and learning outcome the IQAC advised the teachers to undertake various students' participatory methods of evaluation along with the test. The teachers were motivated to publish their research papers in the peer reviewed and UGC approved journals. The teachers were also motivated to participate in the national and the international level seminars and conferences and present their papers in the same along with their papers published in the conference proceedings.

**Item No. 6: Regarding maintenance of campus infrastructure and environment.**

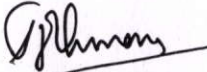
The IQAC suggested the concerned committees to maintain the infrastructure and environment in the campus. It was suggested to keep the campus plastic free. Focus on using more LEDs and solar power was also given.

**Any other items with the permission of the chair.**

Nil

Meeting ended with a vote of thanks to the chair.

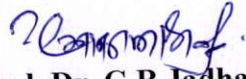
Minutes prepared by

  
Dr. S.D. Chavan

(Coordinator, IQAC)



Minutes approved by

  
Principal Dr. G.B. Jadhav

(Chairman IQAC)

Principal  
Shri Vyankatesh Arts & Commerce  
College, Deulgaon Raja,  
Dist. Buldana. Pin-443204

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Coordinator  
IQAC  
Shri Venkatesh College  
Daulgera Raja

**Minutes of the 5th Meeting of IQAC for the session 2017-18 with Teaching Staff**

**Shri Vyankatesh Arts, Commerce and Science College Deulgaon Raja Dist. Buldana  
Reaccredited at 'B' level**

The 8<sup>th</sup> meeting of the IQAC with the teaching staff of Shri Vyankatesh College was held on 23<sup>rd</sup> January 2018 at 3.00 P.M. in the conference hall of the college.

**A: Members Present**

1. Principal Dr. G.B.Jadhav - Chairman
2. Dr. S.D.Chavan - Coordinator
3. Dr. A.M.Awati - Member, Teacher
4. Shri. D.V.Gore - Member, Teacher
5. Dr. V.R.Bansile - Member, Teacher
6. Smt. S.V.Rodge - Nonteaching Representative

**B: Teachers Present**

1. Shri. N.H.Shegokar
2. Shri. S.B.Jagtap
3. Dr. U.B.Deshmukh
4. Dr. E.B.Bhalerao
5. Shri. M.B.Jadhav
6. Shri. Shri. P.M.Kadam
7. Shri. B.U.Kale
8. Shri. M.S.Salve
9. Shri. N.P.Kakade
10. Smt. P.W.Deshmukh
11. Smt. N.T. Sarode
12. Shri. G.K.Khandebharad
12. Shri. P.B.Adaho
13. Shri. M.S. Jagdale
14. Shri. Y.K.Athave
15. Smt. S.S.Dhule

The Principal and the coordinator welcomed all the members and teachers who were present in the meeting. The Coordinator read out the minutes of the last meeting and the same were approved by the Principal as well as by all the present members unanimously.

The following issues were discussed and the following resolutions were passed in the meeting.

**Item No. 1- To review the activities undertaken during the session.**

The Principal and the coordinator reviewed the activities assigned to the various committees during the year. The teaching and the curricular and the co-curricular activities were also reviewed. The teaching diaries, students attendance, evaluation reports and teachers' personal academic advancement was also discussed in the meeting. Review was also taken about the use of teachers' ICT tools for their teaching and learning process. The extension activities were also reviewed.

**Item No. 2- To congratulate the teachers on their outstanding success and efforts in their allotted work.**

The Principal and IQAC congratulated the teachers who performed well in the works assigned to them during the year. Initially, Prin. Dr. G.B.Jadhav was congratulated for his comprehensive success in each field. He was also congratulated for being selected as the 'Ambassador of Cleanliness' by Municipal Council Deulgaon Raja. He was also congratulated for being selected as an honourable member of the NSS Advisory Committee of SGBAU Amravati. The committee of 'Environment Conservation Committee' was congratulated on their painstaking efforts taken for, 'Environment Award', the prestigious award of the SGBAU Amravati. The teachers of dept. of Marathi and English were also congratulated for their department being declared as 'Research Center' by SGBAU Amravati. Dr. A.M.Awati and NCC cadet Shubham Borde for his selection for RDC parade at New Delhi. The teachers of the dept. of Pol.Sci., Economics, Chemistry and Botany were also congratulated for their successful organization of National Level Seminars. Besides, the teachers who added the feather in the cap of the college were also congratulated in this meeting. A letter of appreciation was also given to them.

**Item No. 3 To prepare a perspective plan for the next year activities.**

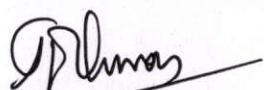
- It was unanimously decided to shine mirror on the activities useful for the students for their entry in services.
- It was also decided to invite more guest lectures and to conduct maximum practice test for them.

- It was also decided to focus more on publication of books along with the publication of research papers.
- To make more collaboration with different agencies for the development of research was also decided.
- Teachers were also advised about the plagiarism in the research and to avoid the same for the quality research.
- Teachers were advised to increase the participation of students in extension activities.
- It was also decided to collect the online feedback of the students as per the new guidelines.
- It was also decided to increase the budget on research and infrastructural facilities for the next session.
- Discussion was also held to increase the mobilization of funds for research activity.
- It was also decided to make the institutional website more dynamic.
- It was also decided to organize more environment awareness programme in the next session.
- It was also discussed to prepare code of conduct for professional ethics and human values for teaching and nonteaching staff.

**Item No.4 Any other issues with the permission of chairman.**

As there were no other issues to discuss the meeting was adjourned with the kind permission of the chairman.

Minutes prepared by

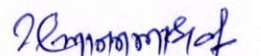


**Dr. S.D.Chavan**

**(Coordinator, IQAC)**



Minutes approved by



**Principal Dr. G.B.Jadhav**

**( Chairman IQAC)**

Principal  
Shri Vyankatesh Arts & Commerce  
College, Deulgaon Raja,  
Dist. Buldana. Pin-443204

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**Coordinator  
IQAC  
Sri Venkatesh College  
Tadipatri**