

SHRI SADGURU SAIBABA SCIENCE & COMMERCE COLLEGE, ASHTI

Minutes of the meeting & Action Plan of Session 2018-2019

At the beginning of the session, a meeting is convened by the head of the internal quality Assurance Cell under the Chairmanship of the NAAC/IQAC. In this meeting, many proposals were made for the development of the college, which is as follows

1. To complete the remaining work of the previous session 2017-18.
2. Charting out the plan of action by the IQAC for the year 2018-2019.
3. Preparation of academic calendar for the session 2018-19.
4. Any other matter

Members Present:

Dr. A. S. Margonwar
Dr. P.R. Chavhan
Dr.G.S.Tomar
Mr. Ramesh H Sontakke
Dr. M.P.Singh
Dr. P.K.Singh
Dr.Pradeep Kashyap
Mr. R.G. Zade
Mr. Rakesh Bongirwar

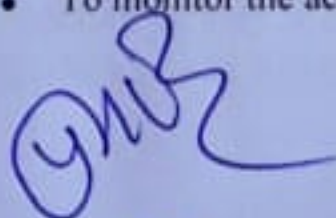
Chairman
IQAC Coordinator
Teaching Representative
Teaching Representative
Teaching Representative
Teaching Representative
Teaching Representative
Nonteaching Representative
Nonteaching Representative

Minutes

- The minutes of the previous meeting was read, confirmed.
- IQAC coordinator emphasized the need of periodical orientation to prepare for accreditation.
- The team stressed the preparation of a compatible academic calendar in accordance with the university norms to ensure effective institutional functioning.
- The coordinator highlighted the need for internal audits to ensure timely, efficient and progressive performance of academic activities.
- The IQAC & feedback committee collect & analyzed the feedback form and forwarded to the college council for redressing the shortfalls.

The plan of action has been framed as follows:

- To monitor the functioning of various cells and committees.
- To motivate the faculty in attending seminars/workshops.
- Sending at least two professors for Orientation and Refresher.
- To encourage quality research.
- To monitor the activities.


**IQAC
Co-Ordinator**


**Off. Principal
Shri Sadguru Saibaba Sci.
College, Ashti Dist. Gadchiroli**

Meeting held on 14-12-2018

Agenda

1. Reconstitution of IQAC
2. Collect Data criterion wise for preparation of SSR

Members

- 1) **Chairperson**
- 2) Dr. P. R. Chavhan- off. Principal, Shri Sadguru Saibaba Science College Ashti
- 3) Member from the Management
Shri. Saurabh R. Munghate- President, Shri Saibaba Gramin Vikas Sanstha Gadchiroli
- 4) **Members from the College**
Dr. G. S. Tomar Director of Physical Education
Prof. R. H. Sontakke Librarian
Dr. A. S. Margonwar Asst. Prof. of Botany
Dr. M. P. Singh Asst. Prof. of Chemistry
Dr. Pradeep Kashyap Asst. Prof of Mathematics
Shri. Ravindra Zade Jr. Clerk
Shri. Rakesh Bongirwar Lab. Asst.
- 5) **Members From Local Society/Alumni**
Dr. P. R. Chavhan- Off. Principal, Shri Sadguru Saibaba Science College Ashti
Dr. M. P. Singh- (Alumni Head)
Ku. Laxmi Yeggewar- Ex. Student
Shri Swapnil Chelliyalwar- Ex. Student
Shri. Bhaskar Urade- Ex. Student
Ku. Yogita Nagrale Ex. Student
- 6) **Member from Employer**
Shri. Saurabh R. Munghate- President, Shri Saibaba Gramin Vikas Sanstha Gadchiroli
- 7) **Co-ordinator of IQAC**
Dr. P. K. Singh- Asst. Prof. of Physics

Minutes and Action Taken

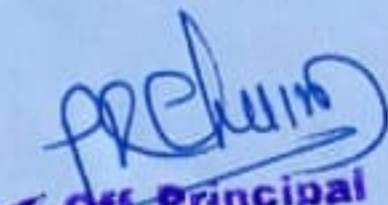
- 1.) Minutes of the previous meeting was read and approved.
- 2.) After joining Dr. P.R Chavan as Principal on 12-12-2018, I (Dr. P.K Singh) was made the IQAC Coordinator on 13-12-2018. Thereafter, under the Chairmanship of NAAC / IQAC Chairmen, the IQAC Coordinator convened a meeting of the IQAC on 14-12-2018 at the Principal Office. In this meeting, with the consent of everyone, it was decided that the documentation is to be done to make the SSR of the college and it was decided that IQAC should be formed according to the new instructions of the UGC which was done in the presence of all the teachers and the Principal.
- 3.) After the reconstruction of the IQAC Committee under the chairmanship of the NAAC / IQAC Chairmen, the IQAC meetings were held on 26-12-2018, 01-01-2019 and 15-04-2019 with a lot of proposals which are
 1. College assessment & accreditation by NAAC Council
 2. To Prepare & submitted IQA
 3. To Prepare & Submitted SSR
 4. To take meetings of Internal Quality Assurance Cell every three months of the year.
 5. Sending at least two professors for Orientation and Refresher.


**IQAC
Co-Ordinator**

6. Buy books for the library, Laboratory equipment, Sports and Computer for Computer lab.
7. Developing and restructuring the college based structure.
8. To Conduct Annual Gathering

All minutes of the last meeting were accepted by the Chairman and all members of the IQAC. By Chairman, NAAC / IQAC, Dr. P.K. Singh, Dr. M.P. Singh & Dr. Pradeep Kashyap were sent for refresher and it was proposed to buy books for the library, goods for the sports department, equipment for all the labs and computers for the computer lab, which passed with the consent of all and the goods were purchased. After this, the annual gathering of the college was also organized. IIQA of the college was submitted by Principal Dr. Pankaj Chavan Chairman NAAC / IQAC and all members on 10-01-2014 and SSR submitted in March 2019.


IQAC
Co-Ordinator


Off. Principal
Shri Sadguru Saibaba Sci.
College, Ashti Dist. Gadchiroli