



SHRI. DNYANESHWAR MASKUJI BURUNGALE SCIENCE AND ARTS COLLEGE, SHEGAON DIST-BULDANA

Internal Quality Assurance Cell (IQAC)

Minutes of meeting and action taken report

Date: 04 July, 2019

The first meeting of the IQAC Core Committee (2019-20 academic year) was held on July 4, 2019 at 10.30 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. G. D. Tambatkar
4. R.B. Barabde
5. D. L. Bhade
6. R.K. Jawanjal
7. K. R. Mule
8. A. P. Nagrale
9. Dr. P. V. Pingle
10. V. V. Agarkar
11. Dr. V. P. Shelke
12. Mr. Chandrakant Shinde
13. Dr. Y. S. Patil
14. R. K. Punde
15. M. Sonone
16. Ku. Neeta Bhogawkar
17. P. R. Chambhare
18. J. B. Rajgure

Agenda of the meeting:

- 1) To confirm the minutes of the previous meeting.
- 2) Preparation for admission process for new session-2019-20.
- 3) To chalking out the Plan of Action for the year.
- 4) To review of the result of academic year 2018-19 (Summer -2019).
- 5) To discussed Continuous Internal Evaluation.
- 6) To discuss about the purchasing.
- 7) To discuss NAAC documentation of Academic year 2019-20.
- 8) To promote the teaching faculty for CAS.
- 9) To form various committees.
- 10) To discuss on Best Practices and extension activity.
- 11) To plan for organizing Workshop, Seminar/ webinar/conference, quiz completions and IPR program on different levels.
- 12) To discuss other items.

Business of the meeting:

Dr.Y.S.Patil, IQAC Coordinator welcomed the members for the first IQAC Committee meeting of the academic year 2019-20.

Item 1: To confirm the minutes of previous meeting.

Resolution-1- IQAC Coordinator presented minutes of previous meeting held on 24th April 2019 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: Preparation for admission process for new session.

Resolution-2- Chairman of IQAC had been proposed systematic admission process for academic session-2019-20. As per the discussion sir allotted admission work.

Item 3: To chalking out the Plan of Action for theyear.

Resolution-3- IQAC coordinator offered Academic calendar for year 2019-20 in meeting for discussion. In which all participants were discussed various aspect like academic planning, teacher's diary and co-curricular and extracurricular activities for same academic year.

Item 4: To review of the result of academic year 2018-19 (Summer-2019)

Resolution-4: IQAC, Chairman presented review on faculty wise result. After discussion it has been decided to take efforts to boost up the results of all faculties.

Item 5: To discuss continuous internal evaluation.

Resolution-5: IQAC Chairman talked about to conduct continuous evaluation for academic benefit of students and recommended that every teacher will decide their own method of CIE for academic enhancement of the students. All present member of meeting collectively agreed for same.

Item 6: To discuss about the purchasing

Resolution-6: IQAC Chairman advised to purchasing committee, do plan for requirement purchasing which are submitting by all HODs and librarian as per their laboratory, sport and library requirements.

Item 7: To discuss NAAC documentation of Academic year 2019-20

Resolution-7: After discussion all participant decided to complete documentation up to the 1/10/2020 for the academic session 2019-20.

Item 8: To promote the teaching faculty for CAS

Resolution-8: IQAC chairman addressed to all teaching faculty members who have due for CAS will go for the official process and complete their level of promotion.

Item 9: To form various committees

Resolution-9: IQAC coordinator asked to all participants for their interest toward work in various committees and as per discussion decided to form various committees/ portfolios

Item 10: To discuss on Best Practices and extension activity.

Resolution-10: IQAC Chairmen and Coordinator suggested to all participants for conducting valuable department level as well as college level Best Practices and extension activity.

Item 11:- To plan for organizing Workshop, Seminar/ webinar/conference, quiz completions and IPR program on different levels.

Resolution-11: IQAC coordinator has advice to all participants for organizing various workshop, seminar, webinar conference on different levels.

Item-12: To discuss other items.

Resolution-12: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks



**IQAC Coordinator
NAAC/IQAC Co-ordinator**

**Shri.D.M.Burungale Science & Arts College,
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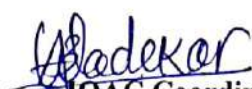


**Principal
Principal**

**Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon
Dist. Buldana, Pin - 444203**

Action taken report of the meeting held on 4th July 2019

Agenda Item	Resolution	Action Taken
Item 2: Preparation for admission process for new session-2019-20	Resolution-2: Chairman of IQAC had been proposed systematic admission process for academic session-2019-20. As per the discussion sir allotted admission work.	For proper execution Admission committees are constituted. Online admission process is implemented.
Item 3: To chalking out the Plan of Action for the year.	Resolution-3: IQAC coordinator offered Academic calendar for year 2019-20 in meeting for discussion. In which all participants were discussed various aspect like academic planning, teacher's diary and co-curricular and extracurricular activities for same academic year.	All HODs prepared action plan as per academic calendar
Item 4: To review of the result of academic year 2018-19 (Summer-2019)	Resolution-4: IQAC, Chairman presented review on faculty wise result. After discussion it has been decided to take efforts to boost up the results of all faculties.	Teachers rewarded for good results and reasons are asked to teachers for poor result and encouraged them to enhance result in future.
Item 5: To discuss continuous internal evaluation.	Resolution-5: IQAC Chairman talked about to conduct continuous evaluation for academic benefit of students and recommended that every teacher will decide their own method of CIE for academic enhancement of the students. All present member of meeting collectively agreed for same.	The CIE is conducted by subject teachers as per guidelines of SGBAU Amravati at their levels by giving assignments and tutorials and marks are allotted.
Item 6: To discuss about the purchasing	Resolution-6: IQAC Chairman advised to purchasing committee, do plan for requirement purchasing which are submitting by all HODs and librarian as per their laboratory, sport and library requirements.	Purchasing committee purchased items as per the requirements received from Heads of Department.
Item 7: To discuss NAAC documentation of Academic year 2019-20	Resolution-7: After discussion all participant decided to complete documentation up to the 1/10/2020 for the academic session 2019-20.	Various formats and files are provided to all for completion of documents.
Item 8: To promote the teaching faculty for CAS	Resolution-8: IQAC chairman addressed to all teaching faculty members who have due for CAS will go for the official process and complete their level of promotion.	Applications received from Dr. A.B. Wadekar and A.P. Nagrale are forwarded for further process of CAS.
Item 9: To form various committees	Resolution-9: IQAC coordinator asked to all participants for their interest toward work in various committee and as per discussion decided to form various committees/ portfolios	Various committees are constituted and informed to members for plan of action by official order.
Item 10: To discuss on Best Practices and extension activity.	Resolution-10: IQAC Chairmen and Coordinator suggested to all participants for conducting valuable department level as well as college level Best Practices and extension activity.	Best practices and extension activities were conducted by departments.
Item 11:- To plan for organizing Workshop, Seminar/webinar/conference/ quiz competitions and IPR program	Resolution-11: IQAC coordinator has advice to all participants for organizing various workshop, seminar, webinar/conference, quiz completions and IPT program on different levels.	Various programmes are conducted by Heads of Department and report are submitted to IQAC coordinator


A.B. Wadekar
IQAC Coordinator

NAAC/IQAC Co-ordinator
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SHRI. DNYANESHWAR MASKUJI BURUNGALE SCIENCE AND ARTS COLLEGE, SHEGAON DIST-BULDANA

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting and Action Taken Report

Date: 3rd September 2019.

The second meeting of the IQAC Core Committee (academic year-2019-20) was held on 3rd September 2019 at 10.30 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. G. D. Tambatkar
4. R.B. Barabde
5. D. L. Bhade
6. R.K. Jawanjal
7. K. R. Mule
8. A. P. Nagrale
9. Dr. P. V. Pingle
10. V. V. Agarkar
11. Dr. V. P. Shelke
12. Mr. Chandrakant Shinde
13. Dr. Y. S. Patil
14. R. K. Punde
15. M. Sonone
16. Ku. Neeta Bhogawkar
17. P. R. Chambhare
18. J. B. Rajgure

Agenda

1. To confirm the minutes of previous meeting.
2. To discuss on strengthening key indicators prescribed by NAAC
3. To prepare for the Departmental Profile
4. To finalize questionnaires for students, alumni, Parent and Employee feedback form.
5. To organize alumni and parent meet
6. To discuss E-Content development
7. To plan for Annual games and sports
8. To discuss other items.

Minutes of the Meeting

Item 1: To confirm the minutes of previous meeting.

Resolution-1: IQAC Coordinator presented minutes of previous meeting held on 4th July 2019 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss on strengthening key indicators prescribed by NAAC

Resolution-2: IQAC Coordinator put up the key indicators prescribed by NAAC for discussion.

Item 3: To prepare for the Departmental Profile /Evaluation report

Resolution-3: IQAC Chairman put up all questions required for Departmental Profile. All HODs collectively agreed with same.

Item 4: To Finalize questionnaires for students, alumni, Parent and Employee feedback form

Resolution-4: IQAC Coordinator put this Item for discussion. In discussion finalized questions for student, alumni, Parent and Employee feedback form.

Item 5: To organize alumni and parent meet.

Resolution-5: This Item introduced by IQAC Coordinator for discussion and asked for collective response. All participants were agreed with discussion.

Item 6: To discuss E-Content development

Resolution-6: Chairman of IQAC put this Item on desk and recommended participants to develop E-content as per requirement. All are collectively agreed for same.

Item 7: To plan for Annual games and sports

Resolution-7: IQAC Chairman discussed about same Item and asked for requirements and support.

Item-8: To discuss other items.

Resolution-8: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks



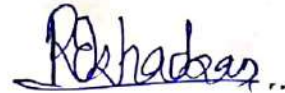
IQAC Coordinator

NAAC/IQAC Co-ordinator

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Principal

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Action taken report of the meeting held on 3rd September 2019

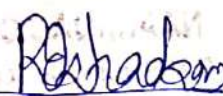
Agenda /Item	Resolution	Action Taken
Item 2: To discuss on strengthening key indicators prescribed by NAAC	Resolution-2: IQAC Coordinator put up the key indicators prescribed by NAAC for discussion	All concern faculties were preparing NAAC documents and report to IQAC.
Item 3: To prepare for the Departmental Profile/Evaluation report	Resolution-3: IQAC Chairman put up all questions required for Departmental Profile/Evaluation report. All HODs collectively agreed with same.	All HODs prepared and submitted Departmental Evaluation report.
Item 4: To Finalize questionnaires for students, alumni, Parent and Employee feedback form	Resolution-4: IQAC Coordinator put this item for discussion. In discussion finalized questions for student, alumni, Parent and Employee feedback form	Prepared and circulated feedback form in stakeholders
Item 5: To organize alumni and parent meet	Resolution-5: This Item introduced by IQAC Coordinator for discussion and asked for collective response. All participants were agreed with discussion.	Organized alumni parent meet.
Item 6: To discuss E-Content development	Resolution-6: Chairman of IQAC put this Item on desk and recommended participants to develop E-content as per requirement. All are collectively agreed for same	
Item 7: To plan for Annual games and sports	Resolution-7: IQAC Chairman discussed about same Item and asked for requirements and support.	Dr. P.V. Pingle submitted Departmental academic ca



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NAAC/IQAC Co-ordinator

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting and Action Taken Report

Date: 10th March 2020.

The second meeting of the IQAC Core Committee (academic year-2019-20) was held on 10th March 2019 at 10.30 a.m.in the Principal Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. Y.S.Patil
4. Dr. G. D.Tambatkar
5. R.B. Barabde
6. D. L. Bhade
7. R.K. Jawanjali
8. K. R.Mule
9. A. P.Nagrale
- 10.R.B.Barabde
- 11.Dr. P. V. Pingle
- 12.V. V. Agarkar
- 13.Dr. V.P.Shelke
14. Mr. Chandrakant Shinde

Agenda

1. To confirm the minutes of previous meeting.
2. To discuss on SSS.
3. To discuss about Academic Audit.
4. To discuss students, parent, alumni and employee feedback analysis.
5. To discuss other items.

Minutes of the Meeting

Item 1: To confirm the minutes of previous meeting.

Resolution-1: IQAC Coordinator Dr. A.B. Wadekar presented minutes of previous meeting held on 3rd September 2019 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss on SSS

Resolution-2: IQAC Chairman and Coordinator discussed this Item in meeting and advise to prepare Student satisfactory survey. All members agreed.

Item 3: to discuss about Academic Audit

Resolution-3: IQAC Chairman put up current Item for discussion in which decided to conduct Audit during last week of April 2020. All Audit members planned to conduct audit.

Item 4: To discuss about students, parent, alumni and employee feedback analysis

Resolution-4: All the feedbacks were collected from respective departments and handover to Mr V.V. Agarkar and Dr. P.V. Pingle for analysis.

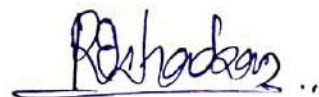
Item-5: To discuss other items.

Resolution-6: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks



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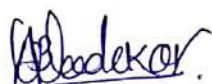
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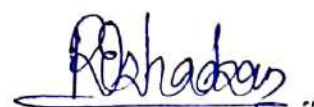
Action taken report of the meeting held on 10th March 2020

Agenda /Item	Resolution	Action Taken
Item 2: To discuss on SSS	Resolution-2: IQAC Chairman and Coordinator discussed this Item in meeting and advise to prepare Student satisfactory survey. All members agreed.	Mr. R.B. Barabde and Dr. G.D. Tambatkar prepared SSS.
Item 3: to discuss about Academic Audit	Resolution-3: IQAC Chairman put up this Item for discussion in which decided to conduct Audit during last week of April 2020. All Audit members planned to conduct audit.	Department wise audit was undertaken within stipulated time period and report was submitted to the Principal.
Item 4: To discuss about students, parent, alumni and employee feedback analysis	Resolution-4: All the feedbacks were collected from respective departments and handover to Mr. V.V. Agarkar and Dr. P.V. Pingle for analysis.	All Feedbacks were analyzed and submitted to IQAC Chairman. Necessary actions were taken by the IQAC.



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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting and Action Taken Report

Date: 20th April 2020.

The second meeting of the IQAC Core Committee (academic year-2019-20) was held on 20th April 2019 at 10.30 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. Y.S. Patil
4. Dr. G. D. Tambatkar
5. R.B. Barabde
6. D. L. Bhade
7. R.K. Jawanjale
8. K. R. Mule
9. A. P. Nagrale
10. R.B. Barabde
11. Dr. P. V. Pingle
12. V. V. Agarkar
13. Dr. V.P. Shelke
14. Mr. Chandrakant Shinde

Agenda

1. To confirm the minutes of previous meeting.
2. To plan for Sanitization.
3. To organized online seminar/poster completion other online activities.
4. To chocking out plan for teaching during lockdown.
5. To discuss other items.

Minutes of the Meeting

Item 1: To confirm the minutes of previous meeting.

Resolution-1: IQAC Coordinator presented minutes of previous meeting held on 3rd September 2019 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To plan for Sanitization

Resolution-2: IQAC Chairman and Coordinator discussed this Item in meeting and advise to prepare sanitizer in laboratory level and also plan for purchasing from market. All members agreed.

Item 3: To organized online seminar/poster competition other online activities and program.

Resolution-3: This item proposed by IQAC Coordinator in meeting and all participants agreed with same.

Item 4: To chocking out plan for teaching during lockdown.

Resolution-4: IQAC Chairman put up this Item for discussion in which decided about remaining syllabus and other academic activities. All member are responding positively for same.

Item 5: Motivate to faculty to participate in online activities organize by other institutions and agencies.

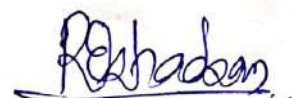
Resolution-5: IQAC Chairman propose this item in discussion and participants are collectively agreed with same

Item-6: To discuss other items.

Resolution-6: IQAC chairmen asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks



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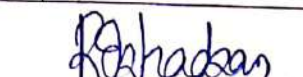
Principal
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Action taken report of the meeting held on 20th April 2020

Agenda /Item	Resolution	Action Taken
Item 2: To plan for Sanitization	Resolution-2: IQAC Chairman and Coordinator discussed this Item in meeting and advice to department of Chemistry and Microbiology to prepare sanitizer at laboratory level and also plan for purchasing from market. All members agreed.	Chemistry and Microbiology Department Jointly prepared Sanitizer. Also purchased from market.
Item 3: To organized online seminar/poster competition other online activities and program.	Resolution-3: This item proposed by IQAC Coordinator in meeting and all participants agreed with same.	Organized state level posters competition and other online activities and program Reported to IQAC.
Item 4: To choking out plan for teaching during lockdown.	Resolution-4: IQAC Chairman put up this Item for discussion in which decided about completion of remain syllabus and other academic activities. All member are responding positively for same.	All faculties were conducted online lecture as well as organized online activities.
Item 5: Motivate to faculty to participate in online activities organize by other institutions and agencies.	Resolution-5: IQAC Chairman propose this item in discussion and participants are collectively agreed with same	Faculties were participated in various online programs and activities and reported to IQAC.



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