



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

Internal Quality Assurance Cell (IQAC)

Minutes of meeting-1 and action taken report

Date: 25th July 2022

The first meeting of the IQAC Core Committee (2022-23 academic year) was held on 25th July 2022 at 11.00 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D. Tambatkar
6. Dr. K. R. Mule
7. Dr. R.K. Jawanjal
8. Dr. P. V. Pingle
9. Mr. V.V. Agarkar
10. Dr. V. P. Shelke
11. Mr. R. B. Barabde
12. Mr. A.P. Nagrale
13. Dr. R.J. Deshmukh
14. Dr. P.M. Deshmukh
15. Mr. Y.P. Vayal
16. Mr. M.J. Thakare
17. N.G. Ghungarwar
18. Mr. C.S. Shinde
19. Ms. Rohini Masal

Agenda of the meeting:

- 1) To confirm the minutes of the previous meeting.
- 2) To discuss admission process on session-2022-23.
- 3) To chalk out the Plan of Action for this year.
- 4) To discuss about Induction program for First year students.
- 5) To discuss about Ph.D. Course work.
- 6) To review of the result of academic year 2021-22. (Summer -2022).
- 7) To discuss NAAC documentation mechanism of academic year 2021-22.
- 8) To form various committees.
- 9) To plan for organizing Workshop, Seminar/ webinar/conference, quiz completions
- 10) To discuss other items.

Minutes of the Meeting

Dr. A.B. Wadekar, IQAC Coordinator welcomed the members for the first IQAC Committee meeting of the academic year 2021-22.

Item 1: To confirm the minutes of previous meeting.

Resolution-1- IQAC Coordinator presented minutes of previous meeting held on 6th July 2021 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss admission process on session-2022-23.

Resolution-2- Chairman of IQAC had been proposed systematic admission process for academic session-2022-23. Admission committee coordinator disclosed admission status.

Item 3: To chalking out the plan of action for session-2022-23.

Resolution-3- IQAC coordinator offered Academic calendar for year 2022-23 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 discuss about Induction program for first year students

Resolution 4- IQAC read the academic calendar designed by SGB Amravati University during meeting and instruct to concern department for proper execution of induction program

Item 5: To discuss about Ph.D. Course work.

Resolution 5- discuss this item by IQAC chairman during meeting and all member agreed

Item 6: To review of the result of academic year 2021-22 (Summer-2022)

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

Item 7: To discuss NAAC documentation mechanism of Academic year 2021-22.

Resolution-7: IQAC Chairmen put this item for discussion in meeting and after discussion all participants decided to complete documentation as early as possible.

Item 8: To form various committees.

Resolution-8: 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 9: To discuss on Best Practices and extension activities.

Resolution-9: IQAC Chairman suggested to all participants for conducting Best practices and extension activities.

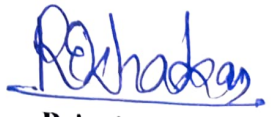
Item 10:- To plan for organizing Workshop, Seminar/ webinar/conference, quiz competitions and IPR program on different levels.

Resolution-10: IQAC coordinator has advice to all participants for organizing various workshop, seminar, webinar conference, quiz competitions and IPR program on different levels.

Item-11: To discuss other items.

Resolution-11: IQAC chairman asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks.


IQAC Coordinator


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Action taken report of the meeting-1 held on 25th July 2022

Agenda Item	Resolution	Action Taken
Item 2: To discuss admission process on session-2022-23.	Resolution-2- Chairman of IQAC had been proposed systematic admission process for academic session-2022-23. Admission committee coordinator disclosed admission status	To constructed admission committee and maintain all required data
Item 3: To chalking out the plan of action for session-2022-23.	Resolution-3- IQAC coordinator offered Academic calendar for year 2022-23 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.	Prepared academic calendar for 2022-23
Item 4: To discuss about Induction program for first year students	Resolution 4- IQAC read the academic calendar designed by SGB Amravati University during meeting and instruct to concern department for proper execution of induction program	All concern departments participated in Induction program-2022-23 for first year students and arranged program on same occasion.
Item 5: To discuss about Ph.D. Course work	Resolution 5- discuss this item by IQAC chairman during meeting and all member agreed	Run the Ph.D. course
Item 6: To review of the result of academic year 2021-22 (Summer-2022)	Resolution-6: IQAC, Chairman presented review on result. After discussion it has been decided to take efforts to boost up the results of all faculties.	Enhanced teaching tool and activity for betterment.
Item 7: To discuss NAAC documentation mechanism of Academic year 2021-22.	Resolution-7: IQAC Chairmen put this item for discussion in meeting and after discussion all participants decided to complete documentation as early as possible.	Provided necessary format and collect data
Item 8: To form various committees.	Resolution-8: IQAC Coordinator asked to all participants for their interest toward work in various committees 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 9: To discuss on Best Practices and extension activities.	Resolution-9: IQAC Chairman suggested to all participants for conducting Best practices and extension activities.	Best practices and extension activities were conducted by departments.
Item 10:- To plan for organizing Workshop, Seminar/ webinar/conference, quiz competitions and IPR program on different levels.	Resolution-10: IQAC coordinator has advice to all participants for organizing various workshop, seminar, webinar conference, quiz competitions and IPR program on different levels.	Conducted various workshop, seminar, webinar quiz competitions and other program on different levels.


IQAC Coordinator


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

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-2 and Action Taken Report

Date: 08th October 2022

The second meeting of the IQAC Core Committee (academic year-2022-23) was held on 08th October 2022 at 11.0 a.m. in the Principals Chamber. Following members were present.

20. Dr. R. E. Khadsan
21. Dr. A.B. Wadekar
22. Dr. D. L. Bhade
23. Dr. Y.S. Patil
24. Dr. G. D. Tambatkar
25. Dr. K. R. Mule
26. Dr. R.K. Jawanjal
27. Dr. P. V. Pingle
28. Mr. V.V. Agarkar
29. Dr. V. P. Shelke
30. Mr. R. B. Barabde
31. Mr. A.P. Nagrale
32. Dr. R.J. Deshmukh
33. Dr. P.M. Deshmukh
34. Mr. Y.P. Vayal
35. Mr. M.J. Thakare
36. N.G. Ghungarwar
37. Mr. C.S. Shinde
38. Ms. Rohini Masal

Agenda for Meeting

1. To review the previous meeting
2. To discuss Feedback system mechanism and SSS
3. To discuss about CBCS.
4. To carried out CAS process
5. To discuss on Mentor Mentee scheme.
6. To promote environmental awareness activity
7. 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 25th July 2022 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss Feedback system mechanism and SSS.

Resolution-2: IQAC Coordinator put this item for discussion all faculty members, during this discussion discussed about feedback forms as well SSS and all were agreed for same

Item 3: To discuss about CBCS.

Resolution-3: IQAC chairman addressed to all members about CBCS and all member are agreed

Item 4: To carried out CAS process of qualified faculty.

Resolution-4: IQAC chairman addressed to all members who have due for CAS will go for the official process and complete their level of promotion and planed to conduct program on CAS.

Item 5: To discuss on Mentor Mentee scheme

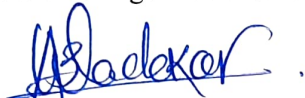
Resolution-5: IQAC Chairman and Coordinator discussed this Item in meeting and Dr. Ku. R.J.Deshmukh appointed as Coordinator for this scheme. All members agreed for same.

Item 6: To promote environmental awareness activity

Resolution 6: IQAC Coordinator address to meeting about this item and all participants actively agreed for same.

Item-7: To discuss other items.

Resolution-11: IQAC chairman asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks

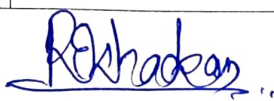

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Action taken report of the meeting-2 held on 8th Oct 2022

Agenda /Item	Resolution	Action Taken
Item 2: To discuss Feedback system mechanism and SSS.	Resolution-2: IQAC Coordinator put this item for discussion all faculty members, during this discussion disoced about feedback forms as well SSS and all were agreed for same	Feedback committee constituted for feedback mechanism under IQAC.
Item 3: To discuss about CBCS.	Resolution-3: IQAC chairman addressed to all members about CBCS and all member are agreed.	CBCS system executed
Item 4: To carried out CAS process of qualified faculty.	Resolution-4: IQAC chairman addressed to all members who have due for CAS will go for the official process and complete their level of promotion and planed to conduct program on CAS.	Completed CAS process of qualified staff.
Item 5: To discuss on Mentor Mentee scheme	Resolution-5: IQAC Chairman and Coordinator discussed this Item in meeting All members agreed for same	Dr. Ku. R.J.Deshmukh appointed as Coordinator for this scheme.
Item 6: To promote environmental awareness activity	Resolution 6: IQAC Coordinator address to meeting about this item and all participants actively agreed for same	Various environmental awareness activity conducted


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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting- 3 and Action Taken Report

Date: 8th Feb 2023.

The second meeting of the IQAC Committee (academic year-2022-23) was held on 8th Feb 2023 at 11.30 a.m.in the Principal Chamber. Following members were present.

39. Dr. R. E. Khadsan
40. Dr. A.B. Wadekar
41. Dr. D. L. Bhade
42. Dr. Y.S. Patil
43. Dr. G. D. Tambatkar
44. Dr. K. R. Mule
45. Dr. R.K. Jawanjale
46. Dr. P. V. Pingle
47. Mr. V.V. Agarkar
48. Dr. V. P. Shelke
49. Mr. R. B. Barabde
50. Mr. A.P. Nagrale
51. Dr. R.J. Deshmukh
52. Dr. P.M. Deshmukh
53. Mr. Y.P. Vayal
54. Mr. M.J. Thakare
55. N.G. Ghungarwar
56. Mr. C.S. Shinde
57. Ms. Rohini Masal

Agenda for Meeting

1. To review the minutes of previous meeting.
2. To discuss about parent and alumni teacher meet.
3. To discuss AQAR-2021-22
4. To discuss on SSR preparation and planning
5. To prepare IIQA
6. National Science Day Celebration
7. 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 8th Oct 2022 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss about parent and alumni teacher meet.

Resolution-2: IQAC Chairmen discussed this item with meeting member and plan for the same.

Item 3: To discuss AQAR-2021-22

Resolution-3: IQAC coordinator was put this item for discussion and all member agreed

Item 4: To discuss on SSR preparation and planning

Resolution-4: IQAC chairmen discussed this item during meeting and recognized the status of NAAC documentation and address about process and documentation of NAAC. All are positively responded for same.

Item 5: To prepare IIQA

Resolution-5: IQAC coordinator put on this item for discussion and finalized plan of IIQA.

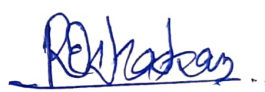
Item 6: To National Science Day Celebration

Resolution-6: IQAC chairman addressed to all members and plan to conduct National Science Day programs. All members are responded positively to this item.

Item-7: To discuss other items.

Resolution-7: IQAC chairman asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks

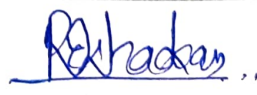

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Action taken report of the meeting-3 held on 8th Feb 2023

Agenda /Item	Resolution	Action Taken
Item 2: To discuss about parent and alumni teacher meet.	Resolution-2: IQAC Chairmen discussed this item with meeting member and plan for the same.	Conducted parent and alumni meet
Item 3: To discuss AQAR-2021-22	Resolution-3: IQAC coordinator was put this item for discussion and all member agreed	AQAR submitted
Item 4: To discuss on SSR preparation and planning	Resolution-4: IQAC chairmen discussed this item during meeting and recognized the status of NAAC documentation and address about process and documentation of NAAC. All are positively responded for same.	Provided format and SOP for SSR Documentation to concerning staff
Item 5: To prepare IIQA	Resolution-5: IQAC coordinator put on this item for discussion and finalized plan of IIQA.	IIQA submitted
Item 6: To National Science Day Celebration	Resolution-6: IQAC chairman addressed to all members and plan to conduct National Science Day programs. All members are responded positively to this item	Celebrated National Science Day


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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-4 and Action Taken Report

Date: 11th March 2023

The second meeting of the IQAC Committee (academic year-2022-23) was held on 11th March 2023 at 11.00 a.m.in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D. Tambatkar
6. Dr. K. R. Mule
7. Dr. R.K. Jawanjal
8. Dr. P. V. Pingle
9. Mr. V.V. Agarkar
10. Dr. V. P. Shelke
11. Mr. R. B. Barabde
12. Mr. A.P. Nagrale
13. Dr. R.J. Deshmukh
14. Dr. P.M. Deshmukh
15. Mr. Y.P. Vayal
16. Mr. M.J. Thakare
17. N.G. Ghungarwar
18. Mr. C.S. Shinde
19. Ms. Rohini Masal

Agenda for Meeting

1. To confirm the minutes of previous meeting.
2. To discuss JD letter about NAAC accreditation.
3. To review on SSR documentation.
4. 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 8th Feb. 2022 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss JD letter about NAAC accreditation.

Resolution-2: IQAC Chairman discussed this Item and All members agreed.

Item 3: To review on SSR documentation.

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

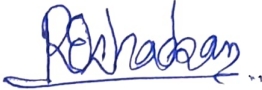
Item 4: To discuss about syllabus competition

Resolution-4: IQAC coordinator put up this Item for discussion and All members are responding positively for same.

Item 9: To discuss other items.

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


IQAC Coordinator


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Action taken report of the meeting-4 held on 11th March 2023.

Agenda /Item	Resolution	Action Taken
Item 2: To discuss JD letter about NAAC accreditation.	Resolution-2: IQAC Chairman discussed this Item and All members agreed.	Principal submitted response for same letter
Item 3: To review on SSR documentation.	Resolution-3: This item proposed by IQAC Coordinator all participants agreed with same.	SSR data prepared by IQAC
Item 4: To discuss about syllabus competition	Resolution-4: IQAC coordinator put up this Item for discussion and All members are responding positively for same.	All department completed syllabus


IQAC Coordinator


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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-5 and Action Taken Report

Date: 18th March 2023

The second meeting of the IQAC Committee (academic year-2022-23) was held on 18th March 2023 at 11.00 a.m. in the Principals Chamber. Following members were present.

20. Dr. R. E. Khadsan
21. Dr. A.B. Wadekar
22. Dr. D. L. Bhade
23. Dr. Y.S. Patil
24. Dr. G. D. Tambatkar
25. Dr. K. R. Mule
26. Dr. R.K. Jawanjal
27. Dr. P. V. Pingle
28. Mr. V.V. Agarkar
29. Dr. V. P. Shelke
30. Mr. R. B. Barabde
31. Mr. A.P. Nagrale
32. Dr. R.J. Deshmukh
33. Dr. P.M. Deshmukh
34. Mr. Y.P. Vayal
35. Mr. M.J. Thakare
36. N.G. Ghungarwar
37. Mr. C.S. Shinde
38. Ms. Rohini Masal

Agenda for Meeting

1. To confirm the minutes of previous meeting.
2. To discuss on Executive summary
3. To review on SSR documentation.
4. To discuss on feedback and SSS system
5. To discuss criterion wise data / documentation.
6. To discuss departmental profile
7. 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 11th March 2022 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss on Executive summary.

Resolution-2: IQAC Chairman put for discussion this item during meeting. All members agreed.

Item 3: To review on SSR documentation.

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

Item 4: To discussed on feedback and SSS system

Resolution-4: IQAC coordinator put this Item for discussion and All members are responding positively for same.

Item 5: To discuss criterion wise data / documentation.

Resolution-5: IQAC coordinator discuss above item in meeting on base of committee data. All members are responding positively.

Item 6: To discuss departmental profile.

Resolution- 6: IQAC coordinator discussed this item and provide format for same and all members are agreed for same.

Item 7: To discuss other items.

Resolution-7: IQAC chairman asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks

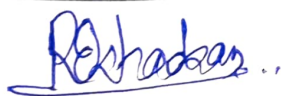

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Action taken report of the meeting-5 held on 18th March 2023.

Agenda /Item	Resolution	Action Taken
Item 2: To discuss on Executive summary.	Resolution-2: IQAC Chairman put for discussed this item during meeting. All members agreed.	Principal prepared executive summary
Item 3: To review on SSR documentation.	Resolution-3: This item proposed by IQAC Coordinator and all participants agreed with same.	SSR submitted.
Item 4: To discussed on feedback and SSS system	Resolution-4: IQAC coordinator put this Item for discussion and All members are responding positively for same.	Feedback mechanism completed
Item 5: To discuss criterion wise data / documentation.	Resolution-5: IQAC coordinator discuss above item in meeting on base of committee data. All members are responding positively	Criterion coordinator prepared all criteria document and submitted to IQAC
Item 6: To discuss departmental profile.	Resolution- 6: IQAC coordinator discussed this item and provide format for same and all members are agreed for same.	Collected departmental profiles


IQAC Coordinator


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

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting-6 and Action Taken Report

Date: 20th April 2023

Meeting of the IQAC Committee (academic year-2022-23) was held on 20th April 2023 at 11.00 a.m. in the Principals Chamber. Following members were present.

1. Dr. R. E. Khadsan
2. Dr. A.B. Wadekar
3. Dr. D. L. Bhade
4. Dr. Y.S. Patil
5. Dr. G. D. Tambatkar
6. Dr. K. R. Mule
7. Dr. R.K. Jawanjal
8. Mr. V.V. Agarkar
9. Dr. V. P. Shelke
10. Mr. R. B. Barabde
11. Mr. A.P. Nagrale
12. Dr. R.J. Deshmukh
13. Dr. P.M. Deshmukh
14. Mr. Y.P. Vayal
15. Mr. M.J. Thakare
16. N.G. Ghungarwar
17. Mr. C.S. Shinde
18. Ms. Rohini Masal

Agenda for Meeting

1. To confirm the minutes of previous meeting.
2. To discuss on IIQA response and acceptance
3. To review on AQAR-2017-22.
4. To discuss on SSR format and manual and submission
5. To discuss on SSS OTP system guideline.
6. To discuss about APT, PBAS and CR
7. 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 18th March 2022 and its action taken report. All members collectively agreed and confirmed all minutes.

Item 2: To discuss on IIQA response and acceptance

Resolution-2: Chairman discussed about IIQA response and acceptance with the staff, preparation and challenges were also discussed by IQAC Coordinator

Item 3: To review on AQAR-2017-22.

Resolution-3: IQAC Chairman put this item for the discussion with all staff and IQAC Coordinator gave suggestions to the criteria coordinator to be ready for the preparation of SSR and all participants agreed.

Item 4: To discuss on SSR format and manual and submission.

Resolution-4: This item proposed by IQAC Coordinator, had a discussion on SSR format and manual preparation, submission all participants agreed with same.

Item 5: To discuss on SSS OTP system guideline.

Resolution-5: IQAC coordinator put up this item for discussion in which plan chalked out about student satisfactory survey of OTP system and guidelines given by Mentors. All members are responding positively for same.

Item 6: To discuss about APT, PBAS and CR

Resolution-6: IQAC coordinator discusses above item in meeting and decided to submit APT, PBAS and CR. All members are responding positively.

Item 7: To discuss other items.

Resolution-7: IQAC chairman asked for other issue. No issue came from participants and after discussion the meeting concluded with vote of thanks

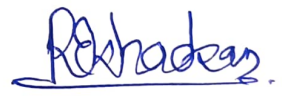

IQAC Coordinator


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Action taken report of the meeting-6 held on 20th April 2023

Agenda /Item	Resolution	Action Taken
Item 2: To discuss on IQA response and acceptance	Resolution-2: Chairman discussed about IQA response and acceptance with the staff, preparation and challenges were also discussed by IQAC Coordinator	IQA submitted and accepted by NAAC
Item 3: To review on AQAR-2017-22.	Resolution-3: IQAC Chairman put this item for the discussion with all staff and IQAC Coordinator gave suggestions to the criteria coordinator to be ready for the preparation of SSR and all participants agreed.	All criterion coordinator prepared proper documentation
Item 4: To discuss on SSR format and manual and submission.	Resolution-4: This item proposed by IQAC Coordinator, had a discussion on SSR format and manual preparation, submission all participants agreed with same.	Prepared SSS committee and Dr. G.D.Tambatkar, in charge of same.
Item 5: To discuss on SSS OTP system guideline.	Resolution-5: IQAC coordinator put up this item for discussion in which plan chalked out about student satisfactory survey of OTP system and guidelines given by Mentors. All members are responding positively for same.	Carried out SSS as per the NAAC guideline
Item 6: To discuss about API, PBAS and CR	Resolution-6: IQAC coordinator discusses above item in meeting and decided to submit APT, PBAS and CR. All members are responding positively.	Faculty Submitted PBAS and CR Completed placement of Dr.RB Barabde and Dr.R.K. Jawanjal through CAS


IQAC Coordinator


Principal

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