

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.1 (Session 2019-20)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 05/01/2020 at 4:30 p.m. in the principal chamber. All the members are requested to attend the meeting on time.

Agenda:

- 1. Confirmation of minutes of last meeting**
- 2. Academic planning for the session.**
- 3. Workshop related to NAAC to be conducted or to be attained and distribution NAAC Criteria.**
- 4. To inform and discuss the proposed academic and extension activities.**
- 5. To conduct extension activities by NSS & NCC.**
- 6. Formation of Council of Heads of the Department.**
- 7. About Certificate Courses**
- 8. About Green-Energy-Environment Audit**
- 9. Any other issues with the permission of the chair.**

Date: 03/01/2020

Place: Nandgaon Khandeshwar

**Copy to: 1) All members of IQAC
2) Administrative office**



Dr. Suchita P. Khodke

**I.Q.A.C. Co-ordinator
Vinayak Vidnyan Mahavidyalaya
Nandgaon Kh.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.-1 of the session 2019-20

Dated 05/01/2020

Minutes

The meeting of the IQAC for the session 2019-20 was convened by the chairman on 05/01/2020 at 4:30 p.m. as per agenda circulated by the IQAC coordinator to all the members. Dr. Suchita Khodke welcomes all the members and readout the agenda of the meeting with the permission of chairman. The IQAC-Coordinator has given the information of re-composition of IQAC and its vision, objectives, strategies and functioning to the new members and all members.

Following are the minutes of the meeting No.1 dated 05/01/2020:

➤ **Agenda 1: Confirmation of minutes of last meeting**

Confirmed the minutes of the last meeting. All the academic and extension activities were done as decided in the last meeting. The reports of all the programs were submitted to the IQAC-Coordinator.

➤ **Agenda 2: Academic planning for the session**

It is decided that teaching staff should prepare planning of programs related to academic to be conducted during the session (Academic Strategy Plan). Also, advised to prepare Teaching Plan as per the academic calendar of SGBAU.

➤ **Agenda 3: Workshop related to NAAC to be conducted or to be attained and distribution NAAC Criteria**

All members are requested to attend the workshop on NAAC. Also, IQAC-Coordinator announces that workshop on NAAC will be organized by IQAC. The

Chairman and IQAC-Coordinator have formed the committees for the NAAC Criteria I -VII. The following staff members are in the Criteria-I -VII:

CRITERION-I	1) Dr. Anant Wadatkar (Coordinator) 2) Dr. Pratibha Mahalle 3) Dr. Dashrath Kale 4) Mr. Nishant Jaiswal
CRITERION-II	1) Dr. Gajendrasing Pachlore (Coordinator) 2) Dr. Prashant Kharat 3) Dr. Kavita Kakade 4) Mr. Subodh Bansod 5) Dr. Prafullkumar Tayade
CRITERION-III	1) Dr. Abhijit Bansod (Coordinator) 2) Mr. Nilesh Padole 3) Dr. Swapnil Tinkhede
CRITERION-IV	1) Dr. Suchita Khodke (Coordinator) 2) Dr. Nitesh Chore
CRITERION-V	1) Mr. Rajiv Tayde (Coordinator) 2) Dr. Shyam Dalvi 3) Mr. Ajay Ambhore 4) Mr. Shilanand Hiwarale 5) Mr. Rupesh Fuke
CRITERION-VI	1) Dr. Alka Bhise (Coordinator) 2) Dr. Suchita Khodke
CRITERION-VII	1) Dr. Priti Deshmukh (Coordinator) 2) Dr. Yogesh Gawali 3) Dr. Vinod Sherekar

All the above members of the Criterion are requested to go through the recent manual of the NAAC and do the work accordingly.

➤ **Agenda 4: To inform and discuss the proposed academic and extension activities**

Each department are suggested to arrange workshops, seminars, conferences for the students. It is decided to take prospective plan for academic and extension activities from all staff members.

➤ **Agenda 5: To conduct extension activities by NSS & NCC**

IQAC coordinator has suggested NCC and NSS coordinators to conduct various extension activities.

➤ **Agenda 6: Formation of Council of Heads of the Department**

The chairman and IQAC-Coordinator informed the members about Council of Heads of Department. Its composition and functioning were discussed.

➤ **Agenda 7: About Certificate Courses**

The information given by Dr. Dashrath Kale regarding Certificate Courses which is going to be run by the different departments is presented in front of Chairman and IQAC-Coordinator. Following is the list of Certificate Courses- amongst them some are completed previously and some of them are going to be run by the departments in 2019-20.

Sr. No.	Name of Add on Certificate Programs offered	Course Code	Year of offering
1	Certificate Course in Investment Planning	Commerce	2019-20
2	Basics of Spoken English	English	2019-20
3	Certificate Course in Vedic Mathematics	Mathematics	2019-20
4	Certificate Course in Soil Testing and Analysis	Chemistry	2019-20
5	Certificate Course in Ornamental Fishery	Zoology	2019-20
6	Certificate Course in Plant Tissue Culture	Botany	2019-20
7	Certificate Course in Electrical Equipment Repairing and Maintenance	Physics	2019-20
8	शुद्ध लेखन विषयक अभ्यासक्रम	मराठी	2019-20

All the above courses will be offered with the permission of the Chairman and IQAC-Coordinator.

➤ **Agenda 8: About Green-Energy-Environment Audit**

It is decided to conduct for Green-Energy-Environment Audit through Certified Auditing firm “Nutan Urja Solutions”.


➤ **Agenda 9: Any other issues with the permission of the chair**

- All the members decided to take Annual Gathering for the students, for that annual gathering committee was formed headed by Dr. Pratibha Mahalle.
- Suggested to take Alumni Meet in this session.
- AVISHKAR-Competition: Suggested to all departments to motivate the students to take part in the competition and for that whatever the requirement will be fulfilled by IQAC.
- Instructed to prepare budget for books and list of books to all the departments and submit it to the librarian.
- Instructed to physical director to prepare a plan to execute various sports activities.
- It was also decided that the monthly departmental information should be submitted by every department by end of every month to the IQAC.

There being no other point to discuss, the meeting ended with vote of thanks.

Following members were present in the meeting:

1) Dr. Alka Bhise (Principal/Chairman)	5) Dr. Gajendrasing Pachlore (Member)
2) Dr. Suchita Khodke (IQAC-Coordinator)	6) Dr. Abhijit Bansod (Member)
3) Dr. Anant Wadatkar-Member	7) Dr. Dr. Prashant Kharat (Member)
4) Dr. Prafullkumar Tayade (Member)	8) Mr. Manoj Kale (Head Clerk)


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.2 (Session 2019-20)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 13/03/2020 at 4:00 p.m. in the principal chamber. All the members are requested to attend the meeting on time.

Agenda:

- 1. Confirmation of minutes of last meeting on dated 05/01/2020.**
- 2. About reference books**
- 3. Discussion of all the academic and extension related activities.**
- 4. Syllabus completion review.**
- 5. Review of Grievance Committee and Anti-Ragging Committee.**
- 6. Review on NAAC related work.**
- 7. Review of Feedback**
- 8. About E-governance**
- 9. Any issues item with the permission of the chair.**

Date: 09/03/2020

Place: Nandgaon Khandeshwar

**Copy to: 1) All members of IQAC
2) Administrative office**



Dr. Suchita P. Khodke

**I.Q.A.C. Co-ordinator
Vinayak Vidnyan Mahavidyalaya
Nandgaon Kh.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.-2 of the session 2019-20

Dated 13/03/2020

Minutes

The meeting of the IQAC for the session 2019-20 was convened by the chairman on 13/03/2020 at 4:00 p.m. as per agenda circulated by the IQAC coordinator to all the members. Dr. Suchita Khodke welcomes all the members and readout the agenda of the meeting with the permission of chairman.

Following are the minutes of the meeting No.1 dated 13/03/2020:

➤ **Agenda 1: Confirmation of Minutes of the last meeting on dated 05/01/2020:**

All head of the departments have given the information of programs conducted till date and to be conducted in the remaining session. Following are the details of the programs conducted by all departments:

Name of Department	Name of Programs (Conducted)
Mathematics	<ol style="list-style-type: none">1) Poster Competition [Extension Activity- Swachhata Pakhwada]2) Quiz competition on Preliminary of Mathematics3) Workshop on “Mathematical Typing in Microsoft word and PowerPoint for Seminars”.
Physics	<ol style="list-style-type: none">1) Celebration of “National Science Day”.2) Certificate course in “Electrical equipment Repair and Maintenance”3) Model competition Model : Best from Waste under Swachhata Pakhwada.
	<ol style="list-style-type: none">1) Chemi-Quiz Competition

Chemistry	<ol style="list-style-type: none"> 2) One day Workshop on Safety and Handling of Chemicals 3) Certificate Course Program on Soil testing and Analysis 4) Guest Lecture On the topic Ether and Epoxide 5) Intercollegiate Quiz Competition On the topic Nuclear Chemistry
Botany	<ol style="list-style-type: none"> 1) Poster Model Competition: Competition will be based on Best from Waste for all the students of School, colleges 2) One day workshop : On the topic Mushroom Cultivation Technology and Farming for B.Sc. students
Zoology	<ol style="list-style-type: none"> 1) Guest lecture on Biodiversity 2) Lecture on Kitchen Waste 3) Spider Day Celebration 4) Wet Land Day Celebration
Commerce	<ol style="list-style-type: none"> 1) Guest Lecture - Budget 2) Industrial Visit
NCC	<ol style="list-style-type: none"> 1) Blood Donation Camp
NSS	<ol style="list-style-type: none"> 1) Cleaness Drive- Swachhata Pakhwada
IQAC and Green Army Club	<ol style="list-style-type: none"> 1) Workshop on NAAC 2) Workshop on Eco-Friendly Holi Colours
Physical Education (Sports)	<ol style="list-style-type: none"> 1) Yoga Day Celebration 2) Sports Activities- various Sports competition 3) Blood Donation Camp

The report of all the programs were submitted to the IQAC- Coordinator Dr.

Suchita Khodke.

➤ **Agenda 2: About reference books**

All the departments have given the list of reference books to the librarian Dr.

Nitesh Chore.

➤ **Agenda 3: Syllabus completion review**

Review of syllabus were taken from each department and all found to be consistent with the Academic Teaching Plan.

➤ **Agenda 4: Discussion of all the academic and extension related activities**

The heads of the departments have given the information related to academic and extension activities conducted already and to be conducted in the remaining session. The chairman and IQAC-Coordinator appreciate the efforts taken by all staff members.

➤ **Agenda 5: Review of Grievance Committee and Anti-Ragging Committee**

The coordinator of Anti-Ragging committee Dr. Subodh Bansod told the chairman that not a single case of ragging was listed up till now.

The coordinator of Grievance Cell Dr. Pratibha Mahalle told the chairman that all the grievance were resolved on time up till now.

➤ **Agenda 6: Review on NAAC related work**

All the work related to NAAC were shown by the coordinators. Some queries related to the criterion were discussed.

➤ **Agenda 7: Review of Feedback**

The feedback of all stakeholders was taken and analyzed and Some suggestions were given in this regard to the feedback committee.

➤ **Agenda 8: About E-governance:**

E-governance policy should be Constituted and implemented.

➤ **Agenda 9: Any other issues with the permission of the chair**

The IQAC-Coordinator requested all the staff members to do Orientation Program and Refresher course in the upcoming session.

The report of Annual Gathering committee was submitted to the IQAC- Coordinator by Dr. Pratibha Mahalle.

All on-time suggestions and opinions of all the members were carefully analyze and accordingly decisions were made.

There being no other point to discuss, the meeting ended with vote of thanks.

Following members were present in the meeting:

1) Dr. Alka Bhise (Principal/Chairman)	5) Dr. Gajendrasing Pachlore (Member)
2) Dr. Suchita Khodke (IQAC-Coordinator)	6) Dr. Abhijit Bansod (Member)
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