

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.1 (Session 2021-22)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 08/09/2021 at 4:45 p.m. in the principal chamber. All the members are requested to attend the meeting on time.

Agenda:

1. Confirmation of minutes of the last meeting on dated 06/08/2021
2. Implementation of Academic Calendar of SGBAU.
3. Academic and extension activities to be conducted throughout the session.
4. Planning for Admission of First year students.
5. Induction program for First year students.
6. About Certificate Courses to be offered during this session-2021-22
7. Activities under MOUs.
8. NAAC workshop to be conducted in this first session.
9. Any other issues with the permission of the chair.

Date: 05/09/2021

Place: Nandgaon Khandeshwar



Dr. Suchita P. Khodke

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

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.-1 of the session 2021-22

Dated 08/09/2021

Minutes

The meeting of the IQAC for the session 2021-22 was convened by the chairman on 08/09/2021 at 4:45 p.m. onwards 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 08/09/2021:

➤ **Agenda 1: Confirmation of Minutes of the last meeting on dated 06/ 08/2021**

All head of the departments have given the information of programs conducted till the date and to be conducted in the remaining session. All the suggested programs were successfully completed by the departments. The Chairman and IQAC-Coordinator appreciates the efforts taken by the all the staff members and also suggested to continue such dedicated work for the upliftment of students and thereby the institute. All the data related to the conducted programs were submitted to the IQAC.

➤ **Agenda 2: Implementation of Academic Calendar of SGBAU**

All Staff members were instructed to prepare academic planning for the winter session of 2021 as per the Academic Calendar of SGBAU (notification number 79/2021 on dated 07/08/2021) and were suggested to do academic planning accordingly for the session. Also, suggested to prepare Teaching Plan.

➤ **Agenda 3: Academic and extension activities to be conducted throughout the session**

All the departments are requested to propose their programs to be conducted in this winter session of the year 2021-22. All the HoDs of the departments and the

coordinators of NCC and NSS have orally given the activities, workshops, guest lectures to be conducted tentatively during this winter session of 2021-22. The IQAC-Coordinator has suggested all to put proposals in front of us about the activity/workshop/guest lecture before the conduction of each program. Also, suggested to presanction the budget if required for any such programs. All teaching staff were instructed to prepare annual programs related to academic to be conducted during the session (Academic Strategy Plan).

Dr. Anant Wadtkar (Head of Physics Department) put the proposal of **Second International Web Conference “NANOMAT-2021”**, which is going to be taken in the month of November. The Chairman and IQAC-Coordinator have given approval to the conference and suggested to make action plan of it. Also, suggested to presanction the budget if required.

➤ **Agenda 4: Planning for Admission of First year students**

All Head of the Departments have given the responsibility of admission of the first year and suggested to prepare action plan for it.

➤ **Agenda 5: Induction program for First year students**

The responsibility of conduction of “Induction Program” during the period 20/09/2021 to 25/09/2021 for the student of first year is given to Dr. Dashrath kale and Mr. Nilesh Padole.

➤ **Agenda 6: About Certificate Courses to be offered during this session-2021-22**

All the departments are requested to offer Certificate Courses/Add-On Certificate Courses for the students. The head of departments have submitted the details of the certificate courses to the IQAC Coordinator. Following is the list of accepted certificate courses to be offered during the session:

Name of Add on Certificate Programs	Course Code	Year of offering
Certificate Course in Biofertilizer Decomposition	Botany	2021-22
Certificate Course in Electrical Equipment Repairing and Maintenance	Physics	2021-22
Certificate Course in basics of Spoken English	English	2021-22
Certificate Course in Water Analysis	Chemistry	2021-22
Certificate Course in “Vedic Maths for Competitive Examinations”	Mathematics	2021-22
Certificate Course in “Investment Planning”.	Commerce	2021-22
Certificate Course in Ornamental Fisheries	Zoology	2021-22
Certificate Course on Heena designs (Mehndi)	Women cell	2021-22

➤ **Agenda 7: Activities under MOU**

It is ensured that all the MOUs are active. Also, discussed about the programs to be conducted and already conducted in this session. It is requested to submit the report of conducted activities under MoUs to Mr. Nilesh Padole and requested to do more activities under MoUs due to which students will be benefited.

➤ **Agenda 8: NAAC workshop to be conducted in this session**

The chairman asked the IQAC coordinator to inform the plan of NAAC workshop to be conducted in this session.

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

Instructed to physical director to prepare a plan to execute various sports activities.

The monthly departmental information should be submitted by every department by end of every month to the IQAC.

Instructed to prepare budget for books and list of books to all the departments and asked them to submit it to the librarian.

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

Following staff members were present in the meeting: Following members were present in the online 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. Prafullakumar Tayade (Member)	8) Dr. Anant Wadatkar

Dr. Suchita P. Khodke

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

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.2 (Session 2021-22)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 10/01/2022 at 3:30 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 on dated 08/09/2022.
2. Syllabus completion review.
3. Discussion regarding all the academic related activities.
4. Review of Grievance Committee and Anti-Ragging Committee.
5. Regarding Winter-2021 examination of SGBAU.
6. Review on NAAC related work.
7. Review of Research work
8. About Green-Energy-Environment Audit
9. Any other issues with the permission of the chair.

Date: 07/01/2022

Place: Nandgaon Khandeshwar



Dr. Suchita P. Khodke

I.Q.A.C. Co-ordinator

**Vinayak Vidnyan Mahavidyalaya
Nandgaon Kh.**

Copy to: 1) All members of IQAC

2) Administrative office

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.-2 of the session 2021-22

Dated 10/01/2022

Minutes

The meeting of the IQAC for the session 2021-22 was convened by the chairman on 10/01/2022 at 3:30 p.m. onwards as per agenda circulated by the IQAC coordinator to all the staff 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 10/01/2022:

➤ **Agenda 1: Confirmation of minutes of the last meeting on dated 08/09/2021**

All head of the departments have given the information of programs conducted till the date. Following are the programs conducted by the departments during the winter session of the year 2021-22:

Name of Department	Name of Programs (Conducted)
Mathematics	1) Two Days online workshop on Mathematics and its Application 2) Online Project Competition
Physics	1) Establishment of Physics Society 2) International Web Conference NANOMAT-2021 3) Certificate Course in Equipment Maintenance and Repairing 4) State Level Online Workshop for Faculty Members on 'Use of Virtual Laboratory in Teaching & Learning'
Chemistry	1) Workshop on "Opportunities in the field of Chemistry"
	1) National level Exhibition and Competition

Botany	2) World Ozone Day-Tree Plantation 3) Guest Lecture
Zoology	1) Paper bag making workshop 2) National Energy Conservation Day- Guest lecture
Commerce	1) Guest Lecture
NCC	1) Tree Plantation 2) Covid -19-Vaccination Drive-02
NSS	1) Ecofriendly Ganesha and Nirmalya Collection 2) Cleanness Drive:Bembla River 3) NSS Day 4) National Constitutional Day 5) Covid -19-Vaccination Drive-02
Physical Education (Sports)	1) Sports Activities- Participation in various Sports competition 2) Covid -19-Vaccination Drive-02
Women Cell	1) Celebration of Savitribai Fule Birth Anniversary
IQAC (Jointly organized by Rajarshee Shahu Science College Chandur Rly, Jagadamba Mahavidyalaya Achalpur City & Vinayak Vidnyan Mahavidyalaya Nandgaon Khandeshwar in association with IQAC Cluster India)	1) Two days National Webinar on Teaching Methodologies 29 & 30th October 2021.

The report of all the programs were submitted to the IQAC- Coordinator Dr. Suchita Khodke after completion of the meeting by the corresponding faculty. It is found that all the programs were carried out as suggested in the last meeting by all the departments and cells. The Chairman and IQAC-Coordinator appreciate the efforts taken by all faculty. The Chairman and IQAC coordinator appreciate Dr. Anant Wadtkar, Dr. Prashant Kharat and Mr. Ajay Ambhore for the successful execution of second **International Web Conference NANOMAT-2021**.

➤ **Agenda2: Syllabus completion review**

Review of syllabus was taken from each department. All found to be consistent with the Academic Teaching Plan. Also, instructed to take extra lectures and tests.

➤ **Agenda 3: Discussion regarding all the academic related activities**

All the HoDs have given information about their academic and extension activities to be conducted in the next summer session of 2021-22.

➤ **Agenda 4: 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 5: Regarding Winter-2021 examination of SGBAU**

It is instructed to prepare for SGBAU Winter-2021 examination. Also, suggested to keep eye on the notification of the University.

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

All the work related to NAAC were shown by the coordinators. Some queries related to the criteria were discussed. All reports were shown to the IQAC-Coordinator.

➤ **Agenda 7: Review of Research work**

All the staff members were requested to publish research papers and published in the UGC approved /reputed journals.

➤ **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**

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

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

The Chairman and IQAC-Coordinator appreciates the efforts taken by all the staff members in various activities and committees.

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

Following members were present in the online 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. Prafullakumar Tayade (Member)	8) Mr. Manoj Kale (Head Clerk)

Dr. Suchita P. Khodke

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

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.3 (Session 2021-22)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 08/02/2022 at 3:45 p.m. in the principal chamber. All the members are requested to attend the meeting on time.

Agenda:

1. Confirmation of minutes of the last meeting on dated 10/01/2022.
2. Implementation of Academic Calendar of SGBAU.
3. Academic and extension activities to be conducted throughout the session.
4. NAAC workshop to be conducted or to be attained in this second session.
5. About Gender Audit
6. About Academic and Administrative Audit (AAA)
7. About E-governance
8. Any other issues with the permission of the chair.

Date: 05/02/2022

Place: Nandgaon Khandeshwar



Dr. Suchita P. Khodke

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

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.-3 of the session 2021-22

Dated 08/02/2022

Minutes

The meeting of the IQAC for the session 2021-22 was convened by the chairman on 08/02/2022 at 3:45 p.m. onwards 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 08/02/2022:

➤ **Agenda 1: Confirmation of Minutes of the last meeting on dated 10/ 01/2022**

All head of the departments have given the information of programs conducted till the date and to be conducted in the remaining session. All the suggested program by all the departments were successfully completed by the departments. The Chairman and IQAC-Coordinator appreciates the efforts taken by the all the staff members and also suggested to continue such dedicated work for the upliftment of students and thereby the institute. All the data related to the conducted programs were submitted to the IQAC.

➤ **Agenda 2: Implementation of Academic Calendar of SGBAU**

All Staff members were instructed to prepare academic planning for the winter session of 2021 as per the Academic Calendar of SGBAU (notification number 79/2021 on dated 07/08/2021) and were suggested to do academic planning accordingly for the session. Also, suggested to prepare Teaching Plan.

➤ **Agenda 3: Academic and extension activities to be conducted throughout the session**

All the departments are requested to propose their programs to be conducted in this winter session of the year 2021-22. All the HoDs of the departments and the coordinators of NCC and NSS have orally given the activities, workshops, guest

lectures to be conducted tentatively during this winter session of 2021-22. The IQAC-Coordinator has suggested all to put proposals in front of IQAC about the activity/workshop/ guest lecture before the conduction of each program. Also, suggested to presanction the budget if required for any such programs. All teaching staff were instructed to prepare annual programs related to academic to be conducted during the session (Academic Strategy Plan).

➤ **Agenda 4: NAAC workshop to be conducted in this session.**

The chairman asked the IQAC coordinator to inform the plan of NAAC workshop to be conducted in this session.

➤ **Agenda 5: About Gender Audit**

It is decided to Carryout Gender Audit in the month of March-2022 for that the responsibility is given to Dr. Yogesh Gawali.

➤ **Agenda 6: About Academic and Administrative Audit**

It is decided to conduct external Academic and Administrative Audit at the end of this Session. The responsibility of Academic and Administrative audit is given to Dr. Anant Wadatkar and Dr. Kavita Kakade.

➤ **Agenda 7: About E-governance**

IT is ensured that E-governance policy is implemented and the annual report will be generated and will be presented for approval of the Governing body and CDC.

➤ **Agenda 8: Any other issues with the permission of the chair.**

Conduction of Gender audit has been suggested by the Chairman and IQAC-Coordinator.

Instructed to physical director to prepare a plan to execute various sports activities.

The monthly departmental information should be submitted by every department by end of every month to the IQAC.

Instructed to prepare budget for books and list of books to all the departments and asked them to submit it to the librarian.

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

Following members were present in the online 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. Prashant Kharat (Member)
4) Dr. Prafullkumar Tayade (Member)	8) Mr. Manoj Kale (Head Clerk)

Dr. Suchita P. Khodke
I.Q.A.C. Co-ordinator
Vinayak Vidyan Mahavidyalaya
Nandgaon Kh.

Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.4 (Session 2021-22)

NOTICE

As directed by the Hon. Principal a meeting of the IQAC is scheduled on 25/06/2022 at 3:30 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 on dated 08/02/2022.
2. Syllabus completion review.
3. Discussion regarding all the academic related activities.
4. Review of Grievance Committee and Anti-Ragging Committee.
5. Regarding Summer-2021 examination of SGBAU.
6. Review on NAAC related work.
7. Review of Research work
8. Analysis of Gender Audit
9. Review on Academic Audit
10. Any other issues with the permission of the chair.

Date: 07/01/2022

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.-4 of the session 2021-22

Dated 25/06/2022

Minutes

The meeting of the IQAC for the session 2021-22 was convened by the chairman on 25/06/2022 at 3:30 p.m. onwards as per agenda circulated by the IQAC coordinator to all the staff 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 25/06/2022:

➤ **Agenda 1: Confirmation of minutes of the last meeting on dated 08/02/2022**

All head of the departments have given the information of programs conducted till the date. Following are the programs conducted by the departments during the winter session of the year 2021-22:

Name of Department	Name of Programs (Conducted)
Mathematics	1) Two Days online workshop on Mathematics and its Application 2) Poster Competition
Physics	1) Certificate Course in Equipment Maintenance and Repairing 2) Sir CV Raman Lecture Series
Chemistry	1) Science day celebration-Interclass Seminar Competition 2) Workshop on Chem-sketch software used in Chemistry 3) Educational Ture 4) Workshop on Competitive Chemistry 5) Guest Lecture-Quantum Mechanics
Botany	1) Wetland Day- Wetland Visit 2) National Science Day-Poster Competition 3)World Forest and Water Day

	4) Guest Lecture 5) Certificate Course
Zoology	1) World Earth Day-save soil 2) State level Workshop on Eco-Friendly Holi Colours 3) Guidance lecture on “Household waste management is my responsibility”
Commerce	1) Industrial Visit 2) Guest Lecture
NCC	1) Tree Plantation 2) Youth Day: Guest Lecture on “Personality Development”
NSS	1) Tobacco free area of college campaign
Physical Education (Sports)	1) Sports Activities- Participation in various Sports competition

Following are the programs conducted by different CELLS:

Name of CELL	Name of Programs (Conducted)
Women Cell	1) Elocution Competition- Women Day 2) Guidance Lecture on “Women Equality”
NPTEL/SWAYAM Cell	1) Awareness workshop
Training & Placement Cell	1) Different programs Under Carrier Katta

The report of all the programs were submitted to the IQAC- Coordinator Dr. Suchita Khodke. It is found that all the programs were carried out as suggested in the last meeting by all the departments and cells. The Chairman and IQAC-Coordinator appreciates the work of all the faculty.

➤ **Agenda2: Syllabus completion review**

Review of syllabus was taken from each department. All found to be consistent with the Academic Teaching Plan.

➤ **Agenda 3: Discussion regarding all the academic related activities**

All the HoDs have given information about their academic and extension activities to be conducted in the next summer session of 2021-22. Nodal officer Dr. Abhijit Bansod have taken COVID-19-Vaccination Drive-03 on dated 10/03/2022.

➤ **Agenda 4: Review of Grievance Committee and Anti-Ragging Committee**

No ragging case was listed up till now and as per the coordinator of Grievance Cell Dr. Pratibha Mahalle, all the grievance were resolved on time.

➤ **Agenda 5: Regarding Summer-2021 examination of SGBAU**

As per the guidelines of SGBAU Amravati university, the Summer-2021 examination will be offline. The responsibility exam controller is given Dr. Anant Wadatkar with office staff as their subordinates.

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

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

➤ **Agenda 7: Review of Research work**

It is were requested to publish research papers and published in the UGC approved or reputed journals. All the faculties are requested to apply for minor or major research projects

➤ **Agenda 8: Analysis of Gender Audit**

The report submitted by Dr.Yogesh Gawali has been analyzed by the members and some suggestions were given by the members like conducting more programs on Gender equality.

➤ **Agenda 9: Review of Academic Audit**

All the departments have submitted the Academic Audit fact sheets to the IQAC and after analyzing it some suggestion for the improvement in passing percentage of students, research and extension activities were given to the corresponding department. Also, suggested to conduct skill development activity for the employability of students. It is suggested to all the departments make improvement where they lag.

➤ **Agenda 10: 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.

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

The Chairman and IQAC-Coordinator appreciates the efforts taken by all the staff members in various activities and committees.

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

Following members were present in the online 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)

Dr. Suchita P. Khodke

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