Sudhakarrao Naik Arts and Umashankar Khetan Commerce College Akola Dist. Akola

FIRST IQAC MEETING

MINUTES

ACADEMIC SESSION 2023-2024

First IQAC meeting was held in the IQAC cell on **14ᵗʰ July 2023** at 10.00 am.

IQAC Members Present

Sn	Name of Member	Designation
1	Dr. Jayant P. Bobde - Principal	Chairperson
2	Dr. B. S. Patil (Prof.) HoD Marathi	Member
3	Dr. Nitin W. Deulkar (D. Physical Edu.)	Member
4	Mr. N. F. Chavan (Asso. Prof.) Marathi	Member
5	Dr. G. S. Wasnik (Asso. Prof.) HoD Commerce	Member
6	Shri. B. P. Pawar (F. Secretary)	Management Representative
7	Shri. W. R. Dhore (Library Attendant)	Non-Teaching Representative
8	Ku. Prerna Dahane	Student Representative
9	Shri. Arvind Agarkar	Industrialist
10	Mr. A. B. Meshram - Librarian	IQAC Co-ordinator

Minutes:

On **14ᵗʰ July 2023** at 10.00 am, the meeting of all members of IQAC was held under the Chairmanship of Dr. J. P. Bobde Principal, SN Arts and UK Commerce College, Akola (MS). The members decided the objectives of the academic session included in the agenda of the meeting and after the fair discussion on each subject the following resolutions were passed unanimously.

Subject no. 1: To confirm the minutes of the last meeting held on 12/05/2023.

Resolution no. 1: The IQAC coordinator Mr. A.B. Meshram read the minutes aloud and the resolutions passed unanimously in the last meeting held on 12/05/2023 were confirmed as it is without any suggestion there upon.

Subject no. 2: To plan for admission process as per the university rules.

Resolution no.2: After the declaration of HSC board results and University results the admission process must starts. Proper admission committee of the faculty members must be constituted so that the student wanted to take admission in the college must get counselling from the teachers. The prospectus must be updated and one window distribution of prospectus should be implemented in an office hours.

Resolution passed unanimously.

Subject no. 3: To find out slow learners students and formulate the time bound plan for remedial classes.

Resolution no. 3: All the faculty members must formulate a criterion to find out the slow learners and chalk out a plan for remedial classes on regular basis. Maintain the record of the classes.

Resolution passed unanimously.

Subject no. 4: Formation of subject / literary forum.

Resolution no. 4: All the subject teachers should take initiative for formation of subject/literary forum before 31th August 2023.

Resolution passed unanimously.

Subject no. 5: To prepare Academic Calendar and Time-Table.

Resolution no. 5: Time-table committee do prepare Academic Calendar and Time-Table for the Session 2023-24 before 31/07/2023.

Resolution passed unanimously.

Subject no. 6: To organise program and events by the respective departments in the academic session.

Resolution no. 6: All the faculty members make a plan to organise various programs, events and competition by their respective department for the students to boost their knowledge and hidden skills.

Resolution passed unanimously.

Subject no. 7: To participate in Cultural and Sports events organised by SGBAU Amravati.

Resolution no. 7: As per the university schedule and dates the cultural and sport committee do take initiative to encourage and guide students to participate in the Youth Festival and Sports Events organised by SGBAU Amravati.

Resolution passed unanimously.

Subject no. 8: To organise 7 days residential NSS camp.

Resolution no. 8: As per directions of parent University the college do organise Residential 7 days Camp in the adopted village. The Program Officer must follow all the Guidelines laid down by the Parent University NSS Department.

Resolution passed unanimously.

Subject no. 9: To organise various events and programs under the aegis of IQAC.

Resolution no. 9: College as a whole consented to support the various programs and events for students and staff under IQAC organised in the session 2023-2024.

Resolution passed unanimously

Subject no. 10: To collect and compile feedback and student satisfaction survey.

Resolution no. 10: The feedback committee do compile and collect the feedback forms from the students and parents of the Academic Session 2022-2023. The committee will analyse the feedback and submit the report to the Principal for further action.

Resolution passed unanimously.

Subject no. 11: To organise Alumni Meeting in college.

Resolution no. 11: The Alumni Committee Meeting to be organised twice in Academic session on any suitable dates in College.

Resolution passed unanimously.

Subject no. 12: To organise Study / Educational tour of respective Subjects.

Resolution no.12: Study / Educational tour of respective Subjects must be organised for the students of all semesters in current academic session. All the safety measures must be followed by the students and faculty members participating in the tour.

Resolution passed unanimously.

Subject no. 13: To submit API by the faculty members.

Resolution no. 13: All the respective subject teachers do submit their API of Academic Session 2022-2023 to the Principal for verification.

Resolution passed unanimously.

Subject no. 14: Submission of CAS files whose placements are due in the current session.

Resolution no. 14: Faculty members whose placements are due in the current academic session should submit their CAS file to Principal for verification and assessment.

Resolution passed unanimously.

Subject no.15: To arrange meetings of various constituted committees twice in a year and update the meeting register.

Resolution no. 15: All the faculty members having responsibility of various constituted committees do arrange at least two meetings in the current Academic year and submit the minutes of the meeting to the Principal office for further action.

Resolution passed unanimously.

Subject no. 16: AQAR submission of the Year 2022-2023.

Resolution no. 16: All the faculty members should prepare the assign criterion given to them so that the AQAR for the academic session 2022-2023 must be filled on time without delay.

Resolution passed unanimously.

Subject no. 17: Organised Induction program as per university rules.

Resolution no. 17: As per the guidelines of Parent University the college must organised Induction Program for the newly admitted Students of semester I.

Resolution passed unanimously.

Subject no. 18: Prepare and submit Academic Audit Report to IQAC.

Resolution no. 18: Academic Audit Report of session 2022-2023 must be prepared and submit to IQAC for record and one copy should be kept by the respective teacher.

Resolution passed unanimously.

Subject no. 19: Departmental preparation for College Affiliation.

Resolution no. 19: College Affiliation to parent University is due in AY 2023-2024. All the Faculty members and office staff are advice to make preparation as per the points given in the proforma of Academic Audit of Affiliated College. The documentary evidences must be kept ready for the inspection at the time of Affiliation Committee visit.

Resolution passed unanimously.

Subject no. 20: Any issue for discussion by the permission of the Chairman of IQAC.

Resolution no. 20: No issue were suggested or raised by the members of IQAC committee with the permission of the Chairman, hence the meeting was concluded with the vote of thanks delivered by Mr. A B Meshram.

IQAC Coordinator

IQAC Co- ordinator
Sudhakarrao Naik Arts &
hankar Khetan Commerce
College, Akola   444004

Principal

PRINCIPAL,
Shri Sudhakarrao Naik Arts
& Umashankar Khetan
Commerce College, AKOLA

Date: 14/07/2023.