

# SHRIPAD KRISHNA KOLHATKAR MAHAVIDYALAYA, JALGAON JAMOD

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the first meeting

Date – 20/06/2016 Time – 3.00 pm Venue –IQAC Hall, S. K. K. College Jalgaon Ja.

#### Members Present:-

1. Dr. R. S. Deshmukh	Chairman, IQAC
2. Prof. P. C. Gawai	Co-ordinator, IQAC
3. Prof. G. V. Kulkarni	Teacher Representative
4. Dr. N. R. Nimbalkar	Teacher Representative
5. Dr. P. C. Dabre	Teacher Representative
6. Mr. A. P. Puranik	Management Representative
7. Mr. A. C. Jaiswal	Business Representative
8. Mr. M. S. Joshi	Social Worker
9. Dr. Ujjwala Patil	Medical Practitioner
10. Mr. P. V. Dhage	Administrative Representative
11. Mr. Dnyaneshwar Tikar	Alumni Representative
12. Miss Yogita Dhotre	Alumni Representative
13. Mr. Sachin Kaple	Student

Agenda 1:- To hold discussion on the recommendations and suggestions made by NAAC PEER TEAM in second cycle.

Resolution: - The report of NAAC of second cycle was read and discussed about the recommendations and suggestions made by NAAC Peer Team and decided to try to fulfill the suggestion.

Agenda 2:- Prepare the academic and departmental calendar.

Resolution: - The IQAC decided to prepare the academic calendar and asked to all the departments to prepare the departmental academic calendar.

Agenda 3:- Formation of various committees.

Resolution: - It was decided to form various committees for the working of NAAC accreditation cycle 3.

### Minutes of the second meeting IQAC.

Date –06/09/2016 Time – 3.00 pm Venue –IQAC Hall, S. K. K. College Jalgaon Ja.

Agenda 1:- To read and approve the minutes of previous meeting.

Resolution: - The previous meeting dated 20.06.2016 minutes were read by the IQAC Co-ordinator and approved unanimously.

Agenda 2:- To form study boards by all the departments.

Resolution: It was resolved to form study boards by every departments in the college.

Agenda 3:- To hold the discussion for the activities to be performed by departments and the budget for the same

Resolution: Resolution: - It was resolved to organize various programmes by all the departments according to academic and departmental calendar which will be helpful for the students to perceive their courses and enhance knowledge. A small budget of Rs 3000 per year was approved by the principal.

Agenda 4:- To purchase books for library.

Resolution: It was decided to purchase course books according to the syllabus given by SGBAU.

Agenda 5 :- To make contact to the alumni and parents and invite them for the Alumni and Parents Meet.

Resolution:- It was decided that the Alumni Association Committee should make contact and decide to organize the Alumni and Parents Meet in the month of December 2016.

Agenda 6 :- To perform extension activities.

Resolution :- It was decided to perform extension activities through NSS unit of the college .

Prepared and circulated by

#### Minutes of the third meeting IQAC.

Date -29/04/2017 Time - 3.00 pm Venue -IQAC Hall, S. K. K. College Jalgaon Ja.

Agenda 1 :- Approval to the Minutes of Internal Quality Assurance Cell Meeting held on 06/09/2016.

Resolution :- The minutes of the previous meeting held on 06/09/2016 were presented by IQAC Co-ordinator Mr. Prakash Gawai before the IQAC members. All the members unanimously resolved to approve the minutes of the meeting.

Agenda 2 :- Preparation of API.

Resolution :- It was decided to complete the API of all the faculty members upto 20 June,2017.


Agenda 3 :- Internal and N.S.S. Audit.


Resolution :- It was decided to get done the internal Audit of the College Account and N.S.S. Account. The internal Audit of the college Account will see Dr. M.J.Sontakke and N.S.S account Audit will see Prof H.R. Vipradas, the Programme Officer of N.S.S.

Agenda 4:-To take review of the working of departments according to the departmental academic calendar.

Resolution :- : It was decided that the departments should run the activities throughout the academic year accordingly submit yearly report of performed activities to IQAC .

Prepared and circulated by

  
Mr. Prakash C. Gawai  
Co-ordinator, IQAC

  
Dr. R.S. Deshmukh  
Chairman, IQAC

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report 2016-17

Minutes of the first meeting : 20/06/2016	Action Taken
Prepare the academic and departmental calendar.	The academic calendar and the departmental calendar have been prepared and followed that calendar through the year.
Formation of various committees.	The various committees have formed to distribute the working.

Minutes of the second meeting : - 06/09/2016	Action Taken
To form study boards by all the departments.	Each Department have formed the study board and organized the programmes through it.
To hold the discussion for the activities to be performed by departments and the budget for the same	-It was resolved to organize various programmes by all the departments according to academic and departmental calendar which will be helpful for the students to perceive their courses and enhance knowledge. A small budget of Rs 3000 per year was approved by the principal.
To purchase books for library.	It was decided to purchase course books according to the syllabus given by SGBAU.
To make contact to the alumni and parents and invite them for the Alumni and Parents Meet.	It was decided that the Alumni Association Committee should make contact and decide to organize the Alumni and Parents Meet in 17 villages in the month of December 2016 and January 2017.

Minutes of the third meeting : 29/04/2017	Action Taken
Preparation of API.	All the Faculties are asked to prepare the API of the year 2016-17.
Internal and N.S.S. Audit.	The internal Audit of the college Account will see Dr. M.J.Sontakke and N.S.S account Audit will see Prof H.R. Vipradas, the Programme Officer of N.S.S.
To take review of the working of departments according to the departmental academic calendar.	All the departments run the activities throughout the year and submit their report to the IQAC.

  
Mr. Prakash C. Gawai

Co-ordinator, IQAC

  
Dr. R.S. Deshmukh

Chairman, IQAC