



**Shri Shivaji Arts, Commerce and Science College, Akot**  
NAAC Re- accredited by Grade B++ with CGPA 2.95 (3rd Cycle)



**Internal Quality Assurance Cell**  
**Meeting, Resolution and Action Taken Report**

**Academic Session:- 2022-23**

**Meeting No:- 01**

**Date:- 15.07.2022**

- Subject :- A** To confirm the minutes of the last meeting of IQAC held on 25.05.2022
- Resolution** Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.
- ATR** -
- Subject :- B** Review on Action taken on last meeting of IQAC
- Resolution** IQAC co-ordinator presented action taken report on last meeting held on 25.05.2022
- ATR** -
- Subject :- 1** To decide admission policy of UG and PG classes
- Resolution** Admission policy is discussed and finalized.
- ATR** Admission rules, regulation and its schedule is inform to admission committee and also published on website, noticeboard and media etc.
- Subject :- 2** Allotment and appointment of In- charge to various committees in the college.
- Resolution** After discussion various committee and its in-charge/ Co-ordinator were finalized for academic session 2022-23.
- ATR** Allotment of Committee is Display on notice board and College Whatsapp group and forwarded to Secretary of Staff Council for discussion in staff council meeting and necessary approval.
- Subject :- 3** Meeting with Heads of Department regarding workload, Time table etc.
- Resolution** HoF, Head of department and superintendent of office will be finalize workload and time table.
- ATR** Notice is circulated through office regarding workload and time table. Regular classes has started as per timetable. Advertisement of appointment of contract and CHB teachers was send for approval.



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- Subject :- 4** Discussion on the proposal starting of new courses in the college.
- Resolution** Responsibility of starting of new courses is allotted Dr. R. M. Jumle and Dr. V. B. Bhagar as per strategic plan of college.
- ATR** Inform to Dr. R. M. Jumle and Dr. V. B. Bhagar and corresponding head of department for preparing proposal.
- Subject :- 5** Any other items or subject with the permission of the Chair.
1. Green/ Solar Energy Unit installation in campus
- Resolution** Responsibility is allotted to Mr. U. T. Bhati for prepared a proposal
- ATR** Inform to Mr. U. T. Bhati to prepared proposal for solar roof top system.

  
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Principal  
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**Academic Session:- 2022-23**

**Meeting No:- 02**

**Date:- 20.08.2022**

<b>Subject :- A</b>	To confirm the minutes of the last meeting of IQAC held on 15.07.2022
<b>Resolution</b>	Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.
<b>ATR</b>	-
<b>Subject :- B</b>	Review on Action taken on previous meeting of IQAC
<b>Resolution</b>	IQAC co-ordinator presented action taken report on last meeting held on 15.07.2022
<b>ATR</b>	-
<b>Subject :- 1</b>	Decision regarding New construction and Renovation
<b>Resolution</b>	As per feedback, plan of department and budget following new construction and renovation put forward to CDC for necessary approval in this academic year. <ol style="list-style-type: none"><li>1. Pavers in the college premises</li><li>2. Construction and Renovation of Botanical Garden</li><li>3. Renovation of Competitive Exam Centre</li><li>4. Installation of Solar roof top of 19 KW</li></ol>
<b>ATR</b>	Proposal and Budget put forwarded to CDC and Society approval.
<b>Subject :- 2</b>	Policy making on the Slow and advance learner.
<b>Resolution</b>	Policy is prepared for Slow and advance learner for improvement of higher education progression ratio and meritorious students.
<b>ATR</b>	Policy is inform to Slow learners , advance learners committee incharge and all teaching staff. Organized Centralize class test on each unit.
<b>Subject :- 3</b>	Preparation and finalization of Academic Action plan and its implementation
<b>Resolution</b>	Academic action plan is finalized with necessary correction.
<b>ATR</b>	Finalized Academic action plan inform to all head of department and committee





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incharge for proper implementation.

**Subject :- 4** Regarding Research Output and its grants.

**Resolution** Faculty member should submit proposal of research project to concerned agency.

**ATR** Through HoF, Inform to eligible faculty member should submit proposal of research project.

**Subject :- 5** Any other items or subject with the permission of the Chair.

#### **1. Result and its Analysis**

**Resolution** Responsibility is allotted to HoF for result and its Analysis

**ATR** Meeting was organized regarding result and its analysis.

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**Academic Session:- 2022-23**

**Meeting No:- 03**

**Date:- 10.10.2022**

- Subject :- A** To confirm the minutes of the last meeting of IQAC held on 20.08.2022
- Resolution** Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.
- ATR** -
- Subject :- B** Review on Action taken on previous meeting of IQAC
- Resolution** IQAC co-ordinator presented action taken report on last meeting held on 20.08.2022
- ATR** -
- Subject :- 1** To conduct Common Test & review of the percentage of syllabus completed
- Resolution** Head of Faculty of Arts, Commerce and Science should conduct meeting regarding syllabus completion, Unit wise test, Submission of Assignment, Project, Seminar and record of common test examination in concerned Faculty/ Stream and submit report to Hon'ble Principal.
- ATR** Head of Faculty of Arts, Commerce and Science inform to conduct meeting regarding to conduct Common Test & review of the percentage of syllabus completed.
- Subject :- 2** Discussion on organizing Departmental extension services
- Resolution** Each department should completed one extension services before diwali vacation
- ATR** All Departments, NSS and NCC inform to complete one extension activity before diwali vacation.
- Subject :- 3** Preparation and finalization of AQAR
- Resolution** 15<sup>th</sup> December 2022 AQAR 2021-22 submission date decided.
- ATR** Inform to IQAC co-ordinator and Criteria Incharge for submission of AQAR
- Subject :- 4** Academic Academic Audit of 2021-22



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**Resolution** IQAC co-ordinator presented Academic Audit report.


**ATR** Academic Audit report accepted.


**Subject :- 5** Any other items or subject with the permission of the Chair.

Documentation of AQAR

**Resolution** Dr. R. M. Jumle suggested documentation AQAR should be as per SOP and presentable.

**ATR** Suggestion of Dr. R. M. Jumle convey to Criteria incharge,

  
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**Academic Session:- 2022-23**

**Meeting No:- 04**

**Date:- 1.12.2022**

- Subject :- A** To confirm the minutes of the last meeting of IQAC held on 10.10.2022
- Resolution** Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.
- ATR** -
- Subject :- B** Review on Action taken on previous meeting of IQAC
- Resolution** IQAC co-ordinator presented action taken report of last meeting held on 10.10.2022
- ATR** -
- Subject :- 1** Felicitation of Teachers and Students
- Resolution** Outstanding Teacher and Students felicitate in Jayanti Utsav
- ATR** Cultural committee inform to collect name of outstanding teachers, meritorious students and colour coat holders in sport, NSS NCC for felicitate in Jayanti ustav.
- Subject :- 2** Purchase of Equipment's, Books, Software, journals as per need of departments and students
- Resolution** Purchase committee will be finalized as per budget and quotation.
- ATR** Inform to purchase committee to finalized order.
- Subject :- 3** To conduct semi sessional Academic Audit
- Resolution** Online Semi Sessional Academic audit conducted on and before 10<sup>th</sup> Jan 2023
- ATR** Academic Audit committee and IQAC Co-ordinator inform to conduct Semi Sessional Academic Audit of session 2022-23
- Subject :- 4** To conduct ADD on and certificate courses
- Resolution** Each department conduct at least 02 ADD on / Certificate courses



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**ATR** Head of department and Incharge inform to conduct ADD on and Certificate courses

**Subject :- 5** Any other items or subject with the permission of the Chair.

There are no items or subject with the permission of the chair.

**Resolution** ----

**ATR** ----

  
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**Academic Session:- 2022-23**

**Meeting No:- 05**

**Date:- 04.04.2023**

- Subject :- A** To confirm the minutes of the last meeting of IQAC held on 01.12.2023
- Resolution** Coordinator of IQAC read the minutes of the previous meeting and it was confirmed unanimously.
- ATR** -
- Subject :- B** Review on Action taken on previous meeting of IQAC
- Resolution** IQAC co-ordinator presented action taken report on last meeting held on 01.12.2023
- ATR** -
- Subject :- 1** Decision regarding College Magazine and Prospectus Preparation
- Resolution** College Magazine and Prospectus should finalized before end of session
- ATR** Inform to corresponding in-charge for completion and finalized.
- Subject :- 2** Meeting of Staff council
- Resolution** Meeting of staff council should organize upto 30<sup>th</sup> April 2023
- ATR** Secretary of staff council inform to organize meeting
- Subject :- 3** Academic audit of session 2022-23
- Resolution** Responsibility to academic audit is given to IQAC co-ordinator.
- ATR** Academic audit notice was circulated.
- Subject :- 4** E- Content development
- Resolution** E lectures/ e module must create and prepare.
- ATR** Notice is circulate for creation of E- lecture and E module.
- Subject :- 5** Any other items or subject with the permission of the Chair.



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Merit Mission for PG

**Resolution**

As similar to UG, merit mission concept apply to PG Students

**ATR**

Corresponding Head of department and In-Charge inform to pay attention to studies and meritorious students.

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