



**Shri Shivaji Education Society Amravati's**

**Shri Shivaji Arts, Commerce and Science College, Motala**

**Dist. Buldana - 443103**



**2019-20**

**IQAC MEETING**

**MEETING NO.4**

**DATE: 11 Feb. 2020**

All the members of IQAC are hereby requested that IQAC Meeting no.4 for the session 2019-20 is organized under the kind chairmanship of our Principal Dr. H. G. Patil.

You are all kindly requested to attend the meeting.

**AGENDA FOR THE MEETING**

**IQAC Meeting No. 4**

**Date: -11 Feb. 2020**

**Time: -2.00 PM**

**Venue: - IQAC Hall**

The following points will be discussed: -

- 1) Approval to the Minutes of last IQAC Meeting held on 9 Dec. 2019.
- 2) To conduct unit test examination.
- 3) To collect the feedback from the students of the current year
- 4) To restructure the Administrative committees.
- 5) To motivate student to participate in competitive examination.
- 6) To organize guidance and counselling programme.
- 7) To restructure the prospectus for the year 2020-2021.
- 8) Collection of data to publish yearly college magazine.
- 9) To Digitalize nomenclature of plants

Name

Signature

1) Dr. H. G. Patil

2) Prof. A. S. Meherkar

3) Prof. Sau. N. N. Maskar

4) Prof. V. N. Dhumal

5) Dr. P. A. Theng

6) Dr. A. C. Thakur

7) Prof. B. S. Bhise

8) Mr. C. N. Shiral

**IQAC Meeting No. 4**

**Date: 11 Feb. 2020**

**Time: -2.00 PM**

**Venue: - IQAC Hall**

The meeting of IQAC is held on **11 Feb. 2020** under the kind chairmanship of Principal Dr. H. G. Patil.

The following members of IQAC are present in the meeting.

Name	Signature
1) Dr. H. G. Patil	
2) Prof. V. N. Dhumal	
3) Prof. A. S. Meherkar	
4) Prof. Sau N. N. Maskar	
5) Dr. P. A. Theng	
6) Dr. A. C. Thakur	
7) Prof. B. S. Bhise	
8) Mr. C. N. Shiral	

## MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

HELD ON 11 Feb. 2020

IQAC Co-Ordinator welcomes the chairman of the meeting Dr. H.G. Patil by offering the flower and also welcome all members of IQAC by folding hands towards them. And with permission of the chairman the meeting was started.

**Subject 1:** Approval to the Minutes of last IQAC Meeting held on 9 Dec. 2019 and action taken report.

**Resolution 1:** The minutes of the previous meeting held on 9 Dec. 2019 were presented by IQAC Co-Ordinator Mr. Avinash Meherkar before the IQAC members. All members unanimously resolved to approve the minutes of last meeting.

**Subject 2:** - To conduct unit test examination.

**Resolution 2:** Every year we conduct unit test examination. The same should be conducted in the month of February this year and it is also decided that after test data should be handed over to the respective committee convenor. This resolution is unanimously resolved by all members.

**Subject No. 3:** -To collect the feedback from the student's other stake holder.

**Resolution:** -As per policy decided on feedback collection. It is decided to collect the feedback of current year students and another stake holder. It is directed to the respective committee to collect the feedback and as per the policy to analyse it. This resolution is unanimously resolved by all members.

**Subject No 4:** - To restructure the Administrative committees.

**Resolution No 4:** -As newly appointed teachers are joined. It is decided that the administrative committees of college should be restructured. The resolution was passed unanimously by all members.

**Subject No. 5:** -To motivate student to participate in competitive examination

**Resolution No 5:** - It is observed that the students are from rural background and ignorant to participate in competitive examination. So, it is decided that the student should be motivated about the competitive examination. It is unanimously resolved by all members.

**Subject No. 6:** -To organize guidance and counseling programme.

**Resolution No. 6:** - As the students are from rural background and ignorant to participate in competitive examination. So, it is decided that one lecture on carrier counselling and guidance programme should be organized. It is unanimously resolved by all members.

**Subject No 7:** To restructure the prospectus for the year 2020-2021.

**Resolution No. 7:** As the current academic session is coming to an end that the chairman has directed the convenor of prospectus committee to restructure the prospectus for the year 2018-2019. This resolution is unanimously resolved by all members.

**Subject No 8:** Collection of data to publish yearly college magazine.

**Resolution No. 8:** All the members IQAC team are agreed that every year we publish college magazine so the chairman has directed the magazine committee to collect the articles, poems, posters & departmental reports as early as possible. This resolution is unanimously resolved by all members.

**Subject No. 09:** To Digitalize nomenclature of plants

**Resolution No. 09:** As all the members of IQAC found out various trees in our college campus. It is necessary to digitalize nomenclature for the identification & study of various plants. In this way the students can get maximum study material through scanning the nomenclature. The chairman has directed the Head of department of botany to do the same. This resolution is unanimously resolved by all members.

IQAC Co-ordinator  
Prof. AvinashMeherkar

Principal  
Dr. H. G. Patil