

G. S. Science, Arts & Commerce College, Khamgaon – 444 303

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on Thursday,
12th April, 2024**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **Friday, 12th April, 2024 at 11:30 am** in the **IQAC office**.

Following members were present for the meeting:

1. Dr. S. S. Bobdey	President, VSP Mandal, Khamgaon
2. Shri A P Jhunjhunwala	Vice President, VSP Mandal, Khamgaon
3. Dr. D. S. Talwankar	Principal
4. Dr P V Ubale	Vice Principal
5. Dr. H. S. Chandak	Coordinator, IQAC
6. Dr. D. N. Vyas	Member
7. Dr. P. E. Ajmire	Member
8. Dr. S T Warade	Member
9. Dr S. P. Hargunani	Member
10. Dr P N Bobdey	Member
11. Mr S G Gulbhele	Member
12. Dr M S Gaikwad	Member
13. Dr P P Thakur	Member
14. Mrs S G Waychal	Member
15. Miss Anju Paliwal	Member

Mr Umesh Agrawal and Mr Devendra Bhattad could not attend the meeting. They were granted leave of absence.

Dr. S. S. Bobdey presided over the meeting. Following business was transacted in the meeting:

1. Confirmation of the minutes of the previous meeting held on 2nd March 2024:

Dr. H. S. Chandak read the minutes of the previous meeting held on 2nd March, 2024 and they were confirmed unanimously.

2. To take a note on the action taken report of previous meeting held on 2nd March 2024:

The action taken report of the previous meeting 2nd March, 2024 was reviewed and discussed. Action taken regarding plan for SSR preparation, implementation of In-house Summer Research Program 2024 etc. were discussed.

3. To review the progress of preparation of SSR for the fourth cycle of NAAC accreditation (Criterion-wise)

Criterion-wise progress of preparation of SSR for the fourth cycle of NAAC accreditation has been reviewed. It was also decided to complete SSR upload on NAAC portal as under:

Job to be accomplished	Responsibility	Date for Review
• Executive summary (Introductory note, Crit-wise summary, SWOC, Conclusion etc)	H S Chandak and Crit in-charge	
• Profile of the college (Basic, Academic, Preparedness for NEP, electoral literacy etc)	H S Chandak and P P Thakur	
• QIF		
○ Crit 1	H S Chandak and D N Vyas	14 April
○ Crit 2	H S Chandak, P E Ajmire and S T Warade	19 April
○ Crit 3	H S Chandak and S P Hargunani	17 April
○ Crit 4	H S Chandak and S G Gulbhele	22 April
○ Crit 5	H S Chandak and M S Gaikwad	21 April
○ Crit 6	H S Chandak and P P Thakur	18 April
○ Crit 7	H S Chandak and S G Waychal	15 April
• Mock NAAC, Opt Out metric and Submission	H S Chandak and Criteria in-charge	
Preparation for Peer Team Visit		
• Preparation of Departmental Profile	D S Talwankar, P V Ubale, D N Vyas, V R Gawhale, <i>ST Warde</i>	Workshop for staff to be conducted on 29 April
○ Files and Documentation		
○ Flex and other showcasing		
• Preparation of students for SSS by NAAC	P E Ajmire, P V Ubale, ST Warade, D N Vyas, M S Gaikwad, S P Hargunani, D T Adhao. S M Shingne	Meeting for staff to be conducted
• Preparation of students and alumni for PTV	To be decided after SSR submission	
• MOCK PTV		

4. Conduct of Students' Satisfaction Survey and Feedback collection drive for the session 2023-24:

It has been decided to conduct SSS and feedback collection drive during 3 to 25 April 2024.

5. Any other matter with the permission of the chair:

As no other matter came up, the meeting concluded with the vote of thanks by the Coordinator, Dr H S Chandak.

H S Chandak

(Dr H S Chandak)
Coordinator, IQAC

Co-ordinator IQAC
G. S. Sci. Arts & Comm.

D S Talwankar

(Dr D S Talwankar)
Principal
Principal

G. S. Sci. Arts & Comm.

Action Taken Report:

S No	Decision taken	Action Taken
1	Review the progress of preparation of SSR for the fourth cycle of NAAC accreditation	Preparation and upload of SSR for the fourth cycle of NAAC accreditation is in process. Final review to be done in
2	Conduct of workshop on for preparation of Peer Team Visit	Workshop for preparation of Peer Team Visit conducted on 29 th April 2024.
3	Conduct of SSS and Feedback collection drive.	SSS and Feedback analysis report placed before IQAC in the meeting held on 11 th May 2024.

Bhandak

(Dr H S Chandak)
Coordinator, IQAC

Co-ordinator IQAC
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.

Talwankar

(Dr D S Talwankar)
Principal

Principal
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.