

Chanda Shikshan Prasarak Mandal's
JANATA MAHAVIDYALAYA, CHANDRAPUR

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

AND

ACTION TAKEN REPORT

SESSION 2015-16

INTERNAL QUALITY ASSURANCE CELL
MINUTES OF MEETING
Session: 2015-16

Date: 10-07-2015

Chairperson: Dr. Subhas sir

Coordinator: Prof. N. R. Baig

Place : Principal's Office

Time : 11.00 a.m.

Agenda:

1. To review previous year's IQAC plan and its outcome.
2. Designing and implementing Annual Plan for institution-level activities for quality enhancement.
3. Any other agenda with chairman's permission.

Minutes:

First meeting of IQAC was organized on 10th July 2015 at Principal's office to discuss annual plan for institutional activities for quality enhancement.

A discussion on different activities which should be conducted by different was undertaken and annual plan was designed.

An important discussion on extension activities which should be undertaken by every department was carried out.

Following decisions were made-

1. Guest lectures by eminent speakers to be organized by every department per semester.
2. Departmental clubs formations and continuation.
3. Educational tours to be organized by all departments.
4. Extension activities to be which should be undertaken by every department were finalized.
5. All the departments should strictly adhere to academic calendar and follow it.
6. Unit tests, end semester exams should be conducted according to the timetable and calendar.
7. Carrying out Seminars and Workshops.
8. Enhancing Research work.
9. Extracurricular activities for personality development of students.
10. Industrial visits and field tours.
11. Enhancement in environmental conservation related activities.
12. Gender sensitization programs.
13. Introduction of feedback system

Further recommendations by IQAC

1. Changing place of college canteen.

2. Wall Magazine for English Literary Club.
3. Extension of Library space (Library Renovation work)
4. Stress management workshop for staff members.
5. Workshop for non-teaching staff.
6. Purchase of sports equipments.
7. Improvement in infrastructural facilities.
8. Subscription of more e-resources, NPTEL, e-shodhanga, shodhsindu, e-pgpathshala etc.
9. Enhancement in ICT facilities.

Principal Dr. M.Subhas also informed about the Black Board renovation work which was completed during the beginning of session.

The extension activities which should be undertaken by different departments are as follows-

1. Computer Science Department
 1. Certificate Course in MS-Office.
 2. Internet Training Program for Non-Teaching staff.
2. Microbiology Department
 1. Every year blood group testing camp for surrounding localities (At least 50 members)
 2. Preparation of Fertilizers and selling them.
3. Botany Department
 1. Providing awareness about medicinal plants
 2. Workshop for localities on kitchen gardening/growing useful herbs in kitchen garden.
4. Geography department
 1. Spreading information about Water harvesting in collaboration with Environmental club.
5. Hindi Department
 1. To create awareness about National Language Hindi among non-Hindi speakers.
6. Mathematics
 1. Workshop on Vedic Mathematics or Shortcuts to solve problems for school children.
7. Physics department
 1. Creating awareness about “electricity saving” among localities.
8. Home-Economics department
 1. One day workshop on baking (cakes and cookies) for localities
9. Chemistry department
 1. Soil/Water Analysis for society/farmers
10. Marathi department

1. Spoken Marathi training program for non Marathi speakers.

11. Economics department

1. Awareness about share market
2. Where to invest? (Awareness about investment)

12. History department

1. Awareness about historical places during Mahakali jatra/ Poster exhibition or
2. Pamphlets distribution during social functions in Chandrapur

13. Sociology department

1. Social sensitization among the society in collaboration with NGO (Aashray).
2. Forming groups of sociology students to give services at civil hospital.

14. Political Science department

1. To discuss local (ward) problems and help them in getting the solution.
("My Ward my responsibility")

15. Commerce department

1. Awareness about precautions using ATM cards.
2. Awareness about Net Banking

16. Zoology department

1. Fabrication and setting of Aquaculture
2. Workshop for paramedical students


17. Physical Education department

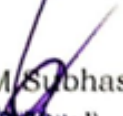
1. Teaching a particular sport to local students (Table Tennis etc)
2. Arranging stress management workshop for College staff

18. English Department

1. Spoken English classes at orphanages
2. Classes for developing communicative English.

The meeting was adjourned at 1.00 p.m. with the permission of Chairperson.


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(Principal)
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INTERNAL QUALITY ASSURANCE CELL
Minutes of Meeting for AQAR Compilation

Chairperson: Dr. M. Subhas

Coordinator: Prof. N. R. Baig

Place: Principal's Office

Date: 13/07/2015 Time: 11.30 a.m.

Agenda:

Compiling Annual Quality Assurance Report AQAR 2014-15.

Members present for the meeting-

Name

1. Dr. Y. B. Gedam
2. Mr. Amol Dhawas
3. Dr. F.W. Niranjane
4. Mr. P. V. Patilpaik
5. Dr. Y. Y. Dudhpachare
6. Dr. V. D. Umare
7. Mr. V. S. Bodhale
8. Dr. D. M. Gaidhane
9. Dr. S.R. Gomkar
10. Mrs. M.A.Mahatale
11. Dr. Anita Hooda
12. Mr. I. S. Kondra
13. Mrs. S. S. Wankar


Notes:

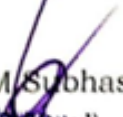
Coordinator formally welcomed all the members. Principal Dr. M.Subhas explained the role of IQAC and compiling of Annual quality assurance report. As per seven criterion of assessment, seven committees were formed and the responsibility of committee-wise data collection was given to them.

Everyone was instructed to collect data along with supporting proofs and maintain a record in the form of hard and soft copies.

The incharges were asked to submit data within one week to the coordinator, so that final compilation is done.

Mr. I.S. Kondra proposed vote of thanks and the meeting concluded at 12.30 noon.


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INTERNAL QUALITY ASSURANCE CELL
Minutes of Meeting for AQAR Finalization

Chairperson: Dr. M. Subhas

Coordinator: Prof. N. R. Baig

Place: Principal's Office

Date: 21/08/2015 Time: 10.30 a.m.

Agenda:

- Discussion and finalization of Annual Quality Assurance report 2014-15
- Any other matter with chairman's permission.

Members present for the meeting-

1. Dr. J. M. Somani
2. Prof. K. C. Dhanorkar
3. Dr. P. J. Khinchi
4. Dr. F. W. Niranjane
5. Dr. Anita Hooda
6. Prof. M. R. Jambhulkar
7. Mr. I. S. Kondra
8. Mr. D. U. Adbale
9. Mr. Ganesh Yergude

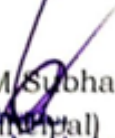
Notes:

Principal Dr. M. Subhas formally welcomed all the members. Prof. N.R. Baig read out the detailed AQAR 2014-15 prepared for submitting to NAAC office. A discussion was held on few topics. After minor changes, house gave approval to submit AQAR 2014-15 to NAAC office.

Principal Dr. M. Subhas asked all the members to motivate staff for quality enhancement. A discussion on students' feedback and parents' teachers meeting was held. Proposal for placement/promotion under CAS was discussed.

The meeting adjourned at 11.30 a.m.


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INTERNAL QUALITY ASSURANCE CELL Minutes of Meeting with Staff

Chairperson: Dr. M. Subhas

Coordinator: Prof. N. R. Baig

Place: Principal's Office

Date: 05/01/2016 Time: 11.30 a.m.

Agenda:

1. Discussion of Socio-cultural programs to be conducted.
2. To conduct terminal examinations.

Notes:


Coordinator, N.R. Baig welcomed all the members. Minutes of last meeting were discussed and approved.


A discussion on various activities to be conducted as ISR activities as well as the activities to be conducted during cultural festival 'SUNAHARE PAL', to enhance personality of students were discussed. Following decisions were made about the agenda.

1. It was decided to conduct extension activities through NSS unit.
2. NSS special camp was decided to be conducted at the end of January month.
3. Educational tours to be conducted as a part of field visits and industrial visits.
4. It was decided to conduct sports and cultural during cultural festival 'SUNAHARE PAL' in the college campus.
5. It was decided to conduct tests and term exams as per schedule.

The chairman asked the members to be more mindful and forceful during discussions and suggestions. He also directed members to maintain the quality of college campus.

The meeting was adjourned at 12.30 p.m. with the permission of chairperson.


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INTERNAL QUALITY ASSURANCE CELL MINUTES OF IQAC MEETING WITH STAFF

Chairperson: Dr. M. Subhas

Coordinator: Prof. N. R. Baig

Place: Principal's Office

Date: 11/04/2016 Time: 11.00 a.m.

Agenda:

1. Designing Academic calendar for the session 2016-17
2. To collect feedback of the yearly activities.

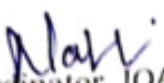
NOTES


Dr. M.Subhas formally welcomed all the members and explained the motive of the meeting. A discussion on framing of academic calendar 2016-17 was conducted. Various yearly activities academic and non academic (Extracurricular) to be included in the calendar were discussed.

A calendar framing committee was formed consisting of vice-principals and IQAC coordinator.

Prof. I.S.Kondra informed about the activities conducted during the session 2015-16. Principal Dr. M.Subhas laid stress on introduction of value added courses. He insisted staff to introduce new skill oriented short term certificate courses.

The meeting was adjourned at 12.00 p.m. with the permission of chairperson.


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MINUTES OF IQAC MEETING WITH NON-TEACHING STAFF

Session 2015-16

Chairperson: Dr. M. Subhas

Coordinator: Prof. N. R. Baig

Place: Seminar Hall

Date: 28/04/2016

Time: 01.30 p.m.

Agenda:

- **Approval of Last minutes of meeting**
- **Discussion on Admission procedure.**
- **Discussion on Financial Audit.**
- **Discussion on in-house Administrative audit.**
- **Any other agenda with the permission of chairperson.**

Notes:

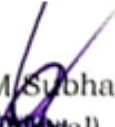
Principal Dr. M.Subhas formally welcomed all the members. Mr. D. U. Adbale presented the minutes of last meeting held on 28/04/2016. Minutes were approved by the house.

Following transactions were carried out and finalized in the meeting:

1. **Timely Publication of updated college prospectus.**
2. **Smooth conduct of admission procedure.**
3. **Timely submission of examination forms.**
4. **Financial audit to be conducted timely.**
5. **More use of MIS.**
6. **Timely updating service books.**
7. **Timely submission of requirements by practical laboratories and Library.**
8. **It was decided to conduct in-house administrative audit.**
9. **All the staff should strive to keep healthy and friendly atmosphere in campus.**

Everyone agreed to the above decisions and the meeting ended with vote of thanks by N.R.Baig


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Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Carrying out seminars and workshops. 2. Enhancing Research work. 3. Carrying out extracurricular activities for personality development of students, industrial and academic visits as a part of curriculum. 4. Enhancement in environmental conservation related activities. 5. Encouragement for gender sensitization programs. 6. Introduction of feedback system 	<ol style="list-style-type: none"> 1. A UGC sponsored national level seminar was conducted by zoology department. A university level research festival 'Avishkar -2015' was organised by our institution. 2. Increase in research paper publications at national and international level. One faculty member was awarded with Ph.D. Degree. 3. Commerce dept. conducted personality development program for students. Two days program on "Happy Thoughts" and "Meditation and Relaxation" program were organised. Essay competitions, students seminars, Poster presentation , Greeting Cards preparation competition were conducted on college and University level, Arts and Commerce Students won prizes in Avishkar-2015, and were sent to participate at state level research festival, a student of science won district level debate competition, Department of chemistry, botany, zoology, geography and other arts departments, had educational tours. PG students of Commerce visited Krishi Utpanna Bazar Samiti at Wani and CTPS Chandrapur for project work. 4. Cleanliness drive and water conservation programs and rallies were taken out. Students participated in "Swacch Bharat Abhiyan Yojana". Tree plantation was done in college campus. "No Vehicle Day" awareness program held. 5. Women cell conducted program on gender sensitization and awareness program on breast cancer. 6. Feedback system introduced for students.

Action Taken Report (ATR)

1. A UGC sponsored one day National Seminar on “Biodiversity Conservation and Sustainable Development, NCBCSD-2016” was organised by department of Zoology on 6th Feb. 2016. The proceedings of the seminar were published in IJBAT-International Journal of Research in Biosciences, Agriculture and Technology. As many as 40 research papers were published.
2. Two days University Level research festival “Avishkar-2015” was successfully organised in our institution. As many as 83 participants from different colleges along with their models participated in this event.
3. There was enhancement in research activities during the session 2015-16. As many as 23 research papers by different faculty were published in the International journals with impact factor. Two of the faculty were awarded Ph.D. degree.
4. Admission committee was formed for the smooth processing of admissions.
5. Departmental clubs were formed on the decided dates.
6. The IQAC remained active throughout the year.
7. The college in collaboration with District Civil Hospital, Chandrapur organized a blood donation camp.
8. An essay competition was organized to mark Hindi Diwas.
9. U.G and P.G (Botany) students along with the faculty had a botanical tour to Chaprala on 12th Feb. 2016.
10. The Botanical club of Botany department organised a guest lecture on the topic “Signal Transductions” on 24th Sept. 2015.
11. Botany Department felicitated the meritorious students of M.Sc. Botany.
12. A study tour to Hemalkasa was arranged by Zoology department UG and PG students of zoology.
13. Physics department organised a guest lecture on “Origin of Universe”, by Dr. Milind Deshpande. A study tour to Hyderabad was organised.
14. Chemistry Department organised a guest lecture on “World Ozone Day”, 16th sept. 2015 and an industrial tour to Jawaharlal Nehru Aluminium Research, Design and Development Centre, Nagpur (JNARDDC) on 18th February 2016.
15. Seminar Competition was organised by dept. Of mathematics and prizes were given to the winners.
16. An executive body of Students was elected in the presence of chairman and Coordinator of English Literary Club (ELC). A Lecture series of two eminent speakers was organised by ELC.
17. Dept. Of Marathi organised a Poem Recitation competition.
18. NSS day was celebrated with great enthusiasm on 24th September 2015.
19. Dept. Of History organised a guest lecture on “Chandrapur Jilhyatil Puratatva” on 16th Sept. 2015. And also gave visit to “Itihaas Vastu Sangrahalaya” on 8th September 2015.
20. Dept of Commerce organised following programs-

1. Personality Development Program for students.
 2. Two days program on Happy thoughts.
 3. Three days Meditation and relaxation techniques program.
 4. College Level poster presentation competition.
 5. College level "Greeting Cards Preparation" Competition.
 6. Students participation in "Swachcha Bharat Abhiyan Yojana".
 7. Students participation in Blood donation camp.
 8. Visit of PG students of Commerce to Krishi Utpanna Bajar Samity, Wani and CTPS Chandrapur for their project work.
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21. Women Cell of our college organized a program on "Breast Cancer" by Dr. Pallavi Ingle and Legal Rights, Awareness and self defence by Police inspector Varsha Kadsang(gender sensitization program).
 22. A tour to Dr. Amte's LokBiradari Prakalp, Hemalkasa was organized by Arts Department for social sensitization.
 23. The college magazine MOHOR was released.
 24. Gondwana University Intercollegiate Boxing and Shooting Competitions were organized by our college.
 25. A seven day residential NSS camp was organised in Tadali village on 27th Jan 2016. In all 100 NSS volunteers participated in the camp. Various programs were conducted during this week.
 26. Unit Tests and Terminal Examinations were conducted as per the schedule. Assignments and projects were given to the students during both the semesters.


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