

Chanda Shikshan Prasarak Mandal's  
JANATA MAHAVIDYALAYA, CHANDRAPUR

# INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

AND

ACTION TAKEN REPORT

SESSION 2018-19

**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF MEETING**

IQAC Meeting: Session 2018-19

**Date: 5/7/2018**

Minutes of meeting of Internal Quality Assurance Cell:

Chairperson: Dr. M. Subhas

Coordinator: Dr. N. R. Baig

Place: Principal's Office

Time: 11.30 a.m.

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Thursday 5<sup>th</sup> July 2018 in the principal's office. Following members were present.

S. No.	Name
1	Dr. M. Subhas
2	Smt. Dr. Pratibha A. Jiwatode
3	Prof. K.C. Dhanorkar
4	Dr. P. J. Khinchi
5	Dr. F. W. Niranjane
6	Dr. Anita Hooda
7	Dr. M. R Jambhulkar
8	Dr. M. L. Jiwatode
9	Shri. D. U. Adbale
10	Shri. A. V. Dhande
11	Ms. Shyama Pandey
12	Mr. Swapnil Bhagat
13	Mr. Pankaj Gawande
14	Dr. Allewar
15	Mr. I. S. Kondra
16	Dr. N. R. Baig

- 
- Confirmation of minutes of last IQAC meeting held on 3/10/2017.
  - Preparation of 3<sup>rd</sup> cycle NAAC Accreditation.
  - Preparation for self study report for submission to NAAC.
  - Steps for Quality Improvement and sustenance.
-

---

Principal formally welcomed the members and highlighted the importance of the IQAC for effective functioning of an educational institution.

**Agenda 1:** Confirmation of minutes of last IQAC meeting held on 3/10/2017.

**Resolution:** Action taken on the minutes of the last meeting were confirmed and issues were discussed.

As the college is preparing for 3<sup>rd</sup> cycle accreditation, this process was discussed in detail and considering remaining agendas **following resolutions were made-**

1. Dr. N. R. Baig briefly presented the steps taken for 3<sup>rd</sup> cycle NAAC accreditation process like-
  - a) Formation of criteria wise committee for criterion wise data collection and compilation.
  - b) Review of working of different cells.
  - c) Meetings held with staff and committee for their motivation.
2. It was recommended by principal that the SSR compilation should be completed till the end of November so that it can be submitted to NAAC by December 2018.
3. About soft skill development programs and career counseling.

As scheduled in the academic calendar Dr. Anita Hooda informed the house that a soft skill development program will be organized by department of English. Also Mr. I. S. Kondra informed about use of language lab.

Dr. F. W. Niranjane informed the house about campus interviews conducted in the last session.

It was recommended by the principal that, career counseling should be done at department level by every department and placement cell should also organize career counseling at institutional level.

4. The topic of **Academic Audit by external agency** was discussed. Principal suggested that university should carry on such audits.
5. Feedback of students/teachers and other stakeholders on syllabus and teaching -learning process.

It was informed by Dr. N. R. Baig that online feedback forms are being generated for teachers and students, which could be analyzed easily. The analyzed report of feedback by teachers will be submitted to university. From the analysis of students feedback form, departments should accordingly make improvements.

## **6. E-learning resources.**


Speaking on this topic Dr. N. R. Baig suggested that every department should maintain e-learning resources file and list of PDF files and e-book, CDs of downloaded video lecture, E-books and list of power point presentation should be kept in departmental library. Principal Dr. M. Subhas suggested that the use of audio-visual aids in teaching-learning process should

be increased. Use of LMS system, generating e-modules and e-contents should be given more preference and this information should be displayed on website of college.

7. It was recommended that the proper record of all the quality sustenance and assurance measures should be made available for NAAC.
8. Principal Dr. M. Subhas recommended that faculty /departments should be encouraged to start more skill oriented courses for student. The bridge course and short term courses which already have been started should be taken care of in respect of their quality.
9. Dr. N. R. Baig listed out the programs to be held by IQAC in the first session of 2018-19.
  - Program on student's orientation: 1<sup>st</sup> year students.
  - Workshop on IPR
  - Workshop on environmental consciousness and disaster management
  - Workshop on revised Accreditation Framework.
10. Dr. M.R Jambhulkar, NSS co-coordinator presented report of the extension activities taken up through NSS. He also discussed plan of the extension activities which will be carried out in this session.
11. Dr. M. L. Jivtode gave a brief report of the workshop carried out for non-teaching staff in the last session of 2017-18. It was recommended that similar training program should also be carried out in this session according to the academic calendar.
12. Departmental meetings:

It was recommended that Institutional departments should organize meetings on a regular basis and minutes of meeting should be maintained and proper record should be made available for NAAC.
13. It was recommended that college should undertake all energy saving measures and actions. It was suggested that the responsibility of green audit should be given to Dr. P.S. Jogi who is handling criterion-VII.
14. It was recommended that all the departments should maintain files as per the list given by IQAC in proper formats to be made available for NAAC.
15. It was recommended to conduct 'Orientation Program 2018-19', 'Parents-Teacher meet', 'Alumni meet' and other programs according to the academic calendar.
16. It was recommended to frame short committee to visit the departments and check these files.
17. Placement/Promotions of faculty members under CAS. The principal asked the registrar Shri. Adbale to give information about faculty members whose placement is due in the current 2018-19 session.
18. Addition of new student members. The meeting adjourned at 1.00 p.m.

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Janata Mahavidyalaya  
Chandrapur

  
Dr. M. Subhas  
(Principal)  
Janata Mahavidyalaya  
Chandrapur

## INTERNAL QUALITY ASSURANCE CELL IQAC MINUTES OF MEETING

**Date: 12/7/2018**

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.K. Baig

Place: Principal's office

Time: 12.30 Noon

---

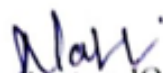
Discussion about criterion-wise report submission


### **Members present for the meeting-**

S. No.	Name
1	Dr. M.Subhas
2	Dr. N. R. Baig
3	Dr. Anita Hooda
4	Dr. P.J. Khinchi
5	Dr. I. S. Kondra
6	Dr. K. C. Patil
7	Dr. P. S. Jogi

- 
1. Chairperson asked all the Incharge of criterion-wise committee to call meeting. He asked all the Incharge to devote extra time to prepare report seriously. He also asked to submit duly filled criterion with supporting documents as early as possible before 30<sup>th</sup> Aug. 2018. It was said that all the data should be computerized. He motivated to take steps to improve overall score of the criterion.
  2. All the members shared progress of their work. The coordinator conducted the meeting. They were asked to submit soft copy of their report along with proof before 30<sup>th</sup> Aug. 2018.

Meeting concluded at 1.00 p.m. Next meeting was decided to be taken after one month.

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Jagata Mahavidyalaya  
Chandrapur

  
Dr. M. Subhas  
(Principal)  
Jagata Mahavidyalaya  
Chandrapur

## INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

**Date: 14/8/2018**

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.K. Baig

Place: Principal's office

Time: 11.45am

---

About compiling Annual Quality Assurance Report AQAR-2018.

Members present for the meeting-

S. No.	Name
1	Dr. M. Subhas
2	Dr. N. R. Baig
3	Dr. Anita Hooda
4	Dr. Shital Gomkar
5	Mrs. Manisha Mahatale
6	Dr. I. S. Kondra
7	Prof. P. U Patilpaik
8	Prof. V. D. Umare
9	Prof. F.W. Niranjane
10	Prof. V. S. Bodhale
11	Dr. Y. Y. Dudhpachare


---

The criterion were distributed to seven committees and assigned the task of compilation of documents mentioned in each criterion and were asked to submit duly filled reports along with supporting documents to IQAC before 30<sup>th</sup> Sept. 2018.

Everyone agreed to this suggestion.

Meeting concluded with a cup of tea.

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Janata Mahavidyalaya  
Chandrapur

  
Dr. M. Subhas  
(Principal)  
Janata Mahavidyalaya  
Chandrapur

## INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

**Date: 08/9/2018**

Meeting of IQAC with criterion-wise report preparing committee members

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.K. Baig

Place: Principal's office


Time: 11.30 am


---

Criterion-wise report submission and discussion on issues concerned.

S. No.	Name
1	Dr. M. Subhas
2	Dr. M. L. Jivtode
3	Dr. Amol Dhawas
4	Dr. Aslam Surya
5	Dr. J.L. Paighan
6	Mr. P. V. Patilpaik
7	Dr. P.J. Khinchi
8	Dr. Y.Y. Dudhpachare
9	Dr. V.D. Umare
10	Dr. S. D. Misar
11	Dr. I.S. Kondra
12	Mr. V.S Bodhale
13	Dr. D.M. Gaidhane
14	Mr. P.B. Chahare
15	Dr. K.C. Patil
16	Dr. S.R. Gomkar
17	Mr. V.N. Gowardipe
18	Dr. V. N. Wankhede
19	Dr. Anita Hooda
20	Mr. Amar Balki
21	Dr. M.R. Jambhulkar
22	Dr. K.A. Varma
23	Dr. P. S. Jogi
24	Mrs. M. A. Mahatale
25	Dr. N. R. Baig

- 
- Principals Dr. M. Subhas formally welcomed all the participants and highlighted the importance of NAAC accreditation and the quest for excellence.
  - He motivated all the committee members for working whole heartedly for the coming 3<sup>rd</sup> cycle accreditation process.
  - All the seven committee members were asked about the delay in the submission of the report.
  - Criterion-I incharge Dr. M. L. Jivtode informed that about 80% of his work is complete. Remaining will be completed within a few days.
  - Dr. N. R. Baig, Criterion-II Incharge informed that about 90% of data is collected and 60% work has been computerized.
  - Dr. P.J. Khinchi, Criterion-III incharge informed that about 70% of their work is complete. They are yet to receive data from few members.
  - Dr. I.S. Kondra informed that about 85% of their work is completed for criterion –IV.
  - Dr. K. C. Patil, Criterion V Incharge informed that about 60% of their work is complete.
  - Dr. Anita Hooda, Criterion VI Incharge informed that about 75% of their writing work is complete.
  - Dr. P. S. Jogi, Incharge of criterion VII, gave the information that about 90% of their data collection work is complete and they have also made a soft copy of all the documents.
  - Dr. M. Subhas listened to all the queries and issues and extended the date up to 15<sup>th</sup> Sep. 2018.
  - Principal also informed everyone about the workshop which was to be organized on 25<sup>th</sup> Sept. 2018. He also informed about the speaker Dr. N. S. Dharmadhikari who worked as Peer Team Member for NAAC.
  - An Interaction of criterion-wise committee members with the speaker is also scheduled. Everyone was asked to come up prepared with the queries regarding their criterion, if any.
  - Principal also gave a rough idea about different committees who will work for the successful organization of the workshop.
  - Dr. N. R. Baig, motivated all the members to follow academic timetable, to follow properly all the teaching methodologies and to make teaching-learning process more effective.
  - Principal Dr. M. Subhas informed that next meeting will held on 14/9/2018 with the staff and everyone should remain present on that day for the meeting.
  - Meeting was adjourned at 12.30. p.m.

  
 Coordinator, IQAC  
 Co-Ordinator-IQAC  
 Jagata Mahavidyalaya  
 Chandrapur

  
 Dr. M. Subhas  
 (Principal)  
 Jagata Mahavidyalaya  
 Chandrapur



## INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

**Date: 14/9/2018**

Meeting of IQAC with staff

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.R. Baig

Place: Principal's office

Time: 10.00 a.m.

---

Review and follow up of 3<sup>rd</sup> cycle accreditation process

**Following members were present for meeting**


S.No.	Name
1	Dr. M. Subhas
2	Dr. I.S. Kondra
3	Dr. P. S. Jogi
4	Dr. K.S. Thakare
5	P.B. Chahare
6	Dr. Y. B. Gedam
7	Dr. D.M. Gaidhane
8	Mr. Amar Balki
9	P.U. Patilpaik
10	Dr. F.W. Niranjane
11	Dr. G. A. Shambharkar
12	Dr. P.J. Khinchi
13	S.G. Naranje
14	Dr. S.R. Gomkar
15	Dr. P. B. Mahanande
16	Mrs. M. A. Mahatale
17	Dr. K.A. Varma
18	Dr. S. M. Tiwari
19	Dr. Anita Hooda
20	Dr. J.L. Paighan
21	Dr. Aslam Surya
22	Dr. Amol Dhawas
23	M.L. Jivtode
24	Dr. R. G. Wankhede
25	K. C. Dhanorkar
27	Dr. K.C. Patil
28	Mr. V.S Bodhale

---

Principal Dr. M. Subhas welcomed all the staff members and motivated them for third cycle accreditation process. Following points were discussed-

1. Principal Dr. M. Subhas informed all the staff members about the one day university level workshop on 'Revised Accreditation framework' to be held on 25<sup>th</sup> of September 2015 and its arrangements. Suggestions to make the workshop successful were invited. Principal also informed about different committees formed for the smooth conduct of workshop.
1. Dr. N. R. Baig IQAC coordinator asked all the staff members to create awareness about student's satisfaction survey among students, and to ask all the students to create e-mail accounts.
2. Dr. M. Subhas asked all the staff members to update their profile maintaining all the information from year 2014-15 onwards.
3. All the departments' heads were informed to keep their files ready and get it checked by scrutiny committee.
4. Departments were asked to keep ready records of seminars conducted in the departments. Result analysis with graphs, extension activities, and short term courses, Attendance, department wise Alumni, Teaching plan/methodology, students-mentors file, Remedial coaching, Academic calendar of departments, ICT lectures, record of E-sources.
5. All the heads of different cell were asked to keep ready reports of activities conducted by them in the formats provided to them by IQAC.
6. All the staff members were asked to incorporate different participatory teaching-learning techniques like case-studies, role plays, brainstorming sessions etc. in a strategic way and maintain their record. They were asked to go through the formats given by IQAC and maintain records of all activities accordingly.
7. NSS, NCC, physical education department were asked to strengthen their activities this year.
8. All the departments were asked to seriously conduct activities reflecting institution's vision and mission.  
They were asked to undertake neighborhood activities (ISR) to connect with local people in the surrounding neighborhood.
9. All the departments were asked to be in contact with their respective Alumni.
10. Women cell Incharge Dr. Anita Hooda gave information about the gender sensitization program which was conducted in the month of August and also gave a plan of the activities, the cell would be conducting this year.
11. All the departments were asked to conduct programs according to the academic calendar framed by IQAC. **The meeting was adjourned at 11.30 a.m.**

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Jagata Mahavidyalaya

  
Dr. M. Subhas  
(Principal)  
Jagata Mahavidyalaya  
Chandrapur

## **INTERNAL QUALITY ASSURANCE CELL**

### **IQAC MINUTES OF MEETING**

**Date: 19/9/2018**

Meeting of IQAC members

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.R. Baig

Place: Principal's office

Time: 11.00am

- 
- Confirm minutes of last meeting.
  - To discuss about revised guidelines for criterion of Internal Quality Assurance Cell according to letter No. NAAC/GH/WH/IQAC-AQAR New/2018.
  - To review 3<sup>rd</sup> cycle Accreditation process.
  - To discuss about IQAC workshop to be held on 25th September 2018.
  - Any other agenda with permission of chairperson.

**Following members were present for the meeting-**

S. No.	Name
1	Dr. M. Subhas
2	Smt. Dr. P. A. Jiwatode
3	Dr. P.J. Khinchi
4	Dr. Ashish K Mahatale
5	Prof. V. S. Bodhale
6	Dr. Anita Hooda
7	Dr. P.S. Jogi
8	Manish L. Jivtode
9	Mr. P. B. Chahare
10	Mr. D. L. Adbale
11	Mr. A.V. Dhande
12	Shyama A. Pandey
13	Mr. Swapnil Bhagat
14	Adv. Abhay Pachpore
15	Dr. Allewar
16	Mr. Deepak Parekh
17	Dr. S. N. Barde
18	Dr. M. R. Jambhulkar
19	Dr. I. S. Kondra
20	Dr. N. R. Baig

---

Principal Dr. M. Subhas formally welcomed all the members and gave a brief introduction about IQAC to the members.

**Agenda 1:** Conformation of minutes of last meeting held on 5/7/2018.

**Resolution:** Dr. N. R. Baig, read out minutes of last meeting and informed that the process is in progress.

**Agenda 2:** Discussion on revised guidelines for creation of IQAC according to letter No. NAAC/GH/WH/IQAC-AQAR New/2018.

**Resolution:** Principal Dr. M. Subhas informed about the new (revised) guidelines sent by NAAC office, Accordingly new members were added replacing few older ones. A team of 20 members were selected for new IQAC cell.

Following is the new member team of IQAC-

S.No.	Name	
1	Dr. M. Subhas	Chairperson
2	Smt. Dr. P. A. Jiwatode	Management Representative
3	Dr. P.J. Khinchi	Member-Teaching staff
4	Dr. Ashish K Mahatale	Member -Teaching staff
5	Prof. V. S. Bodhale	Member- Teaching staff
6	Dr. Anita Hooda	Member -Teaching staff
7	Dr. P.S. Jogi	Member -Teaching staff
8	Manish L. Jivtode	Member-Teaching staff
9	Mr. P. B. Chahare	Librarian
10	Mr. D. L. Adbale	Member- Administrative staff
11	Mr. A.V. Dhande	Member- Administrative staff
12	Shyama A. Pandey	Member-student
13	Mr. Swapnil Bhagat	Member-Alumni
14	Adv. Abhay Pachpore	Member-society
15	Dr. Allewar	Member- Industrialist
16	Mr. Deepak Parekh	Member- Employer
17	Dr. S. N. Barde	Stakeholder(Parent)
18	Dr. M. R. Jambhulkar	Member- Teaching staff
19	Dr. I. S. Kondra	Asst. Coordinator
20	Dr. N. R. Baig	Coordinator

All the members were welcomed again.

**Agenda 3:** Review of 3<sup>rd</sup> cycle Accreditation process.

There was discussion on the 3<sup>rd</sup> cycle accreditation process with the new members. All the steps initiated till now were explained.

Vice principals were asked to motivate students to create their email IDs and to collect them. They were asked to inform students about student satisfaction survey. Everyone felt the need to start more skill oriented and value added courses.

**Resolution:** New course should be started by every department. Everyone agreed to these suggestions.

The topic of feedback from different stakeholders (department wise), alumni meet, e-content generations, internal assessment and evaluation, teaching methodologies were discussed.

Agenda: To discuss about IQAC workshop to be held on 25<sup>th</sup> September 2018.


Duties were assigned and committees were formed to conduct the workshop smoothly and successfully.

Agenda 5: Any other agenda.

Principal formed the committee of two members to monitor the filing work of departments.

The meeting was adjourned at 12.30 noon.

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Jagata Mahavidyalaya  
Chandrapur

  
Dr. M. Subhas  
(Principal)  
Jagata Mahavidyalaya  
Chandrapur

**INTERNAL QUALITY ASSURANCE CELL**  
**IQAC MINUTES OF MEETING**

**Date: 07/12/2018**

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.R. Baig

Place: Principal's office

Time: 11.00am

- 
1. Confirmation of minutes of last meeting held on 19/09/2018
  2. Discussion and finalization of Annual quality Assurance report 2017-18
  3. Review of 3<sup>rd</sup> cycle Accreditation process.
  4. Any other agenda with the permission of chairperson.
- 

Principal Dr. M.Subhas formally welcomed all the members and gave a brief introduction to the objectives of today's meeting.

**Agenda 1:** Confirmation of minutes of last meeting held on 19/09/2018

Action taken on the minutes of last meeting was confirmed. Dr. N.R.Baig briefly presented the steps taken and process undergoing for the third cycle accreditation.

**Agenda 2:** Discussion and finalization of Annual quality Assurance report 2017-18

Dr. N.R.Baig explained the delay in submission of AQAR 2017-18. She presented detailed report of AQAR 2017-18 prepared by IQAC for submission to NAAC office after approval of CDC. With the few minor corrections the report was accepted for submission.

**Agenda 3:** Review of 3<sup>rd</sup> cycle Accreditation process

Dr. Anita Hooda and Dr. I. S. Kondra presented the progress report of the work of 3<sup>rd</sup> cycle, the data collected from faculty members and various other steps that has to be taken.

Dr. I. S. Kondra informed the house about the extension activities to be conducted in the nearby village. One day plan, chalked out, was presented before the house.

Chairperson and the members agreed to the plan.

Dr. M. R. Jambhulkar informed about the NSS special camp which was going to be held from 18/12/2018. He explained the extension activities which would be undertaken during the camp.

The topic of increase in the admission of students in the certificate (value added) courses was discussed.

It was resolved that students should be motivated to undertake such courses.

Chairperson insisted members to motivate departments to start new short term value added certificate courses. Everyone agreed to his suggestion.

The topic of Incubation Centre was discussed; Professor Bodhale was given responsibility to initiate programs relating to incubation centre and startup (Business) for students.

Dr. N.R.Baig also informed about the SWAYAM PORTAL and the courses run by government. She also asked all the members to spread this message among students and teachers and motivate them to register for free online courses.

Principal Dr. M.Subhas informed the house about other student support activities like EARN and LEARN scheme, Personality Development Cell and Disaster Management Cell, which were newly introduced by Gondwana University for Affiliated colleges.

The responsibility of EARN and LEARN scheme and all other schemes was given to Dr. G.A. Shambharkar and Dr. I. S. Kondra. Everyone agreed to this suggestion.

It was decided to conduct one week program under capability enhancement scheme for final year students in the month of January 2019.

The discussion on ARTS, COMMERCE and SCIENCE FEST and SUNAHRE PAL 2019 was held. It was decided that as per calendar and CDC's decision, these programs will be conducted.


Vice-Principals gave a detailed report of exams and evaluation of last semester and internal exams, which would be conducted in this semester.

Dr. Manish Jivtode informed about the faculty development programs that would be conducted in this semester.

Coordinator laid more stress on the use of ICT in teaching and learning process.

The meeting adjourned at 12.30 p.m.

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Jagata Mahavidyalaya  
Chandrapur

  
Dr. M. Subhas  
(Principal)  
Jagata Mahavidyalaya  
Chandrapur

**INTERNAL QUALITY ASSURANCE CELL  
MINUTES OF MEETING WITH STAFF**

**Date: 31/12/2018**

Chairperson: Dr. M. Subhas

Coordinator: Dr. N.R. Baig

Place: Principal's office

Time: 10.00 a.m.

- 
1. Discussion on COLLEGE FEST 2018-19 and other academic activities.
  2. Formation of committees for smooth process of COLLEGE FEST
- 

Principal Dr. M.Subhas welcomed all members. Coordinator introduced the agenda of the meeting.

Dr. Baig explained the objectives of COLLEGE FEST 2019 and the need to conduct the event.

Discussion about various programs to be conducted during two days college FEST

In order to develop soft transferable skills like Communication skills, Organizational skills and time management etc. and to make students job ready, it was decided to conduct following co-curricular and extracurricular activities-

1. Elocution
2. Extempore
3. Debate
4. Essay/Creation writing
5. Seminar presentation and poster making
6. Science Exhibition
7. Group discussion
8. Mock Interviews etc.

For the smooth conduct of two days event and fruitful outcome of the function



Chairperson : Dr. M. Subhas  
Coordinator : Dr. N.R. Baij  
Place : Principals Office  
Time : 10. am.

Date : 31/12/18


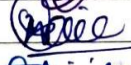
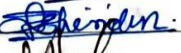





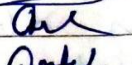

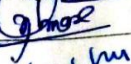
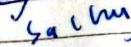
Notice date : - 29-12-2018

Meeting with staff.

Agenda :

- \* Discussion on College - FEST 2018-19 and other academic activities
- \* Formation of committees for smooth process of College - FEST.

Following members were present for the meeting.

Name	Signature
1. Dr. M. Subhas	
2. Dr. D.M. Gaikhande	
3. Dr. M.B. Shende	
4. Dr. P.J. Khinchi	
5. Dr. K.C. Patil	
6. Dr. P.S. Jogi	
7. Dr. A.Y. Surgi	
8. Dr. A.K. Dhawas	
9. + N. Gowardikar	
10. P.V. Patil	
11. V.D. Umare	
12. S.D. Misra	

Name	Signature
13. Dr. S. M. Tiwar	Dr. Tiwar
14. Manisha A. Mahatale	M.A.
15. Dr. P. B. Mahanande	P.B.
16. Dr. S. R. Jomkar	S.R.
17. Dr. Anita Hooda	A.
18. Dr. J. L. Paighan	J.L.
19. Y. V. Duthyapathu	Y.V.
20. R. G. Wanphade	R.G.
21. G. A. Shubhakar	G.A.
22. K. C. Dhanorkar	K.C.
23. K. A. Varna	K.A.
24. M. R. Jambhulkar	M.R.
25. K. S. Thakre	K.S.
26. A. T. Balki	A.T.
27. P. V. Mesaram	P.V.
28. Dr. A. K. Mahatale	A.K.
29. V. S. Borkate	V.S.
30. P. W. Niranjane	P.W.
31. D. J. Konde	D.J.
32. Dr. N. R. Bargi	N.R.

### Notes :

- Principal Dr. M. Subhas welcomed all members.  
 Coordinator Dr. N. R. Bargi introduced the agenda of meeting.
- \* Dr. Bargi explained the objectives of the 'College-FEST'-2018 and the need to conduct the event.
  - \* Discussion about various programs to be conducted during two days college FEST.



In order to develop soft transferable skills like communication skills, organizational skills, time management etc and to make students job ready, it was decided to conduct following co-curricular and extra-curricular activities like:-

1. Elocution
2. Debate
3. Essay / creative writing
4. Seminar presentation, poster making
5. Science Exhibition
6. Extempore
7. Group discussion
8. Mock interviews etc.

\* For the smooth conduct of two days event and fruitful outcome following committees were made and duties were assigned.

#### ARTS FEST

Name of competition		In-charge
1. Poster making	11/01/19	Dr. A.K. Mahatale
B.A-I & M.A-I	8 a.m to 10 a.m	Dr. K.A. Varma
		Dr. P.V. Meshram
2. Seminar	11/01/19	Dr. G.A. Shambharkar
B.A-I	10 a.m to 12 p.m	Dr. J.L. Paighan
M.A-I		Dr. A.K. Mahatale
3. Essay writing	11/01/19	Prof. K.C. Dhanorkar
B.A-II	8 a.m to 9 a.m	Dr. Anita Hooda
M.A-II		Dr. P.B. Mahanande
4. Extempore	11/01/19	Dr. R.G. Wankhede
B.A-II	9.30 a.m to 12 p.m	Dr. S.M. Tiwari
M.A-II		Dr. Anita Hooda
5. Creative writing skills	11/01/19	Dr. J.L. Paighan
B.A-II & M.A-II	8 a.m to 10 a.m	Dr. M.R. Shambharkar
		Prof. Anurag Bhatki

6. Group Discussion	12/01/19	Dr. K. A. Varma
B.A. III	8 am to	Dr. G. A. Shanbhakar
M.A. II	10 am	Dr. I. S. Konda
7. Mock Interview	12/01/19	Dr. Y. V. Diddhachar
B.A. III	10 am	Dr. I. S. Konda
M.A. II	onwards	

### Commerce FEST

Name of Competition		Incharges
1. Poster making	11/01/19	Prof. Gawai
B.Com. I	8 am to	Prof. Ganesh
M.Com. I	10 am	Yergude
2. Seminar	11/01/19	Dr. F. W. Naranjane
	10 am to	Prof. V. M.
	12 pm	Harne
3. Written communication skills	11/01/19	Prof. V. S. Bodhale
B.Com. II, M.Com. II		Prof. Gokale
4. Extempore	11/01/19	Dr. S. G. Naranjane
B.Com. II		Prof. K. Bhasarkar
M.Com. II		
5. Creative writing skill	11/01/19	Prof. S. Bhasarkar
B.Com. III, M.Com. II		Prof. Waze
6. Group discussion	12/01/19	Dr. S. G. Naranjane
B.Com. III, M.Com. II		Dr. F. W. Naranjane
		Mr. Ganesh Yergude



7. Mock Interviews

B.Com. III

M.Com. II

12/01/19

Prof. V.S. Bodhate

Dr. F.W. Miranjan

### SCIENCE FEST.

1. Postermaking

B.Sc. I, M.Sc. I

11/01/19

Dr. M.B. Shinde

Prof. P.V. Patilpauk

Dr. D.M. Gaidhane

2. Seminars

B.Sc. I, M.Sc. I

11/01/19

Dr. P.T. Khurshi

Dr. S.S. Wankar

Dr. A.Y. Surija

3. Science

Exhibition

B.Sc. II, M.Sc. II

11/01/19

Prof. M.A. Mahatale

Dr. M.L. Tiwate

Dr. S.R. Gankar

4. Extempore based

on basic scientific

principles of concept

11/01/19

Dr. V.D. Umare

Dr. Y.B. Gredam

5. Creative writing

skill

B.Sc. III & M.Sc. II

11/01/19

Dr. K.R. Baig

Dr. A.Y. Surija

6. Group discussion

B.Sc. III & M.Sc. II

12/01/19

Dr. Pravin Jogi

Dr. Anil Dhawas

Prof. V.N. Gowardipe

7. Mock Interview

12/01/19

Dr. K.C. Patil

Dr. V.D. Umare

Dr. S.D. Misra

\* Dates, time, Rooms were allotted for different events.

\* Principal motivated for team work and successful completion of the event.

The IQAC team was asked to monitor all the events and all the different program coordinators were asked to conduct their separate meeting with non-teaching / helping staff for the smooth conduct of the college FEST.

*Nani*  
Coordinator  
Jyoti Mahavidyalaya  
Chandrapur

*[Signature]*  
Principal  
Jyoti Mahavidyalaya  
Chandrapur



## Meeting of IQAC with Alumni

Chairperson : Dr. M. Subhas Date : 05/02/19

Coordinator : Dr. N.R. Barg.

Venue : Principal's office

Time : 11:30 a.m

Alumni Association Faculty Coordinator : Dr. I.S. Konde

The meeting with alumni of Tanata Mahavidyalaya, was scheduled on 05/02/2019.

The agenda of the meeting was

1. Welcome of Alumni Association members.
2. Collection and updation of alumni data for past five years.
3. Finalization of date of first alumni meet. (after registration).
4. Deciding the outline of the alumni meet.
5. Taking feedback.

The meeting was held at Principal's office, Following members attended the meeting -

Sr.No.	Name & Designation	Mobile No.
1.	Dr. M. Subhas, Principal, TMV	9860257366
2.	Shri B.W. Rajurkar, Alumni Association President	9850017915
3.	Dr. N.R. Barg, IQAC Coordinator	9923753129
4.	Dr. I.S. Konde, Faculty-coordinator	8329221972
5.	Mr. S.N. Gore, Vice-President, JMAA	9922658314
6.	Mr. N.B. Kulkade, Treasurer, JMAA	9860273647
7.	Mr. S.V. Bhagat, Ex-member JMAA	9372771571
8.	Mr. P.D. Gawande, Ex-member JMAA	8308819776
9.	Dr. S.D. Bele, Ex-member JMAA	9518501308
10.	Dr. Anita Hooda, member IQAC	9422136055
11.	Dr. J.L. Paigyan, faculty member	9527154609



12. Dr. F.W. Miranjane faculty 9881552909
13. Dr. S.R. Gomkar faculty 7888266404
14. Dr. M.R. Tambhulkar faculty 8275713661

Chairman Dr. M. Subhas extended a warm welcome to all those present for the meeting. He congratulated all the ~~regis~~ alumni association members for registration of association. He also briefed about the agenda and directed Dr. I.S. Kondra, Coordinator (faculty) to carry out the proceeding as per proceedings agenda.

Following transactions were carried out and finalized in the meeting.

1. Coordinator IQAC, welcomed all the members and briefed out the 3<sup>rd</sup> cycle accreditation process and the important role of alumni in college.
2. It was decided that all the faculty incharges Dr. M.R. Tambhulkar, Dr. F.W. Miranjane, Dr. S.R. Gomkar, will collect and update the data of alumni. Social media may be used. It was also recommended to form students coordinators and subcoordinators from each programme to for smooth collection of data.
3. It was decided unanimously that first alumni meet after registration shall be conducted on 7<sup>th</sup> Sept. 2019. A google form will also uploaded on institute's website for alumni registration.



Mr. Pankaj Jeyawade also informed about the facebook page created for alumni.

4. The outline of the alumni was discussed and final programme will be prepared by Dr. D.S. Kondra, based on the expected number of alumni attending the meet.
5. IQAC informed about the feedback form generated for alumni and their feedback on curriculum would be collected.

The meeting ended with the resolution to take sincere efforts by everyone for making the ALUMNI MEET a great success.

*Mr.*  
Dr. N.R. Baigi  
Co-Ordinator IQAC  
Jyoti Mahavidyalaya  
Chandrapur

*Dr. N. Subhas*  
Principal  
Jyoti Mahavidyalaya  
Chandrapur

# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **MINUTES OF MEETING, Dated 22/04/2019**

Dr. M.Subhas, Principal, in the chair, called the meeting to order and welcome the members.

### **Agenda1: Approval of minutes**

Mr. D.U Adbale read the minutes of last meeting and moved that the minutes be approved. The members unanimously resolved to approve the minutes.

### **Agenda 2: Preparation on 3<sup>rd</sup> Cycle Accreditation Process and the role of non-teaching staff.**

Dr. Nahida Baig explained the preparation going on for accreditation and role to be played by non-teaching staff in this process. She expected that the staff would assist in the process wholeheartedly.

### **Agenda 3: Discussion of Annual work plan**

Mr. Adbale explained the activities to be conducted throughout the year starting from the publication of prospectus to the submission of examination form and uploading of internal assessment marks of the students on the university website. A committee was assigned the work of updation of prospectus and admission form.

The duties were assigned to all concerning staff.

### **Agenda 4: Discussion on admission procedure**

Admission procedure for the coming session in different programs was discussed in detail. Admission duties were assigned for different streams to different personnel. It was also informed that from the session 2019-20 online admission process would be started and the way it would work. Details relating to date, venue and program fee were also informed. It was also decided to collect email ids of all students without fail.

### **Agenda 5: Discussion on training programs**


Principal Dr. M.Subhas motivated the members to undertake training programs. Details related to computer training program, to be conducted by computer science department were shared and it was decided at least 10-15 members will avail the benefits of this training. Information regarding time and date will be informed soon.


### **Agenda 6: Discussion on placement of faculty**

It was decided to inform the faculty in advance about the due date of CAS promotion and the filing procedure. And strive for timely placement of faculty. It was also informed to all non-teaching staff to fill up their appraisal forms in time.

#### **Agenda 7: Adjournment**

**Vote of thanks was proposed by Shri A. V. Dhande. The chairperson adjourned the meeting at 2.00 p.m.**

  
Coordinator, IQAC  
Co-Ordinator-IQAC  
Jagata Mahavidyalaya  
Chandrapur

  
Dr. M. Subhas  
(Principal)  
Jagata Mahavidyalaya  
Chandrapur

## ACTION TAKEN REPORT 2018-19

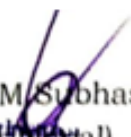
Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• <b>Preparation and submission of SSR for third cycle accreditation</b></li> </ul>	<p>Work in progress. Conducted several meetings with staff, and other stakeholders.</p> <p>Framed various sub-committees to work in unison with IQAC.</p>
<ul style="list-style-type: none"> <li>• <b>To organize more National/State level conferences and University level competitions.</b></li> </ul>	<ol style="list-style-type: none"> <li>1. A workshop on scope of newly introduced syllabus for Semester III and IV was conducted by Economics department on 20/06/2018.</li> <li>2. A university level one day workshop on “NAAC’s Revised Accreditation Framework and Guidance for SSR preparation” was organized by IQAC on 25/09/2018.</li> <li>3. An institutional level workshop on IPR was organized by IQAC on 18/8/18</li> <li>4. AN institutional level workshop on Disaster management under environment consciousness was organised by IQAC on 06/09/2018</li> <li>5. An institutional level workshop on personality development through stress management under personal counseling scheme was organised by IQAC for students and staff.</li> <li>6. An institutional level faculty development program on “Teaching methodologies” was organised IQAC for staff. Faculty from S. P. Law college also attended this program.</li> <li>7. A university level workshop on scope of syllabus for semester V and VI was organised by zoology department.</li> </ol>
<ul style="list-style-type: none"> <li>• <b>To organize workshops/Programs for career guidance</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Guest lecture on” Career options in Web development and web designing”, was organised by Computer Science department, 15/09/2018</li> <li>2. Guest Lecture on competitive exam and History, was organized by History department on 28/03/2019</li> <li>3. Career development and management through exams and scholarship was organised by Chemistry department and placement cell. (23/01/2019)</li> </ol>

	<ol style="list-style-type: none"> <li>4. A career counseling session on guidance for MPSC/UPSC examination was conducted by Unique Academy Pune-Nagpur for the students of final year (UG/PG) on 29th January 2019</li> <li>5. A guidance program on importance of skill development courses was organised by Kaushalya Vikas Kendra DKFL, Chandrapur.</li> <li>6. A guidance program on self employment opportunities was organised by department of Home Economics on 09/01/2019</li> </ol>
<ul style="list-style-type: none"> <li>• <b>To organize gender sensitization programmes</b></li> </ul>	<ol style="list-style-type: none"> <li>1. Program on gender justice and women empowerment &amp; awareness about ragging; 04/08/2018</li> <li>2. Rally: ‘ Save the girl child’; 02/01/2019</li> <li>3. Celebration of Krantijyoti Savitribai Phule Birth anniversary and Women safety, self defense and de-addiction program in collaboration with Chandrapur Police on 03/01/2019</li> <li>4. Celebration of International Women’s Day and awareness exam about laws relating women in India, 08/03/2019</li> </ol>
<ul style="list-style-type: none"> <li>• <b>To organize extra-curricular activities for overall development of students</b></li> </ul>	<ol style="list-style-type: none"> <li>1. COLLEGE FEST 2018-19</li> <li>2. Expert Guidance Lectures by almost all departments.</li> <li>3. Programs through departmental cells.</li> <li>4. Celebration of Teachers Day and Birth and Death Anniversaries of great Indian Personalities.</li> <li>5. Celebration of Various days like Hindi Day, World Population day, Constitution Day, Reading Day, Independence Day, Republic Day etc.</li> <li>6. Voting awareness campaign.</li> <li>7. Celebration of Sports and Cultural Week “Sunhare Pal”</li> <li>8. Celebration of Traditional Day</li> <li>9. Participation of students in Intercollegiate and Intra collegiate sports and cultural competitions.</li> <li>10. General Knowledge test conducted by Library and Marathi department.</li> <li>11. Participation of students in various extension activities like Swachh Bharat Abhiyan.</li> </ol>

	<p>12. A test for chemistry students was conducted in collaboration with TIFR Mumbai.</p> <p>13. Conduct of Bridge Courses, Short term skill oriented courses, Yoga and Meditation camp, Personal counseling through students mentoring system, remedial coaching, by various department, career counseling- programs conducted under capability enhancement scheme.</p>
<ul style="list-style-type: none"> <li>• To carry out environment audit</li> </ul>	<p>Green Audit was conducted.</p>
<ul style="list-style-type: none"> <li>• To introduce more soft skill courses</li> </ul>	<ol style="list-style-type: none"> <li>1. A Workshop on soft skills was organised by English department.</li> <li>2. Program on Personality Development through Stress management.</li> <li>3. Soft skills development through short term course "Spoken English".</li> <li>4. Soft skill development through various capability enhancement scheme.</li> </ol>
<ul style="list-style-type: none"> <li>• To organize campus interviews for students</li> </ul>	<ol style="list-style-type: none"> <li>1. Placement Cell in collaboration with Wildlife conservation trust organized an interview for the post of Education consultant, on 12-06-18 at Janata Mahavidyalaya Chandrapur, 10 students of B.Sc. and M.Sc. were present for the interview and 2 were selected.</li> <li>2. Walk-in-interview was organized by Rajrajeshwar home appliances, Tukum Chandrapur for the student of BA/BSc/BCom, for the post in the marketing department, the notice was circulated and 24 students attended the interview.</li> <li>3. Multiorganic Chemical limited organized campus interview for the post of Chemist on 27-02-2019 at Janata Mahavidyalaya Chandrapur, 20 students were present for interview.</li> <li>4. Reliance Jio Chandrapur organized campus interview for student of UG and PG on 27th March 2019 at S.P. Mahavidyalaya Chandrapur, 40 students were present for the interview.</li> <li>5. Students of final year UG and PG of all the programs were coordinated by placement cell for</li> </ol>

	MEGA JOB FAIR organized by DHFL skill development centre, Chandrapur.
<ul style="list-style-type: none"> <li>• <b>Increase in collaboration and linkages with nearby industries.</b></li> </ul>	<p>MoUs were signed with the following industries and Institutes-</p> <ol style="list-style-type: none"> <li>1. CIPET Industries</li> <li>2. Shantaram Potdukhe College of Law, Chandrapur</li> <li>3. Eco-Pro Sanstha, An NGO</li> <li>4. Ranstad</li> <li>5. DHFL</li> <li>6. Bhawanji Bhai Jr. College, Chandrapur</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Enhancing use of ICT for teaching –Learning process</b></li> </ul>	<p>There was more use of ICT by the entire faculty. There was use of Google classroom, Edmodo Classroom, Moodle- Online platform for enhanced teaching learning experience.</p> <p>Various brainstorming sessions, problem solving sessions, seminars, assignments/projects were conducted for students.</p>
<ul style="list-style-type: none"> <li>• <b>To work on incubation center</b></li> </ul>	Incubation and Innovation Cell was formed.

  
 Coordinator, IQAC  
 Co-Ordinator-IQAC  
 Janata Mahavidyalaya  
 Chandrapur

  
 Dr. M. Subhas  
 (Principal)  
 Janata Mahavidyalaya  
 Chandrapur