

S. S. E. S. Amravati's Science College, Congress Nagar, Nagpur

Internal Quality Assurance Cell (IQAC)

The Minutes of the IQAC Meeting held on 27/4/2016

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 27/4/2016 at 12 p. m. in the Meeting Hall. The meeting was chaired by Dr D K Burghate, Principal and Chairman of IQAC.

The following members of IQAC were present

1. Dr. D. K. Burghate	Chairman & Principal
2. Dr. G. R. Avachar	Co-ordinator
4. Dr. R. S. Sakundarwar	Member Secretary
5. Dr. D. W. Deshkar	Member
6. Dr. C. J. Chandekar	Member
7. Dr. S. B. Khasare	Member
8. Dr. S. R. Pande	Member
9. Prof. R. N. Deshmukh	Member
10. Prof. S. M. Ghatole	Member
11. Dr. A. D. Bobdey	Member
12. Shri V. A. Dakhole	Member
13. Dr. Mrs. P. D. Burghate	Member (Alumni)
14. Shri Nitin Hirulkar	Member (Technical Staff)

Chairman welcome the members of IQAC present in the meeting.

The following items were discussed in the meeting:

1. Confirmation of minutes of previous meeting

Minutes of the previous meeting held on 6/2/2016 were read by IQAC Coordinator Dr G R Avachar and these were confirmed by the house.

2. Discussion on Action Taken Report.

Action Taken Report on the previous meeting held on 6/2/2016 read by IQAC Coordinator Dr G R Avachar was discussed and approved by the members.

3. Discussion on annual reports submitted by Heads of the respective Departments /Conveners of various committees.

Coordinator of IQAC read the annual reports of actions taken by Heads of respective Departments / Conveners on Annual Plans submitted by them in the beginning of the session 2015-16.

IQAC discussed annual reports submitted by Heads of the respective Departments /Conveners of various committees such as NCC, NSS, Student Aid Fund, Value Addition, Women Cell, Placement Cell, Center for Social Action, Students Council, Teacher Mentor Scheme, Research Cell etc. for the current session 2015-16.

The IQAC have taken the note of this and appreciated the efforts of the staff for conducting academic activities. The Principal directed that every faculty members should do the research work so as to publish in a year, at least one paper in a Journal of national/international repute. He also directed that each faculty member should undergo for minor /major project.

4. Discussion on Report of CPE Grant

The details discussion took place on a report of CPE Grant submitted to IQAC by Dr S W Anwane, Coordinator (CPE) to IQAC for the current session 2015-16.

The members suggested that the CPE grant be utilized on purchase of teaching aids, computers, software, Books and Journals, Internet connectivity, up gradation of classrooms in terms of smart class room etc.

IQAC also have taken the note of various grants sanctioned to the college during the previous session 2014-15 under UGC Schemes. The IQAC appreciated the contribution of Principal and Dr A W Anwane Coordinator (CPE grant) and congratulated them.

5. Discussion on feedback responses from students

The detail discussion took place on a report of Feedback Cell submitted by Mr. M A Pande for the previous session 2015-16.

Feedback from final year students: The feedback was collected from final year students on 16 parameters. Majority of the students have given positive feedback on almost all parameters.

Suggestions:

1. Regular cleaning of wash rooms of block A
2. Proper maintenance of microbiology and chemistry labs.
3. Provide Wi-Fi facility to students
4. Improvement in canteen facility
5. Proper way of giving instructions and notices
6. Improvement in parking facility as well as staff.

Parents' feedback: Most of the parents visit the college at the time of admission. Very few parents attend parent's meeting and respond to the feedback. However, time to time we interact with parents either on phone or in person when they visit our college and always we found that they are happy with the day to day teaching and the conduct of unit tests. But our concern about the response to the feedback from the parents who are unable to contribute due to inability to express their own views regarding enrichment of syllabus, teaching methods etc.

Feedback from alumni: Alumni meet is conducted once in a year where they contribute their practical experiences along with their commitment to deliver lectures to enable our students' to face outside competition

Feedback from companies coming from campus placement: As per the discussion of our Convener, T&P Cell, with HR persons of different companies, they require confident students having basics of domain for their placement.

The members of IQAC discussed on the feedback and resolved that IQAC take the necessary steps to care of the suggestions received from the students. Also resolved that the analysis of the feedback of students against teachers done by Feedback Cell shall be brought to the notice of the teachers by Hon'ble Principal and direct them for improvement if necessary.

6. Discussion on preparation of Annual Quality Assurance Report to be submitted to NAAC for the year 2015-16.

A detailed discussion was held in the meeting on preparation of AQAR for the year 2015 -16 to be submitted to NAAC through mail by 30th June 2016. The notice was already been circulated to Heads of the department and Conveners of the respective committee to collect the information in a format prepared for the same.

7. Discussion on Annual Self-Assessment for the Performance Based Appraisal System (PBAS) for the session 2015-16

Coordinator informed the house that almost all the staff members have submitted the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) (Annexure III) for the session 2015-16 through their Head of the department. The Head of the department verified the API Scores of their faculty. Also the API Scores of the faculties was verified by the subcommittee constituted by the chairman of IQAC.

IQAC have taken the note of it and resolved that API Score of the entire faculty be approved.

8. Discussion on Local Inquiry Committee's Report in respect of the continuation of Affiliation for non-grant subjects of UG/PG

The Coordinator put forth the report of Local Inquiry Committee in respect of the continuation of Affiliation for non-grant subjects of UG/PG He informed that the committee recommended the

continuation of affiliation for the session 2016-17 and 2017-18 for non-grant subjects of UG/PG subject to the compliance of their recommendations mainly to fill up the vacant post of teaching and nonteaching staff in the college.

The IQAC discussed and resolved that the necessary action should be taken in order to make compliance of the recommendations of Local Inquiry Committee. Further it was directed to make correspondence to Secretary of parent society to fill up the vacant post of regular teaching staff in the college.

9. Discussion on Quality Profile and report of NAAC Peer Team visited on 20-21, January 2016

Coordinator put forth the Quality Profile and report of NAAC Peer Team visited on 20-21, January 2016 for consideration of IQAC. Members discussed on Quality Profile and also discussed on each of the recommendation made by NAAC Peer Team. Chairman pointed out that criterion-wise Grade Point Average received in 3rd cycle for criteria I and IV is even less than that of the third cycle. Criterion-wise Grade Point Average received in other criteria is also not up to the expectation, except for the criteria VII. The committee also discussed in details of each of the recommendations made by the NAAC Peer Team.

Members were unpleasant with criterion-wise Grade Point Average received in 3rd cycle and disagree with the Quality profile.

IQAC resolved that the Quality Profile and report of NAAC Peer Team be put forth in College Council Meeting and LMC Meeting for discussion and then proceed for an appeal to NAAC against the reaccreditation of 3rd cycle as 'A' Grade with CGPA 3.26. It also resolved that the Coordinators of IQAC and NAAC Steering Committee shall take necessary and follow up action in this regard.

10. Any other matter with permission of the chair

Chairman informed the house that in view of the outstanding performance/ services of the Teaching / Nonteaching Staff, the Best Teacher Award is declared to Dr. H. B. Hirulkar, Assistant Professor, Department of English, Best Research Award is declared to Dr. Mrs. P. D. Burghate, Associate Professor, Department of Chemistry and Best Service Award is declared to Shri V. S. Nikam and Shri D. S. Kaurati from nonteaching staff. All these staff members are felicitated in College Council Meeting and will be felicitated in felicitation program to be conducted for meritorious students.

The IQAC appreciated the contribution of these faculties for their best services and congratulated them for their achievement.

The IQAC have taken the note of this.

Meeting ended with vote of thanks by IQAC Coordinator



Coordinator
IQAC



Principal & Chairman
IQAC

S. S. E. S. Amravati's Science College, Congress Nagar, Nagpur
Internal Quality Assurance Cell (IQAC)

Action Taken Report on Minutes of IQAC Meeting held on 27/4/2016 to be placed in the next IQAC Meeting

Sr. No	Item No	Minutes	Action Taken
1	3	<p>Discussion on annual reports submitted by Heads of the respective Departments /Conveners of various committees.</p> <p>Principal directed that every faculty members should do the research work so as to publish in a year, at least one paper in a Journal of national / international repute. He also directed that the each faculty member should take the necessary steps to submit their minor /major project.</p>	<p>Discussed in College Council Meeting.</p> <p>Informed to Convener Research Committee.</p>
2	4	<p>Discussion on Report of CPE Grant</p> <p>The members suggested that the CPE grant be utilized on purchase of teaching aids, computers, software, Books and Journals, Internet connectivity, up gradation of classrooms in terms of smart class room etc.</p>	<p>Informed to Dr S W Anwane to call a meeting of Heads of the Depts. to discuss and decide the utilization of CPE grant as discussed in IQAC meeting.</p>
3	5	<p>Discussion on feedback responses from students</p> <p>The members of IQAC discussed on the feedback and resolved that IQAC take the necessary steps to care of the suggestions received from the students.</p> <p>Also resolved that the analysis of the feedback of students against teachers done by Feedback Cell shall be brought to the notice of the teachers by Hon'ble Principal and direct them for improvement if necessary.</p> <p>Suggestions:</p> <p>Regular cleaning of wash rooms of block A</p> <p>Proper maintenance of microbiology and chemistry labs.</p> <p>Provide Wi-Fi facility to students</p> <p>Improvement in canteen facility</p> <p>Proper way of giving instructions and notices</p> <p>Improvement in parking facility as well as staff.</p>	<p>Action has been taken to take care of the suggestions received from the students.</p> <p>Analysis of feedback of students against teachers done by Feedback Cell has been brought to the notice of the teachers by Hon'ble Principal and directed them for improvement. Also appreciated the teachers for whom the feedback was very good.</p>
4	7	<p>Discussion on Annual Self-Assessment for the Performance Based Appraisal System</p>	<p>Informed to all staff members</p>

		(PBAS) for the session 2015-16 Resolved that API Score of the entire faculty be approved.	
5	8	Discussion on Local Inquiry Committee's Report in respect of the continuation of Affiliation for non-grant subjects of UG/PG for the session 2016-17 and 2017-18 The IQAC discussed and resolved that the necessary action should be taken in order to make compliance of the recommendations of Local Inquiry Committee. Further it was directed to make correspondence to Secretary of parent society to fill up the vacant post of regular teaching staff in the college.	Compliance of the recommendations of Local Inquiry Committee were done and University granted continuation of affiliation for two years i.e. the session 2016-17 and 2017-18.
6	9	Discussion on Quality Profile and report of NAAC Peer Team visited on 20-21, January 2016 IQAC resolved that the Quality Profile and report of NAAC Peer Team be put forth in College Council Meeting and LMC Meeting for discussion and then proceed for an appeal to NAAC against the reaccreditation of 3 rd cycle as 'A' Grade with CGPA 3.26. It also resolved that the Coordinators of IQAC and NAAC Steering Committee shall take necessary and follow up action in this regard.	Discussed in College Council Meeting and necessary action has been taken to make appeal against reaccreditation of 3 rd cycle.



Coordinator
IQAC



Principal & Chairman
IQAC