

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

Internal Quality Assurance Cell (IQAC)

The Minutes of the IQAC Meeting held on 2/4/2017

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 2/04/2017 at 11.00 a.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 | - | Coordinator (IQAC) |
| 3. Dr. D.W. Deshkar | - | Coordinator (NAAC) |
| 4. Dr. S. V. Ghonmode | - | Member & Convener I |
| 5. Dr.M. J. Hedau | - | Member & Convener II |
| 6. Dr. R .N. Jugele | - | Member & Convener III |
| 7. Dr. S. R. Pande | - | Member & Convener IV |
| 8. Dr. R.N. Deshmukh | - | Member & Convener V |
| 9. Prof. S. M. Ghatole | - | Member & Convener VI |
| 10. Dr. Mrs. P S Tiwari | - | Member & Convener VII |
| 11. Shri V. A. Dakhole | - | Member (Teaching Staff) |
| 12. Dr. Mrs. P. D. Burghate | - | Member (Nominee from Alumni) |
| 13. Shri. A. R. Zodpe | - | Member(Administrative Staff) |
| 14. Shri. Nitin Hirulkar | - | Member(Technical Staff) |
| 15. Pratiksha V Raut (Secretary of Student Council)-Members (Student) | | |

The following items were discussed in the meeting:

1. Confirmation of minutes of previous meeting

Minutes of the previous meeting held on 5/1/2017 were read by IQAC Coordinator and these are confirmed by the house.

2. Discussion on Action Taken Report.

Action Taken Report on the previous meeting held on 5/1/2017 read by IQAC Coordinator 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 2016-17.

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 2016-17. 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 the each faculty member should take the necessary steps to submit their 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 year 2016-17.

The members also have taken the note of various grants sanctioned to the college during the previous session 2015-16 under UGC Schemes. The IQAC appreciated the contribution of Principal and Coordinator –CPE and congratulated them.

5. Discussion on feedback responses from students

The detail discussion took place on a report of Feedback Cell submitted by Mrs. M A Pande for the session 2016-17. Feedback about individual teacher was obtained from students. A questionnaire containing 7 parameters was considered to take feedback on individual teacher's performance from students. A random sample of 10 students for every teacher was taken. Students are satisfied with their relationship with teachers, teaching methodology, approach of generating interest in the subject and the way of responding their doubts. However, there was mixed feedback as far as other aspects are concerned.

Suggestions from the students are

1. Regular cleaning of wash rooms of block A
2. Improvement in computer/internet facilities.
3. Renovation of block A
4. Availability of canteen facility.

The members of IQAC discussed on the feedback and resolved that necessary steps should be taken to take care of the suggestions received from the students. It also resolved that the feedback in respect of the teacher shall be discussed by the Principal with faculty members individually for corrective measures, if any. Further it is suggested that the feedback cell should go for online system to collect the feedback from various stakeholder.

6. Discussion on preparation of Annual Quality Assurance Report to be submitted to NAAC for the year 2016-17.

Coordinator informed the house that all head of the department have submitted the information required for preparation Annual Quality Assurance Report (AQAR) for the year 2016-17. A sub-committee was constituted to prepare AQAR for the academic activities carried during the session 2016-17. This committee shall prepare the draft of AQAR 2016-17, which will be placed before IQAC for approval.

Hon'ble Principal further directed the coordinator to do the needful for submission of AQAR - 2016-17 as early as possible.

7. Discussion on Annual Self-Assessment for the Performance Based Appraisal System (PBAS) for the session 2016-17

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) through their Head of the department for the session 2016-17. 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 report of State Level Seminar on 'Teaching, Learning and Evaluation' held during 20-21 January 2017

The coordinator put-forth the report of NAAC sponsored State Level Seminar on 'Teaching, Learning and Evaluation' held during 20-21 January 2017. About 110 delegates from all over the state participated and around 20 research papers were presented in the proceeding of the seminar.

The IQAC appreciated the efforts made by the Coordinator and Principal for successful organization of this NAAC sponsored Seminar.

9. Any other matter with permission of chairperson

As there was no matter to discuss the 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 2/4/2017 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>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 the each faculty member should take the necessary steps to submit their minor /major project.</p>	<p>Discussed in College Council Meeting. Informed to Convener Research Committee.</p>
2	5	<p>Discussion on feedback responses from students</p> <p>Resolved that necessary steps should be taken to take care of the suggestions received from the students.</p> <p>Suggestions: Regular cleaning of wash rooms of block A, Improvement in computer/ internet facilities, Renovation of block A, Availability of canteen facility.</p>	<p>Action taken to take care of the suggestions received from the students.</p>
3	6	<p>Discussion on preparation of Annual Quality Assurance Report to be submitted to NAAC for the year 2016-17.</p> <p>Hon'ble Principal further directed the coordinator to do the needful for submission of AQAR -2016-17 as early as possible.</p>	<p>Action has been taken for submission of AQAR -2016-17 as early as possible.</p>



Coordinator
IQAC



Principal & Chairman
IQAC