

# MEETING MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) 2020-2021

Page No. \_\_\_\_\_  
Date: \_\_\_\_\_

Notice 1

Page No. \_\_\_\_\_  
Date 08/06/2020

This is to inform all the members of IQAC to attend a meeting on 13.06.2020, 11.00 am in IQAC office.

Agenda of the meeting:


- 1) A review of AQAR of academic session 2019-20.
- 2) Preparation of Academic Calendar for 2020-21.
- 3) Future programmes of each department.
- 4) Organisation of seminars, conferences and workshops.
- 5) Spardhasatna Competitive Exam.
- 6) Online teaching learning due to Covid 19 Pandemic.
- 7) Remedial and Booster classes.
- 8) PO's, PSO's and CO's.



**IQAC-Co-ordinator**

Date: 08/06/20

Place: Armori

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
N. P. Commerce College,  
Armori, Dist - Gadchiroli

**IQAC Members:**

Sr. no	Name	Signature
1.	Shri. R. W. Wanmali	-
2.	Shri. D. W. Wanmali	-
3.	Prof. Vaibhav Padole	-
4.	Prof. Priyadarshan Ganvir	-
5.	Dr. C. D. Mungmode	-

- 6. Dr. Satish Kola - 2
- 7. Prof. Sneha Mohurle - 2
- 8. Dr. Naresh Bansod - 1
- 9. Dr. Jayesh Papadkar - 1
- 10. Shri. R.M. Nimje - 1
- 11. Shri. P.N. Ganvir - 1
- 12. Shri. Pramod Borkar - 1
- 13. Shri. Pawan Kokode - 1

Future programmes for each department  
A) Organisation of seminars & conferences  
B) Participation in workshops  
C) Participation in competitive exams  
D) Online teaching learning due to Covid 19  
E) Purchase of reference books  
F) Remedial and booster classes  
G) PGD, PGC and COE

Principal  
Date: 08/06/20  
Place: Ahmednagar

Principal

Date: 08/06/20  
Place: Ahmednagar

Principal

Date: 08/06/20

Place: Ahmednagar

IRAC Members

Name

Post

- 1. Dr. W. W. Wankar
- 2. Dr. D. W. Wankar
- 3. Prof. Vaidyanath Patil
- 4. Prof. Pravin Patil
- 5. Dr. C. D. Mungroo



Meeting - 1

Minutes of the meeting of IQAC of Mahatma Gandhi Arts, Science and Late N.I.P. Commerce College Armori held on 13.06.2020 at 11.00 am in IQAC office.

IQAC Meeting was chaired by Dr. Lalsingh Khalsa, Principal. IQAC coordinator conducted this meeting.

Agenda of the meeting were:

- 1) A review of AQAR of academic Calender session 2019-20.
- 2) Preparation of Academic Calender for 2020-21.
- 3) Future programmes of each department.
- 4) Organisation of seminars, conferences and workshops.
- 5) Spardhasatna Competitive Exam.
- 6) Online teaching learning due to Covid 19 Pandemic
- 7) Remedial and Booster classes.
- 8) PO's, PSO's and CO's.

Members present in the meeting:

- 1) Shri. R.W. Wanmali -
- 2) Shri. D.W. Wanmali -
- 3) Shri. R.M. Nimje -
- 4) Prof. Vaibhaw Padole -
- 5) Prof. Priyadarshan Ganvir -
- 6) Dr. C.D. Mungmode -
- 7) Dr. R.V. Ghonmode -
- 8) Prof. Sneha Mohurle -




- 9) Dr. Naresh Bansod - ~~Handwritten signature~~
- 10) Dr. Jayesh Papadkar - ~~Handwritten signature~~
- 11) Shri. P.N. Ganvir - ~~Handwritten signature~~
- 12) Shri. Pramod Borkar - ~~Handwritten signature~~
- 13) Shri. Pawan Kokode - ~~Handwritten signature~~
- 14) ~~Handwritten signature~~


Following points were discussed and the resolutions were passed:

- 1) It was decided to complete AQAR of 2019-20 in the month of August so that it may be sent to NAAC in Spt. or Oct. 2020.
- 2) Academic Calender for the academic session 2020-21 has to be prepared in a special meeting of IQAC and should be approved by the Principal.
- 3) It was decided to receive annual plans of each department so that their activities should be included in the above said academic calender of 2020-21.
- 4) Due to Covid-19 pandemic restrictions, IQAC Chairman Principal Dr. Lalsingh Khalsa suggested to organise online workshops, conferences and seminars in the present session. It was discussed to organise subject related ~~of~~ online workshops, seminars and conferences for the benefit of all the stakeholders of the institution.



- 5) To motivate students for competitive examination it was resolved to conduct Spardhasatna Competitive Examination in online mode in the month of sept. 2020.
- 6) Owing respect to the guidelines of Covid-19 Pandemic, Principal Dr. L.H. Khalsa suggested IQAC to prepare faculty's mindset for online teaching-learning. He suggested to prepare online timetable of each faculties so that the students and teachers would not feel overburdened.
- 7) IQAC Co-ordinator Prof. Nimesh Meshram put an emphasis on the proper implementation of the guidelines for conducting Remedial and Booster classes designed respectively for slow and advanced learners. Prof. Priyadarshan Genvir was appointed to monitor these Remedial and Booster classes in online mode. He was given instructions to assist all the faculties in this regard.
- 8) It was resolved to display PO's, PSO's and CO's of every department that were confirmed previously.

  
IQAC Co-ordinator

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
N. P. Commerce College,  
Armeri, Dist - Gadchiroli

Date: 13/06/2020 Place: Armeri



## ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 13.06.2020.

To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken.

Sr no	Decisions	Actions taken
1.	To keep ready AQAR of 2019-20	→ The draft of AQAR of 2019-20 is successfully completed and it will be sent to NAAC in December 2020.
2.	Preparation of Academic Calender for 2020-21	Academic Calender is prepared and circulated in the first week of July 2020.
3.	Planning for future programmes.	→ Each portfolio and academic department prepared their own annual plan and submitted to IQAC.
4.	Plan for organising seminars and workshops, conferences.	→ A range of online workshops, seminars and conferences were planned. i.e. state level Essay





Notice 2

	competition, International seminar on Impact of Covid 19 pandemic, National level Poets E-meet, International e-seminar on multifunctional Advanced Materials etc. were planned to organise in the year-
5) Spardharatna - Competitive Examination	→ To motivate and encourage students for competitive examinations college conducted a competitive examination Spardharatna on 20/9/2020
6) Online teaching-learning due to Covid-19 Pandemic	→ College prepared Online classes timetable in June 2020 and the faculties started online classes using zoom platform.
7) Remedial and Booster Classes	→ Online Remedial and Booster classes were organised respectively for the slow and Advanced learners.
8) Confirmation of PO's, PSO's and CO's	→ youtube videos reflecting PO's, PSO's and CO's are prepared by the faculties

Sl. No.	Decisions	Actions taken
	PO's, PSO's and CO's	and will be displayed soon on the college website.

This report is to be presented in the next IQAC meeting for its approval and feedback.

  
IQAC Co-ordinator

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
W. P. Commerce College,  
Armori, Dist - Gadchiroli

30/09/2020




## Notice 2

All the IQAC members are hereby informed to attend a general meeting of IQAC on dated 5th Oct. 2020, 11:30 am in IQAC office.


Agenda of the meeting:

- 1) Planning and finalization of dates of various workshops, seminars and conferences.
- 2) Online Unit tests, practicals and assignments.
- 3) Purchasing of new books, equipments and computers.
- 4) Construction of new spacious laboratories.
- 5) Review of online teaching learning classes.
- 6) Online activities for the benefit of students.

  
IQAC Co-ordinator


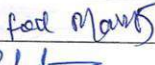
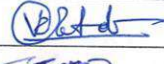



Date: 1/10/2020

Place: Armori

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
N P. Commerce College,  
Armori, Dist - Gadchiroli

IQAC Members

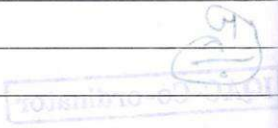
Signature

- |                              |   |   |
|------------------------------|---|---|
| 1) Shri R. W. Wanmali        | - |  |
| 2) Shri D. W. Wanmali        | - |  |
| 3) Prof. Vaibhav Padole      | - |  |
| 4) Prof. Priyadarshan Ganvir | - |   |
| 5) Dr. C.D. Mungmode         | - |  |
| 6) Dr. Satish Kola           | - |  |

Notice

- 7) Prof. Sneha Mohurle - Su le
- 8) Dr. Naresh Bansod - Naresh
- 9) Dr. Jayesh Papadkar - Jayesh
- 10) Shri. M.G. Tagde - M.G. Tagde
- 11) Shri. P.N. Ganvir - P.N. Ganvir
- 12) Shri. Pramod Borkar - Pramod
- 13) Shri. Pawan Kokode - Pawan

Agenda of the meeting is as follows:  
1) Planning and finalization of dates of various workshops, seminars and conferences.  
2) Online Unit test, practicals and assignments.  
3) Purchasing of new books, equipments and computers.  
4) Construction of new specimen laboratories.  
5) Review of online teaching learning classes.  
6) Online activities for the benefit of students.



Date: 11/01/2020  
Place: Armani

IACAC Members

- 1) Shri. R. W. Warambali
- 2) Shri. D. W. Warambali
- 3) Prof. Vaibhav Padole
- 4) Prof. Prayankar Ganvir
- 5) Dr. C.D. Mungrode
- 6) Dr. Satish Kola

Signature




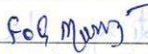







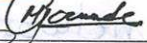



Meeting minutes of IQAC general meeting held on 5<sup>th</sup> Oct. 2020, 11:30 am in IQAC office.

All IQAC members were present in the meeting. Principal Dr. Lalsingh Khalsa, presided over the meeting. IQAC Coordinator Prof. N.N. Meshram conducted the meeting.

Agenda of the meeting:

- 1) Planning and finalization of dates of various workshops, seminars and conferences.
- 2) Online unit tests, practical exams and assignments.
- 3) Purchasing of new books, equipments and computers.
- 4) Construction of new, spacious laboratories.
- 5) Review of online teaching-learning.
- 6) To organise online activities for the benefit of students.

Members present in the meeting:

- 1) Shri. R.W. Wanmali - 
- 2) Shri. D.W. Wanmali - 
- 3) Prof. Vaibhav Padole - 
- 4) Prof. Priyadarshan Ganvir - 
- 5) Dr. C.D. Mungmode - 
- 6) Dr. Satish Kola - 
- 7) Prof. Sneha Mohurle - 
- 8) Dr. Naresh Bansod - 
- 9) Dr. Jayesh Papadkar - 
- 10) Shri. M.G. Tagde - 
- 11) Shri. P.N. Ganvir - 
- 12) Shri. Pramod Borkar - 
- 13) Shri. Pawan Kokode - 



Following points were discussed and the resolutions were passed.

1) IQAC members discussed about the organisation of various workshops, seminars and conferences. They discussed about probable dates for conducting these programmes.

2) Principal and chairman of IQAC Dr. Lalsingh Khalsa proposed to conduct online tests, assignment and practical examinations on online mode as per Gondwana University Gadchiroli's schedule.

3) IQAC members suggested to purchase textbooks of changed syllabi. Due to Covid-19 pandemic's adverse situations, they demanded new computers to be purchased for better teaching learning experiences.

4) Existing laboratories are small and unable to fulfil the students demands and so the members requested the Principal to put a proposal before CDC/ management to sanction the construction of new laboratories. Principal assured to put this agenda in CDC meeting.

5) Review of online classes was taken. Problems regarding network issues, students joining the classes were discussed. It was decided to think over students' difficulties and solve them.




6) In the amidst of Covid-19 pandemic, the students' mindset got nervous and to strengthen students' positivism against fighting Covid-19, IQAC proposed to engage students via online platform. Likewise, students seminars, group discussions, talent hunt programmes should be organised to create positivism among students. IQAC discussed some of such activities.

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**IQAC-Co-ordinator**

Date: 5/10/2020

Place: Armori

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
N. P. Commerce College,  
Armori, Dist - Gadchiroli

### ACTION TAKEN REPORT

On the decisions of IQAC meeting held on 5th Oct 2020.

To implement the decisions of the above mentioned meeting of IQAC the following actions were taken. The decisions that were resolved during the general meeting of IQAC were taken into consideration and the functional IQAC of our college implemented on these decisions in

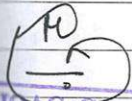
following manner.


Sl. no.	Decisions	Actions taken
1.	Planning and finalization of dates of workshops, seminars, conferences.	National seminar on 'Advances in Physical & Mathematical Sciences' organised on 10/10/2020. Six days workshop on soft skill Development 2 to 7 <sup>th</sup> Nov. 2020.
2.	Online unit tests, practical exams and assignments	Online unit tests, assignments and practical examinations were carried out as per Gondwana University's schedule.
3.	Purchasing of books, equipments, computers	Proposal for provision of books and new computers sent to management for sanction.
4.	Construction new and spacious laboratories.	College management assured IQAC to make budget allocation for the construction of new and spacious laboratories on the campus and start work immediately.
5.	Review of online teaching learning	Review of online teaching learning was taken. All



	teachers completed their syllabus on zoom platform.
6. To organise online activities for the benefit of students.	→ Students seminars, group discussions, projects, talent hunt programmes were organised via online mode.

This report is to be presented in the next IQAC meeting for its approval and feedback.

  
IQAC-Co-ordinator

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
N. P. Commerce College,  
Amori, Dist - Gadchiroli

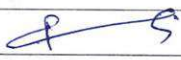
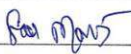




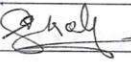
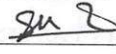


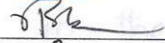


5<sup>th</sup> March 2021

This is to inform that all the IQAC members should attend a general meeting of IQAC on 8th March 2021, 11.30am in IQAC office.

Agenda of the meeting :

- 1) Review of the major activities organised during the year.
- 2) Future plans of the institution.
- 3) Remedial classes
- 4) Youtube videos of PO's, PSO's and CO's
- 5) Remaining workshops and seminars to be organised.
- 6) SSR Documentation for NAAC's 4th cycle.
- 7) A&AR preparation of 2020-21

IQAC Members:

- 1) Shri. R.W. Wanmali - 
- 2) Shri. D.W. Wanmali - 
- 3) Shri. M.G. Tagde - 
- 4) Prof. Vaibhav Padole - 
- 5) Prof. Prigadarshan Ganvir - 
- 6) Dr. C.D. Mungmode - 
- 7) Dr. Satish Kola - 
- 8) Prof. Sneha Mohule - 
- 9) Dr. Naresh Barsod - 
- 10) Dr. Jayesh Papadkar - 
- 11) Shri. P.N. Ganvir - 
- 12) Shri. Pramod Boskar - 
- 13) Shri. Pawan Kokode - 



All IQAC members are informed to attend this meeting.

**IQAC-Co-ordinator**

Principal  
Mahatma Gandhi Arts,  
Science & Late  
M. P. Commerce College,  
Armorel, Dist - Gadchiroli

Date: 3/3/2021


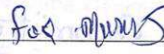

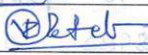
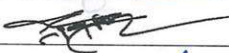


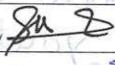


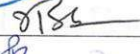


Place: Armorel

- Agenda of meeting of IQAC in office of IQAC on 3rd March 2021.
- 1) Review of activities organized during the year.
  - 2) Future plans of the institution.
  - 3) Remedial classes.
  - 4) Forture videos of P.C's, P.C's and C.C's.
  - 5) Remaining workshops and seminar to be organized.
  - 6) Self-Inspection for NAAC and AAR.
  - 7) AAR presentation of 2020-21.
- IQAC Members:
- 1) Shri R. D. Wankar
  - 2) Shri A. W. Wankar
  - 3) Shri M. G. Jadhav
  - 4) Prof. Vaidya Babale
  - 5) Prof. Prakashan Gavir
  - 6) Dr. C. D. Mungarode
  - 7) Dr. Satish Kola
  - 8) Prof. Gopal Mahale
  - 9) Dr. Harsh Babale
  - 10) Dr. Jyesh Babale
  - 11) Shri. P. N. Gavir
  - 12) Shri. Prakash Babale
  - 13) Shri. Pawan Kothale

### Meeting 3

IQAC co-ordinator welcomed all IQAC members and started the meeting. Principal Dr. Lalsingh Khalsa, presided over the meeting.

Members present in the meeting:

- 1) Shri. R. W. Wanmali - 
- 2) Shri. D. W. Wanmali - 
- 3) Shri. M. G. Tagde - 
- 4) Prof. Vaibhav Padole - 
- 5) Prof. Priyadarshan Ganvir - 
- 6) Dr. C. D. Mungmode - 
- 7) Dr. Satish Kola - 
- 8) Prof. Sneha Mohude - 
- 9) Dr. Naresh Bansod - 
- 10) Dr. Jayesh Papadkar - 
- 11) Shri. P. N. Ganvir - 
- 12) Shri. Pramod Borkar - 
- 13) Shri. Pawan Kokode - 

Following points were discussed and the resolutions were passed. Report of 05/10/2020's meeting was presented and approved.


- 1) Prof. N. N. Meshram welcomed all. Chairman of IQAC Dr. L. H. Khalsa showed satisfaction as the most of the activities that were planned, are organised during the year. A review was taken regarding various activities organised in the year.
- 2) All IQAC members suggested some innovative new

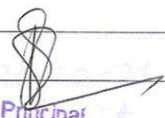


activities with respect to NAAC's purpose and suggested IQAC co-ordinator to include them in next year's academic calendar.

- 3) It was planned to conduct remedial classes for the slow learners and Prof. Priyadarshan Ganvir was made the head of Remedial classes monitoring Committee. He was also suggested by the Principal to prepare a report of these remedial classes organised by various departments.
- 4) IQAC coordinator and Chairman informed website development committee head Prof. Priyadarshan Ganvir to prepare youtube videos of PO's, PSO's and CO's by the faculties and made available for the students.
- 5) Dr. L.H. Khalsa focussed on some workshops and seminars to be organised in the month of March and April.
- 6) It was decided to start SSR documentation work from April 2021. All criterion co-ordinators were given instructions regarding SSR documentation and new SOP was given to them.
- 7) It was unanimously decided to start AQAR preparation of 2020-21. It was resolved to complete AQAR (Annual Quality Assurance Report) of 2020-21 till the mid of August

2021. Criterion co-ordinators assured ZRAC co-ordinator Prof. N.N. Meshram to complete AQAR of 2020-21 till August 2021.

  
IQAC-Co-ordinator

  
Principal  
Mahatma Gandhi Arts,  
Science & Late  
N. P. Commerce College,  
Armori, Dist - Gadchiroli

Date: 08/03/2021  
Place: Armori

### ACTION TAKEN REPORT

On the decisions of IQAC meeting held on 8<sup>th</sup> March 2021. To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken.

No.	Decisions	Actions taken
1.	Review of the major activities organised during the year.	All major activities that were organised by various departments were reviewed with their success, benefits



	and outcomes.
2. Future plans of the institution.	India is greatly affected by Covid 19 pandemic situation. So some new innovative activities to be implemented through online method suggested by FAAC members are included in current year's academic calendar. Their actions will be timely reviewed.
3. Remedial classes	Online Remedial classes were conducted in March 2021.
4. Youtube videos of PO's, PSO's and CO's	The faculties prepared youtube videos of PO's, PSO's and CO's of their respective departments and those will be displayed on college website.
5. Organisation of remaining workshops and seminars	Workshop on 'Road Safety Awareness', 'Food for Health', 'Water (Ground) Replenishment' were organised.

6. SSR documentation for NAAC'S 4th Cycle → SSR documentation work is in progress. IQAC members are devoting their time in this endeavour.
7. AQAR preparation of 2020-21 - AQAR - 2020-21 has been started and it will be completed in August 2021.

This report is to be presented in the next IQAC meeting for its approval and feedback.

**IQAC-Co-ordinator**

Principal  
Mahatma Gandhi Arts,  
Science & Late  
N. P. Commerce College,  
Amori, Dist - Gadchiroli

03/06/2021