

**No. : IQAC - / 2018-2019 / 01**

**Minutes of the meeting of IQAC of Mahatma Gandhi Arts, Science and Late N. P.**

**Commerce College, Armori held on 25.6.2018 at 11.00 am**

**Agenda**

- 1) Review and conformation of previous meeting report.
- 2) Review of AQAR of academic session 2017-2018.
- 3) Formation of new IQAC body as per new notification of 23/05/2018
- 4) Preparation of Academic Calendar for 2018-19.
- 5) Future programmes of each board and department.
- 6) Organization of seminars, conferences and workshops.
- 7) Introduction of new skill based courses.
- 8) Apply for students scholarship under CSR funds of ONGC, Reliance, BPCL, HPCL etc. .
- 9) Use of ICT by and for faculty and students.

**Members Present**

Sr. No.	Name		
1.	Dr. Lalsingh Khalsa	-	Principal / Chairman IQAC
2.	Prof. N. N. Meshram	-	Co-ordinator IQAC
3.	Shri. M. W. Wanmali	-	Managing Body Representative
4.	Shri. D. W. Wanmali	-	Member of Local Society
5.	Shri. R. M. Nimje	-	Administrative Representative
6.	Dr. Manoj Thaore	-	Teacher Representative
7.	Prof. Priyadarshan Ganvir	-	Teacher Representative
8.	Dr. C. D. Mungmode	-	Teacher Representative
9.	Dr. R. V. Ghonmode	-	Teacher Representative
10.	Prof. Sneha Mohurle	-	Teacher Representative
11.	Prof. Parag Meshram	-	Teacher Representative
12.	Dr. Jayesh Papadkar	-	Teacher Representative
13.	Shri. P. N. Ganvir	-	Technical Staff Representative
14.	Shri. Pramod Borkar	-	Alumni Representative
15.	Shri. Gurunanak Shiwarkar	-	Student Representative

**Following points were discussed and resolutions were passed:**

- 1) IQAC Coordinator Prof. Nomesh Meshram welcomed the newly formed IQAC body as per new NAAC notification.
- 2) The report of the previous meeting was presented and approved.
- 3) The draft of the AQAR 2017-18 is ready. It will be submitted once the remaining details are received from the concerned committees / departments.
- 4) The IQAC Coordinator requested Principal Dr. Lalsingh Khalsa to make provision of timely repair and maintenance of computers, printers etc. and he assured to hand over this routine work to infrastructure maintenance committee immediately.
- 5) Code of conduct handbook has to be prepared and IQAC Coordinator Prof. Nomesh Meshram and Dr. Vijay Raiwatkar may be given charge to prepare handbook of code of conduct.
- 6) IQAC Chairman Dr. Lalsingh Khalsa discussed about workshops and seminars to be organized in the current session. It was resolved to organize PBR workshop, NAAC sponsored conference, Intellectual Property Rights Workshop and workshop on online content development and courses.
- 7) It was discussed to prepare academic calendar of 2018-19 and it was resolved to prepare it in a special meeting chaired by Hon. Principal, IQAC Coordinator and core committee of IQAC.
- 8) Principal Dr. L .H. Khalsa acquaint IQAC with some newly introduced certificate courses .i.e. Lab Technician, Beauty Parlour and Sewing Machine Operator. All discussed about admission process for these courses and appointment of teachers to conduct these courses.
- 9) ONGC, BPCL, Reliance, HPCL, etc. are some of the firms renowned for its CSR activity. IQAC members decided to aware these firms of our institution situated in tribal and remote part of Maharashtra and request it to confer our poor and needy students their scholarship. Prof. Jayesh Papadkar was made the head to handle this process.
- 10) It was unanimously decided that the ICT use on the campus should be increased. An emphasis was put on development of e-content by the faculty.
- 11) To make the academic and administrative transaction easy and smooth cloud based ERP system has been installed form Mastersoft Cloud Pvt. Ltd. in 2018-19.

12) IQAC Coordinator Prof. Nomesh Meshram put an emphasis on the proper notice of the academic calendar, future programmes should be circulated to all departments and all faculties today itself. (25.6.2018)

### Action Taken Report

On the decision of the IQAC meeting held on 25.6.2018

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

Sr. No.	Decision	Action Taken
1.	To keep ready the AQAR of 2017-18.	The draft AQAR of 2017-18 successfully completed and sent to NAAC in Oct. 2018.
2.	Preparation of Academic Calendar for 2018-19.	Academic Calendar was prepared and circulated in the first week of July 2018.
3.	Handbook of code of conduct	Handbook of code of conduct was prepared code of conduct displayed in the library and main building.
4.	Plan for organizing seminars and workshops.	<ul style="list-style-type: none"> <li>• Workshop on e-content development for faculty and SWAYAM for students was organized on 6<sup>th</sup> Aug.2018.</li> <li>• Probable duration of conference, workshops decided. (PBR workshop - mid December/ NAAC conference &amp; IPR workshop Feb. 2019.</li> </ul>
5.	Introduction of new skill based courses.	Courses in Lab Technician, Beauty

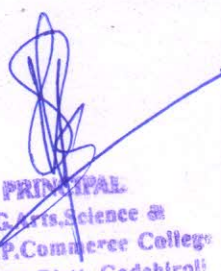
		Parlour and Sewing Machine Operator have been introduced during 2018-19.
6.	Scholarship under CSR fund.	100 Students' applications for HPCL Scholarship have been sent.
7.	Use of ICT on the campus.	Faculty was encouraged to use E-content over traditional teaching.
8.	To make the efficient administrative and academic transaction.	Cloud based ERP system from Mastersoft Cloud Pvt. Ltd. has been started.

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

**Prof. Nomesh Meshram**  
**Coordinator**  
**IQAC**

**Dr. Lalsingh Khalsa**  
**Principal & Chairman**  
**IQAC**

28/11/2018

  
**PRINCIPAL**  
**M.C. Arts, Science &**  
**State M.P. Commerce College**  
**ARMORI Distt Gadchiroli**

**No. : IQAC - / 2018-2019 / 02**

**Minutes of the meeting of IQAC of Mahatma Gandhi Arts, Science and Late N. P. Commerce College, Armori held on 17.12.2018 at 11.30 am.**

**Agenda**

- 1) Review and conformation of previous meeting report.
- 2) Review of functioning of all boards and departments.
- 3) Planning for organizing PBR Workshop, NAAC sponsored conference, IPR workshop.
- 4) Research Development Programmes.
- 5) Alumni Association Registration.
- 6) Launching of Unnat Bharat Abhiyan Activities.
- 7) Finalization of conference and workshop dates.
- 8) HPCL Scholarship distribution ceremony.

**Members Present**

Sr. No.	Name		
1.	Dr. Lalsingh Khalsa	-	Principal / Chairman IQAC
2.	Prof. N. N. Meshram	-	Co-ordinator IQAC
3.	Shri. M. W. Wanmali	-	Managing Body Representative
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