

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
**SCIENCE COLLEGE, PAUNI, DIST. BHANDARA (MS)**  
INTERNAL QUALITY ASSURANCE CELL (IQAC)

**2021-2022**

Date: 25<sup>th</sup> October, 2021

**MINUTES of the Meeting of Internal Quality Assurance Cell (IQAC)**

In order to discuss various issues related to infrastructure, laboratory augmentation, student-centric facilities, ICT structure and overall status of data collection and compilation for the preparation of Self Study Report (SSR) for 3<sup>rd</sup> cycle of assessment and accreditation by NAAC, the meeting of IQAC along with all the teaching faculty of the institution was held on **25<sup>th</sup> October, 2021 (Monday) at 12.30 pm** in meeting room, Science College, Pauni, Dist. Bhandara, in presence of following members.

1. Hon'ble Hemantbhai W. Kalmegh Executive Member, Shri Shivaji Education Society, Amravati	Chairman
2. Dr. Mahendra Dhore, Principal, Shivaji Science College, Nagpur Co-opted Executive Member, Shri Shivaji Education Society, Amravati	Advisor
3. Dr. Vijay V. Lapse,	Principal
4. Dr. K. B. Nagarnaik,	Member
5. Dr. S. B. Bankar	Member
6. Dr. S. I. Ghugal	Member
7. Dr. B. S. Rahile	Member
8. Dr. S. D. Raibole	Member
9. Dr. V. A. Kodape	Member
10. Dr. A. B. Sahare	Member
11. Dr. Pragati Dethe	Member
12. Dr. A. N. Tarale	Member
13. Dr. Rini R. Jain	Member
14. Dr. V. N. Patange	Member
15. Mr. Sharad N. Pawar	Member

**Following members could not attend the meeting due to other assignments**

1. Mr. Vilasbhai Shringarpawar	Member
2. Mr. Ashok Pardhi	Member
3. Dr. B. D. Gharde	Member
4. Mr. Manoj Warambhe	Member

**Agenda:**

1. To read and confirm the minutes of previous meeting
2. Action taken on the items of previous meeting
3. Status of pending AQAR
4. Submission of IIQA
5. Criteria-wise status of data collection
6. Procurement of documentation for SSR submission

7. Construction of elevated entrance gate
8. Strengthening of ICT enable structure
9. Submission of proposal to the parent organization for further financial assistance
10. Any other matter with the permission of chair
11. Vote of thanks

**Initiation:**

The meeting was initiated by lighting the divine lamp and garlanding the portrait of Late Dr. Panjabrao alias Bhausahab Deshmukh, the Founder President, Shri Shivaji Education Society by the hands of Hon'ble Hemantbhai Kalmegh, Executive Member, Shri Shivaji Education Society, Amaravati and Dr. M. P. Dhore, Principal, Science College, Congress Nagar, Nagpur, and Co-opted Executive Member. Chairman also welcomed all the members and took-up following agenda items.

**Agenda Item No. 1: To read and confirm the minutes of previous meeting:**

**Proceedings:**

Chairman asked the principal to present the proceeding of previous meeting held at Science College, Congress Nagar, Nagpur. Principal Dr. Vijay Lapse orally briefed the members about the minutes and discussion held at previous meeting.

**Resolution:**

It was resolved to prepare the proceeding of previous meeting held at Science College, Nagpur and circulate to the members for approval in the next meeting.

**Agenda Item No. 2: Action taken on the items of previous meeting:**

**Proceedings:**

Principal Dr. Vijay Lapse presented the action taken on the agenda of previous meeting and informed the members about the approval of the financial help of about 80 lakh Rs. rendered by the parent organization.

**Resolution:**

Members exhibited the sense of gratitude towards the Parent Organization for rendering the financial help for the infrastructural development. The members also expressed deep sense of gratitude towards Hon'ble Hemantbhai Kalmegh for his all-time guidance for road map of the institution and strongly supporting the proposal at the Executive Meeting of the parent organization.

**Agenda Item No. 3: Status of pending AQAR:**

**Proceedings:**

Member Secretary, Dr. Avinash Aney informed the members about the successful uploading of all the pending AQAR of last eight years.

**Resolution:**

Members were satisfied and congratulated the IQAC for successful submission of all AQAR and exhibited their faith in IQAC for the upcoming affairs related with NAAC.

#### **Agenda Item No. 4: Submission of IIQA:**

##### **Proceedings:**

Member Secretary, Dr. Avinash Aney informed the members that the relevant documentation and information for IIQA is ready with IQAC as well as on the institutional website. He also assured to submit the IIQA after the major part of documentation for submission of SSR is over.

##### **Resolution:**

Considering the time period of 45 days provided by NAAC for the submission of SSR after the acceptance of IIQA, the members unanimously resolved to provide 15 days to the criteria convenors for the procurement of the documents required for SSR submission.

#### **Agenda Item No. 5: Criteria-wise status of data collection**

##### **Proceedings:**

Member Secretary narrated the procedure and put on the table the status of data collection and compilation. IQAC Coordinator informed to the Chairman and all the members that the IQAC has already prepared the excel sheets for data templates and distributed to all criteria convenors. Criteria-wise update was taken by the Chairman from all the criteria convenors and asked all the convenors to submit the data at the earliest.

##### **Resolution:**

All the criteria convenors assured to submit the collected and compiled numerical data in a given format to IQAC up to 30<sup>th</sup> October, 2021.

#### **Agenda Item No. 6: Procurement of documentation for SSR submission**

##### **Proceedings:**

IQAC Coordinator distributed the year-wise (2015-16, 2016-17, 2017-18, 2018-19, and 2019-20) list of documents required for the submission of SSR to all the Criteria Convenors. Chairman asked the criteria convenors and the faculty members to collect the relevant documents and submit it to the IQAC.

##### **Resolution:**

Since the huge number of documents are required to be procured and submitted as evidence, all the criteria convenors are agreed to submit the relevant documentation within the span of fifteen days.

#### **Agenda Item No. 7: Construction of elevated entrance gate**

##### **Proceedings:**

The college is located outside the city area on Khapri road and is having a greater number of girl students enrolled. So far as the safety purpose is concerned, the construction work of permanent compound wall has been initiated around the college premises with the financial aid from parent organization. However, while discussing with the contractor, it was prominently observed that there was no inclusion of elevated entrance gate at the entry point of the campus. The matter of construction of elevated entrance gate was discussed in the

meeting and was found necessary to have the elevated entrance gate. Hon'ble Hemantbhou Kalmegh, chairman, conceived and proposed the idea of construction of elevated entrance gate with participatory efforts by the contribution obtained from the stakeholders (teaching faculty).

**Resolution:**

It was unanimously resolved to construct the elevated entrance gate by contributing the gratuitous amount from the stakeholders. An initiative was taken by Hemantbhou Kalmegh and declared his contribution of sum of Rs. 11000/- which was followed by Dr. Mahendra P. Dhore, Principal, Science College, Congress Nagar, Nagpur by rendering his contribution of Rs. 11000/-. The senior faculty members, including Principal have expressed to donate sum of Rs. 11000/- each, whereas, the recently appointed faculty members wished to contribute sum of Rs. 5000/- each. Principal, Dr. M. P. Dhore also advocated to borrow contribution from the faculties who earlier served in this institution and have been transferred to other institutions of the society. (Please, refer Annexure I for list of doners).

**Agenda Item No. 8: Proposed procurement of ICT structure:**

**Proceedings:**

The college is about 33 years old and has inadequate number of tools supporting ICT enabled structure for effective administrative and academic delivery and teaching-learning process. IQAC coordinator brought the scenario in the notice of the chairman and members and requested to strengthen the ICT enabled structure including LCD screens, smart classrooms with interactive board, lecture capturing system (LMS) LCD projectors, Restricted Wi-Fi etc. He also mentioned that the upcoming peer team visit will be the last visit and the institution has bright chance of getting good CGPA in the ensuing cycle.

**Resolution:**

The need of strengthening of ICT structure was considered by all the members and accordingly chairman directed the IQAC for preparation of extended budget estimate to be submitted to parent organization. (Please, refer Annexure II for extended budget estimate for ICT structure).

**Agenda Item No. 9: Submission of proposal to the parent organization for further financial assistance**

**Proceedings:**

Since the college is preparing for the 3<sup>rd</sup> cycle of NAAC and to score maximum marks, IQAC Coordinator urged for establishment of some of the facilities associated with environmental consciousness and student-support system. He also explained to augment the laboratories, installation of solar panels for generation of energy, waste water management, rain water system etc.

**Resolution:**

All the members agreed upon the issue of establishing the facilities and accordingly chairman directed the IQAC for the preparation of budget estimates to be submitted to the parent organization. In order to avoid bureaucratic hassles and the administrative overburden on the principal, the chairman directed to release the reserve fund of sum of Rs. 5,00,000/- (Five

lakhs) at the disposal of IQAC for miscellaneous work to be done. IQAC will look after and will be accountable for the expenditure incurred. (Please refer Annexure III for budget estimate various facilities).

**Agenda Item No. 10: Any other matter with the permission of chair:**

**a. Certificate distribution:**

**Proceedings:**

On the eve of birth anniversary of Late Dr. A.P.J. Abdul Kalam, Department of Physics in collaboration of IQAC organized online Elocution Competition for the students.

**Resolution:**

Chairman congratulated the students and the organizers and certificates were distributed to the prize winner and the faculties on jury panel.

**b. Solidarity in work:**

**Proceedings:**

Chairman expressed to have solidarity among staff for getting good CGPA and asked to work as a team and prioritize the NAAC. For having the quality work to be done he also asked to focus on four 'O's i. e. Objective, Operational mechanism, Optimization and Outcome.

**Resolution:**

All the members assured to cooperate to the IQAC and the principal.

**Agenda Item No. 11: Vote of thanks**

Dr. Avinash Aney, IQAC-Coordinator proposed the vote of thanks towards the chairman Hon'ble Hemantbhou Kalmegh, Dr. M. P. Dhore and all the members and finally with the permission of chair the meeting was declared over.

**(D. Avinash K. Aney)**

**Member Secretary**

**(Dr. Vijay V. Lapse)**

**Chairman**

**Internal Quality Assurance Cell (IQAC)**

## Annexure I

### Agenda Item No. 7: Construction of elevated entrance gate

Following members have committed to contribute:

Name of the Donner	Amount
1. Hon'ble Hemantbhau W. Kalmegh	11000/-
2. Dr. Mahendra Dhore,	11000/-
3. Dr. Vijay V. Lapse,	11000/-
4. Dr. K. B. Nagarnaik,	11000/-
5. Dr. S. B. Bankar	11000/-
6. Dr. A. K. Aney	11000/-
7. Dr. S. I. Ghugal	11000/-
8. Dr. B. S. Rahile	11000/-
9. Dr. S. D. Raibole	11000/-
10. Dr. V. A. Kodape	11000/-
11. Dr. A. B. Sahare	11000/-
12. Dr. Pragati Dethe	5000/-
13. Dr. A. N. Tarale	5000/-
14. Dr. Rini R. Jain	5000/-
15. Dr. V. N. Patange	5000/-
16. Mr. Sharad N. Pawar	5000/-
Total:	<b>146000/-</b>

**(D. Avinash K. Aney)**

**Member Secretary**

**(Dr. Vijay V. Lapse)**

**Chairman**

**Internal Quality Assurance Cell (IQAC)**

**Annexure II**

**Agenda Item No. 8: Proposed procurement of ICT structure:**

**Rough Budget Estimate for ICT Enabled Structure**

<b>Sr. No.</b>	<b>Items</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Approximate prize</b>
1.	LCD Screens	55 inches	04 IQAC: 01 Meeting room: 01 Library: 01 Varandha: 01	1,40,000/-
2.	LCD Projector	BenQ with hanging stand, cord and projection screen	03 Botany: 01 Chemistry: 01 Zoology: 01	1,20,000/-
3.	Printer	Canon printer with Scanner MF3010	05 Botany: 01 Library: 01 Physics: 01 Zoology: 01 Physical Education: 01	1,00,000/-
4.	Desktop	HP-All in One, 22-inch monitor	03 Office: 01 IQAC: 01 Physical Education: 01	1,90,000/-
5.	Digital classroom with lecture capture system	Interactive Board with Camera and microphone system	01	2,50,000/-
6.	Digital classroom	Interactive Board	01	2,00,000/-
	Learning Management System (LMS)	Model based	01	65,000/-
7.	Restricted Wi-Fi facility	Server and 3 modems	01	1,00,00/-

8.	Xerox machine	Canon-2006N	01 Library	75,000/-
9.	Office automation	Office Software	01	1,50,000/-
10.	Laptop	HP Pavilion 14, Ryzen 5 14-inch	02 Chemistry: 01 Zoology: 01	1,20,000/-
11.	Laptop	ASUS Chromebook Celeron Dual Core- (4GB) 14-inch	01 (Physics)	25,000/-
12.	Collar microphone	Xtreme Acoustic WLT-10 Universal Collar wireless microphone	01	5,000/-
13.	Computer LED Screen (Monitor)	Enter 17" LED HDMI and VGA	15 (Computer Science Laboratory)	89250/-
<b>Total</b>				<b>16,29,250/-</b>

(D. Avinash K. Aney)

Member Secretary

(Dr. Vijay V. Lepse)

Chairman

Internal Quality Assurance Cell (IQAC)



**Annexure III**

**Agenda Item No. 9: Submission of proposal to the parent organization for further financial assistance  
Rough Budget Estimate for other facilities associated with Environmental consciousness**

Sr. No.	Items	Specifications	Quantity	Approximate prize
<b>Facilities for energy conservation and environment consciousness</b>				
1.	Solar Panel System	15 KW (Luminous panel)	As per requirement	15,00,000/-
<b>Laboratory augmentation</b>				
2.	Laboratory upgradation	As per requirement (Microscopes, Specimen jars, Models, Charts, Specimen cabinets, green boards and others)	4. (Botany, Chemistry, Physics. Zoology)	10,00,000/-
3.	Water cooler with RO	200 litre capacity	1. Upstairs	50,000/-
<b>Ladies Common Room</b>				
1.	Sanitary napkin vending machine with Incinerator	100 pad capacity	1	21,000/-
2.	Round table and bed		1	20,000/-
3.	Shelf	With 12 shelf	1	10,000/-
<b>Miscellaneous work at IQAC disposal</b>				
	1. Organic waste digester	1000 litre capacity	01	5,00,000/-
	2. Vermicomposting		01	
	3. Honey Hut		01	
	4. Waste water management		02	
	5. Rain water harvesting		02	
	6. Teaching aids and tools		As per requirement	
	7. Banners		As per requirement	
	8. Display Posters		As per requirement	
	9. Emergency expenses		As per requirement	
	10. Notice Boards		As per requirement	
<b>Total</b>				<b>31,01,000/-</b>

**(D. Avinash K. Aney)**  
Member Secretary

**(Dr. Vijay V. Lepse)**  
Chairman

Internal Quality Assurance Cell (IQAC)