

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

MINUTES OF MEETING

Date: 15th May, 2020

The declaration of nationwide lockdown due to Covid-19, it was not possible to have a physical meeting of IQAC at the institution. Hence, the online meeting through software application, providing meeting link, was held on **15th May, 2020**. Following members join the online meeting, discussed and finalized the minutes of the agenda.

1. Dr. Vijay V. Lapse, Principal
2. Mr. Hemantbhou W. Kalmegh (Executive Representative)
3. Dr. KB Nagarnaik, HOD, Zoology (Senior Faculty)
4. Prof. SB Bankar, HOD, Physics (Senior Faculty)
5. Dr. BD Gharde, HOD, Chemistry (Senior Faculty)
6. Dr. BS Rahile (Teacher's Representative)
7. Dr. SI Ghugal (Teacher's Representative)
8. Mr. Vilasbhou Shringarpawar (Local Society Representative)
9. Mr. Ashok Pardhi (Stakeholder Representative)
10. Mr. Manoj Warambhe (Alumni Representative)
11. Dr. VN Patange, HOD, C/S (Teacher's Representative)
12. Dr. Avinash K. Aney, IQAC Coordinator

Chairman

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member Secretary

(Handwritten signatures and initials corresponding to the list members)

Followings business was transacted through online discussion.

1. Confirmation of proceeding of previous meeting:

Proceeding of previous meeting held on **28.06.2019** was briefly read by **Dr. AK Aney**, IQAC Coordinator and Member Secretary. It was confirmed without any objection.

2. Follow-up action and preparation of Action Taken Report (ATR) of the previous meeting.

Follow-up action was analysed by taking brief and summarized information and resolved to prepare the Action Taken Report (ATR)

3. Academic planning and annual goal setting for next academic year:

Prioritized to focus on IIQA and SSR submission for the 3rd cycle of assessment and accreditation by NAAC. Unanimously resolved to go for online registration on NAAC

website. Decided to set up plan for academic and other activities to be carried after the opening of college.

4. Approval for the submission of project proposal

Approved the submission of project proposal for "Bee Keeping Cluster" under SFURTI scheme of central government, sponsored by KVIC with outlay of sum of **Rs. 2.5 crore**. Resolved to have institution as an implementing agency.

5. Approval for the online registration and fees to be paid to NAAC:

Unanimously resolved to have a physical meeting at the institution to go for registration and required fees to be paid to NAAC.

6. Updating of institutional website:

Resolved unanimously to upload the activities related documents and other essential testimonials on the institutional website before proceeding for registration to NAAC.

7. Preparation of SSR:

Unanimously decided to collect and compile data for the preparation of SSR to avoid further delay.

8. Any other matter:

a. Incorporation of Mentor-Mentee system:

Approved to continue Mentor-Mentee system.

b. Organization of physical meeting:

Unanimously resolved to call a physical meeting at the institution on 2nd June, 2020, to discuss the progress and status of IQA, SSR and online registration to NAAC.

c. Setting of admission and revision of the other committees:

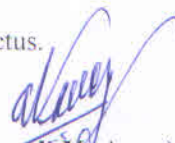
Resolved to set admission committee and revision of various earlier working committees after the opening of college.

d. Motivating students during lockdown period and their study preparation:

Worldwide crisis of covid-19 has caused fear among the students and hamper their academic and other activities. It was resolved to make the students aware about the guidelines obtained from Central government, UGC, State government and also from the affiliating university regarding the conduct of examinations. Decided to provide the students with as much possible study material and other related content.

e. Preparation of Prospectus and Academic calendar:

Resolved to prepare the academic calendar and updating the college prospectus.



(Dr. Avinashi K. Aney)

**Member Secretary-IQAC
Coordinator**

**Internal Quality Assurance Cell (IQAC)
Science College, Pauni, Dist. Bhandara**

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[Signature]

(Dr. V. V. Lapse)
Principal
S. S. E. S. Amravati's
Science College, Pauni
Dist. Bhandara

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SCIENCE COLLEGE, PAUNI. DIST. BHANDARA
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Date of IQAC Meeting: 15th May, 2020

Sr. No.	Agenda item	Resolution	Action taken
1.	SSR Preparation	Resolved to collect and compile data for SSR preparation	Compilation of collected data proceeded for IQA and SSR preparation
2.	Infrastructure facilities	Resolved to construct the separate meeting room for regular and CDC meeting	Meeting room constructed.
3.	Library up-gradation and enrichment	Resolved to add titles of text and reference books. Approved to subscribe new research journals. Library up-gradation is approved by purchasing library software	Subscribed journals continued. Subscription for four journals. Text and reference books added in the library.
4.	ICT Strengthening	Approved to add new computer machines and purchase of LCD projectors.	Each department was provided with desk top with printers and UPS.
5.	Enhancement in outreach and social activities	Resolved to organize camps, workshops and training programmes for farmers, students and local community.	250 honey bee hives distributed to 25 registered farmers (10 hives per farmer). Subsidized by central government and sponsored by KVIC. Approximately 12 lakhs Rs. Subsidized.
6.	Submission of project proposal	Resolved to submit the proposal to KVIC	Submitted project proposal on Bee Keeping Cluster, under SFURTI scheme of Central Government, sponsored by KVIC, with outlay of Rs. 2.5 crores. Approved for the implementing agency of the college. The project will be coordinated by Dr. BS Rahile, as a supervisor for the entire task.
7.	Organization of seminars, workshops and training programmes.	Resolved to organize seminars, workshops and training programmes in collaboration with different agencies.	Organized 1. National level seminar on "Conservation of Honey Bee". 2. Workshop on Mulberry sericulture,

			<p>3. Workshop on bee keeping at village Keshori.</p> <p>4. National awareness programme on "Built the enterprise of your dream", sponsored by KVIC.</p> <p>5. Five days training programme on Bee Keeping</p>
8.	Organization of guest lectures	Resolved to organize guest lectures in various subjects.	Guest lectures organized in Botany, Zoology and Chemistry
9.	Organization of workshops on NAAC	Resolved to organize college level workshop on NAAC for staff and students	<p>Dr. Avinash Aney, IQAC Coordinator organized and delivered talk in</p> <p>1. Workshops on understanding different criteria in the new methodology.</p> <p>2. Workshop for students on SSS.</p>
10.	Green campus activities	Resolved to enhance green campus activities	Mass tree plantation programme initiated from our institution by the hands of Hon'ble Sunil Mendhe, Member of Parliament and Hon'ble Parinay Fuke, Minister of State, M.S. Tree plantation programme carried under "Vanmahotsav" scheme of state government.
11.	Curriculum development	Resolved to take initiatives in curriculum development	<p>1. One day workshop was organized by Department of Mathematics on design and development of curriculum in mathematics.</p> <p>2. Dr. AK Aney, member of BOS in Botany nominated as member of Syllabus Review committee and revised the syllabus in Botany, as per the recent guidelines from UGC.</p>
12.	Organization of NSS camp	Resolved to organize 7 days NSS camp	Organized 7 days NSS camp of unit of 50 students at Savarala village

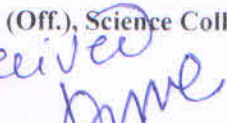

(Dr. Avinash K. Aney)

Coordinator-IQAC
Coordinator

Internal Quality Assurance Cell (IQAC)
Science College, Pauni, Dist. Bhandara

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(Dr. V.V. Lapse)
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