



Smt. Narsamma Hirayya Shaikshanik Trust's
**SMT. NARSAMMA ARTS, COMMERCE &
SCIENCE COLLEGE**

Narsamma Campus, Kiran Nagar, Amravati. Phone No. 0721-2540793
(JUNIOR, SENIOR & POST GRADUATE)

Principal – Dr. Rajesh S. Chandanpat

Date – 09-06-2020

Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 09-06-2020

Time: 9.30 am

Following members have attended the meeting. The issues discussed and finalized were as under:

Sr.No.	Name of the Member	Designation	Signature
1	Dr. R.S. Chandanpat	Principal & Chairman of the IQAC	
2	Prof. R. G. Khandekar	Parent Management-Representative	
3	Dr. A. U. Pachkhede	Local Society-Representative	
4	Dr. M. L. Narwade	Local Society-Representative	
5	Dr. D. T. Ingole	Stakeholder's-Representative	
6	Prof. N. M. Jathe	Teacher-Representative	
7	Dr. S. K. Tippat	Teacher-Representative	
8	Dr. V. D. Sharma	Teacher-Representative	
9	Dr. A. U. Bajpeyee	Teacher-Representative	
10	Dr. U.S. Khandekar	Teacher-Representative	
11	Dr. A. P. Vaidya	Teacher-Representative	
12	Dr. T. T. Rathod	Teacher-Representative	
13	Mr. P. D. Walse	Non-Teaching-Representative	
14	Dr. N. D. Gawande	Coordinator	

Item No. 1: Confirmation of minutes of the last meeting.

Minutes of last meeting of IQAC 04-12-2019 were confirmed and noted.

Item No. 2: Approval to the upgradation of the College prospectus

Reviewed the draft College prospectus and approved it to get final prints.

Item No. 3: Review of the Departmental files and presentation

The Chairman initiated the discussion after taking the review of the preparation of the Departmental files and presentation. It is decided that the committees and the departments shall present their PPTs before a specially constituted committee comprising the members of Management and the representatives of IQAC. The Co-ordinator was given the responsibility of preparing a schedule while taking into consideration the Covid guidelines.

Item No. 4: Review of the submission of PBAS

A review of the status of the submission of PBAS was taken. It was observed that due to the extraordinary situation of Covid pandemic, many of the teachers could not submit their PBAS on time. After discussion, it was decided to extend the due date further by 02 months.

Item No. 5: To note the changes in the College Governing Committees

To facilitate the work of committees and cells and by considering the uncertainties due to COVID-19 pandemic situation, committees and cells for the session 2019-20 will be continued in 2020-21.

Item No. 6: To take a note of the extended dates of NAAC Peer Team Visit

Note of the extended dates of NAAC Peer Team Visit on 28, 29 July 2020 is taken and communicated to all the stakeholders. Further it is also noted that due to frequent communication about the change of dates of PTV, coordinator will communicate the changed dates, if any with the consent of the Principal.

Item No. 7: Formation of the IQAC for the academic session 2020-21

It is decided to continue the previous IQAC for the session 2020-21 and issue a fresh notification for the same.

Item No. 8: On time issues

Since, no further issues, meeting ended with vote of thanks from coordinator.



Principal
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Sd/- Chairman, IQAC



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Principal – Dr. Rajesh S. Chandanpat

Date – 01-10-2020

Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 01-10-2020

Time: 11.30 am

Following members have attended the meeting. The issues discussed and finalized were as under:

Sr.No.	Name of the Member	Designation	Signature
1	Dr. R.S. Chandanpat	Principal & Chairman of the IQAC	
2	Prof. R. G. Khandekar	Parent Management-Representative	
3	Dr. A. U. Pachkhede	Local Society-Representative	
4	Dr. M. L. Narwade	Local Society-Representative	
5	Dr. D. T. Ingole	Stakeholder's-Representative	
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10	Dr. U.S. Khandekar	Teacher-Representative	
11	Dr. A. P. Vaidya	Teacher-Representative	
12	Dr. T. T. Rathod	Teacher-Representative	
13	Mr. P. D. Walse	Non-Teaching-Representative	
14	Dr. N. D. Gawande	Coordinator	

Item No. 1: Confirmation of minutes of the last meeting.

Minutes of last meeting of IQAC 09-06-2020 were confirmed and noted.

Item No. 2: Note of beginning of the new session

Authorities are frequently giving varying guidelines related to the pandemic situation. In accordance with it schedule of the duties of teaching and non-teaching will be prepared and circulated. Note of beginning of the new session and the University issuance related to it is discussed. It was decided to communicate the same to the stakeholders through social-media group and notice on the institutional website. Review of the admission status is taken. Last date of admissions to various programs and courses is as per the University guidelines.

Item No. 3: Review of the Changed mode of TLE

As the local government authorities and the University has issued circulars regarding extending the ban on the physical classes on campus, classes are being taken in the virtual mode. The teachers are using various methods/platforms like Google Classrooms/ Google Meet/ Zoom Meetings/WhatsApp groups/Online PPTs etc. for TLE. It was further decided to allow flexibility in time-schedule in mutual consultation with the students and the teachers. Some members raised the issue of low attendance in the online classes. The Chairman suggested to hold personal counseling sessions with the concerned students and their parents to ensure their presence.

Item No. 4: Review of preparation regarding PTV

Due to pandemic situations, the dates of PTV were rescheduled by NAAC. It was communicated to all concerned through the WhatsApp group. The Principal, by considering COVID-19 situation guidelines announced to be ready for the PTV with well in advanced preparation of the requirements.

Item No. 5: On time issues

No further issues were raised hence meeting ended with vote of thanks.



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Principal – Dr. Rajesh S. Chandanpat

Date – 18-01-2020

Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 18-01-2021

Time: 12.00 noon

Following members have attended the meeting. The issues discussed and finalized were as under:

Sr.No.	Name of the Member	Designation	Signature
1	Dr. R.S. Chandanpat	Principal & Chairman of the IQAC	
2	Prof. R. G. Khandekar	Parent Management-Representative	
3	Dr. A. U. Pachkhede	Local Society-Representative	
4	Dr. M. L. Narwade	Local Society-Representative	
5	Dr. D. T. Ingole	Stakeholder's-Representative	
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13	Mr. P. D. Walse	Non-Teaching-Representative	
14	Dr. N. D. Gawande	Coordinator	

Item No. 1: Confirmation of minutes of the last meeting.

Minutes of last meeting of IQAC 01-10-2020 were confirmed and noted.

Item No. 2: Announcement of the new schedule of NAAC PTVs

Note of rescheduled NAAC Peer Team Visit on 16 & 17 March 2021 is taken. It was also noted that the communication to the stakeholders regarding the same dates has already been made through WhatsApp group.

Item No. 3: Discussion on the Self-declaration / Undertaking by the HEIs.

Coordinator informed that NAAC has asked for the Self-declaration / Undertaking by the HEIs to enable NAAC for executing the Peer Team Visit during the current COVID-19 Pandemic. After discussion the Chairman instructed the IQAC to send the declaration to NAAC in the format provided.

Item No. 4: Discussion on the review of syllabus communicated by Curricular Committee

As per the formal directions issued by the Government of Maharashtra and the parent University, all the teachers are conducting classes through online mode. Review of the syllabus completed was undertaken by the Curricular Committee as per its mandate. The attendance of the students in online classes is not satisfactory. Many of the students are said to be facing the problems of online devices and connectivity issues.

Item No. 5: On time issues

Since, no further issues, meeting ended with vote of thanks from co-ordinator.



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Principal – Dr. Rajesh S. Chandanpat

Date – 25-02-2021

Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 25-02-2021

Time: 11.30 am

Following members have attended the meeting. The issues discussed and finalized were as under:

Sr.No.	Name of the Member	Designation	Signature
1	Dr. R.S. Chandanpat	Principal & Chairman of the IQAC	
2	Prof. R. G. Khandekar	Parent Management-Representative	
3	Dr. A. U. Pachkhede	Local Society-Representative	
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13	Mr. P. D. Walse	Non-Teaching-Representative	
14	Dr. N. D. Gawande	Coordinator	

Item No. 1: Confirmation of minutes of the last meeting.

Minutes of last meeting of IQAC 18-01-2021 were confirmed and noted.

Item No. 2: Regarding the note of request by the Principal for new schedule of PTV communicated to NAAC due to COVID-19 situation of the city.

COVID-19 situation of the city is currently worst. A few members of the College and one IQAC member have tested COVID positive. By considering the facts, the Principal requested NAAC for new schedule of PTV. The dates communicated are 22-04-2021 and 23-04-2021.

Item No. 3: Rescheduling of the presentations by Committees and Departments

As per the schedule displayed on 18-02-2021, the presentation meetings were to begin from 27-02-2021. But due to the lockdown declared by the local authorities Dr. Khandekar proposed to reschedule the presentation meetings as and when the situation improves. The Chairman seconded the proposal and it was decided to communicate the same to all the concerned.

Item No. 4: On time issues

Since, no further issues, meeting ended with vote of thanks from co-ordinator.



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Principal – Dr. Rajesh S. Chandanpat

Date – 15-06-2020

Action Taken Report (2020-21)

Against the Decisions taken in the Meetings of the IQAC

Minutes of the Meetings: 09-06-2020	Action Taken
Approval to the up-gradation of the College prospectus Decision: Committee presented the draft prospectus, after minor changes and subsequent review College prospectus has been finalized.	College prospectus printed and circulated for all concerned including sale of it from the counter. Established Research Center in the subject Marathi.
Review of the Departmental files and presentations Decision: IQAC designated members as per the schedule were gone through the presentations in front of the Chairman and finalized. Departmental files were checked during AAA.	ppt presentations of the Departments were ensured as per the schedule. Departmental files were arranged as per the requirements.
Review of the submission of PBAS	PBAS submitted by the faculty members to the Principal
Formation of the IQAC for the academic session 2020-21	Notification regarding formation of the IQAC for the academic session 2020-21 issued on 10-06-2020
To take a note of the extended dates of NAAC Peer Team Visit Discussion: Discussion about many times extended dates of NAAC Peer Team Visit and connecting plan of Visit was carried out.	NAAC Peer Team visited during 24-25 August 2021

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Principal – Dr. Rajesh S. Chandanpat

Date – 15-10-2020

Action Taken Report (2020-21)

Against the Decisions taken in the Meetings of the IQAC

Minutes of the Meetings: 01-10-2020	Action Taken
Review of the Changed mode of TLE Decision: Discussion related to the on time issuance of mode of teaching from local, University & government bodies was carried out. Hence decided to continue and complete the syllabus through only online mode.	Syllabus completed through online mode for the purpose Internet Bandwidth is increased up to 100 MBPS. ICT facilities is increased.
Review of preparation regarding PTV Decision: Detailed plan of visit of Peer Team has been submitted to the Principal	NAAC Peer Team visited during 24-25 August 2021, successfully checked out

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Principal – Dr. Rajesh S. Chandanpat

Date – 30-01-2021

Action Taken Report (2020-21)

Against the Decisions taken in the Meetings of the IQAC

Minutes of the Meetings: 18-01-2021	Action Taken
Discussion on the Self-declaration / Undertaking by the HEIs.	Declaration submitted in the format given by NAAC & duly signed and stamped by the Principal
Discussion on the review of syllabus communicated by Curricular Committee	Syllabi were conducted through online mode. Departments and Committees carried out the Workshops, Seminars and other relevant activities.

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Principal – Dr. Rajesh S. Chandanpat

Date – 05-03-2021

Action Taken Report (2020-21)

Against the Decisions taken in the Meetings of the IQAC

Minutes of the Meetings: 25-02-2021	Action Taken
Rescheduling of the presentations by Committees and Departments Decision: After incorporation of the queries raised in the first phase of presentation by the Departments and Committees, new schedule with corrected presentations has been prepared and circulated.	Re-scheduled presentations were carried out successfully.

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