



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 – 07-08-2019

**Meeting of the Internal Quality Assurance Cell (IQAC) with Hon. Management**

Date: 07-08-2019

Time: 12.30 pm

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

Sr.No.	Name of the Member	Designation	Signature
1	Shri. Chandrashekhar A. Bhondu	President of Executive Committee	
2	Shri. Ram Madhukar Mahajan	Secretary of Executive Committee	
3	Prof. R. G. Khandekar	Parent Management-Representative	
4	Shri. Govind Devidas Pande	Member of Executive Committee	
5	Shri Vivek Y. Ballal	Member of Executive Committee	
6	Sau. Anita Pradeep Vyawahare	Member of Executive Committee	
7	Shri. Sunil Wamanrao Sarode	Member of Executive Committee	
8	Shri Arun M. Jichkar	Member of Executive Committee	
9	Shri Shamsundar Rathi	Member of Executive Committee	
10	Mrs. Kundan Ved	Member of Executive Committee	
11	Mr. Sunil Pathak	Member of Executive Committee	
12	Dr. R.S. Chandanpat	Principal & Chairman of the IQAC	
16	Prof. N. M. Jathe	Teacher-Representative	
17	Dr. S. K. Tippat	Teacher-Representative	
18	Dr. V. D. Sharma	Teacher-Representative	
19	Dr. A. U. Bajpeyee	Teacher-Representative	
20	Dr. U.S. Khandekar	Teacher-Representative	
21	Dr. A. P. Vaidya	Teacher-Representative	

22	Mr. P. D. Walse	Non-Teaching-Representative
23	Dr. N. D. Gawande	Coordinator

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

The minutes of the meeting held on 14-03-2019 were confirmed.

**Item No. 2:** Noting of changed structure of IQAC

Discussion on the new guidelines regarding the IQAC structure was initiated by the Coordinator. It was decided to invite the representatives of the stakeholders like student and alumni in the IQAC. The chairman of the IQAC assured the Management to start the process of the same at the earliest. The coordinator then proposed the name of Dr. T. T. Rathod to be included as the Teacher representative in the IQAC. It was unanimously accepted.

**Item No. 3:** Review of work by IQAC members

The Coordinator initiated the discussion by introducing the criteria in charge members. He invited the in charge members to present the details of their criteria before the Management. At the end of the presentation on behalf of IQAC Chairman assured the Management members to work upon the suggestion given by them.

**Item No. 4:** Discussion of working & monitoring mechanism of IQAC.

The coordinator presented the method of working of IQAC during the regular schedule. He informed the members that the annual reports of the Departments & Committee submitted to the IQAC email were reviewed and stored in the IQAC's file system. The file system of the Departments, Committees & IQAC comprises the working & monitoring mechanism of IQAC.

**Item No. 5:** Discussion on submission of AQAR 2018-19

Coordinator placed the draft AQAR 2018-19 in the meeting. It was discussed in detail. Certain changes were suggested regarding the presentation of the data and information. It was decided to place the AQAR in CDC for its approval towards the submission to NAAC portal.

**Item No. 6:** Discussion on the submission of SSR

In light of presentations made by the criteria incharge members, the coordinator assured the meeting that SSR would be submitted online by the end of November 2019 subject to the acceptance of the IQAC.

**Item No. 7:** About perspective plan of the College

The Chairman initiated the discussion on the draft of the perspective plan of the College. Certain suggestions were given regarding the infrastructural development & the proposed curricular & co curricular activities. The Chairman instructed the coordinator to hold discussions with the concerned Committee.

**Item No. 8:** Working and monitoring mechanism of major Administrative Internal College

## Committees

The coordinator apprised the Management regarding the working of the Committees on the basis of special mechanism formulated through IQAC. He further informed the members that the designing of the referene points towards the preparation of the mechanism was listed as one of the IQAC initiatives.

**Item No. 9:** On time issues with due permission of chair.

Since no on-time issues, meeting ended with thanks.



**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**

Chairman, IQAC



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Principal - Dr. Rajesh S. Chandanpat

Date - 14-08-2019

**Meeting of the Internal Quality Assurance Cell (IQAC) with Hon. Management**

Date: 14-08-2019

Time: 2.15 pm

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

Sr. No.	Name of the Member	Designation	Signature
1	Shri. Chandrashekhar A. Bhonde	President of Executive Committee	
2	Shri. Ram Madhukar Mahajan	Secretary of Executive Committee	
3	Prof. R. G. Khandekar	Parent Management-Representative	
4	Shri. Govind Devidas Pande	Member of Executive Committee	
5	Shri Vivek Y. Ballal	Member of Executive Committee	
6	Sau. Anita Pradeep Vyawahare	Member of Executive Committee	
7	Shri. Sunil Wamanrao Sarode	Member of Executive Committee	
8	Shri Arun M. Jichkar	Member of Executive Committee	
9	Shri Shamsundar Rathi	Member of Executive Committee	
10	Mrs. Kundan Ved	Member of Executive Committee	
11	Mr. Sunil Pathak	Member of Executive Committee	
3	Dr. A. U. Pachkhede	Local Society-Representative	
4	Dr. M. L. Narwade	Local Society-Representative	
5	Dr. D. T. Ingole	Stakeholder's-Representative	
12	Dr. R.S. Chandanpat	Principal & Chairman of the IQAC	
16	Prof. N. M. Jathe	Teacher-Representative	
17	Dr. S. K. Tippet	Teacher-Representative	
18	Dr. V. D. Sharma	Teacher-Representative	
19	Dr. A. U. Bajpeyee	Teacher-Representative	

20 Dr. U.S. Khandekar	Teacher-Representative
21 Dr. A. P. Vaidya	Teacher-Representative
22 Mr. P. D. Walse	Non-Teaching-Representative
23 Dr. N. D. Gawande	Coordinator

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

The minutes of the meeting held on 07-08-2019 were presented by the coordinator of IQAC, after discussion confirmed and noted.

**Item No. 2:** Discuss about perspective plan of the College for five years

As discussed in the meeting held on 07-08-2019, the suggestions as per item no. 8 the coordinator held the discussions with the committee for perspective plan. The suggestions were incorporated by the Committee. The Committee was asked to put forward the draft of the perspective plan of the College in the meeting of the CDC.

**Item No. 3:** Review of the working of internal Committees & Cells (with reference to their WM & MM)

The Chairman suggested that the Committee members be called to present their WM & MM. The Management members instructed the Coordinator to schedule individual meetings with the Committees & Cells. It was decided that the Hon. Members of the Management shall hold discussions with the Committees & Cells individually.

**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**

Chairman, IQAC



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Principal – Dr. Rajesh S. Chandanpat

Date – 24-08-2019

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

Date: 24-08-2019

Time: 1.30 pm

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.

The minutes of the meeting held on 30-04-2019 were presented by coordinator, after discussion confirmed and noted.

**Item No. 2:** Discussion on the AQAR 2018-19 to be placed before CDC for its approval. IQAC coordinator presented the details of AQAR 2018-19. The responsibility of the compilation was given to Dr. Bajpeyee. After discussion and some suggestions, it was decided to place the AQAR 2018-19 before CDC for its final approval to upload to NAAC

website and further processing.

**Item No. 3:** Briefing on the process of IIQA to be initiated shortly.

IQAC coordinator briefed the members about the process of IIQA. The Chairman assured the members that the process would be initiated at the earliest.

**Item No. 4:** Review of the preparation of SSR.

IQAC coordinator presented the draft of the responses for qualitative metrics in the SSR. The data of the quantitative metrics was presented by the concerned criterion incharge. It was decided to prepare the final draft within a month. It was also decided to put the final draft of SSR in the CDC for discussion and approval.

**Item No. 5:** To form the Committee for External Academic & Administrative Audit (AAA)

The Chairman initiated the discussion for the criterion for selecting the members of the Academic and Administrative Audit. Dr. Khnadekar suggested inviting the members from NAAC graded colleges only. Accordingly, discussion related to the names, working area and other academic and administrative aspects of the College was carried out. Finally, decided that the Principal will form the Committee for External Academic Audit of the College.

**Item No. 6:** Review of action taken report against the minutes of the meetings in the session 2018-19.

On the basis of the feedback taken by the Curricular Committee, action taken report against the minutes of the meetings in the session 2018-19 was presented and decided that letter of suggestions will be issued by the Principal on its basis.

**Item No. 7:** On time issues with due permission of chair.

Since, no further issues were raised, meeting ended with thanks.



**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**

Chairman, IQAC



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Principal – Dr. Rajesh S. Chandanpat

Date – 11-11-2019

**Meeting of the Internal Quality Assurance Cell (IQAC) with Non-teaching staff**

Date: 11-11-2019

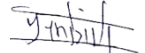



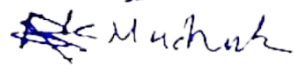

Time: 1.30 pm

Following members of IQAC alongwith Non-teaching staff 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. T. T. Rathod	Teacher-Representative	
12	Dr. A. P. Vaidya	Teacher-Representative	
13	Mr. P. D. Walse	Non-Teaching-Representative	
14	Dr. N. D. Gawande	Coordinator	
15	Mr. Laxmikant M. Shandilya	Non-Teaching Member	
16	Mr. Harish R. Kulkarni	Non-Teaching Member	
17	Mr. Sanjay D. Bhagat	Non-Teaching Member	
18	Mr. Sunil H. Tippat	Non-Teaching Member	
19	Mr. Dhananjay M. Nimbole	Non-Teaching Member	



20	Mr. Pravin P. Bhongade	Non-Teaching Member
21	Mr. Devendra B. Khadse	Non-Teaching Member
22	Smt. Sukhada S. Deshpande	Non-Teaching Member
23	Mr. Vinayak G. Dhule	Non-Teaching Member
24	Mr. Rameshwar K. Nachankar	Non-Teaching Member
25	Mr. Vasant M. Radke	Non-Teaching Member

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

The minutes of the meeting held on 04-09-2018 were presented by coordinator, after discussion confirmed and noted.

**Item No. 2:** Discussion on IIQA and SSR


Finalised IIQA and draft SSR was discussed in the meeting. Principal said that many of the items in the SSR are related with the finance and audit hence the copies of the draft SSR for the review were circulated and the relevant issues were noted for finalising the SSR.

**Item No. 3:** To prepare table-wise chart of working of the office.

It was discussed that, each table has various issues to handle. In this sense, responsibility to prepare table-wise chart of working of the office is given to Mr. Walse.

**Item No. 4:** On time issues with due permission of chair.

Since no on-time issues were raised, meeting ended with thanks to the chair.

  
**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**  
 Chairman, IQAC



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Principal – Dr. Rajesh S. Chandanpat

Date – 14-11-2019













**Meeting of the Internal Quality Assurance Cell (IQAC) with teaching faculty members**

Dates: 12-11-2019, 13-11-2019 and 14-11-2019

Time: from 11.30 am to 4 pm (daily for three days)

Following members of IQAC alongwith teaching staff 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	
12	Mr. P. D. Walse	Non-Teaching-Representative	
13	Dr. N. D. Gawande	Coordinator	
14	Mr. Dinesh B. Surywanshi	Teacher	
15	Dr. Rajashri A. Raibhog	Teacher	
16	Dr. Dinesh C. Nikalje	Teacher	
17	Mr. Shrikant P. Deshmukh	Teacher	

18	Dr. Prashant N. Pawade	Teacher	
19	Dr. Smita D. Suraywanshi	Teacher	
20	Dr. Shrikant B. Bansod	Teacher	
21	Dr. Mangala D. Tambekar	Teacher	
22	Dr. Vaishali A. Meshram	Teacher	
23	Dr. Atish K. Maldhure	Teacher	
24	Dr. Pankaj S. Wankhede	Teacher	
25	Dr. Sanjaykumar H. Shyamkuwar	Teacher	
26	Dr. Pankaja S. Ingale	Teacher	
27	Dr. Dattatraya M. Ratnaparkhi	Teacher	
28	Sau. Madhuri P. Chikhalkar	Teacher	
29	Dr. Mahendra Pawar		

**Preamble:**

IQAC coordinator initiated the meeting and said that since it is the last moment to finalise the SSR, these three days meetings are organised.

He briefed about suggestions that have been incorporated in the SSR as received from various stakeholders time to time in the formal and informal meetings.

He also said that after the approval of IIQA, the IQAC is ready to submit the SSR online. In order to fine tune the data and information he invited the staff members to go through each matrix of each criterion along with the drafts needed to prepare and submit the SSR online. Accordingly, discussion was carried out and finalised to submit it to the NAAC.

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

The minutes of the meeting held on 02-07-2018 presented by coordinator were confirmed and noted.

**Item No. 2:** Discussion and suggestion for the final submission of SSR.

Final draft from IQAC was presented by the team IQAC. Criterion wise and Metrics-wise facts were displayed for all the faculty member through Power point presentation. Everything was discussed point-wise. Suggestions from the faculty members were noted with the assurance that worthy suggestions may be incorporated into the SSR after giving proper information to the Principal.

Point wise summary of the discussion is attached herewith.

Discussed the criterion wise Metrics as per following:

On dtd. 12-11-2019 discussed and collected suggestion for criterion 1, 2 & 3 of SSR

On dtd. 13-11-2019 discussed and collected suggestion for criterion 4 & 5 of SSR

On dtd. 14-11-2019 discussed and collected suggestion for criterion 6 & 7 of SSR.

**Item No. 3:** On time issues with due permission of chair.

Since no on-time issues meeting ended with thanks.



**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**  
Chairman, IQAC



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Principal – Dr. Rajesh S. Chandanpat

Date – 04-12-2019

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

Date: 04-12-2019

Time: 4 pm

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.

The minutes of the meeting held on 24-08-2019 presented by the coordinator, were confirmed and noted properly.

**Item No. 2:** Note of online submission of AQAR 2018-19

Note of online submission of AQAR 2018-19 is taken.

**Item No. 3:** Note of online acceptance of IIQA

Note of Acceptance of IIQA is taken, which was approved by NAAC 20/11/19

**Item No. 3:** Regarding suggestions for SSR to be uploaded

Suggestions to be incorporated in the SSR were discussed in detail. The concerned Criterion-incharge members were asked to make the changes accordingly. The Coordinator assured the chairman to incorporate these by the end of second week of December 2019.

**Item No. 4:** About the fees to be paid to NAAC

Coordinator IQAC informed about the fees to be paid to NAAC. It is a sum of worth Rs. 2, 86, 150/- including SSR payments (Rs. 109150/-) and logistic payments (Rs. 1, 77, 000/- ). The amount is approved by the chairman.

**Item No. 5:** About the presentations of the Departments and Committees

The discussion was initiated by Prof. Jathe by pointing out the need to have uniformity in core contents of the presentations of the departments. Dr. Khandekar suggested that the responses in the SSR to be used as baseline for Contents of the Presentations. It was decided that the data from 2014-15 to 2018-19 to be used in the presentations.

**Item No. 6:** On time issues with due permission of chair.

Since no other issues, meeting ended with vote of thanks.



**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**

Chairman, IQAC



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Principal – Dr. Rajesh S. Chandanpat

Date – 08-01-2020
















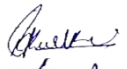



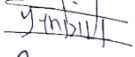



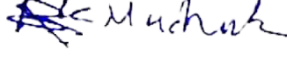
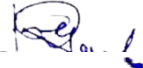

**Meeting of the Internal Quality Assurance Cell (IQAC) with teaching & non-teaching faculty members**

Date: 08-01-2020

Time: 12.30 pm

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	
12	Mr. P. D. Walse	Non-Teaching-Representative	
13	Dr. N. D. Gawande	Coordinator	
14	Mr. Dinesh B. Surywanshi	Teacher	
15	Dr. Rajashri A. Raibhog	Teacher	
16	Dr. Dinesh C. Nikalje	Teacher	
17	Prof. Pradeep Khedkar	Teacher	

18	Mr. Shrikant P. Deshmukh	Teacher	
19	Dr. Prashant N. Pawade	Teacher	
20	Dr. Smita D. Suraywanshi	Teacher	
21	Dr. Shrikant B. Bansod	Teacher	
22	Dr. Mangala D. Tambekar	Teacher	
23	Dr. Vaishali A. Meshram	Teacher	
24	Dr. Atish K. Maldhure	Teacher	
25	Dr. Pankaj S. Wankhede	Teacher	
26	Dr. Sanjaykumar H. Shyamkuwar	Teacher	
27	Dr. Pankaja S. Ingale	Teacher	
28	Dr. Dattatraya M. Ratnaparkhi	Teacher	
29	Sau. Madhuri P. Chikhalkar	Teacher	
30	Prof. C.H.Sawarkar	Teacher	
31	Dr. Mahendra Pawar		
32	Mr. Laxmikant M. Shandilya	Non-Teaching Member	
33	Mr. Harish R. Kulkarni	Non-Teaching Member	
34	Mr. Sanjay D. Bhagat	Non-Teaching Member	
35	Mr. Sunil H. Tippat	Non-Teaching Member	
36	Mr. Dhananjay M. Nimbole	Non-Teaching Member	
37	Mr. Pravin P. Bhongade	Non-Teaching Member	
38	Mr. Devendra B. Khadse	Non-Teaching Member	
39	Smt. Sukhada S. Deshpande	Non-Teaching Member	
40	Mr. Vinayak G. Dhule	Non-Teaching Member	
41	Mr. Rameshwar K. Nachankar	Non-Teaching Member	
42	Mr. Vasant M. Radke	Non-Teaching Member	
43	Mr. Milind Sardeshpande	Non-Teaching Member	

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

The minutes of the meetings held on 11, 12, 13, 14-11-2019 were presented by the IQAC coordinator, after discussion confirmed and noted.



**Item No. 2:** Note of submission of SSR

IQAC coordinator informed the members that after incorporation of the valid suggestions given by the stakeholders in the previous meetings, SSR was prepared and submitted through online mode to NAAC on 31-12-2019.

Coordinator also informed that Student Satisfaction Survey (SSS) from NAAC was initiated through online mode.

**Item No. 3:** To formalise the mechanism of record generation and maintenance for the Departments, Committees and IQAC

The Coordinator initiated the discussion by pointing out the existence of Eight file system for the Departments. In order to streamline the process of record, data and information sharing the system of online submission of annual plans and reports is already in existence. The IQAC member Prof. Jathe suggested that a similar file system for IQAC record be initiated.

Dr. Bajpeyee seconded the motion by pointing out that the annual plans and reports of many Departments and Committees are already with IQAC system. He further suggested to formulate folder systems to keep the record of significant aspects of the working of the Institute. The responsibility to device the different folders was given to Dr. Khandekar & Dr. Bajpeyee. Towards the end of the discussion the Coordinator suggested that such unique filing system may be listed as IQAC initiative towards improvement of sharing the information of the Institute.

**Item No. 4:** To declare the dates of annual function of the College

After discussion, Principal informed that Annual Function of the College will be organised during 6-2-2020 & 11-2-2020. Also informed that Annual Award & Prize distribution program will be held as it is on 26<sup>th</sup> January 2020.

**Item No. 5:** To take a note of as prepared perspective plan of the College

Principal informed that perspective plan of the College was prepared and uploaded to the College website based on the inputs collected from the concerned.

**Item No. 6:** To inform about the newly inducted IQAC members

The Chairman informed about newly inducted members in the IQAC as representatives of the Student and Alumni. Mr. Suraj Dipak Here & Komal G. Kadukar have been invited as the IQAC members to represent the Alumni and Student community respectively.

**Item No. 7:** To approve and recommend for the compensation leaves for the IQAC members for the duties during holidays.

Considering the worth of the College work particularly related to IQAC, all members of the IQAC attended the College during the holidays (from 25-04-2019 and onwards and from 30-10-2019 and onwards) during summer vacations of 2019-20 and winter vacations of 2019-20. Since IQAC members worked on full time basis during the period, it was decided to recommend to CDC, compensation leaves for the IQAC members during the period.

**Item No. 8:** On time issues

Dr. Gawande proposed for the felicitation of Madhuri Chikhalkar, an Assistant Professor of the English Department who received Ph D degree from SGBA University. Dr. Ingale seconded the proposal. The members congratulated her while the Principal presented her a bouquet on behalf of the staff members.

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



**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**

Chairman, IQAC



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

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(JUNIOR, SENIOR & POST GRADUATE)

Principal – Dr. Rajesh S. Chandanpat

Date – 10-03-2020

**Meeting of the Internal Quality Assurance Cell (IQAC) with Teaching Staff**

Date: 10-03-2020

Time: 1.30 pm

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. N. M. Jathe	Teacher-Representative	
3	Dr. S. K. Tippat	Teacher-Representative	
4	Dr. V. D. Sharma	Teacher-Representative	
5	Dr. A. U. Bajpeyee	Teacher-Representative	
6	Dr. U.S. Khandekar	Teacher-Representative	
7	Dr. A. P. Vaidya	Teacher-Representative	
8	Dr. T. T. Rathod	Teacher-Representative	
9	Mr. P. D. Walse	Non-Teaching-Representative	
10	Dr. N. D. Gawande	Coordinator	
11	Mr. Dinesh B. Surywanshi	Teacher	
12	Dr. Rajashri A. Raibhog	Teacher	
13	Dr. Dinesh C. Nikalje	Teacher	
14	Prof. Pradeep Khedkar	Teacher	
15	Mr. Shrikant P. Deshmukh	Teacher	
16	Dr. Prashant N. Pawade	Teacher	
17	Dr. Smita D. Suraywanshi	Teacher	
18	Dr. Shrikant B. Bansod	Teacher	

19	Dr. Mangala D. Tambekar	Teacher
20	Dr. Vaishali A. Meshram	Teacher
21	Dr. Atish K. Maldhure	Teacher
22	Dr. Pankaj S. Wankhede	Teacher
23	Dr. Sanjaykumar H. Shyamkuwar	Teacher
24	Dr. Pankaja S. Ingale	Teacher
25	Dr. Dattatraya M. Ratnaparkhi	Teacher
26	Sau. Madhuri P. Chikhalkar	Teacher
27	Dr. Mahendra Pawar	

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

The minutes of the meetings held on 08-01-2020 were presented by the IQAC coordinator, after discussion confirmed and noted.

**Item No. 2:** About the Peer Team Visit (PTV)

Coordinator informed the members about the acceptance of SSR by NAAC on 06-03-2020. The Chairman asked the members to prepare and update the presentations and records for the PTV. The staff members raised doubts about the period of the data to be prepared in the presentation. The coordinator informed that the assessment period is to be taken for keeping the record and preparing the presentations.

**Item No. 3:** Discussion on the preparation of Annual Reports of the Departments and the Committees The Chairman initiated the discussion by asking the members to prepare the annual reports for Committees and Departments prior to the end of the session. In view of upcoming PTV, the staff members were asked to submit the records at the earliest possible so that data and information for the current year may be kept ready for the presentations. Since no other issues, meeting ended with vote of thanks.

**Principal**  
Arts, Commerce & Science College  
Kiran Nagar, AMRAVATI.

Chairman, IQAC



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Shrimati Narsamma Hirayya Shaikshanik Trust Amravati's **Arts,  
Commerce and Science College, Kiran Nagar, Amravati Internal  
Quality Assurance Cell (2019-20)**

**Action Taken Report (2019-20)**

(Against the Decisions taken in the Meetings of the IQAC with Hon. Management)

<b>Minutes of the Meetings: 07-08-2019</b>	<b>Action Taken</b>
Noting of changed structure of IQAC Decision: It was decided to invite the representatives of the stakeholders like student and alumini in the IQAC. The coordinator proposed the name of Dr. T. T. Rathod to be included as the Teacher representative in the IQAC.	Dr. T. T. Rathod is included as a member in the existing IQAC from 07-08-2019. Mr. Suraj Dipak Here & Komal G. Kadukar were included as IQAC membersto represent Alumni and Student community respectively.

  
Principal  
Arts, Commerce & Science College  
Kiran Nagar, AMRAVATI.

Chairman, IQAC

<b>Minutes of the Meetings: 14-08-2019</b>	<b>Action Taken</b>
About perspective plan of the College Decision: Perspective Plan was to be submitted for approval in the CDC.	Perspective Plan was approved by CDC.

  
Principal  
Arts, Commerce & Science College  
Kiran Nagar, AMRAVATI.

Chairman, IQAC



नही ज्ञानेन सहशं पवित्रमिह विद्यते

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<b>Minutes of the Meetings: 24-08-2019</b>	<b>Action Taken</b>
Submission of AQAR Decision: It was decided to place the AQAR 2018-19 for its approval in the CDC before submission to NAAC portal.	AQAR 2018-19 was submitted
Briefing on the process of IIQA to be initiated. Decision: Decided to submit IIQA to NAAC.	IIQA was submitted on 06-11-2019 and approved by NAAC on 20-11-2019.
To form the Committee for External Academic Audit Decision: It was decided to form the Committee of external experts for the External Academic Audit by considering certain norms related to the status of the Institutes.	Committee of experts for External Academic Audit was formed and the audit was conducted on 24-10-2019.

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Principal - Dr. Rajesh S. Chandanpat

<b>Minutes of the Meetings: 11-11-2019</b>	<b>Action Taken</b>
Table-wise chart of working of the office. Decision: The responsibility was given to Mr. Walse to prepare table & window wise responsibility of office work.	Mr. Walse prepared and displayed table & window wise responsibility of office work to make easy official administration.

**Principal**  
**Arts, Commerce & Science College**  
**Kiran Nagar, AMRAVATI.**

Chairman, IQAC

<b>Minutes of the Meetings: 12 to 14-11-2019</b>	<b>Action Taken</b>
Discussion and suggestion for the final e-submission of SSR. Decision: Final draft from IQAC was presented through power point presentation in the teachers meeting. Suggestions were incorporated.	Suggestions regarding providing the links of the website in the Any Additional Information (AAI) section of the SSR were incorporated and the relevant links were provided.

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<b>Minutes of the Meetings: 04-12-2020</b>	<b>Action Taken</b>
Fees paid to the NAAC Decision: The amount towards the payment was sanctioned by the Principal to be paid to NAAC.	The amount of Rs. 2, 86, 150/- was paid to NAAC.

**Principal**  
Arts, Commerce & Science College  
Kiran Nagar, AMRAVATI.

Chairman, IQAC

<b>Minutes of the Meetings: 08-01-2020</b>	<b>Action Taken</b>
To declare the dates of annual function of the College Decision: After discussion, Principal informed that Annual Function of the College will be organised during 6-2-2020 & 11-2-2020 & Annual Award & Prize distribution program to be held on 26 <sup>th</sup> January 2020.	Annual Function of the College was organised during 6-2-2020 & 11-2-2020 & Annual Award & Prize distribution program was conducted on 26 <sup>th</sup> January 2020.

**Principal**  
Arts, Commerce & Science College  
Kiran Nagar, AMRAVATI.

Chairman, IQAC