



PRATAP MEMORIAL CHARITABLE TRUST, GONDIA

SHANKARLAL AGRAWAL SCIENCE COLLEGE, SALEKASA

INTERNAL QUALITY ASSURANCE CELL

IQAC Report 2019-2020

IQAC COMPOSITION:

1. Hon. Shri. Praful G Agrawal	Management member
2. Dr. A. S. Khursel	Officiating Principal
3. Dr. B. K. Mendhe	IQAC coordinator
4. Dr. M. P. Nandeshwar	Teacher Member
5. Mr. R. P. Kawade	Librarian
6. Dr. S. S. Biranwar	Sport Teacher
7. Mr. A.C. Dongapure	Teacher Member
8. Dr. P. S. Thakur	Teacher Member
9. Dr. U.B. Kosurkar	Teacher Member
10. Dr. G.S. Deshmukh	Teacher Member
11. Dr. S. I. Khan	Teacher Member
12. Mr. M. P. Katre	Administrative member
13. Mr. S.S. Bisen	Administrative member
14. Mr. B. R. Landge	Administrative member
15. Mr. Madhu Harinkhede	Stakeholder
16. Ku. Shalu Sahare	Alumni
17. Ku. Rituja Gughe	Student Representative



IQAC PLAN OF ACTION FOR SESSION 2019-2020

- 1. Bridge Course for 1st semester students.**
- 2. Add-on and Value added courses.**
- 3. Automation of Institute**
- 4. Continuous affiliation of Institute.**
- 5. Appointment of Human Resources**
- 6. Academic and Administrative Audit**
- 7. Online Student Satisfaction Survey**

IQAC 1st Meeting

First meeting of IQAC in the session 2019-20 was held on date 12 /07/2019 after the visit of NAAC Peer team(for 1st cycle). Invitation and Notice has been sent to all members of IQAC. The meeting was venue at Library room at 12.30 pm.

The meeting was called to discuss the following issues

1. Analysis of Accreditation grade given by NAAC and Quality enhancement.
2. Approval of Academic Calendar for session 2019-20.
3. Bridge course for First Semester Students.
4. Add-on and Value added courses.
5. Purchase of ERP software for Institute.

MINUTES OF THE MEETING

Meeting has been started on the schedule time with the permission of Hon. Secretary. Following issues has been discussed in the meeting.

1. Shri Prafulji Agrawal congratulated all the staff for first cycle assessment and accreditation of college by NAAC. He had appreciated the team work and efforts taken by staff during the process of assessment. Officiating Principal Dr. A. S. Khursel explained the suggestions given by NAAC in improvement point of view of the college. All the members unanimously agreed to work to overcome the lacunas found during the assessment and Hon. Shri. Prafulji Agrawal has given assurance to provide all the possible help to this.
2. IQAC coordinator place academic calendar for session 2019-2020 before all members for suggestions and changes if any. All members decided to submit suggestion and recommendation within 7 days.
3. Dr. A.S. Khursel requested all head of department to prepare subject wise Bridge Course for the newly enrolled first year students as per the suggested by NAAC peer team.
4. Dr. B. K. Mendhe declared that IQAC is going to introduced add-on certificate courses in the subject Botany and Zoology at Institutional level. He also explained the need to introduce some skill and value added courses for students. All members decided to finalize these courses in the next IQAC meeting.
5. As per the NAAC recommendation given by NAAC peer team about Automation of college all members unanimously agreed to purchase ERP softerware for college. Secretary of PMCT directed Principal to get Quotation immediately and finalized the ERP software.

Meeting ended with Vote of thanks by Shri R. P. Kawade.

IQAC 2nd Meeting

Second was schedule on 11/10/2020 and Invitation and Notice has been sent to all members of IQAC. The meeting was venue at Library room at 1.30 pm.

The meeting was called to discuss the following issues

1. Continuous affiliation of the college.
2. Appointment of Lecturers
3. Any other issues with the permission of Hon. Secretary

Minutes of the Meeting

Meeting was started by the welcome of all members; following are the minutes of meeting

1. Shankarlal Agrawal Science College is affiliated with Rashtrasant Tukdoji Maharaj Nagpur University Nagpur. To get continuous affiliation from the University all members decided to placed the proposal before the concern body of University. Dr. A. S. Khursel distributed the work for the preparation required for affiliation.
2. Dr. P. S. Thakur requested to recruit more faculties in the subject Zoology as currently she is single faculty and it's very difficult to manage the work load. Shri. M.P.Katre also requested to recruit Lab. Assistant for Laboratory work. Principal explained that advertisement for the same has been already given and the appointment will be done very soon in near future.

Meeting ended with Vote of thanks by Shri M. P. Katre

IQAC 3rd Meeting

Third meeting was schedule on 27/02/2019 and Invitation and Notice has been sent in advance to all members of IQAC. The meeting was venue at room No. 1 at 12.00 pm.

The meeting was called to discuss the following issues

1. To conduct Student Satisfaction Survey for session 2019-2020 as per NAAC guideline.
2. Planning for Academic and Administrative Audit of the Institute.
3. Other additional Issues with the permission of Hon. Secretary.

Meeting was started by the permission of Secretary, Dr. B.K. Mendhe welcome all the members.

Following points has been discussed in the meeting

1. Dr. M.P. Nadeshwar importance of online student's satisfaction survey as per the new guideline of NAAC. All members unanimously agreed to give responsibility to conduct SSS on Dr. M.P. Nadeshwar and Dr. P. D. Patil.
2. Dr. B. K. Mendhe explained role of Academic and Administrative Audit at the end of every session to enhance the quality of the Institute. It was decided in the meeting that a committee will be constitute for AAA in the next IQAC meeting.
3. Shri. R. P. Kawade explained need of organized seminar/ Conference/ Workshop on IPR. It is decided that it will be discus in the next IQAC meeting.

Meeting was ended with vote of thanks.

IQAC 4th Meeting

4th meeting of the IQAC was not held due to COVID-19 pandemic.

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Significant Contribution by IQAC

Sr. No.	Event / Activity	No. of Beneficiary	
1	Library orientation for 1 st semester students	<u>120</u>	
2	Bridge Courses for 1 st semester students	<u>120</u>	
3	National Level IPR Awareness Quiz 2020	140	
4	Staff Training on ERP	<u>17</u>	
5	<u>Add-on courses</u>	<u>43</u>	

QUALITY INITIATED BY IQAC

1. Conducted internal audit
2. Arrange discussion session on online examination reforms
3. Certificate course
4. Automation of institution
5. Bridge course



IQAC Coordinator

