

Action taken report 2019-20

S. N.	Resolution	Action taken
1	Conduction of bridge course and continuous internal evaluation (CIE)	Structured bridge course for newly admitted students and conducted. CIE was undertaken by the faculty as per the decided plan.
2	Recording of feedback on curriculum	Feedback on curriculum was recorded from students and faculty members.
3	Suggesting CDC to revise salary of self-financing staff and budget provision for research publications	Suggestion was put forth to CDC
4	Activity of IPR	Awareness program on IPR (GI of mango and local produce) was conducted for local community
5	CCTV installation and gym renovation	Done in due course of time
6	Suggesting CDC to consider remuneration for excess workload and revision students' DA	Suggestion was put forth to CDC
7	Suggesting CDC to consider expenses of repairs of sophisticated equipments and establishing audio-visual room.	Suggestion was put forth to CDC
8	Undertaking automation of library	Step by step automation of library will be undertaken and directions were given to librarian
9	Suggesting CDC to establish laboratory for B.Voc. courses	Suggestion was put forth to CDC
10	Resolved prepare for Academic and Administrative Audit (AAA) and the undergo for the same by the end March 2020	Preparations started and responsibilities were allotted.


Chairperson

Dr. Sukhada Jambale
I/c PRINCIPAL
S.H.KELKAR COLLEGE OF
ARTS, COMMERCE & SCIENCE
DEVGAD, DIST. SANGLI, M.S.

Meeting minutes – IQAC Meeting - I

Meeting information

Place: Board room

Date: April 29, 2019

Time: 11:30 am onwards

Agenda items

Agenda items
Internal evaluation, Bridge course
Curricular aspects: Feedback system
Faculty Empowerment: Salary revision
Budget provision
Quality initiative: AAA
Research and IPR cell
Infrastructure: Gym renovation, CCTV installation

Minutes

Review and analysis of previous NAAC reports was done and it is decided to follow the incremental initiatives on various aspects under seven criteria of NAAC.

- The concept of **bridge course** was discussed. Structure of bridge course to be conducted for newly admitted F.Y. students was finalized. Faculty wise responsibilities assigned. The format for **continuous internal evaluation (CIE)** was discussed and format was finalized which would include class tests, assignments, mentor-mentee scheme etc. HoDs to monitor smooth conduct of CIE and mentor-mentee.

Proposed by: Mr. S. V. Kesarkar

Seconded by: Mr. V. B. Bhosale

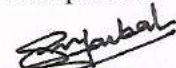
- It is decided to streamline the performance and integrity assessment of teachers by collecting **feedback** on teaching from students. Based on the feedback, improvements will be suggested.

Proposed by: Mr. N. S. Daptardar

Seconded by: Mr. S. S. Teli

- It was resolved to suggest CDC to consider **salary revision** of self financing teaching and non teaching staff based on below points for academic year 2019-20.
Proposed by: Ms. Shweta Valanju
Seconded by: Mr. N. S. Daptardar
- It is resolved to suggest the CDC to make **budget provision** for seed fund for research for self-financing faculties, incentives for awards/ achievement, publications with good impact factor (JCR) etc.
Proposed by: Dr. Sunetra Dhere
Seconded by: Ms. Sharddha Morye
- It was decided that college will undergo **academic and administrative audit (AAA)** within next two academic years. Preparations will be done throughout the years considering the forthcoming AAA.
Proposed by: Dr. Sunetra Dhere
Seconded by: Mr. S. V. Kesarkar
- **IPR cell** was established on April 26, 2019. It was decided to conduct a minimum of 2 programs on IPR in the year. This would include one program on awareness of IPR among faculty and students.
Proposed by: Mr. V. B. Bhosale
Seconded by: Mr. D. T. Yende
- It is decided to install **CCTVs** on the campus as a measure of security of all the stakeholders, to monitor and keep check on indiscipline and malpractices.
Proposed by: Mr. S. V. Kesarkar
Seconded by: Mr. S. A. Suke
- With the focus on promoting health awareness and to make a better place available for fitness, college **gym renovation** would be undertaken.
Proposed by: Mr. D. T. Yende
Seconded by: Dr. Sunetra Dhere

Chairperson



I/c PRINCIPAL

S.H.KELKAR COLLEGE OF
ARTS, COMMERCE & SCIENCE
DEVGAD, DIST. SINDHURG

Meeting minutes – IQAC Meeting

Meeting information

Place: Board room

Date: October 18, 2019

Time: 11:30 am onward

Agenda
Reading and approving minutes of previous meeting
Curricular Aspects: Feedback system
Faculty and student welfare: Remuneration and DA
Planning for development: NAAC criteria distribution
Physical facility: Library development

Minutes

Reading and approving minutes of previous meeting

- It is resolved that **feedback on curriculum** from various stakeholders will be conducted at the end/ in the beginning of semester on 5 point scale using Google form. The links of the feedback form, analysis will be uploaded on the college website.

Proposed by: Mr. S. S. Teli

Seconded by: Dr. Sunetra Dhere

- It is resolved to recommend the CDC to offer of **remuneration** for workload in excess conducted by the self-financing faculty. Also, it is discussed to revise the amount of DA of students and suggest the same to CDC.

Proposed by: Dr. Sunetra Dhere

Seconded by: Ms. Sharddha Morye

- Discussed the requirement of expenditure on **repairs of FTIR equipment** available in department of Chemistry. Once repaired, the equipment will be used for characterization of in house as well as samples from other colleges in region. Therefore, IQAC to recommend CDC to consider this expenditure.

Proposed by: Ms. Sharddha Morye

Seconded by: Mr. D. T. Yende

- To make teaching-learning process more interesting, an **audio-visual room** equipped with modern devices may be set up. The same will be recommended to CDC.

Proposed by: Mr. S. V. Kesarkar

Seconded by: Mr. S. S. Teli

- It is decided to opt for **automation of library** in due course of time by adapting barcoding. Also, the students I-cards would be given for the entire duration of course instead of providing new I-card for every year. After completion of barcoding of books, the I-cards will be used as borrower cards through barcodes.

Proposed by: Mr. S. V. Kesarkar

Seconded by: Dr. Sunetra Dhere

- It was resolved that in order to conduct the academics smoothly, **College sports week**, and annual social function (**DYF 2019-20**) would be completed during first semester (second half of the year). Also, it was decided to entrust the responsibilities of management of these mega events onto the **students' council and the students' management committee**. Also, it was resolved to undertake an extension activity of making the DYF stage available for students of schools in Devgad tehsil.

Proposed by: Mr. D. T. Yende

Seconded by: Mr. S. S. Teli


Chairperson

HC PRINCIPAL
S.H.KELKAR COLLEGE OF
ARTS, COMMERCE & SCIENCE
DEVGAD, DIST. SINDHUDURG

Meeting minutes – IQAC Meeting

Meeting information

Place: Board room

Date: January 15, 2019

Time: 11:30 am onwards

Agenda
Reading and approving minutes of previous meeting
Review of major extracurricular activities managed by students
Infrastructure: B.Voc. lab/ demo room, audio visual room
Workshop on IPR
Curriculum Feedback and SSS

Minutes

Reading and approving minutes of previous meeting.

- **Google feedback forms on curriculum** for all faculties and programmes are prepared and feedback will be recorded by January month end.

Proposed by: Mr N. S. Daptardar

Seconded by: Mr. S. S. Teli

- Extracurricular activities, DYF 2019-20 and sports week were reviewed and student committees, incharges congratulated for successful conduct.

Proposed by: Mr. S. S. Teli

Seconded by: Mr. D. T. Yende

- Establishment of well-equipped laboratory/ demo room with sufficient infrastructure for B.Voc. courses is to be undertaken on priority basis. The same will be recommended to CDC.

Proposed by: Dr. Sunetra Dhere

Seconded by: Mr N. S. Daptardar

- An extension activity would be organized by IPR cell in month of February.

Proposed by: Mr. N. S. Daptardar

Seconded by: Ms. Sharddha Morye

- It was resolved to assign the responsibilities regarding AQAR and SSR data compilation in February for current academic year.

Proposed by: Dr. Sunetra Dhere

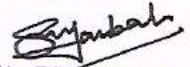
Seconded by: Mr. D. T. Yende

- Responsibility of undertaking one certificate course and faculty/ student exchange in the current academic year would be undertaken by selected departments (BMS and/ BBI).

Proposed by: Proposed by: Mr. S. V. Kesarkar

Seconded by: Ms. Sharddha Morye

Chairperson



I/c PRINCIPAL

S.H.KELKAR COLLEGE OF
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DEVGAD, DIST. SINDHUDURG

Meeting minutes – IQAC Meeting

Meeting information

Place: Board room

Date: February 13, 2020

Time: 11:30 am onwards

Agenda
Reading and approving minutes of previous meeting
Academic and administrative audit (AAA)
AQAR
Other

Minutes

Reading and approving minutes of previous meeting

- It is decided to compile the academic, administrative and financial data of the current academic year by March 31 2020 and initiate procedure to undergo AAA.

Proposed by: Prof. V. B. Bhosale

Seconded by: Prof N. S. Daptardar

- Distribution of criteria and metrics among faculty and administration staff for compilation of information and data for current academic year is done in consultation with present members as attached.

Proposed by: Prof. S. S. Teli

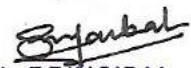
Seconded by: Mr. S. A. Suke

- It is decided to fill online and finalize the AQAR for current academic year (2019-20) and to keep before CDC by March 31, 2020.

Proposed by: Dr. Sunetra Dhere

Seconded by: Mr. V. C. Khadapkar

Chairperson


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