

Date 31/12/2018

**Shri Vijaysinha Yadav Arts and Science College, Peth Vadgaon**

**Internal Quality Assurance Cell [IQAC]**

**[Academic Year 2018-19]**

**Notice**

**Meeting No. 3**

A meeting of Internal Quality Assurance Cell [IQAC] is going to be held on Tuesday, 01 January 2019 at 11.00 am in the IQAC room of our college. Committee Members are requested to remain present for this meeting.

Dr. S. P. Patil  
Coordinator, IQAC

Dr. Vijaya R. Chavan  
Principal

**Agenda of IQAC Meeting**

1. To discuss about organizing one day workshop on "New Methodology of NAAC".
2. To discuss about organizing one day workshop for non-teaching staff on "Smart Office".
3. To discuss on an enhancement of institution level scholarships for outstanding students.
4. To discuss on an enhancement of IT facilities.
5. Developing institution Email-Id for college website and research citations.
6. Registration of "Vijay" Alumni Association.
7. Making Provision of Resting Rooms for girls Students.
8. Any other subject with the permission of Chairman.

### Minutes of Meeting No. 3

Dr. S. P. Patil, IQAC Coordinator welcomed all the IQAC members and briefly introduced them about the resolutions to be taken on the issues mentioned in the agenda.

**Subject 1:** To discuss about organizing one day workshop on New Methodology of NAAC.

**Resolution:** 1. Prin. Dr. Vijaya R. Chavan informed about the changing pattern of NAAC regarding the accreditation and assessment from the academic year 2019-2020. In order to create awareness among all the stakeholders, it was decided to organize one day workshop on New Methodology of NAAC. Principal Dr. Vijaya R. Chavan proposed about organizing an expert lecture of Dr. N.S. Dharmadhikari, NAAC Assessor. It was seconded by Hon'ble Shri. Rajkumar Pol.

2. It was decided to invite the delegates from the cluster college who are working as IQAC coordinator or Criterion- head to participate in this programme. It was proposed by Shri. Satish Kadukar and seconded by Dr. R.H. Karande.

**Subject 2:** To discuss about organizing one day workshop for non-teaching staff on Smart Office.

**Resolution:** In order to face the new challenges in the higher education, the non-teaching staff should be made competent with proper training and orientation. Therefore, it was decided to organize one-day workshop for non-teaching staff on 'Smart office' to adopt new skills and technologies in the administration of office. Mr. M.B. Nilaje, the Office Superintendent, proposed about organizing such type of training to non-teaching staff to excel in their official work. It was seconded by Shri. Satish Kadukar who underlined the significance of such programmes.

**Subject 3:** To discuss on an enhancement of institution level scholarships for outstanding students.

**Resolution:** i) It was resolved to increase the institution level scholarships for outstanding students selected from the field such as sports, University Merit, Research, Cultural, Physically Disabled or Below Poverty etc. It was proposed by Mr. Satish Kadukar and it was seconded Mr. M.B. Nilaje.

ii) It was resolved to form a separate committee that includes Principal as Chairman, two faculties working as staff secretary, Physical Director, Chairman of Cultural Committee and Research Committee and official clerk. The committee will select the students for scholarship. The above resolution was proposed by Principal Dr. Vijaya R. Chavan and it was seconded by Dr. B. S. Patil

iii) It was resolved to raise the necessary, funds from external donors who are willing to donate for the development of institution. It was proposed by Mr. Satish Kadukar and it was seconded by Dr. C.B. Mane.

**Subject 4:** To discuss on an enhancement of IT facilities.

**Resolution:** It was decided to provide computers to every departments of the college to enhance ICT based teaching learning process. It was proposed by Dr. C.B. Mane. The above resolution was seconded by Mr. M.B. Nilaje.

**Subject 5:** Developing institutional Email-id for college website and research citations.

**Resolution:** i) It was resolved to develop institutional website with new features in collaboration with an expert in making website. Mr. S.S. Patil, coordinator College Website Committee was handed over the responsibility of formulating the functional website with institutional updates. It was proposed by Dr. C.B. Mane. Mr. Satish Kadukar seconded the resolution.

ii) It was decided to install new software of website for displaying the various activities and programmes conducted during the year. It was proposed by Principal Dr. Vijaya R. Chavan and Dr B.S. Patil seconded it.

**Subject 6:** Registration of 'Vijay' Alumni Association.

**Resolution:** It was resolved to register 'Vijay' Alumni Association as per the guidelines laid down by NAAC. It was decided that Dr. M.A. Patil, coordinator should formulate it as per the rules and regulations in this academic year.

**Subject 7:** Making provisions of Resting Rooms for girl students.

**Resolution:** Pertaining to the needs of girl students, it was resolved to make provision of resting room for the girls in the forthcoming years to accomplish their needs. The proposal was proposed by Ms. Nikita Sutar, student representative. It was seconded by Principal Dr. Vijaya R. Chavan.

**Subject 8:** Focus on the Best Practices.

**Resolution:** It was resolved to initiate unique best practices in the college. Hon'ble Principal Dr. Vijaya R. Chavan emphasized the need of initiating the project of green environment. Dr. V. N. Sahadev, Criterion Head was suggested to appeal the students to donate either plant or pot to college to run this best practice. It was proposed by Principal Dr. Vijaya R. Chavan and seconded by Ms. Nikita Sutar.

At the end of IQAC meeting, Dr. C.B. Mane, Assistant coordinator, proposed vote of thanks.

Dr. S. P. Patil  
Coordinator, IQAC

Dr. Vijaya R. Chavan  
Principal