

# Internal Quality Assurance Cell

## Meeting Minutes Book

(2018-2019)

### Meeting- 2

(Meeting of I.Q.A.C. with All Teaching, and  
Library Staff)

On Thursday, Date 05/03/2019

I.Q.A.C. Meeting on date 05/03/2019

**M.E.S. Arts and Commerce College, Mehkar**  
**Dist:- Buldhana-443301(M.S.)**  
**INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C.)**  
**(2018-19)**

MES/IQAC/Notice No.02/2018-19

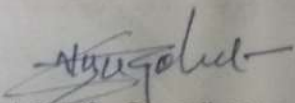
**Notice - 2**

**Date:- 02/03/2019**

All Teaching & Library staff of our college are hereby informed that, the meeting of the Department of IQAC will be held on Tuesday, date 05/03/2019 at 9.30 a.m. at Principal office, regarding the following agenda. All of you are requested to attend the same.

**Agenda of the meeting**

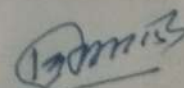
1. To give confirmation to the minutes of the last meeting of the IQAC which was held on dated 25/10/2018.
2. Over-view of minute No.2 of the last meeting.
3. **Academic plans of action & Action taken reports** for the session 2018-19.(all curriucular & Extracurriucular departments of the college.)
4. Discussion on submission of all departmental '**Annual Reports**' with Paper cuttings, Photographs along with Meeting notices, Minutes, of the conducted programmes.
5. Discussion on Academic dairy & Self Appraisal forms.
6. Academic plan of all departments of the college for the next session 2019-20.
7. Any subject arising at the time with kind permission of the Chairperson.



I.Q.A.C. Co-ordintator

(Dr.Wasudeo Golait)

**Dr. Wasudeo Golait**  
 I.Q.A.C. Co-ordinator  
 M.E.S. Arts & Commerce College,  
 Mehkar



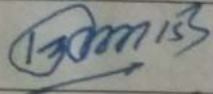
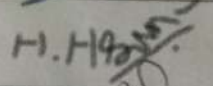
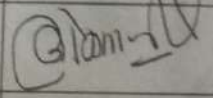
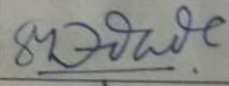
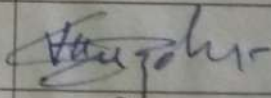
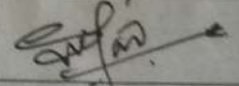
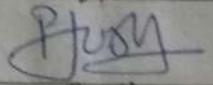
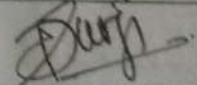
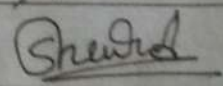
I.Q.A.C. Chairperson

(Dr.Ganesh. Parihar)

**Principal**  
 M.E.S.Arts & Comm. College  
 Mehkar

I.Q.A.C. Meeting on date 05/03/2019

Signature for Notice of Meeting on Thursday, dt.05/03/2019

| Sr.nol | Name                               | Signature                                                                             |
|--------|------------------------------------|---------------------------------------------------------------------------------------|
| 01.    | Dr.G.N. Parihar                    |    |
| 02.    | Shri Hrshal Soman (Hon. Secretary) |    |
| 03.    | Dr.O.M. Gajbhiye                   |    |
| 04.    | Dr.A.M.Patil                       |                                                                                       |
| 05     | Dr..S.M.Dandade                    |   |
| 06     | Dr.U.S.Kale                        |  |
| 07     | Dr.P.N.Humbad                      |                                                                                       |
| 08     | Dr.W.D.Golait                      |  |
| 09     | Dr.S.W.Padmane                     |  |
| 10     | Dr.Pravin Joshi                    |  |
| 11     | Shri. Ganesh Saoji                 |  |
| 12     | Shri S. N. Maind                   |  |

## minutes of IPAC Meeting No. 2 (2018-19)

minutes of IPAC Meeting held on Tuesday  
date 05/03/2019 at 9.30 a.m. at the office  
of Principal, M.G.S. Arts & Commerce College, Melkar

following are the present in the meeting

- 1) Dr. G.N. Parihar — Principal
- 2) Shri Harshad Doman — (Hon. Secretary)
- 3) Dr. O.M. Gajbiye —
- 4) Dr. S.M. Wadade —
- 5) Dr. U.S. Kale —
- 6) Dr. S.W. Redmane —
- 7) Dr. Pravin Joshi —
- 8) Shri Ganesh Saaji —
- 9) Shri S.N. Maingol —
- 10) Dr. W.D. Golabt — (IPAC coordinator)

call to order  
 Dr. G. N. Parihar in the chair called the meeting to order.

Approval of minutes :-  
 the following decisions / Regulations were taken.

Point No 1 :- To give confirmations to the minutes of the last meeting of IQAC which was held on dated 25/10/2018.

→ IQAC Coordinator Dr. W. D. Golait read the minutes of the previous meeting of IQAC which was held on dated 25/10/2018. All members and staff unanimously resolved to approve the minutes.

Point No. 2 :- Overview of minute no. 2 & 3 of the last meeting.

→ IQAC Coordinator Dr. W. D. Golait gave detailed information of minutes of last meeting, minute no. 2 was regarding to constitution of IQAC as per need guideline of NAAC. Dr. Golait explained the composition of IQAC & formation of IQAC of the college which was constructed in last meeting.

minute no 2 - ...

the AACARs, Dr. W. D. Golade overviewed on preparing AACARs for the last five year 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18. he put the SWOC analysis on the AACAR of the college & overviewed the whole procedure of the preparing the AACARs & submitting the AACARs. which was very mandatory and necessary for our college to submit it all AACARs before or on 31st Dec. 2018. Our college submitted All said AACARs on dated 27/12/2018 and also appealed to all to read all AACAR of our college which are available on our college website.

point No 3 - Academic Plan of Action & Action taken Report for the session 2018-19

→ Dr. W. D. Golade gave information regarding to submitting the Academic Plan as well as Action taken Reports for all committees of the college which have been formed for organising activities for the students as like extra curricular and extracurricular activities for the students of the college. he & principal Dr. G. N. Parihar elaborated how to be prepared and submitted to the State.

Point No 4 :- Discussion on submission of all

## Departmental Annual Reports -

- IQAC coordinator Dr. W. D. Golatkar gave detailed information regarding to preparing & submitting the Departmental Annual Reports with AICTE cuttings photos along with meeting minutes of the conducted programs by the departments and explained which are the points must be included in Departmental Annual Reports. The sample formats of the Plan of Action, Action taken Reports & Departmental Profile (revised) had been given to the all H.O.D. of the all departments of the college as well as coordinators of the Meeting Committees of the college.

Point no. 5 → Discussion on Academic diary & self appraisal forms.

- Dr. W. D. Golatkar lighted over the present academic diary and its contents regarding to smooth working and improving quality in academic planning & its implementation and record the all activities in the diary everyday. chair person Dr. G. N. Patil & coordinator of IQAC Dr. W. D. Golatkar praised Dr. S. M. Gundade Head of Dept of Economics for preparing such useful & fruitful diary for the teachers of the college.

Point No. 6 : Academic Plan of all departments of the college for the session 2019-20.

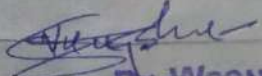
→ Chairperson of the I.Q.A.C. Principal Dr. G. N. Parihar guided about preparing the academic plan for all heads of departments for the session 192, 2019-20 and preparing Academic Plan of all departments of the college for the session 2019-20, this decision has been taken in this meeting.

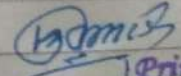
Point No. 7 : - Any subject arising at the time with kind permission of the chairperson.

→ At least any subject arising at the time with kind permission of the chairperson Dr. G. N. Parihar guided to all about keeping records of programs activities in the form of hard copy and soft copy and appealed to all the present staff to organise the activities according to development of the students.

Vote of thanks

At last Dr. W. D. Golait prepared a vote of thanks on behalf of I.Q.A.C. & with the permission of the chairperson the meeting was adjourned.

  
Dr. Wasudeo Golait  
I.Q.A.C. Co-ordinator  
(Dr. W. D. Golait) Commerce College,

  
Principal  
I.Q.A.C. Commerce College  
(Dr. G. N. Parihar) Mohkar