

**SHRI SHIVAJI SCIENCE COLLEGE, AMRAVATI**

**2020-21**

**IQAC Meeting No. 01**










As per directives of the Principal sir, all IQAC members are requested to attend the meeting of IQAC on Thursday **06.08.2020 at 3.30 pm** in IQAC Office.

Agenda:

1. To read and confirm the minutes of last meeting
2. To discuss about the online teaching plan
3. To discuss about the Newsletter preparation.
4. To discuss about data collection from all departments for SSR as per new NAAC guidelines.
5. Any other item with the permission of chair.

  
**IQAC Coordinator**  
**Shri Shivaji Science College**  
**Amravati.**

**Minutes and Action Taken Report of the meeting on 06.08.2020:**  
**Following members were present for the meeting:**

1. Dr.V. G. Thakare 
2. Dr. H. S. Lunge 
3. Dr. W. S. Barde 
4. Dr. P. R. Padole 
5. Dr. G.A. Wagh 
6. Dr. Mrs. S.P. Ingole 
7. Dr. D. D. Khedkar 
8. Dr. M. S. Gaikwad 
9. Mr. Mahesh Patil 

**Minutes:**

1. The coordinator read out the minutes of the last meeting and after discussion it was confirmed.
2. The details discussion held on the online internal assessment of even semesters of UG and PG programs.
3. The discussion held on collection of the information for the Newsletter.
4. The details discussion held about data collection from all departments for SSR and to follow the new formats as per the new NAAC guidelines. It has been decided to collect the required documents for each of the claim
5. The principal has decided to conduct College Council meeting to brief about SSR preparation and data collection. Also briefed about the circulars of SGBAU in view of COVID-19 pandemic

**Action Taken report:**

1. All departments had been informed about online internal assessment of even semesters of UG and PG programs.
2. It has been notified to all departments, NSS, NCC and sports units to send the data and activities reports for the Newsletter.
3. The new formats had been sent to all departments about data collection for SSR as per the new NAAC guidelines and to maintain the record of the required documents for each of the claim made.
4. The College Council meeting has been conducted on 10/08/20, following SOP of COVID-19 pandemic, to brief about SSR preparation and data collection. The new circulars received from SGBAU had been notified to all teachers.

  
IOAC Coordinator  
Shri Shivaji Science College  
Amravati.

  
Principal  
Shri Shivaji Science College  
Amravati.

**SHRI SHIVAJI SCIENCE COLLEGE, AMRAVATI**

**2020-21**

**IQAC Meeting No. 02**

As per directives of the Principal sir, all IQAC members are requested to attend the meeting of IQAC on Monday **12.10.2020 at 3.30 pm** in IQAC Office.







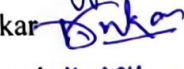
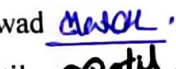

Agenda:

1. To read and confirm the minutes of last meeting
2. Totake review of the collection of the information and data from departments for SSR.
3. To discuss about the Newsletter preparation.
4. To discuss about online SGBAU examination process
5. Any other item with the permission of chair.

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IQAC Coordinator  
Shri Shivaji Science College  
Amravati.

**Minutes and Action Taken Report of the meeting on 12.10.2020:**

**Following members were present for the meeting:**

1. Dr. V. G. Thakare 
2. Dr. H. S. Lunge 
3. Dr. W. S. Barde 
4. Dr. P. R. Padole 
5. Dr. G.A. Wagh 
6. Dr. Mrs. S.P. Ingole 
7. Dr. D. D. Khedkar 
8. Dr. M. S. Gaikwad 
9. Mr. Mahesh Patil 

**Minutes:**

1. The coordinator read out the minutes of the last meeting and after discussion it was confirmed.
2. The review has been taken on collection of the information and data received from departments and it has been decided to remind those have not send it till date
3. The discussion held on reports received from some departments for Newsletter and decided to inform other departments those have not sent yet.
4. The details discussion held about the conduct of SGBAU Summer -2020 online exam at college level and decided to form a committee for smooth conduct of the exam.
5. The chairman informed about internal assessment marks filling on SGBAU portal.

**Action Taken report:**

1. All departments had been informed about online internal assessment of even semesters of UG and PG programs.
2. It has been notified to all departments, NSS, NCC and sports units to send the data and activities reports for the Newsletter.
3. The new formats had been sent to all departments about data collection for SSR as per the new NAAC guidelines and to maintain the record of the required documents for each of the claim made.
4. The five-member committee has been formed along with the two-nonteaching staff.
5. It has been notified to all departments to fill up the internal marks on SGBAU portal before the last date

  
IOAC Coordinator  
Shri Shivaji Science College  
Amravati.

  
Principal  
Shri Shivaji Science College,  
Amravati

**SHRI SHIVAJI SCIENCE COLLEGE, AMRAVATI**

**2020-21**

**IQAC Meeting No. 03**

As per directives of the Principal, IQAC meeting is schedule on Thursday **14.01.2021 at 3.30 pm** in IQAC Office all the members are requested to attend the meeting.










**Agenda:**

1. To read and confirm the minutes of last meeting.
2. To discuss about the NIRF preparation.
3. To discuss about the Newsletter preparation.
4. To discuss about the SGBAU winter online exam.
5. To discuss about the visit program of departments.
6. To discuss about presentation to the teachers, on requirements of SSR data as per new NAAC guidelines.
7. Any other item with the permission of chair.

  
IQAC Coordinator  
Shri Shivaji Science College  
Amravati.

## Minutes and Action Taken Report of the meeting on 14.01.2021:

### Following members were present for the meeting:

1. Dr. V. G. Thakare 
2. Dr. H. S. Lunge 
3. Dr. W. S. Barde 
4. Dr. P. R. Padole 
5. Dr. G.A. Wagh 
6. Dr. Mrs. S.P. Ingole 
7. Dr. D. D. Khedkar 
8. Dr. M. S. Gaikwad  on M.L.
9. Mr. Mahesh Patil 

### Minutes:-

5. The coordinator read out the minutes of last meeting held on 12<sup>th</sup> April, 2019 and were then confirmed after discussion.
6. The discussion held on data submission of NIRF and to collect the data from office and departments.
7. The chairman takes the review about the preparation of special issue of IQAC Newsletter.
8. Discussion held about SGBAU winter online exam and the online demonstration of practical, internal assessment.
9. Chairman directed to prepare visit program of IQAC to review the preparation of documents.
10. It was decided to inform all the departments to keep ready the all the documentary evidences in digitized form.

### Action Taken Report:

1. The data and information required for NIRF was collected and submitted before last date.
2. The compilation of information for special issue has been in process.
3. As per the SGBAU circular the instruction about internal assessment and online practical demonstration has been given to all departments.
4. Visit program to departments has been prepared by IQAC to review the preparation of documents.
5. The detailed instruction about new formats of SSR has been provided to all departments.

  
IQAC Coordinator  
Shri Shivaji Science College  
Amravati.

  
Principal  
Shri Shivaji Science College,  
Amravati.

**SHRI SHIVAJI SCIENCE COLLEGE, AMRAVATI**

**2020-21**

**IQAC Meeting No- 04**

As per directives of the Principal, IQAC meeting is schedule on Thursday **31.05.2021 at 3.30 pm** in IQAC Office all the members are requested to attend the meeting.










**Agenda:**

1. To read and confirm the minutes of last meeting.
2. To review theSSR documents preparation
3. To review the Newsletter preparation.
4. To discuss about.IIQA data uploading
7. Any other item with the permission of chair.

  
**IQAC Coordinator**  
**Shri Shivaji Science College**  
**Amravati.**

## Minutes and Action Taken Report of the meeting on 31.05.2021:

Following members were present for the meeting:

1. Dr. V. G. Thakare 
2. Dr. H. S. Lunge 
3. Dr. W. S. Barde 
4. Dr. P. R. Padole 
5. Dr. G. A. Wagh 
6. Dr. Mrs. S. P. Ingole 
7. Dr. D. D. Khedkar 
8. Dr. M. S. Gaikwad 
9. Mr. Mahesh Patil 

### Minutes:-

4. The coordinator read out the minutes of last meeting held on 14<sup>th</sup> January, 2021 and were then confirmed after discussion.
5. The chairman takes the review of the metric wise documents preparation progress
6. The chairman takes the review about the preparation of special issue of IQAC Newsletter.
7. The IQAC has collected the IIQA data and the discussion held on the IIQA data uploading on NAAC portal.
8. Chairman discuss about the online teaching of UG and PG classes.

### Action Taken Report:

1. The chairman takes the review of the metric wise documents preparation progress and instructed that the final documents be prepared as early as possible.
2. The chairman instructed IQAC member to finalize the information of special issue of IQAC Newsletter.
3. It has been decided to upload the IIQA data on NAAC portal on tomorrow 1st of June 21.
4. It has notified to all departments to continue the online teaching of UG and PG classes.

  
IQAC Coordinator  
Shri Shivaji Science College  
Amravati.

  
Principal  
Shri Shivaji Science College  
Amravati.



**SHRI SHIVAJI SCIENCE COLLEGE, AMRAVATI**

**2020-21**

**IQAC Meeting No- 05**

As per directives of the Principal Incharge, IQAC meeting is schedule on Thursday **30.07.2021** at **3.30 pm** in Principal's Office, all the members are requested to attend the meeting.

**Agenda:**

1. To read and confirm the minutes of last meeting.
2. To discuss on IIQA acceptance and requirement of data for SSR.
3. To discuss about the website updating work
4. Any other item with the permission of chair.

*prabhakar*  
IQAC Coordinator  
Shri Shivaji Science College  
Amravati.

**Minutes and Action Taken Report of the meeting held on 30.07.2021:**

**Following members were present for the meeting:**

1. Dr.G. N. Chaudhari
2. Dr. H. S. Lunge
3. Dr. W. S. Barde
4. Dr. P. R. Padole
5. Dr. G.A. Wagh
6. Dr. Mrs. S.P. Ingole
7. Dr. D. D. Khedkar
8. Dr. M. S. Gaikwad
9. Mr. Mahesh Patil

**Minutes:-**

1. The coordinator read out the minutes of last meeting and were then confirmed after discussion.
2. The discussion held on IIQA acceptance and as per requirement of data for SSR on portal, we have to collect the data for 2020-21 and delete the data of 2015-16. Also, it has been observed through portal, that the AQAR for the year 2019-20 is to be submitted before 31/08/21.
3. The review has been taken about the website updating work and chairman instructed to finalize it before SSR uploading
4. Chairman gives the information about conduct of Summer- 21 exam by SGBAU.

**Action Taken Report:**

1. It has been decided to finalize the data for AQAR 2019-20 and to collect the data from all departments for 2020-21. Accordingly the notice has been sent to all departments.
2. The chairman instructed to collect the information from all departments and finalize before SSR uploading.
3. The notice has been sent to all departments as per Principal's directives about conduct of Summer- 21 exam by SGBAU.

  
IQAC Coordinator  
Shri Shivaji Science College  
Amravati.