Sudhakarrao Naik Arts and Umashankar Khetan Commerce College Akola Dist. Akola

FIRST IQAC MEETING

MINUTES

ACADEMIC SESSION 2024-2025

First IQAC meeting was held in the IQAC cell on **10th July 2024** at 10.00 am.

IQAC Members Present

Sn	Name of Member	Designation
1	Dr. Jayant P. Bobde - Principal	Chairperson
2	Dr. B. S. Patil (Prof.) HoD Marathi	Member
3	Dr. Nitin W. Deulkar (D. Physical Edu.& Sports)	Member
4	Mr. N. F. Chavan (Asso. Prof.) Marathi	Member
5	Dr. G. S. Wasnik (Prof.) HoD Commerce	Member
6	Shri. B. P. Pawar (F. Secretary)	Management Representative
7	Shri. W. R. Dhore (Library Attendant)	Non-Teaching Representative
8	Anandgovind Sapkal (B.Com.)	Student Representative
9	Shri. Arvind Agarkar	Industrialist
10	Mr. A. B. Meshram - Librarian	IQAC Co-ordinator

Minutes:

On **10th of July 2024** at 10.00 am, the meeting of all the members of IQAC was held under the Chairmanship of Dr. J. P. Bobde Principal, SN Arts and UK Commerce College, Akola (MS). The members decided the objectives of the academic session included in the agenda of the meeting and after the fair discussion on each subject the following resolutions were **passed unanimously.**

Subject no. 1: To confirm the minutes of the last meeting held on **28/06/2024.**

Resolution no. 1: The IQAC coordinator Mr. A.B. Meshram read the minutes aloud and the resolutions passed unanimously in the last meeting held on 28/06/2024 were confirmed as it is without any suggestion there upon.

Subject no. 2: To plan for admission process as per the university rules.

Resolution no.2: After the declaration of HSC board results and University results the admission process will starts. Admission committee of the faculty members will be constituted so that the student visit college to take admission must get proper counselling from the teachers. The prospectus must be updated and one window distribution of prospectus should be implemented in an office hours.

Subject no. 3: To find out slow learners students and formulate the time bound plan for remedial classes.

Resolution no. 3: All the faculty members must formulate a criterion to find out the slow learners and chalk out a plan for remedial classes on regular basis. Maintain the record of the classes.

Subject no. 4: Formation of subject / literary forum.

Resolution no. 4: All the subject teachers should take initiative for formation of subject /literary forum till 31th August 2024.

Subject no. 5: To prepare Academic Calendar and Time-Table as per NEP 2020.

Resolution no. 5: Time-table committee do prepare Academic Calendar and Time-Table for the Session 2024-25 as per the guidelines of University as per the NEP 2020 till 31 August 2024.

Subject no. 6: To organise program and events by the respective departments in the academic session.

Resolution no. 6: All the faculty members make a plan to organise various programs, events and competition by their respective department for the students to boost their knowledge and hidden skills.

Subject no. 7: To participate in Cultural and Sports events organised in the academic session.

Resolution no. 7: As per the events and programs held and organised by various institutes and by our parent university, the cultural and sport committee do take initiative to encourage and guide students to participate in such events and programs so that the hidden skills of students must be highlighted and appreciated.

Subject no. 8: To organise 7 days residential NSS camp.

Resolution no. 8: As per directions of parent University the college do organise Residential 7 days Camp in the adopted village. The Program Officer must follow all the Guidelines laid down by the University NSS Department.

Subject no. 9: To organise various events and programs under the aegis of IQAC.

Resolution no. 9: College as a whole consented to support the various programs and events for students and staff under IQAC organised in the session 2024-2025.

Subject no. 10: To collect and compile feedback and student satisfaction survey.

Resolution no. 10: The feedback committee do compile and collect the feedback forms from the students and parents for the Academic Session 2023-2024. The committee will analyse the feedback and submit the report to the Principal for further action.

Subject no. 11: To organise Alumni Meeting in college.

Resolution no. 11: The Alumni Committee Meeting to be organised twice in Academic session on any suitable dates in College.

Subject no. 12: To organise Educational tours of respective Subjects.

Resolution no.12: Educational tour of respective Subjects must be organised for the students of all semesters in current academic session. All the safety measures must be followed by the students and faculty members participating in the tour.

Subject no. 13: To submit API by the faculty members.

Resolution no. 13: All the respective subject teachers do submit their API of Academic Session 2023-2024 to the Principal for verification.

Subject no. 14: Submission of CAS files whose placements are due in the current session.

Resolution no. 14: Faculty members whose placements are due in the current academic session should submit their CAS file to Principal for verification and assessment.

Subject 15: To arrange meetings of various constituted committees twice in a year and update the meeting register.

Resolution no. 15: All the faculty members having responsibility of various constituted committees do arrange at least two meetings in the current Academic session and submit the minutes of the meeting to the Principal office for further action.

Subject no. 16: AQAR submission of the Year 2023-2024.

Resolution no. 16: All the faculty members should prepare the assign criterion given to them so that the AQAR for the academic session 2023-2024 must be filled on time without delay.

Subject no. 17. : To organise programs and events for students under various committees formed in college.

Resolution no. 17: All the Faculty members are informed to chalk out the programs for the Academic session 2023-2024 for the students of BA and BCom. The programs details is to be displayed well in advance on the notice board and the Report of the Program must be compiled and submit to IQAC CELL.

Subject no. 18: Organised Induction program as per university rules.

Resolution no. 18: As per the guidelines of University the college must organised Induction Program for the newly admitted Students of semester I.

Subject no. 19: Prepare and submit Departmental Academic Audit Report to IQAC.

Resolution no. 19: Academic Audit Report of session 2022-2023 must be prepared and submit to IQAC for record and one copy should be kept by the respective teacher.

Subject no. 20: Any issue for discussion by the permission of the Chairman of IQAC.

Resolution no. 20: No issue were suggested or raised by the members of IQAC committee with the permission of the Chairman, hence the meeting was concluded with the vote of thanks delivered by Mr. A B Meshram.

Date: 10/07/2024.
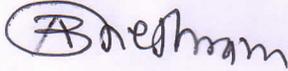
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PRINCIPAL,
Shri Sudhakarrao Naik Arts
& Umashankar Khetan
Commerce College, AKOLA