

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 02nd November, 2018.

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **02 November, 2018** at 04:00 pm in the meeting hall of the VSP Mandal.

Following members were present for the meeting:

1. Shri N. S. Bobdey	President, VSP Mandal, Khamgaon
2. Shri A. P. Jhunjhunwala,	Vice-President, VSP Mandal, Khamgaon
3. Dr. S. S. Bobdey,	Secretary, VSP Mandal, Khamgaon.
4. Dr. D. S. Talwankar,	Principal
5. Dr. H. S. Chandak,	Coordinator, IQAC
6. Dr. P.E. Ajmire	Member
7. Dr. V. R. Gawhale	Member
8. Dr. M. O. Wankhede	Member
9. Mr. M. S. Gaikwad	Member
10. Dr H A Bhosale	Member
11. Dr. (Mrs.) N. B. Boche	Member
12. Dr. P. N. Bobdey	Office Superintendent
13. Shri S. G. Gulbhele	Assistant Librarian
14. Dr S. S. Jain	Member (Society)
15. Ku Gayatri Bhattad	Member (Student)

Shri N. S. Bobdey, President, VSP Mandal, Khamgaon presided over the meeting. Following business was transacted in the meeting:

1. Reading and confirmation of the minutes of the previous meeting:

Dr. H. S. Chandak read the minutes of the previous meeting and they were confirmed unanimously.

2. To take a note on action taken report of previous meeting.

Action taken report was reviewed.

3. To prepare an action plan for DVV clarification and Peer team visit

Dr Chandak informed the house that a detailed presentation of submitted SSR to the Teaching staff and members of the management was done on 19th October 2018. We could achieve the task of participation of 10 % of the students in Students satisfaction survey (SSS) with the collective efforts of all teachers, non-teaching staff and students. Next step is plan for DVV and PTV. He informed that NAAC has recently published standard operating procedure (SOP) of DVV and the same has been shared with IQAC members on WhatsApp group. He requested all criterion in-charge to be ready with the possible documents that may be required for DVV.

For Peer team visit, it was decided to work on three different fronts: Campus renovation and maintenance, documentation and PowerPoint presentations. A work already in progress was being reviewed.

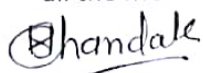
Campus renovation and maintenance: Office superintendent Dr Parshant Bobdey and Secretary Dr S S Bobdey informed that they in coordination with the campus enrichment committee collectively will take the responsibility of campus enrichment and renovation.

Documentation: Dr Chandak informed that a comprehensive list of documents has been prepared with the help of IQAC cluster India and the same has been circulated to all departments, library and administrative office. It was decided to constitute a Document Verification Committee.

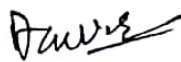
PowerPoint presentations: Dr Chandak informed that a guideline has been prepared for PowerPoint presentation and the same has been shared with all departments. It was decided that a committee may be formed to review the presentations of the department.

4. Any other matter with the permission of the chair.

- i. Dr Boche shared her view to maintain the First Aid Box at different places on the campus. The Principal asked the IQAC coordinator to decide the place and mechanism to maintain First Aid Box.
- ii. Dr P N Bobdey suggested that we should procure more Fire extinguishers. It was approved by the Chairman.
- iii. No other matter came up for discussion and the meeting concluded with the Coordinator's thanks to all the members.



(Dr. H. S. Chandak)
Coordinator, IQAC



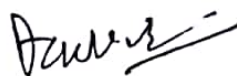
(Dr. D. S. Talwankar)
Principal

Action Taken Report:

1. DVV clarifications were received from DVV partner of NAAC on 08 November 2018 and all clarifications were uploaded within the due date i.e. 23 November 2018.
2. Work related to campus renovation and maintenance like colouring of walls, display of vision, mission and core values, cleanliness etc. has been completed.
3. Document verification committee was constituted as follows: Dr V R Gavhale (Convener), Dr S T Warade (member) and Mr S SP Hargunani (member). This committee visited all the departments and verified the requisite documents. The report of the same was submitted to the Principal.
4. PowerPoint presentations of all documents were reviewed by the team headed by Dr S S Bobdey on 30 November and 01 December 2018. Necessary suggestions for improvement were shared with each department.
5. Existing first Aid Box were upgraded and few new first Aid boxes are procured. A format for its maintenance has been designed and kept with box itself. In-charge has been assigned for each box to take care of its maintenance.
6. New fire extinguishers are procured and refilling of old fire extinguishers has been done.



(Dr. H. S. Chandak)
Coordinator, IQAC



(Dr. D. S. Talwankar)
Principal