

**G. S. Science, Arts & Commerce College, Khamgaon – 444 303**

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 12<sup>th</sup> February, 2020.**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **Wednesday, 12<sup>th</sup> February, 2020 at 11:30 am in the IQAC office.**

Following members were present for the meeting:

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

Mr. Pramodji Agrawal and Dr S. S. Jain could not attend the meeting. They were granted leave of absence. Dr. S. S. Bobdey presided over the meeting. Following business was transacted in the meeting:

1. 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.  
The action taken report of the previous meeting was reviewed and discussed.
3. To take a review of status of Feedback.  
A discussion was held to review status of feedback. It was noticed that number of feedback received need to be increased. It was also decided to finish Feedback analysis within a week and submit the report to the Principal. Chairman Dr S S Bobdey also urged the Principal to call explanation from the concerned.
4. To assign the duties for the preparation of AQAR 2018-19.  
Dr. Chandak informed that our AQAR window will open from 28 March, 2020 and we should prepare draft AQAR as per new guidelines available on the NAAC website. All criterion in-charge should prepare their respective criterion and submit the draft for the perusal of all members in the next IQAC meeting scheduled in the first week of March.
5. To take review of summer research activity.  
A status of students who undertook summer research project so far was reviewed. It was decided to spread words among the students through students. Three stage strategy was decided:
  - a. It was also decided to circulate policy document among all the teachers.
  - b. A meeting with teaching staff to convey the policy for promotion of summer research and
  - c. A workshop for interested students to be organize by IQAC.

6. Any other matter with the permission of the chair.
- Dr S S Bobdey invited suggestions from members regarding green landscaping on our campus. After in-depth discussion, it was decided to develop a green landscaping near main gate of the campus.
  - Principal Talwankar suggested that IQAC should conduct a workshop on use of ICT in teaching- learning. It was accepted unanimously.
- As no other matter came up, the meeting concluded with the vote of thanks by the Coordinator, Dr H. S. Chandak.

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

**(Dr. D. S. Talwankar)**  
Principal

**Action Taken Report:**

S No	Decision taken	Action Taken
1	To assign the duties for the preparation of AQAR 2018-19	The draft of AQAR 2018-19 is almost complete. It is placed for review in IQAC meeting dated 09 <sup>th</sup> March 2020.
2	Promotion of summer research activity	<ul style="list-style-type: none"> <li>A workshop on Summer Research: The Knowhow was conducted by IQAC on 26<sup>th</sup> February, 2020. About 150 students attended the workshop.</li> <li>Meeting of recognized supervisors was organized on 26<sup>th</sup> February, 2020 and a schedule has been fixed for conduct of In-house Summer research program.</li> </ul>
3	To conduct a workshop on use of ICT in teaching- learning	It will be scheduled in near future.
4	To develop a green landscaping near main gate of the campus	Work on developing green landscaping and installation of lawn in front of the main building is in process.

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

**(Dr. D. S. Talwankar)**  
Principal