

**Shri N. B. Education Society's**  
**Shri Venkatesh Mahavidyalaya, Ichalkaranji**  
Internal Quality Assurance Cell  
**Minutes of IQAC meeting with Faculty held on 29<sup>th</sup> June, 2022**

Date: 29<sup>th</sup> June, 2022

Time: 11.30am

Venue: Principal's Cabin

Presided by: Prin Dr. V.A. Mane

Convened by: Dr. S. N. Jarandikar

**Members present:**

Dr. V. A. Mane

Dr. N. M. Mujawar

Dr. B. N. Kamble

Mr. A. I. Bandar

Mr. A. S. Gaikwad

Mr. P. S. Choudhari

Mr. B. N. Thigale

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. U. T. Lokhande

Mr. Prakash Patil

Following are the minutes of the meeting held on 29<sup>th</sup> June, 2022

**Agenda No.10.1. To read and confirm the minutes of the last meeting**

The minutes of the last meeting held on 18<sup>th</sup> June, 2022 were read and the same were confirmed by the chairman.

**Agenda No 10.2. To review the Academic and Activity Calendar**

Resolution: As the term was near to its closure the review of the academic and activity calendar was taken. It was resolved that the remaining teaching if any may be conducted online and the teaching plan and the syllabus completion reports be submitted to the office or IQAC.

**Agenda No 10.3.To discuss the CIE and University Examination:** The tentative schedule received from the university was discussed and the appointment for the internal senior supervisors was discussed. It was resolved that the First year examination be conducted by the committee of Dr. N.M. Mujawar and that of the second, third and M.com be conducted by the committee of Dr. B. N. Kamble, Dr. S. N. Jarandikar and Mr. A. I. Bandar.

**Agenda No. 10.4. To review Mentor Mentee Functioning:** The mentors of each class shared their meeting reports orally and they were discussed in the meeting. It was resolved that the written Work done report by each mentor be submitted to Mentor Committee in charge, Dr. S. H. Ambawade.

**Agenda No 10.5. To discuss the compilation of activity reports with photographs for IQAC Documentation:**

**Resolution:** It was resolved that the Department-wise as well as association wise activity reports be submitted with geo tag photographs to IQAC for AQAR and SSR.

**Agenda No.10.6. To discuss the status of short term courses**

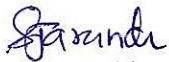
**Resolution:** As the procedure of commencement of short term was delayed due to pandemic situation the courses were commenced late. The review was taken of the syllabus and the students attendance and it was resolved that the remaining course syllabus be completed as per the duration of the course.

**Agenda No 10.7. To discuss academic and activity calendar for next year**

**Resolution:** It was resolved that after getting the circular for next academic year a tentative academic and activity calendar be prepared by IQAC coordinator in consultation with departments and associations and the copy of the same be published in college annual report as well as on college website.

**Agenda No 10.8. Any other matter with the permission of chairman**

**Resolution:** Meeting was adjourned as there was no further issue to discuss. Staff in charge Dr. B. N. Kamble proposed vote of thanks.



Minutes read by  
Dr. S. N. Jarandikar



Minutes confirmed by

Dr. V. A. Mane  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

**Action Taken Report of IQAC Meeting with Alumni Executive Members held on 18<sup>th</sup>  
June, 2022**

(Meeting No. 10)

Sr. No.	Agenda	Action Taken
10.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 18 <sup>th</sup> June, 2022 were read and confirmed by the chairman
10.2	To review the Academic and Activity Calendar	Academic and Activity Calendar was reviewed
10.3	To discuss the CIE and University Examination	As per the university schedule examinations of all programmes were conducted and CIE papers and results were collected by the concerned department.
10.4	To review Mentor Mentee Functioning	As per the resolution the reports of all mentors were collected.
10.5	To discuss the compilation of activity reports with photographs for IQAC Documentation:	The Association and Department-wise photos and reports were collected by the Criterion head for the preparation of AQAR as well as SSR.
10.6	To discuss the status of short term courses	All the short term courses were conducted and the examination of each course was taken as per university schedule.
10.7	To discuss academic and activity calendar for next year	The Academic and Activity Calendar has been prepared and uploaded on website and was published in the college annual report.
10.8	Any other matter with the permission of chairman	-----



Dr. S. N. Jarandikar

(Coordinator, IQAC)



Dr. V. A. Mane

**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.



**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji**

Internal Quality Assurance Cell

Minutes of the Meeting held on 18<sup>th</sup> June, 2022(Meeting No.9)

Date: 18<sup>th</sup> June, 2022

Time: 11.30 am

Venue: Principal's cabin

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members Present:**

Dr. V. A. Mane

Mr. U. T. Lokhande

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I Bandar

Mr. A. S. Gaikwad

Mr. B. N. Thigale

Dr. S. N. Jarandikar

Shri Amol V. Patil

Shri Yogesh Kaundade

Shri Amit K. Pote

Mrs. S. T. Biranje

Shri Jotiba Shahapurkar

Miss Mohini Anchaliya

**Members Absent:**

Mr. H.S. Bohara

Mr. B. S. Vadinge

Ms. Naziya Khalifa

Shri Mujib M. Kutty

Following are the minutes of the meeting held on 18<sup>th</sup> June 2022.



**Agenda No.9.1. To read and confirm the minutes of the last meeting**

**Resolution:** Minutes of the last meeting held on 15<sup>th</sup> June were read and confirmed by the chairman.

**Agenda No. 9.2. Registration of 'Venkateshians'**

**Resolution:** The Alumni Association named *Venkateshian* has been registered under Intent of Association since 2017. The institution intends that the Association should be registered under Charity Commission. So it was resolved that the executive members should take lead to make a permanent registration of the association and complete the procedure in the coming academic year.

**Agenda No.9.3. To review the alumni contribution and new registration**

**Resolution:** The committee took a review of contribution given by Alumni in cash and kind. It also reviewed a number of newly registered members.

**Agenda No.9.4. To organize Alumni Meet**

**Resolution:** It was resolved that the Alumni should take initiatives in organizing the meet of alumni members and encourage their participation in development of college.

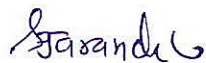
**Agenda No.9.5. To organize Industrialist Meet in collaboration with Alumni**

**Resolution:** The college has recently formed an Incubation and Innovation Center named Lakhsyavedh. It aims to provide the students new ideas for start -up and self -business /entrepreneurship. In this regard it was resolved that the Alumni should take responsibility of inviting the well- known Industrialists from the vicinity and provide the present students opportunity of new business ideas. In this regard Mr. Amit Pote, Mr. Prakash Patil and Mr. Bhalchandra Thigale were shouldered the responsibility of collaborating in organizing the event after students' examination.

**Agenda No.9.6. Any other matter with the permission of chairman**

**Resolution:** There was no other matter to be discussed in the meeting so it was concluded by proposing vote of thanks to the executive body and the chairman.


Minutes read by



Dr. S. N. Jarandikar

Coordinator, IQAC

Minutes confirmed by



Dr. V. A. Mane

**PRINCIPAL,**  
**Shri Venkatesh Mahavidyalaya,**  
**ICHALKARANJI - 416 115.**

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

**Action Taken Report of IQAC Meeting with Alumni Executive Members held on 18<sup>th</sup>  
June, 2022**

(Meeting No.9)

Sr. No.	Agenda	Action Taken
9.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 15 <sup>th</sup> June, 2022 were read and confirmed by the chairman
9.2	<b>Registration of 'Venkateshians'</b>	The Alumni Association was registered under Charity Commission in the month of November, 2022.
9.3	To review the alumni contribution and new registration	A review of newly registered members was taken and Alumni members helped in many aspects for the development of the college
9.4	<b>To organize Alumni Meet</b>	Alumni Meet was organized on 11 <sup>th</sup> December, 2022.
9.5	<b>To organize Industrialist Meet in collaboration with Alumni</b>	In collaboration with Alumni Association Industrialist meet was organized on 25 <sup>th</sup> August, 2022. The well-known industrialist Mr. Makarand Chitale, Mr. M. B. Shaikh and Mr. B.S. Vadinge had a dialogue with the students.
9.6	<b>Any other matter with the permission of chairman</b>	----



Dr. S. N. Jarandikar

(Coordinator, IQAC)



Dr. V. A. Mane

**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.

**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji  
Internal Quality Assurance Cell**

**Minutes of the Meeting of IQAC members held on 15<sup>th</sup> June, 2022 (Meeting No.8)**

Date: 15<sup>th</sup> June, 2022

Time: 11.30 am

Venue: Counselling Room

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members Present:**

Dr. V. A. Mane

Mr. B. S. Vadinge

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I Bandar

Mr. A. S. Gaikwad

Mr. P. S. Choudhary

Mr. B. N. Thigale

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. U. T. Lokhande

Mr. Prakash Patil

Following are the minutes of the meeting held on 15<sup>th</sup> June, 2022.

**8.1. To read and confirm the minutes of the previous meeting**

Minutes of the meeting held on 9<sup>th</sup> March, 2022 were read and confirmed by the chairman.

**8.2. To discuss recommendations of Green and Energy audit reports and measures**

**Resolution:** The Green and Energy Audits were conducted by Ashokrao Mane group of Industries as the quality initiatives. In this regard it was resolved that the old light fittings consuming the more electricity be replaced by the electricity saver LED bulbs and tubes. It was also discussed to enquire about the solar panel system and its adaptability and feasibility for the institution.

**8.3. To conduct Gender audit**

**Resolution:** As the institution has a large number of girl students enrollment the institution is keen to observe the gender equality as one of its core values. In this connection in the year 2017-18 the college underwent the Gender Audit. Now it was resolved that the Gender Audit of the institution be conducted through Sharadabai Pawar Adhyasan Kendra of Shivaji University Kolhapur. Ms. S. T. Biranje was shouldered its responsibility as a Coordinator.

**8.4. To collect Feedback from stakeholders and Student Satisfaction Survey:**



**Resolution:** Feedback and SSS are considered as the quality initiatives. Hence every year the institution collects feedback and students satisfaction survey to improve and develop the institutional mechanism. In this regard it was resolved to collect online feedback and SSS at the end of the academic year.

**8.5. To organize Industry meet in collaboration with Alumni**

**Resolution:** The institution has formed Innovation and Incubation Center named Lakshyavedh. It has the objective of incubating students with business ideas. In this regard it was resolved to organize Industry- Student dialogue. Alumni was given the responsibility of encouraging the small scale/ reputed industrialists to visit the campus and acquaint the students to their expertise. In this context it was resolved that the Student-Industry Meet be organized in the month of August, 2022.

**8.6. To plan placement related programmes / job fair**

**Resolution:** The institution wishes to provide a platform for the students to get job opportunities. Therefore it was discussed that the initiatives be taken by Placement Cell to organize placement related programmes and job fair for the final year students of each programme after the university examination.

**8.7. To review Activity Calendar:**

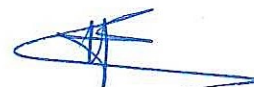
**Resolution:** Academic and activity calendar regarding curricular and co-curricular activities, CIE etc. was reviewed and the reports by the concerned heads were discussed in the meeting.

**8.8. Any other matter with the permission of the chairperson**

**Resolution:** As there was no other matter for the discussion, the meeting came to an end with the vote of thanks to the chairman.



Minutes read by  
Dr. S. N. Jarandikar  
(Coordinator, IQAC)



Minutes confirmed by  
Prin. Dr. V. A. Mane  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

**Action Taken Report of IQAC Members Meeting held on 15<sup>th</sup> June, 2022**

(Meeting No.8)

Sr. No.	Agenda	Action Taken
8.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 4 <sup>th</sup> April, 2022 were read and confirmed by the chairman
8.2	To discuss recommendations of Green and Energy audit reports and measures	Recommendation of the Energy and Green Audit were discussed and the possible action was taken regarding the use of LED bulbs and tubes.
8.3	<b>To conduct Gender audit</b>	As per the proforma of Gender Audit the file has been submitted to Sharadabai G. Pawar Adhyasan Kendra of Shivaji University, Kolhapur for the further action.
8.4	To collect Feedback from stakeholders and Student Satisfaction Survey	On line Students Feedback was taken on 6/6/2022 that of Alumni on 22/6/2022 and of Teachers was taken on 20/7/2022. Employers Feedback was collected as per their convenience. Online SSS was also taken on 24/6/2022.
8.5	To organize Industry meet in collaboration with Alumni	College organized Industry Meet in collaboration with Alumni Association after students' examination schedule on 25 <sup>th</sup> August, 2022.
8.6	To plan placement related programmes / job fair	Placement related notification was informed to students on 26 <sup>th</sup> June, 2022.
8.7	To review Activity Calendar	The schedule of Academic and Activity Calendar was reviewed in light of the programmes /events organized and reports for the same were collected.
8.8	Any other matter with the permission of the chairman	-----



Dr. S. N. Jarandikar

(Coordinator, IQAC)



Dr. V. A. Mane

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**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji**

Internal Quality Assurance Cell

**Minutes of the Meeting of IQAC Members held on 4<sup>th</sup> April, 2022(Meeting No.7)**

Date: 4<sup>th</sup> April, 2022

Time: 1pm

Venue: Room No. 2

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members Present:**

Dr. V. A. Mane

Mr. B. S. Vadinge

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I Bandar

Mr. A. S. Gaikwad

Mr. Prakash Patil

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. U. T. Lokhande

Mr. B. N. Thigale

Following are the minutes of the meeting held on 4<sup>th</sup> April, 2022

**7.1. To read and confirm the minutes of the last meeting**

Minutes of the last meeting held on 9<sup>th</sup> March, 2022 were read and the same were confirmed by the chairman.

**7.2. To commence the professional and value added courses approved by SUK**

**Resolution:** As the academic year 21-22 started late the admission process was delayed and the proposal for various courses received sanction late. After receiving the sanction and approval



letter by the Department of Lifelong Learning and Extension, Shivaji University, Kolhapur it was resolved that the approved short term courses be commenced immediately. The coordinators were conveyed to do the necessary arrangement for running the courses effectively.

### **7.3. To organize cultural events**

**Resolution:** Every year the Girls Forum organizes cultural events for the girl students as the management activity. The schedule of it was announced in the month of January, 2022. However, due to lockdown the events had to withhold. It was resolved that the cultural activities be rescheduled in the month of April and activity report be submitted to IQAC.

### **7.4 To discuss the organization of National seminar/webinar by Economics Association**

**Resolution:** IQAC member Dr. N. M. Mujawar was given the responsibility of organizing National Webinar in collaboration with Economics Association of the College. The theme of the webinar was finalized and it was resolved that the activity be conducted in the Month of May.

### **7.5. Any other matter with the permission of chairman**

**Resolution:** The chairman took a review of the teaching learning process and the exercise of CIE. He communicated the perspective examination schedule of CA and other examinations in the campus. As per his suggestion it was decided that the syllabus and co-curricular activities should be followed in accordance with the planning. As there was no further matter, the IQAC coordinator thanked the chairman and the members and the meeting came to an end.

Minutes read by



Dr. S. N. Jarandikar

Coordinator, IQAC

Minutes confirmed by



Dr. V. A. Mane

**PRINCIPAL,**  
**Shri Venkatesh Mahavidyalaya,**  
**ICHALKARANJI - 416 115.**

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

**Action Taken Report of IQAC Meeting with faculty members held on 4<sup>th</sup> April, 2022**

(Meeting No.7)

Sr. No.	Agenda	Action Taken
7.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 9 <sup>th</sup> March, 2022 were read and confirmed by the chairman
7.2	To commence the professional and value added courses approved by SUK	The 7 courses were approved and completed in the academic year 2021-22.
7.3	To organize cultural events	The various cultural competitions such as singing, dance, cooking food stall were organized by Girls Forum from 24 <sup>th</sup> to 30 <sup>th</sup> April, 2022
7.4	To discuss the organization of National seminar/webinar by Economics Association	The national webinar on Agricultural Economics and Agri- Business was organized on 7 <sup>th</sup> May, 2022 and IQAC member, Dr. N. M. Mujawar worked as the convener of the webinar
7.5	Any other matter with the permission of chairman	



Dr. S. N. Jarandikar

(Coordinator, IQAC)



Dr. V. A. Mane

**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.

**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji**

Internal Quality Assurance Cell

Minutes of the Meeting held on 9<sup>th</sup> March, 2022 (Meeting No.6)

Date: 9<sup>th</sup> March, 2022

Time: 11.30 am

Venue: Counselling Room

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members Present:**

Dr. V. A. Mane

Mr. B. S. Vadige

Mr. U. T. Lokhande

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I. Bandar

Mr. A. S. Gaikwad

Mr. B. N. Thigale

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. Prakash Patil

Mr. P. S. Choudhary

Following are the minutes of the meeting held on 9<sup>th</sup> March, 2022

**Agenda No.6.1: To read and confirm the minutes of the previous meeting**

Minutes of the meeting held on 12<sup>th</sup> January, 2022 were read and confirmed by the chairman.

**Agenda No.6.2: To conduct Green and Energy Audits**



**Resolution:** Being aware and to participate in development and sustenance of the environment is one of the prime responsibility of the institution. The institution's objectives and core values reflect the same. In this regard conducting Green and Energy Audits are seen as the required measures of the institution. So it was resolved that in the same academic year the above mentioned Audits like the other quality audits be conducted in the institution. The responsibility of the same was entitled to Dr. S. N. Jarandikar and Mr. Anosh Gaikwad .

#### **Agenda No.6.3: To organize IPR Awareness programme**

**Resolution:** As the institution organizes various awareness programmes for the students and faculty it was assumed necessary to make them aware about the concept of Intellectual Property Rights and the other terms allied to this area. In accordance with it, it was resolved that the IQAC should take initiatives to organize seminar or workshop on this theme and if possible the collaboration be sought to organize this activity.

#### **Agenda No. 6.4: To discuss co-curricular activities**

**Resolution:** Academic calendar prepared for the second term was reviewed and it was resolved that as per the plans co-curricular and extra-curricular activities be conducted by the respective departments/ Associations in the stipulated duration.

#### **Agenda No. 6.5: To inaugurate Incubation and Innovation Center**

**Resolution:** Institution is trying to cultivate skill oriented education to students by adopting various courses and schemes. Informally different activities or invited lectures are organized for this purpose. However it has been considered that formalizing these efforts is essential to go with focused aims and objectives. In tune with it, it has been resolved that the Incubation and Innovation Center be formally inaugurated from this academic year. It was also resolved to form a committee for the same and various activities be planned to be conducted under this center.

#### **Agenda No.6.6: To organize National Webinar/Seminar**

**Resolution:** The institution organizes seminars/workshops or conferences on various subjects as opportunities of transfer of knowledge and creation of ecosystem for research and innovation. In this connection local/university/ state or national workshops or seminars are organized on behalf of different departments through the initiatives of IQAC. It was resolved that this year the theme for the Webinar be explored in the area of Economics and IQAC member Dr. N. M. Mujawar be appointed as the convener of the same.

#### **Agenda No. 6.7: To conduct gender and environment issues related programmes**

**Resolution:** As per the practice of the institution the National Service Scheme and Internal Complaint Committee in-charge were shouldered the responsibility to organize such events for creating awareness about the issues of gender equality and preservation of environment. It was resolved to conduct these activities in the month of April/May.

#### **Agenda No. 6.8: To organize Capability Enhancement Programmes**

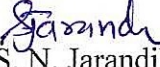
**Resolution:** As one of the skill development initiatives the institution organizes several Capability enhancement programmes for students in the area of life skills, professional skills etc. One such

training programme on language enrichment was conducted by English Association. Therefore it was resolved that the training programmes related to Yoga, Computing skills or soft skills be conducted for the students as per the schedule defined in Academic Calendar. The responsibility for the same was given to the respective heads of the Associations.

**Agenda No. 6.9: Any other matter with the permission of the Chairman:**

As there was no further matter for the discussion the meeting was concluded by offering vote of thanks to the chairman.

Minutes read by:

  
Dr. S. N. Jarandikar  
Coordinator, IQAC

Minutes confirmed by,

  
Dr. V. A. Mane  
**PRINCIPAL,**  
**Shri Venkatesh Mahavidyalaya,**  
**ICHALKARANJI - 416 115.**




Shri N.B. Education Society's


Shri Venkatesh Mahavidyalaya, Ichalkaranji

**Action Taken Report of IQAC Meeting with members held on 9<sup>th</sup> March, 2022**

(Meeting No.6)

Sr. No.	Agenda	Action Taken
6.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 24 <sup>th</sup> January, 2022 were read and confirmed by the chairman
6.2	To conduct Green and Energy Audit.	Green audit and Energy Audit were undertaken through government certified Auditor as the quality initiative.
6.3	To organize IPR Awareness Programme.	IPR Awareness workshop was organized in collaboration with NIPAM and IPR cell, Shivaji University, Kolhapur on 25 <sup>th</sup> April, 2022.
6.4	To discuss co-curricular activities.	Reports of project works, classroom activities through various Associations were discussed and the teachers were motivated to increase classroom activities through more practical components and in the form of blended learning.
6.5	To inaugurate Incubation and Innovation center.	Incubation and Innovation center named, 'Lakshyavedh' was inaugurated on 22 <sup>nd</sup> April, 2022 and activities were conducted under it.
6.6	To organize natural webinar.	One day national webinar on Agricultural Economics and Agri-Business was organized on 7 <sup>th</sup> May, 2022.
6.7	To conduct gender and environment related programme.	As per suggestions by IQAC programmes on gender issues and environment sustainability were organized by Girls forum, ICC and literary Association as well as NSS of the college.
6.8	To organize capability Enhancement programme.	The review of capability enhancement programme was taken and remaining gender/ soft skill related programmes were organized in the month of June & July.

  
Dr. S. N. Jarandikar  
Coordinator, IQAC

  
Dr. V. A. Mane  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.



**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji  
Internal Quality Assurance Cell  
Minutes of IQAC meeting with Faculty held on 24<sup>th</sup> January, 2022**

Date: 24<sup>th</sup> January, 2022

Time: 11.30am

Venue: Principal's Cabin

Presided by: Prin Dr. V.A. Mane

Convened by: Dr. S. N. Jarandikar

**Members present:**

Dr. V. A. Mane

Mr. B. S. Vadinge

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I Bandar

Mr. A. S. Gaikwad

Mr. P. S. Choudhari

Mr. B. N. Thigale

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. U. T. Lokhande

Mr. Prakash Patil

Following are the minutes of the meeting held on 24<sup>th</sup> January, 2022

**5.1. To read and confirm the minutes of the last meeting**

The minutes of the last meeting held on 12-1-2022 were read and the same were confirmed by the chairman.

**5.2. To review the status of teaching- learning**

The chairman of the committee took the review of the teaching- learning process of the first term that was commenced late due to pandemic situation. It was resolved that the incomplete syllabus if any be completed by online mode as the first term was to end of 25th January 2022. The teachers were conveyed to arrive college for the completion of practical course work if needed. The unit test documents were asked to be submitted to the concerned committee head Dr. S.H.Ambawade.

**5.3. To discuss the CIE and university examination.**

The University examination schedule was received by the college as a tentative schedules. However, students were informed about it. It was resolved that though the term gets to its closure, the teaching faculty and administrative staff should keep a good report with students and inform them time to time about the examination.

#### **5.4. To review the co- curricular and extra- curricular activities**

**Resolution:** A review of the co-curricular and extra- curricular activities was taken in accordance with the Academic and Activity calendar. The majority of the activities were completed as per the A.A.C. It was resolved that the remaining planned activities be conducted in the second term if possible, and the compliance report of the same be submitted to the principal.

#### **5.5. To discuss the documentation for AQAR 20-21**

The compiled documentations for AQAR 20-21 was rearranged for academic Audit and ISO surveillance committee so it was decided that the data of documents to be recollected as per the metric number of AQAR form. The clear scanning of the same documents be saved for AQAR 20-21.

#### **5.6. To discuss Mentor- Mentee functioning**

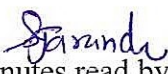
As a decentralized administrative initiative the college runs the mentor system. As the number of enrolled students is larger, each teacher is appointed as a mentor for approximately one division. The review of their work was taken. The issues raised by the mentors regarding students were discussed and all the mentor were asked to submit their term report to concerned Committee head.


#### **5.7. To discuss approval and commencement of professional and skill based courses.**

**Resolution:** It was resolved that the approval proposal for the courses and its sanction letter be verified and then the schedule for the commencement of the courses be prepared by the concerned course coordinator.

#### **5.8. Any other matter with the permission of the chairperson**

As there was no further discussion the meeting was concluded by offering vote of thanks to the chairman.

  
Minutes read by  
Dr. S. N. Jarandikar  
(Coordinator, IQAC)

  
Minutes confirmed by  
Dr. V. A. Mane  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

Action Taken Report of IQAC Meeting with staff held on 24<sup>th</sup> January, 2022


(Meeting No.5)

Sr. No.	Agenda	Action Taken
5.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 12 <sup>th</sup> January, 2022 were read and confirmed by the chairman.
5.2	To review the status of teaching-learning.	The review of the teaching learning process was taken through compliance report and Feedback analysis in relation with different subjects.
5.3	To discuss CIE and University Examination.	After the compliance of the University Examination and CIE tests, the reports of the same were collected from the concerned committee.
5.4	To review the curricular and extra-curricular activities.	All the first term activity compliance reports were collected by the department and Association heads.
5.5	To discuss the documentation of AQAR 20-21.	As per the discussion in IQAC meeting documentation for the AQAR 20-21 were compiled from faculty and AQAR was submitted.
5.6	To discuss Mentor-Mentee Functioning.	Mentor of each class submitted the meeting reports and details regarding the meetings were discussed.
5.7	To discuss approval and commencement of professional and skill based courses.	As per the University approval short term professional and skill based courses were conducted in the college.



Dr. S. N. Jarandikar

Coordinator, IQAC



Dr. V. A. Mane

**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.



**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji**

Internal Quality Assurance Cell

**Minutes of the Meeting of IQAC Members held on 12<sup>th</sup> January, 2022(Meeting No.4)**

Date: 12<sup>th</sup> January, 2022

Time: 11.30 am

Venue: Counselling Room

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members Present:**

Dr. V. A. Mane

Mr. B. S. Vadinge

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I Bandar

Mr. A. S. Gaikwad

Mr. B. N. Thigale

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. Prakash Patil

Following are the minutes of the meeting held on 12 January, 2022

**4.1. To read and confirm the minutes of the last meeting**

**Resolution:** The minutes of the last meeting held on 9 October, 2022 were read by the convener and the same were confirmed by the chairman.

**4.2. To discuss about new M o Us and Collaborations**

**Resolution:** The status of the MoUs was reviewed and the members were informed about the new M. o U signed with DKTE and Samaj Prabodhini and the activities to be conducted under these M.o Us were planned in the meeting.

#### **4.3. To decide the themes for workshops under lead collage scheme**

**Resolution:** It was resolved that as per the academic and activity calendar the workshops under Lead College Scheme be organized in the month of March. The responsibility was shouldered to the head of the Department of Lead College Scheme and the areas such as Advertisement, Digital and Retail Marketing etc. were planned to be conducted under it.

#### **4.4. To discuss Capability Enhancement programmes**

**Resolution:** Every year the institution conducts several capability enhancement programmes. In the academic year 21-22 Capability Enhancement Programmes on Vocabulary and Language Skills was conducted in the 1 semester. It was resolved that in the second semester the CEP such as Yoga Training, Computing Skills and Soft Skills be conducted and the responsibility of the same was shouldered on the In -Charge of the concerned departments.

#### **4.5. To plan extension activities through NSS**

**Resolution:** Roll of NSS is very peculiar in connection to the social awareness to be encouraged among youth. In this direction it was resolved that the special NSS camp be conducted and the programmes related to gender equality, environment awareness, cleanliness be conducted by the institution in association with NSS of the college.

#### **4.6. To present a draft of AQAR 20-21**

**Resolution:** A draft of AQAR 20-21 was read and discussed with the members and it was resolved that by doing the compliance related to the web links the report be submitted to NAAC Portal.

#### **4.7. To discuss examination schedule and planning for Internal and university examination**

**Resolution:** The in charge of the Examination and CIE Committee informed the schedule of the university examination and status of CIE. The necessary arrangement and mode of its communication to the students was discussed and finalized in the meeting.

#### **4.8. Any other matter with the permission of Chairman**

As there was no further agenda to be discussed further, the meeting came to an end by proposing vote of thanks to the chairman.

Minutes read by

Dr. S. N. Jarandikar

(Dr. S. N. Jarandikar)

Minutes Confirmed by

Dr. V. A. Mane

**PRINCIPAL,**

**Shri Venkatesh Mahavidyalaya,**  
**ICHALKARANJI - 416 115.**

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

Action Taken Report of IQAC Meeting with members held on 12<sup>th</sup> January, 2022


(Meeting No.4)

Sr. No.	Agenda	Action Taken
4.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 22 <sup>nd</sup> November, 2022 were read and confirmed.
4.2	To discuss about new MoU's and collaborations.	In the academic year 21-22 the institution signed MoUs with Samajwadi Probodhni and D.K.T.E Society, Textile Industries and Engineering Institute.
4.3	To decide the themes for workshops under lead college scheme.	Theme for the workshop under lead college schemes were finalized and 3 workshops were conducted during the academic year 21-22.
4.4	To discuss Capability Enhancement Programme.	As per need of students the capability Enhancement Scheme such as Yoga-Training, soft skill training, Health and Hygiene etc. were undertaken by the institution.
4.5	To plan extension activities through.	The various extension activities were organized and community survey were conducted by N.S.S under the guidance of IQAC.
4.6	To present a draft of AQAR.	Rough draft of AQAR 20-21 was presented and discussed and as per discussion the essential data and activity reports were uploaded on the college's website.
4.7	To discuss examination schedule and planning for Internal and University Examination.	As per the University circular and planning by the institution, the Internal and University examination were conducted.



Dr. S. N. Jarandikar

Coordinator, IQAC



Dr. V. A. Mane

**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.



**Shri N. B. Education Society's**  
**Shri Venkatesh Mahavidyalaya, Ichalkaranji**  
Internal Quality Assurance Cell

**Minutes of IQAC meeting with Administrative Staff held on 22-11-2021(Meeting No.3)**

Date : 22-11-2021

Time : 2pm

Venue : IQAC Room

Presided by : Prin. Dr. V. A .Mane

Convened by : Dr. S. N. Jarandikar

**Member present:**

Dr. V. A. Mane

Mr. B. S. Vadinge

Dr. N. M. Mujawar

Dr. S. N. Jarandikar

Dr. S.H. Ambawade

Dr. B. N. Kamble

Mr. A. S. Gaikwad

Mr. Papin Chaudhary

Mr. Prakash Patil

All office Staff

**Members Absent:**

Mr. H. S. Bohara

Mr. U. T. Lokhande

Mr. Prakash Patil

Mr. B. N. Thigale

Ms. Naziya Khalifa

Following are the minutes of the meeting with administrative staff held on 22- November,2021.

**3.1. To read and confirm the minutes of the last meeting.**

The minutes of the last meeting held on 30<sup>th</sup> October, 2021 were read and confirmed by the chairman.

**3.2. To discuss the office documentation for AQAR 2020-21.**

**Resolution:** The data templates of the AQAR related to office information were discussed with the staff. The need of exactness and accuracy was communicated to them. It was resolved that metric-wise data templates relevant to the office be filled by the office staff and the required documents be compiled and submitted to the respective criterion head. The doubts or queries related to templates or data were discussed in the meeting.

**3.4. To discuss admission status of all programmes.**

**Resolution:** IQAC took a review of admission number of students of all program and specially of B.com IT that has been newly introduced in the academy year 2021-22. The category wise fulfillment was also discussed in the meeting and it was resolved that the office should keep all the admission data accurately for the further procedure.

**3.5. To review the scholarship status of newly admitted students.**

**Resolution:** A review of the scholarship was taken by IQAC coordinator. Office clerk Mr. Mahesh Chougule informed the members about the meetings of scholarship and the procedure followed to communicate to students about scholarship schemes. It was decided that all the pieces of information related to scholarship be communicated to the students promptly in the class and through telegram channel of the college. The committee expressed satisfaction about the Scholarship Committee work.

**3.6. To discuss the availability of result ledger for result analysis**

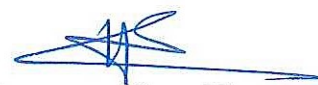
**Resolution:** the result analysis is a major component of data and documents in the process of education getting the ledgers of each program from the university as very essential. In the meeting a review of available ledgers was taken. It was found that due to delay in the examination the hard copies of the ledgers were not available in the college. It was resolved that the clerical staff of the concerned department be sent to the university and soft copy of the ledgers be sought from the university.

**3.7. Any other matter with permission of the chairman**

The discussion came to an end by proposing vote of thanks as there was no further matter to be discussed.



Minutes read by  
Dr. S. N. Jarandikar  
Coordinator, IQAC



Minutes confirmed by

Dr. V.A. Mane  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.

Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

Action Taken Report of IQAC Meeting with staff held on 22 November, 2021

(Meeting No.3)

Sr. No.	Agenda	Action Taken
3.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 30 <sup>th</sup> October, 2021 were read and confirmed.
3.2	To discuss the office documentation for AQAR 20-21	As per resolution data and documentation related to office were collected and filled in AQAR 20-21.
3.3	To discuss ISO certification.	The ISO first surveillance Audit was completed in the month of December, by certified Auditing Agency.
3.4	To discuss admission status of all programmes.	Enrollment of all programmes was fulfilled as per the intake capacity of each programme and as per the rules and guidelines of reservation and other norms.
3.5	To review the scholarship status of newly admitted students.	Maximum number of students were availed with different scholarship schemes. The newly admitted students were counselled in the Scholarship Committee meeting and helped through mentor regarding documents.
3.6	To discuss the availability of result ledger for result analysis.	The soft copies of the ledgers were made available to the result analysis-committee and class wise result was provided to concerned subject teachers and IQAC.



Dr. S. N. Jarandikar

Coordinator, IQAC



Dr. V. A. Mane

**PRINCIPAL,**

**Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.**



**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji  
Internal Quality Assurance Cell**

**Minutes of IQAC meeting with Staff held on 30-10-2021(Meeting No. 2)**

Date: 30-October-2021

Time: 11.30 am

Venue: Principal's Cabin

Presided by: Prin. Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members present:**

Dr. V. A. Mane

Mr. B. S. Vadinge

Dr. N. M. Mujawar

Dr. S. H. Ambawade

Dr. B. N. Kamble

Mr. A. I. Bandar

Mr. A. S. Gaikwad

Mr. P. S. Choudhary

Ms. N. A. Khalifa

Dr. S. N. Jarandikar

**Members Absent:**

Mr. H. S. Bohara

Mr. U. T. Lokhande

Mr. Prakash Patil

Dr. S. R. Thakar

Mr. A. B. Khandekar

Mr. T. H. Naykawade

Mr. U. B. Nadaf

Mr. S. S. Salokhe

Mr. S. M. Vanjire

Following are the minutes of the meeting held on 30 October, 2021

**2.1. To read and confirm the minutes of the last meeting**

The minutes of the previous meeting held on 9<sup>th</sup> October, 2021 were read and the same were confirmed in the meeting.

**2.2. To discuss the work distribution about the new degree program B.Com IT.**

**Resolution:** The proposal sent to the university was approved and a new degree program named B.com IT (Entire) was introduced from the academic year 2021-22. The interview procedure for the sanctioned posts was completed and the course wise work allotment for the program, especially the subjects related to Accountancy, Economics was discussed in the meeting. It was resolved that in consideration with B.Com regular work allotment the work distribution about the above said

subjects be given to Mrs. S.T.Birange and Dr.S.R.Thakar. Work load to newly appointed teachers was also discussed and finalized in the meeting.

### **2.3. To discuss the work distribution of Various Departments and Associations.**

**Resolution:** Due to pandemic situation the timeline of the academic year has been delayed. In relation to that the time table and work distribution of the respective course was discussed and it was resolved that each subject head should submit subject/ department wise work distribution chart to the time-table committee, to frame a time-table for the academic year 2021-22. It was also decided to consider the B.Com IT and B.B.A workload of the concerned teachers while doing the work allotment.

### **2.4. To review the status of short-term courses of the academic year 2020-21.**

**Resolution:** The status of short term courses was reviewed as there was also a delay in the commencement of these courses due to covid-19 guidelines. It was resolved that the practical work be taken physically as there has been relaxation in the rules and guidelines about the assemblance of people. It was also resolved that the examination forms of the courses be filled for those courses that are near to its compliance.

### **2.5. To discuss the data collection and documentation checklist for AQAR 2020-21.**

**Resolution :** It was resolved that each criterion head should collect the metric wise data and supporting documents by the end of November 30, 2021 so as to submit the AQAR for the academic year 2020-21 within time. As per the University declaration and guidelines of NAAC, it was decided that the commencement and closure of academic year 2020-21 be considered from June 2020 to 30 August, 2021. IQAC coordinator Dr. S. N. Jarandikar was given the responsibility of preparing criterion wise checklist and circulate it to all Criterion heads and IQAS members.

### **2.6. To decide the tentative schedule for co-curricular activities and CIE.**

**Resolution:** A rough draft of Academic Calendar was prepared by IQAC. However the examination and admission process was delayed with effect to covid-19 guidelines. Therefore it was resolved that the co- curricular activities mentioned in the Calendar may be implemented in accordance with the classroom teaching process and the online/ offline unit tests be conducted by the respective subject teachers after completion of the syllabus components of the respective classes.

As there was no further matter to be discussed the meeting came to an end with vote of thanks proposed by IQAC coordinator.

Minutes read by



Dr. S. N. Jarandikar  
(Coordinator, IQAC)

Minutes confirmed by



Dr. V. A. Mane  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.



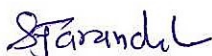
Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

Action Taken Report of IQAC Meeting with staff held on 30<sup>th</sup> October 2021

(Meeting No.2)

Sr. No.	Agenda	Action Taken
2.1	To read and confirm the minutes of the last meeting.	Minutes of the previous meeting held on 9 <sup>th</sup> October, 2021 were read and confirmed by the chairman.
2.2	To discuss work distribution about new Degree Programme, B.com I.T.	As per resolution the work distribution regarding B.com I.T was done and successfully implemented in the academic year 2021-22
2.3	To discuss the work distribution of various departments and Associations.	The sub-committees for the various Departments were formed and as per Academic-Activity calendar work done report was taken.
2.4	To review the short-term course of the academic year 2020-21	All the short term courses were completed and examination were taken of respective courses.
2.5	To discuss the data collection and documentation checklist for AQAR 2020-21	As per AQAR checklist documentation was compiled and AQAR 20-21 was submitted to NAAC web portal.
2.6	To decide the tentative schedule for co-curricular activities and CIE.	As per the Academic and Activity calendar the schedule was framed and activities were conducted. The each subject teacher conducted CIE in the form of unit test in online/offline form and submitted the data to the concerned committee head.



Dr. S. N. Jarandikar

Coordinator, IQAC



Dr. V. A. Mane

**PRINCIPAL,**

**Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.**



**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji**

Internal Quality Assurance Cell

**Minutes of the IQAC Meeting held on 9<sup>th</sup> October, 2021 (Meeting No.1)**

Date: 9<sup>th</sup> October, 2021

Time: 11.30 am

Venue: Counselling Room

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

**Members Present:**

**Dr. V. A. Mane**

**Mr. B. S. Vadige**

**Dr. N. M. Mujawar**

**Dr. S. H. Ambawade**

**Dr. B. N. Kamble**

**Mr. A. I Bandar**

**Mr. A. S. Gaikwad**

**Mr. P. S. Choudhary**

**Mr. B. N. Thingale**

**Ms. N. A. Khalifa**

**Dr. S. N. Jarandikar**

**Members Absent:**

**Mr. H. S. Bohara**

**Mr. U. T. Lokhande**

**Mr. Prakash Patil**

Following are the minutes of the meeting held on 9<sup>th</sup> October, 2022

**Agenda No.1.1. To read and confirm the minutes of the previous meeting**

Minutes of the meeting held on 16<sup>th</sup> July, 2021 were read and confirmed.

**Agenda No. 1.2. To take a review of the compliance of the IQAC activities of the year 20-21**

**Resolution:** Due to pandemic situation the academic year 2020-21 ended in the month of August. The second term activities, examination schedule and declaration of the results were reviewed by the coordinator and it was resolved that the reports of the concerned activities be submitted to the concerned criterion heads.

**Agenda No. 1.3. To discuss the documentation submission regarding AQAR 20-21**

**Resolution:** The change in the format and process of documentation about AQAR was communicated earlier. In this regard the members decided that all the necessary activity documents concerned with each criterion be submitted to IQAC coordinator within 30<sup>th</sup> of October so as to prepare AQAR 20-21 in time.

**Agenda No. 1.4. To conduct Academic and ISO surveillance Audit for academic year 2020-21**

**Resolution:** It was resolved that the documents be furnished to the team visiting for the first ISO surveillance and the tentative schedule be finalized for the academic audit with reference to the university circular.

**Agenda No. 1.5. To finalize the draft of Academic Calendar for the year 2021-22**

**Resolution:** The Academic and Activity Calendar was tentatively scheduled by IQAC coordinator. After the discussion it was resolved that in relation to the circular by the university and by incorporating the department wise/association wise schedule Academic and Activity Calendar be finalized and the same be communicated to the faculty and the students through website.

**Agenda No. 1.6. To discuss the proposals of sports events to be organized in the college**

**Resolution:** With IQAC initiative Gymkhana committee had planned to conduct certain sports events in collaboration with the affiliating university. It was resolved that the proposal for organizing Swimming Competition be finalized and the event if approved by the university, be organized by the college.

**Agenda No. 1.7. To discuss the sanction for B.Com IT Programme from University**

**Resolution:** As was a plan of IQAC the proposal of B.Com IT was resented to the university with the necessary compliance. It was approved by the university and the college received sanction from the University for

the said Programme. All the IQAC members expressed satisfactory remarks for the compliance of the plan and introduction of it.

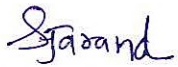
**Agenda No. 1.8. To frame a tentative work distribution for the various committees**

As per academic and activity calendar the working statutory and non- statutory committees were framed. The members were taken their consent and it was resolved that in guidance with the head of the Commerce Department the distribution of the committee be finalized.

**Agenda No 1.9. Any other matter with the permission of the chairperson:**

As there was no further matter to be discussed the commit meeting came to an end with the vote of thanks proposed by the IQAC coordinator.

**Minutes read by**



**Dr. S. N. Jarandikar**

**Coordinator, IQAC**

**Minutes confirmed by**



**Dr. V. A. Mane**

**PRINCIPAL,  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.**



Shri N.B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

Action Taken Report of IQAC Meeting Held on 9-10-2021

(Meeting No.1)

Sr. No.	Agenda	Action Taken
1.1	To read and confirm the minutes of the last meeting	Minutes of the meeting held on 10 <sup>th</sup> July, 2021 were read and confirmed
1.2	To take a review of the compliance of the IQAC activities of the year 20-21	As per resolution the reports of the reviewed activities were submitted to the concerned criterion head for preparing SSR
1.3	To discuss the documentation submission regarding AQAR 20-21	After the compliance of documentation AQAR for the academic year 20-21 was submitted to NAAC portal
1.4	To conduct Academic and ISO surveillance Audit for 20-21	The institution faced the Academic Audit Committee formed by Shivaji University, Kolhapur and underwent the ISO Surveillance Audit conducted by certified Auditing committee.
1.5	To discuss the proposal of sports event to be organized in the college	Proposal to organize sports event in collaboration with Shivaji University was approved and the institution organized Inter-University Swimming competition on 4 <sup>th</sup> & 5 <sup>th</sup> December.



Dr. S. N. Jarandikar

Coordinator, IQAC



Dr. V. A. Mane

**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.