



Shri Narayanrao Babasaheb Education Society's
SHRI VENKATESH MAHAVIDYALAYA, ICALKARANJI
ESTD: 1983

(Affiliated to Shivaji University, Kolhapur)
Govindrao High School Campus, Rajwada Chowk, Ichalkarnji,
PIN: 416 115, District: Kolhapur, State: Maharashtra

NAAC ACCREDITATION: 'B'

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MINUTES BOOK OF IQAC

2018-19

Minutes of the IQAC Meeting Dated 31st December, 2018

MINUTES	COMPLIANCE
<ul style="list-style-type: none"> The minutes of the last meeting held on 6th April 2018 were read and the same were confirmed by the chairperson. 	Minutes read and confirmed
<ul style="list-style-type: none"> As per the new guidelines of IQAC provided by NAAC the changes in the formation of IQAC were discussed and the same were communicated to the members present. 	As per the new guidelines, formation of IQAC is published in Annual Report of the college as well as on the website of the college.
<ul style="list-style-type: none"> As per NAAC circular the AQAR for the academic year 2017-18 was to be submitted before 31st December 2018 in its old format. Dr. N. M. Mujawar, was shouldered the responsibility of its compliance. He informed that AQAR was submitted to NAAC on 29th December 2018. 	AQAR for the academic year 2017-18 was submitted to NAAC through email on 29 th December.
<ul style="list-style-type: none"> Resolution: in the Second Semester of the Academic year 2018-19 One Day international conference be organized by the college. 	International Conference on Advanced and Innovative Practices was organized in collaboration with SUCOMATA and IMED Pune as Knowledge Partners on 16 th February,2019.
<ul style="list-style-type: none"> . Resolution: It was resolved that the Certificate Course in Basic Computerized Accounting with Tally be completed in the second semester. 	The course on Basic Computerized Accounting with Tally was completed by SEDC in the second semester and 20 students participated in it.
<ul style="list-style-type: none"> As there was no other matter for the discussion the meeting came to an end with vote of thanks to the Chairman. 	-----

Coordinator

Principal

Minutes of the IQAC Meeting with Staff Dated 14TH January, 2019

MINUTES	COMPLIANCE
<ul style="list-style-type: none"> Formation of various committees for the International Conference was discussed and Dr. N. M. Mujawar and Ms. S. H. Ambawde were entrusted with the responsibility of the Convener and Secretary of the Conference respectively. 	<p>The committees including staff, administrative staff, existing students and Alumni were formed and Dr. N. M. Mujawar worked as the Convener of the Conference as well as the Chief Editor of the publication of Aayushi International Journal. Ms. S. H. Ambawade worked as the Secretary and with the help of all the Committees Conference could be organized with fruitful outcomes.</p>
<ul style="list-style-type: none"> The review of the activity calendar and its planning for the Second semester was taken and Associations were asked to do the compliance of Self Defence Training programme and Skill Development programmes in time. 	<p>Self Defence Programme was organized from 13th March to 22nd March 2019 and Entrepreneurship and Skill Development Programme was organized from 22nd April 2019 to 29th April 2019.</p>
<ul style="list-style-type: none"> Shri K. B. Patil and Shri P. S. Gaikwad from Administrative staff were entrusted with the financial and Infrastructural responsibility for the conference purpose. 	<p>All the financial issues of Registration fees and Infrastructural maintenance were looked after by Shri K. B. Patil and P. S. Gaikwad and reports of the same were submitted to the principal.</p>
<ul style="list-style-type: none"> The staff and the PTA, were conveyed to meet and encourage parents and Alumni for the formation of the committees for the conference. 	<p>Executive body of Alumni Association and PTA contributed in various capacities in organizing International Conference. Alumni also contributed financially to the college for the conference.</p>
<ul style="list-style-type: none"> Resolution: The Feedback from the currently admitted students was resolved to be collected by the end of January, 2019. As there was no further matter, the Coordinator proposed the vote of thanks to the chairman at the end of the meeting. 	<p>Feedback from the students was collected and analyzed.</p>

Coordinator

Principal

Minutes of the IQAC Meeting Dated 27th February, 2019

MINUTES	COMPLIANCE
<ul style="list-style-type: none"> The minutes of the last meeting held on 31st December were read and same were confirmed by the chairman. 	<p>Minutes read and confirmed.</p>
<ul style="list-style-type: none"> As per the details given by the convener of the Conference, the report about the conference was communicated to all members of IQAC. 	<p>The Management Representatives and the other members of IQAC discussed the outcome of the conference and expressed satisfaction about the successful compliance of this academic event.</p>
<ul style="list-style-type: none"> Resolution: The documentation of all the activities conducted under IQAC be strictly compiled in time, definite formal policy for the continuous Internal Evaluation be formed from the coming academic years and same be declared in the prospectus as well as on website of the college. It was also decided that the staff meeting be conducted for academic and administrative planning and explore further sources to start different co-curricular and skill based courses. The concerned responsibility was shouldered on Ms. S. H. Ambawde as the Nodal officer of SEDC. 	<p>The documentation of the quality initiatives and the various curricular- co-curricular activities was compiled by the respective Committee Heads and the criterion Heads and was submitted to IQAC coordinator. The time-table for CIE was prepared and the same was published in Academic Calendar of 2019-2020. The mid –semester unit based tests were planned for each subject in new academic year. Mrs. Ambawade S. H. explored the possibilities of starting some of the short term courses in collaboration with University skill development cell and Adult Continuous Learning Department and provided the list of courses for the further initiatives.</p>
<ul style="list-style-type: none"> Resolution: The attempts be made to develop academic and industrial partnership regarding the faculty exchange, student training and placement. The members of IQAC also suggested certain names of the industries with whom the MOUs can be developed. 	<p>The MoU with Dombivali Nagari Sahakari Bank was signed.</p>

- With the permission of the Chairperson the need of increasing the number of computers and laptops for more effective use of ICT based learning was discussed by the IQAC Co Coordinator and the Management Representatives assured to look into the matter.

As there was no further discussion the meeting ended with a vote of thanks to the Chairperson.

The issue was planned to be resolved in the next academic year.

Coordinator

Principal

Minutes of the IQAC Meeting with Staff Dated 25th March, 2019

MINUTES	COMOLIANCE
<ul style="list-style-type: none"> Resolution: The review of the completion of the syllabus of each programme and course was taken by the chairman of the committee and the staff was asked to submit syllabus completion report as well as ICT teaching reports of their respective course to office by the 30th April 2019. 	<p>The Syllabus Completion and ICT based teaching reports were submitted by the Staff at the end of the Academic year.</p>
<ul style="list-style-type: none"> Functioning of the curricular and co-curricular as well as extension activities from various Departments/Association was reviewed and discussed and the documentation was requested to be submitted to IQAC Coordinator on or before 10th July 2019. The administrative staff was asked to provide details of budget and other essential details/documents of the financial year 2018-19 to IQAC Coordinator before 30th June 2019. 	<p>Documentation of activities planned by IQAC was collected from both academic and administrative staff by the end of August 2019.</p>
<ul style="list-style-type: none"> Essential Committees from Academic and Administrative Staff were formed and necessary work was allotted to each committee (Admission Committee, Timetable Committee, Purchase Committee etc.) for further action. 	<p>Committee functioning was monitored and discussed by the Principal.</p>
<ul style="list-style-type: none"> As per the resolutions of IQAC members meeting held on 27th February 2019, the staff was communicated about the need of formal continuous Internal Evaluation from the next academic year. The issue was discussed and finalized with the consent of all faculty members. The IQAC Coordinator also informed about a need of planning of schedule and Infrastructural facilities regarding the commencement of 	<p>Dr. B. N. Kemble was shouldered the responsibility of coordinating the short term courses and Mr. D. R. Charapale was given the responsibility of preparing nature and schedule for the Continuous internal Evaluation for the next Academic year.</p>

<p>new Short term Courses from the next academic year.</p>	
<ul style="list-style-type: none"> All the Department Heads were asked to make their Departmental activity calendar for the next academic year and submit to IQAC Coordinator. 	<p>Activity schedule from NSS and other Departments was given to plan Academic Activity Calendar by the respective Department Heads.</p>
<p>The meeting was concluded with the vote of thanks to the chairman.</p>	<p>-----</p>

Coordinator

Principal

Minutes of the IQAC Meeting with Members Dated 20th April, 2019

MINUTES	COMPLIANCE
<ul style="list-style-type: none"> Resolution: The proposals for the new Value added or Short -term Certificate Courses be sent to Shivaji University and approved courses be commenced from the academic year 2019-20 	<p>The proposals were sent to Shivaji University and the college received approval from the University. All the approved courses have been commenced from August 2019.</p>
<ul style="list-style-type: none"> Resolution: AQAR for the academic year 2018-19 be prepared and submitted by the end of the Semester I of the next academic year, AAA be conducted for the academic year 2018-19 and faculty should intimate the innovative best practices for the next academic year. 	<p>A draft of AQAR I word file was prepared and placed before IQAC meeting of 30th August 2019 and the copy was placed in the meeting of College Development Committee held on 29 November 2019. The Academic and Administrative Audit was conducted on 30th September, 2019 for the academic year 2018-19 where Prin. Dr Milind Hujare (Padmbhushan Vasantdada Patil Mahavidyalaya , Tasgaon) and Prin. Dr Pravin Chougule (D. R. Mane Mahavidyalaya, Kagal) visited and audited as the committee.</p>
<ul style="list-style-type: none"> Resolution: N list membership be renewed before 30th April 2019. 	<p>Due to certain technical reasons membership could not be renewed.</p>
<ul style="list-style-type: none"> Resolution: Heads of the Departments should provide tentative academic and other activities plans for the next academic year and the academic activity calendar be prepared and published in college annual report “Sudarshan” and the website. With the permission of the chair Asst. Prof. Mr. B. N. Kamble was felicitated for being awarded Doctorate from Shivaji University Kolhapur on 12th April 2019. <p>As there was no further discussion the meeting ended with the vote of thanks to the chairperson.</p>	<p>Academic and Activity Calendar for the year 2019-20 was published in Sudershan and on website.</p>

Minutes of the IQAC Meeting with Alumni Dated 6th December, 2018

MINUTES	COMPLIANCE
<ul style="list-style-type: none">The meeting with the Alumni officials was conducted to felicitate newly appointed Principal Dr. V. A. Mane.	The President of Alumni Executive body felicitated Principal Dr. V. A. Mane.
<ul style="list-style-type: none">Resolution: The Executive Body of the Alumni Association was requested to communicate other Alumni and get a feedback on syllabus and overall functioning of the college. MS. Mohini Anchaliya and Ms S. T. Biranje were entrusted with the responsibility for the same.	Feedbacks were collected and analyzed for further procedure.
<ul style="list-style-type: none">As there was no other issues for discussion the meeting came to an end with votes of thanks to the Chairman.	-----

Coordinator

Principal

Minutes of the IQAC Meeting with Parents Dated 5TH March, 2019

MINUTES	COMPLIANCE
<ul style="list-style-type: none"> The Principal Dr. V. A. Mane introduced the development of the college in the academic year 2018-19 to the parents. He shared the future plans of the institution regarding student's development and expressed the need of cooperation by the parents. 	<p>.....</p>
<ul style="list-style-type: none"> Parents were requested to fill the feedback forms for the quality improvement of the college. 	<p>Feedback forms from parents were collected and analyzed.</p>
<ul style="list-style-type: none"> The parents that helped in organising International Conference were felicitated and Principal Dr. V. A. Mane expressed the sense of gratitude towards parents' contribution. 	<p>.....</p>
<ul style="list-style-type: none"> As there was no other matter for the discussion the meeting was concluded by proposing vote of thanks to the Chairman. 	<p>.....</p>

Coordinator

Principal