



SHRI NARAYANRAO BABASAHEB EDUCATION SOCIETY'S

**SHRI VENKATESH MAHAVIDYALAYA, ICHALKARANJI**

(Affiliated to Shivaji University, Kolhapur)

ESTD:1983

GovindraoHighSchoolCampus,RajwadaChowk,Ichalkarnji,  
PIN:416115,District:Kolhapur,State:Maharashtra

**NAACACCREDITATION:'B'**

**ISO 9001: 2015 CERTIFIED**

**MINUTES BOOK OF**

**IQAC2020-2021**

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**Shri N. B. Education Society's  
Shri VenkateshMahavidyalaya, Ichalkaranji**

**Minutes of the IQAC meeting with Administrative Staff (Meeting No. 01)**

Date of meeting: 16<sup>th</sup> June, 2020

Time: 11.30a.m.

Venue: IQAC Room

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

Convened by: Dr. S. N. Jarandikar

**Members present:**

- 1) Dr. V. A. Mane(Chairman)
- 2) Mr. H. S. Bohara
- 3) Mr. B. S. Vadinge
- 4) Dr. N. M. Mujawar
- 5) Mrs. S. H. Ambawade
- 6) Dr. B. N. Kamble
- 7) Dr. S. N. Jarandikar(Coordinator)
- 8) Miss MohiniAnchaliya
- 9) Mr. K. B. Patil
- 10) Mr. A. S. Gaikwad
- 11) Mr. P. S. Mane
- 12) Mr. P. S. Chaudhari
- 13) Mr. A. J. Valvi
- 14) Mr. S. M. Kavatage
- 15) Mr. C. A. Yadav
- 16) Mr. P. V. Satale
- 17) Mr. M. B. Chougule
- 18) Ms. S. D. Desai

Following members were absent for the meeting:

- 1) Mr. P. A. Patil
- 2) Mr. U. T. Lokhande
- 3) Mr. B. N. Thigale
- 4) MsVrudhhi Shah

At the beginning of the meeting the condolence note regarding the sad demise of Mr. D. R. Charapale, Mr. A. D. Kadam and Mr. D. S. Khot was put on the record.

As per the Agenda the following resolutions were passed in the meeting:

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

The minutes of the last meeting with the administrative staff held on 23<sup>rd</sup> December, 2019 were read and confirmed by the chairperson.

**1.2.To discuss the university guidelines regarding admission process:**

**Resolution:** The Office was asked to provide the details regarding the University guidelines and it was resolved that in consideration with the Pandemic situation and lockdown rules and regulations the online data for the desirous students be collected after the declaration of results of the respective classes. It was resolved that the rules and regulations announced by the government and the university be strictly adhered and communicated to the concerned students. The committee for the same was resolved to be formed.

**1.3.To discuss about ISO certification:**

**Resolution:** It was resolved that the college should initiate ISO Certification procedure and face the Audit Committee as one of the measures for QMS.

**1.4.To discuss infrastructural updating**

**Resolution:** The physical as well as ICT based infrastructure was resolved to be updated in tune with the online teaching learning requirement.

**1.5.To review measures regarding Covid 19 and Social Distancing**

**Resolution:** It was resolved that as per the government guidelines the campus of the college be disinfected and the measures like the sanitizer, temperature gun, banners regarding face mask etc. be arranged and maintained rigorously.

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

**Resolution:** As there was no further matter to discuss, the meeting was concluded by proposing the vote of thanks to the chairman

Minutes read by

Minutes confirmed by

Dr. S. N. Jarandikar

Dr. V. A. Mane

Coordinator, IQAC

Chairman, IQAC

**Shri N. B. Education Society's**

**Shri Venkatesh Mahavidyalaya, Ichalkaranji**

**Action Taken Report of IQAC Meeting Held on 16<sup>th</sup> June, 2020 (Meeting No. 01)**

No.	Agenda	Action Taken
1.1	To read and confirm the minutes of the previous meeting	The minutes of the last meeting with the administrative staff held on 23 <sup>rd</sup> December, 2019 were read and confirmed by the chairperson.
1.2	To discuss the university guidelines regarding admission process	The data of the students for the admission procedure of B.Com I was collected online and the admission process for all classes was followed by strictly observing the Government and University guidelines from time to time.
1.3	To discuss about ISO certification	The Institution received ISO Certification on 1 <sup>st</sup> January, 2021.
1.4	To discuss infrastructural updating	The steps for updating the physical facilities were initiated and fiber optic line was connected for increasing high speed connectivity.
1.5	To review measures regarding Covid 19 and Social Distancing	All the measures communicated by Government and Shivaji University were followed with utmost care.
1.6	Any other matter with the permission of the chairman	-----

Dr. S. N. Jarandikar

Coordinator, IQAC

Dr. V. A. Mane

Principal

**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji  
Minutes of the IQAC meeting with IQAC Members (Meeting No. 02)**

**Date of the meeting:** 28 September, 2020

Time : 11.30 a. m.

Venue: IQAC Room

Presided by: Dr. V. A. Mane

Convened by: Dr. S. N. Jarandikar

Following members were present for the meeting:

Members Present:

- 1) Dr. V. A. Mane
- 2) Mr. B. S Vadinge
- 3) Dr. N. M. Mujawar
- 4) Dr. S. H. Ambawade
- 5) Dr. B. N. Kamble
- 6) Mr. A. I Bandar
- 7) Mr. A. S. Gaikwad
- 8) Mr. Papin Choudhari
- 9) Mr. B. N. Thigale
- 10) Ms. Vruddhi Shaha
- 11) Dr. S. N. Jarandikar

Following members were absent for the meeting:

Members Absent:

- 1) Mr. Harish Bohara
- 2) Dr. U. T. Lokhande
- 3) Mr. Prakash Patil

Following are the Minutes of the IQAC Meeting with its members held on 28<sup>th</sup> September, 2020

**2.1: To read and confirm the Minutes of the last meeting:**

**Resolution:** The minutes of the last meeting held on 28<sup>th</sup> December, 2019 were read and confirmed by the chairman.

**2.2: To communicate changes regarding IQAC members**

**Resolution:** As was discussed in CDC meeting held on 28<sup>th</sup> August, 2020, it was resolved that Mr. A. I. Bandar be added as the IQAC member after the sad demise of Mr. D. R. Charapale, and Mr. PapinChoudhari as Office Representative after the retirement of Mr. K. B. Patil. All the IQAC members welcomed the new members.

**2.3) To discuss the online teaching learning and internal evaluation strategies**

**Resolution:** Due to Lockdown, teaching- learning process of admitted students has been done through Google meet and e-content prepared by the faculty. It was resolved that the internet facilities be updated and the fiber optic/ lease line connection be provided to all classrooms. It was also resolved to conduct online unit tests to implement the continuous internal evaluation in all subjects. It was also decided to conduct the final year backlog examinations of III, IV and V Semesters from 1<sup>st</sup> October to 9<sup>th</sup> October as per University guidelines.

**2.4) To review the best practices and discuss the policies for the current academic year**

**Resolution:** A review of the practices followed in the academic year 2019-20 was taken and two of them (1-Introduction of Professional Skills based and Value Added Courses and 2-Increase in the number of Scholarship Beneficiaries) were appreciated as the best practices. It was resolved that for the academic year 2020-21 the IQAC members should contribute with certain new practice policies for further implementation.

**2.5) To discuss about the Mentor-mentee and Earn and Learn schemes**

**Resolution:** A review of the Mentor mentee committee and earn and learn committee was taken and the in charge members of the respective committees provided the satisfactory details of the same.

**2.6) Submission of AQAR for the academic year 2019-20**

**Resolution:** A rough draft of AQAR was discussed in the meeting and it was resolved that the criterion heads should do the compliance of the remaining documentation and should submit their reports to IQAC coordinator before 30<sup>th</sup> of October.

**2.7)To confer about ISO Certification**

**Resolution:** As was discussed in the IQAC meeting with Administrative staff held on 16<sup>th</sup> June 2020, ISO certification of the college was resolved be conducted from the academic year 2020-21. Dr. N. M. Mujawar was entitled as the Coordinator for the same. He informed the status of the procedure and it was resolved that the compliance of the documentation be done during the month of October and all the data and documentation be kept ready before 5<sup>th</sup> November, 2020 to interface the ISO Certification Audit Committee.

**2.8) To review the functioning of M o U s and linkages:**

**Resolution:** Review of the functioning of the M o U s signed in the academic year 2019- 20 was taken. Due to lockdown period the practical training or other activities mentioned in the M o U s could not be completely covered. It was resolved to enhance such activities and strengthen the functioning under MoU s.in the coming days.

**2.9) To purchase new journals and reference books for college library and updating of blog**

**Resolution:** It was resolved that each subject teacher should submit the list of required reference books and journals' names to strengthen the library resources. The student representative Ms. VruddhiShaha, was asked to submit the name list of reference books and journals required by the students.

**2.10) To communicate B. Voc. proposal status**

**Resolution:** A proposal for B. Voc. programme was submitted to UGC in the month of June 2020. Mr. Khot D. S. was shouldered the responsibility as Nodal Officer. The proposal was approved by UGC and it was communicated to all members. However, due to sad demise of Mr. Khot it was resolved that a new person be appointed as Nodal Officer.

**2.11) Any other matter with the permission of the chairman:**

As there was no further matter the meeting came to an end with vote of thanks.

Minutes read by

Minutes Confirmed by

Dr. S.N Jarandikar

Dr. V. A. Mane

Coordinator, IQAC

Principal

**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji  
Action Taken Report of IQAC meeting held on 28<sup>th</sup> September, 2020 (Meeting No. 02)**

No of Agenda	Agenda	Action Taken
2.1	Confirmation of the minutes of the last meeting	The minutes of the last meeting were confirmed.
2.2	To communicate changes regarding IQAC members	The changes regarding the members were communicated to all IQAC members.
2.3	To discuss the online teaching learning and internal evaluation strategies	By updating the internet facilities with fiber optic lines and with the use of Google Meet and Google forms the teaching learning and evaluation procedure was completed in the whole academic year. The class wise telegram Groups were formed and monitored by the teacher admins and the head of the Commerce Department.
2.4	To review the best practices and discuss the policies for the current academic year	The best practices for the academic year 2019-20 were reviewed and policies to implement best practices for the academic year 20-21 were discussed in the meeting.
2.5	To discuss about the Mentor-mentee and Earn and Learn schemes	The reports of the mentors were discussed and the register of the Earn and Learn scheme was maintained in the office.
2.6	Submission of AQAR for the academic year 2019-20	The AQAR for the academic year 2019-20 was submitted to NAAC on 7 July, 2021.
2.7	To confer about ISO Certification	The institution faced the ISO Audit committee and was conferred on the ISO 2009:1500 certification on 1 <sup>st</sup> January,



		2021
2.8	To review the functioning of M o Us and linkages:	The human resources under MoU were made available to the students for training certain employability skills. “Banking Sector and Awareness Programme” for students on 14 <sup>th</sup> August, 2021. Students’ visit to know the “Work Culture in Banking Sector”, 27 <sup>th</sup> August, 2021.
2.9	To purchase new journals and reference books for college library and updating of blog	The journal subscription and reference books for college worth Rs.2,60,133 were purchased during the academic year 2020-21.
2.10	To communicate B. Voc. proposal status	The approval for B.Voc.by NSQF was communicated to the members and Mr. M. S. Kambare was appointed as the Nodal officer in place of Mr. Khot.
2.11	Any other matter with the permission of the Chairperson	....

Dr. S. N. Jarandikar

Coordinator, IQAC

Dr. V. A. Mane

Principal

Shri N B Education Society's

Shri VenkateshMahavidyalaya, Ichalkaranji

Minutes of the IQAC Meeting with Faculty(Meeting No. 03)

Date of Meeting: 12<sup>th</sup>October, 2020

Time 11:00 a.m.

Venue - Room No. 2

Presided by: Dr V. A. Mane

Convened by: Dr. S. N. Jarandikar

Following members were present for the meeting:

Members Present:

- 1) Dr. V.A. Mane
- 2) Dr.N. M. Mujawar
- 3) Dr. S. H. Ambawade
- 4) Dr. S. N. Jarandikar
- 5) Dr. B. N. Kamble
- 6) Mr. A I Bandar
- 7) Mr. P. S.Chaudhari
- 8) Ms. S.T. Biranje
- 9) Dr. D. S. Kamble
- 10) Mr. A. B. Vibhute
- 11) Mr. M. P. Kesarkar
- 12) Ms. S. S. Kadam
- 13) Dr. P. R. Gaikwad
- 14) Mr. T.H.Naykawade
- 15) Ms. A. S. Ghorpade
- 16) Mr. S. B. Malghan
- 17) Ms. M. S. Anchaliya
- 18) Ms. S.A Bandar
- 19) Ms. P. P. Daingade
- 20) Ms. D. A. Bagal
- 21) Ms. K. V. Jagnade
- 22) Mr. S. S. Salokhe
- 23) Mr. J. B. Dake

Following members were absent for the meeting:

Members Absent:

- 1) Mr. Harishji Bohara
- 2) Mr. B.S. Vadinge
- 3) Mr. U. T. Lokhande
- 4) Mr. P. S. Patil
- 5) Mr. B. N. Thigale
- 6) Mr. B. N. Nadaf
- 7) Dr. S. R. Thakar
- 8) Mr. A. S. Gaikwad

As per the Agenda the following resolutions were passed in the meeting:

### **3.1 To read and confirm the minutes of the previous meeting**

Resolution: The minutes of the last meeting with faculty held on 2nd May, 2020 were read and confirmed by the chairman.

### **3.2 To review online teaching learning process**

Resolution: The review of online teaching learning process was taken by the principal of the college and it was resolved that content text /videos be prepared for those students who could not join due to network issues. Dr. N. M. Mujawar was shouldered the responsibility of monitoring the process.

### **3.3 To discuss online C.I.E.**

Resolution: It was resolved that the concerned subject teachers should conduct online unit tests in multiple choice format after completion of each unit or topic through Google or flexi quiz forms and submit their results to C.I.E. committee.

### **3.4 To discuss co-curricular activities**

Resolution: It was resolved to organise online co-curricular activities in relation to syllabus content, whenever possible. It was decided that the concerned subject teacher should make the arrangement under the monitoring of the head of the department.

### **3.5. To reframe IQAS**

Resolution: To implement the quality measures effectively the college has established IQAS. Due to change in staff and online mode of education the IQAS was resolved to be reframed as per the need.

### **3.6. To inform a new framework of AQAR from academic year 2020-21**

Resolution: As per the new guidelines of NAAC, the faculty was informed the changes in the submission of AQAR. It was resolved that the necessary documentation of each activity be saved promptly after the completion of the activity.

### **3.7. Submission of AQAR for the academic year 2019-20**

Resolution: It was resolved that the criterion-wise documentation for the academic year 2019-20 be submitted to IQAC by the end of October 2020 and rough draft of AQAR be prepared after the submission of it.

### **3.8. To provide list of new journals and reference books for college library.**

Resolution: It was resolved that the list of new journals and reference books be submitted by the faculty to the college library in relation to the changed curriculum and the book exhibition be arranged in the college.

### **3.9 To upload e-content on college blog**

Resolution: It was resolved that the e-content prepared by the faculty be uploaded on the college blog and the blog of the college be modified for this purpose.

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

In regard to ISO certification the documentation of the academic and administrative activities was resolved to be done.

As there was no further matter the meeting was concluded with the vote of thanks to the chairman.

Minutes read by

Minutes Confirmed by

Dr. S. N. Jarandikar

Dr. V. A. Mane

Coordinator, IQAC

Principal

**Shri N B Education Society's**

**Shri VenkateshMahavidyalaya, Ichalkaranji**

**Action Taken Report of IQAC meeting held on 30<sup>th</sup> October, 2020 (Meeting No. 03)**

No of Agenda	Agenda	Action Taken
3.1	Confirmation of the minutes of the last meeting	Minutes of the previous meeting were read and confirmed.
3.2	To review online teaching learning process	E-content and videos were prepared by the faculty and for the purpose of online teaching learning procedure the telegram groups of all the admitted students were formed and Google meet platform was used for the teaching purpose. Timetable for online class was scheduled and communicated to students. All the faculty members communicated completion of syllabus and the whole procedure was monitored by the head of Commerce Department, Dr. N. M. Mujawar.
3.3	To discuss online C.I.E.	The online unit tests as well as worksheets for evaluation were prepared and the results were communicated to the students. The documentation of the same was submitted by the faculty to CIE department.
3.4	To discuss co-curricular activities	As per the academic calendar online co-curricular activities were conducted by the various associations of the college and the reports of the same were submitted to the principal.
3.5	To reframe IQAS	IQAS of the college was reframed as

		per the requirement.
3.6	To inform new framework of AQAR from 20-21	A new framework of AQAR submission was shared with the faculty and soft copies for the documentation were collected whenever necessary.
3.7	Submission of AQAR for the academic year 2019-20	AQAR for Academic year 2019-20 was finalized and submitted to NAAC portal on 7 <sup>th</sup> July, 2021.
3.8	To provide list of new journals and reference books for college library	The faculty wise list for journals and reference books was prepared and submitted to librarian and books 1336) as well as journals (35) were purchased accordingly. The book exhibition by Library Department was organized in the college on 9/11/2020.
3.9	To upload e-content on college blog	E-content in the text form was created and the same was shared by the faculty to the students through Telegram group platform.
3.10	Any other matter with the permission of the chairman	The documentation for ISO was submitted from faculty and the office to interface the ISO Audit Committee.

Dr. S. N. Jarandikar  
Coordinator, IQAC

Dr. V. A. Mane  
Principal

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

**Minutes of the IQAC meeting with members (Meeting No. 04)**

Date: 20-3-2021

Time: 10.30 a.m.

Venue: IQAC Room

Conveyed by: Dr S. N. Jarandikar

Presided by: Prin. Dr V. A. Mane

Members Present:

- 1) Dr. V. A. Mane
- 2) Mr. H. S. Bohara
- 3) Mr. B. S. Vadinge
- 4) Dr. N. M. Mujawar
- 5) Dr. S. H. Ambawade
- 6) Dr. B. N. Kamble
- 7) Mr. A. I. Bandar
- 8) Mr. A. S. Gaikwad
- 9) Mr. Papin Choudhari
- 10) Mr. B. N. Thigale
- 12) Dr. S. N. Jarandikar

Members Absent:

- 1) Mr. U. T. Lokhande
- 2) Mr. Prakash Patil
- 3) Ms. Vriddhi Shah

Following are the minutes of the meeting held on 20<sup>th</sup> March, 2021.

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

Resolution: The minutes of the last meeting held on 28th September 2020 were read and confirmed by the chairman.

**4.2. To discuss the status of CIE and planning of University Examination**

Resolution: The head of CIE committee informed the satisfactory status of the CIE taken by the faculty and it was resolved that the semester wise examination be conducted as per the schedule declared by the University. The In charge of Examination Committee was informed to execute the University schedule and report the same to the principal. The training related to “operating Online Examination Software ” was resolved to be conducted for teaching and non-teaching staff.

**4.3. To review the curricular-co-curricular activities**

Resolution: Due to online teaching learning process some of the planned activities could not be taken by the respective associations. It was resolved that the necessary activities be rescheduled as per the timeline and online activities be planned.

#### **4.4. To communicate a change in SSR format of NAAC**

Resolution: A change in SSR format of NAAC was announced on NAAC website at the beginning of March 2021. The faculty was made aware of the changes as per P.G. Manual of SSR.

#### **4.5. ISO certification**

The college received ISO 9001: 2015 certification. The whole team of the college, coordinated by Dr N. M. Mujawar participated in the activity. The IQAC members congratulated the team for this achievement.

#### **4.6 To commence short-term approved course for academic year 2020-21**

Resolution: It was resolved that the approved courses under Lifelong Learning and Extension Department of Shivaji University be communicated to the students and be commenced after the registration of the students for the said courses.

#### **4.7. To review the scholarship status of the students**

Resolution: Dr. S. H. Ambawade was conveyed to provide the details of the scholarship status as the in charge of scholarship and B.C. Standing Cell Committee.

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

Resolution: The need of organizing employability/ entrepreneurship related conference seminar/ webinar was discussed by IQAC coordinator and it was resolved that the subject be finalized and collaboration if necessary be sought to execute the activity. After the discussion, the meeting came to an end with the vote of thanks to the chairman.

Minutes read by

Minutes confirmed by

Dr. S. N. Jarandikar

Dr. V. A. Mane

Coordinator, IQAC

Principal



**Shri N. B. Education Society's**

**Shri Venkatesh Mahavidyalaya, Ichalkaranji**

**Action Taken Report of IQAC Meeting Held with Members (Meeting No. 04)**

No of Agenda	Agenda	Action Taken
4.1	To read and confirm the minutes of the last meeting	Minutes were read and confirmed by the chairman.
4.2	To discuss the status of CIE and planning of University Examination	Unit tests through Google forms were taken by the concerned faculty and semester wise examinations were conducted by the college as per the Shivaji university schedule. A report of the same was submitted to the principal. A training program on Operating Online Examination Software"was organised for both the teaching and administrative staff on 10 <sup>th</sup> April,2021.
4.3	To review the curricular-co-curricular activities	Co-curricular activities were conducted by the respective faculty through online mode.
4.4	To communicate a change in SSR format of NAAC	The change was communicated to and discussed with the faculty.
4.5	ISO certification	ISO certification was conferred on the institution and the soft copy of Certificate was uploaded on the website.
4.6	To commence short-term approved course for academic year 2020-21	Due to lockdown effects the short term course registration was delayed and hence the courses were commenced from June 2021.
4.7	To review the scholarship status of the students	The review of the scholarship status of the students was taken and the data

		was submitted to IQAC.
4.8	Any other matter with the permission of the chairman	The planning to organise National Webinar was done and proposal for the collaboration was sent to Shivaji University, Kolhapur.

Dr. S. N. Jarandikar  
Coordinator, IQAC

Dr. V. A. Mane  
Principal

**Shri N. B. Education Society's  
Shri Venkatesh Mahavidyalaya, Ichalkaranji  
Minutes of the IQAC meeting with Faculty (Meeting No. 05)**

Date: 16-7-2021

Time: 11.30 a.m.

Venue: Room No. 2

Presided by: Dr. V.A. Mane

Convened by: Dr. S.N. Jarandikar

Following members were present for the meeting.

- 1) Dr. V.A. Mane
- 2) Dr.N. M. Mujawar
- 3) Dr. S. H. Ambawade
- 4) Dr. S. N. Jarandikar
- 5) Dr. B. N. Kamble
- 6) Mr. A I Bandar
- 7) Mr. P. S. Chaudhari
- 8) Ms. S.T. Biranje
- 9) Dr. D. S. Kamble
- 10) Mr. A. B. Vibhute
- 11) Mr. M. P. Kesarkar
- 12) Ms. S. S. Kadam
- 13) Dr. P. R. Gaikwad
- 14) Mr. T.H. Naykawade
- 15) Ms. A. S. Ghorpade
- 16) Mr. S. B. Malghan
- 17) Ms. M. S. Anchaliya
- 18) Ms. S.A Bandar
- 19) Ms. P. P. Daingade
- 20) Ms. D. A. Bagal
- 21) Ms. K. V. Jagnade
- 22) Mr. S. S. Salokhe
- 23) Mr. U..B. Nadaf
- 24) Ms. R. U. Shid

Following members were absent for the meeting:

1. Mr. H. S. Bohara
2. Mr. B. S. Vadinge
3. Mr. U. T. Lokhande
4. Mr. Prakash Patil
5. Mr. B. N. Thigale
6. Ms. Vruddhi Shah
7. Mr. B. N. Nadaf
8. Mr. A. B. Khandekar
9. Mr. S. S. Salokhe

Following are the minutes of the meeting held on 16<sup>th</sup> July, 2021

### **5.1 To read and confirm the minutes of the previous meeting:**

Resolution: Minutes of the meeting held on 12<sup>th</sup> October, 2020 were read and confirmed.

### **5.2. To discuss the online University examination schedule**

Resolution: It was resolved to conduct online examination of B. Com- I and BBA- I as per University guidelines and the faculty was communicated to prepare the paper sets as per guidelines of SUK and submit them to Exam Committee in a stipulated time.

### **5.3. To discuss exam pattern and paper setting related to non-credit courses**

Resolution: The exam pattern of the self-study material based on non-credit courses run by the University was resolved to be communicated to the students by the committee in charge Dr. B. N. Kamble and he was shouldered the responsibility as the Chairman to set the question papers of these courses as per SUK guidelines.

### **5.4. To discuss the formation of committees for organising the National Webinar in collaboration with SUK**

Resolution: Dr. S.N. Jarandikar was shouldered the responsibility of being the convener of the webinar and was conveyed to frame the essential organising committees to execute the webinar effectively.

### **5.5 To review the teaching status of short -term Certificate courses**

Resolution: The in charge coordinators of each short-term courses were asked to inform the registration status as well as the teaching schedule of the courses in the meeting. It was resolved that the theory related topics from the syllabus may completed through online mode and in tune with the status of the lockdown the practical may arranged in the college premises by following the guidelines.

### **5.6 To take feedback of stakeholders and SSS**

Resolution: It was resolved that the feedback on curriculum be taken by the feedback committee and analysis of the same be communicated to principal and be submitted to IQAC. Besides that IQAC coordinator was asked to take online student satisfaction survey and submit the report to principal.

#### **5.7 To discuss the guidelines regarding EVS projects**

Resolution: It was resolved that in the lockdown scenario, instead of the projectwork students be allotted topics for the home assignments as per SUK guidelines and the subjects in charge was asked to communicate it to the students.

5.8 Any other matter with the permission of chairperson.

There were no further issues to be discussed hence after proposing the vote of thanks the meeting came to an end.

Minutes read by

Minutes confirmed by

Dr. S. N. Jarandikar

Dr. V. A. Mane

Coordinator, IQAC

Principal

**Shri N. B. Education Society's**

**Shri Venkatesh Mahavidyalaya, Ichalkaranji**

**Action Taken Report of IQAC Meeting with Faculty (Meeting No. 05)**

No of Agenda	Agenda	Action Taken
5.1	To read and confirm the minutes of the last meeting	The minutes were read and confirmed.
5.2	To discuss the online University examination schedule	The examinations of B.Com I and BBA I were conducted as per University schedule and guidelines.
5.3	To discuss exam pattern and paper setting related to non-credit courses	Non Credit Course related syllabus was made available to the students and the examinations of the relevant courses were conducted as per university guidelines.
5.4	To discuss the formation of committees for organising a National Webinar in collaboration with SUK	The organizing committees in collaboration with Department of Lifelong Learning and Extension and Department of Skills and Entrepreneur Development of SUK were formed by the Webinar Convener and the National Webinar was conducted on 28 <sup>th</sup> August, 2021.
5.5	To review the teaching status of short -term courses	The teaching learning and evaluation procedure for the approved short term courses was followed in both online and offline mode as per Shivaji University schedule.
5.6	To take feedback of stakeholders and SSS	Feedback of the stakeholders (students, teachers, Alumni, employers) and SSS were taken, analyzed and communicated to the IQAC, CDC and Faculty members for

		further procedure. The same was to be published on website.
5.7	To discuss the guidelines regarding EVS projects	As per the resolution and the university guidelines the students were given the topics for home assignments instead of project work and were collected and evaluated by the concerned subject teacher.
5.8	Any other matter with the permission of the Chairman	-----

Dr. S. N. Jarandikar

Coordinator, IQAC

Dr. V. A. Mane

Principal