



SHEELA MULTIPURPOSE SOCIETY
HIWARKAR ARTS, COMMERCE & SCIENCE COLLEGE

WADI (DATTAWADI), NAGPUR-440023

Contact : 07104-222175

E-mail : hiwarkarcollege@gmail.com sheeladevicollege@gmail.com,

NAAC ACCREDITED - B+grade Coll. Code : 252

Date- 05/01/2021

OFFICE ORDER

As per the guideline of NAAC the Internal Quality assurance cell (IQAC) is constituted with effect from 05/01/2021 in order to functionalize the quality Enhancement Initiatives.

Sr.no	Category	Name	Designation
1	Head of the Institution	Dr. Prakash Hiwarkar	Chairman
2	Principal	Dr.Lata Khapre	Principal
3	IQAC Coordinator	Dr. Deepak Jejani	Member
4	Senior administrative officers' nominees	Pravin Tajne	Administrative Member, Superintendent
5	Faculty Nominees	Mangesh Dethe	Administrative Member, Accountant
		Yamini Dafare	Member, Librarian, Sports In- charge
6	Nominee from Management	Dr.Nitin Shewane	Member
		Mr.Ankit Jagtap	Member, NSS Coordinator
		Pankaj Mandpe	Member
		Smt.Lata Hiwarkar	Secretary of Trust
7	Nominees from Students	Sneha Mehre	Alumni Member
8	Nominees from Employers Industrialists/stakeholders	Shital Gakre	Student Member
		Damini Rewatkar	Employer Member
9	Nominees from Other Institute	Mr. Chandrashekhar Ganvir	Parents Member
		Dr. Archana Makode	Member

Deepak Jejani
I.Q.A.C. Coordinator
Hiwarkar Arts, Commerce And Science College
Wadi, Nagpur.



Lata Khapre
Principal
Hiwarkar Arts, Comm
& Sci. College
Wadi Nagpur-23



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Coll. Ph. : 07104-222175

Coll. Code : 00252

Date: 04/01/2021

Notice

The meeting of all teaching and non-teaching staff is scheduled on 05/01/2021, Thursday at 05:00 PM in Principal Cabin.

Agenda:

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Steering/Core Committee.
4. Formation of IQAC.
5. Framing of Vision, Mission and Core Values of Institute.
6. Defining PLOs, POs and PSOs of the program.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

Diejani
I.Q.A.C. Coordinator
Hiwarkar Arts, Commerce and Science College
Wadi, Nagpur.



J. Khapure
Principal
Hiwarkar Arts, Comm
& Sci. College
Wadi, Nagpur-23

Minutes of Meeting

Agenda:1 About initiating NAAC work.

Resolution:

Thorough discussion was made and it was unanimously resolved that, NAAC work is to initiated to inculcate culture of quality in institute. Further all teaching and non-teaching staff were provided with revised NAAC Manual released in July-2017 for basic understanding and study.

Agenda:2 Discussion about NAAC Accreditation and Assessment process.

Resolution:

It was unanimously decided that NAAC application is to be submitted in academic year 2021-22 i.e. in month of Sept./Oct 2021.

New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Self Study Report (Qualitative Metrics (350 Marks) + Quantitative Metrics (650Marks))
2. Student Satisfaction Survey (SSS)
3. Peer Team Visit

Agenda: 3 Formation of IQAC.

Resolution:

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on 05/01/2021 at 05:00 PM in Principal Cabin.

Further, It was resolved that Dr. Deepak Jejani shall act as IQAC Coordinator.

Agenda: 4 Framing of Vision, Mission and Core Values of Institute.

Resolution:

Thorough discussion was made and it was unanimously determined that concrete steps and path needed in all directions for achieving quality excellence. For this all members focused on need of framing Vision, Mission and Core Values of Institute for setting quality benchmark.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for framing Vision, Mission and Core Values of Institute. Once Vision, Mission and Core Values of Institute are framed will be put in various institute level committees/ bodies for approval.

Agenda: 5 Defining of PEOs, POs and PSOs of the program.

Resolution:

Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NAAC, there is need of Defining PEOs, POs and PSOs of the program.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for Defining of PEOs, POs and PSOs of the program. This committee is responsible for conducting 3 Meetings for defining of Vision, Mission, PEOs, POs and PSOs of the program and submitting report to Principal. Once PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/ bodies for approval.

Agenda: 6 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

Dijani
IQAC Coordinator
Hiwarkar Arts, Comm & Sci College
Wadi, Nagpur.




Uchape
Principal
Hiwarkar Arts, Comm
& Sci. College

Action taken report of Meeting held on 05/03/2021

Sr. No.	Resolution in the Meeting	Action Taken for implementation and Outcomes
1.	About initiating NAAC work.	All teaching and concerned non-teaching were provided with NAAC Manual and instructed to study NAAC Manual.
2.	Formation of NAAC steering/core committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 05/01/2021.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 05/01/2021 and First Meeting of IQAC is planned on 05/01/2021.
4.	Framing of vision, mission and core values of institute and defining of vision, mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee (IQAC) formed at institute dated 05/03/2021.


I.Q.A.C. Coordinator
Hiwarkar Arts, Commerce And Science College
Wadi, Nagpur.




Principal
Hiwarkar Arts, Comm
& Sci. College
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ATTEDENCE

Sr. no.	Name of employee	Designation	Nature	Signature
1	Dr. LataKhapre	Asst. professor	ADHOC appointment	<i>LKhapre</i>
2	Dr. Deepak Jejani	Asst. professor	ADHOC appointment	<i>Dejani</i>
3	PankajMandpe	Asst. professor	ADHOC appointment	<i>Pankaj</i>
4	YogeshwarPikalmunde	Asst. professor	ADHOC appointment	<i>Pikalmunde</i>
5	Kalpana Shinde	Asst. professor	ADHOC appointment	<i>Kshinde</i>
6	Dr. NitinShewane	Asst. professor	ADHOC appointment	<i>NShewane</i>
7	Dr. GayatriNarad	Asst. professor	ADHOC appointment	<i>GNarad</i>
8	Dr. AmolDhoble	Asst. professor	ADHOC appointment	<i>ADhoble</i>
9	AnantRavidarshan Joshi	Asst. professor	ADHOC appointment	<i>AJoshi</i>
10	AnkitJagtap	Asst. professor	ADHOC appointment	<i>A-Jagtap</i>
11	Shital Gakre	Asst. professor	ADHOC appointment	<i>S.Gakre</i>
12	DaminiReawatkar	Asst. professor	ADHOC appointment	<i>DReawatkar</i>
13	MangeshDethe	Accountant	ADHOC appointment	<i>MDethe</i>
14	Pravin Tajne	Head Clerk	ADHOC appointment	<i>PTajne</i>
15	Hima Kshirsagar	Junior Clerk	ADHOC appointment	<i>HKshirsagar</i>
16	YaminiDafare	Asst. Librarian	ADHOC appointment	<i>YDafare</i>
17	Shital Umbarkar	Library Att.	ADHOC appointment	<i>SUmbarkar</i>
18	PayalDolaskar	Peon	ADHOC appointment	<i>PDolaskar</i>
19	Rajeshwarilavahre	Peon	ADHOC appointment	<i>RJavahre</i>
20	Neeta Dhole	Peon	ADHOC appointment	<i>NDhole</i>
21	SujataKalbande	Peon	ADHOC appointment	<i>SKalbande</i>

Dejani
A.C. Coordinator



LKhapre
Principal
Hawarkar Arts Comm



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Coll. Code : 252

Date: 13/09/2021

Notice

The first meeting of IQAC is scheduled on 15/09/2021 at 04:00 PM in Principal Cabin.

Agenda:

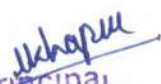
1. Confirmation and Review of Minutes of Meeting held on 05/01/2021.
2. Action taken report of Principal-HODs Meeting held on 05/01/2021.
3. Opening words by Chairman.
4. Self-introduction of the members.
5. Introduction Speech by IQAC Coordinator.
6. About deciding Goals and Objectives of IQAC.
7. About deciding functions of IQAC.
8. About deciding IQAC Monitoring Mechanism.
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.


IQAC COORDINATOR

I.Q.A.C. Coordinator
Hiwarkar Arts, Commerce And Science College
Wadi, Nagpur.




Principal
Hiwarkar Arts, Comm
& Sci. College
Wadi, Nagpur-23

CC:

1. All Committee Members
2. Admin. Office

Minutes of Meeting

The Chairman Dr. Lata Khapre occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting: -

Agenda:1 Confirmation and Review of Minutes of Meeting held on 05/01/2021.

Resolution:

Thorough discussion was made, review is taken and it was unanimously approved Minutes of Meeting held on 05/01/2021.

Agenda:2 Action taken report of Principal-HODs Meeting on 05/01/2021

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
1	About initiating NAAC work.	All teaching and concerned non-teaching were provided with NAAC Manual and instructed to study NAAC Manual,
2	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 05/01/2021.
3	Formation of IQAC.	IQAC Office Order was taken out at institute dated 05/01/2021 and First Meeting of IQAC is planned on 15/09/2021.
4	Framing of vision , mission and core values of institute and defining of vision , mission, PEOs, POs, and PSOs of all departments.	Stakeholder committee (IQAC) is formed at institute dated 05/01/2021

Agenda:3 Opening words by Chairman.

Resolution: Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

Agenda:4 Self-introduction of the members.

Resolution:

All the members were given their introduction.

Agenda:5 Introduction Speech by IQAC Coordinator.

Resolution:

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

Agenda:6 About deciding Goals and Objectives of IQAC.

Resolution:

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows: -

- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.

- To promote measures for institutional functioning towards quality enhancement
Thorough imbibing quality culture and institutionalization of best practices.

Agenda:7 About deciding functions of IQAC.

Resolution:

Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, ISO, NIRF) in the prescribed format.

Agenda:8 About deciding IQAC Monitoring Mechanism.

Resolution:

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.

A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACS to know the progress, functioning as well quality sustenance initiatives undertaken by them.


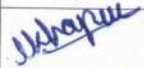



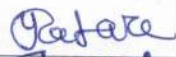
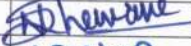


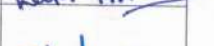

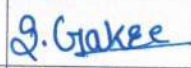


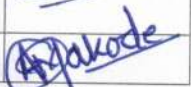
So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet as and when required and take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

Agenda:9 Issue with the permission of the chair.

Resolution:


As there were no issues to discuss meeting was concluded with vote of thanks to all present.

ATTENDENCE

Sr.no	Category	Name	Designation	Sign
1	Head of the Institution	Dr. Prakash Hiwarkar	Chairman	
2	Principal	Dr. Lata Khapre	Principal	
3	IQAC Coordinator	Dr. Deepak Jejani	Member	
4	Senior administrative officers' nominees	Pravin Tajne	Administrative Member, Superintendent	
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		Mr.Ankit Jagtap	Member, NSS Coordinator	
		Pankaj Mandpe	Member	
		Smt.Lata Hiwarkar	Secretary of Trust	
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9	Nominees from Other Institute	Mr. Chandrashekhar Ganvir	Parents Member	
		Dr. Archana Makode	Member	


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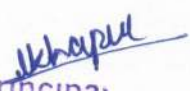

Principal
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Action Taken Report of first IQAC Meeting held on 15/09/2021

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
1	Initiating Infrastructural Changes for creation of Girls' Common Room, Boy's Common Room, Rain Water Harvesting, Waste Management Steps, Physically are instructed to submit report to the Handicap Friendliness and Initiatives.	Dr. Deepak Jejani (IQAC Coordinator) and Mr. Mangesh Dethe (Accountant). After work done, they are instructed to Submit report to the IQAC.
2	Restructuring stakeholder mechanism.	Stakeholder feedback mechanism restructured and decided to implement from Academic Year 2021-22 even semester.
3	Framing code of ethics for research.	Code of ethics has been framed and put on website.


IQAC Coordinator
 Hiwarkar Arts, Commerce & Science College
 Wadi, Nagpur.




Principal
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