



Date:- 10/01/2022

### Notice

The second meeting of IQAC is scheduled on 12/01/2022 at 04:00 PM in Principal Cabin.

#### Agenda:

1. Confirmation and Review of Minutes of first IQAC meeting held on 05/01/2021.
2. Action taken report of first IQAC meeting held on 05/01/2021.
3. Review of NAAC work.
4. Initiating Infrastructural Changes for creation of Girl's Common Room, library, placement cell and Green Initiatives.
5. Restructuring stakeholder feedback mechanism.
6. Issue with the permission of the chair.

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

*Digambar*  
I.Q.A.C. Coordinator  
IQAC CO-ORDINATOR  
Hiwarkar Arts, Commerce And Science College



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

#### CC:

1. All Committee Members
2. Admin Office

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

## Minutes of Meeting

The Chairman Dr. Prakash Hiwarkar, occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting:-

**Agenda :1 Confirmation and Review of Minutes of first IQAC meeting held on 05/01/2021.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 05/01/2021. Unanimously approved.

**Agenda: 2 Action taken report of first IQAC meeting held 05/01/2021.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism.	A part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting 15/09/2021.

**Agenda: 3 Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

**Agenda:4 Initiating Infrastructural Changes for creation of Girls Common Room, Library placement cell and Green Initiatives.**

**Resolution:**

Thorough discussion was made and it was decided to initiate Infrastructural Changes for creation of Girls' Common Room, library, placement cell and Green Initiatives. Further it was decided that responsibility of getting work done under guidance of Principal has been given to Dr. Deepak Jejani (IQAC Co-ordinator) and Mr. Mangesh Dethé (Accountant). After Work Done, they are instructed to submit report to the IQAC.

**Agenda:5 Restructuring stakeholder feedback mechanism.**

**Resolution:**

Dr. Deepak Jejani (IQAC Coordinator) Proposed that presently there is different mechanism for collecting stakeholder feedback, so there is need of change in mechanism as per NAAC institute level. Thorough discussion was made and it was decided that change in mechanism at institute level must be made for collecting, analyzing and implementing feedback of all stakeholders. Pankaj Mandpe Criteria-1 coordinators of NAAC given responsibility to modify existing feedback forms and come up with new mechanism.

**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.

*Jejani*  
IQAC COORDINATOR  
Hiwarkar Arts, Commerce And Science College  
Wadi, Nagpur-23



*exhause*  
Principal  
Hiwarkar Arts, Comm.  
& Sc. College  
Wadi Nagpur-23

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

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



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



Action Taken Report of Second IQAC Meeting held on 12/01/2022

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Initiating Infrastructural Changes for creation of Girls Common Room, Library, placement cell and Green Initiative.	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 feedback mechanism.	Stakeholder feedback mechanism restructured and decided to implement from Academic Year 2022-23 even semester.

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



*Sheela*  
Principal  
Hiwarkar Arts, Comm.  
PRINCIPAL  
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