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: 04/07/2022

Notice

The third meeting of IQAC is scheduled on 06/07/2022 at 04:00 PM in Principal Cabin.

Agenda:

1. Confirmation and Review of Minutes of second IQAC meeting held on 12/01/2022.

2. Action taken report of second IQAC meeting held on 12/01/2022.

3. Review of NAAC work.

4. Planning of Extension Activities for Academic Year 2022-23.

5. To initiate Face Value Enrichment Activities like fixing of charts, boards and colouring work of institute.

6. To use ICT facilities for Teaching and Learning.

7. To take membership of e-ShodhSindhu and Shodhganga.

8. To prepare HR Manual and Formulate Appraisal Mechanism.

9. To decide plan of action for NAAC Dates.

10. Issue·with the permission of the chair.

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

IQAC Coordinator
IQAC COORDINATOR
Hiwarkar Arts, Commerce And Science College
Wadi, Nagpur.

PRINCIPAL
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 second IQAC Meeting. The following business was transacted in the meeting:-

Agenda: 1 Confirmation and Review of Minutes of Second IQAC meeting held on 15/09/2021

Resolution:

Second Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 15/09/2021 unanimously approved.

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

Sr. no.	Resolution in the meeting	Action taken for implementation &outcomes
1.	About deciding IQAC monitoring mechanism	As a part of IQAC of monitoring mechanism it was decided to conduct third IQAC meeting on 06/07/2022

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 Planning of NSS/ Extension Activities for Academic Year 2022-23.

Resolution:

Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2022-23 is to be done. Mr.AnkitJagtap (Extension Activities Coordinator) 2022-23 handed over responsibility for the same.

Agenda:5 To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute

Resolution:

Thorough discussion was made and it was decided that Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute is to be initiated. By consent of All responsibility of Face Value Enrichment has been given to Hon. Principal Dr. Lata Khapre and Exam Incharge Mr.Pankaj Mandpe.

Agenda:6 To use ICT facilities for Teaching and Learning.

Resolution:

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column Teaching Aids used' in teaching plan.

Agenda:7 To take membership of e-ShodhSinghu and Shodhganga

Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

Agenda :8 To initiate process for registering alumni association

Resolution:

It was brought to the notice of IQAC that registered alumni association is required as per AC guidelines to have health interaction with alumni and have provision of financial and financial contribution from alumni. Dr. Deepak Jejani (Administrator) has been given responsibility to register alumni association.

Agenda: 9 To prepare HR manual and Appraisal Mechanism

Resolution:

It was brought to the notice of all IQAC members HR Manual or code of conduct required on 7th Criteria of NAAC.

Thorough discussion was made and it was decided to prepare HR Manual. Responsibility of same has been given to all HODs.

Agenda: 10 To decide plan of action for NAAC application.

Resolution:

It was brought to the notice of IQAC that, from June 2018 NAAC has closed the window system and NAAC is accepting applications throughout the year. Based on this new change following plan of action has been decided by IQAC.

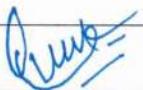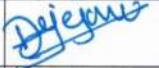1. To take initial Login:- Nov.

II. To Apply for IIQA:- Nov.

III. To submit SSR:- Dec.

Agenda:11 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.

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column Teaching Aids used' in teaching plan.

Agenda:7 To take membership of e-ShodhSinghu and Shodhganga

Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

Agenda :8 To initiate process for registering alumni association

Resolution:

It was brought to the notice of IQAC that registered alumni association is required as per AC guidelines to have health interaction with alumni and have provision of financial and financial contribution from alumni. Dr. Deepak Jejani (Administrator) has been given responsibility to register alumni association.

Agenda: 9 To prepare HR manual and Appraisal Mechanism

Resolution:

It was brought to the notice of all IQAC members HR Manual or code of conduct required on 7th Criteria of NAAC.

Thorough discussion was made and it was decided to prepare HR Manual. Responsibility of same has been given to all HODs.

Agenda: 10 To decide plan of action for NAAC application.

Resolution:

It was brought to the notice of IQAC that, from June 2018 NAAC has closed the window system and NAAC is accepting applications throughout the year. Based on this new change following plan of action has been decided by IQAC.

1. To take initial Login:- Nov.

II. To Apply for IIQA:- Nov.

III. To submit SSR:- Dec.

Agenda:11 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.

ATTENDANCE

SR.NO	NAME OF EMPLOYEE	DESIGNATION	SIGNATURE
1	DR. PRAKASH HIWARKAR	DIRECTOR	
2	DR. LATA KHAPRE	PRINCIPAL	
3	ANKIT JAGTAP	ACADEMIC INCHARGE	
4	PROF.PANKAJ MANDAPE	HOD ECONOMICS	
5	YOGESHWAR PIKALMUNDE	HOD POL.SCI.	
6	AMOL DHOBLE	HOD HISTORY	
7	DR. DEEPAK JEJANI	IQAC COORDINATOR	
8	PRAVIN TAJNE	CHIEF EXECUTIVE OFFICER, PEOPLE SPECIALIST	
9	SNEHA MEHARE	ALUMNI	
10	CHANDRASHEKHAR GANVIR	PARENTS	

IQAC COORDINATOR
Hiwarkar Arts, Commerce and Science College
Wadi, Nagpur

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

PRINCIPAL