



Navodaya Shaikshanik Sanstha Dhule's
Uttamrao Patil Arts and Science College

Dahivel, Tal- Sakri, Dist-Dhule (M. S.)

(Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon)

Meeting Minutes and ATR

Meeting no. I (2019-20)

Call to Order:

A meeting of **Internal Quality Assurance Cell** was held on **24th June 2019** at the 'NAAC room'. It began at 11.00 AM and was presided over by Prin. DR. B. D. Borse, with IQAC Coordinator I. U. Shaikh, as secretary.

Attendees:

| Sr. no. | Name | Designation | Member of |
|---------|----------------------|----------------|-------------------------------|
| 1 | Dr. B. D. Borse | Chairman | Principal of the College |
| 2 | Hon. Arvind M. Patil | Member | Chairman, NSS Dhule |
| 3 | Dr. S. C. Ahire | Member | Teacher Representative |
| 4 | Mr. I. U. Shaikh | Coordinator | Coordinator of IQAC |
| 5 | Dr. A. S. Marathe | Member | Teacher Representative |
| 6 | Dr. S. S. Bhoi | Member | Teacher Representative |
| 7 | Dr. M. S. Borse | Member | Teacher Representative |
| 8 | Mr. Vijay Bagul | Member | Alumni Representative |
| 9 | Mr. Jatin Bagale | Member | Student Representative |
| 10 | Mr. A. S. Patil | Member | Administration Representative |
| 11 | Smt. A. V. Nere | Invited Member | Teacher Representative |

Member Apologies:

| | | | |
|---|-------------------------------|--------|-------------------------|
| 1 | The Manager, Vestas Pvt. Ltd. | Member | Employer Representative |
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Main Motions and ATR:



Approval of Previous Minutes:

A motion to approve the minutes of the previous meeting was made by Dr. S. C. Ahire and seconded by Mr. I. U. Shaikh. The minutes of previous meeting were unanimously approved.

| Sr. no. | A motion/ Resolution | Made by and seconded by | Minutes/Resolutions and action taken |
|---------|---|---|---|
| 1 | To prepare academic Calendar | Dr. S.C. Ahire and seconded by Dr. A. S. Marathe Status: Approved | Academic Calendar was prepared as per the guidance of Prin. Dr. B. D. Borse in line with the Academic Calendar and holidays of affiliating university. Academic Calendar committee and IQAC Committee worked together to prepare the calendar for the year 2019-20. A copy of Academic calendar was sent to all concerning department and displayed on certain places in the college. |
| 2 | To prepare teaching plan in line with the academic calendar | Dr. M. S. Borse and seconded by Mr. I. U. Shaikh Status: Approved | Principal Dr. B. D. Borse instructed to prepare teaching plan in accordance to Academic Calendar. Teaching Diaries were distributed to record day to day teaching, curricular and extracurricular activities. Heads of all departments instructed teachers and prepared teaching plan. |
| 3 | To form various academic committees | Dr. S. S. Bhoi and seconded by Dr. M. S. Borse Status: Approved | Academic committees were formed as per the instructions of Prin. Dr. B. D. Borse. The work of academic committees was being inspected by the Principal. Academic committees would follow academic calendar to organize various co curricular and extracurricular activities. |
| 4 | To asses CAS proposals | Mr. A. S. Patil and seconded by Dr. S. C. Ahire | The CAS proposals of eligible teachers were assessed by IQAC committee as per the CAS guidelines of UGC and affiliating University. Prin. Dr. B. D. Borse directed O. S. Mr. Ajay Patil to prepare necessary files. |



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| 5 | To start Bridge courses | Hon. Arvind M. Patil and seconded by Dr. B. D. Borse Status: Approved | Hon. Arvind M. Patil chairman of the institute instructed to start bridge courses for newcomers. Bridge courses for various subjects were organized and carried out as per the feasibility of the teachers' schedule. Teachers' include the importance and introduction of the subject in their teachings. F.Y.B.A. and F.Y.B. Sc's students were offered Bridge courses. |
| 6 | To publish prospectus | Mr. M. P. Desale Status: Approved | Prospectus was published with updated and distributed to the students along with admission form. |
| 7 | To promote quality culture in teaching, learning and evaluation | Prin. Dr. B. D. Borse and Seconded by Dr. S. S. Bhoi Status: Approved | Prin. Dr. B. D. Borse urged staff members to maintain quality culture so that student would get quality education. He suggested various improvements regarding teaching, learning and evaluation. He also suggested engaging Bridge courses, remedial courses as per the need of the students. |
| 8 | To analyze result for the year 2018-19 and put the analysis in front of IQAC to improve the results of the institute. | Mr. I. U. Shaikh and Seconded by Dr. M. S. Borse Status: Approved | Results for B. A. and B. Sc. were analyzed and a report of the same was submitted to the principal. Prin. Dr. B. D. Borse instructed to work harder to increase the results. |
| 9 | To organize gender sensitization through various college level activities. | Smt. A. V. Nere and Seconded by Dr. A. S. Marathe Status: Approved | Talks on Laws regarding sexual harassment and exploitation and women's issues were organized. Students were instructed to maintain gender equality through various college level activities. 'Balika Din and Women's Day were celebrated. |
| 10 | To send proposals to the affiliating university regarding student level | Dr. S. C. Ahire and Seconded by Dr. A. S. Marathe | Proposals regarding organizing various institute and university level workshops were sent to the university and got approval to organize. |



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| | workshops. | Status: Approved | |
| 11 | To review the admission process | Dr. S. C. Ahire and seconded by Dr. M. S. Borse Status: Rejected | Admission process is already feasible and meets the needs of the students in the area. First come first serve is the method. |
| 12 | To prepare AQAR 2018-19 | Prin. Dr. B. D. Borse and Seconded by Dr. S. C. Ahire Status: Approved | AQAR was prepared and submitted to the principal for review. After the review report would be submitted to NAAC. |
| 13 | To avail guidance regarding NAAC reaccreditation process | Asst. Prof. I. U. Shaikh and seconded by Dr. A. S. Marathe Status: Approved | One day guidance regarding NAAC Reaccreditation process was organized for the staff members. |
| 14 | Feedback Analysis | Mr. Vijay Bagul and Seconded by Mr. Jatin Bagale Status: Approved | Feedback for the last year was analyzed and discussed in CDC and Prin. Dr. B. D. Borse instructed to meet the needs of the students. |

Announcements: The next meeting of the IQAC will be held in the month of Sep –Oct. 2019

Adjournment:

Dr. S. C. Ahire moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator
Asst. Prof. I. U. Shaikh

Chairman
Prin. Dr. B. D. Borse



Meeting no. II (2019-20)**Call to Order:**

A meeting of **Internal Quality Assurance Cell** was held on **Sept 2019** at the 'NAAC room'. It began at 11.15 AM and was presided over by Prin. DR. B. D. Borse, with IQAC Coordinator I. U. Shaikh, as secretary.

Attendees:

| Sr. no. | Name | Designation | Member of |
|---------|-------------------------------|----------------|-------------------------------|
| 1 | Dr. B. D. Borse | Chairman | Principal of the College |
| 2 | Dr. S. C. Ahire | Member | Teacher Representative |
| 3 | Mr. I. U. Shaikh | Coordinator | Coordinator of IQAC |
| 4 | Dr. A. S. Marathe | Member | Teacher Representative |
| 5 | Dr. S. S. Bhoi | Member | Teacher Representative |
| 6 | Dr. M. S. Borse | Member | Teacher Representative |
| 7 | Mr. Vijay Bagul | Member | Alumni Representative |
| 8 | Mr. Jatin Bagale | Member | Student Representative |
| 9 | Mr. A. S. Patil | Member | Administration Representative |
| 10 | Smt. A. V. Nere | Invited Member | Teacher Representative |
| 11 | The Manager, Vestas Pvt. Ltd. | Member | Employer Representative |

Member Apologies:

| | | | |
|---|----------------------|--------|---------------------|
| 1 | Hon. Arvind M. Patil | Member | Chairman, NSS Dhule |
|---|----------------------|--------|---------------------|

Main Motions and ATR:**Approval of Previous Minutes:**

A motion to approve the minutes of the previous meeting was made by Dr. A. S. Marathe and seconded by Dr. S. C. Ahire. The minutes of previous meeting were unanimously approved.

| Sr. no. | A motion/ Resolution | Made by and seconded by | Minutes/Resolutions and action taken |
|---------|----------------------------------|------------------------------------|---|
| 1 | Teaching Learning and Evaluation | Prin. Dr. B. D. Borse and seconded | Teaching Learning and evaluation process was underway as per the academic calendar. |



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| | | by Dr. A. S. Marathe Status: Approved | Syllabus was covered as per the teaching plan. It was taken into consideration that quality to be maintained and progress of the students was being tracked with the help of internal exams. |
| 2 | To review co-curricular activities | Dr. S. C. Ahire and Seconded by Dr. M. S. Borse Status: Approved | Co-curricular activities were organized. |
| 3 | To track internal evaluation progress | Dr. A. S. Marathe and Seconded by Dr. A. V. Nere Status: Approved | Internal Evaluation process is tried to keep transparent so that |
| 4 | To organize various activities | Mr. A. S. Patil and seconded by Dr. S. C. Ahire | The CAS proposals of eligible teachers were assessed by IQAC committee as per the CAS guidelines of UGC and affiliating University. Prin. Dr. B. D. Borse directed O. S. Mr. Ajay Patil to prepare necessary files. |
| 5 | Remedial coaching to slow learners and failed students | Hon. Arvind M. Patil and seconded by Dr. B. D. Borse Status: Approved | Hon. Arvind M. Patil chairman of the institute instructed to start bridge courses for newcomers. Bridge courses for various subjects were organized and carried out as per the feasibility of the teachers' schedule. Teachers' include the importance and introduction of the subject in their teachings. F.Y.B.A. and F.Y.B. Sc's students were offered Bridge courses. |
| 6 | Participation of students in various activities | Mr. M. P. Desale Status: Approved | Prospectus was published with updated and distributed to the students along with admission form. |
| 7 | To prepare documentation regarding NAAC | Prin. Dr. B. D. Borse and Seconded by Dr. S. S. Bhoi Status: Approved | Prin. Dr. B. D. Borse urged staff members to maintain quality culture so that student would get quality education. He suggested various improvements regarding teaching, learning and |



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| | | | evaluation. He also suggested engaging Bridge courses, remedial courses as per the need of the students. |
| 8 | To promote research activities | Mr. I. U. Shaikh and Seconded by Dr. M. S. Borse Status: Approved | Results for B. A. and B. Sc. were analyzed and a report of the same was submitted to the principal. Prin. Dr. B. D. Borse instructed to work harder to increase the results. |
| 9 | To organize competitive examination preparation guidance | Smt. A. V. Nere and Seconded by Dr. A. S. Marathe Status: Approved | Talks on Laws regarding sexual harassment and exploitation and women's issues were organized. Students were instructed to maintain gender equality through various college level activities. 'Balika Din and Women's Day were celebrated. |
| 10 | To organize alumni and parent meet | Dr. S. C. Ahire and Seconded by Dr. A. S. Marathe Status: Approved | Proposals regarding organizing various institute and university level workshops were sent to the university and got approval to organize. |
| 11 | To review tutor-ward scheme and students' grievances | Dr. S. C. Ahire and seconded by Dr. M. S. Borse Status: Accepted | Admission process is already feasible and meets the needs of the students in the area. First come first serve is the method. |

Announcements: The next meeting of the IQAC will be held in the month of Sep –Oct.

2019

Adjournment:

Dr. S. C. Ahire moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator
Asst. Prof. I. U. Shaikh



Chairman
Prin. Dr. B. D. Borse

Meeting no. III (2019-20)**Call to Order:**

A meeting of **Internal Quality Assurance Cell** was held on **24th June 2019** at the 'NAAC room'. It began at 11.00 AM and was presided over by Prin. DR. B. D. Borse, with IQAC Coordinator I. U. Shaikh, as secretary.

Attendees:

| Sr. no. | Name | Designation | Member of |
|---------|----------------------|----------------|-------------------------------|
| 1 | Dr. B. D. Borse | Chairman | Principal of the College |
| 2 | Hon. Arvind M. Patil | Member | Chairman, NSS Dhule |
| 3 | Dr. S. C. Ahire | Member | Teacher Representative |
| 4 | Mr. I. U. Shaikh | Coordinator | Coordinator of IQAC |
| 5 | Dr. A. S. Marathe | Member | Teacher Representative |
| 6 | Dr. S. S. Bhoi | Member | Teacher Representative |
| 7 | Dr. M. S. Borse | Member | Teacher Representative |
| 8 | Mr. Vijay Bagul | Member | Alumni Representative |
| 9 | Mr. Jatin Bagale | Member | Student Representative |
| 10 | Mr. A. S. Patil | Member | Administration Representative |
| 11 | Smt. A. V. Nere | Invited Member | Teacher Representative |

Member Apologies:

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| 1 | The Manager, Vestas Pvt. Ltd. | Member | Employer Representative |
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Main Motions and ATR:**Approval of Previous Minutes:**

A motion to approve the minutes of the previous meeting was made by Dr. S. C. Ahire and seconded by Mr. I. U. Shaikh. The minutes of previous meeting were unanimously approved.

| Sr. no. | A motion/ Resolution | Made by and seconded by | Minutes/Resolutions and action taken |
|---------|------------------------------|--|--|
| 1 | To prepare academic Calendar | Dr. S.C. Ahire and seconded by Dr. A. S. Marathe | Academic Calendar was prepared as per the guidance of Prin. Dr. B. D. Borse in line with the Academic Calendar and holidays of |



| | | | |
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| | | Status: Approved | affiliating university. Academic Calendar committee and IQAC Committee worked together to prepare the calendar for the year 2019-20. A copy of Academic calendar was sent to all concerning department and displayed on certain places in the college. |
| 2 | To prepare teaching plan in line with the academic calendar | Dr. M. S. Borse and seconded by Mr. I. U. Shaikh Status: Approved | Principal Dr. B. D. Borse instructed to prepare teaching plan in accordance to Academic Calendar. Teaching Diaries were distributed to record day to day teaching, curricular and extracurricular activities. Heads of all departments instructed teachers and prepared teaching plan. |
| 3 | To form various academic committees | Dr. S. S. Bhoi and seconded by Dr. M. S. Borse Status: Approved | Academic committees were formed as per the instructions of Prin. Dr. B. D. Borse. The work of academic committees was being inspected by the Principal. Academic committees would follow academic calendar to organize various co curricular and extracurricular activities. |
| 4 | To asses CAS proposals | Mr. A. S. Patil and seconded by Dr. S. C. Ahire | The CAS proposals of eligible teachers were assessed by IQAC committee as per the CAS guidelines of UGC and affiliating University. Prin. Dr. B. D. Borse directed O. S. Mr. Ajay Patil to prepare necessary files. |
| 5 | To start Bridge courses | Hon. Arvind M. Patil and seconded by Dr. B. D. Borse Status: Approved | Hon. Arvind M. Patil chairman of the institute instructed to start bridge courses for newcomers. Bridge courses for various subjects were organized and carried out as per the feasibility of the teachers' schedule. Teachers' include the importance and introduction of the subject in their teachings. F.Y.B.A. and F.Y.B. Sc's students were offered Bridge courses. |



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| 6 | To publish prospectus | Mr. M. P. Desale Status: Approved | Prospectus was published with updated and distributed to the students along with admission form. |
| 7 | To promote quality culture in teaching, learning and evaluation | Prin. Dr. B. D. Borse and Seconded by Dr. S. S. Bhoi Status: Approved | Prin. Dr. B. D. Borse urged staff members to maintain quality culture so that student would get quality education. He suggested various improvements regarding teaching, learning and evaluation. He also suggested engaging Bridge courses, remedial courses as per the need of the students. |
| 8 | To analyze result for the year 2018-19 and put the analysis in front of IQAC to improve the results of the institute. | Mr. I. U. Shaikh and Seconded by Dr. M. S. Borse Status: Approved | Results for B. A. and B. Sc. were analyzed and a report of the same was submitted to the principal. Prin. Dr. B. D. Borse instructed to work harder to increase the results. |
| 9 | To organize gender sensitization through various college level activities. | Smt. A. V. Nere and Seconded by Dr. A. S. Marathe Status: Approved | Talks on Laws regarding sexual harassment and exploitation and women's issues were organized. Students were instructed to maintain gender equality through various college level activities. 'Balika Din and Women's Day were celebrated. |
| 10 | To send proposals to the affiliating university regarding student level workshops. | Dr. S. C. Ahire and Seconded by Dr. A. S. Marathe Status: Approved | Proposals regarding organizing various institute and university level workshops were sent to the university and got approval to organize. |
| 11 | To review the admission process | Dr. S. C. Ahire and seconded by Dr. M. S. Borse Status: Rejected | Admission process is already feasible and meets the needs of the students in the area. First come first serve is the method. |
| 12 | To prepare AQAR 2018-19 | Prin. Dr. B. D. Borse and Seconded by Dr. S. C. Ahire | AQAR was prepared and submitted to the principal for review. After the review report would be submitted to NAAC. |



| | | Status: Approved | |
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| 13 | To avail guidance regarding NAAC reaccreditation process | Asst. Prof. I. U. Shaikh and seconded by Dr. A. S. Marathe Status: Approved | One day guidance regarding NAAC Reaccreditation process was organized for the staff members. |
| 14 | Feedback Analysis | Mr. Vijay Bagul and Seconded by Mr. Jatin Bagale Status: Approved | Feedback for the last year was analyzed and discussed in CDC and Prin. Dr. B. D. Borse instructed to meet the needs of the students. |

Announcements: The next meeting of the IQAC will be held in the month of Sep –Oct.

2019

Adjournment:

Dr. S. C. Ahire moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator
Asst. Prof. I. U. Shaikh



Chairman
Prin. Dr. B. D. Borse

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Meeting no. IV (2019-20)**Call to Order:**

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Member Apologies:

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| 1 | The Manager, Vestas Pvt. Ltd. | Member | Employer Representative |
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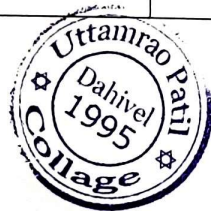
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Announcements: The next meeting of the IQAC will be held in the month of Sep –Oct. 2019

Adjournment:

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IQAC Coordinator
Asst. Prof. I. U. Shaikh



Chairman
Prin. Dr. B. D. Borse