

## A-10-Minutes of the meeting and Action Taken Report

### Minutes of the meeting of the IQAC held on Dted- 06.07.2019

A meeting of the IQAC was held on Dted 06.07.2019 in Room No. 23 at 12.30 pm. The following members of IQAC were present in the meeting.

1. Smt. Varshatai P. Patel
2. Dr. M.F.Jadhao
3. Dr. B.R.Tembhurne
4. Dr. P.P.Dehliwal
5. Dr. J. M. Maskey
6. Shri. V. V. Mandape
7. Dr. Ms. A.S. Bawankar
8. Dr. Ms. B. D. Katekhaye
9. Dr.S.P.Pawar
10. Shri R.D.Ramteke
11. Shri G.M.Warkade
12. Dr.G.G.Baghmar
13. Shri. Ganesh Barve
14. Shri. R.B.Tiwari
15. Shri.Vitthal Kahalkar
16. Shri. Vijaykumar Dekate
17. Dr.R.K.Dipte

The meeting was presided over by the Principal Dr.C.B. Masram, chairman of IQAC. The following points were discussed in the meeting.

Item No. 1 :- Reading and confirmation of the previous meeting minutes.

Resolution No.1 :- Dr. K. N. Sathawane, Coordinator, IQAC read out the minutes of the last meeting held on Dted 25.04.2019. All members accepted the minutes and confirmed the matter, resolved and passed.

Item No. 2 :- Discussion on the matter related to IIQA submission.

Resolution No. 2 :- Dr. K.N.Sathawane, Coordinator informed the house that the college IIQA had been successfully submitted after some clarification sought by NAAC. In this regard, he extended thanks to all members for wholehearted support. Dr. Sathawane informed that SSR was to be uploaded within 45 days from the date of IIQA submission which was 04.07.2019.

Item No. 3 :- Review on effectiveness of Action Plan 2018-19.

Resolution No.3 :- Coordinator Dr. K.N.Sathaswane informed the house on the above subject. He pointed out that nearly 80-85 % planned work was fulfilled in the last session (2018-19). Members expressed their satisfaction over the development of the work. However, a few members raised questions about the need of Short Term Courses in the college. Dr. Sathawane requested the principal to take initiative for starting at least one or two Short Term Courses in each faculty every year. The principal assured the house that he would look into the matter. The matter was resolved unanimously, confirmed and passed.

Item No. 4 :- Discussion on progress in SSR submission and preparation for accreditation process.

Resolution No.4 :- Principal asked Dr. Sathawane to inform the house about the progress of SSR submission. Dr. Sathawane informed the house about two matrices- qualitative and quantitative, Executive Summary, SWOC, etc., basic information about the college. Dr. Sathawane further stated that we have already completed the draft of Executive Summary, SWOC, Basic information about the college. The part of quantitative matrix would take more time, since it requires documental evidences. The coordinator assured members that within time limit our college SSR would be uploaded, i.e., before 16 August, 2019. All members were happy and the principal also assured Dr. Sathawane of help for uploading SSR. The matter was resolved unanimously, confirmed and passed.

Item No. 5 :- Discussion and review of Student Satisfaction Survey (SSS).

Resolution No.5 :- Dr. Sathawane informed the house about the planning of SSS survey which would be processed after submission of SSR. Dr. Agashe of the sport department was entrusted with the responsibility as the convener of SSS committee. Dr. Sathawane requested him to take care of preparation of the list as per the NAAC format (SSS). Coordinator told about the completion of the work and informed that the list was ready for uploading during SSR uploading.

Dr. Sathawane also informed about the wide publicity among students. It was planned to notify students by distributing pamphlets provided by NAAC for participation of students in SSS.

All agreed and were satisfied over the work carried out by Coordinator IQAC. The matter was resolved unanimously, confirmed and passed.

Item No. 5 :- Any matter with the permission of the chair.

Resolution No.5 :- No other matter was raised in the meeting.

In the presidential address, Principal appealed to all members to cooperate actively for the institutional assessment. At the end, Dr. Sathawane proposed the vote of thanks to all members, and the meeting was concluded.

-Sd-

(Dr. K. N. Sathawane)

Coordinator, IQAC  
**Co-Ordinator IQAC**  
**Seth Narsingdas Mor College of Arts**  
**& Commerce & Smt. G. D. Saraf Science**  
**College, Tumsar**



(Dr. C.B. Masram)

Principal & Chairman  
**Principal & Chairman**  
**Seth Narsingdas Mor College of Arts**  
**& Commerce & Smt. G. D. Saraf**  
**Science College, Tumsar**

Minutes of the meeting of the IQAC held on Dted-26.11.2019

A meeting of the IQAC was held on Dted 26.11.2019 in Room No. 23 at 12.30 pm. The following members of IQAC were present in the meeting.

1. Smt. Varshatai P. Patel
2. Dr. M.F. Jadhao
3. Dr. B.R.Tembhurne
4. Dr. P.P.Dehliwal
5. Dr. J. M. Maskey
6. Shri. V. V. Mandape
7. Dr. Ms. A.S. Bawankar
8. Dr. Ms. B. D. Katekhaye
9. Dr.S.P.Pawar
10. Shri R.D.Ramteke
11. Shri G.M.Warkade
12. Dr.G.G.Baghmar
13. Shri. Ganesh Barve
14. Shri. R.B.Tiwari
15. Shri.Vitthal Kahalkar
16. Shri. Vijaykumar Dekate
17. Dr.R.K.Dipte

The proceeding of the meeting was begun with offering chair to Dr. C.B. Masram, Principal & Chairman of IQAC. In the meeting the following agenda items were discussed.

- Item No. 1 :- Reading and confirmation of minutes of the previous meetings  
Resolution No.1 :- Dr. Sathawane, coordinator read out minutes of the previous

meeting to the members, and asked members for any corrections. None raised questions on the minutes of the last meeting. Unanimously, the minutes of the last meeting were confirmed, the matter was resolved and passed.

Item No. 2 :- Discussion on matters related to SSR submission, DVV clarification and visit of the NAAC Peer Team to the college.

Resolution No.2 :- Dr. C.B. Masram, Principal and chairman IQAC asked Dr. Sathawane, IQAC coordinator to explain the progress made by IQAC in Assessment & Accreditation process.

Dr. Sathawane informed the house that SSR was submitted successfully on 13.08.2019. After submission of SSR, NAAC passed it on to the third party for D.V.V. on 13.08.2019. Our college SSR DVV was completed and it raised some questions and queries on all seven criteria. Dr. Sathawane thanked to all criteria in-charge and IQAC members who immediately responded to the queries, and sent back to the DVV partner for their satisfaction. The college qualified for NAAC Peer Team Visit. NAAC asked the college to organize Peer Team Visit within 30 days from the date of acceptance/ qualification of SSR after DVV. However, we told them that it would not be possible for us to arrange the Peer Team Visit due to the university practical and theory examinations during the months of October, November and December of the year 2019. In this direction, we have communicated with them and provided examination schedule details and other related documents. Finally, they agreed to set the visit of Peer Team on 13th and 14th January, 2020. We expressed our gratitude to NAAC for considering Peer Team visit in the month of January, 2020.

During Assessment and Accreditation process, all members supported whole heartedly as and when their services were required. Owing to the active support of the staff members and IQAC members, it became possible to complete the accreditation process smoothly

Dr Sathawane concluded - I extend my sincere thanks to all members of IQAC and staff members, who were directly or indirectly involved in the process of assessment and accreditation. NAAC assessment and accreditation result is awaited.

Item No. 3 :- Any other matter with the permission of the chair.

Resolution No.3 :- No other matter was raised during the meeting.

In the presidential address, the principal expressed his gratitude to all the staff members for their valuable support and cooperation for assessment and accreditation of the college. At the end, Dr. Sathawane proposed the vote of thanks to all members and the meeting was concluded.

-Sd-

(Dr. K. N. Sathawane)

Coordinator, IQAC

**Co-Ordinator IQAC**  
Seth Narsingdas Mor College of Arts  
& Commerce & Smt. G. D. Saraf Science  
College, Tumsar

-Sd-

(Dr. C.B. Masram)

Principal & Chairman IQAC

**Principal**  
Seth Narsingdas Mor College of Arts  
& Commerce & Smt. G. D. Saraf  
Science College, Tumsar

Minutes of the meeting of the IQAC held on Dted-14.03.2020

A meeting of the IQAC was held on Dted-14.03.2020 in Room No. 23 at 12.30 pm. The following members of IQAC were present in the meeting.

1. Smt. Varshatai P. Patel
2. Dr. M.F.Jadhao
3. Dr. B.R.Tembhurne
4. Dr. P.P.Dehliwal
5. Dr. J. M. Maskey
6. Shri. V. V. Mandape
7. Dr. Ms. A.S. Bawankar
8. Dr. Ms. B. D. Katekhaye
9. Dr.S.P.Pawar
10. Shri R.D.Ramteke
11. Shri G.M.Warkade
12. Dr.G.G.Baghmar
13. Shri. Ganesh Barve
14. Shri. R.B.Tiwari
15. Shri.Vitthal Kahalkar
16. Shri. Vijaykumar Dekate
17. Dr.R.K.Dipte

The proceeding of the meeting was begun with offering chair to Dr. C.B. Masram, Principal & Chairman of IQAC. In the meeting the following agenda items were discussed.

Item No. 1 :- Reading and confirmation of the minutes of previous meetings.

Resolution No.1 :- Dr. Sathawane, the coordinator read out minutes of the previous meeting to the members, and asked members for any corrections. None raised questions on the minutes of the last meeting. Unanimously, the minutes of the last meeting were confirmed, the matter was resolved and passed.

Item No. 2 :- Discussion on institutional grade awarded by NAAC and commencement of the next cycle.

Resolution No.2 :- In the meeting Dr. Sathawane read out the report given by NAAC on Quantitative and Qualitative parameters (matrices). Criterion-wise discussion was held on assessment report. The following shortcomings were found to be noted in different criterion.

CRI I :-

1. Not utilization of feedback for future planning.
2. Very poor student project work/ field work undertaken.
3. Very few certificate/ Add on courses/ programmes in the college.
4. Poor documentation on teachers' participation in university activities/ bodies.
5. Non availability of skill oriented courses/ programmes.
6. Innovation in teaching-learning process is poor.
7. Very less number of students' participation in project work/ field work.

CRI II :-

1. Satisfactory student passing percentage.
2. Poor assessment system for students' learning level.
3. Few departments took initiative in adopting innovation in teaching learning methods.
4. Very poor maintenance of office records in term of scholarship, students' list, day to day working, result analysis, etc.
5. Low enrolment percentage in P.G. courses.
6. Satisfactory system of evaluation of attainment of Programme Outcomes & Course Outcomes.
7. Recording of Mentor- mentee system.

CRI III :-

1. Very less number of students participated in extension activities.
2. Few departments conducted extension and outreach programmes.
3. Few functional MoU.
4. Few collaborative activities for research faculty exchange and students exchange observed.
5. No awards on extension activities from Govt. department.
6. Less number of papers presented in UGC care listed journals.
7. A very poor number of workshops/ seminars organized in the last five years.
8. Two research projects were sanctioned in the last five years.

CRI IV :-

1. Student- computer ratio is very poor.
2. No classrooms are ICT enabled.
3. No seminar halls are ICT enabled.



4. Absence of e-library facilities.
5. Inadequate facilities for teaching - learning process in the college.

CRI V :-

1. Only one sports event/ competitions organized by the Sports Department for the students' participation in a year.
2. Only one cultural event/ competition organized by Cultural department for the students' participation in a year.
3. No award/ medals received at national/ international level.
4. Records of Govt. scholarship and free-ship for students are not maintained, year-wise, students' list, etc.
5. Satisfactory percentage of students' progression to higher studies.
6. Poor student placement through Career Guidance and Placement Cell.
7. Poor system in the college for the capacity building and skill development of students.
8. Alumni Association not registered. Very poor/ no contribution from alumni.
9. No proper established system to show the scholarship given by the institutional employee/ NGOs and other dignitaries of the town in term of audited statement.

CRI VI :-

1. No teacher received financial supports for presenting their research work in conference/ membership fees.
2. No proper strategies for mobilization of funds and its optimal utilization.
3. No performance appraisal system for teaching and non- teaching staff members.

CRI VII :-

1. Less number of alternative source of energy system adopted in the college (Solar panel etc.)
2. Non workable system is present in the college towards energy conservation.
3. Satisfactory facilities for water conservation are present.
4. A proper management system is not present in the college for safety disposal of e-waste and chemical waste of laboratories.

Dr. Sathawane informed the house that the college has been accredited with B grade with 2.07 CGPA on 4 point scale.

During discussion all members agreed that obtained grade is the result of the shortcomings mentioned above in each criterion.

It is unanimously recommended that for next cycle of re-accreditation the above mentioned shortcomings in each criterion are to be rectified so that in future the college would get better grade.

The matter was resolved, confirmed and passed unanimously.

Item No 3 :- Preparation and submission of AQAR (Online) for the session 2018-19.

Resolution No 3 :-Dr.Sathawane informed the house that AQAR for the session2018-19 was submitted to NAAC online on 13.03.2020.

Dr. Sathawane also informed the house that the last date of submission of AQAR online is 31st December every year. All members appreciated the work carried out by Dr. Sathawane, IQAC Coordinator in a very short span of time. Members were satisfied and the matter was resolved unanimously, confirmed and passed.

Item No 4 :- Any other matter with the permission of the chair

Resolution No 3 :- Dr. Sathawane requested the chairman, Dr. C.B. Masram to reconstitute IQAC, since most of the members would superannuate in the next session. Dr. Sathawane also requested to appoint new IQAC coordinator for the next cycle of reaccreditation. Dr. Masram expressed his positive consent on the issue. Dr. Masram expressed gratitude to all members and concerned who took part in the assessment and accreditation process. At last, Dr. Sathawane proposed vote of thanks to all IQAC members, chairman, college staff members for their cooperation and wholehearted support. The meeting was concluded with the permission of the chair.

-Sd-

(Dr. K. N. Sathawane)

Coordinator, IQAC

**Coordinator IQAC**

Seth Narsingdas Mor College of Arts  
& Commerce & Smt. G. D. Saraf Science  
College, Tumsar

-Sd-

(Dr. C.B. Masram)

Principal & Chairman

**Principal**

Seth Narsingdas Mor College of Arts  
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