



Night College of Arts & Commerce

INTERNAL QUALITY ASSURANCE CELL

Date – 25/06/2016

All members of IQAC requested to remain present for the meeting on 1/7/2016 at 4 pm in Night College of Arts and Commerce, Kolhapur

Members of IQAC

Sr.No.	Name of the Member		Signature
1	Prin. Dr.B U Tupe	Chairman	
2	Mrs.Rajanitai Magdum	Management Representative	MRS. R.V. Magdum.
3	Shri.Prasad K.Kamat	Stakeholder,Council of Education	
4	Shri.Ajit Patil	Office Supritendent	
5	Prof.Dr. S.J.Farakate	Faculty	
6	Prof. Mrs. A A Gawade	Faculty	
7	Prof. Dr. A K Shinde	Faculty	
8	Shri Asif Waghwale	Junior Clerk	
9	Shri S.S.Patil	Alumni Representative	
10	Prof. Abhijeet Kamble	Co-ordinator	

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Academic Year 2016-17

The Agenda for 1st Meeting of IQAC

The following agenda-topics shall be discussed in the 1st Meeting of IQAC that has been scheduled to be held on 01-07-2016 at 04.00pm in the NAAC room.

AGENDA :-

1.	<i>To confirm the minutes of the last meeting.</i>
2.	<i>To consider and approve the process of setting quality benchmarks/plan of action for the year 2016-17.</i>
3.	<i>Organizing lecture under lead college activities</i>
4.	<i>To start short term courses.</i>
5.	<i>Preparing Academic calendar, teaching plans etc.</i>
6.	<i>Any other topic with the permission of Chair.</i>

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PROCEEDINGS OF THE MEETING OF THE IQAC COMMITTEE MEETING HELD ON 01.07.2016 AT 4.00 P.M.

A Meeting of the Internal Quality Assurance Cell Committee was held on 01.07.2016 at 4.00 p.m. under the Chairmanship of Prin. Dr.B U Tupe. The following members were present :

1	Prin. Dr.B U Tupe	Chairman	
2	Shri.Ajit Patil	Office Supritendent	
3	Shri Asif Waghwale	Junior Clerk	
4	Prof. Mrs. A A Gawade	Faculty	
5	Prof. Dr. A K Shinde	Faculty	
6	Prof.Dr. S.J.Farakate	Faculty	
7	Mrs.Rajanitai Magdum	Management Representative	Mrs. R.V. Magdum
8	Shri S.S.Patil	Alumni Representative	
9	Shri.Prasad K.Kamat	Stakeholder,Council of Education	
10	Prof. Abhijeet Kamble	Co-ordinator	

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The agenda topics were taken up for the deliberations with the permission of the Chair.

Topic No. 1 : To confirm the minutes of the last meeting.

Resolution : Resolved to confirm the minutes of the last meeting.

Proposed by : Prof. A.A.Gawade

Secunder : Shri.Prasad Kamat

Topic No. 2 : To consider and approve the process of setting plan of action for the year 2016 - 17.

Resolution : For the above purpose, it is resolved that

- a. To hold meetings on all the criteria with faculty members
- b. To arrange workshop under lead college activities
- c. To start short term courses.

Proposed by: Prof. A.A.Kamble.

Secunder : Shri A.A.Gawade

Topic No. 3 : To arrange lecture under lead college activities

Resolution : For above purpose it is resolved that to arrange lecture under lead college activities by involving the students and teachers from various colleges coming under lead college cluster.



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Topic No.4 : To start short term courses.

Resolution It is resolved that to start short term courses to develop recent knowledge and to provide job opportunity.

Proposed by: Mrs.Rajanitai Magdum

Secunder : Dr. A K Shinde

Topic No. 5 Preparing Academic Calender, Teaching plans,

Taking review of results ,student feedback and suggestions of suggestion box

Resolution It is resolved that to prepare the academic calendar for proper functioning of programmes to be held during the year, Teaching plans will be reviewed and also to undertake the review of B.A/Bcom I,II and III and also M.A.I and II years results, Student feedback and suggestion box to be reviewed and to give necessary suggestions.

Proposed by : Shri. S. S. Patil

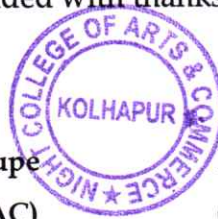
Secunder : Prof. A A. Kamble.

Topic No. 6 Any other issues with the permission of the chair.

Resolution There is no any issue under discussion, So meeting is concluded.

Meeting concluded with thanks to Chair

Prin. Dr. B U Tupe
(Chairman, IQAC)



Prof. Abhijeet Kamble
(IQAC - Co-ordinator)

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Action Taken Report

Date of Meeting - 01/07/2016

Sr. No.	Agenda item	Action Taken
1	To consider and approve the process of setting plan of action for the year 2016 - 17.	Principal discussed the plan of action for the year. All teachers are participated in this discussion.
2	To arrange lecture under lead college activities	All the heads of the department prepared the proposal of lead college activities and submitted to lead college committee.
3	To start short term courses	Marathi department submitted proposal for Modi Lipi Course.
4	Preparing Academic Calender, Teaching plans, Taking review of results ,student feedback and suggestions of suggestion box	IQAC coordinator prepared the academic calendar. It is displayed in staff room. All the teachers prepared teaching plan and submitted to principal. Student feedback forms are collected and given to feedback committee for analysis . No suggestion is found in suggestion box.


Prof. Abhijeet Kamble
(IQAC - Co-ordinator)

IQAC Co-ordinator
Night College of Arts & Commerce,
Kolhapur



Prin. Dr.B U Tupe
(Chairman, IQAC)

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INTERNAL QUALITY ASSURANCE CELL



Date – 06/03/2017

All members of IQAC requested to remain present for the meeting on 11/3/2017 at 4 pm in Night College of Arts and Commerce, Kolhapur

Members of IQAC

Sr.No.	Name of the Member		Signature
1	Prin. Dr. S.B.Patil	Chairman	
2	Mrs.Rajanitai Magdum	Management Representative	MRS. R.V. Magdum.
3	Shri.Prasad K.Kamat	Stakeholder,Council of Education	
4	Shri.Ajit Patil	Office Supritendent	
5	Prof.Dr. S.J.Farakate	Faculty	
6	Prof. Mrs. A A Gawade	Faculty	
7	Prof. Dr. A K Shinde	Faculty	
8	Shri Asif Waghware	Junior Clerk	
9	Shri S.S.Patil	Alumni Representative	
10	Miss Pujha Bhosale	Student Representative	
11	Prof. Abhijeet Kamble	Co-ordinator	

Night College of Arts & Commerce

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Academic Year 2016-17

The Agenda for 2nd Meeting of IQAC

The following agenda-topics shall be discussed in the 2nd Meeting of IQAC that has been scheduled to be held on 11-03-2017 at 04.00pm in the NAAC room.

AGENDA :-

1.	<i>To confirm the minutes of the last meeting</i>
2.	<i>To review the achievements of the institution..</i>
3.	<i>Discussion with various committees and review of committee reports, portion completion report.</i>
4.	<i>Preparation of AQAR.</i>
5.	<i>Advertisement of admission process.</i>
6.	<i>Plan for next year.</i>
7.	<i>Any other topic with the permission of Chair.</i>

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PROCEEDINGS OF THE MEETING OF THE IQAC COMMITTEE MEETING HELD ON 11.03.2017 AT 4.00 P.M.

A Meeting of the Internal Quality Assurance Cell Committee was held on 11.03.2017 at 4.00 p.m. under the Chairmanship of Prin. Dr. S.B.Patil. The following members were present :

1	Prin. Dr. S.B.Patil	Chairman	
2	Mrs.Rajanitai Magdum	Management Representative	MRS. R.V.Magdum.
3	Shri.Prasad K.Kamat	Stakeholder,Council of Education	
4	Shri.Ajit Patil	Office Supritendent	
5	Prof.Dr. S.J.Farakate	Faculty	
6	Prof. Mrs. A A Gawade	Faculty	
7	Prof. Dr. A K Shinde	Faculty	
8	Shri Asif Waghware	Junior Clerk	
9	Shri S.S.Patil	Alumni Representative	
10	Prof. Abhijeet Kamble	Co-ordinator	
11	Miss.Pooja Bhosale	Student Representative	

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The agenda topics were taken up for the deliberations with the permission of the Chair.

Topic No. 1 : **To confirm the minutes of the last meeting.**

Resolution : Resolved to confirm the minutes of the last meeting.

Proposed by : Prof. A.A.Gawade

Secunder : Shri.Prasad Kamat

Topic No. 2 : **To review the achievements of the institution.**

Resolution : Resolved to take the review of the achievements of the institution as per the action plan and keep it the same in near future. In basketball our institution won inter-zonal championship. And in the academic performance, results have been progressed compared to previous year.

Proposed by: A A Kamble

Secunder : Sou. Rajanatai Magdum

Topic No. 3 : **Discussion with various committees and review of committee reports, portion completion report.**

Resolution :

For the above propose, it is resolved that

- a. To hold the meeting with faculty to take the review of the programmes undertaken by various committees in the academic year.
- b. To take the review on portion completion report of the faculty members.

Proposed by: Prof. A.A.Shelar

Secunder : Prof.Dr. S. J. Farakte

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Topic No.4 : Preparation of AQAR

Resolution To prepare the AQAR i.e. Annual Quality Assurance Report - It is resolved that to take meeting with all faculty members and non-teaching staffs in this regard and to get prepared the AQAR.

Proposed by: Shri. A.A.Patil
Secunder: Dr. A. K. Shinde

Topic No. 5 Advertisement of Admission process

Resolution It is resolved to give advertisement in newspapers to aware the people that they can learn while earn.

Proposed by: Shri Asif Waghware
Secunder : Prof Mrs A A Gawade

Topic No. 6 Plan for next year.

Resolution It is resolved to make the plan for next year i.e.


- a) To maintain the sports performance.
- b) To purchase the more reference books for library.

Proposed by: Prof.A .K. Shinde
Secunder: :Prof. Prasad Kamat.

Topic No. 7 Any other issues with the permission of the chair.

Resolution There is no any issue under discussion, So meeting is concluded.
Meeting concluded with thanks to Chair




Prin. Dr. S B Patil
(Chairman, IQAC)


Prof. Abhijeet Kamble
(IQAC - Co-ordinator)

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IQAC Co-ordinator
Night College of Arts & Commerce,
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Action Taken Report


Date of Meeting - 11/03/2017

Sr. No.	Agenda item	Action Taken
1	To review the achievements of the institution	Principal reviews all the achievement of the institution. Sports department shows excellent performance. It is decided that All the prize winners are facilitated in Annual Prize function.
2	Discussion with various committees and review of committee reports, portion completion report	All the teachers are submitted portion completion reports to the principal. Committee heads also prepare the annual reports and submitted to the principal.
3	Preparation of AQAR	IQAC Coordinator is taking necessary steps for submission of AQAR. He collects all the information related to AQAR from the teachers.
4	Advertisement of Admission process	Principal ask to the office staff to collect the various rates of newspaper advertising. It will be then discussed with the management.
5	Plan for next year	Sports department prepares the plan of action for next year. Librarian collects the information of reference books which are needed to the students. Teachers are submitted the proposal of seminars and workshop to the principal.


Prof. Abhijeet Kamble
(IQAC - Co-ordinator)

IQAC Co-ordinator
Night College of Arts & Commerce,
Kolhapur




Prin. Dr. S B Patil
(Chairman, IQAC)

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