



Shirpur Education Society's  
**H.R.Patel Arts Mahila College Shirpur**  
NAAC Re-Accredited "A" Grade  
NMU Academic Grade "A" Grade

**Hon. Amrishbhai Patel**  
President  
**Dr. Sharda J. Shitole**  
Principal

**IQAC Meeting No. 1/2015**

**Dt. 03/07/2015**


**Topics for Discussion**

The first meeting of college staff members was organised by the college IQAC.

The meeting has following agenda.

A. API form details

B. Teacher's diary

  
Go-ordinator  
IQAC  
Smt. H. R. Patel Art's Mahila  
College, Shirpur

  
Principal  
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**IQAC Meeting No. 1/2015**

**Dt. 03/07/2015**

### **Minutes of Staff Meeting**

All the teaching staff attended the meeting. Following discussions and decisions took Place.

a. The members of staff were told about this API forms and Teacher's Diary submissions.

The Principal and the coordinator of IQAC discussed on to how to write entire details in the API forms and the Dairies submitted.

b. The API from entries submitted by a few Faculty members had irrelevant entries or excess points claim. Hence, the said submissions were returned for connections in entries and asked to resubmit the same within a week's period.

C. The diaries entries too appeared with some inaccuracies hence the concerned faculty members were asked to correct the same and re-submit The Diaries.

D. Apart from the API and Diaries the chairperson of IQAC, Prin Dr. S.P. Patil also appealed teaching staff on the following issues.

1. Faculty members should prepare academic planning
2. Make slides to organize ppt lectures
3. Students daily attendance be record of absent students submission to the Attendance Committee
- 4 Submission of all sorts of academic records to the IQAC within time
5. Fulfilment of future plans given by each dept. in their Dept. Profiles.
6. Syllabus Completion in proper order hence teaching plans be prepared.

Finally the meeting was over with the extend of thanks by the Co-coordinator IQAC.





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**IQAC Meeting No. 2/2015**

**Dt. 15/07/2015**

### **IQAC Meeting**

The college IQAC called on a meeting of its members on 15<sup>th</sup> July 2015 at 4.00 pm. The meeting was presided over by Prin. Dr. S.P.Patil

### **IQAC Meeting Minutes**

The meeting was organized on to discuss on the agenda and decisions on the same were taken

1. It is decided that the faculty members should prepare academic Calendar and submit it to the IQAC within a week.
2. The meeting had discussions on organization of student related activities such as elocution essay-writing, debating, poster presentation workshop on personality development and soft skills Spoken English and other self-employment related skill workshops.
3. To make effective planning on students Classroom attendance and also on to minimize To make effective planning and student classroom attendance and also on o minimize the dropout rate. For this the Attendance committee was asked to maintain records of the regularly irregular student & absent Students and send them messages to attend classes. Even such student should be warned before they appear to fill in the exam forms
4. The members Took review of the research development of the faculty members The decision is taken to issue them reminders regarding the progress and completion of their ph. D. works. Apart from this the staff should be told about the necessity of research publication.
5. The members of the cell discussed on the organization of ICT Lectures and also about the availability of resources to conduct the same. Hence the decision was unanimously taken to involve all faculty members to organize at minimum 3 ICT lectures per semester per course/subject



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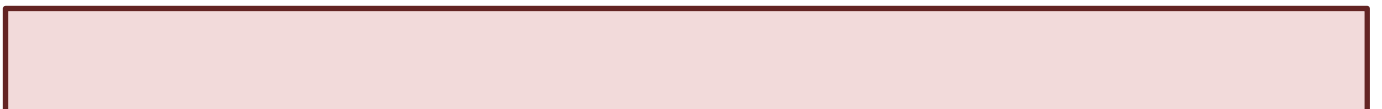
**IQAC Meeting No. 2/2015**

**Dt. 15/07/2015**

6. Truly the meeting was called off with the permission of the Chair person) vote of thanks were extended by the coordinator, IQAC.

The meeting was attended by following member

1. Prin. Dr. K B. Patil Director, SES) 
2. Dr. Shrikant Wadile ( Com. Repr.) 
3. Prin. Dr. S.P. Patil 
4. Dr. H.R. Chaudhari. 
5. Mr. Bharat sonar 
6. Mrs. M. V. Chaudhari 





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IQAC Meeting No. 3/2015

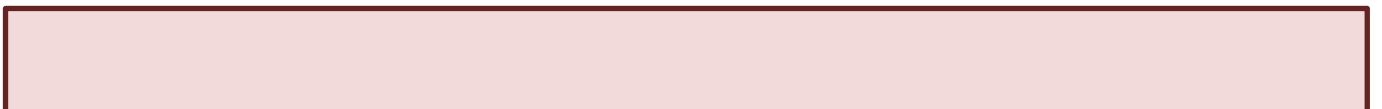
Dt. 27/07/2015

### Academic Planning Meeting

A meeting of IQAC Members and the members of Admission Committees, Academic Calendar and exam committee, Research committee was organized to Plan the activities of the College academic development.

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IQAC Meeting No. 3/2015

Dt. 27/07/2015

### Minutes of Meeting

1. To collect/ record Number of students admitted at UG & PG level upto 31<sup>st</sup> July 2015.
2. To prepare a table detailing actual number of students - subject wise.
3. To prepare academic Calendar by 31<sup>st</sup> July
4. Exam committee Tentative - Sept – 1<sup>st</sup> Week Oct – 1<sup>st</sup> week (FY & MA 60+40). All courses in Oct. 1<sup>st</sup> week Internal Exam to be organized.
5. Research Committee: It has forwarded three Minor Research Proposal to the WRO, Pune. The teachers who submitted their proposals are
  1. Dr. K. B. Patil
  2. Dr. R. M. Wadile
  3. Mr. Atul P. Khose
6. The proposals of National conference are submitted in the subjects to the WRO, PUNE, and UGC on 30<sup>th</sup> July 2015
  1. History
  2. Library
  3. Geography
  4. Social Sciences
  5. English

Following members attended the meeting,

Sr.No.	Name	Signature
1.	Dr. H. R. Chaudhari	
2.	Mr. B. I. Pardeshi	
3.	Mr. R. V. more	
4.	Mr. Bharat Sonar	
5.	Smt. M. V. Chaudhari	
6.	Mr. Gajanan Patil	



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**IQAC Meeting No. 4/2015**

**Dt. 28/07/2015**

**Topics for Discussion**

A meeting of following committees is organized today on 28th July 2015 at 4.00 PM in IQAC Cell.

The committees are

- a) Career counselling, Competitive exam, & Placement cell
- b) Discipline & Gymkhana
- c) Foundation Course in Human Rights
- d) student Council
- e) Health Centre
- f) College Gathering

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**IQAC Meeting No. 4/2015**

**Dt. 28/07/2015**

**Decisions/ Minutes:**

- A. Career Counselling, placement
- Workshop Soft Skill Develop. Personality, competitive exam workshop - 2 (one in each SEM.)
  - MoU with Smita Computers on Advertisement – Govt./ Non Govt. recruitments  
Online information in collaboration with computer Centre.
  - Ask each dept. - about placement data collection. Record keeping.
  - Time to time organization of guest lectures.
  - Start reading sessions of G. K. & other general reading books to FY, SY, TYBA students as, (itself in college library)  
FYBA - 2 days  
SYBA - 2 days  
TUBA - 2 days } (issuance of books in E library itself)
- B. Discipline & Gymkhana  
The discussion took place about the maintenance of discipline on the campus especially during the free lecture hours. Similarly, discussion was also done on the Gymkhana, its working hours, equipments, need of additional equipment etc.
- C. Foundation course in Human Rights
- Course started on 5<sup>th</sup> July 2015 to 15<sup>th</sup> Oct 2015 (3 months)
  - Admissions: 40 Complete/full
  - Lecture schedule. 10. 30 to 11:30 am
- D. student Council: Year wise planning
- Forming students council,
  - First Year Medical check-up
  - LIC - Policy (insurance - Rs. 5/-)
  - Earn & Learn scheme
  - Yuwarang participation
  - University sanctioned workshop organization.
  - send students to outside colleges for workshops
  - Training programme.
  - Various competitions by university & promotion of students for the same.
- E. Health Centre
- Tuesday /Saturday visits of doctor Only consultancy by Dr. Varsha Wadile
  - Formation of MoU with H R. Patel Pharmacy, Shirpur
    - blood Croup
    - Sugar level. etc.
  - Organization of clinical check-up camp with the assistance of HRPIPER, Shirpur





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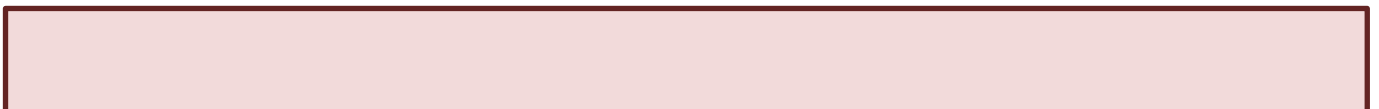
F. College Gathering. Tentative in last week of Jan. 2016 - celebrations of various days  
Rangoli, Mehendi, Sari day, Rose day, etc., Bangles Day, Jeans Day, etc.

**IQAC Meeting No. 4/2015**

**Dt. 28/07/2015**

Following members attended the meeting

Sr.No.	Name	Signature
1.	Smt. M. V. Chaudhari	
2.	Mr. L. Z. Patil	
3.	Mr. Atul Khose	
4.	Bharat sonar	
5.	Gajanan Patil	





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**IQAC Meeting No. 5/2015**

**Dt. 29/07/2015**

A meeting of NSS, Remedial Coaching, and Yuvati Sabha was organized today to prepare planning to make quality efforts in implementation.

**Decisions/ Minutes**

- a. NSS
  1. Planning as per University finalized programmes.
  2. Winter Camp. After 20th Dec. 2015
  3. Total students: 150 Unit, 75 for camps
  4. Audit - April 2016
  5. Form filling '263', after competition
  6. Regular Lectures /attendance on Sundays
  7. Funds for programme be provided by College
- b. Remedial Coaching
  1. FY, SY TY - SC, ST, NT, OBC - Total: 100
  2. Lectures - Three Month each term
  3. Feedback system
- c. Yuvati Sabha
  1. Inauguration - August 1<sup>st</sup> week
  2. Personality Development Workshop ½
  3. Save Girl child: Workshop/ lecture
  4. Women's in law/ Low & Women Develop
  5. Women's Day.
  6. Other topics decided on time

  
Co-ordinator  
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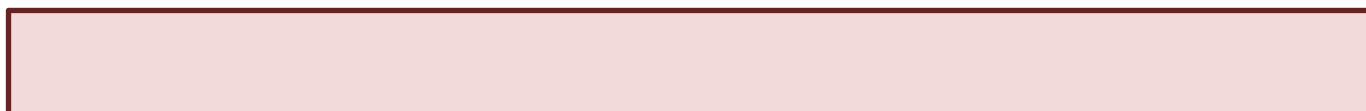
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Principal

**IQAC Meeting No. 5/2015**

**Dt. 29/07/2015**

Following members attended the meeting

<b>Sr.No.</b>	<b>Name</b>	<b>Signature</b>
1.	Mr. B. I. Pardeshi	
2.	Smt. M. V. Chaudhari	
3.	Mr. Bharat Sonar	
4.	Mr. Gajanan Patil	
5.	Smt. S.M. Deore	





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**IQAC Meeting No. 6/2015**

**Dt. 03/08/2015**

### **Staff Meeting Minutes**

1. Academic Meeting
2. Quality Enhancement Issues – Student oriented skills development.
  - Skill development initiatives be taken
  - Avail courses as per regional need
  - Need to increase placement ratio.
  - Courses to be designed as per need. Spoken English/ Computer literacy.
3. IQAC: It's role & responsibilities as a Modal Agency to the college
4. Committees - planning and implementation. Each committee should prepare a blue print.
5. Need of more improvement in services
6. 6. Blood Group check-up camp be organized – Rs. 20/- per student on 5th August 2015.
7. Savitribai Phule Study Centre – inauguration on Wednesday, 5, Aug 2015
8. A Workshop on Journalism is to be organized
9. 25<sup>th</sup> Aug 2015 Program on beauty Parlor by Mrs. Rekha Chaudhari SPA & Wellness Expert, International Expert.





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IQAC Meeting No. 7/2015

Dt. 03/10/2015

### IQAC Members meeting

A meeting of college IQAC members was organized today on 3<sup>rd</sup> Oct. 2015 At 11.00 am. The meeting was presided over by the chairperson Prin. Dr. S. P. Patil.

### Minutes of Meeting

Following issues / points were discussed and decisions are taken accordingly.

1. Teaching records shall be maintained in Teacher's diary as per actual teaching hours. A Teaching plan must at least cover 190 teaching days.
2. Regarding students attendance – The members agreed upon accepting students' attendance for more than 80% in classroom lectures.
3. Faculty members should also keep a separate record of preparation hours & introductory lectures shouldn't be included in actual teaching hours.
4. The Teacher's diary must contain actual information and it should be verified by the IQAC, Vice Principal and finally by the Principal.

The meeting was over with the permission of the chair.

Following members attended the meeting

Sr.No.	Name	Signature
1.	Prin. Dr. K. B. Patil (Management Repr.)	
2.	Dr. Shrikant wadile (comm. Repr.)	
3.	Dr .H.R. Chaudhari (Member)	
4.	Mr Bharat Sonar (Member)	
5.	Mrs. Manisha Chaudhari (Member)	
6.	Mr. J. D. Chaudhari (Member)	
7.	Mr. Gajanan Patil ( Coordinator)	

Co-ordinator  
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**IQAC Meeting No. 8/2015**

**Dt. 05/10/2015**


**Topics for Discussion**

A meeting of college teaching staff was organized. All the teaching staff attended the same.

Following points were discussed in the Meeting.

1. Teachers' Dairy entries.
2. Students attendance
3. Individual workload.
4. Record of Preparation.

The meeting was presided over by Prin.Dr. S. P. Patil.

  
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IQAC Meeting No. 8/2015

Dt. 05/10/2015

**IQAC - Staff members meeting Minutes**

Following topics were discussed in the same

**1. Teachers' Dairy:**

The teaching staff of the College were asked to maintain proper records of the Following point.

- Students' actual attendance record only.
- Unit outcome be properly defined.
- Teaching plan and actual lecture details must have coordination.
- Lectures missed by faculty members should be compensated by arranging extra lectures.
- Proper references be written in lecture details.

**2. Individual workload:**

The teaching staff were also asked to follow UGC guidelines and maintain workload of 1520 hours. The record should be property maintained.

**3. Student Attendance:**

It is insisted upon by the chair person that each faculty member must enter actual attendance record of student's classroom attendance. The record of absent student should be regularly submitted to the Attendance Committee and such students be intimated shortly about the non-attendance.

**4. Preparation Hours:**

Each faculty member should prepare a separate record of the (His/Her) preparation hours in the specified format and the same should be maintained by seeking sign of the Principal.

Finally the meeting was called off with the permission of the chain and vote of thanks were extended by the Coordinator of IQAC.

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**IQAC Meeting No. 8/2015**

**Dt. 01/12/2015**

**Management Meeting with Staff Members**

A Meeting of College teaching staff with Management was organized today i.e. 1<sup>st</sup> Dec.2015 at 11.00 AM. Hon'ble Director of the SES, Shirpur Prin. Dr. K. B. Patil guided the staff on following issues.

Prin.Dr.S.P.Patil proceeded over the meeting. All the faculty members present to attend the Following guidance and suggestions were given

1. Hon'ble Director briefed about academic excellence on the campus, faculty workload and faulty contribution towards bringing excellence in academic, Co- curricular and extension activities.
2. Hon'ble Director of SES insisted upon maintaining teacher Dairy and quality inputs in institutional API He desired to have genuineness in all inputs claimed by the Faculty Members.
5. Prin. Dr.K. B. Patil also guided over the minimizing strategies to control Students Dropout.
6. Hon'ble Director also made Faculty member aware of the new challenges in Higher Education System across India He appealed faculty members to complete their Workload for 1520 hrs. as directed by the UGC.







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**IQAC Meeting No. 9/2015**

**Dt. 01/04/2016**

**Topics for Discussion**

A meeting of IQAC and staff members was organized. Prin. Dr. S. P. Patil presided over the session.

**Agenda**

1. To discuss & verify faculty Academic Dairies.
2. To discuss on the institutional API.
3. To discuss on revised teaching workload.
4. To discuss and collect information on various College committees and development activities.

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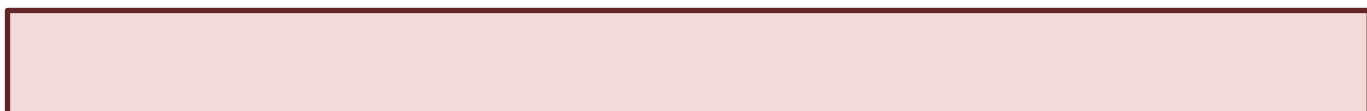
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**IQAC Meeting No. 9/2015**

**Dt. 01/04/2016**

**IQAC staff - Meeting Minutes**

1. The meeting was started with refereeing to the issues raised in the last meeting by Hon'ble Prin. Dr. K. B.Patil.
2. The Principal appealed faculty members to complete diaries. The doubts and entries in it be cleared the same is to be submitted on 4th April 2016.
3. The requirements of the SES API shall be cleared before 9<sup>th</sup> April 2016.
4. Teachers should revise their workload of 1520 hrs & resubmit the same to the IQAC.
5. The committee planning & implementation shall be submitted to the IQAC before 30<sup>th</sup> April 2016.
6. The Principal also discussed on the API for physical Director and the Librarian, and the concern faculty members were asked to submit the API for 2015-16 in UGC stipulated format.
7. The faculty members were also appealed to Submit the records of seminars, group discussions, ICT lecture conduction to the IQAC.





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IQAC Meeting No. 10/2015

Dt. 07/04/2016

### Topics for Discussion

The IQAC members meeting were called to discuss the things on the following Agenda.

1. To substantiate and validate the APl of Mr. Atul Khose for CAS.
2. To discuss on issues related to the implementation of academic co - curricular and extension.
3. Any other issue with the permission of the chair.

  
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**IQAC Meeting No. 10/2015**

**Dt. 07/04/2016**

### **IQAC Meeting Minutes**

The meeting of the members of IQAC had following discussions and decisions.

- a) The first point on discussion was the validation & substantiation of the API for CAS submitted by Mr. Atul Khose (Asst. Prof. Political science) submitted to the IQAC through Prin. Dr. S. P. Patil vide letter of 04/04/2016.

The IQAC members went through the year wise submission from 2009 - 10 up to 2015-16 API form. The documentary evidences were verified and the members agreed upon counting of the same with the UGC API, July 2009 guidelines with its 3 " Amendment.

The members agreed upon declaring him qualified for the promotion from AGP 6000 to AGP 7000 that is. from step. I to step. II decided to forward the proposal to the University for further Procedure.

- b) The members went through the implementation records submitted by the faculty members of resp. committees.

