



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. 1/2018**

**Dt. 18/06/2018**

**Topics for Discussion**

A meeting of IQAC members was organized today, i.e. on Monday, 18 June 2018 at 2.00 pm to validate and substantiate the Institutional API and Faculty Workload for the Academic year - 2017-18.

The Agenda of the meeting is given below

**AGENDA**

1. Validation and substantiation of faculty API for Academic year 2017-18.
2. Faculty workload for AY.2017-18.
3. Faculty Academic Diary verification.

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

**Principal**  
Shirpur Education Society's  
Smt. H.R. Patel Arts Mahila College  
Shirpur, Dist. Dhule 425 405



**IQAC Meeting No. 1/2018**

**Dt. 18/06/2018**

**Minutes of Staff Meeting**

Following discussions and details took place in the meeting.

1. Validation and substantiation of Faculty API

The members studied the API Forms i.e. SES API collected in soft copy form and validated and substantiated the scores and prepared a score sheet for 13 Faculty members as suggested by the college management.

2. Faculty Workload





The members scrutinized the soft copy forms submitted by 13 faculty members of faculty workload including teaching, learning, training, professional development, curricular- co-curricular Evaluation etc. related activities.

3. The committee also verified the academic diaries of each of the faculty members prepared for the AY 2017-18 and verified the teaching hours and other essentials information pertaining to claimed scores in the institutional API and the Faculty academic diary.

Finally a score sheet was prepared and made ready by duly signing it to forward it to the principal.

The meeting was called off with the decision of staff meeting both teaching and non- teaching in the next week of June 2018

Following members attended the meeting.

Sr.No.	Name	Sign
1.	Mr. K. B. Patil	
2.	Dr. H. R. Chaudhari	
3.	Mr. Bharat Sonar	
4.	Mr. J. D. Chaudhari	



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**IQAC Meeting No. 2/2018**

**Dt. 20/06/2018**

**Topics for Discussion**

A meeting of college IQAC is organized on 20 June 2018 at 1.00 PM to substantiate and validate the API for CAS (Promotion purpose of the following faculty members of the college for stage I<sup>st</sup> to II<sup>nd</sup> and II<sup>nd</sup> to III<sup>rd</sup> stage as per 4<sup>th</sup> Amendment of UGC Regulations.

2. Dr.H.R.Chaudhari (History)
4. Dr. H. M. Chaudhari (Librarian)
5. Dr. R.M. Wadile (Geography)

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**IQAC Meeting No. 2/2018**

**Dt. 20/06/2018**

**Minutes of IQAC meeting**

A meeting of college IQAC was organized on 20 June 2018 at 1.00 PM in the IQAC office to validate and substantiate the API forms of three faculty members under Career Advancement Scheme (CAS) for promotion in services as per 4<sup>th</sup> Amendment of UGC Regulations.

The meeting noted following observation

1. All the members were informed by the IQAC coordinator about the application of three faculty members to IQAC through the Principal for verification, validation and substantiation of the API for stage-I to II and stage -II to III under CAS of the 4<sup>th</sup> Amended of UGC Regulation The applications were submitted by-
  - a) Dr.H.R.Chaudhari (History) - Stage II to III
  - b) Dr.H.M.Chaudhari (Librarian) - Stage II to III
  - c) Dr.R.M.Wadile (Geography) - Stage I to II
2. The members first of all scrutinized the API forms, verified, validated and substantiated them on the basis of the documentary proofs and supplements provided in connection with the scores claimed under the three criteria viz.
  - a) Teaching, Learning and Evaluation.
  - b) Curricular, Co-curricular and professional Development Activities.
  - c) Research and Publications.
3. The API forms of Dr. R. M. Wadile (Geography) were verified and validated with the proofs in the form of certificates, diary entries and other necessary documents etc. The committee unanimously declared that the proposal of the said faculty is to be sent to the university through the principal of the college under CAS for stage -I to stage-II.
4. The API forms of Dr. H. R Chaudhari (History) and Dr. H. M. Chaudhari (Library Science) were also scrutinized, verified, validated, and substantiated as per the 4<sup>th</sup> Amendment of the UGC Regulation. A score sheet was prepared separately for both the cases and



**IQAC Meeting No. 2/2018**

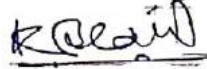




**Dt. 20/06/2018**

was also decided unanimously to forward it to the university through Principal of the college under CAS for stage-II to stage-III.

5. The committee prepared score sheets separately and submitted them to the Principal for further execution.

Finally, the meeting was called off at 5.30pm.

Following members attended the meeting

Sr.No.	Name	Sign
1.	Dr. K. B. Patil	
2.	Dr. H. R. Chaudhari(History)	
3.	Mr. Bharat sonar	
4.	Dr. H. M. Chaudhari (Librarian)	
5.	Dr. R.M. Wadile (Geography)	



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**IQAC Meeting No. 3/2018**

**Dt. 26/06/2018**

**Topics for Discussion**

A meeting of IQAC with College staff is organized on 26 June 2018 at 4.00 PM in computer lab. Prin. Dr. Sharda J. Shitole presided over the meeting. Prin. Dr. K. B. Patil (Management Representative) guided the staff.

The agenda of the meeting is as follows

1. Academic Year 2018-19 planning (Academic, Co-curricular and extension activities).
2. Preparation of ICT oriented teaching learning material.
3. Committee wise planning and activities.
4. Teacher's performance in A.Y. 2017-18.

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**IQAC Meeting No. 3/2018**

**Dt. 26/06/2018**



### **Minutes of IQAC meeting**

A meeting of the college teaching staff was called on 26 June 2018 at 4.00 PM. The meeting was presided over by Prin. Dr. Sharda Shitole. Prin. Dr. K. B. Patil (Management Representative) guided the staff about their academic planning and institutional development.

The discussions and planning for the academic year 2018-19 is as follows.

1. The meeting was started with the welcome of College Management Representative Prin. Dr. K. B. Patil and also with community representative of the IQAC Dr. Shrikant Wadile.
2. Hon'ble Prin. Dr. K. B. Patil, after scrutinizing the faculty performance of the institutional API and faculty workload expressed satisfaction over the teacher's performance. He also guided the staff about quality planning and effective implementation of academic, curricular, co-curricular, evaluation, extension, and faculty research activities. He encouraged the faculty members about the use of ICT in teaching activities.
3. The faculty members were asked to prepare teaching plan and faculty activities for the year 2018-19. It is decided that each faculty should prepare three PPT lectures per semester for course.
4. The IQAC co-ordinate briefed about the past academic year 2017-18 effective implementations and also asked the faculty members to prepare activities /programmes (at least three) per committee.
5. Finally the meeting was concluded with the vote of thanks of all the dignitaries including the management, community representatives by the co-ordinator.

**IQAC Meeting No. 4/2018**

**Dt. 13/07/2018**



A first meeting of college IQAC for the academic year 2018-19 was held on 13 July 2018 at 4.00 PM in the Principal's cabin Prin. Dr. Sharda J. Shitole presided over the chair.

### Minutes of IQAC Meeting 13 July 2018

The meeting had following discussions held regarding the academic planning and implementation of quality initiatives

1. First of all the IQAC coordinator circulated the agenda copy amongst the members enlisting-IQAC calendar planning, faculty and department activities, ICT lecture organization and planning ,initiation of gender-sensitization related activities, etc.
2. The members agreed upon the calendar planning of the IQAC prepared for the A.Y. 2018-19 including AQAR preparation /submission, ICT lectures organization, Quality Programme organization, student and staff computer training, promotion in support & organization of National Conference in the subjects Physical Education and NAAC recent Development in its SSR framework, proposal preparation for RUSA and the funding agenesis for college and faculty development.
3. It is decided that, all teaching faculty members must at least conduct three ICT lectures either in PPT or Video format per course per semester.

Besides, it is expected that the numbers of gender sensitization programmes should be regularly organized for students' overall development.

4. Finally the members agreed upon prompting quality initiatives and the same has to be circulated in staff meeting.

5. The meeting came to an end since no timely topics were ready for discussion. The coordinator, IQAC extended vote of thanks and the meeting was over at 5.40PM.

Following members of IQAC were present.

Sr. No.	Name	Sign
1.	Dr. K. B. Patil	
2.	Dr. H.R. Chaudhari	
3.	Mr. Bharat Sonar	
4.	Dr. R. G. Saner	
5.	Mr. J. D. Chaudhari	
6.	Dr. Gajanan P. Patil	

**IQAC Meeting No. 5/2018**

**Dt. 19/07/2018**





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A meeting with skill development and career Oriented Courses coordinators was organised to discuss on the conduct of the courses and programmes. Principal Dr. Sharda Shitole presided over the meeting.

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**IQAC Meeting No. 5/2018**

**Dt.19 /07/2018**

Near B.S.N.L. Telephone Exchange , Shirpur Dist. Dhule (MH) 425405  
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### **Minutes of Meeting 19 July 2018**

Meeting of unit all the co-ordinates of carries oriented carries (Add-on) was organised on 19 July 2018 at 4.00pm. Prin. Dr. Sharda Shitole presided over the chair.

The Meeting had following discussions

1. The meeting carries run by the college, theirs status, intake capacity, students enrolled during past years and current enrolment strategies. The IQAC co-mediator informed the members about the affiliation of the courses, and other details
2. The co-coordinators of functional English, computer application, travel and tourism, beauty therapy and Hair Dressing, Aerobics yoga presented the status of their individual courses including time-table, syllabus, library books, present student enrolment, exam schedule etc.
3. The carries which had already been started such as functional English and computer application has found to have consistency in programmer conduction on except in the year 2017-18, the courses were not run.
4. The chairperson Prin.Dr. Sharda Shitole appeals all course co-ordinator to go forward with diploma courses and also the advanced diploma courses
5. It is decided in meeting that skill all carrier ordinated courses are to be started from next academic year.
6. It is also discussed that foundation course Human Right education should be continued by creating more awareness among students.

**IQAC Meeting No. 5/2018**

**Dt.19 /07/2018**



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Finally the meeting came to an end with the extending of vote of thanks by the IQAC  
Coordinator.

Following members attended the meeting.

Sr.No.	Name	Sign
1.	Mr. R.M. Wadile	
2.	Mr. Bharat Sonar	
3.	Ms. Vaishali L. Borse	
4.	Ms. Vidya Y. Patil	
5.	Dr. H. R. Chaudhari	
6.	Dr. Atul Khose	
7.	Dr. Vinay Pawar	
8.	Dr. Gajanan P. Patil	
9.	Dr. K. B. Patil	

**IQAC Meeting No. 6/2018**

**Dt.14 /01/2019**

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A meeting of college teaching and non-teaching staff members was organised on 14 Jan. 2019 at 4.00PM on preparation of SSR for cycle-3 for NAAC. Dr. Sharda Shitole presided over the meeting. The meeting had following agenda.

#### **AGENDA**

1. Preparation of Academic profiles for NAAC RAR Cycle-3
2. Personal, Department, committee profiles guidelines
3. Time-line creation for preparation of SSR.
4. Formation of committees and sub-committees.

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**IQAC Meeting No. 6/2018**

**Dt.14 /01/2019**



### **Minutes of Meeting 14 Jan 2019**

1. The meeting of the college staff started with previous meeting discussions about college development plans and the quality initiatives taken up during past few months.
2. The IQAC co-ordinator briefed about the BAAC revised format and its necessary requirements and also the AQAR format.
3. It is decided in the meeting that each faculty member should prepare their personal, dept-and committee profiles on or before 30 Jan-2019 and should to emailed to the IQAC co-ordinator.
4. It is also discussed that each staff member should scan necessary docs i.e for profile including academic , administrative, curricular, professional development etc. before 30 jan 2019 and must be submitted to the IQAC co-ordinator an the letter would save data of the scanned documents on the IQAC computers
5. The principal appealed the staff to follow the given time-lines and perform accordingly . similarly ,the time-line for the entire process of NAAC cycle-3 accreditation was also prepared.
6. The principal declared the steering committee for NAAC cycle-3 accreditation process.

Following committee is formed.

- Prin. Dr. Sharda Shitole -Chairperson  
Dr. K.B.Patil (vice. prin) -Member  
Mr. Bharat Sonar (English )- Member  
Dr. Rahul Saner (Education) - Member  
Dr. Atul khose (political sci) – Member  
Dr. Vinay Pawar (physical Edu.) – Member  
Dr. Gajanan Patil (English) – Co-ordinator



IQAC Meeting No. 6/2018

Dt.14 /01/2019

Finally, there were no topic for discussion; hence the meeting came to an end. The IQAC co-ordinator extend vote of thanks of all the staff member.

Following members were present.

Sr.No.	Name of the Student	Sign
1.	Dr. K. B. Patil	
2.	Dr. H. M. Chaudhari	
3.	Mr. L. Z. Patil	
4.	Dr. R. V. More	
5.	Dr. H. R. Chaudhari	
6.	Dr. R. G. Saner	
7.	Mrs. Deore .S. M.	
8.	Mrs. Daksha S. Sharma	
9.	Smt. T. A. Joshi	
10.	Mr. Bharat Sonar	
11.	Dr. S. S. Aacharya	
12.	Roshni G. Sharma	
13.	Vidya Y. Patil	
14.	Smt. M. V. Chaudhari	
15.	Ms. Vaishali L. Borse	
16.	Mrs. Girase. I. R	
17.	Dr. Atul Khose	
18.	Dr. Y.M.Pawar	
19.	Mr. B. I. Pradeshi	
20.	Dr. R. M. Wadile	
21.	Dr. Vinay Pawar	

IQAC Meeting No. 7/2018

Dt. 17/01/2019



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**Principal**

A meeting of all teaching staff was organised on 17 Jan. 2019 at 4.15 PM in Computer Lab. The meeting was presided over by Prin. Dr. Sharda Shitole. The Agenda of the meeting was as follows

### AGENDA

1. To understand the entire process of A and A for cycle of the college.
2. To discuss at length and the website updating detailed and assigning responsibilities to staff.
3. To introduce criteria-wise essential input in brief.
4. Any other topic with the permission of the chair.

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**IQAC Meeting No. 7/2018**

**Dt. 17/01/2019**

**Minutes of staff meeting held on 17 Jan 2019**

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1. After the declaration of the NAAC steering committee, the first meeting was called on 17 Jan. 2019 to discuss immediately on the A and A process more in detail form.
2. It is also discussed that the revised process needs website updation. Hence, all the staff members were asked to suggest and upload/ prepare essential inputs required for the same. A special committee is formed with Dr. Rahul Saner and Ms. Vaishali Borse to look into the website updation process.
3. The meeting was again directed to get the criteria - wise inputs understood properly.
4. Most importantly to get more A and A process inputs, the IQAC decided to organise a National conference on 'Recent development in NAAC A and A Process'. The date was finalized on 9 Feb -2019.

Finally, the meeting concluder with vote of thanks by the IQAC/NAAC-cycle co-ordinator.

Following member attended the meeting.

Sr.No.	Name	Sign
1.	Dr. H. R. Chaudhari	
2.	Mrs. Vidya Y. Patil	
3.	Smt. M.V. Chaudhari	
4.	Dr. H. M. Chaudhari	
5.	Dr. Atul Khose	
6.	Dr. Rahul. G. Saner	
7.	Dr. Vinay Pawar	
8.	Mr. Bharat Sonar	
9.	Mr. B. I. Pardeshi	
10.	Ms. Vaishali Borse	
11.	Mrs. Girase. I. R	
12.	Dr. Yuvraj Pawar	
13.	Mrs. Roshni G. Sharma	
14.	Mr. L. Z. Patil	
15.	Dr. R. V. More	
16.	Dr. R. M. Wadile	
17.	Mrs. Deore. S. M.	
18.	Dr. K. B. Patil	

**IQAC Meeting No. 8/2018**

**Dt. 21/01/2019**





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**Principal**

A meeting of all teaching staff was organized on 21/01/2019 at 4:15 pm. At Library reading hall. The meeting was presided over by Principal Dr. Sharda Shitole. The agenda of the meeting was as follows-

**AGENDA**

1. To understand about the NAAC process.
2. To understand about the 7 criterias of NAAC.
3. The presentation of NAAC criterias by Dr. Gajanan Patil.
4. Doubt solving and query satisfaction in relation to 7 criterias.
5. Any other topic with the permission of chair.

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**IQAC Meeting No. 8/2018**

**Dt. 21/01/2019**

**Meeting of staff members 21 Jan.2019 at 4.15 pm**



A meeting of college teaching and non-teaching staff was organised on 21 Jan. 2019 at 4:15 pm. Prin. Dr. Sharda Shitole presided over the meeting.

1. The meeting was primarily called on with a purpose of discussing on the criteria – wise inputs of the revised NAAC manual for affiliated colleges.
2. The NAAC cycle-3 co-ordinator briefed the present staff about the NAAC process including-AQAR-IIQA-SSR-DVV Process-Peer Team Visit- Result-etc.
3. The NAAC cycle-3 co-ordinator gave an extended presentation through PPT in Library reading hall on NAAC criteria –wise questions including Qualitative and Quantitative metrics.
4. The discussion on all 7 criteria was performed and several quarries raised by staff members were classified by the co-ordinator and the principal.
5. The doubts pertaining to the answer /reply of a few quarries were preserved, and are deeded to get clarified from experts in this field. The quarries raised were particularly in the non-applicable areas to an affiliated college and also a few metrics which seemed doubtful to answer.
6. The principal and the co-ordinator of IQAC also appealed the staff to made efforts to made the 9th Feb. 2019 organized one –day national conference in NAAC A and A process. The committees for etc. organization were formed and responsibility in the form of assignments was given to make the event a success.

Finally, the IQAC/NAAC coordinator extended vote of thanks and the meeting was over.

Following members attended the meeting-

1. Dr. Rahul. G. Saner.
2. B.I. Patio.
3. L.Z. Patil.
4. Dr. H.R. Chaudhari
5. R.V. More
6. R.M. Wadile.
7. Vinay Pawar
8. Atul Khose
9. Girase .I.R
10. Ms. Vaishali. Borse



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11. Smt.M.V. Chaudhari
12. Dr. S. S.Acharya
13. Vidya Patil
14. Bharat Sonar
15. Dr.K.B. Patil
16. Mrs. Deore.S.M.