

**Shri Shivaji Education Society, Amravati**  
**JIJAMATA MAHAVIDYALAYA, BULDANA**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Session 2019-20**

**Minutes of the Meeting**

**Date: 29/08/2020**

**Time: 11.30 a. m.**

The IQAC meeting was conducted under the chairmanship of I/C Principal Dr. E. J. Helge, on **29/08/2020** at **11.30 a. m.** in IQAC Room.

**Agenda:**

1. Reading and confirmation of the minutes of the previous meeting
2. Handing over the charge of IQAC Coordinator
3. AQAR 2018-19 and 2019-20
4. Preparations for Online Teaching
5. Formation of committee for online counseling of students
6. Proposals of faculties for placement under CAS
7. Any other topic with the permission of the chairperson.

**Minutes of Meeting**

**1. Reading and confirmation of the minutes of the previous meeting**

The minutes of previous meeting were presented by the coordinator for discussion and were recorded after confirmation by all members.

**2. Handing over the charge of IQAC Coordinator**

Due to Superannuation of IQAC Coordinator Prof. G. R. Jadhao on 31 August 2019, and as per the decision of the meeting of College Staff Council Prof. G. R. Jadhao handed over the charge of IQAC Coordinator to Prof. Subodh Chinchole. Prof. G. R. Jadhao was felicitated by Principal for his contribution as IQAC Coordinator.

**3. AQAR 2018-19 and 2019-20**

Conveners of all seven Criteria were requested to collect necessary data and update all documentation for online submission of AQAR 2018-19 and 2019-20.

#### **4. Preparations for Online Teaching**

The Heads of all departments were directed to prepare academic planning for online teaching in their respective subjects with the help of all faculty members. All were requested to make use of Online Teaching Tools like Google Classroom, Zoom Cloud Meetings, Google Forms etc. and Learning Management System (ssesa.live).

#### **5. Formation of committee for online counseling of students**

As per the directions of UGC and Sant Gadge Baba Amravati University, Amravati, a committee was formed and made functional for counseling of students during the pandemic situation and to help them about academic and admission and exam related problems.

#### **6. Proposals of faculties for placement under CAS**

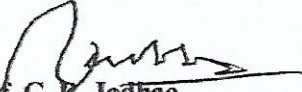
Proposals for placement under CAS in Professor Grade from three faculties and in Associate Professor from one faculty member were considered and forwarded for further procedure.

#### **7. Any other topic with the permission of the chairperson**


There being no other topic for discussion, the meeting was concluded after the formal vote of thanks.

Following members were present for the meeting;

Dr. E. J. Helge	I/C Principal and Chairman
Prof. G.R. Jadhao	Coordinator
Prof. S. N. Chinhole	Member
Dr. N. W. Dhale	Member
Dr. A. S. Patil	Member
Dr. H. R. Ghate	Member
Dr. Mrs. V. R. Kakde	Member
Prof. M. D. Jadhao	Member
Dr. B. S. Jadhao	Member
Dr. G. M. Lohate	Member

  
Prof. G. R. Jadhao  
Coordinator  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Buldana-443001



  
Principal  
Jijamata Mahavidyalaya  
Buldana.



## Action Taken Report

Date: 29/08/2020

Time: 11.30 a. m.

### 1. Handing over the charge of IQAC Coordinator

Due to Superannuation of IQAC Coordinator Prof. G. R. Jadhao on 31 August 2019, and as per the decision of the meeting of College Staff Council Prof. G. R. Jadhao handed over the charge of IQAC Coordinator to Mr. Subodh Chinchole.

### 3. AQAR 2018-19 and 2019-20

Data for the pending AQAR 2018-19 and 2019-20 was collected for online submission of AQARs.

### 4. Preparations for Online Teaching

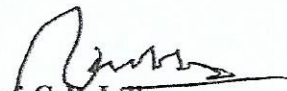
The Heads of all departments prepared academic planning for online teaching in their respective subjects. All faculty members conducted online classes making use of Online Teaching Tools like Google Classroom, Zoom Cloud Meetings, Google Forms etc. and Learning Management System (ssesa.live).

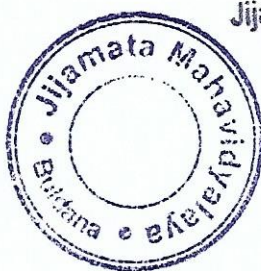
### 5. Formation of committee for online counseling of students

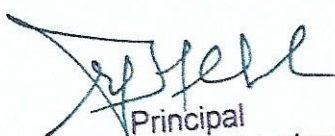
As per the directions of UGC and Sant Gadge Baba Amravati University, Amravati, a committee was formed and made functional for counseling of students during the pandemic situation and to help them about academic and admission and exam related problems.

### 6. Proposals of faculties for placement under CAS

Proposals for placement under CAS in Professor Grade from three faculties and in Associate Professor from one faculty member were considered and forwarded for further procedure.

  
Prof. G. R. Jadhao  
Coordinator  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Buldana 443001



  
Principal  
Jijamata Mahavidyalaya  
Buldana

Shri Shivaji Education Society, Amravati  
**JIJAMATA MAHAVIDYALAYA, BULDANA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Session 2019-20**

**Minutes of the Meeting**

**Date: 11/12/2019**

**Time: 2.00 p. m.**

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. R. Meshram on **11/12/2019** at 2.00 p.m. in IQAC Room.

**Agenda:**

1. Reading and confirmation of the minutes of the previous meeting
2. Organization of workshop on IPR
3. Organization of Late Dr. Panjabrao Deshmukh Jayanti Utsav 2019
4. Conduct of Academic and Administrative Audit and Green Audit
5. Any other topic with the permission of the chairperson.

**Minutes of Meeting**

**1. Reading and confirmation of the minutes of the previous meeting**

The minutes of previous meeting were presented by the coordinator for discussion and were recorded after confirmation by all members.

**2. Organization of workshop on Intellectual Property Rights**

The IQAC and Research Committee decided to organize a workshop on Intellectual Property Rights in the first week of March 2020 for the faculty members.

**3. Organization of Late Dr. Panjabrao Deshmukh Jayanti Utsav 2019**

The Birth Anniversary of Late Panjabrao alias Bhausaheb Deshmukh is celebrated every year during 25<sup>th</sup> to 27<sup>th</sup> December. Decision was taken to celebrate the Birth Anniversary by organizing various events like debate competition, rangoli competition, essay competition, poster presentation, dish decoration, singing competitions etc. for providing the students a wide scope to showcase their talents. Various sub-committees were formed for systematic and smooth organization of the events.



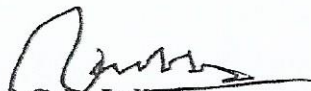
#### 4. Conduct of Academic and Administrative Audit and Green Audit

Internal academic and administrative audit was scheduled to be done in the month of January 2020 by IQAC. The Department of Botany and the Committee for Institutional Values and Best Practices was assigned the responsibility of carrying out Green Audit and submit its reports.

#### 5. Any other topic with the permission of the chairperson.

There being no other topic for discussion, the meeting was concluded after the formal vote of thanks.

Dr. S. R. Meshram	Principal and Chairman
Prof. G. R. Jadhao	Coordinator
Dr. N. W. Dhale	Member
Dr. A. S. Patil	Member
Dr. H. R. Ghate	Member
Dr. Mrs. V. R. Kakde	Member
Prof. M. D. Jadhao	Member
Dr. B. S. Jadhao	Member
Prof. S. N. Chinchole	Member

  
Prof. G. R. Jadhao

Coordinitor  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Buldana.-443001





Dr. S. R. Meshram

Principal  
Jijamata Mahavidyalaya,  
Buldana (Maharashtra)

## Action Taken Report

Date: 11/12/2019

Time: 2.00 p. m.

### 1. Organization of workshop on Intellectual Property Rights

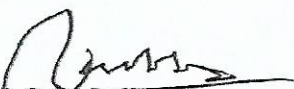
The IQAC and Research Committee organized a workshop on Intellectual Property Rights on 4 March 2020 for the faculty members and research scholars.

### 2. Organization of Late Dr. Panjabrao Deshmukh Jayanti Utsav 2019

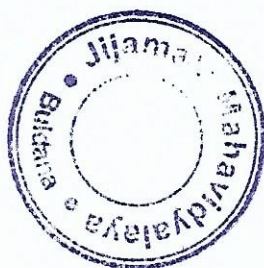
The Birth Anniversary of Late Panjabrao alias Bhausaheb Deshmukh was celebrated during 25<sup>th</sup> to 27<sup>th</sup> December 2019.

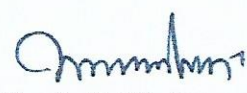
### 3. Conduct of Academic and Administrative Audit and Green Audit

Internal academic and administrative audit was done by IQAC. The Department of Botany and the Committee for Institutional Values and Best Practices carried out Energy Audit and Green Audit.

  
Prof. G. R. Jadhao

Coordintor  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Buldana.-443001



  
Dr. S. R. Meshram  
Principal  
Jijamata Mahavidyalaya,  
Buldana (Maharashtra)

Shri Shivaji Education Society, Amravati  
**JIJAMATA MAHAVIDYALAYA, BULDANA**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Session 2019-20**

**Minutes of the Meeting**

**Date: 18/10/2019**

**Time: 2.00 p. m.**

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. R. Meshram on **18/10/2019** at 2.00 p.m. in IQAC Room.

**Agenda:**

1. Reading and confirmation of the minutes of the previous meeting
2. Renovations and maintenance of physical infrastructure
3. Conduct of Internal Assessment and University Exams
4. Review of the Coaching for Banking Exams under SARTHI Scheme
5. Nomination of members on various administrative committees
6. Any other topic with the permission of the chairperson.

**Minutes of Meeting**

**1. Reading and confirmation of the minutes of the previous meeting**

The minutes of previous meeting were presented by the coordinator for discussion and were recorded after confirmation by all members.

**2. Renovations and maintenance of physical infrastructure**

The Infrastructure Committee proposed for renovations of some departments, labs and maintenance of other physical facilities. The proposal considered and forwarded for approval of the Principal and Development Committee.

**3. Conduct of Internal Assessment and University Exams**

The convener of Teaching Learning and Evaluation was requested follow up the process internal assessment of Departments and take necessary steps towards the smooth and fair conduct of the internal and University exams.

**4. Review of the Coaching for Banking Exams under SARTHI Scheme**

Free Coaching for IBPS (PO) Examination has already been started under Government scheme Chhatrapati Shahu Maharaj Research, Training & Human Development Institute



(SARTHI), Pune. It was decided to submit proposal for new batch for IBPS Clerk Examination for the benefit of the students.

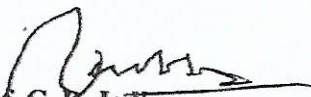
**5. Nomination of members on various administrative committees**

Newly appointed faculty members were nominated in different administrative committees and organizing committees for various academic, co-curricular activities.

**6. Any other topic with the permission of the chairperson.**


There being no other topic for discussion, the meeting was concluded after the formal vote of thanks.

Dr. S. R. Meshram	Principal and Chairman
Prof. G.R. Jadhao	Coordinator
Dr. N. W. Dhale	Member
Dr. A. S. Patil	Member
Dr. H. R. Ghate	Member
Dr. Mrs. V. R. Kakde	Member
Prof. M. D. Jadhao	Member
Dr. B. S. Jadhao	Member
Prof. S. N. Chinchole	Member

  
Prof. G. R. Jadhao

Coordinor  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Buldana.-443001



  
Dr. S. R. Meshram  
Principal  
Jijamata Mahavidyalaya,  
Buldana (Maharashtra)

## **Action Taken Report**

**Date: 18/10/2019**

**Time: 2.00 p. m.**

### **1. Renovations and maintenance of physical infrastructure**

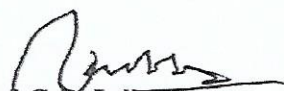
The renovations of some departments, labs and maintenance of other physical facilities were done.

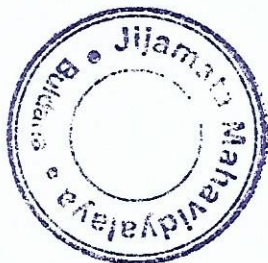
### **2. Review of the Coaching for Banking Exams under SARTHI Scheme**

Free Coaching for IBPS (PO) Examination under Government scheme Chhatrapati Shahu Maharaj Research, Training & Human Development Institute (SARTHI), Pune was arranged. Proposal for new batch for IBPS Clerk Examination sent to SARTHI was sanctioned and classes were conducted.

### **3. Nomination of members on various administrative committees**

Newly appointed faculty members were nominated on different administrative committees and organizing committees for various academic, co-curricular activities as per need.

  
Prof. G. R. Jadhao  
Coordinator  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Bulda 443001



  
Dr. S. R. Meshram  
Principal  
Jijamata Mahavidyalaya  
Buldana

Shri Shivaji Education Society, Amravati  
**JIJAMATA MAHAVIDYALAYA, BULDANA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Session 2019-20**

**Minutes of the Meeting**

**Date: 12/07/2019**

**Time: 11.30 a.m.**

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. R. Meshram on **12/07/2019** at 11.30 a.m. in the IQAC Room.

**Agenda:**

1. Reading and confirmation of the minutes of the previous meeting
2. Academic Planning for the session
3. Review of AQAR 2018-19 and preparation for reaccreditation.
4. Organization of Induction programme for newly admitted students.
5. Value added and other courses.
6. Organization of career counseling programme/workshop for students.
7. Plan for various extension activities to be undertaken by NCC and NSS units.
8. Any other topic with the permission of the chairperson.

**Minutes of Meeting**

**1 Reading and confirmation of the minutes of the previous meeting**

The minutes of previous meeting were presented by the coordinator for discussion and were recorded after confirmation by all members.

**2. Academic Planning for the session**

Academic Planning and Monitoring Committee was requested to collect the Academic Planning from all teaching faculty members for the session.

**3. Review of AQAR 2018-19 and preparation for reaccreditation.**

All Criteria conveners and other members of various committees were requested to submit necessary data for preparation of AQAR 2018-19. Directions were also given for data collection in the prescribed data templates for preparation of SSR.

**4. Organization of Induction programme for newly admitted students**

Faculty-wise induction programmes for newly admitted students be organized in the month of August.



## 5. Value added and other certificate courses

Proposals for certificate and other value added courses were considered and the concerning departments were requested to take necessary steps for running the certificate courses in Indian Music –Instrumental Tabla, Indian Music Vocal, Writing Skill in English, Aquaculture. Other departments were also directed to start certificate courses and value added courses.

## 6. Organization of career counseling programme/workshop for students

Various career counseling and placement guidance programmes are organized every year. Career Guidance Cell was directed to organize in next 2-3 months two programmes for students preparing for Banking and other competitive examinations.

## 7. Plan for various extension activities to be undertaken in the session

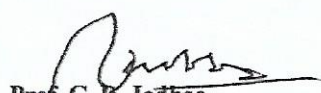
NSS Programme Officers and NCC Care Taking Officer were directed to prepare plan of action for various activities. The proposal of Department of Zoology and Microbiology to arrange Field Visits and Study Tours for the students of B. Sc was considered and approved.

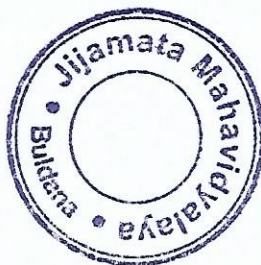
## 8. Any other topic with the permission of the chairperson.


There being no other topic for discussion, the meeting was concluded after the formal vote of thanks.

Following Members were present and participated in the discussion and decisions of the meeting.

Dr. S. R. Meshram	Principal and Chairman
Prof. G.R. Jadhao	Coordinator
Dr. N. W. Dhale	Member
Dr. A. S. Patil	Member
Dr. H. R. Ghate	Member
Dr. Mrs. V. R. Kakde	Member
Prof. M. D. Jadhao	Member
Dr. S. N. Gawai	Member
Prof. S. N. Chinchole	Member

  
Prof. G. R. Jadhao  
Coordinator  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Buldana-443001



  
Dr. S. R. Meshram  
Principal  
Jijamata Mahavidyalaya,  
Buldana (Maharashtra)

Shri Shivaji Education Society, Amravati  
**JIJAMATA MAHAVIDYALAYA, BULDANA**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Session 2019-20**

**Action Taken Report**

**Date: 12/07/2019**

**Time: 11.30 a.m.**

**1. Academic Planning for the session**

Academic Planning and Monitoring Committee collected the Academic Planning from all teaching faculty members for the session.

**2. Review of AQAR 2018-19 and preparation for reaccreditation.**

All Criteria conveners and other members of various committees submitted necessary data for preparation of AQAR 2018-19.

**3. Organization of Induction programme for newly admitted students**

Faculty-wise induction programmes for newly admitted students were organized in the month of August.

**4. Value added and other certificate courses**

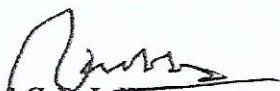
Proposals for certificate/add-on courses in Indian Music –Instrumental Tabla, Indian Music Vocal, Writing Skill in English, Aquaculture were accepted. The concerning departments were directed to conduct the courses as per schedules.

**5. Organization of career counseling programme/workshop for students**

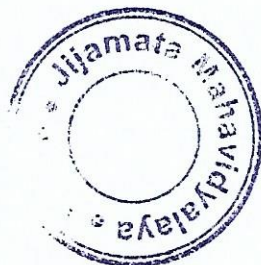
Various career counseling and placement guidance programmes were organized for students preparing for Banking and other competitive examinations.

**6. Plan for various extension activities to be undertaken in the session**

NSS Programme Officers and NCC Care Taking Officer prepared their plan of action for various activities. Field Visits and Study Tours were arranged by the Department of Zoology and Microbiology.

  
Prof. G. R. Jadhao

Coordinator  
I.Q.A.C.  
Jijamata Mahavidyalaya  
Bulda 443001



  
Dr. S. R. Meshram

Principal  
Jijamata Mahavidyalaya  
Buldana