

Minutes of IQAC Meetings and ATRs- 2018-19

Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg

Internal Quality Assurance Cell

Minutes of the Meeting of Internal Quality Assurance Cell held on 20/06/2018

At the very outset, Principal Dr. V. A. Patil, the chairperson of IQAC welcomed the honourable Chairman of the Governing Body and other members present for the meeting. Following issues were put into discussion.

1. College admission process for the academic year 2018-19

It was decided that the admission committee should take additional efforts to increase the number of admission in the first year of B. A. and B.Com. The admission committee should effectively run the 'Teachers at Doorstep' campaign to bring socially and financially backward class students into higher education. It was also suggested to print pamphlets, to display college admission banners near the junior colleges, to counsel the students personally and encourage them to get acquainted with the admission process. It was also decided that the assistance should be provided to the students in filling in online admission forms.

2. Review of the result of the academic year 2018-19

The result of the last year was analyzed and put for the discussion. The committee gave instructions to the concerned teachers for improvement.

3. Preparation of academic calendar for the year 2018-19

It was decided that the Academic Calendar and Prospectus Committee should prepare the academic calendar within a week and get it approved from the principal.

4. Refresher course of the teaching faculty

As refresher course is mandatory to avail the benefits of Career Advancement Scheme (CAS), it was decided to relieve teaching faculty who were due for CAS in 2018-19 and 2019-20 to attend refresher course.

5. Submission of AQAR of the academic year 2017-18 to NAAC, Bangalore

It was decided that IQAC would prepare AQAR and submit it to the NAAC before December.

6. Organization of Youth Festival Workshop in the college

It was decided to send the proposal of willingness for organizing Youth Festival Workshop in the college to the University.

Meeting ended with vote of thanks to the chair.

Dr. S. U. Darekar
IQAC Co-ordinator

Dr. V. A. Patil
Principal

Action Taken Report

1. For giving wide publicity to the admission process, banners were printed and displayed in front of all the junior colleges in Dodamarg tehsil. 'Teachers at Doorstep' campaign was effectively run by teaching and non-teaching faculties of the college.
2. Teachers worked on improving students' performance in the examination.
3. Academic calendar of 2018-19 was prepared and a copy of the same was given to the teachers.
4. Mr. Ramkisan More, Librarian and Mr. Prashant Dhepe, Assistant Professor of Hindi and Mr. Sopan Jadhav, Assistant Professor of English were relieved to join refresher course at Dharwad University, Dharwad, K.T.H.M. College, Nashik and Goa University, Goa respectively in the academic year 2018-19.
5. AQAR was prepared and submitted to the NAAC on 31/10/2018.
6. Zonal Level Youth Festival Workshop of the University was organized in the college on 12th July 2018.

Dr. S. U. Darekar
IQAC Co-ordinator

Dr. V. A. Patil
Principal

**Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce
and Science, Dodamarg**

Internal Quality Assurance Cell

Minutes of the Meeting of Internal Quality Assurance Cell held on 26/11/2018

Minutes of the meeting of IQAC held on 09/11/2018 at 12.30 p.m. in IQAC room of the College.

At the very outset, Principal Dr. V. A. Patil, the chairperson of IQAC welcomed the Hon'ble Chairman of Governing Body and other members present for the meeting.

Following issues were put into discussion.

1. Confirmation of the minutes of previous meeting

IQAC confirmed the minutes of last meeting held on 20/06/2018.

2. Planning of NSS residential camp and adoption of the village

It was resolved that the village Ghotagewadi should be adopted for organizing NSS special camp and other related activities. It was suggested to the NSS coordinators that they should meet Smt. Arpita Soma Naik, the Sarpanch of Ghotagewadi and Mr. Bhalchandra Kudav, understand the nature of work and finalize the date of the camp.

3. Submission of online CAS forms of the teachers

It was resolved that the teachers who have completed orientation course and refresher course and are due for CAS, they should apply online to the University of Mumbai for Career Advancement Scheme.

4. Organization of medical camp in the college

It was resolved that the free Dental and Hemoglobin check up camps for students and faculty members should be organized in the month of March 2019.

5. Organization of book exhibition.

It was resolved that Library department would organize a book exhibition on the occasion of Jagtik Marathi Bhasha Din on 27th Feb. 2019.

Meeting ended with vote of thanks to the chair

Dr. S. U. Darekar
IQAC Co-ordinator

Dr. V. A. Patil
Principal

Action Taken Report

1. NSS special camp was organized at adopted village, Ghotgewadi between 22nd Dec. and 28th Dec. 2018. During the camp, NSS volunteers constructed small vanrai bunds and undertook cleanliness drive and repairing of road in the village.
2. Four faculty members namely Mr. R. A. More, Dr. S. U. Darekar, Mr. D. Y. Barve and Mr. P. N. Dhepe applied online to the University of Mumbai for Career Advancement Scheme.
3. Free dental check-up and hemoglobin check-up camps were organized by the college in collaboration with Blush Dental Clinic and Dodamarg Gramin Rugnalaya respectively on 8th March 2019.
4. A book exhibition was organized by Library department of the college on the occasion of Marathi Bhasha Din on 27th Feb. 2019. The exhibition was inaugurated by Shri. Anil Samant, President of Goa Marathi Sarkari Akadami. Shri. Dinesh Ekawade, Librarian of Goa Central Library, Panjim was present on that occasion.

Dr. S. U. Darekar
IQAC Co-ordinator

Dr. V. A. Patil
Principal

**Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce
and Science, Dodamarg**

**Internal Quality Assurance Cell
Minutes of the Meeting of Internal Quality Assurance Cell held on 29/04/2019**

At the very outset, Principal Dr. V. A. Patil, the chairperson of IQAC welcomed the Hon'ble Chairman of Governing Body and the other members present for the meeting.

Following issues were put into discussion.

Confirmation and approval of the minutes of previous meeting

IQAC confirmed and approved the minutes of the meeting held on 26/11/2019.

Review of the progress of various committees

Department wise SWOC (Strength, Weakness, Opportunity, and Challenge) analysis and committee wise review were taken from the heads of the committees. It was resolved that each department would maintain its record for timely submission of AQAR.

Review of UDAAN festival organized in the college.

IQAC took a review of UDAAN festival of DLLE. It congratulated the teaching and non-teaching staff of the college for successfully organizing the festival. It also pinpointed some of the inconveniences that participants faced. IQAC instructed to look into them for better organization of such programmes.

Preparation of academic calendar and committee portfolio

Academic Calendar and Prospectus Committee was told to prepare the academic calendar and port-folio for the academic year 2019-20.

Discussion on CAP work of University of Mumbai for T.Y.B.A./B.Com

All the teaching faculty of the college is instructed to register themselves compulsorily for the On Screen Marking (OSM) and participate in the evaluation process of the university. It was told that each faculty would assess the answer sheets as per the instructions given by the university.

Dr. S. U. Darekar
IQAC Co-ordinator

Dr. V. A. Patil
Principal

Action Taken Report

1. All the departments and committees maintained their separate files.
2. Academic calendar and portfolio for 2019-20 were prepared by the concerned committee after thorough discussion with the principal.
3. All teachers registered themselves for On Screen Marking and participated in the evaluation process of the University for T.Y.B.A. and T.Y.B.Com. examinations.

Dr. S. U. Darekar
IQAC Co-ordinator

Dr. V. A. Patil
Principal