



MINUTES

(Brief translation of Marathi minutes)

Meeting IQAC-1

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 27th September, 2017 at 11-15 am under the Chairmanship of Principal Dr.J.S.Khairnar, in A/V Hall of our college. In the beginning all members are welcomed and the proceedings of meeting started thereon.

At the outset IQAC Coordinator Dr. Makarand Paithankar welcomed all the members and the proceedings of the meeting started thereon.

- 1 In the meeting following points were taken into consideration for discussion and approval.
 - Confirmation to the minutes of the last meeting.
 - Overview of ISO Audit.
 - Website development status discussion.
 - NAAC preparation and IQAR report preparation.
 - Academic Calendar and Annual Planning during the 2017-18.
- 2 After the discussion in the meeting approval was given to all the programs presented.
- 3 Coordinator proposed vote of thanks and meeting was concluded

Action Take Report of IQAC meeting 27-09-2017

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(19-12-2016) Approved by IQAC meeting.
02	ISO Audit.	Coordinators presented that the preparation work of ISO Audit which college planned to conduct in Nov/December 2017. IQAC meeting noted it.
03	Regarding College Website	Coordinator gave information about the updates of college website IQAC meeting noted it.
04	NAAC Preparation and IQAC report.	CCTV installation; ICT learning Projector; Toilets repairing and renovation; Work in the Library; and electrification work Above all facilities/works have been completed.
05	Academic Calendar/ Annual planning for the academic year 2017-18	IQAC noted and approved



(Signature)
I/C Principal
SBES College of Arts & Commerce
Aurangabad.

Meeting IQAC-2

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 07th November, 2017 at 11-00 am under the Chairmanship of Principal Dr. J.S. Khairnar, in A/V Hall of our college. In the beginning all members are welcomed and the proceedings of meeting started thereon.

1 In the meeting held on 07th November, 2017 the following points were considered

- Confirmation to the minutes of last meeting
- Allocation of works to teachers regarding NAAC Preparation
- Discussion on Result of college students in different programs March/April 2017
- An ISO Surveillance Audit (2nd)

2 After the discussions in the meeting approval was given to the above points.

3 At the end of the meeting Vice Principal Shri S. M. Thombare expressed thanks and with the permission of Chairman the meeting concluded.

Action Take Report of IQAC meeting 07-11-2017

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(27-09-2017) Approved by IQAC meeting.
02	Allocation of work to teachers regarding NAAC.	Responsibility of analyzing and classifying the collected information related to NAAC has been assigned to the following teachers from academic year 2017-18. 1. Dr. M.M. Gaikwad 2. Prof. S.S. Ranmare 3. Dr.A.V.Chadhary 4. Prof.K.V.Sirsath 5. Dr.G.P.Kakade 6. Dr.M.A.Paithankar –Coordinator IQAC An IQAC meeting noted it.
03	Result of March/April 2017.	The result of UG/PG courses for the academic year 2017-18 presented in the IQAC meeting. During the discussion it is suggested that result of B.Com and M.Com courses are not expectation and the special efforts should be taken on result improvement. Note taken by Heads/teachers.
04	An ISO Surveillance Audit	An ISO surveillance Audit 02 (ISO 9001:2008) Conducted in this term. An IQAC meeting noted it.



Meeting IQAC-3

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 20th April, 2018 at 11-30 am under the Chairmanship of Principal Dr. J.S. Khairnar, in A/V Hall of our college. In the beginning all members were welcomed and the proceedings of meeting started thereon.

1. In the meeting held on 20th April 2018 following points were taken into consideration

- Confirmation of the minutes of last meeting
- Review of departmental activities and programs
- NAAC Preparation – Self Study Report.
- Infrastructure and facilities required for NAAC.

2. After discussions in the meeting approval was given to all the points discussed above.

3. Meeting concluded with thanks proposed by Vice Principal Shri S.M. Thombare

Action Take Report of IQAC meeting 20-04-2018

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(07-11-2017) Approved by IQAC meeting. During discussion meeting given following suggestion regarding NAAC preparation. 1. AQAR report should be completed in stipulated time. 2. NAAC work should be undertaken as decided in the meeting. 3. Everyone should study the new guidelines of NAAC. Above suggestions were noted.
02	To take review of department wise activities/programs.	Total Programs/activities undertaken in year 2017-18 were 186 IQAC noted it.
03	Regarding NAAC Self Study Report.	The Co-coordinator informed the meeting, NAAC has changed the method and guidelines of accreditation. The key-Indicators and weightages they have set for each criterion, presented in the meeting. The work of NAAC preparation will be done as per new guidelines, declared by NAAC. IQAC noted it.
04	Regarding the infrastructure/facilities required by NAAC.	The Information submitted to meeting regarding augmenting the facilities and renovation of new library building; toilets; main gate installation and civil work; color work for building; E-library; separate reading room Work in progress





MINUTES

(Brief translation of Marathi minutes)

Meeting IQAC-1

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell was held on 14th July, 2018 at 11:00 am under the Chairmanship of Principal Dr. J.S. Khairnar, He welcomed all the members and the proceedings of meeting started thereon.

1. In the meeting following points were taken into consideration for discussion and approval. It includes,

- Confirmation to the minutes of the last meeting.
- Review of NAAC Preparation by Committees.
- Academic Calendar 2018-19.
- Annual Planning of Academic Year 2018-19.

2. At the end of meeting, it is summarized as follows

- Innovative Programs should be conducted.
- Teachers should become familiar with SPSS, EDP, and Tally etc.
- Creating awareness among students for Constitution of India.
- Approval given to annual plan, academic calendar, time table and ISO Internal Audit.

Finally Vice-Principal Dr. M.A. Paithankar thanked all the members and meeting was concluded.

Action Take Report of IQAC meeting 14-07-2018

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(20-04-2018) Approved by IQAC meeting.
02	Review of NAAC preparation by Committees.	The Coordinator presented working of NAAC. 07 criterion committees were formed for the preparation of NAAC work. An AQAR report writing work also started. It was noted by IQAC.
03	Annual Planning of academic year 2018-19.	Each dept presented annual planning of activities in meeting. During discussion IQAC suggested that – All teachers should be familiar with software related to EDP, Tally, SPSS, Income Tax, etc. Include a programme in the annual planning relating to Constitution of India. Above suggestion were noted by concerned Heads.
04	Time table 2018-19.	BA/BCom/MCom/BBA/BCA Time table presented in the meeting and as per time regular teaching work started from 2 nd JULY, 2018.
05	Regarding An ISO Internal Audit.	The Information provided to meeting that An internal audit was completed on 28, 29 & 30 June, 2018. Prof. K.V. Shirsath worked as MR for this audit. It was noted by committee.



I/C Principal
SBES College of Arts & Commerce
Aurangabad.

Meeting IQAC-2

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 14th December, 2018 under the Chairmanship of Principal Dr. J.S. Khairnar, in the beginning all members are welcomed and the proceedings of meeting started thereon.

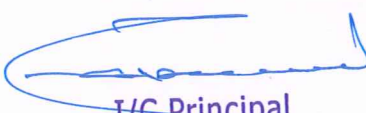
1. The meeting of Internal Quality Assurance Cell (IQAC) was held on 14th December at 11-00 a.m. In the beginning IQAC Coordinator Dr. Makarand Paithankar welcomed all the members and with the permission of the Chairman the proceedings of meeting started.
2. In the meeting following points were taken into consideration for discussion and approval. The points taken into consideration are:
 - Confirmation to the minutes of last meeting.
 - Review of activities and programs taken into first term.
 - Discussion on the result of UG/PG of examination March/April, 2018.
 - Report of Internal Assessment and Evaluation.

After the discussion the meeting was concluded by the IQAC Coordinator by offering vote of thanks.

Action Take Report of IQAC meeting 14-12-2018

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(14-07-2018) Approved by IQAC meeting.
02	To review activities organized/programs in the first term.	An IQAC meeting taken review of first term activities organized by each department. It was suggested that the conveners should make special efforts to increase maximum participation of students in all programs. All heads/conveners noted it.
03	Information of UG/PG Result of March/April 2018 Univ. Examination.	An IQAC meeting suggested that 1. The Special efforts should be made on M.Com result, as its result not as expected. 2. An Action plan should be prepared for increasing BBA and BCA admission from next academic year. Above suggestions were noted for improving result.
04	Report of Internal assessment and evaluation.	The Coordinators presented the report of assessment and Evaluation. An internal examination, practical examination, home assignments, test programme, workshop were conducted before annual examination. Information submitted in the meeting.




I/C Principal
SBES College of Arts & Commerce
Aurangabad.

Meeting IQAC-3

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 12th April, 2019 under the Chairmanship of Principal Dr. J. S. Khairnar, in the beginning all members are welcomed and the proceedings of meeting started thereon.

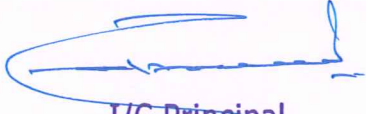
1. The meeting of Internal Quality Assurance Cell (IQAC) was held on 12th April, 2019 at 11-00 a.m. In the beginning IQAC Coordinator Dr. Makarand Paithankar welcomed all the members and with the permission of the Chairman the proceedings of meeting started.
2. In the meeting following subject were taken into consideration for discussion and approval, they includes:
 - Confirmation to the minutes of last meeting.
 - An Appointment of clock hour basis (CHB) teaches for the academic year 2019-20.
 - Reviews of departmental activities and programs.

In the end Dr. M.A. Paithankar thanked all the members and declared the end of meeting with permission of Chairman.

Action Take Report of IQAC meeting 12-04-2019

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(14-12-2018) Approved by IQAC meeting.
02	CHB Teachers appointment for the academic year 2019-20.	An advertisement for CHB teachers published in local newspaper. The total 32 CHB teachers appointed through walk-in-interview for the academic year 2019-20. Commerce 11, English 09, History 01, Economics 02, Dramatics 02, Music 01, Public Administration, Political Science 03, BBA/BCA 02, Environment Science 01
03	To take review of the departmental activities/programs.	An IQAC has taken reviews of activities & as per suggestion Each department has submitted report of implementing program in both terms along with its photo and evidence documents.




I/C Principal
SBES College of Arts & Commerce
Aurangabad.



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Meeting IQAC-1

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 22nd July, 2019 under the Chairmanship of Principal Dr. J.S. Khairnar, in the beginning all members are welcomed and the proceedings of meeting started thereon.

The meeting of Internal Quality Assurance Cell (IQAC) was held on 22nd July, 2019 at 11-30 a.m.

In the meeting following members were present amongst them the Sabhapati /Management Representative and Member of SBES (Education) were present along with the teachers members, senior Administrative Officer, IQAC Coordinator.

In the meeting following subjects were discussed and the proceedings of the meeting continued, in which,

- Confirmation given to the minutes of the last meeting.
- The discussion was made for recruitment of CHB teachers for the academic year 2019-20
- In this meeting the academic calendar 2019-20 and annual planning of 2019-20 presented for approval.

In the end IQAC Coordinator Dr. M.A. Paithankar presented vote of thanks and the meeting ended with permission of Chairman, IQAC.

Action Take Report of IQAC meeting 22-07-2019

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(12-04-2019) Approved by IQAC meeting.
02	CHB Teachers appointment for the academic year 2019-20.	An IQAC meeting suggested that- 1 Well Qualified & experienced teachers should be appointed. 2 An advertisement should be published in local newspaper. 3 The selection Committee should be including four members i.e. Representative of SBES, Principal, Subject Expert and Head of the Department. Above all points noted and implemented as suggestions
03	Academic Calendar 2019-20 and annual planning.	Dr.BAMU academic calendar 2019-20 and Date wise College annual planning presented in IQAC meeting. Meeting noted it. The College implemented/organized programs/activities as planned in the academic year 2019-20.



I/C Principal
SBES College of Arts & Commerce
Aurangabad.

Meeting IQAC-2

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 17th December, 2019 under the Chairmanship of Principal Dr.J.S.Khairnar, in the beginning all members are welcomed and the proceedings of meeting started thereon.

The meeting of Internal Quality Assurance Cell (IQAC) was held on 17th December, 2019 at 11-00 a.m. In the meeting following members were present amongst them the Sabhapati/Management Representative Dr.Ulhas Shiurkar and Member of SBES Dr.B.Y.Kshirsagar (Educationist) were present along with the teachers members, senior Administrative Officer, IQAC Coordinator.

In the meeting following subjects were discussed and the procedure of the meeting continued, in which :

- The minutes of the last meeting confirmed or given confirmation.
- In this meeting discussion was made on result analysis of the academic year 2019-20
- The discussion was concerned with all programs taken into college.
- A Proposal of Research Centre in the Commerce taken into consideration and given approval and expressed happiness and satisfaction for this initiative.

In this meeting good wishes are given to Principal Dr. J.S. Khairnar for his retirement on 31st December, 2019.

In the end Dr. M.M. Gaikwad presented vote of thanks and the meeting ended with the permission of the Chairman.

Action Take Report of IQAC meeting 17-12-2019

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report.(22-07-2019)\ Approved by IQAC meeting.
02	Result analysis for the academic year 2019-20.	The Coordinator presented result analysis in the meeting. Suggested that – Courses BA.BCom and MCom result are need to be improved and some special efforts/measures should be taken. As per suggestions individual guidance/Internal examinations/Remedial examination /workshop of solving Question papers etc these measures are taken to increase result.
03	A proposal of Research Centre in the Commerce.	As per the circular of Dr. Babasaheb Ambedkar Marathwada University vide its letter & dated 14-10-2019 College submitted the proposal. Dr. BAMU sanctioned to start Research Centre in Commerce from 2019-20.
04	Retirement of Principal	Given information in the meeting – The SBES will start prescribed Process of recruitment of Principal.



Meeting IQAC-3

A Meeting of Internal Quality Assurance Cell (IQAC)

The meeting of Internal Quality Assurance Cell held on 16th April, 2020 under the Chairmanship of Principal Dr. M.A. Paithankar, in the beginning all members are welcomed and the proceedings of meeting started thereon.

The meeting of Internal Quality Assurance Cell (IQAC) of our college was held on 16th April, 2020 at 11:00 am

In the meeting following members were present amongst them the Sabhapati/Management Representative Dr. Ulhas Shiurkar and Member of SBES Dr. B.Y. Kshirsagar (Educationist) was present along with the teacher's members, senior Administrative Officer, IQAC Coordinator.

In the meeting following subjects were discussed and the procedure of the meeting continued, in which:

- Confirmation was given to the minutes of the last meeting.
- The review of the activities and programme in the year 2019-20 were discussed.
- A proposal given for academic and administrative audit.
- An ISO Surveillance Audit conducted.

In the end Dr. M.M. Gaikwad presented vote of thanks and the meeting ended with the permission of the Chairman.

Action Take Report of IQAC meeting 16-04-2020

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of the last meeting presented in the meeting along with its implementation report. (17-12-2019) Approved by IQAC meeting.
02	To take review of the activities/programs in the year 2019-20.	An IQAC took review of annual planning for academic year 2019-20. Suggestion by IQAC - 1 Every department/cell/committee has to organize the programs/activities as planned. 2 Some efforts should be made to increase attendance and participation of students in these all programs. 3 The programs/activities could not be held this year will have to organize in the next academic year. Above points suggested by committee are noted & implemented.
03	A Proposal of Academic and Administrative Audit.	As per University circular dated 16-01-2020 the College has submitted a proposal of academic and administrative audit to Dr. BAMU. An IQAC expressed satisfaction over A/A
04	An ISO Surveillance Audit-2.	The college conducted an ISO Audit-02 in the month of January 2020. IQAC noted it.





**A Joint meeting of Internal Quality Assurance Cell (IQAC)
and
College Development Committee (online)**

A joint meeting of College Internal Quality Assurance Cell (IQAC) and College Development Committee meeting was held from 9th to 14th September, 2020 at 3-30 pm through online mode.

At the outset Principal Dr. M.A. Paithankar, welcomed all the members and meeting proceeding started.

Reviews of last Five years activities/programs by department

In this meeting reporting of curricular, co-curricular and extra-curricular activities undertaken during 2015-16 to 2019-20 in consolidated structured format was presented by the department/centers/cells/committees. The plan of departments/ centers/cells/committees for year 2020-2021 was also presented in the meeting.

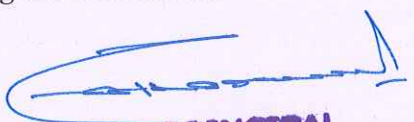
In the presentation following points were discussed

- Student's strength & intake of last five years
- Contribution of teachers in research work.
- Edited & published books/articles in various journals, newspapers etc.
- Paper presentation in seminars/workshop/symposia etc.
- Research guidance and contribution as resource person.
- Teachers worked on various committees in college and university level.
- Organization of various competitions, essay writing, exposure/study visits, etc
- Exhibition, sports festival, year wise result analysis of UG and PG courses
- Department opportunities, challenges and shortcomings.
- Various activities/programs planned for the academic year 2020-21.

It was suggested that all the activities of academic year 2020-21 should be executed as per the plan and efforts should be made even to conduct activities through online mode taking into consideration the pandemic situation.

Finally Principal Dr. M.A. Paithankar concluded the meeting by thanking all the members.




I / C PRINCIPAL
SBES COLLEGE OF ARTS & COMMERCE
Aurangabad



Action Take Report of IQAC meeting 9th- 14th September 2020 (Online Mode)

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of meeting presented in the meeting along with its implementation report. Approved by IQAC meeting.
02	Review of last Five years activities/ programs by department.	<p>Department/ centers/cells/committees/Individual teacher presented consolidated report (2015-16 to 2019-20) in format</p> <p>Report of teacher included the following information</p> <ol style="list-style-type: none"> Research Papers/ Articles in Journal/Conference Proceedings Research Publication self /co-authored/edited book/chapters in books Research Projects undertaken (other than that for a research degree) Ongoing Consultancy Projects (if any) Completed Projects (if any) Projects Output (if any) Research Guidance Paper in Conferences/Seminars/Workshop (without proceedings) Invited Lecturers or Presentations Development of e-learning delivery process/material Fellowships Honors and Awards <p>Report of departments received. It includes the following information</p> <ol style="list-style-type: none"> Establishment of the Department and Programs offered Former teachers of the Department Teachers working in the department Student strength Student -Teacher Ratio (program wise) Contribution of the Department Faculty as members in Committees and Editorial Board Record of departmental activity List of Alumni List of Equipments Number of books Number of Journals/Periodicals of the Subject TLR- List of PPT, Notes, Wall Papers, Question bank Record of guest lecturers arranged Seminars/ Conferences/Workshops organized Result analysis- Paper /Year /Program wise result; Average result Best Practices SWOC Analysis <p>Annual plan for the academic year 2020-21 was presented</p>





SBES College of Arts and Commerce Aurangabad (M.S.)

Prof. Makarand A. Paithankar
MA, PhD in Public
Administration
In-charge Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting On 01-06-2021 (Online)

The College Internal Quality Assurance Cell (IQAC) meeting was held on 01-06-2021 at 4-00 pm under the chairmanship of Incharge Principal Dr. Makarand A. Paithankar through online mode. The following members attended an online meeting.

1 Dr.M.A. Paithankar	Chairman, IQAC
2 Shri Omprakash Rathi	Sabha Pati, College Development Committee
3 Shri Umesh Dashrathi	Member(Industry)
4 Shri Abdul Hussain Rahim	Member (SBES)
5 Dr. Vasanti Deshpande	Member (Alumni)
6 Dr.N.B. Aghav	Member & HOD
7 Dr.G.G. Rajput	Member & HOD
8 Dr.D.R. Kamble	Member & HOD
9 Dr.A.V. Chaudhary	Member & HOD
10 Dr.Smita Shinde	Member & HOD
11 Shri. K.V.Sirsath	Member & HOD
12 Dr.S.M.Mohad	Member & HOD
13 Dr. Savita Joshi	Member
14 Dr. Firoz Baig	Member
15 Dr.G.P. Kakde	Member
16 Smt. M.R. Bhalerao	Administrative Member
17 Dr.P.P. Deo	Vice Principal
18 Dr.M.M.Gaikwad	Vice Principal

At the outset Vice Principal Dr.P.P.Deo welcomed all the members and the meeting proceeding started with the permission of hon'ble Chairman. The IQAC committee has been formed as per new guidelines declared by NAAC and new members appointed on this committee.

Shri Umesh Dashrath as Industrialist , Dr.Abdul Hussain Rahim as SBES representative, Dr.Vasanti Deshpande as an alumni member will work as a member on this committee.

The principal presented the responsibilities of IQAC committee as –

- An IQAC committee is mandatory in every college as per NAAC guideline.
- It should work for academic & administrative quality norms and standard.



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I/C Principal
SBES College of Arts & Commerce
Aurangabad.

- It should plan for various activities, seminars/workshops, academic audit, documentation and take Feedback thereon, etc.
- Submission of AQAR report.

It has also been informed to the committee members that the college has formed the following 07 criteria wise committees for NAAC preparation.

Criterion I	- Curricular Aspects
Criterion II	- Teaching-Learning and Evaluation
Criterion III	- Research, Innovations and Extension
Criterion IV	- Infrastructure and Learning Resources
Criterion V	- Student Support and Progression
Criterion VI	- Governance, Leadership and Management
Criterion VII	- Institutional Values and Best Practices

and also the sub-committees as –

1. NAAC Documentation, Validation & Verification Committee:

Committee Member	: Prof. K.V.Sirsath, Dr. G.P. Kakade.
Work allotted	: To prepare questionnaire for seven committees to collect the information. To prepare templates, tables, statements etc. for verification and keeping all documents & record for NAAC purpose.

2. Students Satisfaction Survey :

Committee Member	: Dr.G.G.Rajput
Work allotted	: To survey for getting individual information of students. To collect students information regarding teaching evaluation.

3. Feedback Committee :

Committee Member	: Dr.P.P.Deo
Work allotted	: Responsibility to complete the Feedback work for the year. To fill up seven types of feedback forms. To make data analysis for numerical and statistical information. To fill up the feed-back forms of curriculum, library, institutional performance, Teacher's performance by students, alumni, etc.

4. Documentation Presentation of Departments and Cells :

Committee Member	: Dr.S.S.Shinde
Work allotted	: To collect last five years report of every department and cell. To verify and validate documents. To get various information regarding students, research activities, result analysis, best practices, Library journals, teaching resources, infrastructure, Opportunities and shortcomings, alumni contribution etc. should be in prescribed formats & tables.



5. Professional Courses Committee (BBA/BCA) :

Committee Member : Dr.Savita G. Joshi


Work allotted : To get information of various activities/event, guest lectures, to organize PPT competition, to use software in administration etc.

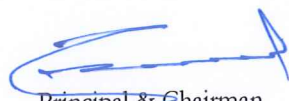
6. Infrastructure Aspect Committee:

Committee Member : Dr. N.B. Agahy, Dr. Dayanand Kamble

Work allotted : To identify the facilities available in the college to make it more attractive.

Finally Vice-Principal Dr.M.M.Gaikwad presented the vote of thanks to all the members and declared the end of the meeting with the permission of the Chairman.


Co-Ordinator (IQAC)



Principal & Chairman
Internal Quality Assurance Cell (IQAC)
SBES College of Arts & Commerce, Aurangabad.

SBES College of Arts & Commerce, Aurangabad. Action Take Report of IQAC meeting 01-06-2021

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of meeting presented in the meeting along with its implementation report. Approved by IQAC meeting.
02	NAAC work allocation to the Criterion wise committee	<p>For NAAC work -</p> <p>The IQAC committed has been formed as per new guidelines declared by NAAC and new members appointed on this committee.</p> <p>For this working 07 criterion wise committees and sub committees are also formed for NAAC smooth works.</p> <p>The Assignment of work allotted to sub committees, presented their scope & nature of work.</p>

Principal




I/C Principal
SBES College of Arts & Commerce
Aurangabad.



SBES College of Arts and Commerce Aurangabad (M.S.)

Prof. Makarand A. Paithankar
MA, PhD in Public
Administration
In-charge Principal

SBES College of Arts & Commerce Aurangabad.

Minutes of Internal Quality Assurance Cell (IQAC) meeting On 02-06-2021 (Online)

The College Internal Quality Assurance Cell (IQAC) meeting was held Online on 02nd June 2021 at 4-00 p.m. under the chairmanship of In-charge Principal Dr. M. A. Paithankar. The following members were present for an online meeting.

1	Dr. M. A. Paithankar	Chairman, IQAC
2	Shri Omprakash Rathi	Sabhapati, College Development Committee
3	Dr.B. Y. Kshirsagar	Member, SBES
4	Shri Umesh Dashrathi	Member(Industry)
5	Shri Abdul Hussain Rahim	Member (SBES)
6	Dr.Vasanti Deshpande	Member (Alumni)
7	Dr.N.B.Aghav	Member & HOD
8	Dr.G.G.Rajput	Member & HOD
9	Dr.D.R. Kamble	Member & HOD
10	Dr.A.V.Chaudhary	Member & HOD
11	Dr.Smita Shinde	Member & HOD
12	Shri K.V.Sirsath	Member & HOD
13	Dr.S.M.Mohad	Member & HOD
14	Dr.Savita Joshi	Member
15	Dr.Firoz Baig	Member
16	Dr.G.P. Kakde	Member
17	Smt M.R. Bhalerao	Administrative member
18	Dr.P.P.Deo	Vice Principal
19	Dr.M.M. Gaikwad	Vice Principal

At the outset Dr.P.P.Deo welcomed all the members and proceeded the meeting with the permission of Hon'ble Chairman.

I/C Principal informed that college has constituted 07 committees for NAAC work and today's meeting is being held for the overview of criteria and its allocation.

NAAC Committees and its Convenor.



Criterion 1 to 7

- | | |
|------------------------|--|
| 1 Dr. Anand Chaudhary | -CURRICULAR ASPECTS |
| 2 Dr.D.R. Baig | -TEACHING-LEARNING AND EVALUATION |
| 3 Dr.P.P. Deo | - RESEARCH, INNOVATIONS AND EXTENSION |
| 4 Dr.Sandip Chaudhary | -INFRASTRUCTURE AND LEARNING RESOURCES |
| 5 Dr.D.S.Chavan | -STUDENT SUPPORT AND PROGRESSION |
| 6 Dr.S.M.Mohad | -GOVERNANCE, LEADERSHIP AND MANAGEMENT |
| 7 Dr. Vrunda Deshpande | -INSTITUTIONAL VALUES AND BEST PRACTICES |

The I/C Principal explained the scope of work and expected outcome of each criterion to its convenor as below.

- 1 Concerned criterion convenor should read the questions in his criteria and comprehend its scope, outline/format, prepare notes, table, templates etc. and discuss if convenor faces any difficulties in it.
- 2 Study different SSR and understand how others have work on it.
- 3 Prepare tables and templates for getting information from concerned sections.
- 4 With the available information drafts should be prepared to answer the questions.
- 5 All drafts should be kept ready for filling up information in SSR.

1. CURRICULAR ASPECTS (Dr. Anand Chaudhary)

Dr. A.V. Chaudhary said that this is an important aspect of curricular criteria. This includes preparing syllabuses, to improve it from time to time with its implementation. To take feedback of academic flexibility and scope. Since the college accepted affiliation pattern and all teachers are involved in this process as per the instructions given by the University from time to time. There is no more scope for curriculars design, restructuring on the college level.

I/C Principal suggested discussing how to write the answer to these questions.

Dr. Chaudhary noted it.

2. TEACHING-LEARNING AND EVALUATION (Dr.F.A.Baig)

Dr. Baig Explained that this criterion has 350 marks. We have to write detailed draft explaining the process of students admission, intake capacity, students reservation, students profile, admitted students from other state & country, Use of PPT in teaching, use of teaching method, various activities, proportion of sanctioned post & filled post, students redressal mechanism etc. question are included in this criteria.

The Principal suggested that all information be taken from the office and write a proper draft of answers to these questions.



3. RESEARCH, INNOVATIONS AND EXTENSION (Dr.P.P.Deo)

Dr.P.P.Deo reported that there are seven indicators in this criteria out of which there are five indicators which we have prepared well. The college has a research center in commerce subjects with enough Ph.D. guides. Some teachers have completed their Minor and Major research projects in various subjects. We have to work on Innovation and Eco System and Intellectual Property Rights. Our most of teachers participated and presented papers in national, state and international level seminars, workshop etc.

The Principal suggested that all the available information and data should be collected and arranged properly for the purpose of filling AQAR and SSR.

4. INFRASTRUCTURE AND LEARNING RESOURCES (Dr.Sandip Chaudhary)

Dr. Sandip Chaudhary reported that this criterion is related to college infrastructure. There are four indicators and 13 questions included in this criterion. Considering the point of infrastructure/facilities available in the college, college has all good facilities available. Hence, we can write satisfactory answers to questions in this criterion. However, there is need of wi-fi campus network, smart classroom, smart board, useful software's, in library -teachers-students access system. The Principal informed us in the meeting that a proposal has already been sent about the ICT enabled facility to SBES & is expected to be approved very soon.

5. STUDENT SUPPORT AND PROGRESSION (Dr.D.S.Chavan)

Dr.D.S.Chavan shared in the meeting that he had read all questions about this criteria also read the SSR of well renowned colleges. Further he said, we have to collect information from office and departmental profile regarding alumni contribution, students placement service, students counselling, students redressal, bridge course, students Mentor system, Examination result analysis, students award and sports competition and other activities. Considering the above points, He assured that we can convincingly write good answers to the questions for the above criteria. **The Meeting noted it.**

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT (Dr.S.M.Mohad)

Dr. Mohod reciprocated that he had been through criteria in depth and following points are to be considered for writing the answers of question

-Distribution of responsibility/work, Institutional Perspective plan, Recruitment process of staff, use of technology in teaching, administration, Participation of teachers in seminars and financial help etc. Employees welfare schemes, Teachers-employees training etc. In this regard, we can write appropriate answers to all questions as we have already implemented such mechanisms in the college. **The Meeting noted it.**

7. INSTITUTIONAL VALUES AND BEST PRACTICES (Dr.Vrunda Deshpande)

There are three indicators and 11 questions in this criterion. Since many programmes are being organized by the college so we can write good answers to questions. The college has enough facilities



available for students. College has alternate sources of energy solar plant, water harvesting system, LED light, waste management service (Corporation Ghanta Gadi). College has no water recycling system, no plastic waste disposal system, some facilities to be supplied for disabled.

The meeting noted it and suggested that draft of answer should be submitted as early as possible to college.

During the discussion in the meeting Dr.BY Kshirsagar suggested that –

1. Each teacher must have updated knowledge of NAAC guidelines and rules.
2. Understand complete questions and write relevant answers.
3. There should be positive approach towards achieving maximum marks for questions.
4. Extra effort should be taken for the questions which have more marks.
5. Categorize the questions such as -
 - A) Questions that we can write proper answers.
 - B) Question for which we need to collect documentary evidence,
 - C) Questions that at present we cannot write answers to but later we do.
 - D) Question that we cannot write answer.

Sabhapati Shri Omprakash Rathi guided the meeting that excellent NAAC grade is expected in the NAAC reaccreditation process. All staff should work as a team under the guidance of Principal.

Finally Vice-Principal Dr.M.M. Gaikwad thanked all the members and declared the end of the meeting with the permission of the Chairman.



Co-Ordinator (IQAC)



Principal & Chairman
Internal Quality Assurance Cell (IQAC)
SBES College of Arts & Commerce, Aurangabad.


**SBES College of Arts & Commerce, Aurangabad.
Action Take Report of IQAC meeting 02-06-2021.**

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of meeting presented in the meeting along with its implementation report. Approved by IQAC meeting.
02	Scope of work of NAAC Criterion wise -Discussion And difficulties solving Session with convenors	In this session – Criterion wise Seven committees Convenors presented their experience as they workout the questions and its answers writing. Some difficulties raised at the time of working. In this session Principal and IQAC Coordinators guided them proper writing method and problem-solving way. An IQAC committee suggested ideas, suggestions regarding how to write answers of questions in the proper manner. All convenors noted it.



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Aurangabad.



SBES College of Arts and Commerce Aurangabad (M.S.)

Prof. Makarand A. Paithankar
MA, PhD in Public
Administration
In-charge Principal

SBES College of Arts & Commerce Aurangabad.

Minutes of Internal Quality Assurance Cell (IQAC) meeting On 16-07-2021 (Online)

The College Internal Quality Assurance Cell (IQAC) meeting was held on 16th July 2021 at 4-00 pm under the chairmanship of I/C Principal Dr.Makarand A. Paithankar through online mode. The following members attended an online meeting.

1	Dr.M.A.Paithankar	Chairman, IQAC
2	Shri Omprakash Rathi	Sabhapati, College Development Committee
3	Dr.B.Y.Kshirsagar	Member, SBES
4	Dr.Vasanti Deshpande	Member (Alumni)
5	Dr.N.B.Aghav	Member & HOD
6	Dr.Sandip Chaudhary	Member & HOD
7	Dr.G.G.Rajput	Member & HOD
8	Dr.D.R.Kamble	Member & HOD
9	Dr.A.V.Chaudhary	Member & HOD
10	Dr.Smita Shinde	Member & HOD
11	Shri K.V.Sirsath	Member & HOD
12	Dr.S.M.Mohad	Member & HOD
13	Dr.Savita Joshi	Member
14	Dr.Firoz Baig	Member
15	Dr.G.P.Kakde	Member
16	Smt M.R.Bhalerao	Administrative member
17	Dr.P.P.Deo	Vice Principal
18	Dr.M.M.Gaikwad	Vice Principal

At the outset Dr.P.P. Deo welcomed all the members and Proceeded with the permission of hon'ble Chairman. The Principal informed the meeting that Dr.P.P.Deo has been appointed as Co-ordinator of IQAC and he will act as coordinator, IQAC, from the next meeting.

The college constituted 07 criterion wise committee and assigned work to each convenor. Informed to all convenors to submit draft of question-answers by 14th July,2021 to college. The Principal suggested that each convenor should submit a report to the committee regarding the status of work that has been completed so far.

• INFRASTRUCTURE AND LEARNING RESOURCES (Dr. Sandip Chaudhary)

Criterion 04

Dr. Sandip Chaudhary reported in the meeting that he has referred to the SSR of some the reputed colleges and accordingly prepared formats for getting the required information.



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The Principal suggested that Dr. Chaudhary should go personally to the office/library and get required information and complete the work as soon as possible.

Accordingly, Dr. Sandip Chaudhari promised that all this work will be completed within 15 days. The meeting noted this.

- **CURRICULAR ASPECTS (Dr. Anand V. Chadhary)**

Dr.A.V. Chaudhary reported that he has also referred to the SSR of some reputable colleges. He assured me that he will work closely with the office and get the work done with in stipulated time.

- **TEACHING-LEARNING AND EVALUATION (Dr.F.A.Baig)**

Dr. Firoz baig reported that SSR draft work is in progress and there are some qualitative and quantative questions. Some information in this regard is yet to be received from the office. The SSR of some colleges has been reffered for this purpose and the answers to some questions have been completed.

Dr. Baig has written answers to descriptive questions, however quantitative answers writing work is to be completed.

It was suggested in the meeting that this work should be done within eight days. And Dr. Baig noted this.

During the discussion, it was suggested that Smt Bhalerao madam, Registrar, the necessary information related to criterion should be made available to the concerned criterion convenor/teachers as an urgent basis. Smt Bhalerao madam noted it.

- **RESEARCH, INNOVATIONS AND EXTENSION (Dr. Pramod P. Deo)**

Dr. Pramod Deo reported that this criterion relates to Research Mobilization, Research Publication and award, Extension activities. He has collected relevant information of research grant, information of Research Publication award, Book publication, seminars, workshop etc. from office. . Dr.P.P. Deo raised difficulty in writing in extension activity questions. The Principal suggested that the Microsoft certificate course, Value added courses, Curriculum PPT, E-library access, Research Consultancy etc should be included in extension activity programmes. Dr. Deo noted it.

- **STUDENT SUPPORT AND PROGRESSION (Dr. Deelip S. Chavan)**

Dr.D.S. Chavan reported that he has studied his criterion and there are 11 questions on qualitative and quantitative Metrix. We have to get the following information for writing answers to questions therein.

- 1- After completion of education from our college what students are going to do in future?
- 2- Students' representatives on IQAC, NSS, NCC, Students Redressal committee.
- 3- To provide short term courses for students.



- 4- Students' participation & award in national and international events.
- 5- Contribution of alumni in the development of the college.

The Principals explained above pointwise. Dr. Chavan D.S. assured that all work with necessary templates will be completed in the next 15 days and draft of answer will submit to college. The meeting noted it.

• **GOVERNANCE, LEADERSHIP & MANAGEMENT (Dr.S.M. Mohad)**

Dr.S. M. Mohad reported to the meeting that this criteria is about various funds received from individuals/agencies/institution other than the government and how these funds are utilized by college. These are qualitative question so Dr. Mohad asked the guidance in this regard from Principal to write proper answer of same question.

The Principal clarified that all the funds received by govt/individual/other agencies are utilized transparently as per the guidelines and rules instructed by Govt and SBES. However, SBES has decided specific limit of expenditure to Principal, CDC, Sabhapati, Governing council and General body of SBES.

After discussion Dr.Mohad promised to submit a draft of the answer within 15 days to the college.


• **INSTITUTIONAL VALUES AND BEST PRACTICES (Dr. Vrunda Deshpande)**

Dr. Vrunda Deshpande reported in meeting that a draft of answer has been prepared and SSR of five Renowed College from Solapur, Nashik, Pune, Dhuley Mumbai have been read and compared. This suggests that autonomous colleges have more opportunities to improve in education than granted colleges. We must work on green audit, Green practices etc.


The Principal suggested that we have collected data of last five years in departmental profile/report and take help of this data for writing the answer of this criteria and the same copy should be sent to Coordinator,IQAC.

After discussion, Dr. Vrunda Deshpande assured us that all work will be completed by 31st July 2021.

Finally Vice-Principal Dr.M.M. Gaikwad thanked all the members and declared the end of the meeting with the permission of the Chairman.



Co-ordinator (IQAC)



Principal & Chairman
Internal Quality Assurance Cell (IQAC)
SBES College of Arts & Commerce, Aurangabad.



SBES College of Arts & Commerce, Aurangabad.
Action Take Report of IQAC meeting 16-07-2021.

Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of meeting presented in the meeting along with its implementation report. Approved by IQAC meeting.
02	Review of 07 criterion committee Work progress.	Every convenor presented NAAC work progress in the meeting. And given specific dates for their remaining work of completion. An IQAC meeting noted it with a suggestion that All convenor should complete work an urgent basis in stipulated period.

Principal



I/C Principal
SBES College of Arts & Commerce
Aurangabad.



SBES College of Arts and Commerce Aurangabad (M.S.)

Prof. Makarand A. Paithankar
MA, PhD in Public
Administration
In-charge Principal

SBES College of Arts & Commerce Aurangabad.

Minutes of Internal Quality Assurance Cell (IQAC) meeting On 14-05-2022

The College Internal Quality Assurance Cell (IQAC) meeting was held on 14th May, 2022 at 4-30 pm under the chairmanship of In-charge Principal Dr. M A. Paithankar in A/V Hall of the college.

The following members were present for the meeting.

1	Dr. M.A. Paithankar	Chairman IQAC/Principal
2	Shri Omprakash Rathi	Sabhapati, College Development Committee
3	Smt Vasanti Deshpande	Member (Alumni)
4	Smt M.R.Bhalerao	Member (Administrative)
5	Dr.M.M.Gaikwad	Teachers Member
6	Dr.A.V.Chaudhary	Teachers Member
7	Dr.F.A.Baig	Teachers Member
8	Dr.G.P.Kakade	Teachers Member
9	Dr.P.P.Deo	Co-Ordinator, IQAC

At the outset Dr.P.P.Deo Coordinator, IQAC welcomed all the members and meeting proceeding started with the permission of hon'ble Chairman.

Subject 01 : The plan of NAAC Preparation.

Dr.Deo P.P. informed the meeting that NAAC reaccreditation is to be done this year so the work of SSR writing will began soon. Recently the NAAC has made some new changes and improvements in data validation and verification. Accordingly, preparation of five types of forms and its related documents has been initiated. The Software has been developed for analysis of information received. It was informed in the meeting that all this work will be completed within the two-month periods. This was discussed in the meeting and noted this.

Subject 02 : Preparation of Seven Criterion Committees.



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Aurangabad.

It was informed in the meeting that considering the nature of qualitative and quantitative questions/answers in the criteria, some new members have been added in the previous committees for smoothing the work.

Now the new 07 Criterion Committees Coordinators and members formation is as below -.

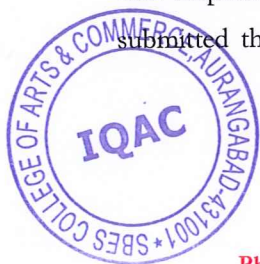
1. Criteria I: Curricular Aspects -	Coordinator :	Prof A. V. Chaudhari,
	Member :	Prof. K. V. Shirsat
2. Criteria II: Teaching Learning and Evaluation -	Coordinator:	Dr. F. A. Baig
	Member:	Dr. G. P. Kakade
3. Criteria III: Research Innovation and Extension -	Coordinator:	Prof. S. S. Shinde
	Member:	Prof. V. V. Deshpande Dr. S. G. Joshi
4. Criteria IV: Infrastructure and Learning Resources -	Coordinator:	Prof. D. R. Kamble
	Member:	Prof S. M. Chaudhari
5. Criteria V: Student Support and Progression	Coordinator:	Prof. G. G. Rajput
	Member:	Dr. D. S. Chavan
6. Criteria VI: Governance, Leadership and Management -	Coordinator:	Prof N. B. Aghav
	Member:	Prof S. M. Mohad
7. Criteria VII : Institutional Values and Best Practices -	Coordinator :	Prof. M. A. Paithankar
	Member:	Prof. M. M. Gaikwad Prof R. B. Kamble Dr. H. N. Deshmukh

It was discussed in the meeting and the committee made the following suggestions relating to NAAC preparation.

1. Every teacher should be included in the seven committees.
2. To prepare roadmap and prepare all necessary supporting documents for uploading.
3. The work of committees should be reviewed time to time.
4. Data should be prepared in the proper prescribed tables, templates.
5. All programmes/event information should be arranged year wise.
6. Demo should be taken after the work completed by the committees and shortcomings may be rectified by experts.
7. If a problem is raised in SSR writing, the group discussion should be held. (Including Principal)
8. All NAAC work should be completed by 15th June and its report should be submitted to the Principal by committee convenors.

Subject 03 : Report of AQAR Preparation.

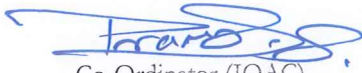
The responsibility of AQAR report writing has been given to Dr. H.N. Deshmukh and he has submitted the report in the meeting that up to this date the last four years report of AQAR are

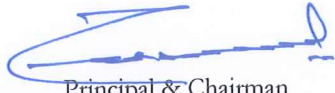


completed. But some feedback and financial information is yet to be received from concerned department. As soon as such information is received, the work of AQAR will be completed soon.

The Principal suggested that all this work should be completed by 15th June 2022 to enable us to submit this report to the next CDC meeting. Dr. Deshmukh noted this and promised the work would be completed in time limit.

Finally, Dr.P.P. Deo thanked all the members and declared the end of the meeting with the permission of the Chairman.


Co-Ordinator (IQAC)


Principal & Chairman
Internal Quality Assurance Cell (IQAC)
SBES College of Arts & Commerce, Aurangabad.

SBES College of Arts & Commerce, Aurangabad.
Action Take Report of IQAC meeting 14-5-2022

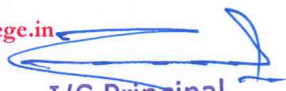
Sub. No.	Subject	Execution
01	Minutes of last meeting & execution report	Minutes of meeting presented in the meeting along with its implementation report. Approved by IQAC meeting.
02	The plan of NAAC Preparation.	Dr. Deo P.P. IQAC coordinator presented plan of NAAC Preparation. SSR Writing work started & within 2 months the work will be complete. IQAC meeting noted it.
03	Preparation of Seven Criterion Committees.	NAAC 07 criterion committees were formed. Worked were allotted theses Committees. NAAC work started by concerned committees. IQAC meeting note it.
04	Report of AQAR Preparation.	Convenor of AQAR committee Dr. H.N. Deshmukh are completing report writing. Last four years 2017-18 to 2020-21 years report completed. IQAC meeting note it.

Principal



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