



Shri sarswati Pragat Vidhya Prasarak Mandal Washim's
SHRI SARASWATI COLLEGE OF SOCIAL WORK, WASHIM

(Affiliated to S.G.B. Amravati University, Amravati)

NAAC ' B ' Grade Accredited

Risod road, Washim (Maharashtra) Pin Code 444 505

www.Saraswatipragat.org / Principal.Saraswatipragatwashim@gmail.com / ssswm718@sgbau.ac.in

Contact No.9766965956

Date:- 10/01/2020

Notice of IQAC Meeting

The meeting of IQAC is scheduled on 18/01/2020 at 02:00 PM in Principal Cabin.

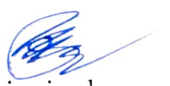
Agenda:

1. Confirmation and Review of Minutes of last IQAC meeting held on 19/10/2019.
2. Action taken report of last IQAC meeting held on 19/10/2019.
3. Review of NAAC work.
4. Planning of Extension Activities for Academic Year.
5. To initiate Face Value Enrichment Activities like fixing of charts, boards and painting work of institute.
6. To use ICT facilities for Teaching and Learning.
7. To take membership of N- List
8. To initiate process for registering alumni association.
9. To prepare HR Manual and Formulate Appraisal Mechanism.
10. To decide plan of action for NAAC Dates.
11. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting


IQAC Coordinator

IQAC COORDINATOR
SHRI SARASWATI COLLEGE OF
SOCIAL WORK, WASHIM


Principal

Principal
Shri Saraswati College of
Social Work, Washim



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Date : 18/01/2020

Minutes of Meeting

The chairman **Shri U S Jamdhade** occupied the chair and welcomed the members for IQAC Meeting. The following business was transacted in the meeting:-

Agenda:1 Confirmation and Review of Minutes of first IQAC meeting held on 19/10/2019.

Resolution:

Thorough discussion was made, review is taken and Minutes of last IQAC meeting held on 19/10/2019 unanimously approved.

Agenda:2 Action taken report of first IQAC meeting held on 06/10/2019.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.	Shri A N Bohrapi (IQAC Coordinator) and Mr. B H Pattebahadur (Accountant). After work done, they are instructed to submit report to the IQAC.
2	Restructuring stakeholder feedback mechanism.	Stakeholder feedback mechanism restructured and decided to implement from Academic Year 2019-20 even semester
3	Framing code of ethics for research.	Code of ethics has been framed and published on the college website.



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Agenda:3 Review of NAAC work.

Resolution:

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

Agenda:4 Planning of NSS/ Extension Activities for Academic Year 2019-20.

Resolution:

Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2019-20 is to be done. Mr. U S Bankar (Extension Activities Coordinator) handed over responsibility for the same.

Agenda:5 To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute

Resolution:

Thorough discussion was made and it was decided that Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute is to be initiated. By consent of All responsibility of Face Value Enrichment has been given to Hon. Principal and Exam Incharge

Agenda:6 To use ICT facilities for Teaching and Learning.

Resolution:

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

Agenda:7 To take membership of N-List



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Resolution:

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of N-List. This responsibility is given to Librarian for taking membership of N-List and instructed to submit report to IQAC.

Agenda:8 To initiate process for registering alumni association.

Resolution:

It was brought to the notice of IQAC that registered alumni association is required as per NAAC guidelines to have health interaction with alumni and to have provision of financial and non-financial contribution from alumni. Mr. R. S Kothari (Administrator) has been given responsibility to register alumni association.

Agenda:9 To prepare HR manual and Appraisal Mechanism

Resolution:

It was brought to the notice of all IQAC members HR Manual or code of conduct required on 7th Criteria of NAAC.

Thorough discussion was made and it was decided to prepare HR Manual. Responsibility of same has been given to all HODs.

Agenda:10 To decide plan of action for NAAC application.

Resolution:

It was brought to the notice of IQAC that, from June 2018 NAAC has closed the window system and NAAC is accepting applications throughout the year. Based on this new change following plan of action has been decided by IQAC.



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- I. To take initial Login online portal
- II. To Apply for IIQA
- III. To submit SSR

Agenda:11 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC Coordinator

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Action Taken Report of last IQAC Meeting held on 18/01/2020

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism restructured and implemented from Academic Year 2019-20.
2	To take membership of N- Lsit	Membership of N- List has been taken.
	To prepare code of conduct for all stakeholders (HR Manual)	Code of conduct for all stakeholders (HR Manual is prepared.)
	To decide plan of action for NAAC application.	To take initial Login online portal To Apply for IIQA To submit SSR

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