

The meeting under the guidance of the Principal was called upon in his office on 17/8/20 at 1:00 p.m.

The following members attended the meeting.

- 1) Dr. I. D. Patil, Principal, S.M. College, Muktainagar.
- 2) Prof. B. L. Mahajan (Teacher Representative, S.M. College, Muktainagar)
- 3) Dr. V. S. Lakhale (Teacher Representative, S.M. College, Muktainagar)
- 4) Dr. S. K. Mali (Co-Coordinator, IQAC/NAAC, S.M. College, M'nagar.)
- 5) Dr. Sanjivaji Shekhawat (Vice-Principal, Engineering College, Bambhori)
- 6) Mr. R. C. Patil (Head, Clerk, S.M. College, Muktainagar)
- 7) Mr. J. N. Sisodia (Jr. Clerk, S.M. College, Muktainagar)
- 8) Mr. Akshay Sunil Patil (Student, T.Y.B.A. Eng. Dept.)
- 9) Prof. A. S. Patil (Alumni Secretary, Former Student, Bodwad College)
- 10) Mr. Sanjay N. Patil (Local Representative, Bohardi, Tal. BSL.)
- 11) Mr. Harshal Borse (Entrepreneur, Director, Green Globe, Biotech, Chopada)
- 12) Prof. L. B. Gayakwad (IQAC/NAAC Coordinator) S.M. College, M'nagar.

The following subjects were unanimously discussed in the meeting by the members under the guidance of the Principal.

- 1) To discuss on the NAAC visit.

The dates were sent to the NAAC for the NAAC visit to the college.

So, the Principal suggested to pay attention towards the systematic documents process & it was unanimously decided.

- 2) To attempt for online admission.

During the Covid-19, the university has given the guidelines about online admission. So the Principal instructed all the heads and the Assistant teacher to implement the online admission

process with attention & systematic schedule. He divided the responsibilities among the teachers & said to contact the students regarding the online system as it is rather difficult for

the rural and farming poor students of the area. It was

unanimously decided by all the members.

g) To start teaching the classes online.

During the Covid-19 situation, the government & the university have given guidelines to teach classes online till the Covid-19 situation will come into control, hence, the instructions of the Principal were accepted by all unanimously and the department will start the online teaching was unanimously granted.

f) To download syllabi of the classes.

The syllabi of T.Y.B.A. classes have been redesigned by the University Boards of studies. So the Principal instructed to all to download the concerned syllabi to start online teaching on it & it was unanimously decided to download the syllabi.

e) To submit the workload of the departments.

All the heads should submit the workload of the departments as per the Principal & it was instructed by the Principal and was unanimously granted the subject.

d) To plan out all the activities as per as per IQAC guidelines.

All the activities as per the IQAC should be planned out as it was planned out every year.

The principal suggested to prepare academic calendar, the Committee-wise proceeding, the strategy of the departments, innovation in teaching learning process, the implementation of the library activities, the N.S.S, Sports Activities & other academic matters regarding the students like subject proposals newly, faculty-promotion, NAAC preparation for NAAC visit.

There was no subject on proper time & hence the meeting ended with the thanks of the Principal and all the members.

Prof. L. B. Gayakwad

Principal

The meeting was held under the guidance of the Principal in his office on 12/11/2021 at 12:30 p.m. The following members were present to attend the meeting.

- 1) Dr. I.D. Patil, Principal, S.M. College, Muktainagar.
- 2) Prof. Dr. K.P. Patil (Teacher Representative, S.M. Coll, M'nagar)
- 3) Prof. Dr. V.S. Lavhale (Teacher Representative, S.M. College) - *Patil*
- 4) Prof. Dr. S.K. Mali (Coordinator, IQAC, S.M. Coll, M'nagar) *Patil*
- 5) Prof. Dr. Sanjivaji Shekhawat (Vice Principal, Engineering Coll, Bambhori)
- 6) Mr. R.C. Patil, (Head Clerk, S.M. Coll, M'nagar) *Patil*
- 7) Mr. J.N. Shisodia (Jr. Clerk, S.M. Coll, M'nagar)
- 8) Mr. Akshay Sunil Patil (Student, T.Y.B.A. English Department) *Patil*
- 9) Prof. Dr. A.S. Patil (Alumni Secretary, Former Student, Bodwad College)
- 10) Mr. Sanjay N. Patil (Local Representative, Bohardi, Tal. Bhusawal)
- 11) Mr. Harshal Borse (Entrepreneur, Director, Green Globe, Biotech, Chopada)
- 12) Prof. L.B. Gayakwad (IQAC/NAAC Coordinator) *Patil*

The discussion was followed on the following subjects unanimously after reading the minutes of the last meeting.

- 1) To collect the NAAC documentation.

It was in process & again was unanimously decided to collect documents for NAAC.

- 2) To provide new files for NAAC documentation.

All suggested to provide new files in place of the old ones and the issue was finalized.

- 3) To purchase once again the stationary for the NAAC activities.

It was unanimously decided and finalized.

- 4) To organize academic webinars department wise.

It was unanimously decided to organize the academic webinars department wise.

- 5) To conduct programmes as per the academic calendar.

All discussed on this issue and was finalized unanimously.

- 6) To form committees to complete NAAC activities.

Unanimously was decided that the various committees should be formed for NAAC activities completion.

18/02/20

7) To complete and put in regularity the online teaching.
The principal instructed all the teachers to complete the online and put in regularity thinking of the online issues of the students. It was unanimously decided.

8) To submit the syllabus coverage documents.
It was unanimously decided that all the teachers should submit their syllabus coverage documents to the Academic Coordinator, which was unanimously decided.

9) To setup/display departmental activities.
It was unanimously decided and finalized. Significant highlights be displaced.

10) To prepare departmental profile at a glance.
The departmental profiles should be prepared at a glance to be effective for the NAAC Team. It was unanimously finalized.

11) To permit former students to study in the Central Library of the college for the preparation of the Competitive Examinations.
The subject was unanimously discussed before the members. Rs 50/- were sanctioned as Membership fees for per student of this application/request put by Dr. R.N. Shewale was held as significant. The Identity Card should be issued to the former students was decided. The books of the College will be provided to the former students only in the library for reading and will not be given with them to read at homes.

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Prof. L.B. Gayakwad
(IQAC Coordinator)

KS
Principal
Sant Muktabai Arts & Commerce
College, Muktainagar Dist Jalgaon

The meeting was held under the able guidance of the Principal in his office on 3rd Feb, 2020-21 at 11:30 onwards. The span for an hour.

The following members were present to attend the meeting.

- 1) Dr. I. D. Patil, Principal, S.M. College, Muktainagar. *Heer*
- 2) Prof. Dr. K.P. Patil (Teacher, Representative, S.M. Coll.,)
- 3) Prof. Dr. V.S. Lavhale, (" ")
- 4) Prof. Dr. S.K. Mali, (Coordinator-II, IQAC/NAAC, S.M. Coll, M'nagar) *Gadgil*
- 5) Prof. Dr. Sanjivaji Shekhawat, (Vice-Principal, S.S.B.T, Bambhori Coll, Jalgaon)
- 6) Mr. R.C. Patil, (Head Clerk, S.M. College, M'nagar)
- 7) Mr. J.N. Sisodia (Jr. College, S.M. Coll, M'nagar)
- 8) Mr. Akshay Sunil Patil (Student, T.Y.B.A. Eng. Deptt.)
- 9) Prof. Dr. A.S. Patil (Alumni Secretary, Former Student, Bodwad Coll.)
- 10) Mr. Sanjay N. Patil (Local Representative, Bohardi, Bhusawal)
- 11) Mr. Harshal Borse (Entrepreneur, Director, Green Globe, Biotech, Chopda)
- 12) Prof. L.B. Gayakwad (IQAC-NAAC Coordinator) *anand*

The discussion was held on the following issues unanimously.

- 1) To read the minutes of the last meeting.

The minutes of the last meeting were read in the meeting and were confirmed altogether.

- 2) To discuss on the schedule sent by the NAAC Peer Team.

As we got the schedule of the visit of the NAAC Peer Team, the IQAC called the meeting and discussed the schedule before all the faculty.

The IQAC Coordinators and the Principal read and explained the total schedule sent by the NAAC. It was said that the NAAC will see the qualitative matrix. All were instructed to read the SSR once again. There will be the Principal's presentation. All the labs will be visited by the NAAC Peer Team. All the departments and small cells also will be visited by the NAAC. The Principal suggested to update the presentations once again. The departments also should be decorated with the significant display of the departmental activities. All should come in the uniform made up-to-date. The Team should be welcomed sincerely and with updation of the documents. The Team should be pacified during the schedule of two days as per the Principal.

It was unanimously decided that the Team should be provided with a room to prepare their documents. The report on College at a Glance should be prepared by Prof. Gaddam and her member with Dr. Prasanna Deshmukh, the Assistant Teacher in the Department of Geography.

- Lesson plans, Mentor-Mentee Scheme in 2020-21 should be updated.
- The office file should also be prepared in the office and at the IQAE Coordinator.
- All the faculty should maintain the personal file of the documents from the 10th standard at them to show to the NAAE Peer Team. Every one should prepare the syllabus file at the department. All files should be prepared with the index related. Time-Table File of all the department with all the files of the activities of the students and the teachers should also be made ready.
- Former, present students and their parents should be invited by all the departments to remain present before the NAAE Peer Team.

The above were the subjects discussed and sanctioned unanimously by the members of the meeting for the two days' visit of the NAAE Peer Team. There was no subject before and hence the meeting ended with the vote of thanks by the IQAE Coordinators.

9/11/21
Prof. L.B. Gayakwad
(IQAE/NAAE Coordinator)
S.M. Arts & Commerce College,
Muktainagar, Dist. Jalgaon.

Hee
21/11/21
Principal
Smt. Muktesh Arts & Commerce
College, Muktainagar Dist Jalgaon

On 16/3/2021, the meeting of the IQAC committee was called by the Principal in his office at 11:30 AM.

The attendance was given by the following members.

- 1) Dr. D.D. Patil, Principal
- 2) Prof. Dr. K.P. Patil, Teacher Representative
- 3) Prof. Dr. V.S. Lavhale, " "
- 4) Prof. Dr. S.K. Mali, Coordinator II, IQAC/NAAC
- 5) Prof. Dr. Sanjivaji Shekhawat, Vice Principal, S.S.B.T. Eng. Coll, Bambhori.
- 6) Mr. R.C. Patil, Head clerk
- 7) Mr. J.N. Sisodia, Junior Clerk
- 8) Mr. Akshay Sunil Patil, Student T.Y.B.A. Eng. Deptt.
- 9) Prof. Dr. A.S. Patil, Alumni Secretary, former student, Bodwad College.
- 10) Mr. Sanjay N. Patil, Local Representative, Bohardi
- 11) Mr. Harshal Borse, Entrepreneur, Director, Green Globe, Biotech, Chopada
- 12) Prof. L.B. Gayakwad (IQAC/NAAC Coordinator)

The discussion was followed on the following subjects.

- 1) To read and confirm the minutes of the last meeting.

The minutes of the last meeting were read and confirmed.

- 2) To discuss on the NAAC Grade received to the College.

At first the Principal congratulated all the criteria members and the IQAC Coordinators I & II for the work done for the NAAC visit.

Then unanimously all the members and the Coordinators congratulated the Principal for the guidance and guidelines issued by him from time to time. All appreciated his hard work for the preparation of the NAAC visit.

The Principal also appreciated the work of all the criteria members, Coordinators and the total staff for their hard work.

The Principal also orally told about the Chairman Satish who also congratulated on working hard and receiving

B+ grade with CGPA of 2.71 on four point scale.

3) To conduct online lectures.

The discussion on conduction of the online lecture was discussed in the meeting. It was answered that the online teaching is being done with Zoom and Google meet, Videos, made by the teachers themselves through WhatsApp Groups. The notes were prepared by the teachers and sent to the students through WhatsApp. The objective type questions were framed and the films on the syllabus were also shared by some of the departments. Department of English uploaded the videos on syllabus made by them on Youtube Channel creating their own Youtube Channel. Geography Department, Economics Department and History Department and Commerce Department teachers prepared their own Videos on Syllabus and sent them to their students through WhatsApp Groups.

4) To declare internal examination results.

The president instructed to prepare the internal examination result to submit online to the university.

5) To conduct online webinars, workshops department wise.

The President told all the Departments to conduct online webinars and workshops. Specially he instructed to Prof. S.A. Saindlane to conduct a webinar.

6) To chanzalize next activities in the direction of fourth NAAC Cycle.

The President guided that all the departments and cells should conduct the programmes as per the NAAC guidelines of NAAC for the 4th Cycle of NAAC. Bridge Courses, Add-on Courses, Seminars, etc. should be conducted as said by the President.

Being no other subject, the meeting ended with the thanks by the IQAC Coordinators.

Prof. L.B. Gayakwad

Principal

Sant Muktabai Arts & Commerce

* Meeting 26th : 17/8/20

(2020-21)

1) The meeting was held under the guidance of the Principal at 1:00 p.m. in his office.

The following actions were taken with discussion unanimously & implemented.

The college was preparing for NAAC III cycle so unanimously there was the discussion on the NAA visit coming to the College. The Principal brought to the notice of all the members that the dates of NAAC Peer Team arrival have been sent to NAAC. He highlighted on the systematic documentation process which was unanimously approved.

2) The suggestions were given to all the heads and the department teachers to attempt sincerely for online admission.

The university had given instructions for doing online admission & so the Principal gave guidelines to all the heads and the assistant teachers to implement the online admission process with the schedule properly. He divided the works among the teachers and contact students to have the best implementation of online admission, though it is difficult for our students who come from the farming and rural background.

3) As per the suggestion by the Principal, it was decided that the teaching will be started online during Covid-19 because the government had instructed to attend classes online till the Covid-19 situation ends. The Online teaching was accepted unanimously to start systematically.

4) The redesigned syllabi of all the classes related should be downloaded was unanimously decided. The Online teaching should be started as per the downloaded syllabi was instructed by the Principal.

5) The Principal had told all to submit the workloads of all the departments. He also told the Heads to make distribution of the workloads properly to have the online teaching systematically.

6) The Principal stressed on the implementation of all the activities as per the guidelines of the IQAC. He also suggested for preparing the Academic Calendar department of cell wise. He talked on completing the committee wise proceedings, the strategy of all the departments, innovation in Teaching-Learning Methods, the implementation & innovation of the Library Activities, the N.S.S. Activities, the Sports Activities and the related Academic matters regarding students like subject proposals, faculty promotion, NAAC preparation for NAAC visit.

Action Taken Report by IQAC (2020-21)

* Meeting 27th : 12/1/2021 :

1) This meeting was held under the guidance of the Principal in his office on 12/1/2021 at 12:30 p.m. It was implemented by the stakeholders.

The members present discussed on the following subjects unanimously.

At first the minutes of last meeting were read and confirmed.

The NAAC process was running with us so the Principal stressed on the process of collecting documents useful to the NAAC process.

2) The departments should be provided with the files new for the NAAC documentation was stressed by the Principal.

3) The departments must have the NAAC related stationary for the better utilization was decided unanimously.

4) The Principal guided on conducting the innovative online webinars department wise. He stressed on the academic webinars.

5) The Principals also took action that all the departments should conduct activities as per the academic calendar of the college.

6) The Principal instructed on forming the committees for NAAC activities completion and it was implemented by all.

7) The Principal instructed here to put the online teaching in regularity, he said the Online teaching shouldn't be disconnected to the students as the major factors in the college. The teachers counselled the students towards the implementation of the online teaching because Muktainagar-Taluka students come from the rural background and thus the online-teaching is problematic to them due to the poverty.

8) The Principal instructed all the members to submit their syllabus coverage documents.

9) The President said for displaying the highlights of the departments outside and in the departments.

10) The Principal also said for preparing the departmental profiles at a glance.

Action Taken Report by IQAC.

(2020-21)

* Meeting 28th : 3/2/2021 :

- ① The meeting was invited by IQAC in the hall of the Principal at 11:30 on 3/2/2021 where the following subjects were discussed and finalized unanimously by the attendees present & implemented by the stakeholders.
- ② The minutes of the last meeting were read and confirmed unanimously.
- ③ The discussion on NAAC Peer Team Schedule received was done. The NAAC Coordinators read out the Schedule and it was discussed and analysed by the Principal with all the attendees present. It was said that the NAAC Peer Team shall stress on qualitative metrics. All the teaching staff was said for reading the NAAC SSR once again. The NAAC will stress on the presentation of the Principal was discussed unanimously. It was also discussed that the NAAC Peer Team will visit the labs, departments, cells and all the related sections so everyone should display the departmental activities properly outside or in the department. The members were suggested to come in dress-code during the NAAC Visit. It was said by the Principal and all had agreed. It was decided that the team should be welcomed with sincere attempts and updation of the documentation to have the satisfaction of the team. All were remembered that the best hospitality and welcome of the guests would have been the habit of the college. It was decided that the team should be provided with the special room for their documentation. The College at a glance activity was given to Prof. Gaddam and Dr. Prasanna Deshmukh, the Geography Department teacher. The Principal said to update the lesson-plans, Mentor-Mentee Scheme, the office files, the personal files of the teachers with the Index; student-activities, the teachers' innovative participation, the former students', Parents' meeting conduction, etc.

No other subject was there to be discussed and hence the meeting ended with the thanks of the Principals by the

Action Taken Report by IQAC

(2020-21)

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DATE

* Meeting 29th : 2020-21 : (16/3/2021)

This concerned meeting was also held under the guidance of the Principal where the following decisions and actions were taken by the attendees & implemented by the stakeholders.

1) The minutes of the last meeting were read out and confirmed.

2) The discussion was made on the NAAC Grade received to the College. The Principal congratulated all the Criteria Members & the IQAC Coordinators with related teaching - non teaching staff for presenting the NAAC documents to the NAAC sincerely.

All the staff teaching & non teaching also congratulated the Principal for carrying the NAAC Process very successfully and guiding all the staff for receiving the B+ Grade by NAAC.

All appreciated the hard work of the Principal. The Principal orally told about the message of the Hon'ble Chairman Sahab who had congratulated the staff for having the best contribution to get B+ Grade with CGPA of 2.71 on four point scale.

3) The Principal instructed all the staff to conduct the online lectures sincerely. It was observed that the Online Teaching was done & was being done with Zoom, Google Meet, with Videos made by the teachers and uploading them on YouTube and sending into the WhatsApp Groups. The teachers had prepared notes, objective question-sets and sent to the students through WhatsApp Groups. Some of the Departments created their own YouTube Channels and uploaded videos on it and sent them to their students through WhatsApp Groups. Maximum Departments created their own YouTube Channels.

4) The Principal instructed to prepare internal exam. result & to update it on University Portal.