



Swami Vivekanand Bahauddeshiya Vikas Shikshan Sanstha Rohana

## Late Vasant Rao Kolhatkar Arts College

Rohana Tal. Arvi Dist. Wardha 442302

NAAC Accredited B CGPA 2.19(Cycle 1)

### Internal Quality Assurance Cell

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Date: 12/06/2018

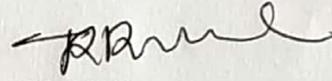
### NOTICE

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting will be held on *Tuesday 19<sup>th</sup> June, 2018* at 2.15 P.M. in Principal Cabin to discuss following agenda. Presence of all members of IQAC is solicited.

#### **Agenda of the Meeting**

1. Confirmation of the minutes of previous meeting dated 01/05/2018
2. Organization of One Day Computer Training Workshop for Non-Teaching Staff
3. Formation of Student Research Society (SRS)
4. Formation of Nature Club
5. Renovation of Principal and Administrative Office
6. Organization of One Day workshops on Intellectual Property Rights (IPR) under Innovation Ecosystem
7. Organization of various programmes for Student's Capability Enhancement and development
8. Feedback from stakeholders
9. Participation of institution in 8 crore plantations, a project by the Ministry of Forest, Maharashtra State.
10. To start Competitive Examination Cell
11. Preparation of Course Outcomes according to revised syllabus
12. Policy of Financial Support to the Teachers for attending State, National and International Recognition/Awards

13. To encourage the Teaching Staff to publish research papers in UGC listed Research Journals and to present Papers in various National/International conferences, seminars and workshops.
14. Motivate Faculty for Research Project and Ph. D
15. Issues with the permission of the chair.



IQAC Coordinator

COORDINATOR IQAC  
Late vasantrao Kolhatkar Arts  
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### Internal Quality Assurance Cell

#### Minutes of Meeting

Held on 19/6/2018

**Item No.1:** Confirmation of the minutes of previous meeting dated 01/05/2018

**Resolution No.1:** The minutes of the previous meeting dated 01/05/2018 were read out, Dr. T. R. Bannagre, Coordinator IQAC before the committee and after sufficient discussion the same was unanimously approved and confirmed by the committee.

The Resolution was unanimously passed by the Committee.

**Item No.2:** Organization of One Day Computer Training Workshop for Non-Teaching Staff

**Resolution No.2:** To enhance the proficiency of Non-teaching staff in use of computer in office work, it was unanimously decided to organize a workshop of Computer Training for Non-Teaching Staff.

The Resolution was unanimously passed by the Committee.

**Item No.3:** Formation of Student Research Society (SRS).

**Resolution No.3:** To promote a research culture among the students and encourage them to undertake minor research projects/surveys, it was unanimously decided to form a Student Research Society (SRS) having students and teachers representation in the current session and would be reconstituted every year.

The Resolution was unanimously passed by the Committee.

**Item No.4:** Formation of Nature Club

**Resolution No.4:** To promote environmental consciousness among the students, to make campus eco-friendly and to address various green initiatives, it was unanimously decided to constitute a committee (having Student Representatives) to form a Nature Club. It was also decided that the NSS unit, Environment Cell and Health Club would work in coordination to address the various environment issues.



The Resolution was unanimously passed by the Committee.

**Item No.5:** Renovation of Principal and Administrative Office

**Resolution No.5:** Considering the suggestion by students and staff, it was unanimously decided to renovate the Principal and Administrative Office to make more students friendly. As the institute was unable to provide funds for the renovation, the Management showed willingness to provide the funds.

The Resolution was unanimously passed by the Committee.

**Item No.6:** Organization of One Day workshops on Intellectual Property Rights (IPR) under Innovation Ecosystem

**Resolution No.6:** It was unanimously decided to conduct two workshops on Intellectual Property Rights (IPR) as per the Resolution No. 17 of IQAC meeting dated 15/06/2017, in the current session.

The Resolution was unanimously passed by the Committee.

**Item No.7:** Organization of various programmes for Student's Capability Enhancement and development

**Resolution No.7:** It was unanimously decided to organize various programmes to enhance capability of students and their holistic development such as Soft Skill Development, Remedial coaching, Bridge Courses, Yoga and Meditation, Personal Counseling and Mentoring etc. The task was assigned to Department of Physical Education, Co-curricular Activity Committee and Student Counseling Cell.

The Resolution was unanimously passed by the Committee.

**Item No.8:** Feedback from stakeholders

**Resolution No.8:** It was unanimously decided that the feedbacks of Parents, Employer and Alumni would be taken whenever they visit the institution and also in the Parent Teacher Meet and Alumni Meet. Feedbacks of students and teachers would be taken at the end of the semesters. After obtaining feedbacks from the stakeholders the Feedback Committee would analyze the feedbacks and submit the analysis and action taken reports to the IQAC.

The Resolution was unanimously passed by the Committee.



**Item No.9:** Participation of institution in 8 crore plantations, a project by the Ministry of Forest, Maharashtra State.

**Resolution No9:** It was unanimously decided that the NSS unit, Environment Cell, Staff, Student and other Stakeholders will participate in 4 crore plantations, a project by the Ministry of Forest, Maharashtra State from 1<sup>st</sup> July to 15<sup>th</sup> July 2018.

The Resolution was unanimously passed by the Committee

**Item No.10:** To start Competitive Examination Cell

**Resolution No.10:** It has been observed that there is a lack of awareness regarding competitive examinations among the rural students. To create awareness and make them compatible for these examinations, it was unanimously decided to start Competitive Examination Cell. The primary focus would be on arranging expert talks by MPSC qualified resource persons, providing study material and to motivate them for taking up career in government jobs through competitive examinations.

The Resolution was unanimously passed by the Committee

**Item No.11:** Preparation of Course Outcomes according to revised syllabus

**Resolution No.11:** From the academic session 2018-19, the University has replaced the annual system of final year (UG) by semester system. Syllabuses were redesigned as per the change in system. The committee thus unanimously decided that all the HODs would prepare Course Outcomes according to the new syllabus.

The Resolution was unanimously passed by the Committee

**Item No. 12:** Policy of Financial Support to the Teachers for attending State, National and International conferences/seminars/workshops.

**Resolution No. 12:** After sufficient discussion it was unanimously decided that the institute would make a policy to provide financial assistancetowards registration fees or travelling expenses whichever is minimum to motivate them for attending State, National and International conferences/seminars/workshops.

The Resolution was unanimously passed by the Committee.



**Item No. 13:** To encourage the Teaching Staff to publish research papers in UGC listed Research Journals and to present Papers in various National/International conferences, seminars and workshops.

**Resolution No. 13:** In order to enhance teacher's participation in research activities, it was unanimously decided to encourage the teaching Staff to publish research papers in UGC listed Research Journals and to present Papers in various National/International conferences, seminars and workshops.

The Resolution was unanimously passed by the Committee

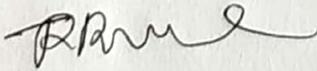
**Item No.14:** Motivate Faculty for Research Project and Ph. D

**Resolution No.14:** It was unanimously decided that the institution would provide more facilities to the faculties to motivate them to enhance their participation in research activities like submitting research projects to various funding agencies and to register them for Ph.D. programmes.

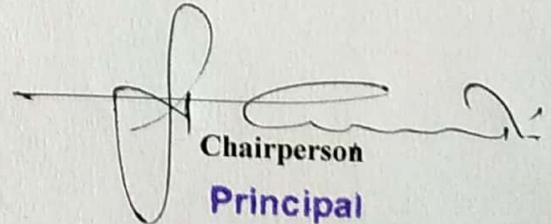
The Resolution was unanimously passed by the Committee.

**Item No.15:** Issues with the permission of the chair.

**Resolution No.15:** As there were no issues to discuss, meeting was concluded with vote of thanks to all present



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**Chairperson**  
**Principal**  
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Internal Quality Assurance Cell

### Action Taken Report of Meeting held on Tuesday, 19/06/2018

| Resolution No. | Resolution in the Meeting                                          | Action Taken for Implementation & Outcome                                                                                                                                                                                                                                        |
|----------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.             | To organize a workshop on Computer Training for Non-Teaching Staff | <ul style="list-style-type: none"><li>• One Day Computer Training Workshop for Non-Teaching Staff was organized on 23<sup>rd</sup> August 2018.</li><li>• Resource Person: Mr. Abdul Sharik<br/>Director, PARAM Incorporation, Arvi</li><li>• No. of beneficiaries: 04</li></ul> |

#### Resolution No. 3:

**Resolution in the Meeting:** To form Student Research Society (SRS).

**Action Taken for Implementation & Outcome:** Student Research Society was formed on 24<sup>th</sup> September 2018 as follows

| Name                              | Designation                               |
|-----------------------------------|-------------------------------------------|
| 1. Dr. N. D. Gaurkhede            | Coordinator (Teacher Representative)      |
| 2. Ku. Kiran Subhashrao Jawane    | Member (B A I - Student Representative)   |
| 3. Ku. Farah Parvin Sheikh Rashid | Member (B A II - Student Representative)  |
| 4. Mr. Nilesh Ganesh Ingale       | Member (B A III - Student Representative) |



**Resolution No. 4:**

**Resolution in the Meeting:** To constitute a committee to form Nature Club

**Action Taken for Implementation & Outcome:** Following committee was constituted to form Nature Club on 1<sup>st</sup> July 2018 -

| Name                              | Designation                               |
|-----------------------------------|-------------------------------------------|
| 1. Dr. T. R. Bannagre             | Coordinator                               |
| 2. Mr. Mukesh Prakash Gopale      | Member (B A I - Student Representative)   |
| 3. Mr. Vaibhav Balvant Shirpurkar | Member (B A II - Student Representative)  |
| 4. Mr. Dikshant Dharmal Patil     | Member (B A III - Student Representative) |

| Resolution No. | Resolution in the Meeting                                                                          | Action Taken for Implementation & Outcome                                                                                                                                                                                                                                                                                                                                                                             |
|----------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.             | To renovate Principal and Administrative Office                                                    | <ul style="list-style-type: none"><li>Principal and Administrative office were renovated.</li><li>Funds provided by the Management.</li></ul>                                                                                                                                                                                                                                                                         |
| 6.             | To organize two One Day workshops on Intellectual Property Rights (IPR) under Innovation Ecosystem | Two workshops on IPR were organized <ul style="list-style-type: none"><li><i>Patent on Trademark</i> on 20/08/2018.</li><li>Resource person: Dr M. R. Sahu<br/>Head Department of Economics</li><li>No. of Beneficiaries: 07</li><li><i>Law of Intellectual Property Rights</i> on 14/04/2019.</li><li>Resource Person: Dr D. S. Umbarkar<br/>Head Department of Sociology</li><li>No. of Beneficiaries: 07</li></ul> |



**Resolution No. 7:**

**Resolution in the Meeting:** To organize various programmes to enhance capability of students and their holistic development such as Soft Skill Development, Remedial coaching, Bridge Courses, Yoga and Meditation, Personal Counseling and Mentoring etc. The task was assigned to Department of Physical Education, Co-curricular Activity Committee and Student Counseling Cell.

**Action Taken for Implementation & Outcome:** Following programmes for Student's Capability Enhancement and development were organized.

| Name of the Programme                    | Date of Implementation | Number of Students Enrolled | Name of Agency/Resource Person                                                                  |
|------------------------------------------|------------------------|-----------------------------|-------------------------------------------------------------------------------------------------|
| 1. Guidance for competitive Examinations | 13/08/2018             | 284                         | Dr. Sachin Sanap (M.P.S.C. qualified veterinary doctor)                                         |
| 2. Career Counselling                    | 13/02/2019             | 284                         | Dr. Sachin Sanap (M.P.S.C. qualified veterinary doctor)                                         |
| 3. Soft Skill Development                | 14/11/2018             | 284                         | Dr. Nitin Mathankar                                                                             |
| 4. Remedial Coaching                     | 15/07/2019             | 61                          | Extra coaching for Slow learners by the faculty members of Department of English and Economics. |
| 5. Bridge Courses for BA I               | 17/09/2018             | 144                         | Guest Lecture by Mr. Santosh Yadav, Assit. Prof. (Sociology) S.P. College, Pulgaon.             |
| 6. Bridge Courses for BA II              | 12/03/2019             | 75                          | Guest Lecture by Mr. Ramesh Aglawe, Assit. Prof. (Economics) A. and S. College, Pulgaon.        |
| 7. Bridge Courses for BA III             | 16/04/2019             | 65                          | Guest Lecture by Mr. Vijay M. Khadse, Assit. Prof. (English) A.C.S. College, Arvi               |
| 8. Yoga and Meditation                   | 26/06/2018             | 284                         | Celebration of International Yoga Day                                                           |



|                         |            |     |                            |
|-------------------------|------------|-----|----------------------------|
| 9. Personal Counselling | 15/07/2018 | 284 | Under Mentor-Mentee Scheme |
|-------------------------|------------|-----|----------------------------|

| Resolution No. | Resolution in the Meeting                                                                                                                                                                         | Action Taken for Implementation & Outcome                                                                                                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.             | To obtain feedbacks from stakeholders                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Feedbacks from stakeholders were collected</li> <li>• Analyzed</li> <li>• Analysis and Action Taken reports were submitted to the IQAC for further action.</li> </ul>                                      |
| 9.             | Participation of institution in 8 crore plantations, a project by the Ministry of Forest, Maharashtra State.                                                                                      | <ul style="list-style-type: none"> <li>• The NSS unit, Environment Cell, Staff, Student and other Stakeholders were participated in the activity from 1<sup>st</sup> July to 7<sup>th</sup> July 2018.</li> <li>• No. of Plantation: 126</li> </ul> |
| 10.            | To start Competitive Examination Cell                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Competitive Examination Cell was started on 4<sup>th</sup> October, 2018</li> <li>• No. of Students enrolled: 125</li> </ul>                                                                               |
| 11.            | To Prepare Course Outcomes according to revised syllabus                                                                                                                                          | <ul style="list-style-type: none"> <li>• Course Outcomes were prepared by the departments</li> <li>• Submitted to the IQAC for further action.</li> </ul>                                                                                           |
| 12.            | To provide financial assistance towards registration fees or travelling expenses whichever is minimum to teachers for attending State, National and International conferences/seminars/workshops. | <p>Following financial assistance will be provided.</p> <ul style="list-style-type: none"> <li>• State level- 500/-</li> <li>• National Level- 700/-</li> <li>• International Level- 1000/-</li> </ul>                                              |



**Resolution No. 13:**

**Resolution in the Meeting:** To encourage the teaching staff to publish research papers in UGC listed Research Journals, conferences, seminars and workshops.

**Action Taken for Implementation & Outcome:**

- Details of Teaching Staff Research Publications in UGC listed Journals

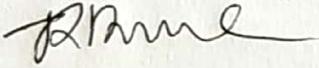
| Type          | Department        | No. of Publication | Average Impact Factor (if any) |
|---------------|-------------------|--------------------|--------------------------------|
| National      | Political Science | 01                 | 0                              |
| National      | Economics         | 01                 | 0                              |
| National      | Sociology         | 02                 | 5.88                           |
| National      | English           | 01                 | 6.61                           |
| International | Political Science | 01                 | 6.26                           |
| International | Economics         | 01                 | 6.26                           |
| International | History           | 01                 | 5.01                           |
| International | Marathi           | 02                 | 0                              |
| International | English           | 01                 | 0                              |
| International | Library           | 03                 | 5.99                           |

- Details of Teaching Staff Paper Presentations

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended Seminars/workshops | 4             | 7        | 5     | 0     |
| Presented Papers            | 2             | 9        | 0     | 0     |
| Resource Person             | 0             | 0        | 1     | 0     |

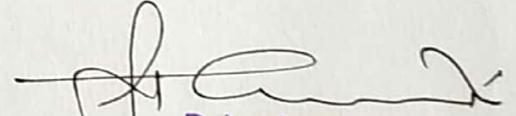


| Resolution No. | Resolution in the Meeting                                                                                                                                                                                                   | Action Taken for Implementation & Outcome                                                                                                                                                                                                                    |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.            | To provide more facilities to the faculties to motivate them to enhance their participation in research activities like submitting research projects to various funding agencies and to register them for Ph.D. programmes. | <ul style="list-style-type: none"> <li>• Dr. D. S. Umbarkar<br/>Head Department of Sociology<br/>was felicitated by the Principal for being awarded with Ph.D.</li> <li>• Mr. M. D. Zalke<br/>Head Department of Marathi<br/>Submitted the thesis</li> </ul> |



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