



Swami Vivekanand Bahuddeshiya Vikas Shikshan Sanstha Rohana

Late Vasant Rao Kolhatkar Arts College

Rohana Tal. Arvi Dist. Wardha 442302

Internal Quality Assurance Cell

Date: 07/06/2017

NOTICE

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting will be held on *Thursday 15th June, 2017* at 2.15 P.M. in the Principal Cabinto discuss following agenda.

Agenda of the Meeting

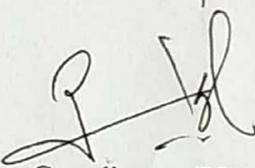
1. Confirmation of the minutes of previous meeting dated 14/03/2017
2. To organize two days workshop on 'Holistic Development of Proficiencies for Teaching and Non-Teaching Staff.'
3. To review the preparation of Peer Team Visit to the institution for Cycle I
4. Submission of proposal for University Level Best College Award and Best Programme Officer Award to the Department of N.S.S., R. T.M. Nagpur University, Nagpur.
5. Reconstitution of IQAC as per revised guidelines
6. Introduction of Value-Added Course on Earthworm Manure (Vermin Compost) Production
7. Formation of Health Club
8. Participation of the college in 4 crore plantations, a project by the Ministry of Forest, Maharashtra State.
9. 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.
10. Establishment of MoUs and collaborations
11. Feedbacks from stakeholders
12. Establishment of Voter Registration Counter on campus

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13. Organization of various programmes for Student's Capability Enhancement and Development
14. To discuss on the proposal of NSS unit to build a check dam on the rivulet beside the college
15. To organize Alumni and Parent Teacher Meet
16. Conduction of workshops on Intellectual Property Rights (IPR) under Innovation Ecosystem
17. Issues with the permission of the chair.

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




Coordinator (IQAC)
COORDINATOR IQAC
Late Vasant Rao Kolhatkar Arts
College Rohana Tah Ary
Distt Wardha





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Late Vasantrao Kolhatkar Arts College

Rohana Tal. Arvi Dist. Wardha 442302

Internal Quality Assurance Cell

Minutes of Meeting

Held on 15/6/2017

Item No.1: Confirmation of the minutes of previous meeting dated 14/03/2017

Resolution No. 1: The minutes of the previous meeting dated 14/03/2017 were read out Mr. R. P. Rede, Coordinator NAAC and 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: To organize two days workshop on 'Holistic Development of Proficiencies for Teaching and Non-Teaching Staff.'

Resolution No. 2: For the professional development and administrative training of Teaching and Non-teaching staff and after sufficient discussion on the agenda, it was unanimously decided that Two Days Workshop on Holistic Development of Proficiencies for Teaching and Non-Teaching Staff would be organized in the current session.

The Resolution was unanimously passed by the Committee.

Item No.3: To review the preparation of Peer Team Visit to the institution for Cycle I

Resolution No.3: Mr. R. P. Rede, Coordinator (NAAC) informed the Committee members about the Peer Team Visit scheduled on 05th and 06th October 2017 and presented the review of preparation of Peer Team Visit. After sufficient discussion, it was unanimously decided that the Coordinator (NAAC) would prepare a tentative schedule (as per the direction) of two days visit of Peer Team and convey the dates of Peer Team Visit to the stakeholders (Alumni, Parents and Management) and invite them for interaction with Peer Team members.

The Resolution was unanimously passed by the Committee



Item No. 4: Submission of proposal for University Level Best College Award and Best Programme Officer Award to the Department of N.S.S., R. T.M. Nagpur University, Nagpur.

Resolution No. 4: The College has an active NSS unit of 100 students and participated in various National and Social activities. The NSS unit of the college and the Programme Officer fulfill the conditions for the awards. After sufficient discussion, it was unanimously decided that the Programme Officer, NSS would prepare the proposal for University Level Best College Award and Best Programme Officer Award and submit to the NSS department of the University.

The Resolution was unanimously passed by the Committee

Item No.5: Reconstitution of IQAC as per revised guidelines

Resolution No. 5: After sufficient discussion, it was unanimously decided to reconstitute the existing IQAC as per as per the revised guidelines. The tenure of the IQAC would be for the academic session 2017-18 and reconstituted in the next session till further order.

The Resolution was unanimously passed by the Committee.

Item No 6: Introduction of Value-Added Course on Earthworm Manure (Vermin Compost) Production

Resolution No. 6: To offer optional courses outside the curriculum that help students to add value and learn life skills, it was unanimously decided to introduce a Value-Added Course on Earthworm Manure (Vermin Compost) Production of 35 hours in the current session.

The Resolution was unanimously passed by the Committee.

Item No.7: Formation of Health Club

Resolution No. 7: Staff and students of the college participate in various Government Surveys and other social activities in surrounding villages. Unawareness regarding the issues of health and hygiene were observed in these villages. After sufficient discussion, it was unanimously decided to constitute a committee to form the Health club of the college which would address this issue of unawareness by organizing health awareness rallies, distribution of pamphlets, medical checkup camps, etc. It was also decided that the committee would be reconstituted in every session.

The Resolution was unanimously passed by the Committee



Item No. 8: Participation of the institution in 4 crore plantations, a project by the Ministry of Forest, Maharashtra State.

Resolution No. 8: It was unanimously decided that the NSS unit, Environment Cell, Staff, Student and other Stakeholders of the collegewould participate in 4 crore plantations, a project by the Ministry of Forest, Maharashtra State from 1st July to 7th July 2017.

The Resolution was unanimously passed by the Committee

Item No. 9: 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. 9: The promotion of research is an important responsibility of the institution without which a 'research culture' on campus cannot be realized. The faculties need to be motivated to enhance their participation in research activities. After sufficient discussion it was unanimously decided to empower and 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. 10: Establishment of MoUs and collaborations

Resolution No. 10: Through collaboration an institution can maintain a closer contact with the work field. To boost the number of sharing and collaborative activities that include training, student exchange, faculty exchange, research and resource sharing, among others, it was unanimously decided to sign MoUs with academic institutions or industry or other agencies of professional and social relevance.

The Resolution was unanimously passed by the Committee

Item No.11: Feedbacks from stakeholders

Resolution No.11: 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.12: Establishment of Voter Registration Counter on campus

Resolution No.12: To promote the importance of voting among students specially students of first semester (New Voters), and being committed to the National work, it was unanimously decided to establishment a Voter Registration Counter on campus to register the voters. Parents and locals could also avail the facility.

The Resolution was unanimously passed by the Committee.

Item No. 13: Organization of various programmes for Student's Capability Enhancement and development

Resolution No. 13: 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 the Department of Physical Education, Co-curricular Activity Committee and Student Counseling Cell.

The Resolution was unanimously passed by the Committee.

Item No. 14: To discuss on the proposal of NSS unit to build a check dam on the rivulet beside the college

Resolution No. 14: It was observed that in summer season the borewell of the institution and the wells of the nearby farmfields got dried. To overcome the problem the NSS unit proposed to build a check dam on the rivulet beside the college. After sufficient discussion the proposal was unanimously accepted.

The Resolution was unanimously passed by the Committee

Item No. 15: To organize Alumni and Parent Teacher Meet

Resolution No. 15: Alumni and Parents are significant stakeholders. Their suggestions play vital role in the holistic growth of the institution. After sufficient discussion it was unanimously decided to organize Alumni Meet and Parent Teacher Meet in every academic session. The task was assigned to the respective committees.

The Resolution was unanimously passed by the Committee



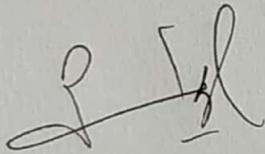
Item No. 16: Conduction of workshops on Intellectual Property Rights (IPR) under Innovation Ecosystem

Resolution No. 16: To create an ecosystem for innovation including initiatives for creation and transfer of knowledge and to promote the importance of IPR, it was unanimously decided to conduct at least two seminars/workshops on IPR in an academic session. The task was assigned to the Research and Innovation Committee.

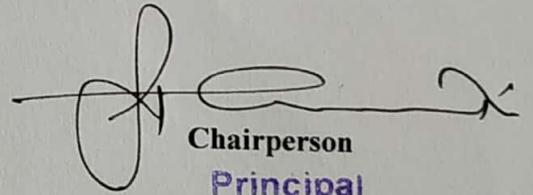
The Resolution was unanimously passed by the Committee.

Item No. 17: Issues with the permission of the chair.

Resolution No. 17: As there were no issues to discuss, meeting was concluded with vote of thanks to all present.



IQAC Coordinator
COORDINATOR IQAC
Late Vasantao Kolhatkar Arts
College Rohana Tah Arv
Distt Wardha



Chairperson
Principal
Late V K Arts College
Rohana Ta Arvi Dist. Wardha





Swami Vivekanand Bahuuddeshiya Vikas Shikshan Sanstha Rohana

Late Vasant Rao Kolhatkar Arts College

Rohana Tal. Arvi Dist. Wardha 442302

Internal Quality Assurance Cell

Action Taken Report of Meeting held on Thursday, 15/06/2017

Resolution No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
2.	To organize two days workshop on 'Holistic Development of Proficiencies for Teaching and Non-Teaching Staff'	<ul style="list-style-type: none">• Two days workshop on Holistic Development of Proficiencies for Teaching and Non-Teaching Staff was organized on 22nd and 23rd July 2017.• Resource Persons: Mrs. Jyoti Bhendale and Mrs. Kalyani Sohani• No. of Beneficiaries: 17 (staff members)
3.	To review of preparation of Peer Team Visit was presented by the Coordinator (NAAC)	<ul style="list-style-type: none">• Tentative schedule for the visit of Peer Team was prepared• Different committees including Transport and Hospitality were formed for smooth and hassle-free visit of the Peer Team.• The dates of Peer Team Visit were conveyed to the stakeholders and request letters were sent to them to invite for interaction with Peer Team members
4.	To submit proposal for University Level Best College Award and Best Programme Officer Award to the Department of N.S.S., R. T. M. Nagpur University, Nagpur.	<ul style="list-style-type: none">• The proposal for the awards was prepared and submitted to the Department of NSS, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.



Resolution No. 5:

Resolution in the Meeting: To reconstitute the existing IQAC as per as per the revised guidelines.

Action Taken for Implementation & Outcome: The IQAC was constituted as follows-

Sr. No.	Category	Name	Designation
1	Head of the Institution	Dr. N. A. Mathankar	Chairman, Principal
2	NAAC Coordinator	Mr. R.P. Rede	Asst. Professor,
2	IQAC Coordinator	Mr. R.P. Rede	Asst. Professor
3	Senior administrative officer nominees	Mr. R. V. Takale	Administrative Member
4	Faculty Nominees	Mr. M. D. Zalke	Member
		Ku. M. R. Sahu	Member
		De. T. R. Bannagre	Member
5	Nominee from Management	Mr. P. V. Takale	Secretary - Society
6	Nominees from Students and Alumni	Mr. Arpit Wagh	Alumni Member
		Ku. Sulochana Zadale	Student Member
7	Nominees from Employers /Industrialists/stakeholders	Mr. Anchit P. Narwadkar	Employer Member
		Mr. Shyam Gaikwad	Parent Member
8	Nominees from another Institutes	Dr. Urmila Dabir	Member
		Dr. Shubha Mishra	Member

Resolution No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
6.	Introduction of Value-Added Course on Earthworm Manure(Vermin Compost) Production	<ul style="list-style-type: none"> The Value-Added Course on Earthworm Manure (Vermin Compost) Production was introduced on 14th August 2017. Duration: 35 hours No. of students enrolled: 40 No. of students completed the course: 40



Resolution No. 7:

Resolution in the Meeting: To constitute a committee for the Health Club for the session and would be reconstituted in every session.

Action Taken for Implementation & Outcome:

The following committee was constituted:

Sr. No.	Name of Faculty/Student	Designation
1.	Ku M. R. Sahu	Coordinator
2.	Dr. T. R. Bannagre	Member (P.O. NSS)
3.	Ku. Pujja S. Honade	Member (Student Representative)

Resolution No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
8.	Participation of institution in 4 crore plantations, a project by the Ministry of Forest, Maharashtra State.	<ul style="list-style-type: none">The NSS unit, Environment Cell, Staff, Student and other Stakeholders were participated in the activity from 1st July to 7th July 2017.No. of Plantation: 102

Resolution No. 9:

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	Economics	01	0
International	History	01	0
International	Sociology	01	3.96
International	Library	02	3.79



• Details of Teaching Staff Paper Presentations

Number of Faculty	International	National	State	Local
Attended Seminars/workshops	0	1	0	0
Presented Papers	1	7	0	0
Resource Person	0	0	1	0

Resolution No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
10.	To sign MoUs with academic institutions or industry or other agencies of professional and social relevance.	<p>Following MOUs were signed -</p> <ul style="list-style-type: none"> • Sai Multipurpose Society, Satoda, Wardha for Cancer Workshop on 02/08/2017 • Mahatma Gandhi Arts & Commerce College Parshivni for Student & Faculty exchange and Library Enhancement on 17/07/2017 • Arts & Science College Pulgaon for Student & Faculty exchange and Library Enhancement on 17/07/2017 • Suvalal Patni Arts & Commerce College Pulgaon for Student & Faculty exchange and Library Enhancement on 17/07/2017 • Samata Vachanalaya (Library) Rohana for Library facilities on 02/01/2017 • Trimbakbhau Kibe Vachanalaya, Dhanodi for library facilities on 06/01/2017
11.	To obtain feedbacks from stakeholders	<ul style="list-style-type: none"> • Feedbacks from stakeholders were collected • Analyzed • Analysis and Action Taken reports were submitted to the IQAC for further action.
12.	Establishment of Voter Registration Counter on campus	<ul style="list-style-type: none"> • Voter Registration Counter for students and locals was established on 22nd August 2017. • No. of Beneficiaries: 44



Resolution No. 13:

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	18/09/2017	307	Dr. Sachin Sanap (M.P.S.C. qualified veterinary doctor)
2. Career Counseling	01/03/2018	307	Dr. Sachin Sanap (M.P.S.C. qualified veterinary doctor)
3. Soft Skill Development	14/11/2018	307	Dr. Nitin Mathankar
4. Remedial Coaching	12/02/2018	65	Extra coaching for Slow learners by the faculty members of Department of English and Economics.
5. Bridge Courses for BA I	25/08/2017	137	Guest Lecture by Mr. Gajanan Jane, Assit. Prof. (Economics) S.P. College, Pulgaon.
6. Bridge Courses for BA II	17/09/2017	78	Guest Lecture by Mr. Narendra Madankar, Assit. Prof. (Sociology) A. and S. College, Pulgaon.
7. Bridge Courses for BA III	27/03/2018	92	1. Guest Lecture by Dr. Chandrashekhar Kshirsagar, Assit. Prof. (History) R. L. Shinde Arts College, Sawargaon 2. Guest Lecture by Dr.



			Satish Chahande, Assit. Prof. (Marathi), Arts and Science College, Pulgaon.
8. Yoga and Meditation	26/06/2017	324	Celebration of International Yoga Day
9. Personal Counseling	17/07/2017	307	Under Mentor-Mentee Scheme

Resolution No.	Resolution in the Meeting	Action Taken for Implementation & Outcome
14.	The NSS unit would build a check dam on the rivulet beside the college	<ul style="list-style-type: none"> A check dam was built on the rivulet beside the college on the occasion of N.S.S. week by the N.S.S. unit
15.	To organize of Alumni Meet and Parent Teacher Meet	<ul style="list-style-type: none"> Alumni and Parent Meet was held on the 5th October 2017.
16.	To conduct workshops on Intellectual Property Rights (IPR) under Innovation Ecosystem	<p>Two workshops were conducted</p> <ul style="list-style-type: none"> <i>Copy Rights and Intellectual Property Rights</i> conducted on 05/11/2017 Resource person: Dr N. D., Gaurkhede <i>Intellectual Property Rights in Agriculture</i> conducted on 19/02/2018 Resource person: Dr T. R. Bannagre



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COORDINATOR IQAC
Late Vasant Rao Kolhatkar Arts
College Rohana Tah Arv
Distt Wardha

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Principal
Late V K Arts College
Rohana Tah Arvi Dist. Wardha

