



Krishnai Shikshan Prasarak Mandal Latur's

JANVIKAS MAHAVIDYALAYA, BANSAROLA

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Email : principaljanvikas@rediffmail.com

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad (M.S.)

R.A.Tat
President

Dr. B.M. Gore
Secretary

Dr. Babasaheb Gore
Principal

Ref. No.

Date :

MINUTES OF THE MEETING FOR THE YEAR 2018-19

Meeting No. One

Meeting with Teaching and Non-teaching Staff

Day and Date: Monday on 18th June 2018

Venue: Conference Hall

On behalf of the Principal, the IQAC coordinator welcomed the Teaching and Non-teaching Staff and briefed the Agenda of the meeting. The list of the members present is attached herewith. The Agenda discussed in the meeting is given below.

1. To discuss the admission process and procedure for existing students and first-year students for 2018-19.
The admission committee chairman and member of the IQAC informed the members about the schedule of the admission process for the year 2018-19.
It was resolved to conduct an orientation and training program for the admission process, and the responsibility was given to the admission committee. It was further decided that all teachers participate in the admission process by rotation and frequently report to the Principal about the admission counts.
2. To review the stationery for the conduct of the Internal and External Examinations conducted during the year.
The Examination Committee coordinator reviewed the availability of stationery for the conduct of internal and external Examinations. The examination committee was responsible for ensuring the availability of stationery for the Examination and taking the necessary steps to succeed in the examinations.
3. To orient the female staff about the prevention of the sexual harassment policy of the college.
The Principal informed the committee chairman about the zero-tolerance policy of the college towards sexual harassment. The Principal intimated the committee members about the existence and the composition of the Internal Committee to prevent sexual harassment in the institution.
4. To discuss the appointment of additional teaching staff on the vacant posts.
The need for the appointment of the teaching staff was discussed. It was decided to recruit teaching staff according to the requirement on an ad-hoc basis until the



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government removes the ban on recruitment of teaching staff. It was also agreed to secure the university's approval for the Newly Appointed Teaching Staff.

5. To discuss the purchase of equipment, chemicals, books, and computers.
The heads of the departments reviewed equipment, chemicals, books, and computers available in the college for students and teachers to use. It was resolved to purchase equipment, chemicals, books, and computers as per the need and requirements submitted by the heads of the departments.
6. To decide about website up-gradation.
The ICT committee chairman informed the members about the up-gradation of the college website.
It was resolved that the website should be updated as per the requirement of the various departments. After a discussion with the web designer, the ICT committee chairman was responsible for executing the work.
7. To decide about environmentally-friendly measures for the disposal of e-waste.
The Principal raised the issue about the disposal of e-waste. It was decided that a suitable agency be found out for its removal. It was further resolved that the buyback system be followed wherever possible.
8. To decide about creating a common platform for teaching and non-teaching staff to communicate internal notices.
To create a common platform for communication between teaching and non-teaching staff.
It was resolved to use the medium of google groups and WhatsApp groups wherever possible.
9. To discuss training programs for staff.
It was resolved to conduct the following training programs for staff:
10. Any other business to be transacted.
As no other company was to be transacted, the meeting concluded with a vote of thanks.




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MINUTES OF THE MEETING FOR THE YEAR 2018-19

Meeting No. 2

Meeting with Teaching Staff.

Day and Date: 9th August 2018

Venue: IQAC Office

IQAC Coordinator welcomed and briefed the committee members about the Agenda. The meeting agenda was discussed: The list of members present is attached herewith.

1. To review minutes of the previous meeting
Minutes of earlier meetings held were read and confirmed.
2. Introduction of newly appointed teaching and non-teaching staff.
The Principal introduced the newly recruited teaching and non-teaching staff to the members. The new staff members were oriented about the college, vision, mission, core values, activities, and goals by the Principal.
3. Discussion of Academic Calendar.
It was resolved to approve the Academic Calendar prepared by the IQAC for the First and second terms of the academic year 2018-19
4. Allocation of Internal Committees.
It was resolved that teachers continue to be in charge of the committee allotted in the previous year until further notice. Also, newly recruited teachers were given the responsibility for certain activities.
5. Allotment of Mentors.
Role of Mentor – mentee system for redressal of student grievances was discussed.
It was resolved to allow mentors to each class. The IQAC coordinator was assigned to coordinate the allotment along with the Principal.
6. Approval of course contents /syllabus of new/ existing programs and certificate courses.
It was resolved to approve and continue following certificate courses under the aegis of the college.
 - a. Certificate course in Human Rights.



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- b. Certificate course Tally.
- c. Certificate in MS Office.
- d. Certificate in Spoken English and Communication Skills.
- e. Certificate Course in Yoga and Meditation.
- f. Certificate Course in Shares Market.
- g. Certificate Course in Environment Awareness.
- h. Certificate Course in Women, Gender, and Law.
7. Review of action plan and action is taken report of IQAC for the academic year 2016-17.
IQAC coordinator briefed the about the action plan of IQAC for the academic year 2016-17 and how it is implemented at various levels in college. Members found the report satisfactory, and it was accepted without changes.
8. Review of AQAR for the academic year 2018-19
IQAC Coordinator presented an overview of AQAR of 2018-19 submitted to NAAC.
9. Any other business with the permission of the Chair.




Chairperson Principal
Principal
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MINUTES OF THE MEETING FOR THE YEAR 2018-19

Meeting No. 3

Meeting with the students.

Day and Date: 8th January 2019

Venue: Hall No. 9, Auditorium

IQAC Coordinator welcomed and briefed the committee members about the Agenda. The Agenda of the meeting was discussed as under:

1. To explain the academic activities and plan of the college.
The Principal introduced the vision and mission of the college and the strategic plan, and the ultimate goal of becoming a University to the students. He then gave a brief overview of all the activities to be conducted by the college throughout the year, along with various autonomous courses and competitions. He urged the students to enroll in the maximum number of activities for their career development.
2. To explain the facilities available for students.
The college principal gave information about various facilities available to the students like a hostel, gymkhana, mess, playgrounds, canteen, etc. Special mention was made about the rich indoor facilities of sports events and various ICT facilities made available to the students.
3. To discuss the timetable of the class.
The timetable for all the classrooms allotted was informed to the students. The examination pattern was explained to the students.
4. To explain the rules and regulations of attendance and discipline.
The rules & regulations of the college as regards attendance policy, dress code, code of conduct on-campus & off-campus, use of mobile, etc., were explained by the Principal to the students. The student and parents were especially informed about the college's strict 75% attendance policy.
5. To explain the anti-ragging policy of the college.
The Principal explained the zero-tolerance of ragging and presented the provisions of the Maharashtra Prohibition of Ragging Act, 1999. He informed students about the anti-ragging committee established at the institution and asked students to approach the committee members or any faculty member whenever they wanted.
6. Allotment of mentors.



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The Principal explained to the students and parents the mentor-mentee system initiated by the college and introduced the mentors appointed for all classes.

7. The Principal also informed the students about the Internal Committee for Prevention of Sexual Harassment in the college to redress grievances related to sexual harassment.

The students were informed about the availability of counseling facilities in the college.

8. Any other business to be transacted




Principal and Principal
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MINUTES OF THE MEETING FOR THE YEAR 2018-19

Meeting No. 4

Meeting with non-teaching staff

Day and Date: 12th February 2019

Venue: IQAC Office.

IQAC Coordinator welcomed and briefed the committee members about the Agenda. The Agenda of the meeting was discussed as under:

To review the preparation of AQAR to be submitted to NAAC.

The Principal reviewed the progress of preparation of AQAR to the non-teaching staff. The non-teaching team was asked to give correct information and provide all the necessary assistance filling the AQAR.

It was resolved to keep all the information required ready before AQAR submission.

Discuss the problems faced by non-teaching staff during the preparation of AQAR.

The Principal asked the non-teaching staff to clarify any doubts or problems while giving data for filling up the AQAR. The members discussed the problems faced in calculating student number under various categories like SC/ ST/ VJNT/ NT/ SBC/ OBC/ EBC students etc.

Principal and IQAC members resolved their doubts satisfactorily.

Discuss the problems faced by non-teaching staff during the admission process.

The administrative staff informed that the process was going on smoothly and no significant problems were faced. Instructions were given to conduct admissions strictly following all the norms, due dates mentioned by the university, and the government's reservation policy.

Management of leave records through online mode.



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As a step towards the paperless office, the Principal directed the office staff that there is a need to handle the majority of the administrative work online. As admissions, eligibility, Examination, scholarships were already being done online, and Office Superintendent Put forth a proposal for handling leave management in online mode. The proposal was discussed and unanimously resolved to initiate an online leave management system for all the staff.

Reviewing and updating the accounting process and taxation software and appointment of additional staff.

Members reviewed the existing accounting process and directed the staff for timely submission of Income Tax, Professional Tax, and GST. . Considering the increased workload, it was resolved to appoint additional staff in the accounts department.

Any other business with the permission of the Chair.

As there was no other business to be transacted, the meeting concluded with a vote of thanks.




Chairperson and Principal
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MINUTES OF THE MEETING FOR THE YEAR 2018-19

Meeting No. 5

Meeting with Alumni.

Day and Date: 24th April 2019

Venue: Conference Hall

IQAC Coordinator welcomed and briefed the committee members about the Agenda. The Agenda of the meeting was discussed as under:

To discuss the feedback taken from the students.

The students' feedback for 2018-19 was discussed in the meeting.

It was resolved that the current beneficial practices be continued like autonomous add-on-courses.

To discuss alumni engagement in the college.

The Principal gave information about various methods through which the college seeks alumni participation in the college, i.e., through donations directly to the society, contributions for students participating in competitions, assistance in the form of sponsorships for specific events, involvement of alumni as visiting/guest/honorary faculty, alumni participating in college activities by judging competitions in the Colleges, by admitting College interns under them, active participation of alumni in placement cell, etc. The Principal expressed satisfaction over the way alumni have constantly helped the functioning of the college in various ways. The Principal also urged the alumni to work more passionately to develop this association.

To discuss the planning of alumni meet to be held on

This year, it was resolved that the alumni meet would be specially organized to pass out 2013-14 to celebrate their graduation. Along with them, alumni who had done remarkable work in their field to be identified and felicitated for their achievement.



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To inform about the progress of the College in NAAC Accreditation.

The Principal informed the Alumni about the steps taken by the college so far towards obtaining NAAC Accreditation and oriented about the role of alumni in the NAAC accreditation.

Any other business with the permission of the Chair.

As there was no other business to be transacted, the meeting ended with a vote of thanks to the Chair.




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