



Dnyanopasak Shikshan Prasarak Sanstha, Manora. (Reg. No. F-1393)  
**M.S.P Arts and L.P.T Commerce College, Manora Dist. Washim**

Affiliated to SGB Amravati University, Amravati.

**NAAC Re-Accredited 'B' Grade**

Website: [www.mspkptmanora.ac.in](http://www.mspkptmanora.ac.in)

Phone & Fax: (Off.) (07253) 233207

mail: [mspkpt@rediffmail.com](mailto:mspkpt@rediffmail.com)

**Arvind Ingole**  
President

**Mahadeo Thakare**  
Secretary

**Dr.N.S.Thakare**  
Principal

**Internal Quality Assurance Cell**  
**Minutes of meetings/ Proceeding and Action taken**  
**Report Academic Year 2023-24**

Sr. No.	No. & Date of Meeting	Minutes	Action Taken
1	<b>Meeting-1</b> 08/07/2023	Reading last minute of meeting	Review taken of last meeting by the Chairman of IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal
		Preparation of perspective plan for 2023-24	Perspective plan discussed and prepared for the session 2023-24 & put forwarded to CDC to get it Sanctioned.
		<ol style="list-style-type: none"><li>1. IQAC Chairman asked Dr. K. A. Koparkar to do something to accomplish the goal of ICT tools such as Google Classroom, video Lecture &amp; Smart Classroom etc.</li><li>2. Chairman of IQAC asked the IQAC coordinator to find out that whom the responsibility of Stress management Workshop was assigned.</li><li>3. Chairman of IQAC asked that every teacher should pursue refresher course, FDP and Short term course.</li><li>4. IQAC Chairman asked Dr. Sopan Ingole to organize at least 02 workshops for Non-Teaching staff every year.</li><li>5. It was decided in the meeting that a training Programme for students be conducted from employment point of view by every department.</li><li>6. Mr. P.N. Kamble should give details as to NPTL and Swayam Courses to the IQAC coordinator in the academic session-2022-23. How many students appeared for the exam and how many passed the exam.</li><li>7. Faculty of Arts did not organize seminar/Workshop for students. Therefore the faculty In-charge should fix the tentative schedule of organizing seminar/Workshop/Guest Lecture/Webinar for students for the academic session-2023-24.</li><li>8. Online Webinar must be conducted during Diwali vacations by every Department.</li><li>9. IQAC Chairman asked all the teachers to recommend the names of needy students so that they can be helped financially through Social fund.</li></ol>	Review taken by the IQAC Chairman, maximum work done.










		<p>10. It was unanimously decided that newly appointed teachers must go for MRP.</p> <p>11. Mr. P. N. Kamble must register Certificate Courses from Parent University.</p> <p>12. IQAC Chairman asked the teachers to purchase the books for their department by approving the list of books from book stalls. They may also summon books online.</p> <p>13. Dr. A. S. Nile should collect the collection of expert video lectures and report shown to students on competitive exam. He should create an environment of competitive exam in the college.</p> <p>14. All the faculty In-charge should arrange the meeting for increasing the result.</p> <p>15. Department of Botany should do the MoU with PDKV.</p> <p>16. The decision was taken that complaint box is to be opened on every Monday.</p> <p>17. Mr. M. C. Dhabe should select 10 Students for JAM preparation from every department and involved the NET/SET/JRF teachers in that by 20 July 2023.</p> <p>18. Responsibility of dong hanging garden has been given to Mr. S.R. Aher.</p> <p>19. Dr. A. S. Nile was assigned the responsibility to organize the online workshop on NAAC Criterion which will be organized by IQAC.</p> <p>20. IQAC was assigned the responsibility to organize the Workshop on NEP.</p> <p>21. Mr. Nikhil Bhagat is assigned the responsibility to design and prepare the annual report of college which is to be prepared monthly in chronological order.</p> <p>22. The decision was taken that Dr. J. N. Kamble should conduct Programme on Plastic Ban in the college premises for eco-friendly Campus.</p> <p>23. Miss R. V. Ingole madam should submit the report on Monitoring Committee to Snehal Dhawale madam.</p> <p>24. Decision was also taken that every teacher should at least organize workshop on gender equality.</p> <p>25. Mr. Pankaj Gawande was given the responsibility of water harvesting by 31 July 2023.</p> <p>26. Every teacher should encourage at least 01 students and get him/her enrolled for career katta an employment oriented Programme.</p> <p>27. It was discussed and decided that electric bill be paid online by all the teachers and all the students of college. It must be treated as e-Governance in Electric Bill ( Best Practice).</p> <p>28. An IQAC Coordinator Should submits the AQAR of 2022-23 by Oct-2023.Meeting ended at 5.00 pm.</p>	
		Establishing Research Center in Zoology, Physics & English.	To encourage the teachers to establish the Parent University's Research Center.
2	<b>Meeting-2</b>  31-10-2023	Reading last minute of meeting	Review taken of last meeting by the  Chairman if IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal

		Review of working of 2023-24	Review of 2023-24 work done or not by the chairman of IQAC. Dr. N.S. Thakare
		Criterion wise Review	Criterion wise work done or not review taken by the chairman of IQAC, Dr. N.S. Thakare

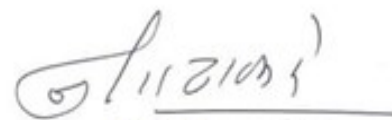
		Decisions for Academic Development 2023-24	Involvement of the student in Research convention like University Avishkar, Seminar Competition, Poster Competition at other places. At least 02 students should be Prepare for above competition.
		Regarding submission of AQAR- 2023-24	IQAC co-coordinator was instructed to prepare and submit the AQAR of the year 2023-24 to the CDC to get it sanctioned
3	<b><u>Meeting-3</u></b> <b><u>31-12-2023</u></b>	Reading last minute of meeting	Review taken of last meeting by the Chairman of IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal
		Regarding Review of AQAR- 2023-24	IQAC co-coordinator was instructed to put the prepared AQAR of the year 2023-24 and they put it to the Chairman of IQAC.
		Criterion wise review of	One by one criterion in-charge submitted their progress of their Criterion regarding AQAR.
4	<b><u>Meeting-4</u></b> 25-02-2024	Reading last minute of meeting	Review taken of last meeting by the Chairman of IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal

5		Review of yearly workdone or not by the committees.	IQAC coordinator was instructed by the chairman of IQAC regarding the reports of the committees and in-charges. If not, then give them the Reminder to submit it.
6		Regarding the API	All the teachers should submit their API before ending the session to the API scrutiny committee to get verified with relevant documents.

Following IQAC members endorsed above meeting abstracted data of 2022-23.

Sr. No.	Name	Designation	signature
1	Dr. N. S. Thakare	Chairman	
2	Dr. M. N. Iqbal	Coordinator	
3	Mr. M. J. Thakare	Management Representative	
4	Dr. A. S. Nile	Teacher Member	
5	Dr. S. D. Ingole	Teacher Member	
6	Mr. P. N. Kamble	Teacher Member	
7	Mr. N. B. Bhagat	Teacher Member	
8	Mr. P. R. Gawande	Teacher Member	
9	Dr. S.N. Padghane	Teacher Member	

10	Mr. S. N. Dhawale	Teacher Member	
11	Dr. Ganesh Thakare	One Nominee From Local Society	
12	Dr. Vinod Bhonde	One Nominee From expert	
13	Dr. C. D. Khedkar	One Nominee From expert	
14	Mr. Pankaj Gawande	One Nominee From Alumni	
15	Mr. Kamal Kishor Laddha	One Nominee From Industry	
16	Mr. Rushikesh Suresh Raut	One Nominee From Student	



Principal  
M. S. P. Arts, Sci. & K. P. T. Comm.  
College, Monora Dist. Washim