



University of Mumbai

Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's

# ARTS COMMERCE AND SCIENCE COLLEGE, KHAREPATAN

(Affiliated to Mumbai University No. ICM / I / 558 / 2012 - 13)

At. Swatnrya Sainik Guruvariya Veer Shankarrao G. Pendharkar Educational Campus, Kharepatan

Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India



Dr. Atmaram Deu Kamble

Principal

O. W. No.: ACC / IQAC / 2020-21 / 10

Date: 1<sup>st</sup> July 2020

## MEETING NOTICE

### Meeting of IQAC

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that a online meeting will be held as per the details of the are as follows:


**Date:** Wednesday - 8<sup>th</sup> July 2020

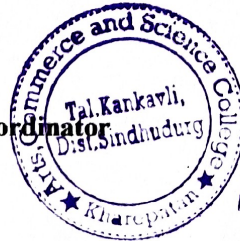
**Time:** 10:30 AM.

#### Agenda:

1. To review and confirm the minutes of the last meeting.
2. Discussion on Arrangement of terms - Preparation of Academic Calendar, Time Table, Seating Arrangement.
3. To Discuss about the teaching and administrative plan.
4. Admission for the academic year 2020-2021.
5. Discussion on composition of various college committee's.
6. To formulate the code of conduct for students, teachers, administrators and other staff.
7. To plan orientation of students on college rules, attendance system, university syllabi and examination system.
8. Regarding purchase of Books, Chemicals, Journals, Equipment's and other necessities.
9. To organize scholarship / free-ship awareness drive.
10. To discuss about the IQAC activities of the year.
11. Any other matter with the permission of the chair.

*Your presence and active participation in this meeting are highly encouraged to ensure the successful functioning of the IQAC in our college.*

  
NAAC Co-ordinator / IQAC Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A/P, Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



  
PRINCIPAL  
Arts, Commerce & Science College, Kharepatan,  
A/p, Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

# Minutes of Meeting

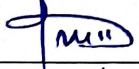
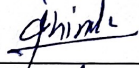
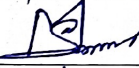

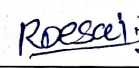

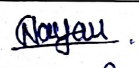
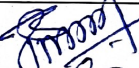
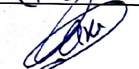
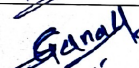


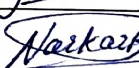

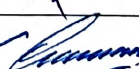
Date: Wednesday - 8<sup>th</sup> July 2020

Time: 10:30 AM.

Venue: Staff-room

Convenor: Shri. Vaseem Hanif Sayyed

## List of Attendances

| Sr. No. | Name of the Person                    | Designation / Status            | Designation in IQAC                          | Signature   |
|---------|---------------------------------------|---------------------------------|--|---|
| 1.      | Prof. (Dr.) Atmaram Deu Kamble        | Principal                       | Chairman                                     |    |
| 2.      | Shri. Prakash Ghatu Shinde            | Assistant Professor (Geography) | Representatives from the Teachers            |    |
| 3.      | Shri. Mohamed Ali Abdul Sattar Munshi | Assistant Professor (Commerce)  | Representatives from the Teachers            |    |
| 4.      | Dr. Vnadena Rajesh Shinde -Vhatkar    | Assistant Professor (History)   | Representatives from the Teachers            |    |
| 5.      | Shrimati. Rashmi Ramesh Desai         | Assistant Professor (Marathi)   | Representatives from the Teachers            |    |
| 6.      | Shri. Gajanan Prakash Vhankali        | Assistant Professor (Hindi)     | Representatives from the Teachers            |    |
| 7.      | Shri. Nayan Nandakumar Ugale          | Assistant Professor (Botany)    | Representatives from the Teachers            |   |
| 8.      | Shri. Yashwant Chandrakant Raibagkar  | Librarian                       | Internal Member                              |  |
| 9.      | Shri. Pravin Digambar Lokare          | President of KPSPM, Kharepatan  | Representative from the Management           |  |
| 10.     | Shri. Shrikrishna Ganesh Ranade       | Senior Clerk                    | Representative from the Non-teaching         |  |
| 11.     | Kumari. Aruna Pramod Kokate           | Student                         | Nominee from the Students                    |  |
| 12.     | Kumar. Tushar Dinesh Jadhav           | Student                         | Nominee from the Students                    |  |
| 13.     | Shri. Prathamesh Prasanna Narkar      | Self Employed                   | Nominee from the Alumni                      |  |
| 14.     | Shri. Mohan Bhaskar Kavale            | Businessman                     | Nominees from the Employers / Industrialists |  |
| 15.     | Shri. Vaseem Hanif Sayyed             | Assistant Professor (Commerce)  | Coordinator of the IQAC                      |  |

  
Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce and Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703

  
PRINCIPAL

Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.



# MINUTES OF THE MEETING

**Date:** Friday - 8<sup>th</sup> July 2020

**Time:** 10:30 AM.

**Convener:** Shri. Vaseem Hanif Sayyed

The meeting commenced at Staff Room on 10:30 AM with Shri. Vaseem H. Sayyed, welcoming all staff members present. The convener thanked everyone for their attendance and active participation. The convener then requested the principal, Dr. Atmaram D. Kamble, to accept the chair and lead the meeting.

The principal accepted the chair and expressed gratitude for the opportunity to lead the session. The principal then outlined the agenda and set the stage for discussion on the key topics.

| Sr. No. | Agenda  | Resolution  |
|---------|---|---|
| 1.      | To review and confirm the minutes of the last meeting.  | The minutes of the last meeting were reviewed and confirmed.  |
| 2.      | Discussion on Arrangement of terms - Preparation of Academic Calendar, Time Table, Seating Arrangement.         | The arrangement of terms, including the preparation of the academic calendar, time table, and seating arrangement, was discussed. |
| 3.      | To Discuss about the teaching and administrative plan.  | The teaching and administrative plan was discussed.   |
| 4.      | Admission for the academic year 2020 - 2021   | Admission procedures for the academic year 2020 - 2021 were discussed.  |
| 5.      | Discussion on composition of various college committee's.   | The composition of various college committees was discussed.  |
| 6.      | To formulate the code of conduct for students, teachers, administrators and other staff.                        | The code of conduct for students, teachers, administrators, and other staff was formulated.                                       |
| 7.      | To plan orientation of students on college rules, attendance system, university syllabi and examination system. | An orientation plan for students on college rules, attendance system, university syllabi, and examination system was devised.     |
| 8.      | Regarding purchase of Books, Chemicals, Journals, Equipment's and other necessities.                            | The purchase of books, chemicals, journals, equipment, and other necessities was discussed.                                       |
| 9.      | To organize scholarship / free-ship awareness drive.  | An awareness drive for scholarships/free-ships was organized.   |
| 10.     | To discuss about the IQAC activities of the year.   | The IQAC activities for the year were reviewed and discussed.   |
| 11.     | Any other matter with the permission of the chair.  | No additional matters were raised.  |

After due deliberations on the points in the agenda, since, the meeting concluded with closing remarks by the Principal.

  
NAAC Co-ordinator / IQAC Co-ordinator  
Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



  
Principal  
PRINCIPAL

Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

# ACTION TAKEN COMPLIANCE (ATR)

The Compliance Action Taken Report (ATR) of the Internal Quality Assurance Cell (IQAC) serves as a comprehensive record detailing the resolution of issues.

This report outlines compliance with proactive measures and corrective actions taken by IQAC to address issues.

ATR aims to ensure continuous improvement in quality assurance practices and maintain organizational standards of excellence by documenting issue resolution processes and implementing related actions.

| Sr. No. | Subject   | Action Taken Compliance (ATR) based on the resolutions:  |
|---------|---|--|
| 1.      | To review and confirm the minutes of the last meeting.  | The minutes were approved and recorded for future reference.   |
| 2.      | Discussion on Arrangement of terms - Preparation of Academic Calendar, Time Table, Seating Arrangement.         | The academic calendar and timetable have been finalized and distributed. Seating arrangements have been updated to comply with social distancing guidelines. |
| 3.      | To Discuss about the teaching and administrative plan.  | A comprehensive teaching and administrative plan was developed and implemented, focusing on both online and offline modalities.                              |
| 4.      | Admission for the academic year 2020-2021   | Admission procedures were streamlined and communicated to prospective students through the college website and social media channels.                        |
| 5.      | Discussion on composition of various college committee's.   | Committees have been reconstituted with new members as per the discussion and roles assigned accordingly.  |
| 6.      | To formulate the code of conduct for students, teachers, administrators and other staff.                        | The code of conduct has been drafted, approved, and circulated among all stakeholders.   |
| 7.      | To plan orientation of students on college rules, attendance system, university syllabi and examination system. | Orientation sessions were organized at the beginning of the academic year, and materials were made available online.   |
| 8.      | Regarding purchase of Books, Chemicals, Journals, Equipment's and other necessities.                            | The procurement process has been initiated, and necessary items are being acquired as per the requirements.  |
| 9.      | To organize scholarship / free-ship awareness drive.  | Awareness campaigns were carried out, and information was disseminated to students through various channels.   |
| 10.     | To discuss about the IQAC activities of the year.   | IQAC activities were reviewed, and new initiatives have been planned and implemented.  |

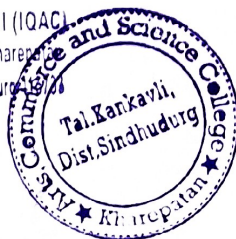
NAAC Co-ordinator / IQAC Co-ordinator

Co-ordinator

Internal Quality Assurance Cell (IQAC)

Arts, Commerce And Science College Kharepatan,

A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg



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University of Mumbai

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Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India



Dr. Atmaram Deu Kamble

Principal

O. W. No.: ACC / IQAC / 2020-21 / 11

Date: 8<sup>th</sup> Oct 2020

## MEETING NOTICE

### Meeting of IQAC

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that a online meeting will be held as per the details of the are as follows:

**Date:** Thursday - 8<sup>th</sup> Oct 2020

**Time:** 12:30 PM.

#### Agenda:

1. To review and confirm the minutes of the last meeting.
2. To discuss about National Education Policy (NEP).
3. Undertake Gender Audit
4. Discussions about implementation of bridge and remedial courses
5. Discussion regarding the Internal and University exams.
6. Discussion on carrying out Biodiversity and Green Audit.
7. Discussion on data collection for college magazine "Spandan".
8. Any other matter with the permission of the chair.

*Your presence and active participation in this meeting are highly encouraged to ensure the successful functioning of the IQAC in our college.*

NAAC Co-ordinator / IQAC Co-ordinator  
Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



Principal

Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

# Minutes of Meeting

Date: Thursday - 8<sup>th</sup> Oct 2020

Time: 12:30 PM.

Venue: Staff-room

Convenor: Shri. Vaseem Hanif Sayyed

## List of Attendances

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|---------|---------------------------------------|---------------------------------|--|---|
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| 2.      | Shri. Prakash Ghatu Shinde            | Assistant Professor (Geography) | Representatives from the Teachers            |    |
| 3.      | Shri. Mohamed Ali Abdul Sattar Munshi | Assistant Professor (Commerce)  | Representatives from the Teachers            |    |
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Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703

  
PRINCIPAL

Arts, Commerce & Science College Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.



# MINUTES OF THE MEETING

**Date:** Saturday - 8<sup>th</sup> Oct 2020

**Time:** 12:30 PM to 01:30 PM

**Venue:** Staff Room

**Convener:** Shri. Vaseem Hanif Sayyed

The meeting commenced at Staff Room on 12:30 PM with Shri. Vaseem H. Sayyed, welcoming all staff members present. The convener thanked everyone for their attendance and active participation. The convener then requested the principal, Dr. Atmaram D. Kamble, to accept the chair and lead the meeting.

The principal accepted the chair and expressed gratitude for the opportunity to lead the session. The principal then outlined the agenda and set the stage for discussion on the key topics.

| Sr. No. | Agenda  | Resolution  |
|---------|---|---|
| 1.      | To review and confirm the minutes of the last meeting.          | The minutes of the last meeting were reviewed and confirmed.                  |
| 2.      | To discuss about National Education Policy (NEP).               | The National Education Policy (NEP) was discussed.                            |
| 3.      | Undertake Gender Audit  | It was resolved to undertake a Gender Audit.                                  |
| 4.      | Discussions about implementation of bridge and remedial courses | The implementation of bridge and remedial courses was discussed.              |
| 5.      | Discussion regarding the Internal and University exams.         | Internal and university exams were discussed.                                 |
| 6.      | Discussion on carrying out Biodiversity and Green Audit.        | It was resolved to carry out a Biodiversity and Green Audit.                  |
| 7.      | Discussion on data collection for college magazine "Spandan".   | The data collection process for the college magazine "Spandan" was discussed. |
| 8.      | Any other matter with the permission of the chair.              | No additional matters were raised.  |

After due deliberations on the points in the agenda, since, the meeting concluded with closing remarks by the Principal.

  
NAAC Co-ordinator / IQAC Co-ordinator  
Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce and Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



  
Principal  
**PRINCIPAL**

Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

## ACTION TAKEN COMPLIANCE (ATR)

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This report outlines compliance with proactive measures and corrective actions taken by IQAC to address issues.

ATR aims to ensure continuous improvement in quality assurance practices and maintain organizational standards of excellence by documenting issue resolution processes and implementing related actions.

| Sr. No. | Subject   | Action Taken Compliance (ATR) based on the resolutions:   |
|---------|---|---|
| 1.      | To review and confirm the minutes of the last meeting.          | The minutes of the last meeting were reviewed and confirmed.  |
| 2.      | To discuss about National Education Policy (NEP).               | The NEP was thoroughly discussed, and a task force was created to align college policies with NEP guidelines.                             |
| 3.      | Undertake Gender Audit  | A committee was formed to plan and execute the Gender Audit.  |
| 4.      | Discussions about implementation of bridge and remedial courses | Bridge and remedial courses were implemented, and faculty were assigned to conduct these sessions.  |
| 6.      | Discussion regarding the Internal and University exams.         | Plans for internal and university exams were finalized, and schedules were communicated to all stakeholders.                              |
| 7.      | Discussion on carrying out Biodiversity and Green Audit.        | A Biodiversity and Green Audit was carried out, and the report was submitted to the college administration.                               |
| 9.      | Discussion on data collection for college magazine "Spandan".   | The data collection process for the college magazine "Spandan" was initiated, and contributions were solicited from students and faculty. |

NAAC Co-ordinator / IQAC Co-ordinator  
Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College, Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



PRINCIPAL

Arts, Commerce & Science College, Kharepatan,  
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**ARTS COMMERCE AND SCIENCE  
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At. Swatnrya Sainik Guruvariya Veer Shankarrao G. Pendharkar Educational Campus, Kharepatan  
Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India

Dr. Atmaram Deu Kamble

Principal

O. W. No.: ACC / IQAC / 2020-21 / 12

Date: 4th Jan 2021

## MEETING NOTICE

### Meeting of IQAC

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that a online meeting will be held as per the details of the are as follows:

**Date:** Monday - 11<sup>th</sup> January 2021

**Time:** 12:30 PM.

**Venue:** Staff Room

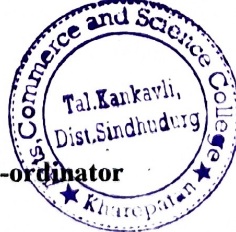
**Agenda:**

1. To review and confirm the minutes of the last meeting.
2. To discuss about Safety and Security measures in our college.
3. To discuss about the beautification of college campus.
4. Discussion regarding semester and semester I examination.
5. Discussion on Semester Results.
6. Discussion on arranging Green/Environmental/Energy Audit.
7. Any other matter with the permission of the chair.

*Your presence and active participation in this meeting are highly encouraged to ensure the successful functioning of the IQAC in our college.*

NAAC Co-ordinator / IQAC Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
AP, Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



PRINCIPAL

Arts, Commerce & Science College, Kharepatan,  
AP, Kharepatan, Tal. Kankavli, Dist. Sindhudurg

# Minutes of Meeting

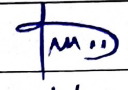
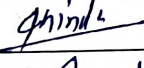
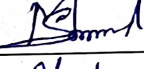

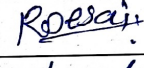

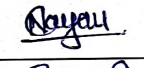


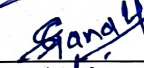
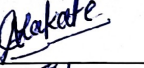




Date: Monday - 11<sup>th</sup> January 2021

Time: 12:30 PM.

Venue: Staff-room

Convenor: Shri. Vaseem Hanif Sayyed

## List of Attendances

| Sr. No. | Name of the Person                    | Designation / Status            | Designation in IQAC                          | Signature   |
|---------|---------------------------------------|---------------------------------|--|---|
| 1.      | Prof. (Dr.) Atmaram Deu Kamble        | Principal                       | Chairman                                     |    |
| 2.      | Shri. Prakash Ghatu Shinde            | Assistant Professor (Geography) | Representatives from the Teachers            |    |
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| 7.      | Shri. Nayan Nandakumar Ugale          | Assistant Professor (Botany)    | Representatives from the Teachers            |    |
| 8.      | Shri. Yashwant Chandrakant Raibagkar  | Librarian                       | Internal Member                              |   |
| 9.      | Shri. Pravin Digambar Lokare          | President of KPSPM, Kharepatan  | Representative from the Management           |  |
| 10.     | Shri. Shrikrishna Ganesh Ranade       | Senior Clerk                    | Representative from the Non-teaching         |  |
| 11.     | Kumari. Aruna Pramod Kokate           | Student                         | Nominee from the Students                    |  |
| 12.     | Kumar. Tushar Dinesh Jadhav           | Student                         | Nominee from the Students                    |  |
| 13.     | Shri. Prathamesh Prasanna Narkar      | Self Employed                   | Nominee from the Alumni                      |  |
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| 15.     | Shri. Vaseem Hanif Sayyed             | Assistant Professor (Commerce)  | Coordinator of the IQAC                      |  |

  
Coordinator

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PRINCIPAL

Arts, Commerce & Science College Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.



## MINUTES OF THE MEETING

**Date:** Monday - 11<sup>th</sup> January 2021

**Time:** 12:30 PM to 01:30 PM

**Venue:** Staff Room

**Convener:** Shri. Vaseem Hanif Sayyed

The meeting commenced at Staff Room on 12:30 PM with Shri. Vaseem H. Sayyed, welcoming all staff members present. The convener thanked everyone for their attendance and active participation. The convener then requested the principal, Dr. Atmaram D. Kamble, to accept the chair and lead the meeting.

The principal accepted the chair and expressed gratitude for the opportunity to lead the session. The principal then outlined the agenda and set the stage for discussion on the key topics.

| Sr. No. | Agenda  | Resolution  |
|---------|---|---|
| 1.      | To review and confirm the minutes of the last meeting.        | Reviewed and confirmed the minutes of the last meeting.   |
| 2.      | To discuss about Safety and Security measures in our college. | Discussed and planned safety and security measures for implementation across the college campus.            |
| 3.      | To discuss about the beautification of college campus.        | Discussed strategies and initiatives for beautifying the college campus.                                    |
| 4.      | Discussion regarding semester and semester I examination.     | Addressed concerns and decisions regarding semester and semester I examinations.                            |
| 5.      | Discussion on Semester Results.                               | Reviewed and discussed semester results to assess academic performance and identify areas for improvement.  |
| 6.      | Discussion on arranging Green/ Environmental/Energy Audit.    | Discussed plans and arrangements for conducting Green/Environmental/Energy Audit to promote sustainability. |
| 7.      | Any other matter with the permission of the chair.            | No additional matters were raised.  |

**After due deliberations on the points in the agenda, since, the meeting concluded with closing remarks by the Principal.**

NAAC Co-ordinator / IQAC Co-ordinator  
Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce & Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



Principal

PRINCIPAL

Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.


## ACTION TAKEN COMPLIANCE (ATR)

The Compliance Action Taken Report (ATR) of the Internal Quality Assurance Cell (IQAC) serves as a comprehensive record detailing the resolution of issues.

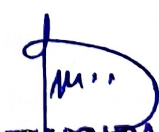
This report outlines compliance with proactive measures and corrective actions taken by IQAC to address issues.

**ATR aims to ensure continuous improvement in quality assurance practices and maintain organizational standards of excellence by documenting issue resolution processes and implementing related actions.**

| Sr. No. | Subject   | Action Taken Compliance (ATR) based on the resolutions:  |
|---------|---|--|
| 1.      | To review and confirm the minutes of the last meeting.        | The minutes of the last meeting were duly reviewed and confirmed.  |
| 2.      | To discuss about Safety and Security measures in our college. | Safety and security measures were discussed comprehensively, and a plan for their implementation across the college campus was drafted.  |
| 3.      | To discuss about the beautification of college campus.        | Strategies and initiatives for beautifying the college campus were outlined, with specific actions planned for immediate execution.      |
| 4.      | Discussion regarding semester and semester I examination.     | Concerns regarding semester and semester I examinations were addressed, and decisions were made to streamline the examination processes. |
| 5.      | Discussion on Semester Results.                               | Semester results were reviewed and discussed to evaluate academic performance and devise improvement strategies.                         |
| 6.      | Discussion on arranging Green/Environmental/Energy Audit.     | Plans and arrangements for conducting Green/Environmental/Energy Audit were discussed, emphasizing sustainable practices.                |

  
NAAC Co-ordinator / IQAC Co-ordinator  
Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



  
PRINCIPAL  
Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.





University of Mumbai

Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's

# ARTS COMMERCE AND SCIENCE COLLEGE, KHAREPATAN

(Affiliated to Mumbai University No. ICM / I / 558 / 2012 - 13)

At. Swatnrya Sainik Guruvarya Veer Shankarrao G. Pendharkar Educational Campus, Kharepatan

Tal. Kankavli, Dist. Sindhudurg - 416 703 - (MS) India



Dr. Atmaram Deu Kamble

Principal

O. W. No.: ACC / IQAC / 2020-21 / 13

Date: 1<sup>st</sup> March 2021

## MEETING NOTICE

### Meeting of IQAC

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting will be held as per the details of the are as follows:

**Date:** Monday - 8<sup>th</sup> Mar 2021

**Time:** 12:30 PM.

**Venue:** Staff Room

**Note:** Strictly follow the rules and related to COVID-19.

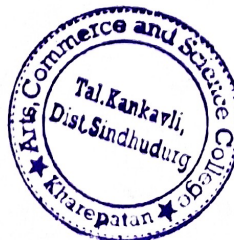
#### Agenda:

1. To review and confirm the minutes of the last meeting.
2. To discuss about conducting college audit.
3. Documentation of various programmes / activities.
4. Discussion on free-ship Scholarships.
5. To enlist the number of excel sheets required for quantitative metrics for each of the criteria.
6. To consider introducing student representative in IQAC for next year.
7. Regarding Feedback of teachers.
8. To discuss the feedback of students, eligibility criteria for the same and feedback analysis.
9. To decentralize data collection pertaining to details of each department and hand it over to departmental heads.
10. To discuss details of annual feedback of all the stakeholders of the institution.
11. To discuss the mechanism of analysis of feedback.
12. Any other matter with the permission of the chair.

**Your presence and active participation in this meeting are highly encouraged to ensure the successful functioning of the IQAC in our college.**

Co-ordinator

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



PRINCIPAL

Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

# Minutes of Meeting

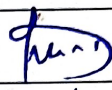
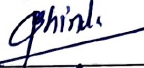


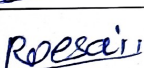
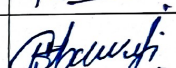
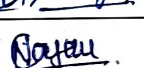
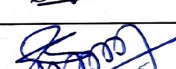

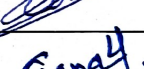
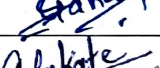
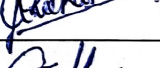
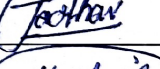

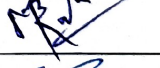
Date: Monday - 8<sup>th</sup> Mar 2021

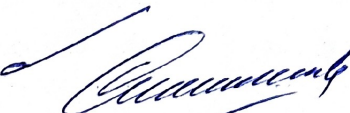
Time: 12:30 PM.

Venue: Staff-room

Convenor: Shri. Vaseem Hanif Sayyed

## List of Attendances

| Sr. No. | Name of the Person                    | Designation / Status            | Designation in IQAC                          | Signature   |
|---------|---------------------------------------|---------------------------------|--|---|
| 1.      | Prof. (Dr.) Atmaram Deu Kamble        | Principal                       | Chairman                                     |    |
| 2.      | Shri. Prakash Ghatu Shinde            | Assistant Professor (Geography) | Representatives from the Teachers            |    |
| 3.      | Shri. Mohamed Ali Abdul Sattar Munshi | Assistant Professor (Commerce)  | Representatives from the Teachers            |    |
| 4.      | Dr. Vnadena Rajesh Shinde -Vhatkar    | Assistant Professor (History)   | Representatives from the Teachers            |    |
| 5.      | Shrimati. Rashmi Ramesh Desai         | Assistant Professor (Marathi)   | Representatives from the Teachers            |    |
| 6.      | Shri. Gajanan Prakash Vhankali        | Assistant Professor (Hindi)     | Representatives from the Teachers            |    |
| 7.      | Shri. Nayan Nandakumar Ugale          | Assistant Professor (Botany)    | Representatives from the Teachers            |    |
| 8.      | Shri. Yashwant Chandrakant Raibagkar  | Librarian                       | Internal Member                              |   |
| 9.      | Shri. Pravin Digambar Lokare          | President of KPSPM, Kharepatan  | Representative from the Management           |  |
| 10.     | Shri. Shrikrishna Ganesh Ranade       | Senior Clerk                    | Representative from the Non-teaching         |  |
| 11.     | Kumari. Aruna Pramod Kokate           | Student                         | Nominee from the Students                    |  |
| 12.     | Kumar. Tushar Dinesh Jadhav           | Student                         | Nominee from the Students                    |  |
| 13.     | Shri. Prathamesh Prasanna Narkar      | Self Employed                   | Nominee from the Alumni                      |  |
| 14.     | Shri. Mohan Bhaskar Kavale            | Businessman                     | Nominees from the Employers / Industrialists |  |
| 15.     | Shri. Vaseem Hanif Sayyed             | Assistant Professor (Commerce)  | Coordinator of the IQAC                      |  |

  
Co-ordinator  
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PRINCIPAL  
Arts Commerce & Science College Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.



# MINUTES OF THE MEETING

**Date:** Monday - 8<sup>th</sup> Mar 2021

**Time:** 12:30 PM to 02:30 PM

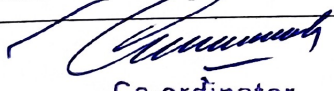
**Venue:** Staff Room

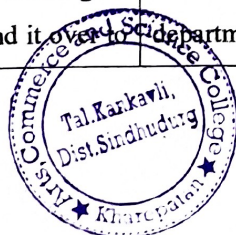
**Convener:** Shri. Vaseem Hanif Sayyed

The meeting commenced at Staff Room on 12:30 PM with Shri. Vaseem H. Sayyed, welcoming all staff members present. The convener thanked everyone for their attendance and active participation. The convener then requested the principal, Dr. Atmaram D. Kamble, to accept the chair and lead the meeting.

The principal accepted the chair and expressed gratitude for the opportunity to lead the session. The principal then outlined the agenda and set the stage for discussion on the key topics.

| Sr. No. | Agenda   | Resolution  |
|---------|--|---|
| 1.      | To review and confirm the minutes of the last meeting.   | Reviewed and confirmed the minutes of the last meeting.   |
| 2.      | To discuss about conducting college audit.   | Discussed and planned for conducting a college audit to assess institutional processes and performance.                             |
| 3.      | Documentation of various program/activities.   | Resolved to document various programs and activities conducted by the college for record-keeping and future reference.              |
| 4.      | Discussion on free ship Scholarships.  | Discussed matters related to free ship scholarships, including eligibility criteria and distribution procedures.                    |
| 5.      | To enlist the number of excel sheets required for quantitative metrics for each of the criteria.                               | Enlisted the number of Excel sheets required for quantitative metrics for each criterion to facilitate data-driven decision-making. |
| 6.      | To consider introducing student representative in IQAC for next year.  | Considered the introduction of a student representative in IQAC for the upcoming academic year.                                     |
| 7.      | Regarding Feedback of teachers.  | Discussed feedback received from teachers to improve teaching-learning processes and faculty development.                           |
| 8.      | To discuss the feedback of students, eligibility criteria for the same and feedback analysis.                                  | Discussed feedback mechanisms for students, including eligibility criteria and analysis of feedback for continuous improvement.     |
| 9.      | To decentralize data collection pertaining to details of each department and hand it over to departmental details and assigned | Decentralized data collection pertaining to   |

  
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**PRINCIPAL**  
Arts, Commerce & Science College, Kharepatan,  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

|     |   |  |
|-----|---|--|
|     | departmental heads.   | responsibilities to department heads for effective management.   |
| 10. | To discuss details of annual feedback of all the stakeholders of the institution. | Discussed details regarding the annual feedback from all stakeholders of the institution to assess satisfaction levels and identify areas for improvement. |
| 11. | To discuss the mechanism of analysis of feedback.                                 | Discussed mechanisms for the analysis of feedback collected from stakeholders to derive actionable insights and implement necessary improvements.          |
| 12. | Any other matter with the permission of the chair.                                | No additional matters were raised.   |

**After due deliberations on the points in the agenda, since, the meeting concluded with closing remarks by the Principal.**

**NAAC Co-ordinator / IQAC Co-ordinator**

Internal Quality Assurance Cell (IQAC)  
Arts, Commerce And Science College Kharepatan  
A.P. Kharepatan, Tal. Kankavli, Dist. Sindhudurg-416703



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## ACTION TAKEN COMPLIANCE (ATR)

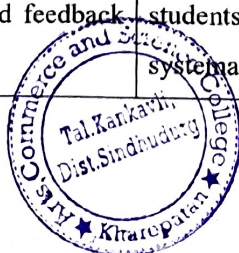
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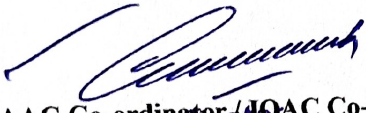
| Sr. No. | Subject  | Action Taken Compliance (ATR) based on the resolutions:  |
|---------|--|--|
| 1.      | To review and confirm the minutes of the last meeting.   | Reviewed and confirmed the minutes of the last meeting to ensure accuracy and documentation of decisions made.   |
| 2.      | To discuss about conducting college audit.   | Initiated plans for conducting a comprehensive college audit to evaluate institutional processes, identify strengths and weaknesses, and recommend improvements.     |
| 3.      | Documentation of various program/activities.   | Implemented a system to document various programs and activities conducted by the college for better record-keeping and future reference.                            |
| 4.      | Discussion on free ship Scholarships.  | Clarified eligibility criteria and streamlined procedures for the distribution of free ship scholarships to ensure equitable access and efficient administration.    |
| 5.      | To enlist the number of excel sheets required for quantitative metrics for each of the criteria. | Created Excel sheets tailored to each criterion to facilitate data-driven decision-making and quantitative assessment of institutional performance.                  |
| 6.      | To consider introducing student representative in IQAC for next year.                            | Explored the feasibility and benefits of introducing a student representative in IQAC for the upcoming academic year to enhance student participation in governance. |
| 7.      | Regarding Feedback of teachers.  | Collated feedback received from teachers to implement targeted improvements in teaching-learning processes and faculty development initiatives.                      |
| 8.      | To discuss the feedback of students, eligibility criteria for the same and feedback analysis.    | Established robust feedback mechanisms for students, including clear eligibility criteria and systematic analysis of feedback to drive continuous                    |

  
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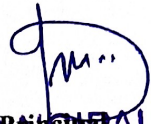


  
PRINCIPAL  
Arts, Commerce & Science College Kharepatan,  
A.6, Kharepatan, Tal. Kankavli, Dist. Sindhudurg.

|     |  |   |
|-----|--|---|
|     |  | improvement in academic and support services.   |
| 9.  | To decentralize data collection pertaining to details of each department and hand it over to departmental heads. | 18. Delegated data collection responsibilities pertaining to departmental details to department heads, ensuring accurate and timely data management for effective decision-making.        |
| 10. | To discuss details of annual feedback of all the stakeholders of the institution.                                | Conducted annual feedback sessions with all stakeholders of the institution to gauge satisfaction levels, identify areas for improvement, and enhance overall institutional performance.  |
| 11. | To discuss the mechanism of analysis of feedback.  | Implemented mechanisms for the analysis of feedback collected from stakeholders to derive actionable insights and prioritize necessary improvements across various institutional domains. |

  
**NAAC Co-ordinator / IQAC Co-ordinator**  
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