



MARATHA VIDYA PRASARAK SAMAJ'S
ARTS, COMMERCE & SCIENCE COLLEGE, DINDORI

Tal.Dindori, Dist. Nashik-422202 (M.S.) INDIA

Internal Quality Assurance Cell (IQAC)

IQAC Committee Academic Year: 2019-2020

IQAC 2019-20

Sr. No.	Name	Designation
1.	Dr. Vedashree Thigale	Chairperson
2.	Mr. N. K. Navale	Teacher representative
3.	Mr. A. A. Nikam	Teacher representative
4.	Dr. A. S. Dahihande	Teacher representative
5.	Mr. R. R. Zoman	Teacher representative
6.	Mr. J. S. Moon	Teacher representative
7.	Dr. D. E. Ukirde	Teacher representative
8.	Mr. P. K. Panpatil	Teacher representative
9.	Dr. K. D. Kaldate	Teacher representative
10.	Shri. R. K. Jadhav	Senior administrative representative
11.	Shri. Dattatray Ramchandra Patil	Management representative
12.	Shri. Aniket Ramesh Borate	Alumni representative
13.	Dr. Gauri Pingal	Community representative
14.	Shri. Rajendra Deshmukh	Industrial expert
15.	Shri. Prabhakar Namdev Nathe	External Academic expert
16.	Shreya Aware	Student representative
17.	Dr. D. K. Londhe	IQAC Coordinator

Dr. Dhananjay K. Londhe

Co-Ordinator
Internal Quality Assurance Cell (IQAC)
MVP Samaj's Arts, Comm. & Science College
Dindori (Nashik)



Dr. Vedashree Thigale

Principal
Arts, Commerce & Science College
Dindori, Tal. Dindori, Dist. Nashik

ARTS, COMMERCE & SCIENCE COLLEGE, DINDORI

Tal.Dindori, Dist. Nashik-422202 (M.S.) INDIA

Internal Quality Assurance Cell (IQAC)

Minutes of the Meetings

Minutes of the Meeting of 2019-20 held on 01 July 2019

Venue: IQAC Room,

Date: 01/07/2019

Time: 11:30 to 1:30 pm

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting
2. To review AAA, Green audit report.
3. To discuss on AQAR 2019-20.
4. Organization of Parent and Alumni association meeting.
5. Formation academic calendar and new committees for the academic year 2019-20 and allocation of work for them.
6. ICT classrooms, Department wise ICT lecture time table.
7. To adopt online admission process for upcoming academic year
8. The IQAC initiate and enhanced certificate program and value added skill program
9. To review the ATR and the result analysis
10. Any other issues.

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14.	Shri. Rajendra Deshmukh	Industrial expert
15.	Shri. Prabhakar Namdev Nathe	External Academic expert
16.	Shreya Aware	Student representative
17.	Dr. D. K. Londhe	IQAC Coordinator

IQAC 2019-20

Leave of Absence was granted to the following members:

Shri. Prabhakar Namdev Nathe : External Academic expert

The meeting of IQAC began at 11:30 am in the presence of all members of IQAC Committee, IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after discussion made the following resolutions:

Agenda Item 1: Review of the Earlier Meeting

Resolution: The coordinator read the minutes of the earlier meeting and the minutes were reviewed and passed by the members.

Agenda Item 2: To review AAA, energy audit, Green audit report.

Resolution: The difficulties faced by AAA, energy audit, Green audit committee were discussed in detail and accordingly Hon. principal Dr. Vedashree Thigale guided all the committee members.

Proposed by: Principal Dr. Vedashree Thigale

Seconded by: Dr. D.K. Londhe

Agenda Item 3: To discuss on AQAR-2019-20.

Resolution: Dr. D.K. Londhe informed IQAC about the responsibilities and formation of various committee and responsibilities to convener and faculty for effective curriculum, planning regarding design website and different highlighting tabs, uploading data, discussion on difficulties encountered to criterion convener, alumni association, language labs, garden beautification.

Proposed by: Dr. Vedashree Thigale

Seconded by: Dr. D.K. Londhe

Agenda Item 4: Organization of Parent and Alumni association meeting.

Resolution: There was a detailed discussion in the IQAC meeting regarding the organization of a parent and Alumni association meeting and their feedback.

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 5: Formation academic calendar and new committees for the academic year 2019-20 and allocation of work for them.

Resolution: Academic committees were formed for the year 2019-20 and work was distributed among them.

Proposed by: Principal Dr. Vedashree Thigale

Seconded by: Dr. D. K. Londhe

Agenda Item 6: ICT classrooms, Department wise ICT lecture time table.

Resolution: The principal instructed all the Head of Departments to prepare the schedule of ICT lectures and accordingly the Messors of all the departments suggested taking one lecture per week using ICT tools.

Proposed by: Principal Dr. Vedashree Thigale

Seconded by: Dr. D.K. Londhe

Agenda Item 7: To adopt online admission process for upcoming academic year

Resolution: The issues related with online admission process were discussed in the meeting. It was then unanimously resolved to conduct online admissions for all classes. The task was assigned to the admission committee for further action.

Proposed by: Principal Dr. Vedashree Thigale

Seconded by: Dr. D. K. Londhe

Agenda Item 8: To enhance certificate program, value added skill-oriented activities

Resolution: The IQAC proposed to initiate and enhance value added certificate program and skill-oriented co-curricular, extracurricular program and activities.

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. A.A. Zoman

Agenda Item 9: To review the ATR and the result analysis

Resolution: The review of ATR and the result analysis was taken. The issues were discussed and suggestions were made accordingly.

Agenda Item 10: Any other issues.

As there was no other matter to discuss.

The meeting concluded with the vote of thanks by the IQAC coordinator Dr. D.K. Londhe.

ARTS, COMMERCE & SCIENCE COLLEGE, DINDORI

Tal.Dindori, Dist. Nashik-422202 (M.S.) INDIA

Internal Quality Assurance Cell (IQAC)

Minutes of the Meetings

Minutes of the Meeting of 2019-20 held on 01 July 2019

Venue: IQAC Room,

Date: 04/11/2019

Time: 11:30 to 1:30 pm

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting
2. To review NAAC committees and the allocation of work for them.
3. To focus on extra curriculum activities for effective teaching and learning process.
4. Review of Feedback analysis, SSS
- 5 To discuss Academic Audit Modalities
- 6 To discussion on Media center.
- 7 To Discussion on organize workshop, seminar, poster presentation and research activities, motivational award in research activities
- 8 To initiate use of Google classroom, Google form, zoom, Google meet for online teaching. For effective online video lectures, assignments, feedback and online exam teaching and learning process.
- 9 Any other issues

IQAC Committee Academic Year:2019-2020

IQAC 2019-20

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3.	Mr. A. A. Nikam	Teacher representative
4.	Dr. A. S. Dahihande	Teacher representative
5.	Mr. R. R. Zoman	Teacher representative
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12.	Shri. Aniket Ramesh Borate	Alumni representative
13.	Dr. Gauri Pingal	Community representative
14.	Shri. Rajendra Deshmukh	Industrial expert
15.	Shri. Prabhakar Namdev Nathe	External Academic expert
16.	Shreya Aware	Student representative
17.	Dr. D. K. Londhe	IQAC Coordinator

Leave of Absence was granted to the following members:

Shri. Dattatray Ramchandra Patil: Management representative

Shri. Aniket Ramesh Borate : Alumni representative

Dr. Gauri Pingal: Community representative

Shri. Rajendra Deshmukh: Industrial expert

Shri. Prabhakar Namdev Nathe: External Academic expert

Shreya Aware : Student representative

The meeting of IQAC began at 11:30 pm in the presence of all members of IQAC Committee, IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after discussion made the following resolutions:

Agenda Item 1: Review of the Earlier Meeting:

Resolution: The coordinator read the minutes of the earlier meeting and the minutes were reviewed and passed by the members.

Agenda Item 2: To review NAAC committees and the allocation of work for them.

Resolution: The committees formed for NAAC were reviewed and the difficulties they faced were discussed in detail in the IQAC committee.

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 3: To focus on extra curriculum activities for effective teaching and learning process.

Resolution: The extra curriculum activities of departments organize field visit project at Kalashubhai Bhandhardhara, ITI, Banks, Market yard to achieve field visit project goals of different program and courses.

Proposed by: Dr. D.K. Londhe

Seconded by: Dr. A. S. Dahihande

Agenda Item 4: Review of Feedback analysis, SSS

Resolution: The Discussion on feedback analysis from different stakeholders, analysis form, merits of questionnaires and analysis, discussion on student satisfactory survey

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 5: To discuss Academic Audit Modalities

Resolution: The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. Because of the above, the NAAC recommended undertaking a continuous Academic and Administrative Audits (AAA).

Academic Audit: Academic audit can be understood as a scientific and systematic method of reviewing the quality of the academic process in the institution. It is related to the quality assurance and enhancing the quality of academic activities in the Institution.

Coordinator, IQAC has presented the objectives of our institution to all the members.

The objectives of an Academic Audit are:

- To understand the existing system and assess the strengths and weaknesses of the departments and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the existing academic and administrative mechanisms and to identify the opportunities for academic and administrative reforms etc.,
- To enhance the academic integrity, transparency, accountability, and participation of stakeholders among the activities of the department
- To evaluate the optimum utilization of resources. Internal Audit modalities are presented to all the members of IQAC is enclosed.

Proposed by: Dr. D. K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 6: To Discussion on Media center.

Resolution: There was a detailed discussion on development of media center and ICT tool and equipment's and Recording faculties like Smart board, camera, mike, sound system etc. to develop e learning content.

Proposed by: Dr. D. K. Londhe

Seconded by: Mr. P. K. Panpatil

Agenda Item 7: To Discussion on organize workshop, seminar, poster presentation and research activities, motivational award in research activities

Resolution: The IQAC Coordinator Dr. D.K. Londhe highlight to organize workshop, seminar, poster presentation and motivational award in research activities. Organize poster presentation on Science day

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 8: To initiate use of Google classroom, Google form, zoom, Google meet for online teaching.

Resolution: To initiate use of Google classroom, Google form, zoom, Google meet for online teaching. It helps to conduct online video lectures, assignments, feedback and online exam teaching and learning process. It gives flexibility in time and place.

Proposed by: Dr. D.K. Londhe

Seconded by: Dr. A. S. Dahihande

Agenda Item 9: Any other issues.

As there was no other matter to discuss.

The meeting concluded with the vote of thanks by the IQAC coordinator Dr. D.K. Londhe.

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Tal. Dindori, Dist. Nashik-422202 (M.S.) INDIA

Internal Quality Assurance Cell (IQAC)

Minutes of the Meetings

Minutes of the Meeting of 2019-20 held on 01 July 2019

Venue: IQAC Room,

Date: 20/03/2020

Time: 11:30 to 1:30 pm

Agenda of the Meeting:

1. To discuss on control measures and precaution on pandemic COVID-19
2. The IQAC also decide to organize online COVID-19 awareness quiz on Google form for student, staff and society.
3. Wi-Fi network facility on the campus
4. Successfully completed workshop, seminar, poster presentation
5. To conduct energy audit for campus.
6. To conduct green audit
7. To discuss on program outcomes, program specific outcomes and course outcomes
8. To organize training program
9. The IQAC gives information of Google apps useful in teaching and learning process work from home in pandemic COVID-19 lockdowns
10. Any other issue

IQAC Committee Academic Year: 2019-2020

IQAC 2019-20

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13.	Dr. Gauri Pingal	Community representative
14.	Shri. Rajendra Deshmukh	Industrial expert
15.	Shri. Prabhakar Namdev Nathe	External Academic expert
16.	Shreya Aware	Student representative
17.	Dr. D. K. Londhe	IQAC Coordinator

Leave of Absence was granted to the following members:

Shri. Aniket Ramesh Borate: Alumni representative

The meeting of IQAC began at 11:00 am in the presence of all members of IQAC Committee; IQAC Coordinator welcomed and briefed the committee members about the agenda.

Agenda Item 1: To discuss on control measures and precaution on pandemic COVID-19

Resolution: The discussion and suggestion regarding control measures and precaution on pandemic COVID-19 like use of mask, sanitization, washing hands in regular time of interval, keep distance, stay home etc. to avoid infection. The IQAC also decide to organize online COVID-19 awareness quiz on google form for student, staff and society.

The Proposed by: Dr. D.K. Londhe

Seconded by: Mr. J. S. Moon

Agenda Item 2: The IQAC also decide to organize online COVID-19 awareness quiz on google form for student, staff and society.

Resolution: The IQAC also decide to organize online COVID-19 awareness quiz on google form for student, staff and society and after successful completion of quiz e-certificate will be issue.

The Proposed by: Dr. D.K. Londhe

Seconded by: Dr. K. D. Kaldate

Agenda Item 3: Wi-Fi network facility on the campus

Resolution: The IQAC suggest introduces Reliance Jio 4G Wi-Fi for easy access of e-tools.

The Proposed by: Dr. D.K. Londhe

Seconded by: Mr. J. S. Moon

Agenda Item 4: Successfully completed workshop, seminar, poster presentation

Resolution: The IQAC congratulate respective department and faculty for successfully completed workshop, seminar and poster presentation.

The Proposed by: Dr. Vedashree Thigale

Seconded by: Dr. D.K. Londhe

Agenda Item 5: To conduct energy audit for campus

Resolution: The IQAC highlight objective and need of the energy audit was to study the energy consumption pattern of the college, identify the areas where potential for energy saving exists and prepares proposals for energy saving along with investment and payback periods.

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. M. M. Bagul

Agenda Item 6: To conduct green audit

Resolution: The IQAC discuss the main objective and parameter like to promote the Environment Management and Conservation in the College Campus, to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. The main objectives of carrying out Green Audit are:

- To introduce and make students aware of real concerns of environment and its sustainability.
- To secure the environment and cut down the threats posed to human health by analyzing the pattern and extent of resource use on the campus.
- To establish a baseline data to assess future sustainability by avoiding the interruptions in environment that are more difficult to handle and their corrections require high cost.
- To bring out a status report on environmental compliance.
- Try to follow the guidelines given in past audit

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. A. A. Nikam

Agenda Item 7: To discuss on program outcomes, program specific outcomes and course outcomes

Resolution: The IQAC decide to collect and upload data of program outcomes, program specific outcomes and course outcomes from each department faculty of specific program and course as per NAAC guidelines.

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 8: To organize training program

Resolution: The discussion on to organize training program for nonteaching staff on skill development help full for Mressional and academic work and informative to boost recent applied technique and tools give them confidence

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 9: The IQAC gives information of Google app useful in teaching and learning process work from home in pandemic COVID-19 lockdown situation.

Resolution: The IQAC gives information of Google app useful in teaching and learning process work from home in pandemic COVID-19 lockdowns for easy contact, video lectures, assignments, feedback, online exam, online discussion, result, etc.

Proposed by: Dr. D.K. Londhe

Seconded by: Dr. A. S. Dahihande

Agenda Item 10: Any other issues.

As there was no other matter to discuss.

The meeting concluded with the vote of thanks by the Dr. A. S. Dahihan

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Internal Quality Assurance Cell (IQAC)

Minutes of the Meetings

Minutes of the Meeting of 2019-20 held on 01 July 2019

Venue: IQAC Room,

Date: 01/06/2020

Time: 11:30 to 1:30 pm

Agenda of the Meeting:

1. Google online meeting organize due to pandemic COVID-19 lockdown
2. To review minutes of earlier meeting
3. The IQAC take initiative to purchase college domain for G-suite
4. To review on CAP work.
5. The discussion on collaboration and linkages
6. To review on online teaching method, difficulty, tools and online objective exam practices in lockdown
7. To adopt online admission process for upcoming academic year
8. Any other issues

IQAC Committee Academic Year: 2019-2020

IQAC 2019-20

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16.	Shreya Aware	Student representative
17.	Dr. D. K. Londhe	IQAC Coordinator

Leave of Absence was granted to the following members:

Shri. Aniket Ramesh Borate: Alumni representative

Shri. Prabhakar Namdev Nathe: External academic expert

The meeting of IQAC began at 11:30 am in the presence of all members of IQAC Committee, IQAC Coordinator welcomed and briefed the committee members about the agenda.

Agenda Item 1: Google online meeting organize due to pandemic COVID-19 lockdowns

Resolution: The Google online meeting organize due to pandemic COVID-19 lockdowns following points were discuss

- Difficulty encountered in online teaching, participation students.
- Student facility to attain online lectures and exam
- Students, college placed in tribal locality and internet facility
- Criterion work progress

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 2: To review minutes of earlier meeting

Resolution: The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 3: The IQAC take initiative to purchase college domain for G-suite

Resolution: The IQAC take initiative to purchase college domain for G-suite for easy access to integrated Docs, Drive, Calendar, Meet, Gmail services and more.

Benefits of G-Suite for Education

- Data Protection Capabilities..
- Email Delivery Audit.
- Spam and malware.
- Easy Collaboration and Sharing.
- Capability to Store and Manage Large Amounts of Data and Make It Accessible Anywhere.
- Easy implementation and deployment
- It helps to collect college data from all faculty programs, store safety, with large free memory.

Proposed by: Dr. D.K. Londhe

Seconded by: Dr. A. S. Dahihande

Agenda Item 4: The IQAC take review on

Resolution: The IQAC take review on CAP work on regarding allocation of work, assessment, marks entry and submission in due time

Proposed by: Dr. D.K. Londhe

Seconded by: Mr P.K. Panpatil

Agenda Item 5: The discussion on collaboration and linkages

Resolution: The IQAC take initiative to make linkage with industry and other resources for modern education technique at higher levels demands exposure of students to outside classroom world for a better understanding.

Proposed by: Dr. D.K. Londhe

Seconded by: Mr. R. R. Zoman

Agenda Item 6: To review on online teaching method, difficulty, tools and online objective exam practices in lockdown

Resolution: The IQAC take review on online teaching method, difficulty, tools and online objective exam practices in lockdown

Proposed by: Dr. D.K. Londhe

Seconded by: Dr. A. S. Dahihande

Agenda Item 7: To adopt online admission process for upcoming academic year

Resolution: The discussion on adopt online admission software, admission date, upcoming syllabus change and credit pattern process for upcoming academic year.

Proposed by: Dr. D.K. Londhe

Seconded by: Dr. A. S. Dahihande

Agenda Item 8: Any other issues

The meeting concluded with the vote of thanks by the IQAC coordinator Dr. D.K. Londhe.

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Internal Quality Assurance Cell (IQAC)

Minutes of the Meetings

Action Taken Report based on 2019-20 IQAC Meetings

Sr. No.	Decision taken in the Meeting	Action Taken
1.	To discuss revised the Guidelines for Standard Operating Procedure for Data Validation and Verification (Affiliated UG/PG) college	Successfully organized a discussion meeting on revised the Guidelines for Standard Operating Procedure for Data Validation and Verification (Affiliated UG/PG) college
2.	To discuss Academic Audit Modalities	An action plan was prepared after a detailed discussion and an internal AAA committee was formed.
3.	To discuss the organization of workshop and national level seminars for 2019-20	Successfully organized workshop and National level seminars sponsored by Savitribai Phule Pune University, Pune
4.	To Discussion on Media centre.	Started Media centre with smart board and ICT tools to develop e content.
5.	To discuss the Need for equipment and chemicals for the Laboratory.	New equipment and chemicals for the Laboratory were purchased.
6.	To discuss registration of alumni association.	The alumni association registered successfully.
7.	To discuss the Annual Quality Assurance Report (AQAR) 2018-19.	Submitted Annual Quality Assurance Report (AQAR) 2018-19.
8.	To discuss AAA, Energy audit, Green audit, College campus beautification.	Procedures for AAA, Energy audit, Green audit, college campus beautification was decided and committees were formed accordingly.
9.	NAAC committees and allocation of work for them	New committees were formed for the work of NAAC and they were assigned responsibilities accordingly.
10.	Review of Feedback analysis, Student Satisfactory Survey (SSS).	Student Feedback and Student Satisfactory Survey (SSS) was discussed in detail and instructions were given to the department heads accordingly
11.	The discussion on to purchase college domain for G-suite	The initiative to purchase college domain for G-suite and committee were formed

12.	Review on online teaching method, difficulty, tools and online objective exam practices in lockdown	Faculty and students take participation in online teaching method, difficulty, tools and online objective exam practices in lockdown
13.	To discussion on organise online pandemic COVID-19 awareness quiz for students, staff and society	Successfully organized online pandemic COVID-19 awareness quiz for students, faculty and society participant issue e-certificate
14.	The discussion on training program for teaching and non-teaching staff	Successfully organized training program for non-teaching staff



Dr. Dhananjay K. Londhe
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