

Estd : 1994



Bal Gangadhar Tilak Bahu-uddeshiya Shikshan Sanstha's Nagpur
(Recognized by Govt. of Maharashtra & Affiliated To R.T.M. Nagpur University)

JOTIRAO FULE SAMAJKARYA MAHAVIDYALAYA

Near M.I.D.C. Water Tank, Mohapa Road, Umred, Dist. Nagpur - 441203

Secretary

Shri. Vilas S. Mamulkar

E-mail : jfcswu2010@gmail.com/www.jfcswu.org.in

(College Code 383)

Officiating Principal

Dr. R. K. Mate

Mob. No. 9850784738

Head off. C/o, Pt. No. 675, Naskare Niwas, Sudampuri, Sakkardara Umred Road, Nagpur - 09

Ref:- JFSKMU/

Date:- 01-07-2019

Meeting Notice

All members of the college's IQAC are hereby informed that a meeting is scheduled to be held in the Principal's Chamber under the chairmanship of the Principal on 04-07-2019 at 02.00 p.m. All are requested to be present on time.

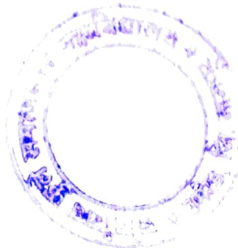
Agenda of the meeting:

1. Reading of the minutes of the previous meeting
2. Discussion on annual planning for the academic session 2019-2020
3. Discussion on the performance of teachers and non-teaching staff in the college and on the CAS of teachers
4. Discussion on leave and account-related matters in the service books
5. Discussion on providing assistance to the flood-affected people of Pur in Kolhapur, Maharashtra
6. Discussion on the college library

Venue: Umred

Date: 01-07-2019


I.Q.A.C. Co-Ordinator
Jotirao Fule Samajkarya Mahavidyalaya
Umred, Dist. Nagpur




Officiating Principal
Dr. Raju K. Mate
Jotirao Fule Samajkarya Mahavidyalaya
Umred, Dist. Nagpur - 441203 (MS)

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Ref:- JFSKMU/

Date:- 04-07-2019

Meeting Minutes

Meeting No. 03: Discussion on Agenda Items

After welcoming all the present members through the IQAC coordinator, discussions were held on the agenda items.

Agenda Item No. 1: The minutes of the previous meeting were read and confirmed.

Agenda Item No. 2: A discussion was held on the annual planning for the academic session 2019-2020.

Agenda Item No. 3: The work distribution and performance of teachers and non-teaching staff in the college were reviewed. This included discussions on the admission process, administrative work, examination work, online information, and the information available with the accountant.

Agenda Item No. 4: A discussion was held on the CAS of the teachers in the college. It was decided to collect the IQAC applications of the eligible teachers and form a committee to process them.

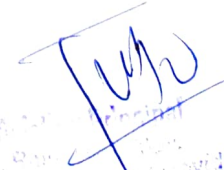
Agenda Item No. 5: Instructions were given to the accountant and superintendent to verify the account-related entries of teachers and non-teaching staff in the college. This included checking natural salary increments, leave records, and other relevant information.

Agenda Item No. 6: A discussion was held on providing direct financial assistance to the flood-affected people of Kolhapur and Sangli districts. It was decided that the assistance would be provided from the salaries of teachers and non-teaching staff of the college through the government machinery.

Agenda Item No. 7: Instructions were given on the work of the new session in the college library. This included guidelines on BT cards, I cards, and the entries of newly admitted students.


J. A. C. Co-Ordinator
Jotirao Fule Samajkarya Mahavidyalaya
Umred, Dist. Nagpur




Dr. R. K. Mate
Officiating Principal
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Date:- 04-07-2019

Action Taken Report on Meeting No. 03

Meeting No. 03: Discussion on Agenda Items

Agenda Item No. 1:

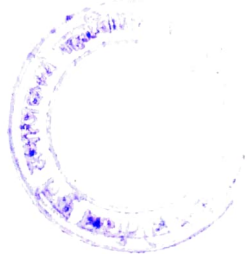
- **Discussion/Decision:** The minutes of the previous meeting were read and confirmed.
- **Action Taken:** The minutes of the previous meeting were officially recorded and distributed to all members for reference.

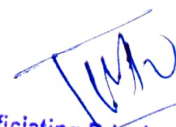
Agenda Item No. 2:

- **Discussion/Decision:** A discussion was held on the annual planning for the academic session 2019-2020.
- **Action Taken:** The annual plan for the academic session 2019-2020 was drafted and distributed among the faculty and administrative staff for implementation.

Agenda Item No. 3:

- **Discussion/Decision:** The work distribution and performance of teachers and non-teaching staff in the college were reviewed. This included discussions on the admission process, administrative work, examination work, online information, and the information available with the accountant.
- **Action Taken:** A detailed review report was prepared and shared with relevant stakeholders. Adjustments in work distribution were made where necessary to enhance efficiency. Teachers and non-teaching staff were briefed on their responsibilities and performance expectations.




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Jotirao Fule Samajkarya Mahavidyalaya
Umred, Dist. Nagpur-441203 (MS)

Agenda Item No. 4:

- **Discussion/Decision:** A discussion was held on the CAS of the teachers in the college. It was decided to collect the PBS applications of the eligible teachers and form a committee to process them.
- **Action Taken:** PBS applications were collected from eligible teachers. A committee was formed and tasked with processing these applications. The committee began reviewing the applications and planning subsequent actions.

Agenda Item No. 5:

- **Discussion/Decision:** Instructions were given to the accountant and superintendent to verify the account-related entries of teachers and non-teaching staff in the college. This included checking natural salary increments, leave records, and other relevant information.
- **Action Taken:** The accountant and superintendent conducted a thorough verification of account-related entries, including salary increments and leave records. Discrepancies, if any, were addressed, and records were updated accordingly.

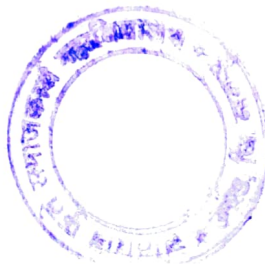
Agenda Item No. 6:

- **Discussion/Decision:** A discussion was held on providing direct financial assistance to the flood-affected people of Kolhapur and Sangli districts. It was decided that the assistance would be provided from the salaries of teachers and non-teaching staff of the college through the government machinery.
- **Action Taken:** Arrangements were made to deduct a portion of salaries from willing teachers and non-teaching staff. The collected funds were forwarded to the government authorities responsible for disaster relief in Kolhapur and Sangli districts.

Agenda Item No. 7:

- **Discussion/Decision:** Instructions were given on the work of the new session in the college library. This included guidelines on BT cards, I cards, and the entries of newly admitted students.
- **Action Taken:** The college library staff implemented the new session's guidelines. BT cards and I cards were issued to new students, and their entries were updated in the library system. Library operations were streamlined to accommodate the new guidelines.

Conclusion: All the actions decided upon during Meeting No. 03 have been implemented effectively. The outcomes have been monitored, and necessary follow-ups are being conducted to ensure ongoing compliance and efficiency in the college's operations.



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