

Bhusawal Arts Science & P O Nahata Commerce College, Bhusawal
IQAC Meeting

Date: 23/04/2016

Time: 02.00 Pm

Venue: Principal Office

Minutes of the IQAC meetings held on 23rd April 2016

Meeting of the IQAC was conducted on 23rd April 2016 at 2.00 pm at Principal office.

The following discussion was led:

1. The co-ordinator Prof. B. H. Barhate read the minutes of the IQAC meeting held on **9th Jan. 2016** and the same were confirmed.
2. The overall academic plan and progress of students was reviewed. Result analysis team was formed to analyze the previous year results.
3. The Annual Report of current academic year was discussing. Modular plans were designed that to be submitted by teachers.
4. Academic Calendar for the next semester was designed, as to be followed by the department.
5. It was unanimously resolved to arrange health check up camp for next academic year.
6. The discussion was led about the finalization of college prospectus for the year 2016-17.
7. The discussion was led as to prepare college budget for next academic year.
8. The guidelines for administrative audit were discussed and finalized as follows:-
 - Stock verification of various Departments
 - Application of leave rules – CCL, Medical Leave, Leave Encashment
 - Attendance records
 - PF norms
 - Service Book completion
 - Procedures of Record Keeping
 - Automation/Use of IT/ Computerization of M.I.S.
 - Purchase procedures of various departments

- Accounting Audit.
9. The meeting was concluded with permission of chair and the Coordinator proposed vote of thanks.

Date: 09/01/2016

Co-Ordinator

Principal