



Surabhi Jankalyan Sanstha  
**ADMINISTRATIVE SERVICE DEGREE COLLEGE**

Regd. Office : Naik Road, Mahal, Nagpur - 440 032. Ph.: 0712-2738100

College : 570-A Naik Road, uahal, Nagpur- 440 032 www.asdcollege.org.Email :  
asdcJ005@gmail.com Present College Address: P. N. 646/B, Near Shyam Dham Mandir, New Nandanwan,  
Nagpur- 440 009

Ref.No. ....

Date .....

**IQAC 2022-23**

**Meeting Notice 5/7/22**

This is to inform that according to UGC guidelines it is mandatory of NAAC for every college. Our college is in that category to face NAAC. That's why we are going to established IQAC cell in our college. To fulfill that we organize meeting of Respected Member on 9<sup>Th</sup> July 2022.

Please attend positively

**Internal Quality Assurance Cell ( IQAC )**

1	Mr. Mansingh Mulik	President	<i>Mansingh</i>
2	Dr. Dharmendra Turkar	Secretary	<i>Dharmendra</i>
3	Prof. Anup Sayre	Co-ordinator	<i>Anup Sayre</i>
4	Prof. Rajkanya Surywanshi	Teaching Staff	<i>Rajkanya</i>
5	Prof. Hiteshri Dambhare	Teaching Staff	<i>Hiteshri</i>
6	Prof. Aparna Jagtap	Teaching Staff	<i>Aparna</i>
7	Mr. Prashant Dhanvijay	Non Teaching Staff	<i>Prashant</i>
8	Dr. Gajendra Asutkar	Other College Faculty	<i>Gajendra</i>
9	Mr. Amol Pusadkar.	Industrial Expert	<i>Amol Pusadkar</i>
10	Mr. Kshitij Barve	Alumni	<i>Kshitij</i>
11	Mr. Nihal Wasnik	Alumni	<i>Nihal</i>
12	Miss. Chetna Raut	Alumni	<i>Chetna</i>
13	Miss. Khushi Batra	Alumni	<i>Khushi</i>





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## AGENDA OF THE MEETING July-2022-23

- Established IQAC Cell according to norms





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IQAC 2022-23

MEETING MINUTE July-2022

- Established IQAC Cell according to norms
- Discuss about the NAAC process and it expenses





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## IQAC 2022-23

### Action Of The Meeting July-2022

- Established IQAC cell
- Discussed about the process of NAAC

Below mentioned member are selected in IQAC cell

#### Internal Quality Assurance Cell ( IQAC )

1	Mr. Mansingh Mulik	President
2	Dr. Dharmendra Turkar	Secretary
3	Prof. Anup Sayre	Co-ordinator
4	Prof. Rajkanya Surywanshi	Teaching Staff
5	Prof. Hiteshri Dambhare	Teaching Staff
6	Prof. Aparna Jagtap	Teaching Staff
7	Mr. Prashant Dhanvijay	Non Teaching Staff
8	Dr. Gajendra Asutkar	Other College Faculty
9	Mr. Amol Pusadkar.	Industrial Expert
10	Mr. Kshitij Barve	Alumni
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**IQAC 2022-23**

**Meeting Notice 6/12/22**

This is inform that the meeting of IQAC Cell is held on 8 December 2022 at 11.30 onward in Principal Chamber.

It is humble request to attend positively.

1	Mr. Mansingh Mulik	President	Mand
2	Dr. Dharmendra Turkar	Secretary	Atank
3	Prof. Anup Sayre	Co-ordinator	Sayre
4	Prof. Rajkanya Surywanshi	Teaching Staff	Surywanshi
5	Prof . Hiteshri Dambhare	Teaching Staff	Hiteshri Dambhare
6	Prof. Aparna Jagtap	Teaching Staff	Aparna
7	Mr. Prashant Dhanvijay	Non Teaching Staff	Prashant
8	Dr. Gajendra Asutkar	Other College Faculty	Gajendra
9	Mr. Amol Pusadkar.	Industrial Expert	Amol Pusadkar
10	Mr. Kshitij Barve	Alumni	Kshitij
11	Mr. Nihal Wasnik	Alumni	Nihal
12	Miss. Chetna Raut	Alumni	Chetna
13	Miss. Khushi Batra	Alumni	Khushi



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## AGENDA OF MEETING December-2022

- Review of the function of IQAC cell
- Discuss about the Norms of NAAC
- Discuss about the current status of college regarding NAAC





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## MEETING MINUTE December -2022

- Discuss the review of IQAC Cell and its function
- Discussed about IIQA and its process
- Discussed about the criteria of SSR
- Took review of colleges current status



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## Action Of The Meeting December-2022

- Took review of IQAC'S function and give direction regarding that
- Given information about the IIQA and it's norms to all faculty member
- Given direction to all faculty member regarding the NAAC's preparation.







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## IQAC 2022-23

### Meeting Notice 29/1/23

This is inform that the meeting of IQAC Cell is held on 4<sup>th</sup> February 23 at 11.30 onward in Principal Chamber.

It is humble request to attend positively.

1	Mr. Mansingh Mulik	President	
2	Dr. Dharmendra Turkar	Secretary	
3	Prof. Anup Sayre	Co-ordinator	
4	Prof. Rajkanya Surywanshi	Teaching Staff	
5	Prof. Hiteshri Dambhare	Teaching Staff	
6	Prof. Aparna Jagtap	Teaching Staff	
7	Mr. Prashant Dhanvijay	Non Teaching Staff	
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## AGENDA OF MEETING- February- 2023

- Discuss About the IIQA and it's norms
- Discuss About University action against college regarding NAAC
- Prior discussion about the expenditure of NAAC





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## MINUTES OF MEETING February -2023

In this meeting all members of IQAC Cell were present .Meeting presided by Mr. Mansing Mulik.

Below mention issue were discussed :

- Discussion on IQAC process
- Discussion about the expenditure regarding NAAC process
- Discussion on University's strict action against college who are not fulfill the process oh NAAC





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## ACTION OF MEETING- February -2023

- Distributed criteria to faculty member
- Academic caledar was prepared and circulated to all department
- Review of Admission process .





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**IQAC 2022-23**

**Meeting Notice 1/6/23**

This is inform that the meeting of IQAC Cell is held on 12<sup>th</sup> June 2023 at 11.00 onward in Principal Chamber.

It is humble request to attend positively.

1	Mr. Mansingh Mulik	President	<i>Mansingh</i>
2	Dr. Dharmendra Turkar	Secretary	<i>Dharmendra</i>
3	Prof. Anup Sayre	Co-ordinator	<i>Anup</i>
4	Prof. Rajkanya Surywanshi	Teaching Staff	<i>Rajkanya</i>
5	Prof. Hiteshri Dambhare	Teaching Staff	<i>Hiteshri</i>
6	Prof. Aparna Jagtap	Teaching Staff	<i>Aparna</i>
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## AGENDA OF MEETING- June- 2023

- Discuss About the IIQA Work Progress
- Discuss About Academic Calendar
- Discussion about the expenditure of NAAC



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## MINUTES OF MEETING JUNE -2023

- Took review of colleges current status
- Discuss the review of IQAC Cell and its function
- Discussed about IIQA and its process
- Discussed about the criteria wise progress of IIQA





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## ACTION OF MEETING-JUNE -2023

- Given instruction to concern criteria in charge to complete criteria.
- Given instruction to all faculty member for yearly activities of college

