

## **MINUTES OF THE FIRST MEETING**

### **(Academic Year 2018-19)**

The FIRST meeting of the IQAC for the academic year 2018-19 was scheduled on **Friday, 22<sup>nd</sup> June, 2018** at **4:00 p.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

#### **Members Present**

- Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee)
- Prin. Dr. Amarja A. Rekhi (Chairperson)
- Dr. R. Y. Shinde (Vice Principal)
- Dr. S. R. Medhe
- Dr. S. D. Kulkarni
- Dr. R. M. Marwade
- Mr. S. S. Deshmukh
- Dr. S T Patil (Secretary)
- Mr. A. M. Aseri (Registrar)
- Ms. Sayali Pawar (Student Nominee)

#### **1.1: Confirmation of the minutes of the previous meeting:**

The minutes of the Fourth meeting held on 10<sup>th</sup> April, 2018 were read out by the Secretary. They were duly rectified and confirmed by the members after approval by the Chairperson.

#### **1.2: Discussion and finalisation of the Academic Calendar for the Year 2018-19:**

The tentative draft of the Academic calendar for the year 2018-19 was presented by the Coordinator. It was studied by the members. Certain additions were suggested in the arrangement of activities related to continuous evaluation and conduct of add-on courses.

**Resolved that:**

The Academic Calendar for the year 2018-19 should be implemented in letter and spirit with immediate effect.

**1.3: Permission to restart T. Y. B. Sc. in Botany:**

Mr R L Deshmukh stressed the need to upgrade Botany to graduation level. He remarked that the college will get the permission to restart the course, on proper follow-up with the university. The Chairperson informed that this proposal has been approved by the College Development Committee.

**Resolved that:**

Immediate action should be taken to restart T. Y. B. Sc. in Botany.

**1.4: Planning of activities to be carried out in the Academic Year 2018-19**

There was an in-depth discussion on the activities to be carried out in the Academic Year 2018-19. It was decided that every department should work out certain innovative activities for the students and execute them to the full. At the same time, efforts should be taken to publicise the same on print as well as social media.

**Resolved that:**

A detailed planning of curricular, co-curricular and extracurricular activities should be made at the department as well as committee level. The activity should be documented properly and publicised widely.

The Chairperson, HSM congratulated Prin. Dr. Amarja Rekhi for being honoured with 'Dr. APJ Abdul Kalam Outstanding Principal Award 2018'.

The meeting ended with a vote of thanks to the Chair.

**Dr. S. T. Patil**

Coordinator & Secretary

**Dr. A. A. Rekhi**

Principal & Chairperson

## **MINUTES OF THE SECOND MEETING**

### **(Academic Year 2018-19)**

The SECOND meeting of the IQAC for the academic year 2018-19 was scheduled on **Friday, 6<sup>th</sup> July, 2018** at **4:30 p.m.** in the **Chairman's Cabin**.

Following members were present for the meeting:

#### **Members Present**

- Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee)
- Prin. Dr. Amarja A. Rekhi (Chairperson)
- Dr. R. Y. Shinde (Vice Principal)
- Dr. S. R. Medhe
- Dr. S. D. Kulkarni
- Dr. R. M. Marwade
- Mr. S. S. Deshmukh
- Dr. S T Patil (Secretary)
- Mr. A. M. Aseri (Registrar)
- Ms. Sayali Pawar (Student Nominee)
- Dr. Suchit Tamboli (Invitee)

#### **2.1: Confirmation of the minutes of the previous meeting:**

The minutes of the first meeting held on 22<sup>nd</sup> June, 2018 were read out by the Secretary. They were duly rectified and confirmed by the members after approval by the Chairperson.

#### **2.2: Submission of Annual Quality Assurance Reports (2016-17 & 2017-18) to NAAC:**

The Secretary informed that the Annual Quality Assurance Reports for 2016-17 and 2017-18 are ready for submission to the NAAC. All the members stressed the need to submit the same as they were already delayed. The Chairperson agreed to get the AQARs approved by the CDC in the forthcoming meeting.

**Resolved that:**

Annual Quality Assurance Reports for the years 2016-17 & 2017-18 should be submitted to the NAAC after consent by the CDC.

**2.3: Submission of Annual Report (2017-18) to the Savitribai Phule Pune University:**

The Secretary informed that the Annual Report for the year 2017-18 is ready for submission to the Savitribai Phule Pune University. He requested the members to go through the same and make suggestions, if any, prior to its finalisation. The members had a fair discussion on the report and it was approved unanimously.

**Resolved that:**

The Annual Report for the year 2017-18 should be submitted to the Savitribai Phule Pune University within stipulated time.

The IQAC passed a special resolution of congratulation to the following members on their outstanding achievements:

- Dr. Girish Kulkarni, Head, Dept. of Political Science, for his inclusion in the team visiting America on a study tour.
- Mrs Daya Jethe for being awarded Ph. D. by Savitribai Phule Pune University.
- Dr. Jyoti Bidlan for being co-opted on the Board of Studies of Political Science, Savitribai Phule Pune University.

The meeting ended with a vote of thanks to the Chair.

**Dr. S. T. Patil**

Coordinator & Secretary

**Dr. A. A. Rekhi**

Principal & Chairperson

## **MINUTES OF THE THIRD MEETING**

### **(Academic Year 2018-19)**

The THIRD meeting of the IQAC for the academic year 2018-19 was scheduled on **Saturday, 25<sup>th</sup> August, 2018** at **11:00 a.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

#### **Members Present**

- Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee)
- Prin. Dr. Amarja A. Rekhi (Chairperson)
- Dr. R. Y. Shinde (Vice Principal)
- Dr. S. R. Medhe
- Dr. S. D. Kulkarni
- Dr. R. M. Marwade
- Mr. S. S. Deshmukh
- Dr. S T Patil (Secretary)
- Mr. A. M. Aseri (Registrar)
- Ms. Sayali Pawar (Student Nominee)
- Mr Suresh Maid (Invitee)

#### **3.1: Confirmation of the minutes of the previous meeting:**

The minutes of the SECOND meeting held on 6<sup>th</sup> July, 2018 were read out by the Secretary. They were corrected and confirmed by the members after approval by the Chairperson.

#### **3.2: Signing an MoU with 'Jan Shikshan Sansthan, Ahmednagar':**

The Chairperson informed the members that 'Jan Shikshan Sansthan, Ahmednagar' is willing to sign and MoU with the college for making available certain short term certificate courses. She added that it is an institution acting as a nodal agency for the Maharashtra government to run various skill-based courses. The members had a positive approach towards this collaboration and supported the proposal.

**Resolved that:**

An MoU should be signed with 'Jan Shikshan Sansthan, Ahmednagar' on suitable terms.

**3.3: Development of Botanical Garden and Language Lab on the College Campus:**

There was an in-depth deliberation on the topics of development of Botanical Garden and Language Lab on the College Campus. The Chairperson, HSM approved of both the proposals and opined that the work should be given top priority without any compromise in quality. Dr R Y Shinde was assigned the task to make a comparative study of the bids received and select suitable agency for the development and maintenance of the botanical garden. Mrs Swati Rokade, HoD, Dept of English was asked to suggest the company that will set up the Language Lab. The Registrar assured that the necessary purchase of computers and furniture shall be made at the earliest.

**Resolved that:**

Development of Botanical Garden and Language Lab should be made prior to the next meeting.

The meeting ended with a vote of thanks to the Chair.

**Dr. S. T. Patil**

Coordinator & Secretary

**Dr. A. A. Rekhi**

Principal & Chairperson

## **MINUTES OF THE FOURTH MEETING**

### **(Academic Year 2018-19)**

The FOURTH meeting of the IQAC for the academic year 2018-19 was scheduled on **Thursday, 3<sup>rd</sup> January, 2019** at **11:30 a.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

#### **Names of the Members Present**

- Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee)
- Prin. Dr. Amarja A. Rekhi (Chairperson)
- Dr. R. Y. Shinde (Vice Principal)
- Dr. S. R. Medhe
- Dr. S. D. Kulkarni
- Dr. R. M. Marwade
- Mr. S. S. Deshmukh
- Dr. S T Patil (Secretary)
- Mr. A. M. Aseri (Registrar)
- Ms. Sayali Pawar (Student Nominee)
- CA Amrut Deshmukh (Invitee)

#### **4.1: Confirmation of the minutes of the previous meeting:**

The minutes of the third meeting held on 25<sup>th</sup> August, 2018 were read out by the Secretary. They were amended and confirmed by the members after approval by the Chairperson.

#### **4.2: Organisation of *My Mother in My College* activity in the College:**

The Chairperson informed about the suggestion made by Dr Daya Jethe and Ms Surekha Gangurde regarding organisation of *My Mother in My College* activity in the college. All the members supported this proposal and agreed to extend their involvement in the same. The Chairperson, HSM directed that the activity should be run on regular basis and should be included in the Academic Calendar of every year.

**Resolved that:**

*My Mother in My College* activity should be organised in the college at the earliest. This activity should be included in the Academic Calendar from the next year.

**4.3: Planning of the Voters' Awareness Rising Programme to be held in the College:**

The Chairperson informed the IQAC regarding the District Collector's intension to hold a *Voters' Awareness Rising Programme* in the college. She added that the DC has selected the college on account of its enthusiastic support to the Revenue Department in this mission during the last six months. The members unanimously agreed to organise this programme as and when required.

**Resolved that:**

The college shall offer its wholehearted support for the planning and organisation of the *Voters' Awareness Rising Programme*.

**4.4: Review of the Criterion-wise preparation for the NAAC:**

The Chairperson, HSM enquired about the status of the institutional preparation for the NAAC. The Secretary informed about the same and submitted a written note including the work done and the work to be done. He congratulated the administration for speedy development of the Botanical Garden and the Language Lab within the specified time. The Chairperson promised that the CDC will offer substantial monetary help for the completion of the pending work. He shared his intention to interact with the Criterion-wise Heads and the committee members to know their problems as well as expectations. The Secretary assured him that a special meeting shall be called immediately for this purpose.

**Resolved that:**

The Criterion-wise Committee heads will shortly make a presentation in the presence of the Chairperson, HSM to inform him of the preparation for the NAAC.

The meeting ended with a vote of thanks to the Chair.

**Dr. S. T. Patil**  
Coordinator & Secretary

**Dr. A. A. Rekhi**  
Principal & Chairperson



## **MINUTES OF THE FIFTH MEETING (Academic Year 2018-19)**

The FIFTH meeting of the IQAC for the academic year 2018-19 was scheduled on **Saturday, 27<sup>th</sup> April, 2019** at **4:30 p.m.** in the **IQAC Office**.

Following members were present for the meeting:

### **Names of the Members Present**

- Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee)
- Prin. Dr. Amarja A. Rekhi (Chairperson)
- Dr. R. Y. Shinde (Vice Principal)
- Dr. S. R. Medhe
- Dr. S. D. Kulkarni
- Dr. R. M. Marwade
- Mr. S. S. Deshmukh
- Dr. S T Patil
- Ms. Sayali Pawar (Student Nominee)
- CA Amrut Deshmukh (Invitee)

### **5.1: Confirmation of the minutes of the previous meeting:**

The minutes of the fourth meeting held on 3<sup>rd</sup> January, 2019 were read out by the Secretary. They were amended and confirmed by the members after approval by the Chairperson.

### **5.2: Discussion on the Pay Fixation of the staff as per Seventh Pay Commission:**

There was a detailed discussion on the Pay Fixation of the entire staff in view of the Seventh Pay Commission. It was decided that a committee should be formed to guide the staff members in this regards. The Chairperson agreed to alert the office in connection with the necessary documentation work.

**Resolved that:**

The Pay Fixation of the staff should be done as per Seventh Pay Commission on priority basis.

**5.3: Discussion on the Placement of the faculty as per UGC Regulations:**

The Secretary informed that 9 faculty members are due for placement and promotion through the Career Advancement Scheme (CAS) as per UGC Regulations. He expected that due communication should be made with the Savitribai Phule Pune University in this connection. At the same time, the concerned teachers should be directed to prepare their files accordingly.

**Resolved that:**

The proposals of the teachers due for placement and promotion should be sent to the SPPU in due course of time. The concerned teachers should be directed to keep their files ready.

**5.4: Submission of API Forms for the year 2018-19:**

Dr. R. M. Marwade reminded that the Annual Performance Indicator (API) forms of the faculty should be submitted in time so as to avoid further delay in the CAS procedure. The Secretary informed that the members shall be instructed to do so before the conclusion of the academic year.

**Resolved that:**

All the faculty members shall be instructed to submit their API forms before the conclusion of the academic year 2018-19.

**5.5: Planning of the activities to be carried out in the year 2019-20:**

The activities to be carried out in the year 2019-20 were planned roughly and the Secretary was told to include the most essential and innovative activities into the Academic Calendar.

The meeting ended with a vote of thanks to the Chair.

**Dr. S. T. Patil**  
Coordinator & Secretary

**Dr. A. A. Rekhi**  
Principal & Chairperson