

MINUTES OF THE FIRST MEETING
(Academic Year 2019-20)

The FIRST meeting of the IQAC for the academic year 2019-20 was scheduled on Monday, 8th July, 2019 at 04:00 p.m. in the IQAC Office. Following members attended the same:

Name of the Member	Signature
1. Hon'ble Ajit Bora (Chairman, Sr. College Committee)	:
2. Prin. Dr. Amarja A. Rekhi (Chairperson)	:
3. Dr. R. Y. Shinde (Vice Principal)	:
4. Dr. S. R. Medhe	:
5. Dr. S. D. Kulkarni	:
6. Dr. R. M. Marwade	:
7. Mr. S. S. Deshmukh	:
8. Ms. Sayali Pawar (Student Nominee)	:

1.1: Confirmation of the Minutes of the Previous Meeting:

The minutes of the Fifth meeting held on 27th April, 2018 were read out by the Secretary. There was a fair discussion on each point. A few corrections and additions were suggested by the members, mainly by Dr. R. Y. Shinde. The minutes were duly rectified. They were confirmed by the members and approved by the Chairman.

1.2: Discussion and finalisation of the Academic Calendar for 2019-20:

The tentative draft of the Academic Calendar for the year 2019-20 was put forth for discussion. The members made suggestions on the inclusion of various activities in the last year's Calendar and their feasibility. On in-depth discussion, it was observed that the sequence of the proposed activities should be kept intact.

Resolved that:

The Academic Calendar for the year 2019-20 shall be finalised with due additions and it will be implemented with immediate effect.

1.3: Submission of Annual Report to Savitribai Phule Pune University:

Dr. S. D. Kulkarni pointed out that the Annual Report should be sent to the SPPU before 31st August. The Chairperson informed that the IQAC Coordinator Dr. S. T. Patil had resigned from the post because of health issues. She directed the Vice Principal to compile the required data and prepare the report well in time.

Resolved that:

The Annual Report should be prepared and submitted to the Savitribai Phule Pune University online within the stipulated time.

1.4: Introduction of Semester Pattern at First Year Undergraduate Level:

Dr. S. R. Medhe initiated the discussion with a detailed note on the impending changes in the methodology of teaching and manner of evaluation at FYBA and FYBCOM due to the introduction of the Semester Pattern. He observed that this drastic change should be brought into the notice of the faculty. Dr.

R. M. Marwade suggested that the Examination Committee should be directed to call a meeting for this purpose. This input received support from the other members.

Resolved that:

The Examination Committee headed by the CEO Dr. S. M. Nikam should be directed to call a meeting with the staff members in order to orient them regarding the impending changes in the Teaching & Evaluation Pattern due to the advent of Semester System at the UG level.

1.5: Organisation of Expert Lecture on New Education Policy (NEP), 2020

Dr S T Patil, with the permission of the Chairperson, proposed that an Expert Lecture should be organised on New Education Policy (NEP) 2020 as a part of IQAC Quality Initiative. This proposal was accepted by all. It was decided that the lecture should be arranged in the next month.

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

Dr Amarja A Rekhi
Principal & President, IQAC

MINUTES OF THE SECOND MEETING
(Academic Year 2019-20)

The SECOND meeting of the IQAC for the academic year 2019-20 was scheduled on 15TH October, 2019 at 11:00 a.m. in the IQAC Office. Following members attended the same:

Name of the Member	Signature
1. Hon'ble Ajit Bora (Chairman, Sr. College Committee)	:
2. Prin. Dr. Amarja A. Rekhi (Chairperson)	:
3. Dr. R. Y. Shinde (Vice Principal)	:
4. Dr. S. R. Medhe	:
5. Dr. S. D. Kulkarni	:
6. Dr. R. M. Marwade	:
7. Dr. S. T. Patil	:
8. Mr. S. S. Deshmukh	:
9. Mr. Ashok Aseri (Registrar)	:

2.1: Confirmation of the Minutes of the Previous Meeting:

The minutes of the First meeting held on 8th July, 2019 were read out by the Mr. S. S. Deshmukh. They were reviewed and revised on corrections and additions suggested by the members. The minutes were confirmed by the members and approved by the Chairman.

2.2: Preparation for the Assessment & Accreditation of NAAC (Cycle III):

The Chairperson notified the members about the delay in the Assessment & Accreditation of NAAC for Cycle III. The members shared their concern on the possible outcome of the same. The Chairman of the Senior College Committee assured the IQAC that the Management Council of Hind Seva Mandal is serious about this matter and is prepared to extend wholehearted support to undergo accreditation.

Resolved that:

The institution should face the Assessment & Accreditation of NAAC for Cycle III in the year 2019-20.

2.3: Proposals of teachers for promotion through 'CAS':

The Vice Principal informed that the proposals of the following teachers to be promoted through the 'Career Advancement Scheme' (CAS) from Stage III to IV (AGP 8000 to 9000) were accepted:

1. Mr. M. S. Deshpande (Chemistry)
2. Dr. R. N. Pandit (Zoology)
3. Dr. S. T. Patil (English)

The proposals of the following teachers were also accepted for promotion through from Stage II to III (AGP 7000 to 8000):

1. Dr. R. M. Marwade (Librarian)
2. Dr. D. A. Jethe (Marathi)
3. Dr. P. D. Jadhav (Marathi)
4. Mr. S. S. Deshmukh (Chemistry)
5. Dr. K. M. Patil (History)

Resolved that:

The proposals of the teachers eligible for promotion should be thoroughly verified and forwarded to the University through proper channel. The IQAC should guide and help each one of them as and when required.

There was no topic for urgent deliberation. So, the meeting ended with a vote of thanks to the Chair.

Dr Amarja A Rekhi

Principal & President, IQAC

MINUTES OF THE THIRD MEETING
(Academic Year 2019-20)

The THIRD meeting of the IQAC for the academic year 2019-20 was held on Saturday, 25th January, 2020 at 11:30 a.m. in the Principal's Cabin. The following members were present for the meeting:

Member's Name	Signature
1. Hon'ble Ajit Bora (Chairman, Sr. College Committee)	:
2. Prin. Dr. Amarja A. Rekhi (Chairperson)	:
3. Dr. R. Y. Shinde (Vice Principal)	:
4. Dr. S. R. Medhe	:
5. Dr. S. D. Kulkarni	:
6. Dr. R. M. Marwade	:
7. Mr. S. S. Deshmukh	:

3.1: Confirmation of the minutes of the previous meeting:

The minutes of the Second meeting held on 15 October, 2019 were read out by the Dr. R. M. Marwade. They were rectified as per the suggestions made by the members. The minutes were confirmed by the members and approved by the Chairman.

3.2: Review of the Institutional Preparation for NAAC Accreditation:

The Chairperson took review of the Institutional Preparation for NAAC Accreditation in connection with qualitative and quantitative aspects. The Vice Principal informed the IQAC about the status of preparation on the basis of

his separate meetings with the Criterion Heads, Committee Heads and the Heads of the Departments. The Chairperson asserted that the infrastructural upgradation is in progress thanks to the help and support of the parent organisation, Hind Seva Mandal.

Resolved that:

The IIQA should be filled out in the first week of March, on assurance of the completion of all the requirements for SSR as well as PTV. Simultaneously, the Students should be made aware about the nature of the SSS.

3.3: Inclusion of New Members in the IQAC:

The Chairperson informed the IQAC about the inclusion of Dr. Jyoti P. Bidlan and Dr. Madhuri M. Dixit as the new members in view of future course of action. She hoped that their admission would strengthen the functioning of the Cell and help expediate the process of Accreditation. Dr. Jyoti Bidlan, she added, agreed to shoulder the responsibility of the NAAC Coordinator.

There was no topic for urgent deliberation. So, the meeting ended with a vote of thanks to the Chair.

Dr. J. P. Bidlan
Coordinator & Secretary, IQAC

Dr Amarja A Rekhi
Principal & President, IQAC

MINUTES OF THE FOURTH (ONLINE) MEETING

(Academic Year 2019-20)

The FOURTH meeting of the IQAC for the academic year 2019-20 was held online on Saturday, 9th May, 2020 at 10:00 a.m. through Zoom. The following members were present for the meeting:

Member's Name	
1. Prin. Dr. Amarja A. Rekhi	(Chairperson)
2. Dr. R. Y. Shinde	(Vice Principal)
3. Dr. J. P. Bidlan	(Secretary, IQAC)
4. Dr. S. R. Medhe	
5. Dr. S. D. Kulkarni	
6. Dr. R. M. Marwade	(Librarian)
7. Dr. S. T. Patil	
8. Mr. S. S. Deshmukh	
9. Mr. A. M. Aseri	(Registrar)
10. Ms. Sayali Pawar	(Student Representative)

4.1: Impact of the Corona Pandemic on the Institutional Functioning:

The Chairperson took a quick review of the impact of the Corona outbreak in Ahmednagar and its impact on the functioning of the institution. She informed that the Academic Building of the college has been enlisted as the Covid Centre by the local authorities and will be utilised by the Municipal Corporation till further notice. Due to Lockdown and several other restrictions,

it is nearly impossible to carry out any duties offline. The students are feeling pressure of the Examinations. The Education Minister's recent announcements during his online interaction with the stakeholders have, however, boosted their morale. Despite this, it is essential to be in touch with the students and every teacher should be made aware of it.

Resolved that:

The Chairperson, in the capacity of the Principal, will instruct the faculty members to establish contact with the students and their parents, if needed. The teachers will share all the important updates (especially regarding the examinations) with the students via their respective WhatsApp groups. All the possible measures should be taken to keep them away from confusion and depression. They will be advised to follow the UGC Guidelines regarding personal hygiene and social distancing.

4.2: Online Curricular & Cocurricular Activities During the Lockdown:

The members discussed on the nature of curricular and cocurricular activities to be undertaken in view of student engagement and enrichment. There was an agreement on the view that all the faculty members should keep sharing relevant study material with their students through various channels on the digital platforms.

The Chairperson stated that there is sufficient scope to plan and execute innovative co-curricular as well as extracurricular activities to eliminate the lethargy from the society and system. The Department of English had already announced two online activities – E Essay Writing Competition and E Elocution

Contest – with her consent. The other departments too showed their interest in carrying out online activities.

Resolved that:

The departments should be advised to carry out innovative and interesting co-curricular as well as extracurricular activities for the benefit of the student community at large.

4.3: Institutional Strategy for NAAC Accreditation:

It will not be possible to initiate the IIQA process, the first step to accreditation, due to strict lockdown and the institutional acquisition for Covid Cure. Moreover, it would be difficult to presume the future course of events and comply with the deadline stipulated by the NAAC.

Resolved that:

The NAAC Accreditation process should be kept on hold for the time being. The same shall be resumed with greater momentum and motivation once normalcy is established.

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

Dr. J. P. Bidlan
Coordinator & Secretary, IQAC

Dr Amarja A Rekhi
Principal & President, IQAC

ACTION TAKEN REPORT (2019-20)

No	Resolution	Execution
1.	The Academic Calendar for the year 2019-20 should be implemented in letter and spirit with immediate effect.	The Academic Calendar for the year 2019-20 was implemented till the outbreak of the Corona pandemic.
2.	The Annual Report for the year 2018-19 should be submitted to the Savitribai Phule Pune University within stipulated time.	The Annual Report for the year 2018-19 was submitted to the Savitribai Phule Pune University within stipulated time.
3.	Proper planning of curricular, co-curricular and extracurricular activities should be made at the department as well as committee level. The activity should be documented and publicized.	Planning of curricular, co-curricular and extracurricular activities was made. The activities were documented properly and publicized on various social platforms, though the print media did not give them sufficient coverage.
4.	The Examination Committee headed by the CEO Dr. S. M. Nikam should be directed to call a meeting with the staff members in order to orient them regarding the impending changes in the Teaching & Evaluation Pattern due to the advent of Semester System at UG level.	The Examination Committee called a meeting with the staff members and oriented them regarding the impending changes in the Teaching & Evaluation Pattern.
5.	The institution should face the Assessment & Accreditation of NAAC for Cycle III in the year 2019-20.	Despite coordinated efforts taken at every level, the institution could not face the Assessment & Accreditation of

		NAAC for Cycle III in the year 2019-20 due to sudden outbreak of Corona.
6.	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.	The proposals of the teachers due for placement and promotion were sent to the SPPU in due course of time. All the applicants were successfully promoted to the next level.
7.	The IIQA should be filled out in the first week of March, on assurance of the completion of all the requirements for SSR as well as PTV. Simultaneously, the students should be made aware about the nature of the SSS.	The IIQA filling was started and the necessary preparation for SSR as well as PTV was almost complete. The students were also made aware about the nature of the SSS. However, due to the unpredictable circumstances in the wake of countrywide lockdown, the entire process was kept on hold.
8.	Dr. Jyoti P. Bidlan and Dr. Madhuri M. Dixit shall be included as new members in the IQAC. Dr. Jyoti Bidlan will shoulder the responsibility of the NAAC Coordinator.	Dr. Jyoti P. Bidlan and Dr. Madhuri M. Dixit were included as new members in the IQAC. Dr. Jyoti Bidlan accepted the responsibility of the NAAC Coordinator.
9.	The Chairperson, in the capacity of the Principal, will instruct the faculty members to establish contact with the students and their parents, if needed. The teachers will share all the important updates (especially regarding the examinations) with the students via their respective WhatsApp groups.	The Chairperson instructed the faculty members to establish contact with the students and their parents, if needed. The teachers shared all the important updates with the students via their respective WhatsApp groups. Necessary measures were taken to keep the students away from confusion and depression.

	<p>All the possible measures should be taken to keep them away from confusion and depression. They will be advised to follow the UGC Guidelines regarding personal hygiene and social distancing.</p>	<p>They were advised to follow the UGC Guidelines regarding personal hygiene and social distancing.</p>
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