

MINUTES OF THE FIRST ANNUAL MEETING

(Academic Year 2015-16)

The first annual meeting of the IQAC for the academic year 2015-16 was scheduled on **Monday, 29th June, 2015 at 11:00 a.m. in the Principal's Cabin.**

Following members were present for the meeting:

Member's Name	Signature
• Hon'ble Shirishji Modak (Chairman, Sr. College Committee) :	S.P.M. dak
• Prin. Dr. Amarja A. Rekhi (Chairperson) :	5/2/2016
• Dr. R. Y. Shinde (Vice Principal) :	Re
• Dr. D. G. Ranade :	Dec 2015
• Dr. S. D. Kulkarni :	Sh
• Dr. R. M. Marwade :	Rmy
• Mr. R. L. Deshmukh :	Beeshu
• Mr. A. M. Aseri (Registrar) :	22
• Dr. S. T. Patil (Coordinator & Secretary) :	Shil
• CA Amrut Deshmukh (Invitee) :	Amrut Deshmukh
• Mr. Suresh Maid (Invitee) :	Suresh Maid

The topics discussed and the decisions taken were as follows:

1.1: Confirmation of the minutes of the previous meeting:

The minutes of the third annual meeting held on 22nd April, 2015 were read out by the Secretary. There was a fair discussion on each point. A few alterations were suggested by the members. The minutes were duly rectified. They were confirmed by the members and approved by the Chairman.

1.2: Scrutiny of the proposals of teachers to be promoted through the Career Advancement Scheme (CAS) from Stage I to II (AGP 6000 to 7000) & from Stage II to III (AGP 7000 to 8000):

The Coordinator pointed out that the following teachers are apparently eligible to be promoted through the Career Advancement Scheme (CAS) from Stage I to II (AGP 6000 to 7000):

- Dr. Rajendra M. Marwade
- Dr. Ratna S. Waghmare
- Ms. Daya A. Jethe
- Mr. Krishna M. Patil
- Mr. Ankush P. Aware
- Mr. Rajendra R. Kumbhar

Following teachers were desirous to be promoted through the Career Advancement Scheme (CAS) from Stage II to III (AGP 7000 to 8000):

- Mr. Milind S. Deshpande
- Ms. Surekha D. Gangurde
- Dr. Satyajit T. Patil
- Dr. Machhindra K. Malunekar

The Coordinator remarked that it is necessary to guide the concerned teachers to fill up the required forms and arrange supporting documents. The chairperson proposed that a separate meeting should be called for the scrutiny of their proposals as that work requires great care and will take a lot of time.

Resolved that:

A separate meeting should be called the same day in the afternoon along with all the concerned teachers.

1.3: Discussion on the proposals of teachers to be promoted through the Career Advancement Scheme (CAS) from Stage III to IV (AGP 8000 to 9000):

There was a discussion on the proposals of the following teachers to be promoted through the CAS from Stage III to IV (AGP 8000 to 9000):

- Dr. Rajendra Y. Shinde
- Dr. Pratiksha S. Gaikwad
- Dr. Girish M. Kulkarni
- Dr. Maheshwari V. Gavitt
- Dr. Jyoti P. Bidlan
- Ms. Swati N. Pawar
- Dr. Suprabha D. Kulkarni

Dr. R. Y. Shinde informed that the Selection Process for the post of Associate Professor requires a panel approved by the Vice Chancellor. He suggested that this process may be carried out alongside the District Level CAS Assessment Camp to be held in the college on 27 & 28 August, 2015. It is because the Government Nominee shall be readily available at the time. The chairperson approved of this suggestion.

Dr. D. G. Ranade recommended that Prof. A. T. Sanap should be invited to guide the teachers and solve their difficulties, if any. All the members agreed on the same.

Resolved that:

A special meeting should be called the same day in the afternoon along with all the concerned teachers in the presence of Prof. A. T. Sanap.

1.4: Performance of Committees constituted to plan and to execute curricular and co-curricular activities:

There was an in-depth discussion on the performance of the committees constituted to carry out curricular and co-curricular activities. All the members participated in this

discussion. The invitee members suggested that the committees should work in tandem with the Alumni Association.

Resolved that:

The committees should be more disciplined in documentation of the activities carried out by them. They should be directed to collect feedback of participants.

1.5: Planning of the activities in the academic year:

The Chairperson and the members deliberated on the activities to be organized during the entire academic year. The Academic Calendar, prepared by the coordinator in consultation with the chairperson, was finalised with few alterations.

Mr A. M. Aseri, Dr. S. D. Kulkarni and Dr. R. M. Marwade made valuable suggestions which were incorporated in the planning.

Resolved that:

- A) Students from nearby colleges should be involved in the annual activities.
- B) Outside resource persons should be invited to interact with the students.
- C) One curricular/co-curricular/extra-curricular activity should be organised by every department in a semester.
- D) At least one subject related Certificate Course should be run by each department. The duration of the course, content, nature of evaluation, etc. will be decided by the HoD of the respective department in consultation with the members of the department. In special cases, the courses shall be jointly hosted by two or more departments. Wherever applicable, the focus of the courses shall be on imparting Vocational Training to the students. The Chairperson shall put up this topic in the next meeting of the Local Management Council and see that a policy decision is taken in this regard.

The meeting ended with a vote of thanks proposed by Dr. S. D. Kulkarni.



Dr. S. T. Patil

Coordinator & Secretary








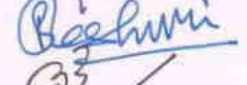
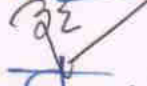
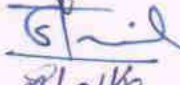




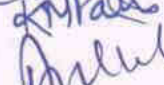
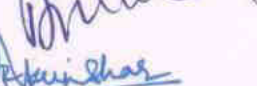

Dr. A. A. Rekhi

Principal & Chairperson

MINUTES OF THE SECOND ANNUAL MEETING
(Academic Year 2015-16)

The SECOND annual meeting of the IQAC for the academic year 2015-16 was scheduled on **Monday, 24th August, 2015 at 4:00 p.m.** in the **Principal's Cabin.**

Following members were present for the meeting:

Member's Name	Signature
• Prin. Dr. Amarja A. Rekhi (Chairperson) -----	
• Dr. R. Y. Shinde (Vice Principal) -----	
• Dr. D. G. Ranade -----	
• Dr. S. D. Kulkarni -----	
• Dr. R. M. Marwade -----	
• Mr. R. L. Deshmukh -----	
• Mr. A. M. Aseri (Registrar) -----	
• Dr. S. T. Patil (Coordinator & Secretary) -----	
• Dr. Ratna S. Waghmare -----	
• Mr. Milind S. Deshpande -----	
• Ms. Daya A. Jethé -----	
• Dr. Machhindra K. Malunekar -----	
• Mr. Krishna M. Patil -----	
• Mr. Ankush P. Aware -----	
• Mr. Rajendra R. Kumbhar -----	

The topics discussed and the decisions taken were as follows:

2.1: Scrutiny of the proposals of teachers to be promoted through the Career Advancement Scheme (CAS):

The Coordinator informed that six teachers are apparently eligible to be promoted through the Career Advancement Scheme (CAS) from Stage I to II (AGP 6000 to 7000) while four teachers are desirous to be promoted from Stage II to III (AGP 7000 to 8000). As decided in the first meeting, they had been directed to attend the second meeting along with their documents (already submitted to the IQAC). They were guided to fill up the required forms of the University and arrange supporting documents in the required order. The scrutiny of their proposals was done carefully and they were advised to appear for the District Level CAS Camp organised in the college under aegis of the University of Pune.

Resolved that:

The concerned teachers shall register for the Camp well ahead of time. They will be accompanied by their HoD.

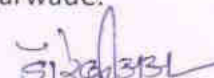
It was decided that the proposals of the teachers for promotion to Stage IV (Associate Professor) shall be assessed separately.

The meeting ended with a vote of thanks proposed by Dr. R. M. Marwade.



Dr. S. T. Patil

Coordinator & Secretary



Dr. A. A. Rekhi

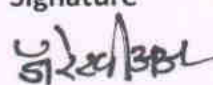
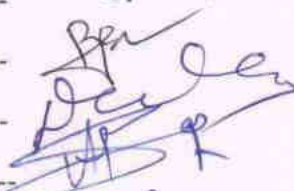


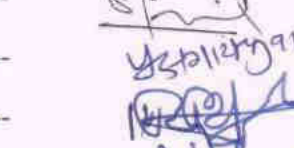





Principal & Chairperson

MINUTES OF THE THIRD ANNUAL MEETING

(Academic Year 2015-16)

The third annual meeting of the IQAC for the academic year 2015-16 was scheduled on Monday, 30th August, 2015 at 4:30 p.m. in the Principal's Cabin.

Following members were present for the meeting:

Member's Name	Signature
• Prin. Dr. Amarja A. Rekhi (Chairperson) -----	
• Dr. R. Y. Shinde (Vice Principal) -----	
• Dr. D. G. Ranade -----	
• Prof. A. T. Sanap (Invitee Expert Advisor) -----	
• Dr. S. D. Kulkarni -----	
• Dr. R. M. Marwade -----	
• Mr. R. L. Deshmukh -----	
• Mr. A. M. Aseri (Registrar) -----	
• Dr. S. T. Patil (Coordinator & Secretary) -----	
• Dr. Pratiksha S. Gaikwad -----	
• Dr. Girish M. Kulkarni -----	
• Dr. Maheshwari V. Gavit -----	
• Dr. Jyoti P. Bidlan -----	
• Ms. Swati N. Pawar -----	

The topics discussed and the decisions taken were as follows:

3.1: Scrutiny of the proposals of teachers to be promoted through the Career Advancement Scheme (CAS) from Stage III to IV (AGP 8000 to 9000):

The Coordinator informed that seven teachers are apparently eligible to be promoted through the Career Advancement Scheme (CAS) from Stage III to IV (AGP 8000 to 9000). As decided in the first meeting, they had been directed to attend the third meeting along with their documents. Prof. A. T. Sanap scrutinised their proposals and guided them to fill up the required forms of the University. They were also directed to arrange supporting documents in the required order.

Resolved that:

The concerned teachers shall register for the Camp well ahead of time. They will be accompanied by their HoD.


3.2: Constitution of Committees to organise the District level CAS Camp:

Prof. A. T. Sanap, the Coordinator of the District CAS Camp, explained the schedule of the camp and stressed the need to constitute committees for smooth organisation of the same. The Chairperson assured to extend full support to him through IQAC and teaching as well as non-teaching staff.

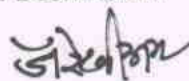
Resolved that:

Special committees should be constituted at the earliest to organise the Camp. Each committee shall be assigned specific duties and responsibilities. They shall be coordinated by the IQAC.

The meeting ended with a vote of thanks proposed by Mr. R. L. Deshmukh.


Dr. S. T. Patil

Coordinator & Secretary


Dr. A. A. Rekhi

Principal & Chairperson

MINUTES OF THE FOURTH ANNUAL MEETING

(Academic Year 2015-16)

The fourth annual meeting of the IQAC for the academic year 2015-16 was scheduled on **Saturday, 17th January, 2016** at **11:00 a.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

Name of the Member	Signature
• Hon'ble Shirishji Modak (Chairman, Sr. College Committee)	S.S. Modak
• Prin. Dr. Amarja A. Rekhi (Chairperson)	Dr. Amarja A. Rekhi
• Dr. R. Y. Shinde (Vice Principal)	Dr. R. Y. Shinde
• Dr. D. G. Ranade	Dr. D. G. Ranade
• Dr. S. D. Kulkarni	Dr. S. D. Kulkarni
• Dr. R. M. Marwade	Dr. R. M. Marwade
• Mr. R. L. Deshmukh	Mr. R. L. Deshmukh
• Mr. A. M. Aseri (Registrar)	Mr. A. M. Aseri
• Dr. S. T. Patil (Coordinator & Secretary)	Dr. S. T. Patil
• CA Amrut Deshmukh (Invitee)	CA Amrut Deshmukh
• Dr. Suchit Tamboli (Invitee)	Dr. Suchit Tamboli
• Mr. Suresh Maid (Invitee)	Mr. Suresh Maid

The topics discussed and the decisions taken were as follows:

4.1: Confirmation of the minutes of the previous meeting:

The minutes of the previous meetings were read out by the Secretary. There was a fair discussion on each point. A few alterations were suggested by the members. The minutes were duly rectified. They were confirmed by the members and approved by the Chairman.

4.2: Approval and Submission of the AQARs for the Years 2013-14 & 2014-15:

The Secretary informed the members that the AQARs for the years 2013-14 and 2014-15 are ready for online submission to the NAAC. He pointed out that he had emailed the rough draft of the same to every member for suggestions, additions and modifications. He did not receive any rectification. Nonetheless, there is scope for the same. The members discussed upon this issue and gave their unanimous approval for submission.

Resolved that:

The AQARs for the Years 2013-14 & 2014-15 be submitted to the NAAC online at the earliest.

4.3: Review of the performance of the committees constituted to plan & to execute curricular and co-curricular activities:

There was an in-depth discussion on the performance of the committees constituted to carry out curricular and co-curricular activities. All the members participated in this discussion. It was observed that majority of the committees are functioning satisfactorily. The Chairperson suggested that their activities should be designed keeping in view Core Values of the NAAC. This suggestion was appreciated and accepted.

Resolved that:

The curricular and co-curricular activities of the committees need to be finely tuned to the Core Values of NAAC.

4.4: Assessment of Annual forms of the teaching and non-teaching staff:

It was decided that all the teachers should be directed to submit their duly filled Annual API forms to the IQAC Office before the end of the academic year without fail. The non-teaching staff should be directed to send their Annual Performance Forms to the IQAC via Office.

4.5: Discussion on the proposed activities in the remaining academic year:

There was serious deliberation on this topic. Dr. R. Y. Shinde, Dr. R. M. Marwade and Mr. A. M. Aseri made valuable suggestions. Dr. R. Y. Shinde and Dr. R. M. Marwade proposed that three meetings (viz. Alumni, Students and Parents) should be called before the end of the academic year. Mr. A. M. Aseri suggested that there should be an Exit Meeting of the entire staff preferably on 29th April. The Secretary added that those teachers who presented their research papers abroad should share their experiences with others in the meeting. Dr. D. G. Ranade (visit to America) and Ms. M. M. Dixit (visit to England) should be asked to do the same. Dr. D. G. Ranade readily accepted the proposal.

The Chairperson approved all the suggestions.

Resolved that:

Alumni, Student and Parent Meetings should be called before the end of the academic year. There should be an Exit Meeting of the entire staff preferably on 29th April. Those teachers who presented their research papers abroad should share their experiences with others in the meeting.

As there was no other matter for discussion, the meeting ended with a vote of thanks proposed by Mr R. L. Deshmukh.



Dr. S. T. Patil

Coordinator & Secretary



Dr. A. A. Rekhi

Principal & Chairperson

MINUTES OF THE FIRST ANNUAL MEETING

(Academic Year 2016-17)

The FIRST annual meeting of the IQAC for the academic year 2016-17 was scheduled on Tuesday, 21st June, 2016 at 10:30 a.m. in the Principal's Cabin.

Following members were present for the meeting:

- | Name of the Member | Signature |
|---|------------------|
| • Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee) | BSSJ |
| • Prin. Dr. Amarja A. Rekhi (Chairperson) | 512/2016 |
| • Dr. R. Y. Shinde (Vice Principal) | BSSJ |
| • Dr. D. G. Ranade | Dr. D. G. Ranade |
| • Dr. S. D. Kulkarni | SDK |
| • Dr. R. M. Marwade | RM |
| • Mr. R. L. Deshmukh | R. L. Deshmukh |
| • Mr. A. M. Aseri (Registrar) | AM |
| • Dr. S. T. Patil (Coordinator & Secretary) | STP |
| • CA Amrut Deshmukh (Invitee) | Amrut Deshmukh |
| • Dr. Suchit Tamboli (Invitee) | Suchit Tamboli |
| • Mr. Suresh Maid (Invitee) | Suresh Maid |

The topics discussed and the decisions taken were as follows:

1.1: Confirmation of the minutes of the previous meeting:

The minutes of the fourth meeting were read out by the Secretary. There was a fair discussion on each point. A few alterations were suggested by the members. 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 the year 2016-17:

The tentative draft of the Academic Calendar for the year 2016-17 was put forth for discussion. Dr. R. M. Marwade suggested inclusion of *Vachan Prerna Din* (Reading Motivation Day) to be organised on the anniversary of Dr. A. P. J. Abdul Kalam. This suggestion was accepted. It was also decided that NSS Camp along with Book Exhibition should be included in the calendar in the month of November, 2016.

Resolved that:

The Academic Calendar for the year 2016-17 shall be finalised with due additions and it will be implemented with effect from 1st July, 2016.

1.3: Permission to initiate two new activities as a part of co-curriculum:

The Secretary proposed that two new activities should be initiated in the college as a part of co-curriculum. They are:

- Left Handers' Club
- Readers' Club

The Left Siders' (Handers') Club will work for the left handed students studying in the college. It will focus on the connection of brain with hand and will share the problems of the south paws. Dr. S. T. Patil, himself a left-hander, shall form this club on 13th August, on the occasion of the World Left-handers' Day.

The Readers' Club will be open to all. It will be an interactive platform for students who will read all types of books and thought-provoking articles and newspapers. There shall be discussions, debates, presentations, speeches, film viewing, etc. for promotion of reading culture. Dr. Prakash Jadhav shall voluntarily coordinate this activity.

The members approved of these initiatives. Dr. R. M. Marwade extended his whole-hearted support to this activity and expected that the Readers' Club shall work hand in hand with the college library.

Resolved that:

Two clubs namely Left handers' Club and Reading Club shall be in operation in the college the same year. The college library shall support the Readers' Club.

1.4: Discussion on Signing MoU formation with Plus Foundation:

There was a discussion on signing the MoU with 'Plus Foundation', a non-government organisation which aims at raising awareness among the society regarding ancient and current topics of local as well as universal significance. Mr. A. M. Aseri and Dr. D. G. Ranade seconded this proposal and remarked that this MoU will empower the existing bond between the college and the foundation. It will be an addition to the earlier MoU with *Snehalaya* and *Balbhavan*, the sister organisations.

Resolved that:

A formal MoU shall be signed between Pemraj Sarda College and Plus Foundation for mutual benefit and development. The college shall offer its resources to the foundation for carrying its activities on prior request.

1.5: Submission of Annual Report (2015-16) to the Savitribai Phule Pune University:

The Secretary informed that the Annual Report to be sent to the SPPU is ready for submission. The members went through the draft and finalised the details. The decision to submit the Report was taken unanimously.

Resolved that:

The Annual Report for the year 2015-16 should be sent to the university within the stipulated time limit.

As there was no topic for discussion, the meeting ended with a vote of thanks proposed by Dr. S. D. Kulkarni.



Dr. S. T. Patil

Coordinator & Secretary



Dr. A. A. Rekhi

Principal & Chairperson

MINUTES OF THE SECOND ANNUAL MEETING

(Academic Year 2016-17)

The second annual meeting of the IQAC for the academic year 2016-17 was scheduled on **Friday, 25th November, 2016** at **11:00 a.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

- | Name of the Member | Signature |
|---|---|
| • Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee) |  |
| • Prin. Dr. Amarja A. Rekhi (Chairperson) |  |
| • Dr. R. Y. Shinde (Vice Principal) |  |
| • Dr. D. G. Ranade |  |
| • Dr. S. D. Kulkarni |  |
| • Dr. R. M. Marwade |  |
| • Mr. R. L. Deshmukh |  |
| • Mr. A. M. Aseri (Registrar) |  |
| • Dr. S. T. Patil (Coordinator & Secretary) |  |
| • Dr. Suchit Tamboli (Invitee) |  |
| • Mr. Suresh Maid (Invitee) |  |

The topics discussed and the decisions taken were as follows:

2.1: Confirmation of the minutes of the first meeting:

The minutes of the first meeting held on 21st June, 2016 were read out by the Secretary. There was a fair discussion on each point. A few alterations were suggested by the members. The minutes were duly rectified. They were confirmed by the members and approved by the Chairman.

2.2: Assessment and approval of proposals of teachers under Career Advancement Scheme:

The Secretary informed that following two teachers are desirous for promotion under the CAS (Career Advancement Scheme):

1. Dr. Ratna S. Waghmare
2. Mr. Rajendra R. Kumbhar

The chairperson directed that their API forms along with supporting documents should be kept in front of the IQAC and decision should be taken. The Secretary produced the documents and the members went through them. There was a general consensus on forwarding their proposals for the University Level Camp to be organised in Radhabai Kale Mahila Mahavidyalaya.

Resolved that:

Dr. Ratna S. Waghmare and Mr. Rajendra R. Kumbhar shall appear for the CAS Camp. They will be provided necessary guidance and help from the IQAC and the office.

2.3: Submission of the Annual Quality Assurance Report for 2015-16 to the NAAC:

The Secretary informed that the AQAR for the academic year 2015-16 is ready for submission to the NAAC. He added that a soft copy of the same has been sent to the members by email.

There was a discussion on the information provided in the AQAR. The AQAR was accepted by the IQAC and was forwarded to the LMC for approval.

Resolved that:

The AQAR for the academic year 2015-16 should be sent to the NAAC on approval by the Local Management Committee (LMC).

2.4: Organisation of National Conference in the college on 6 & 7 February, 2017:

Dr. R. Y. Shinde informed that the Savitribai Phule Pune University has accepted the proposal of the college for organisation of an Interdisciplinary National Conference. It

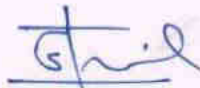
will be held on 6 & 7 February, 2017 by the departments of Social Sciences, Library & Information Science and Sports.

The Chairperson (SCC) congratulated the Principal and the staff for taking this initiative and extended his wholehearted support to this academic activity. It was also decided that the papers published in the conference shall be published in the UGC listed journal with Impact Factor.

Resolved that:

A national level interdisciplinary conference shall be organised on 6th & 7th February, 2017. The IQAC shall coordinate the event in association with various departments. The selected papers published in the conference shall be published in the UGC listed journal with Impact Factor. Committees shall be formed in order to conduct the activity in smooth and successful manner.

The meeting ended with a vote of thanks delivered by Mr. R. L. Deshmukh.



Dr. S. T. Patil

Coordinator & Secretary



Dr. A. A. Rekhi

Principal & Chairperson

MINUTES OF THE THIRD ANNUAL MEETING

(Academic Year 2016-17)

The THIRD annual meeting of the IQAC for the academic year 2016-17 was scheduled on Friday, 28th April, 2017 at 11:00 a.m. in the Principal's Cabin.

Following members were present for the meeting:

- | Name of the Member | Signature |
|---|--------------------|
| • Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee) | BSSJ |
| • Prin. Dr. Amarja A. Rekhi (Chairperson) | 229 BBL |
| • Dr. R. Y. Shinde (Vice Principal) | Bali |
| • Dr. D. G. Ranade | Dr. D. G. Ranade |
| • Dr. S. D. Kulkarni | CD |
| • Dr. R. M. Marwade | Dr. R. M. Marwade |
| • Mr. R. L. Deshmukh | Dr. R. L. Deshmukh |
| • Mr. A. M. Aseri (Registrar) | Mr. A. M. Aseri |
| • Dr. S. T. Patil (Coordinator & Secretary) | Dr. S. T. Patil |
| • CA Amrut Deshmukh (Invitee) | CA Amrut Deshmukh |

The topics discussed and the decisions taken were as follows:

3.1: Confirmation of the minutes of the second meeting:

The minutes of the second meeting held on 25th November, 2016 were read out by the Secretary. There was a fair discussion on each point. A few alterations were suggested by the members. The minutes were duly rectified. They were confirmed by the members and approved by the Chairman.

3.2: Review of the execution of the Academic Calendar:

The members took an in-depth review of the Academic Calendar for the year 2016-17 in view of the execution of the proposed curricular, co-curricular and extra-curricular activities. It was found that the institution is lagging behind in organisation of seminars/conferences and in obtaining funds for Major and Minor Research Projects. The UGC's unstated decision to stop the funding and non-availability of approved Principal for the institution were the main reasons behind this. All the members expressed the need to remove this lacuna for the quality enhancement of the institution.

3.3: Organisation of Parent, Alumni and Staff General Meetings:

It was decided to hold the meetings with the parents, alumni and the teaching as well as non-teaching staff to prepare the roadmap of the institution and collection of feedback on the functioning of the institution.

3.4: Extension of the tenure of the existing members and Inclusion of two new members in the IQAC:

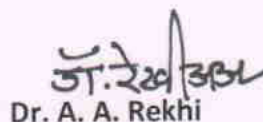
On the suggestion made by the Chairperson (SCC), it was decided that the members on the IQAC shall work for a period of two more years except Mr. R. L. Deshmukh who shall be replaced by Mr. S. S. Deshmukh and Dr. D. G. Ranade shall be taken over by Dr. S. R. Medhe. It was also decided that Mr. Mahesh Ghodke (District Treasury Officer), the alumni of the institution shall be invited to join the IQAC and Ms. Sayali Pawar, a student from S. Y. B. A. shall be included in the IQAC as Student Nominee.

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 FIRST ANNUAL MEETING

(Academic Year 2017-18)

The first annual meeting of the IQAC for the academic year 2017-18 was scheduled on **Wednesday, 5th July, 2017** at **4:30 p.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

Name of the Member	Signature
• Hon'ble Brijlalji Sarda (Chairman, Sr. College Committee)	BSH
• Prin. Dr. Amarja A. Rekhi (Chairperson)	gizdpr
• Dr. R. Y. Shinde (Vice Principal)	RYS
• Dr. S. R. Medhe	SRM
• Dr. S. D. Kulkarni	SK
• Dr. R. M. Marwade	RM
• Mr. S. S. Deshmukh	SSD
• Mr. A. M. Aseri (Registrar)	AM
• Dr. S. T. Patil (Coordinator & Secretary)	STP
• Mr. Mahesh Ghodke (Invitee)	MG
• Ms. Sayali Pawar (Student Nominee)	SP

The topics discussed and the decisions taken were as follows:

1.1: Confirmation of the minutes of the previous meeting:

The minutes of the third meeting were read out by the Secretary. There was a fair discussion on each point. A few alterations were suggested by the members. 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 the year 2017-18:

The rough draft of the proposed Academic Calendar had been emailed to the members. They discussed on different aspects of the same. The inputs were taken into consideration and due revisions were made.

Resolved that:

The Academic Calendar for the year 2017-18 shall be in force at the earliest. The stakeholders shall do their best to adhere to it.

1.3: Submission of Annual Report to the University:

The Secretary informed that the Annual Report should be sent to the SPPU before 31st August. The Chairperson directed him 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: Formation of Criterion-wise Committees in view of NAAC Preparation:

The Chairperson stressed the need to form Criterion-wise Committees for satisfactory compliance and effective execution of the NAAC parameters. The Secretary proposed that each committee should comprise of a Criterion Head (In Charge) who shall be assisted by three teachers. Dr. R. M. Marwade and Mr. A. M. Aseri suggested that all approved full time teachers should find a place in the proposed committees. The Chairman (SCC) recommended that, if required, all the members on the staff should be accommodated so that they are sensitised about the NAAC preparation.

Seven committees were formed after finalising the names of the Heads and members.

Resolved that:

The following shall be the structure of the committees approved by the IQAC:

Sr. No.	Criterion	Weightage	In-charge	Members
1	Curricular Aspects	100	Dr. S. D. Kulkarni	Prof. B. M. Tupe Dr. P. S. Gaikwad Dr. P. D. Jadhav
2	Teaching, Learning & Evaluation	350	Prof. S. T. Rokade	Prof. S. S. Gaikwad Prof. M. S. Deshpande Prof. S. S. Deshmukh Dr. S. K. Shelke
3	Research, Innovations & Extension	120	Dr. M. V. Gavit	Dr. R. S. Waghmare Prof. R. R. Kumbhar Dr. K. M. Salve
4	Infrastructure & Learning Resources	100	Prof. R. K. Patni	Dr. R. M. Marwade Prof. S. D. Gangurde Dr. R. N. Pandit
5	Student Support & Progression	130	Dr. D. A. Jethe	Prof. S. R. Dhopaokar Prof. R. L. Deshmukh Dr. K. M. Patil
6	Governance, Leadership & Management	100	Dr. A. A. Rekhi	Dr. S. R. Medhe Dr. R. Y. Shinde Dr. A. P. Aware
7	Institutional Values & Best Practices	100	Dr. J. P. Bidlan	Dr. G. M. Kulkarni Dr. S. M. Nikam Dr. M. K. Malunjkar

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


Dr. S. T. Patil

Coordinator & Secretary


Dr. A. A. Rekhi





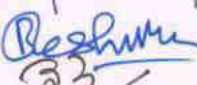


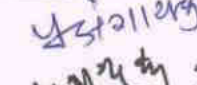
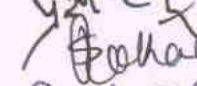








Principal & Chairperson

MINUTES OF THE MEETINGS WITH CRITERIONWISE COMMITTEES

(Academic Year 2017-18)

The consecutive meetings of the IQAC with Criterionwise Committees were scheduled on 1st, 2nd, 3rd and 5th February, 2018 at 11:00 a.m. in the Vice Principal's Cabin.

Following members were present for the meeting:

Member's Name	Signature
• Prin. Dr. Amarja A. Rekhi (Chairperson)	
• Dr. R. Y. Shinde (Vice Principal)	
• Dr. S. R. Medhe	
• Dr. S. D. Kulkarni (Criterion I Coordinator)	
• Dr. R. M. Marwade	
• Mr R. L. Deshmukh	
• Mr A. M. Aseri (Registrar)	
• Dr. S. T. Patil (Coordinator & Secretary)	
• Prof. B. M. Tupe	
• Dr. P. S. Gaikwad	
• Dr. P. D. Jadhav	
• Prof. S. T. Rokade (Criterion II Coordinator)	
• Prof. S. S. Gaikwad	
• Prof. M. S. Deshpande	
• Prof. S. S. Deshmukh	
• Dr. S. K. Shelke	
• Dr. M. V. Gavit (Criterion III Coordinator)	
• Prof. R. R. Kumbhar	
• Dr. K. M. Salve	

- Mr R. K. Patni (Criterion IV Coordinator)
- Dr. R. N. Pandit
- Mr. S. R. Dhopaokar
- Mrs D. A. Jethe (Criterion V Coordinator)
- Mr. K. M. Patil
- Dr. J. P. Bidlan (Criterion Coordinator VII)
- Dr. G. M. Kulkarni
- Dr. S. M. Nikam
- Dr. M. K. Malunekar
- Dr. A. P. Aware
- Ms. Sayali Pawar (Student Nominee)

R. K. Patni
 Dr. R. N. Pandit
 S. R. Dhopaokar
 D. A. Jethe
 K. M. Patil
 J. P. Bidlan
 G. M. Kulkarni
 S. M. Nikam
 M. K. Malunekar
 A. P. Aware
 Sayali Pawar

The topics discussed and the decisions taken were as follows:

2.1: Discussion on the *Affiliated College Manual* published by the NAAC:

The *Affiliated College Manual* published by the NAAC had been sent to all the members by email. There was an in-depth discussion on the guidelines mentioned in it. A Marathi translation of the Criterion-wise parameters was handed over to the Criterion Heads for better understanding of the same. The Qualitative and Quantitative Metrics (QIM and QnM) were explained and the various formulae were taken into consideration.

Resolved that:

The Criterion head will call separate meetings with the other members in the committee and allot the work of data collection among them. They will approach the concerned departments/committees (Statutory & Non-statutory) prior to submission of their report to the IQAC.

2.2: Discussion on the Revised Assessment & Accreditation Process:

The members deliberated on the Revised Framework of Assessment & Accreditation (RAF). The Secretary highlighted the following points in connection with the same:

- Online Window System for acceptance of SSR shall remain open bi-annually (in May/ June and November/ December)
- A combination of online (System Generated Score) and onsite (Peer Team Visit) evaluation in the proportion of 70:30
- Vital importance to ICT in teaching and learning
- Students Satisfaction Survey (SSS) to be given importance and weightage (Random survey of 10% students)
- NAAC will look after the logistics of the PT Members
- Visit shall be of 2/3 days and number of members shall vary from 2 to 5
- Provision of penalty and debar action on providing fraudulent information

Mr. A. M. Aseri, in tune with the SSS, agreed to add details regarding email address of the students in the admission form. Dr. S. D. Kulkarni stressed the need to get the Alumni Association registered. Her suggestion was accepted.

Resolved that:

The Revised RAF shall be studied carefully and due preparation shall be made accordingly.

2.3: Review of the work done & challenges faced by the Committees:

Each Criterion Coordinator briefed the IQAC regarding the data collection work carried out by his/her team and the problems faced due to lack of knowledge of the new format. It was decided that the Chairperson (SCC) will be informed about the resources required for the compliance of the new recommendations.

Resolved that:

A special meeting with the Chairperson (SCC) should be arranged in the next week to discuss the challenges faced and resources required in view of the collection of data for SSR preparation and Peer Team presentation.


2.4: Preparing a plan of action for better functioning in the future:

The Secretary pointed out that the validity of the Second Cycle Accreditation will end on 23rd march, 2018. He emphasised the need to prepare a time-bound plan of action for accelerated performance in the future. The Coordinators agreed to do so.

Resolved that:

A uniform plan of action should be prepared by the Coordinators in consultation with one another for smooth and speedy discharge of their duties.

The meetings ended with a vote of thanks proposed by the IQAC members.



Dr. S. T. Patil

Coordinator & Secretary



Dr. A. A. Rekhi









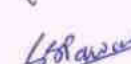

Principal & Chairperson

MINUTES OF THE THIRD MEETING

(Academic Year 2017-18)

The third meeting of the IQAC for the academic year 2017-18 was scheduled on **Saturday, 15th February, 2018 at 4:00 p.m.** in the Principal's Cabin.

Following members were present for the meeting:

Name of the Member	Signature
▪ 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) :	
▪ Mr. Mahesh Ghodke (Invitee) :	
▪ Ms. Sayali Pawar (Student Nominee) :	

3.1: Confirmation of the minutes of the previous meeting:

The minutes of the consecutive meetings of the IQAC with Criterionwise Committees scheduled on 1st, 2nd, 3rd and 5th February, 2018 were read by the Secretary. They were confirmed by the IQAC after approval by the Chairperson.

3.2: Reporting of the Criterion-wise Committees to the Chairperson (SCC):

The Criterion-wise Committee heads presented a report of the work done by their committees and shared their problems with the Chairperson (SCC). The Chairperson assured them to solve the same at the earliest. He directed the Vice Principal to prepare

a list of the demands for their quick compliance. At this juncture, the heads were told to work in time-bound manner for meeting the deadlines.

3.3: Preparation of Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO):

The Secretary informed the members about the PO, PSO and CO to be prepared and displayed on the institutional website. As it has been a mandatory requirement in the new NAAC evaluation methodology, he added, every department should prepare the same and submit it to the IQAC. This suggestion was accepted and implemented.

Resolved that:

Every department shall prepare the PO, PSO and CO and the same shall be submitted to the IQAC by the end of the academic year through the HoD. The exhaustive list of the same shall be displayed on the institutional website.


3.4: Display of Code of Conduct on the institutional website:

While discussing the Professional Ethics, the topic of display of Code of Conduct for each stakeholder was put on record. The Chairperson pointed out that the Code for students exists and has been included in the college handbook. The Code for the faculty is also available and it is included in the Appointment Order itself. However, it is in Marathi and needs to be translated into English. The Secretary was directed to accomplish this task.

Resolved that:

The Code of Conduct for the stakeholders shall be prepared in tune with the UGC Regulations. The existing Code shall be translated into English and will be displayed on the institutional website.

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 2017-18)

^{fourth}
The ~~third~~ meeting of the IQAC for the academic year 2017-18 was scheduled on Tuesday, 10th April, 2018 at 11:00 a.m. in the Principal's Cabin.

Following members were present for the meeting:

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

4.1: Confirmation of the minutes of the previous meeting:

The minutes of the third meeting held on 15 February were read out by the Secretary. They were confirmed by the IQAC after approval by the Chairperson.

4.2: Submission of IIQA and SSR to the NAAC for Cycle III:

The Secretary informed that the five year period of NAAC accreditation of the college (for Cycle II) ended on 23rd march, 2018. The topic of submission of IIQA and SSR to was discussed on this backdrop. The Chairperson added that, due to window system, it should be done either in June - July or November - December.

Resolved that:

The IIQA should be uploaded when the window reopens in November – December. The necessary preparation (data collection and presentation) should be done well in advance. Expert guidance should be sought in this direction.

4.3: Proposals of teachers to be promoted through the *Career Advancement Scheme (CAS)* from Stage III to IV (AGP 8000 to 9000):

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. Ms. S. S. Gangurde (History)
2. Dr. S. K. Shelke (Marathi)
3. Dr. M. K. Malunekar (Marathi)

The proposals of the following teachers were not accepted as they did not fulfil the minimum criteria for promotion:

1. Mr. M. S. Deshpande (Chemistry)
2. Dr. R. N. Pandit (Zoology)

They were directed to increase their API score and reapply for CAS in future.

Resolved that:

The proposals of the teachers eligible for promotion from Stage III to IV should be verified and forwarded to the University through proper channel.

4.4: Strengthening of Green Practices on the college campus:

The Chairperson (SCC) suggested that the college should strengthen green practices viz. waste management, e waste management, solar energy generation and rain water harvesting on its campus. The No Vehicle Day, a routine practice followed every month should be carried out every week. More plantations should be done on the campus in through the Department of Botany, NCC, NSS and Alumni Association. These suggestions were accepted unanimously.

Resolved that:

The existing Green Practices should be strengthened in a systematic and planned way.

4.5: Assessment of Annual forms of the teaching and non-teaching staff:

It was decided that all the teachers should be directed to submit their duly filled Annual API forms to the IQAC Office before the end of the academic year without fail. The non-teaching staff should be directed to send their Annual Performance Forms to the IQAC via Office.

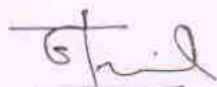
4.6: Planning of activities to be carried out in the Academic Year 2018-19

There was a serious discussion on the activities to be carried out in the academic year 2018-19. It was decided that each department should be directed to submit a proposal to the BCUD to organise seminars and conferences. The activities of Yoga and Meditation Centre should be regularised with the help of the experts in the concerned field. More activities on Gender Sensitization should be arranged on and off the campus. The English Language Lab should be set up on priority basis. The infrastructural growth should be fast-tracked in view of the impending NAAC visit.

Resolved that:

A special CDC meeting should be called to review and speed up the infrastructural growth of the college campus in June - July, 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 FIRST MEETING

(Academic Year 2018-19)

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

Following members were present for the meeting:

Name of the Member	Signature
▪ 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 10th 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


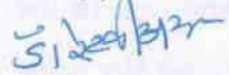








Dr. A. A. Rekhi

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, 6th July, 2018** at **4:30 p.m.** in the **Chairman's Cabin**.

Following members were present for the meeting:

Name of the Member	Signature
▪ 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 22nd 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







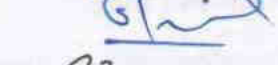



Dr. A. A. Rekhi

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, 25th August, 2018 at 11:00 a.m.** in the **Principal's Cabin.**

Following members were present for the meeting:

Name of the Member	Signature
▪ 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 6th 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



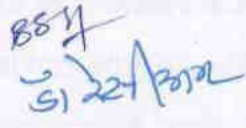










Dr. A. A. Rekhi

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, 3rd January, 2019** at **11:30 a.m.** in the **Principal's Cabin**.

Following members were present for the meeting:

Name of the Member	Signature
▪ 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 25th 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 word 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, 27th April, 2019 at 4:30 p.m.** in the IQAC Office.

Following members were present for the meeting:

Name of the Member	Signature
▪ 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) :	
▪ 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 3rd 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.

As there was no other topic for discussion, the meeting ended with a vote of thanks to the Chair.



Dr. S. T. Patil

Coordinator & Secretary



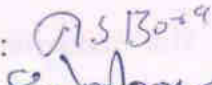


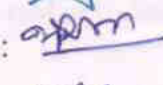


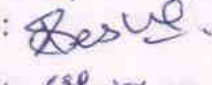

Dr. A. A. Rekhi

Principal & Chairperson

MINUTES OF THE 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.



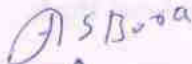






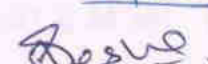

Dr Amarja A Rekhi

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.

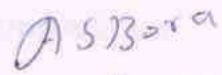


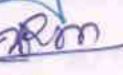

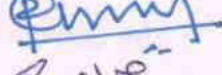



Dr Amarja A Rekhi
Principal & President, IQAC

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 IQA 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 IQA 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



Ref. No.

Date - 10 Aug 2020

**MINUTES OF THE FIRST MEETING
(Academic Year 2020-21)**

The FIRST meeting of the IQAC for the academic year 2020-21 was held scheduled on Monday, 10th August, 2020 at 4:00 p.m. in the Principal's Cabin. Following members were present for the meeting.

Member's Name

1. Dr R. Y. Shinde (Chairperson)
2. Dr J. P. Bidlan (Coordinator)
3. Mr M. S. Deshpande (Vice Principal)
4. Dr S. D. Kulkarni
5. Dr R. M. Marwade (Librarian)
6. Dr M. M. Dixit
7. Mr S. S. Deshmukh
8. Mr A. M. Aseri (Registrar)

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1.1: Confirmation of the minutes of the previous meeting

The minutes of the first annual meeting held on Monday, 10th August, 2020 were read out by the coordinator. There was a fair discussion on each point. The minutes were duly rectified and confirmed by the members and approved by the Chairman.

1.2: Discussion and finalization of the Academic Calendar for the year 2020-21

The tentative academic calendar for the year 2020-21 was prepared and was put in front of the Principal for his comment on it. The calendar was finalized after discussion on it.

1.3: Submission of Annual Report of the year 2019-20 to Savitribai Phule Pune University

The annual report of the academic year 2019-20 was prepared and submitted to SPPU.

1.4: Discussion of the possible Online Teaching Platforms

As per the discussion, the decision to use Google Meet and Zoom as platforms for online teaching was finalized.

1.5: Discussion about the Online teaching Timetable.

Time Table committees were asked to prepare online teaching timetable faculty wise.

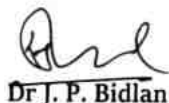
1.6: Discussion of Online Evaluation for the CBCS courses during the academic year 2020-21

The examination department was handed over the responsibility of the internal online evaluation of the students.

1.7: Any other topic with the permission of the Chairperson.

No new topic was raised.

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



Dr J. P. Bidlan
Secretary & Coordinator



Dr R. Y. Shinde
Chairperson



Ref. No.

MINUTES OF THE SECOND MEETING
(Academic Year 2020-21)

Date - 21.12.2020

The SECOND meeting of the IQAC for the academic year 2020-21 was held scheduled on **Monday, 21st December, 2020** at 4:30 p.m. in the **Principal's Cabin**. Following members were present for the meeting.

Member's Name

1. Dr R. Y. Shinde (Chairperson)
2. Dr J P Bidlan (Coordinator)
3. Mr M. S. Deshpande (Vice Principal)
4. Dr S. D. Kulkarni
5. Dr R. M. Marwade (Librarian)
6. Dr M. M. Dixit
7. Dr S. T. Patil
8. Mr S. S. Deshmukh
9. Mr A. M. Aseri (Registrar)

[Handwritten signatures of the members listed above]

2.1: Confirmation of the minutes of the previous meeting

The minutes of the first annual meeting held on Monday, 21st December, 2020 were read out by the coordinator. There was a fair discussion on each point. The minutes were duly rectified and confirmed by the members and approved by the Chairman.

2.2: Scrutiny of the proposals of teachers to be promoted through the Career Advancement Scheme (CAS) from Associate Professor to Professor

The Self-Appraisal forms of six Associate Professors were scrutinized in the meeting and found correct. The six cases were forwarded to SPPU for further procedure.

2.3: Any other topic with the permission of the Chairperson

The issue of sanitizing the premises was raised by the committee members in view of the rising corona wave in the city.

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



Dr J. P. Bidlan
Secretary & Coordinator



Dr R. Y. Shinde
Chairperson



Ref. No.

Date - 25-02-21

**MINUTES OF THE THIRD MEETING
(Academic Year 2020-21)**

The THIRD meeting of the IQAC for the academic year 2020-21 was held scheduled on **Thursday, 25th February, 2021** at **11:00 a.m.** in the **Principal's Cabin**. Following members were present for the meeting.

Member's Name

1. Dr R. Y. Shinde (Chairperson)
2. Dr J. P. Bidlan (Coordinator)
3. Mr M. S. Deshpande (Vice Principal)
4. Dr S. D. Kulkarni
5. Dr R. M. Marwade (Librarian)
6. Mr S. S. Deshmukh
7. Dr S T Patil
8. Mr A. M. Aseri (Registrar)

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3.1: Confirmation of the minutes of the previous meeting

The minutes of the first annual meeting held on **Thursday, 25th February, 2021** were read out by the coordinator. There was a fair discussion on each point. The minutes were duly rectified and confirmed by the members and approved by the Chairman.

3.2: Discussion about execution of Science Practical

As per the discussion in the meeting, the science practical for odd semester exams were planned in virtual mode. The power point presentation was arranged in place of project works

3.3: Planning the Practical Examinations for Semester I, III and V

It was decided to conduct the practical examinations online through Google forms platform. The practical which can be conducted on android mobile phones were decided to run on Zoom/ Google Meet platforms.

3.4: Planning of the Internal Assessment Examinations

The internal assessment exams were conducted repeatedly in online mode for the students facing difficulties.

3.5: Discussion about possible remedies for difficulties faced by some students in online education and examinations

Study materials were supplied on Google Classroom and WhatsApp groups.

3.6: Any other topic with the permission of the Chairperson

No other topic was raised in the meeting.

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



Dr J. P. Bidlan
Secretary & Coordinator



Dr R. Y. Shinde
Chairperson



Ref. No.

Date - 19/08/21

MINUTES OF THE FOURTH MEETING

(Academic Year 2020-21)

The FOURTH meeting of the IQAC for the academic year 2020-21 was held scheduled on Thursday, 19th August, 2021 at 10:30 a.m. in the Principal's Cabin. Following members were present for the meeting.

Member's Name

1. Dr R. Y. Shinde (Chairperson)
2. Dr J. P. Bidlan (Coordinator)
3. Mr M. S. Deshpande (Vice Principal)
4. Dr S. D. Kulkarni
5. Dr R. M. Marwade (Librarian)
6. Dr M. M. Dixit
7. Mr S. S. Deshmukh
8. Mr A. M. Aseri (Registrar)

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4.1: Confirmation of the minutes of the previous meeting

The minutes of the fourth annual meeting held on Thursday, 19th August, 2021 were read out by the coordinator. There was a fair discussion on each point. The minutes were duly rectified and confirmed by the members and approved by the Chairman.

4.2: Discussion about possible financial and otherwise contribution and participation in the Sadbhavana Yatra as proposed/suggested by Snehhalaya

After discussion in the meeting, permission was granted to the NCC Department to participate in the Sadbhavana Yatra, organized in collaboration with Senehalaya. Following the appeal of IQAC the staff members contributed Rs. 2000/- each as a financial help to the students.

4.3: Scrutiny of the proposals of teachers to be promoted through the Career Advancement Scheme (CAS) from Stage II-III, Level 11 to 12

The Self-Appraisal forms of Associate Professors eligible for 7000-8000 AGP were scrutinized and sanctioned by the IQAC and were forwarded to SPPU for further procedure.

4.4: Any other topic with the permission of the Chairperson

No new topic was raised.

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



Dr J. P. Bidlan

Secretary & Coordinator



Dr R. Y. Shinde
Chairperson



Ref. No.

Date - 22/11/2021

MINUTES OF THE FIFTH MEETING

(Academic Year 2020-21)

The FIFTH meeting of the IQAC for the academic year 2020-21 was held scheduled on **Monday, 22nd November, 2021** at **11:00 a.m.** in the **Principal's Cabin**. Following members were present for the meeting.

Member's Name

1. Dr R. Y. Shinde (Chairperson)
2. Dr J. P. Bidlan (Coordinator)
3. Mr M. S. Deshpande (Vice Principal)
4. Dr S. D. Kulkarni
5. Dr R. M. Marwade (Librarian)
6. Mr S. S. Deshmukh
7. Mr A. M. Aseri (Registrar)

[Handwritten signatures of the members]

5.1: Confirmation of the minutes of the previous meeting

The minutes of the fifth annual meeting held on **Monday, 22nd November, 2021** were read out by the coordinator. There was a fair discussion on each point. The minutes were duly rectified and confirmed by the members and approved by the Chairman.

5.2: Planning of Quality Enhancement Initiatives to be completed by departments up to 25th December 2021.

In view of the extended time period given by NAAC to fill the AQAR, all departments were appealed to conduct activities under quality enhancement initiative before 25th December 2021.

5.3: Discussion and finalization of the Academic Planning for the year 2021-22

There was a rigorous discussion in the meeting to prepare the annual plan for academic year 2021-2022. In view of the corona pandemic a tentative schedule was prepared.

5.4: Preparations for New Programmes (M. Sc. in Chemistry, Zoology and T.Y.B. Sc. in Mathematics) to be started in the college following receipt of university approval

There was a wide discussion on the requirement of the new programmes of MSc Chemistry and Zoology, BSc Mathematics approved by the SPPU. For the same, the laboratory and library requirements were arranged.

5.5: Any other topic with the permission of the Chairperson

The issues of drinking water and sanitization were discussed.

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



Dr J. P. Bidlan

Secretary & Coordinator



Dr R. Y. Shinde
Chairperson

Hind Seva Mandal's
 PEMRAJ SARDA COLLEGE, AHMEDNAGAR.
 (Reaccredited by NAAC with A Grade in CGPA 3.02)
 INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE OF THE ANNUAL MEETING

The FIRST annual meeting of the IQAC members for the academic year 2021-22 has been scheduled on Friday 03rd February 2022 at 11:00 a.m. in the Principal's Cabin. Every member is expected to attend the same.


Agenda of the Meeting


- 1.1 Confirmation of the minutes of the previous meeting.
- 1.2 To discuss the issue of remaining exams of March/April 2021 Session.
- 1.3 Any other topic with the permission of the Chairperson
- 1.4 Any other topic with the permission of the chairperson.



 Dr.R.Y.Shinde


Principal & President, IQAC


Members Name


1. Dr.R. Y.Shinde (Chairperson) 


2. Dr.J.P.Bidlan (Coordinator) 


3. Mr.M.S.Deshpande (Vice Principal) 


4. Dr.Mr.Satyajit Patil (Member) 


5. Dr.S.D.Kulkarni (Member) 

6. Dr.M.M.Dixit (Member) 

7. Dr.R.M.Marwade (Member) 

8. Mr.S.S.Deshmukh (Member) 

9. Mr.R.R.Kumbhar (Member) 

10. Mr.A.M.Aseri (Member) 


 Dr.J.P.Bidlan

Coordinator & Secretary, IQAC
Signature


 Co-Ordinator.

Internal Quality Assurance Cell(IQAC)
 Pemraj Sarda College, Ahmednagar




 PRINCIPAL
 Pemraj Sarda College
 Ahmednagar

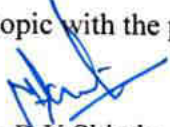
17.06.2022


Hind Seva Mandal's
PEMRAJ SARDA COLLEGE, AHMEDNAGAR.
(Reaccredited by NAAC with A Grade in CGPA 3.02)
INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE OF THE ANNUAL MEETING

The SECOND annual meeting of the IQAC members for the academic year 2021-22 has been scheduled on Wednesday 22nd June 2022 at 11:00 a.m. in the Principal's Cabin. Every member is expected to attend the same.

Agenda of the Meeting

- 1.1 Confirmation of the minutes of the previous meeting.
- 1.2 Welcome meeting after the Vacation and to congratulate the professors completing CAS Successfully
- 1.3 Organization of an awareness programme on NEP 2020
- 1.4 Organize an online National Level Workshop on "Intellectual Property Rights".
- 1.5 Any other topic with the permission of the chairperson.


Dr. R.Y. Shinde
Principal & President, IQAC


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

Members Name

Signature

1. Dr. R.Y. Shinde (Chairperson)
2. Dr. J.P. Bidlan (Coordinator)
3. Mr. M.S. Deshpande (Vice Principal)
4. Dr. Mr. Satyajit Patil (Member)
5. Dr. S.D. Kulkarni (Member)
6. Dr. M.M. Dixit (Member)
7. Dr. R.M. Marwade (Member)
8. Mr. S.S. Deshmukh (Member)
9. Mr. R.R. Kumbhar (Member)
10. Mr. A.M. Aseri (Member)






Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Pemraj Sarda College, Ahmednagar




for PRINCIPAL
Pemraj Sarda College
Ahmednagar










MINUTES OF THE FIRST MEETING

(Academic Year 2021-22)

The FIRST meeting of the IQAC for the academic year 2021-22 was held on 03rd Feb 2022 at 11.00 am in the Principal's Cabin. Following members were present for the meeting.

Members Name

Signature

1. Dr.R. Y.Shinde (Chairperson) 
2. Dr.J.P.Bidlan (Coordinator) 
3. Mr.M.S.Deshpande (Vice Principal) 
4. Dr.Mr.Satyajit Patil (Member) 
5. Dr.S.D.Kulkarni (Member) 
6. Dr.M.M.Dixit (Member) 
7. Dr.R.M.Marwade (Member) 
8. Mr.S.S.Deshmukh (Member) 
9. Mr.R.R.Kumbhar (Member) 
10. Mr.A.M.Aseri (Member)

1.1 Confirmation of the minutes of the previous meeting :

The minutes of the previous meeting which was held on Monday 22nd November 2021 were read out by the co-coordinator and confirmed by the members and then approved by the chairman.

1.2 Review of the format to maintain record of online examination :

All departments were given liberty to adopt the convenient platforms for keeping record through online mode.

1.3 Discussion on CAS Programme :

The names of professors eligible for CAS were sorted.

1.4 Any other topic with the permission of the chairperson.

No other topic arose for discussion.

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

The arrangements for the organization of an awareness programme on NEP 2020 were discussed and finalized. In view of this, it was decided to prepare a Google form and share it to the social media.

1.4 Organize an online National Level Workshop on “Intellectual Property Rights”. :

The organization of online national level workshop on “Intellectual property rights” was the point of discussion. It was decided that the workshop be organized in association with Rajiv Gandhi National Institute for Intellectual property management Nagpur.

1.5 Any other topic with the permission of the chairperson.

No other topic arose for discussion.

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


Co-Ordinator
Internal Quality Assurance Cell(IQAC)
Pemraj Sarda College, Ahmednagar

 
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Pemraj Sarda College
Ahmednagar

ACTION TAKEN REPORT (2015-16)

No	Resolution	Execution
1.	The IQAC should verify and validate the proposals of teachers to be promoted through the Career Advancement Scheme (CAS) from Stage I to II, II to III and III to IV. (AGP 6000 to 7000, 7000 to 8000 and 8000 to 9000)	The IQAC verified and validated the proposals of ten teachers to be promoted through the Career Advancement Scheme (CAS) from Stage I to II, II to III and III to IV.
2.	Students from nearby colleges should be involved in the annual activities.	Partial execution was made viz. students' participation in the Debating Competition and Book Review Competition.
3.	Outside resource persons should be invited to interact with the students.	Resource Persons from other colleges, institutes and related to various fields were invited by all departments to enlighten and interact with the students.
4.	At least one curricular/ co-curricular/ extra-curricular activity should be organised by every department in a semester.	These activities were organised by every department in each semester.
5.	At least one subject related Certificate Course should be run by each department. In special cases, the courses shall be jointly hosted by two or more departments.	Subject-related Certificate Courses were run by most of the departments.
6.	Wherever applicable, the focus of the courses shall be on imparting	The Heads of the Departments were directed to design and run a course, if

	Vocational Training to the students.	possible, with a specific focus on Vocational Training.
7.	Special committees should be constituted at the earliest to organize the District CAS Camp. Each committee shall be assigned specific duties and responsibilities. They shall be coordinated by the IQAC.	Special committees were constituted to organize the District CAS Camp. Each committee was assigned specific duties and responsibilities. They were coordinated by the IQAC.
8.	The AQARs for the Years 2013-14 & 2014-15 be submitted to the NAAC online at the earliest.	The AQARs for the Years 2013-14 & 2014-15 were submitted to the NAAC online in March, 2016.
9.	Meetings with Alumni, Student and Parent should be called before the end of the academic year.	Alumni, Student and Parent Meetings were called before the end of the academic year.
10.	There should be an Exit Meeting of the entire staff preferably on 29 th April. Those teachers who presented their research papers abroad should share their experiences with others in the meeting.	The Exit Meeting of the entire staff was called on 29 th April. Two teachers (Dr. D. G. Ranade and Ms. M. M. Dixit) who presented their research papers abroad shared their experiences with others in the meeting.


 Co-Ordinator
 Internal Quality Assurance Cell (IQAC)
 Pannaji Sarda College, Ahmednagar-431003


 PRINCIPAL
 Pannaji Sarda College
 Ahmednagar

ACTION TAKEN REPORT (2016-17)

No	Resolution	Execution
1.	The Academic Calendar for the year 2016-17 shall be finalized with due additions and it will be implemented with effect from 1 st July, 2016.	The Academic Calendar for the year 2016-17 was finalized and implemented with effect from 1 st July, 2016.
2.	Two clubs namely <i>Left handers' Club</i> and <i>Reading Club</i> shall be in operation in the college the same year. The college library shall support the Readers' Club.	The two clubs were brought into operation in the college the same year. The college library supported the Readers' Club.
3.	A formal MoU shall be signed between Pemraj Sarda College and Plus Foundation for mutual benefit and development. The college shall offer its resources to the foundation for carrying its activities on prior request.	A formal MoU was signed between Pemraj Sarda College and Plus Foundation for mutual benefit and development. The college offered its resources to the foundation for carrying its activities on prior request. The Foundation provided pool of voluntary expert speakers.
4.	The Annual Report for the year 2015-16 should be sent to the university within the stipulated time limit.	The Annual Report for the year 2015-16 was sent to the university within the stipulated time limit.
5.	Dr. Ratna S. Waghmare and Mr. Rajendra R. Kumbhar shall appear for the CAS Camp. They will be provided necessary guidance and help from the IQAC and the office.	Dr. Ratna S. Waghmare and Mr. Rajendra R. Kumbhar appeared for the CAS Camp. They were provided necessary guidance and help from the IQAC and the office.

6.	The AQAR for the academic year 2015-16 should be sent to the NAAC on approval by the Local Management Committee (LMC).	The AQAR for the academic year 2015-16 was sent to the NAAC on approval by the Local Management Committee (LMC).
7.	<p>A national level interdisciplinary conference shall be organized on 6th & 7th February, 2017.</p> <p>The IQAC shall coordinate the event in association with various departments.</p> <p>The selected papers published in the conference shall be published in the UGC listed journal with Impact Factor.</p> <p>Committees shall be formed in order to conduct the activity in smooth and successful manner.</p>	<p>The national level interdisciplinary conference was organized on 6th & 7th February, 2017.</p> <p>The IQAC coordinated the event in association with various departments.</p> <p>The selected papers published in the conference were published in <i>Vidya Warta</i> the UGC listed journal with Impact Factor.</p> <p>Committees were formed in order to conduct the activity in smooth and successful manner.</p>
8.	It was decided to hold the meetings with the parents, alumni and the teaching as well as non-teaching staff to prepare the roadmap of the institution and collection of feedback on the functioning of the institution.	The meetings with the parents, alumni and the teaching as well as non-teaching staff were called to prepare the roadmap of the institution and collection of feedback on the functioning of the institution.
9.	<p>It was decided that the members on the IQAC shall work for a period of two more years except Mr. R. L. Deshmukh who shall be replaced by Mr. S. S. Deshmukh and Dr. D. G. Ranade shall be taken over by Dr. S. R. Medhe.</p> <p>It was also decided that Mr. Mahesh Ghodke (District Treasury Officer), the</p>	<p>The tenure of the members on the IQAC was extended for a period of two more years.</p> <p>Mr. R. L. Deshmukh was replaced by Mr. S. S. Deshmukh and Dr. D. G. Ranade was taken over by Dr. S. R. Medhe.</p> <p>Mr. Mahesh Ghodke (District Treasury</p>

<p>alumni of the institution shall be invited to join the IQAC and Ms. Sayali Pawar, a student from S. Y. B. A. shall be included in the IQAC as Student Nominee.</p>	<p>Officer), the alumni of the institution was invited to join the IQAC and Ms. Sayali Pawar, a student from S. Y. B. A. was included in the IQAC as Student Nominee.</p>
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Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Pamraj Sarda College, Ahmednagar-414003




PRINCIPAL
Pamraj Sarda College
Ahmednagar

ACTION TAKEN REPORT (2017-18)

No	Resolution	Execution
1.	The Academic Calendar for the year 2017-18 shall be in force at the earliest.	The Academic Calendar for the year 2017-18 was immediately in force.
2.	The Annual Report should be prepared and submitted to the Savitribai Phule Pune University online within the stipulated time.	The Annual Report was prepared and submitted to the Savitribai Phule Pune University online within the stipulated time.
3.	Criterion-wise Committees should be formed for satisfactory compliance and effective execution of the NAAC parameters.	Seven Criterion-wise Committees were formed for satisfactory compliance and effective execution of the NAAC parameters.
4.	The Criterion head will call separate meetings with the other members in the committee and allot the work of data collection among them. They will approach the concerned departments/committees (Statutory & Non-statutory) prior to submission of their report to the IQAC.	The Criterion heads called separate meetings with the other members in the committee and allotted the work of data collection among them. They approached the concerned departments/committees (Statutory & Non-statutory).
5.	The Revised RAF shall be studied carefully and due preparation shall be made accordingly.	The Revised RAF was studied carefully and due preparation was made accordingly.
6.	A special meeting with the Chairperson (SCC) should be arranged in the next week to discuss the challenges faced and resources required in view of the collection of	Meeting with the Chairperson (SCC) was arranged immediately to discuss the challenges faced and resources required in view of the collection of data for SSR preparation and Peer Team

	data for SSR preparation and Peer Team presentation.	presentation.
7.	A uniform plan of action should be prepared by the Coordinators in consultation with one another for smooth and speedy discharge of their duties.	A uniform plan of action was prepared by the Coordinators in consultation with one another for smooth and speedy discharge of their duties.
8.	Every department shall prepare the PO, PSO and CO and the same shall be submitted to the IQAC by the end of the academic year through the HoD. The exhaustive list of the same shall be displayed on the Institutional website.	Every department prepared the PO, PSO and CO and the same were submitted to the IQAC through the HoD. The exhaustive list of the same was displayed on the institutional website.
9.	The Code of Conduct for the stakeholders shall be prepared in tune with the UGC Regulations. The existing Code shall be translated into English and will be displayed on the institutional website.	The Code of Conduct for the stakeholders was prepared in tune with the UGC Regulations. The existing Code was translated into English and it was displayed on the institutional website.
10	The IIQA should be uploaded when the window reopens in November – December. The necessary preparation (data collection and presentation) should be done well in advance. Expert guidance should be sought in this direction.	The IIQA was kept ready for submission. The necessary preparation (data collection and presentation) was made. Expert guidance was sought in this direction.
11	The proposals of the teachers eligible for promotion from Stage III to IV	The proposals of three teachers eligible for promotion from Stage III to IV were

	should be verified and forwarded to the University through proper channel.	verified and forwarded to the University through proper channel.
12	The existing Green Practices should be strengthened in a systematic and planned way.	The existing Green Practices were duly strengthened.
13	<p>It was decided that each department should be directed to submit a proposal to the BCUD to organize seminars and conferences.</p> <p>The activities of Yoga and Meditation Centre should be regularized with the help of the experts in the concerned field.</p> <p>More activities on Gender Sensitization should be arranged on and off the campus. The English Language Lab should be set up on priority basis.</p> <p>The infrastructural growth should be fast-tracked in view of the impending NAAC visit.</p> <p>A special CDC meeting should be called to review and speed up the infrastructural growth of the college campus in June - July, 2018.</p>	<p>Each department was directed to submit a proposal to the BCUD to organize seminars and conferences.</p> <p>The activities of Yoga and Meditation Centre were regularized with the help of the experts in the concerned field.</p> <p>Activities on Gender Sensitization were arranged on and off the campus.</p> <p>The English Language Lab was set up.</p> <p>The infrastructural growth was fast-tracked in view of the impending NAAC visit.</p> <p>A special CDC meeting was called to review and speed up the infrastructural growth of the college campus.</p>



Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Pomraj Sarda College, Ahmednagar 414002




PRINCIPAL
Pomraj Sarda College
Ahmednagar

ACTION TAKEN REPORT (2018-19)

No	Resolution	Execution
1.	The Academic Calendar for the year 2018-19 should be implemented in letter and spirit with immediate effect.	The Academic Calendar for the year 2018-19 was implemented at its best.
2.	Immediate action should be taken to restart T. Y. B. Sc. in Botany.	T. Y. B. Sc. in Botany was restarted successfully.
3.	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 publicized widely.	Planning of curricular, co-curricular and extracurricular activities was made at the department as well as committee level. The activities were documented properly and publicized widely.
4.	Annual Quality Assurance Reports for the years 2016-17 & 2017-18 should be submitted to the NAAC after consent by the CDC.	Annual Quality Assurance Reports for the years 2016-17 & 2017-18 were submitted to the NAAC after consent by the CDC.
5.	The Annual Report for the year 2017-18 should be submitted to the Savitribai Phule Pune University within stipulated time.	The Annual Report for the year 2017-18 was submitted to the Savitribai Phule Pune University within stipulated time.
6.	An MoU should be signed with 'Jan Shikshan Sansthan, Ahmednagar' on suitable terms.	MoU was not signed with 'Jan Shikshan Sansthan, Ahmednagar' though few courses were run in collaboration.
7.	Development of Botanical Garden	Development of Botanical Garden and

	and Language Lab should be made prior to the next meeting.	Language Lab was made prior to the next meeting.
B.	<i>My Mother in My College</i> activity should be organized in the college at the earliest. This activity should be included in the Academic Calendar from the next year.	<i>My Mother in My College</i> activity was successfully organized in the college. This activity was included in the Academic Calendar of the year 2019-20.
9.	The college shall offer its wholehearted support for the planning and organization of the <i>Voters' Awareness Rising Programme</i> .	The college offered its support for the planning and successful organization of the <i>Voters' Awareness Rising Programme</i> .
10	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 Criterion-wise Committee heads made a presentation in the presence of the Chairperson, HSM to inform him of the preparation for the NAAC.
11	The Pay Fixation of the staff should be done as per Seventh Pay Commission on priority basis.	The Pay Fixation of the staff was done as per Seventh Pay Commission on priority basis.
12	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. The concerned teachers were directed to keep their files ready.
13	All the faculty members shall be instructed to submit their API forms before the conclusion of the academic year 2018-19.	The faculty members were instructed to submit their API forms before the conclusion of academic year 2018-19.


Co-Ordinator


PRINCIPAL
Dante Sarda College

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

	Guidelines regarding personal hygiene and social distancing.	
10	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.	<p>All the departments were advised to carry out innovative and interesting co-curricular as well as extracurricular activities for the benefit of the student community at large.</p> <p>A number of activities like E Essay Writing & Elocution Competitions, Online Quiz, etc. were carried out by the Departments including Physics, Electronics, English, Hindi, History and Chemistry.</p>



Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Pimpri Sarda College, Ahmednagar-414003




PRINCIPAL
Pimpri Sarda College
Ahmednagar

ACTION TAKEN REPORT (2021-22)

No.	Resolution	Execution
1.	<ul style="list-style-type: none">• IQAC, in consultation with the Principal, will finalize the Format of maintaining the record of online teaching.• Department-wise methodology to be implemented with the help of the Exam.	The IQAC verified and validated the format.
2.	<ul style="list-style-type: none">• A Google Form Online Quiz should be prepared and shared on the social media.• An online National level workshop on intellectual property rights should be organised in association with Rajiv Gandhi National Institute for Intellectual Property Management, Nagpur.	The IQAC implemented both the programmes successfully.