

## Minutes of the Meeting of 2019-20 held on 6<sup>th</sup> July 2019

Venue: IQAC Room

Date: 06/07/2019

Time: 11:00 am - 12:10 pm

### Agenda of the Meeting:

1. Reading, review and confirmation of the minutes of the last meeting
2. Review of action taken report
3. Planning of Annual Academic Calendar
4. Planning of academic and research activities of the college
5. Planning to apply for DST-FIST and STAR College Scheme.
6. Preparation of CO, PO, PSO according to revised syllabus of SPPU, Pune.

### Members Present:

Sr. No.	Name	Designation
1	Dr. Dilip B. Shinde	Principal & Chairperson
2	Mr. R. V. Pawar	Vice-Principal
3	Dr. D. M. Jadhav	Vice-Principal
4	Smt. S. K. Gaikwad	Vice-Principal
5	Dr. Amol H. Kategaonkar	IQAC Coordinator
6	Mr. Upendra A. Pathade	Teacher Representative
7	Dr. S. N. Pagar	Teacher Representative
8	Dr. P. R. Kokate	Teacher Representative
9	Mr. K. A. Hugade	Teacher Representative
10	Mr. A. N. Dimbar	Teacher Representative

11	Dr. Subhash B. Ahire	Teacher Representative
12	Dr. D. L. Falke	Teacher Representative
13	Dr. Manohar K. Zate	Teacher Representative
14	Mr. H. A. Dabhane	Teacher Representative
15	Mr. A. A. Pote	Teacher Representative
16	Prof. Uddhav A. Ashthurkar	Teacher Representative
17	Smt. S. S. Gholap	Teacher Representative

At the outset Dr. A. H. Kategaonkar, IQAC Coordinator welcomed and briefed the committee members about the agendas.

Dr. D. B. Shinde, Chairperson (IQAC) in his introductory remarks appreciated all the HoD's and IQAC members for the efforts being made by all in last academic year.

After this welcome address, the agendas of meeting were taken for discussion.

**Agenda Item 1:** Reading, review and confirmation of the minutes of the last meeting

The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved.

**Agenda Item 2:** Review of action taken report

**Resolution:** The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC.

**Agenda Item 3:** Planning of Annual Academic Calendar

Discussion on planning of Annual Academic Calendar of the college was made, the tentative programmes were discussed. It was decided to conduct more and more student's-oriented activities.

**Agenda Item 4:** Planning of academic and research activities of the college

The Head of the Departments are advised to prepare Departmental Academic Calendar and showcase the same for students. The faculty members must be encouraged to add novel ICT based activities for the students.

Few departments are advised to conduct Seminar / Workshop to be funded by SPPU, Pune (Computer Science, Botany and Zoology).

**Agenda Item 5:** Planning to apply for DST-FIST and STAR College Scheme.

Proposed by Dr. A. H. Kategaonkar

Seconded by Dr. D. B. Shinde

**Agenda Item 6:** Preparation of CO, PO, PSO according to revised syllabus of SPPU, Pune.

From the academic year 2019-20, SPPU, Pune implemented Choice Based Credit System (CBCS) for undergraduate courses. The courses of first year PG are also revised. The discussion was made on setting Course outcomes (CO) and Programme Outcomes (PO) and Programme Specific Outcomes (PSO).

**Decision:** The IQAC took review of new syllabus and members of II criterion are advised to prepare the documents and make it available to students.

The vote of thanks was proposed by Mr. A. A. Pote and the meeting was concluded.



**IQAC Co-Ordinator**



**Principal,**  
G.M.D Arts, B.W. Commerce and  
Science College, Sinnar, Dist. Nashik



MARATHA VIDYA PRASARAK SAMAJ NASHIK  
**G.M.D.ARTS, B.W.COMMERCE & SCIENCE COLLEGE, SINNAR,**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **ACTION TAKEN REPORT OF THE IQAC MEETINGS- 2019-2020**

### **MEETING I**

**Date: 20/07/2019**

### **The items put forwarded for the discussion**

Item 1:- Reading and review of the minutes of the previous meeting

Item 2:- Review of the action taken report

Item 3:- Planning of Annual Academic Calendar

Item 4:- Planning to apply for DST-FIST and STAR College Scheme

Item 5:- Conducting Online Classes

### **Details of Action Taken:**

Dr. Amol Kategaonkar, the IQAC Coordinator read the minutes and action taken report of the previous meeting and agreed by all the present members unanimously. The Principal advised to prepare teaching-learning plan of the academic year. It was decided to form a committee to prepare Annual Academic Calendar. The heads of all the departments were informed to create time table of the department according to the available staff. It was decided to take a staff meeting before the commencement of a new academic year. It was resolved that the master time table of each branch should be prepared under the guidance of Vice Principals. The new Academic committees were formed under the guidance of Hon. Principal. The committee for applying to DST-FIST and STAR was formed and was given the guidelines for the same. The Institutional PO, CO, and PSO were to be prepared according to the curriculum and syllabus. The Results of the previous year were to be analyzed and programme and course outcomes were to be attained

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Maratha Vidya Prasarak Samaj,  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Minutes of the Meeting of 2019-20 held on 9<sup>th</sup> August 2019**

Venue: IQAC Room

Date: 09/08/2019

Time: 11:00 am - 12:30 pm

#### **Agenda of the Meeting:**

1. Reading, review and confirmation of the minutes of the last meeting
2. Review of action taken report
3. Welcome of Dr. Pawan Tambade (IQAC Co-Ordinator)
4. Resolutions of IQAC and College

#### **Members Present:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Dilip B. Shinde	Principal & Chairperson
2	Mr. R. V. Pawar	Vice-Principal
3	Dr. D. M. Jadhav	Vice-Principal
4	Smt. S. K. Gaikwad	Vice-Principal
5	Dr. Pawan J. Tambade	IQAC Coordinator
6	Mr. Upendra A. Pathade	Teacher Representative
7	Dr. S. N. Pagar	Teacher Representative
8	Dr. P. R. Kokate	Teacher Representative
9	Mr. K. A. Hugade	Teacher Representative

10	Mr. A. N. Dimbar	Teacher Representative
11	Dr. Subhash B. Ahire	Teacher Representative
12	Dr. D. L. Falke	Teacher Representative
13	Mr. K. A. Hugade	Teacher Representative
14	Dr. Subhash B. Ahire	Teacher Representative
15	Mr. Upendra A. Pathade	Teacher Representative
16	Smt. S. S. Gholap	Teacher Representative
17	Mr. C. E. Gurule	Teacher Representative
18	Prof. Uddhav A. Ashthurkar	Teacher Representative
19	Smt. J. J. Bhangare	Teacher Representative

Dr. S. N. Pagar welcomed and briefed the committee members about the agenda.

**Agenda Item 1:** Reading, review and confirmation of the minutes of the last meeting

Prof. Uddhav A. Ashthurkar read and reviewed minutes of the earlier meetings and the minutes were approved.

**Agenda Item 2:** Review of action taken report

The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC.

**Agenda Item 3:** Welcome of Dr. Pawan Tambade (IQAC Co-Ordinator)

The Honorable Principal of the College Dr. D. B. Shinde and Team well-come Dr. P. J. Tambade as an IQAC Coordinator of the college.

The Principal and other members updated newly appointed IQAC coordinator regarding happenings in college.

#### **Agenda Item 4: Resolution of IQAC and College**

The members of IQAC presented about the kind of work need to be done by IQAC which is lagging behind, primarily following points were discussed.

- To go for G-Suite for Education
- To make IQAC paperless as much as possible.
- Make some rigid system for data collection and interpretation.
- To complete the pending proposals of DST-FIST and DBT STAR College schemes, etc.
- Dr. Tambade presented his views on working of IQAC and support anticipated from all the Academic and supporting departments.

The vote of thanks was proposed by Mr. K. A. Hugade and the meeting was concluded.



**IQAC Co-Ordinator**



**Principal,**  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT OF THE IQAC MEETINGS- 2019-2020

#### MEETING II

Date: 20/08/2019

#### The items put forwarded for the discussion

Item 1:- Reading and review of the minutes of the previous meeting

Item 2:- Review of the action taken report

Item 3:- Welcome of Dr. Pawan Tambade as new IQAC Coordinator

Item 4:- Resolution of IQAC and the College

#### Details of Action Taken:

Dr. Pawan J. Tambade was welcomed as the new coordinator of the IQAC. Dr. Uddhav Ashturkar read the minutes and action taken report of the previous meeting and agreed by all the present members unanimously. The Principal, Dr. D.B. Shinde, announced that Dr. Pawan Tambade will be the coordinator of IQAC for further academic years. The main issue of discussion of the meeting was the resolution of IQAC and the College. The members of the IQAC committee presented the kind of work that was needed to be done. It was decided to subscribe for G-Suite. The work of IQAC was to be made paperless. The committee thought about some rigid digital system for data collection. The pending proposals for DST-FIST and STAR were completed.

**IQAC Co-Ordinator**



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### Minutes of the Meeting of 2019-20 held on 14<sup>th</sup> August 2019

Venue: IQAC Room

Date: 14/08/2019

Time: 11:00 am - 12:20 pm

#### Agenda of the Meeting:

1. Reading, review and confirmation of the minutes of the last meeting
2. Review of action taken report
3. Change in IQAC core committee
4. Finalization of AQAR 2018-19
5. Any other relevant issues made by the IQAC members

#### Members Present:

Sr. No.	Name	Designation
1	Dr. Dilip B. Shinde	Principal & Chairperson
2	Dr. D. M. Jadhav	Vice-Principal
3	Dr. Pawan J. Tambade	IQAC Coordinator
4	Mr. K. A. Hugade	Teacher Representative
5	Dr. Subhash B. Ahire	Teacher Representative
6	Mr. Upendra A. Pathade	Teacher Representative
7	Smt. S. S. Gholap	Teacher Representative

8	Mr. C. E. Gurule	Teacher Representative
9	Prof. Uddhav A. Ashthurkar	Teacher Representative

IQAC Coordinator welcomed and briefed the committee members about the agendas.

**Agenda Item 1:** Reading, review and confirmation of the minutes of the last meeting

The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved.

The major resolutions completed are as below

- Applied for G-Suite for Education (Likely to sanction within couple of weeks)
- Proposal of DST-FIST scheme is submitted
- Proposal of DBT STAR College Scheme is submitted.

**Agenda Item 2:** Review of action taken report

**Resolution:** The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC.

**Agenda Item 3:** Change in IQAC core committee

Chairperson IQAC suggested that young faculty members with the knowledge of ICT and NAAC should be a part of IQAC core committee.

**Decision:** The IQAC members discussed the issue and some of the members are promoted as Criterion in charges to meet the new challenges of NAAC. The IQAC core committee has been revised.

#### **Agenda Item 4:** Finalization of AQAR 2018-19

The coordinator of IQAC took review of data collected for AQAR 2018-19. The templates of key points were read and the queries were resolved. The criterion incharges were given deadline to fill the templates for finalization of AQAR 2018-19. The final reading of AQAR will be done after compilation.

#### **Agenda Item 5:** Any other relevant issues made by the IQAC members

- IQAC members suggested automation of IQAC for data collection.
- Number of PC's must be increased in IQAC for smooth working.

The vote of thanks was proposed by Dr. Pawan J. Tambade and the meeting was concluded.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **ACTION TAKEN REPORT OF THE IQAC MEETINGS- 2019-2020**

### **MEETING III**

**Date: 25/08/2019**

### **The items put forwarded for the discussion**

Item 1:- Reading and review of the minutes of the previous meeting

Item 2:- Review of the action taken report

Item 3:- Change in IQAC CORE committee

Item 4:- finalization of AQAR-2018-19

### **Details of Action Taken:**

Dr. Pawan J. Tambade read the minutes and action taken report of the previous meeting and agreed by all the present members unanimously. The Principal, Dr. D.B. Shinde, announced that some young faculty having the knowledge of ICT, computer, networking be appointed as the members of IQAC Committee. So some newly appointed teachers were appointed as the members of IQAC. The heads for 7 criteria were newly appointed. The IQAC Committee was completely revised. The IQAC Coordinator took a review of data collected for the academic year 2018-19. The templates of key indicators were read and explained by the Coordinator. The number of PCs in the IQAC Cell was increased.

**IQAC Co-Ordinator**



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## Minutes of the Meeting of 2019-20 held on 24<sup>th</sup> September 2019

Venue: IQAC Room

Date: 24/09/2019

Time: 11:00 am - 01:00 pm

### Agenda of the Meeting:

1. Reading, review and confirmation of the minutes of the last meeting
2. Review of action taken report
3. Reading of AQAR 2018-19
4. Demonstration of online data collection system developed by IQAC
5. Any other relevant issues made by the IQAC members

### Members Present:

Sr. No.	Name	Designation
1	Dr. Dilip B. Shinde	Principal & Chairperson
2	Dr. D. M. Jadhav	Vice-Principal
3	Mr. R. V. Pawar	Vice-Principal
4	Dr. Pawan J. Tambade	IQAC Coordinator
5	Mr. Upendra A. Pathade	Teacher Representative
6	Dr. S. N. Pagar	Teacher Representative
7	Dr. P. R. Kokate	Teacher Representative
8	Mr. K. A. Hugade	Teacher Representative
9	Mr. A. N. Dimbar	Teacher Representative

10	Dr. Subhash B. Ahire	Teacher Representative
11	Dr. D. L. Falke	Teacher Representative
12	Mr. Upendra A. Pathade	Teacher Representative
13	Smt. S. S. Gholap	Teacher Representative
14	Mr. C. E. Gurule	Teacher Representative
15	Prof. Uddhav A. Ashthurkar	Teacher Representative
16	Smt. J. J. Bhangare	Teacher Representative
17	Mr. H. A. Dabhane	Teacher Representative
18	Ms. P. D. Garud	Teacher Representative
19	Mr. N. K. Jadhav	Teacher Representative
20	Dr. M. K. Zate	Teacher Representative

IQAC Coordinator welcomed and briefed the committee members about the agendas.

**Agenda Item 1:** Reading, review and confirmation of the minutes of the last meeting

The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved.

**Agenda Item 2:** Review of action taken report

The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC.

The major resolutions completed are as below

- The G-Suite for Education is approved by the Google
- Various google forms are created for data collection.
- The AQAR 2018-19 is prepared by the members
- Through IQAC, applied for various funding opportunities through DBT, DST-FIST, UGC-STRIDE and BCUD-SPPU, etc.

### **Agenda Item 3: Reading of AQAR 2018-19**

The reading of AQAR 2018-19 was done quickly and suggestions are given to the criterion heads for compilation of report.

After finalization of report, it needs to be showcase in CDC meeting for final approval and suggestions if any.

### **Agenda Item 4: Demonstration of online data collection system developed by IQAC**

The coordinator of IQAC demonstrated various Google forms created and the web page developed for the data collection in online mode. The Google forms are created to collect the data which will be useful for creation of AQAR.

The college website is also re-designed to meet the expectations of NAAC and all the stakeholders.

The Chairman of IQAC Dr. D. B. Shinde, suggested to provide the demonstration of newly developed data collection system to all the faculty members.

The vote of thanks was proposed by Dr. Pawan J. Tambade and the meeting was concluded.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **ACTION TAKEN REPORT OF THE IQAC MEETINGS- 2019-2020**

### **MEETING IV**

**Date: 30/09/2019**

### **The items put forwarded for the discussion**

Item 1:- Reading and review of the minutes of the previous meeting

Item 2:- Review of the action taken report

Item 3:- Reading of AQAR 2018-19

Item 4:- A lecture by IQAC Coordinator on how to use online system for data collection.

### **Details of Action Taken:**

Dr. Pawan J. Tambade read the minutes and action taken report of the previous meeting and agreed by all the present members unanimously. G-Suite was approved for our institution by Google. The information of research activities like attending the seminars and conferences, paper presentation in the seminars were collected through Google forms created by IQAC. The faculty members took interest to submit the data to IQAC within a click on the computer. The AQAR for 2018-19 was prepared and was about to submit finally. The coordinator read the AQAR – 2018-19 and received some suggestions regarding online system of data collection. After the finalization of the AQAR, the CDC (College Development Committee) approved the information.

**IQAC Co-Ordinator**



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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the Meeting of 2019-20 held on 20<sup>th</sup> January 2020

Venue: IQAC Room

Date: 20/01/2020

Time: 11:00 am - 12:30 pm

#### Agenda of the Meeting:

1. Reading, review and confirmation of the minutes of the last meeting
2. Planning of organization of workshop and seminar
3. Revision of B. Voc. course syllabuses
4. Planning of IQAC activities for the coming academic year
5. Any other relevant issues made by the IQAC members

#### Members Present:

Sr. No.	Name	Designation
1	Dr. Dilip B. Shinde	Principal & Chairperson
2	Dr. D. M. Jadhav	Vice-Principal
3	Mr. R. V. Pawar	Vice-Principal
4	Dr. Pawan J. Tambade	IQAC Coordinator
5	Mr. C. E. Gurule	Teacher Representative
6	Mr. H. A. Dabhane	Teacher Representative
7	Dr. M. K. Zate	Teacher Representative
8	Dr. Subhash B. Ahire	Teacher Representative
9	Mr. N. K. Jadhav	Teacher Representative
10	Dr. S. N. Pagar	Teacher Representative
11	Ms. P. D. Garud	Teacher Representative

At the outset, the IQAC Coordinator welcomed and briefed the committee members about the agendas.

Dr. D. B. Shinde, Chairman of IQAC appreciated the efforts taken by team IQAC for timely submission of AQAR report.

After this the agendas were taken for deliberation.

**Agenda Item 1:** Reading, review and confirmation of the minutes of the last meeting (24/09/2019)

The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved.

**Agenda Item 2:** Planning of organization of workshop and seminar

The Maratha Vidya Prasarak Samaj Nashik has sanctioned One day workshop for Non-Teaching staff to our college and BCUD, SPPU has also sanctioned One State level workshop.

The planning of organization of these activities are discussed in Meeting.

**Decision:** Dr. P J Tambade (IQAC, coordinator) will look after one day programme for Non-Teaching staff to be conducted in Feb 2020.

Ms. Lahamage will work as coordinator and Dr. Tambade as convener for Two day state level seminar on use of ICT sponsored by BCUD, SPPU to be organized in Feb-March 2020.

**Agenda Item 3:** Revision of B. Voc. course syllabuses

The syllabus of B. Voc. Courses need revision. The issue is raised by Dr. P. J. Tambade (Nodal Officer) and is discussed thoroughly in the meeting.

The following points are discussed in detail

- The syllabus need revision on urgent basis
- The new MoUs must be formed to run B.Voc. Courses smoothly
- The industry partners must also get involved in syllabus framing

- More emphasis should be given on industrial training / onsite training for the courses.

**Agenda Item 4:** Planning of IQAC activities for the coming academic year

The IQAC coordinator discussed about the various audits to be conducted by college to check the status of the college.

The discussion on following points are made

- Gender Audit
- Academic and Administrative Audit
- Green Audit
- Energy Audit

**Decision:** The Chairman of IQAC advised the Head of Criterion VI and VII to formulate the committee and conduct all this audit in the beginning of next academic year.

Proposed by: Dr. P. J. Tambade

Seconded by: Dr. D. B. Shinde

The vote of thanks was proposed by Dr. Pawan J. Tambade and the meeting was concluded.



**IQAC Co-Ordinator**



**Principal,**  
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## ACTION TAKEN REPORT OF THE IQAC MEETINGS- 2019-2020

### MEETING V

Date: 04/02/2020

### The items put forwarded for the discussion

Item 1:- Reading and review of the minutes of the previous meeting

Item 2:- Planning of organization of workshop and seminar

Item 3:- Revision of B.VOC course syllabus

Item 4:- Academic Planning by IQAC.

### Details of Action Taken:

Dr. Pawan J. Tambade read the minutes and action taken report of the previous meeting and agreed by all the present members unanimously. G-Suite was approved for our institution by Google. The main purpose of the meeting was to plan for the organization of a workshop sanctioned and sponsored by the Parent Institute Maratha Vidya Prasarak Samaj. The BCUD, SPPU has also sanctioned and sponsored a State Level Seminar on Use of ICT in Teaching. It was decided that the workshop was to be organized in Feb. 2020 and the Seminar was to be organized in March- 2020. The Nodal Officer Dr. Tambade raised the issue of syllabus revision of B. VOC courses run in the college. The syllabus was revised by the concerned faculty. Various Audits were to be done.

**IQAC Co-Ordinator**



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