

Minutes of IQAC General Meeting

Date: 26.04.2019

Venue: NAAC Board Room

Time: 4.00 p.m

The Meeting of IQAC was held on 26th April, 2019 at 4.00 p.m. with the following agenda.

Agenda:

1. Review of the IQAC General Meeting held on 12th July 2018.
2. Tentative Academic Calendar (2019-20).
3. Revised Departmental Input (DI).
4. Review of Criterion wise progress of work by IQAC representatives.
5. Budget and purchase (2019-20).
6. Review of IQAC functioning (2018-19).
7. AQAR (2018-19) preparation.
8. Academic Audit (2018-19).
9. Website designing and maintenance.
10. On the spot issues.

Following Members were present for this meeting.

Present Members

Name	Designation	Signature
Dr. Sanjay O. Malpani	Hon. Chairman, S.P.S, Sangamner	
CA N. J. Kalantri	Representative of Local Society, Sangamner	
Mr. Amit Pandit	Industrial Representative, Sangamner	
Mr. Santosh Karwa	Alumni Representative, Sangamner	
Mr. Rajesh O. Malpani	Employer Representative, Sangamner	
Prin. Dr K. K. Deshmukh	Chairman, IQAC	
Mr S. A. Pingle	Co-ordinator, IQAC	
Dr D. M. Ghodke	Secretary, IQAC	
Prof. Dr A. H. Gaikwad	Vice Principal, Representative of Administration	
Mr R. S. Laddha	Vice Principal, Representative of Administration	
Dr R. B. Tasildar	Vice Principal, Representative of Administration	
Mr P. M. Garje	Teachers' Representative	
Dr G. K. Sanap	Teachers' Representative	
Dr B. V. Chavan	Teachers' Representative	

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Dr S. A. Bhong	Teachers' Representative
Dr S. A. Arote	Teachers' Representative
Mr M. R. Bhoje	Teachers' Representative
Mr S. E. Phapale	Administrative Representative

Sr. No.	Agenda	Minutes
1)	Review of the meeting held on 12 th July 2018.	Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meetings.
2)	Tentative Academic Calendar (2019-20).	<p>1. It was decided that the Tentative Academic Calendar (2019-20) would be prepared by the end of the A.Y. 2018-19 so that it would be incorporated into the Prospectus of 2019-20.</p> <p>2. As customary, the responsibility of preparing Academic Calendar was given to the IQAC.</p>
3)	Revised Departmental Input (DI).	<p>1. Considering the changes made in the NAAC Manual (19/03/2019), it was decided that the format for the departmental input (DI) should be prepared accordingly.</p> <p>2. The responsibility of revising the DI was given to Mr S.A. Pingle (IQAC, Coordinator) and Dr D.M. Ghodke (IQAC Member).</p>
4)	Review of Criterion wise progress of work by IQAC representatives.	<p>1. The members of the IQAC have been allotted the responsibility of reviewing the work done by the Criterion-wise committees.</p> <p>2. All IQAC representatives were asked to review the Criterion wise progress of the work.</p>
5)	Budget and purchase (2019-20).	1) The budget for IQAC for 2019-20 was finalized.
6)	Review of IQAC functioning (2018-19).	<p>1. The review of the work done by the IQAC during the A.Y. 2018-19.</p> <p>2. Expressing his satisfaction over its functioning, Dr Sanjay Malpani, Chairman of the institution suggested that the IQAC should plan for more number of quality-enhancement initiatives in future.</p> <p>3. Mr Pingle informed that the IQAC of the college has been actively contributing to the IQAC Cluster, India.</p>

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7)	AQAR (2018-19) preparation.	It was decided that the AQAR (2018-19) should be submitted online by 31 December, 2019.
8)	Academic Audit (2018-19).	<ol style="list-style-type: none">1. The outcomes of the two Academic Audits conducted in September 2018 and February 2019 during 2018-19 were put forth by Dr D.M. Ghodke.2. He informed that all departments strictly follow the Academic Calendar and Annual Time-Table in preparing the teaching plans.3. The effective implementation of the teaching plans is ensured by the HoDs through the monthly teaching-learning summaries submitted by the teachers and the reports are further submitted to the IQAC by the HoDs.4. No Irregularity of any kind was found during the Academic Audits conducted in both terms.
9)	Website designing and maintenance.	The responsibility of Website designing and maintenance was given to Mr Sachin Baheti with the support and assistance of the IQAC.
10)	On the spot issues.	<ol style="list-style-type: none">1. The provision made for digitized Seminar Hall, smart boards and video cameras in the budget was discussed and the need for developing the Central Media Centre was emphasized.2. The effective functioning of the online feedback mechanism was discussed and the ways to allying the existing mechanism to the NAAC SSI were suggested.
11)	Conclusion	The meeting was concluded with a vote of thanks proposed by Dr D. M. Ghodke

Mr S. A. Pingle
Co-ordinator, IQAC

Minutes of IQAC General Meeting

Date: 23.02.2019

Venue: NAAC Board Room

Time: 3.30 p.m

The Meeting of IQAC was held on 23rd February, 2019 at 3.30 p.m. with the following agenda.

Agenda:

1. Criterion - wise review of Academic years 2017-18 & 2018-19
2. On the spot issues.

Following Members were present for this meeting.

Present Members

Name	Designation	Signature
Prin. Dr K. K. Deshmukh	Chairman, IQAC	
Mr S. A. Pingle	Co-ordinator, IQAC	
Prof. Dr A. H. Gaikwad	Vice Principal, Representative of Administration	
Dr R. B. Tasildar	Vice Principal, Representative of Administration	
Mr P. M. Garje	Teachers' Representative	
Dr B. V. Chavan	Teachers' Representative	
Dr S. A. Bhong	Teachers' Representative	
Dr S. A. Arote	Teachers' Representative	
Mr M. R. Bhoje	Teachers' Representative	
Dr V. V. Bhavare		
Dr R. V. Bhagde		
Ms S. B. Shirode		
Mr S. Y. Pansare		
Dr B. B. Gharule		

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Sr. No.	Agenda	Criterion	Minutes
12)	Criterion - wise review of Academic years 2017-18 & 2018-19	1)	Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meeting.
		Criterion - I	<ol style="list-style-type: none"> 1) Dr Bhavare discussed the difficulties experienced while working on the key aspects of Criterion – I. 2) A discussion regarding feedback on curriculum took place. 3) It was decided that suggestions related curriculum of different faculties should be sent to the BOS of respective subjects. 4) It was also suggested that the teaching faculty of the college should be encouraged for their extensive participation in Syllabus revision workshops of their concerned subjects.
		Criterion - II	<ol style="list-style-type: none"> 1) Dr Bhagde and Ms S. B. Shirode discussed the difficulties experienced while working on the key aspects of Criterion – II. 2) A discussion related to lecture management system took place wherein the need for a dedicated classroom with camera to capture lectures was recommended. 3) The methods such as internal examination, question answer sessions, class tests and performance in the class are already in use for the identification of the slow learners and advanced learners. 4) The members recommended the following remedial measures for slow learners: <ol style="list-style-type: none"> a) Advanced learners should be assigned the slow learners to help them in their studies. b) The subjects in whom the slow learners are weak need to be identified and advanced learners can be motivated to assist slow learners after class or during free hours. c) The possibility of the institution implementing 'Earn while Learn' programme where the advanced learners will take tuition for the slow learners. d) The need to make a provision of student mentoring to address the concerns of slow learners through counselling, social facilitation was reiterated. e) It was suggested that advanced learners could be encouraged and guided to prepare for higher studies, research pursuits and competitive exams.
		Criterion III	1) The coordinator of the Criterion informed that the Incubation Centre has already been established under the chairmanship of Prof. Dr Arun Gaikwad.

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		Criterion IV	<ol style="list-style-type: none"> 1) The coordinator informed that steps towards ICT enabled classrooms have already been initiated by the institution. 2) The institution has purchased 3 smart boards. 3) The librarian pointed out that subscription of e-journal would be too expensive as the readership is very less.
		Criterion V	<ol style="list-style-type: none"> 1) All IQAC representatives were advised to arrange meetings with criteria coordinators and take steps towards the finalization of AQARs of 2016-17, 2017-18 & 2018-19 as per the new format of NAAC during March and April. 2) A discussion on centralized record system, nature of Academic and Administrative Audit, student progression, DI, document scanning system, lecture editing etc. took place.
		Criterion VI	<ol style="list-style-type: none"> 1) The Timeline for uploading the minutes of all meetings of IQAC was finalized.
		Criterion VII	<ol style="list-style-type: none"> 1) Mr Bhoje informed that majority of existing lights are replaced by LED light bulbs. 2) A proper waste management system has already been in function. 3) Eco-friendly initiatives such recycling of papers, save paper, use of reusable water bottles by faculty, staff and students, local foods and use of wash cups and plates at the college canteen have already been taken.
2)	Conclusion		The meeting was concluded with a vote of thanks proposed by Dr S.A. Arrote

Mr S. A. Pingle
Co-ordinator, IQAC

Minutes of IQAC General Meeting

Date: 12.07.2018

Venue: NAAC Board Room

Time: 4.00 p.m

The General Meeting of IQAC was held on 12th July, 2018 at 4.00 p.m. with the following agenda.

Agenda:

3. Review of the meeting held on 2nd April 2018.
4. Briefing of New NAAC Methodology by Mr S. A. Pingle.
5. Finalization of Criterion wise committees.
6. Distribution of work.
7. Budget and purchase 2018-19.
8. Review of IQAC functioning.
9. On the spot issues.

Following Members were present for this meeting.

Present Members

Name	Designation	Signature
Dr. Sanjay Malpani	Hon. Chairman, S.P.S, Sangamner	
CA N. J. Kalantri	Representative of Local Society, Sangamner	
Mr. Amit Pandit	Industrial Representative, Sangamner	
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Mr M. R. Bhoje

Teachers' Representative

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13)	Review of the meeting held on 2 nd April 2018.	2) Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meeting.																		
14)	Briefing of New NAAC Methodology by Mr S. A. Pingle	<p>5) Mr S. A. Pingle made a presentation on the revised NAAC Methodology.</p> <p>6) In his presentation, Mr Pingle highlighted the changes that have taken place in the new Methodology. These included introduction of pre-qualifier for peer team visit, System Generated Scores (SGS), third party variation etc.</p> <p>7) He also briefed the revised criteria and metrics.</p> <p>8) Dr S. O. Malpani suggested the need for establishing of Quality Circle of Students wherein the students of the college can come together and discuss different issues related to the cleanliness and maintenance in the college. He also suggested that this Quality Circle may take initiative in organizing Parents' Meet, Sports Meet etc.</p> <p>9) Mr Pingle informed the members that the next meetings of the IQAC will be held in December and March/April – 2018-19.</p>																		
15)	Composition of IQAC	<p>6) He informed the members about the composition of IQAC. The IQAC consists of the representatives from different fields such as management, local society, Industry, Alumni, Employer and Teaching and Non-Teaching faculty.</p> <p>7) The representatives from parents and students too were included.</p>																		
16)	Finalization of Criterion wise committees Distribution of work.	<p>1) Criterion-wise committees were finalized as under:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criterion No. & Name</th> <th style="text-align: center;">Co-ordinators</th> <th style="text-align: center;">IQAC Member</th> </tr> </thead> <tbody> <tr> <td>I - Curricular Aspects</td> <td>1. Dr. V. V. Bhavare 2. Dr. U. S. Jagdale</td> <td>Mr P. M. Garje</td> </tr> <tr> <td>II - Teaching – Learning and Evaluation</td> <td>1. Dr. R. V. Bhagde 2. Ms S. B. Shirode 3. Dr H. B. Panjabi</td> <td>1. Dr S. A. Bhong 2. Dr D. M.</td> </tr> <tr> <td>III - Research, Innovations and Extension</td> <td>1. Dr S. S. Borgave 2. Dr B. M. Palve</td> <td>Dr S. A. Arote</td> </tr> <tr> <td>IV - Infrastructure and Learning Resources</td> <td>1. Mr B. V. Chavan 2. Dr P. P. Bardapurkar</td> <td>Dr R. B. Tasildar</td> </tr> <tr> <td>V - Student Support and Progression</td> <td>1. Dr. P. J. Phalphale 2. Dr. B. B. Gharule</td> <td>Dr G. K. Sanap</td> </tr> </tbody> </table>	Criterion No. & Name	Co-ordinators	IQAC Member	I - Curricular Aspects	1. Dr. V. V. Bhavare 2. Dr. U. S. Jagdale	Mr P. M. Garje	II - Teaching – Learning and Evaluation	1. Dr. R. V. Bhagde 2. Ms S. B. Shirode 3. Dr H. B. Panjabi	1. Dr S. A. Bhong 2. Dr D. M.	III - Research, Innovations and Extension	1. Dr S. S. Borgave 2. Dr B. M. Palve	Dr S. A. Arote	IV - Infrastructure and Learning Resources	1. Mr B. V. Chavan 2. Dr P. P. Bardapurkar	Dr R. B. Tasildar	V - Student Support and Progression	1. Dr. P. J. Phalphale 2. Dr. B. B. Gharule	Dr G. K. Sanap
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		VI - Governance, Leadership & Management	1. Mr R. S. Laddha 2. Dr A. H. Gaikwad 3. Mr. S. A. Pingle 4. Mr S. E. Phapale	-----
		VII - Institutional Values & Best Practices	1. Dr S. D. Jadhav 2. Mr R. D. Gaikwad 3. Mr S. Y. Pansare	Mr M. R. Bhoye
17)	Budget and purchase 2018-19.	<ol style="list-style-type: none"> 1) The budget for IQAC for 2018-19 was finalized. 2) The provision for digitized Seminar Hall, smart boards and video cameras was made in the budget. 3) Mr Pingle suggested that henceforth only LED Bulbs should be purchased. 		
18)	On the spot issues.	<ol style="list-style-type: none"> 1) Dr Malpani suggested to develop a resource management system for the effective use of the resources. 2) He also suggested to form a committee for the preparation and effective implementation SOPs and checklists. 3) He also emphasize on the need of starting skill based programmes such as Retailing, Software Development etc. 		
19)	Conclusion	The meeting was concluded with a vote of thanks proposed by Dr D. M. Ghodke		

Mr S. A. Pingle
Co-ordinator, IQAC