



**Sangamner Nagarpalika Arts, D. J. Malpani Commerce and B. N. Sarda Science  
College, Sangamner**

**IQAC Meeting Minutes – 2019-20**

**Minutes of IQAC General Meeting**

**Date:** 30.09.2019

**Venue:** New Seminar Hall

**Time:** 3.30 p.m.

The General Meeting of IQAC was held on 30<sup>th</sup> September, 2019 at 3.30 p.m. with the following agenda.

**Agenda:**

1. Review of Criterion wise progress of work by IQAC. (AY 2016-17, 2017-18 & 2018-19)

**Present Members**

<b>Name</b>	<b>Designation</b>
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
Mr B. V. Chavan	Teachers' Representative
Dr S. A. Bhong	Teachers' Representative
Dr S. A. Arote	Teachers' Representative
Mr M. R. Bhoje	Teachers' Representative
Mr S. E. Phapale	Administrative Representative
Dr V. V. Bhavare	Co-ordinators, Criterion - I
Dr U. S. Jagadale	
Dr R. V. Bhagde	Co-ordinators, Criterion - II
Ms S. B. Shirode	
Dr H. B. Panjabi	
Dr S. S. Borgave	Co-ordinators, Criterion - III
Dr B.M. Palve	
Dr S. S. Kadam	



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Dr B. V. Chavan	Co-ordinators, Criterion - IV
Dr P.P. Bardapurkar	
Dr P.J. Phalphale	Co-ordinators, Criterion - V
Dr B.B. Gharule	
Dr S. D. Jadhav	Co-ordinators, Criterion - VII
Mr R. D. Gaikwad	
Mr S. Y. Pansare	

Sr. No.	Agenda	Criterion	Minutes
1)	Criterion - wise review of Academic years 216-17, 2017-18 & 2018-19		1) Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meeting.
		Criterion - I	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.



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		Criterion - II	<ol style="list-style-type: none"> <li>1) Dr Bhagde and Ms S. B. Shirode discussed the difficulties experienced while working on the key aspects of Criterion – II.</li> <li>2) A discussion related to lecture management system took place wherein the need for a dedicated classroom with camera to capture lectures was recommended.</li> <li>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.</li> <li>4) The members recommended the following remedial measures for slow learners:             <ol style="list-style-type: none"> <li>a) Advanced learners should be assigned the slow learners to help them in their studies.</li> <li>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.</li> <li>c) The possibility of the institution implementing 'Earn while Learn' programme where the advanced learners will take tuition for the slow learners.</li> <li>d) The need to make a provision of student mentoring to address the concerns of slow learners through counselling, social facilitation was reiterated.</li> <li>e) It was suggested that advanced learners could be encouraged and guided to prepare for higher studies, research pursuits and competitive exams.</li> </ol> </li> </ol>
		Criterion III	<ol style="list-style-type: none"> <li>1) The coordinator of the Criterion informed that the Incubation Centre has already been established under the chairmanship of Prof. Dr Arun Gaikwad.</li> </ol>
		Criterion IV	<ol style="list-style-type: none"> <li>1) The coordinator informed that steps towards ICT enabled classrooms have already been initiated by the institution.</li> <li>2) The institution has purchased 3 smart boards.</li> <li>3) The librarian pointed out that subscription of e-journal would be too expensive as the readership is very less.</li> </ol>



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		Criterion V	<ol style="list-style-type: none"> <li>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 &amp; 2018-19 as per the new format of NAAC during March and April.</li> <li>2) A discussion on centralized record system, nature of Academic and Administrative Audit, student progression, DI, document scanning system, lecture editing etc. took place.</li> </ol>
		Criterion VI	<ol style="list-style-type: none"> <li>1) The Timeline for uploading the minutes of all meetings of IQAC was finalized.</li> </ol>
		Criterion VII	<ol style="list-style-type: none"> <li>1) Mr Bhoje informed that majority of existing lights are replaced by LED light bulbs.</li> <li>2) A proper waste management system has already been in function.</li> <li>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.</li> </ol>
2)	Conclusion		The meeting was concluded with a vote of thanks proposed by Dr S.A. Arote

Mr S. A. Pingle  
Co-ordinator, IQAC



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**Minutes of IQAC General Meeting**

**Date:** 07.10.2019

**Venue:** NAAC Board Room

**Time:** 4.00 p.m.

The General Meeting of IQAC was held on 7<sup>th</sup> October, 2019 at 4.00 p.m. with the following agenda.

**Agenda:**

2. Review of the meeting held on 30<sup>th</sup> September, 2019.
3. Review of Criterion wise progress of work by IQAC representatives.
4. Review of IQAC functioning (2018-19).
5. AQAR (2018-19) preparation.
6. Academic Audit (2018-19).
7. Alumni Association functioning.
8. Website designing and maintenance.
9. Budget and purchase (2019-20).
10. On the spot issues.

Following Members were present for this meeting.

**Present Members**

<b>Name</b>	<b>Designation</b>
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



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Dr G. K. Sanap	Teachers' Representative
Mr B. V. Chavan	Teachers' Representative
Dr S. A. Bhong	Teachers' Representative
Dr S. A. Arote	Teachers' Representative
Mr M. R. Bhoye	Teachers' Representative
Mr S. E. Phapale	Administrative Representative

<b>Sr. No.</b>	<b>Agenda</b>	<b>Minutes</b>						
3)	Review of the meeting held on 2 <sup>nd</sup> April 2018.	2) Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meeting.						
4)	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 evaluation 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>						
5)	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>						
6)	Finalization of Criterion wise committees	<p>1) Criterion-wise committees were approved as under:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Criterion No. &amp; Name</th> <th style="width: 30%;">Co-ordinators</th> <th style="width: 30%;">IQAC Member</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Criterion No. & Name	Co-ordinators	IQAC Member			
Criterion No. & Name	Co-ordinators	IQAC Member						



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Distribution of work.	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. Ghodke
	III - Research, Innovations and Extension	1. Dr S. S. Borgave 2. Dr B. M. Palve 3. Dr S. S. Kadam	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
	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. Bhoje
7)	Budget and purchase 2018-19.	<ol style="list-style-type: none"> <li>1) The budget for IQAC for 2018-19 was finalized.</li> <li>2) The provision for digitized Seminar Hall, smart boards and video cameras was made in the budget.</li> <li>3) Mr Pingle suggested that henceforth only LED Bulbs should be purchased.</li> </ol>	
8)	On the spot issues.	<ol style="list-style-type: none"> <li>1) Dr Malpani suggested to develop a resource management system for the effective use of the resources.</li> <li>2) He also suggested to form a committee for the preparation and effective implementation SOPs and checklists.</li> <li>3) He also emphasize on the need of starting skill based programmes such as Retailing, Software Development etc.</li> </ol>	
9)	Conclusion	The meeting was concluded with a vote of thanks proposed by Dr D. M. Ghodke	

Mr S. A. Pingle  
Co-ordinator, IQAC



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**Minutes of IQAC General Meeting**

**Date:** 30.12.2019

**Venue:** NAAC Board Room

**Time:** 12.15 p.m.

The General Meeting of IQAC was held on 30<sup>th</sup> December, 2019 at 12.15 p.m. with the following agenda.

**Agenda:**

11. Review of the AQAR (2018-19) and its finalization

Following Members were present for this meeting.

**Present Members**

<b>Name</b>	<b>Designation</b>
Dr. Sanjay O. Malpani	Hon. Chairman, S.P.S, Sangamner
CA N. J. Kalantri	Representative of Local Society, 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
Mr B. V. Chavan	Teachers' Representative
Dr S. A. Bhong	Teachers' Representative
Dr S. A. Arote	Teachers' Representative
Mr M. R. Bhoje	Teachers' Representative

<b>Sr. No.</b>	<b>Agenda</b>	<b>Minutes</b>
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<b>10)</b>	Review of the meeting held on 7 <sup>th</sup> October, 2019	<b>3)</b> Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meeting.
<b>11)</b>	Review of the AQAR (2018-19)	<b>10)</b> Mr S. A. Pingle made a presentation on the AQAR 2018-19 <b>11)</b> Mr Pingle informed the members that the AQAR for 2018-19 was prepared as per the new format provided by the NAAC. <b>12)</b> In the presentation of online AQAR, Mr Pingle displayed the information filled in different parts of the AQAR. <b>13)</b> Each and every part of the AQAR was reviewed and the discussion regarding the same took place. <b>14)</b> A discussion on the plan of action also took place. <b>15)</b> With the consent of the members, it was decided that the final version of the AQAR would be submitted online after accommodating the changes suggested by the present members.
<b>12)</b>	Conclusion	The meeting was concluded with a vote of thanks proposed by Dr D. M. Ghodke

Mr S. A. Pingle  
Co-ordinator, IQAC



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**Minutes of IQAC General Meeting**

**Date:** 21.05.2020

**Venue:** Zoom Platform

**Time:** 11.00 a.m.

The General Meeting (Online) of IQAC was held on 21<sup>st</sup> May, 2020 at 11.00 a.m. with the following agenda.

**Agenda:**

12. Review of the meeting held on 30<sup>th</sup> December, 2019.
13. Criterion wise unattended areas.
14. Roadmap during lockdown and post lockdown period.
15. Participation in Paramarsh Scheme
16. College Website

Following Members were present for this meeting.

**Present Members**

<b>Name</b>	<b>Designation</b>
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
Mr B. V. Chavan	Teachers' Representative
Dr S. A. Bhong	Teachers' Representative



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

<b>Sr. No.</b>	<b>Agenda</b>	<b>Minutes</b>
<b>13)</b>	Review of the meeting held on 30 <sup>th</sup> December, 2019	<b>4)</b> Mr S. A. Pingle welcomed all the members and reviewed the minutes of the previous meeting.



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14)	Criterion wise unattended areas.	<p>A discussion on Criterion wise unattended areas took place.</p> <p><b>16)</b> Mr P. M. Garje talked about the need to work on the unattended area in Criterion – I &amp; II i.e. Outcomes and attainment. It was decided that a workshop on drafting and mapping POs/PSOs/COs and their attainment is to be conducted. The planning for the same would be done.</p> <p><b>17)</b> Dr D. M. Ghodke pointed out the need for developing a system for the identification of slow and advanced learners. Mr S. A. Pingle suggested that the format for the same is under preparation and would be communicated to the subject teachers soon.</p> <p><b>18)</b> Dr S. A. Bhong suggested that there a need for developing a Mentor &amp; Mentee mechanism. Dr Ghodke informed that the format for the same is already developed and the printed registers would be made available to the Mentor Teachers in the forthcoming Academic Year.</p> <p><b>19)</b> Dr S. A. Arote talked about the need for the Incubation center. Mr Pingle informed the members that a work related to Atal Innovation Ranking was under progress.</p> <p><b>20)</b> A discussion related to Policies and documentations took place under Criterion – IV and the Policy for maintenance and IT was finalized.</p> <p><b>21)</b> Dr G. K. Sanap informed that the Placement Cell of the college planning to organize various activities for Student progression, placement and competitive exams guidance.</p> <p><b>22)</b> Considering the need for online education during COVID – 19 Scenario, Mr R. S. Laddha talked about the need for conducting In-House training programme for the effective use ICT and Online platforms. Mr Pingle assured that the training programmes would be conducted for the teachers by the IQAC.</p> <p><b>23)</b> Mr M. R. Bhoje informed that the need for Gender audit under Criterion – VII has remained unattended. Mr Pingle assured the Members that the steps toward would be taken.</p>
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15)	Roadmap during lockdown and post lockdown period.	<p>8) Owing to the lockdown on account of COVID – 19, a discussion related to the conduction of internal assessment under CBCS took place. A way out was discussed for the submissions of assignments and conduction of class test using online mode. It was suggested by the members that Google Classrooms could be used for this purpose for the time being.</p> <p>9) Mr S. A. Pingle assured the Members of the Cell that the IQAC of the college will take the initiative in organizing the training programmes on the effective use of different online platform and learning management systems for the teachers of the college.</p> <p>10) Dr Sanjay Malpani, Hon. Chairman of the SP Sanstha assured the members that a professional Studio would be set in the college for recording and editing video lectures.</p> <p>11) The teachers would be asked to develop E-Content for the concerned subjects and the training for the same would be given by the IQAC.</p> <p>12) The Principal of the college suggested that the subscribed version of Zoom should be used for online teaching in the AY 2020-21.</p>
16)	Paramarsh Scheme	<p>1) It was decided that the IQAC of the College will implement the Paramarsh scheme for the Mentee colleges effectively using online mode (Zoom Meeting)</p>
17)	College Website	<p>1) A discussion on the updating the college website took place. The committee for the same was formed.</p>
18)	Conclusion	<p>The meeting was concluded with a vote of thanks proposed by Dr D. M. Ghodke</p>

Mr S. A. Pingle  
Co-ordinator, IQAC