



**Pune District Education Association's
PROF. RAMKRISHNA MORE ARTS, COMMERCE AND SCIENCE COLLEGE, AKURDI**

IQAC meeting

Year 2014-15

A Meeting of the Internal Quality Assurance Cell Committee (internal members of Prof. Ramkrishna More Arts, Commerce and Science College, Akurdi) was held on **11/12/2014** at 01.30 P.M. under the Chairmanship of Dr. Nitin Ghorpade (Principal) in the conference hall. The following members were present:

Sr. No.	Member	Designation	Signature
1	Prin.Dr. Ghorpade N.L.	Chairman	
2	Mr. A.S.Shinde	Member	
3	Dr. Dangat N.R.	Member	
4	Prof. S.S. Lakhdive	Member	
5	Dr. P.S.Tambade	Member	
6	Dr. Morey R.A.	Member	
7	Dr. Ganpule S.P.	Member	
8	Dr. K.M.Gadave	Member	
9	Shri. Jadhav A.M.	Member	
10	Shri. Kalbhor Digambarsheth.	Member	
11	Shri Kulkarni P.E.	Member	
12	Ms. Bhalekar Mohini	Member	
13	Shri Dyneshwar Kute	Member	
14	Dr. S.S. Kulkarni	Member	
15	Dr. Khandagle A.J.	Coordinator	



Internal Quality Assurance Cell

Minutes of the IQAC meeting Thursday 11.12.2014

At the beginning, Dr. A. J. Khandagale, Coordinator, IQAC welcomed Dr. Nitin Ghorpade, the Chairperson and all other members of the Internal Quality Assurance Cell (IQAC).

Dr. Nitin Ghorpade, Chairperson (IQAC) in his introductory remarks appreciated the efforts taken by the members of IQAC and the decisions taken in the last meeting held on 20/6/2014 of IQAC and the activities during the last semester. The steps taken by the institute towards quality assurance are mentioned below. IQAC promotes faculties to use more student centric teaching methods and organize guest lectures for faculty on effective use of ICT. It also encourages students for the organization of research project presentations and promote the selected ones for the AVISHKAR competition and encourages faculties to undertake research projects and publications.

Information of CAS was shared with the faculty members and especially those who had to apply for promotion through CAS. To apply for the DBT Star College scheme, IQAC prepared the proposal for the same by the committee formed for the said purpose.

After this the agenda, items were taken up for the deliberations with the permission of the Chair.

Agenda No. 1: Approval of the previous meeting minutes held on 20/6/2014

The minutes of the previous meetings were read out by Dr. A. J. Khandagale, Coordinator IQAC. As decided in the previous meeting, all agenda items were discussed and the action taken plan was presented.

Decision: IQAC discussed and approved the minutes of previous meeting and action taken report held on 20/6/2014

Proposed by: Dr. Tambade P.S.

Seconded by: Shri Shinde A.S.

Agenda No. 2: Organization of Seminars, Conferences and Workshops

To inculcate the research culture among the students, staff and researchers of the college; there is a need of organization of seminar, conferences and workshops. There should be interaction between the scientists from various fields and researchers of our college. The college has decided to organize following conferences/ Seminars/ Workshops:

State Level Seminar on Surveying: Recent Techniques and Applications	20.12.2014 to 21.12.2014
National Conference on Advances in Life Sciences	20.12.2014 to 21.12.2014
Workshop on Robotics	11.02.2015 to 12.02.2015
State Level Seminar on Challenges before Women Entrepreneurship in India	20.01.2015 to 21.01.2015
International Workshop on "Enhancement of Competence in English for Research Purposes"	17.01.2015
International Colloquium on contemporary issues in Language Learning	25.03.2015

IQAC discussed the details regarding organization of above conferences

Decision: All the members of IQAC anonymously approved and finalized the dates and departments which organized the said conferences. The department of Geography is going



to organize the “State Level Seminar on Surveying: Recent Techniques and Applications”. The Conference entitled “National Conference on Advances in Life Sciences” will be organized by the Departments of Zoology and Botany. The workshop and training on Robotics will be organized by the Departments of Physics and Electronics. International Workshop on “Enhancement of Competence in English for Research Purposes” will be arranged by the Department of English. The IQAC Coordinator has given whole responsibility to the Departments and decided the coordinator for the Seminar/ Workshop and Conferences for execution of the activities.

Proposed by: Dr. Natu A. A.

Seconded by: Dr. Dangat N. R.

Agenda No. 3: Organization of Professional Development Programmes for teaching and Non-teaching staff.

To strengthen and improve the quality efficiency of faculty members, IQAC organizes Professional Development Programmes for teaching and Non-teaching staff. Planning to organize professional development course was discussed by IQAC Co-ordinator.

Decision: It was decided that the programme for Non-teaching staff on Provident fund will be organized for ease of online process of Provident fund. The responsibility is given to the Registrar and Office Superintendent. For Teaching faculty, the various programmes like **Training Program on Social Networking** and **Program on Cyber Security** will be organized and the responsibility is given to the Computer Science Department. The different aspects of initiatives for enhancing the quality and their guidance programme will be organized for teaching faculty. All members unanimously decided that the Professional Development programme on “Quality Enhancement” will be organized by the IQAC.

Proposed by: Dr Tambade P.S.

Seconded by: Dr. Ganpule S. P.

Agenda No. 4: Utilization of UGC grants and Purchase of equipment.

UGC approved Rs. 16 lakh grant under the scheme of Under-Graduate Development Assistance during XII Plan period. Out of this, the college received Rs. 6,40,000/- which is to be utilized during 2014-15. The college also received Rs. 3 lakh from UGC for establishment and monitoring of the Internal Quality Assurance Cell. IQAC reviewed the list of items purchased under these schemes. The lists of items to be purchased under these schemes were provided by the respective departments to college UGC committee. Dr. N. R. Dangat shared the list of items in the meeting with justification.

The utilization of the purchase for financial assistance to colleges under the scheme of providing additional assistance to colleges was submitted to IQAC for approval.

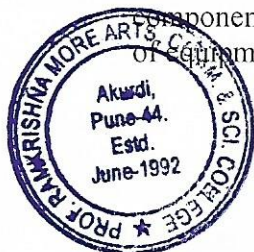
Decision: The lists submitted for purchase of items by the college UGC committee was approved and suggested that proper procedure set by PDEA should be used for purchases. The utilization of the purchase for financial assistance to colleges under the scheme of providing additional assistance to colleges was submitted to IQAC was approved and directed to submit it to UGC.

Proposed by: Dr. Dangat N. R.

Seconded by: Dr. Morey R. A.

Agenda No. 5: To plan for the implementation of the DST-FIST scheme

Department of Science and Technology, Government of India sanctioned Rs. 80,00,000/- under DST-FIST Scheme for research and teaching-learning purposes by vide Letter No. SR/FST/College-224/2014 dated 21 November 2014. Dr. Nitin Ghorpade discussed components of the scheme that are sanctioned under the scheme. He also discussed the list of equipment to be purchased under this scheme.



Decision: The committee unanimously decided to plan for the best implementation of the scheme. This scheme provides funds for equipment required for teaching and for research purpose along with funds for books, networking and maintenance. The DST-FIST implementation should be done through the meeting of the HOD of the science subjects along with the vice principals and Principal. The requirement should be prepared and submitted to the head office. The PDEA head office shall look into the purchase matter on a centralized basis.

Proposed by: Dr. Tambade P.S.

Seconded by: Prof. Lakhdive S.G.

Agenda 6: To strengthen the research activity on the campus.

Most of the teachers are involved in research activities. Dr. N. R. Dangat discussed the need to increase research facility for teachers and students. Since college received Grants under DST-FIST, it will be beneficial for students and teachers. IQAC proposed that the college should develop separate Instrumentation laboratory for equipment to be purchased under DST-FIST.

Decision: IQAC decided to provide financial assistance for teachers to present papers in International, National and State level conferences/ seminars organized within India. IQAC suggested that the college should organize workshop on research methodology. IQAC also suggested that college research committee should motivate teachers to undertake interdisciplinary research activity. IQAC also approved the proposal for separate Instrumentation laboratory.

Proposed by: Shri. Jadhav A. M.

Seconded by: Dr. Morey R.A.

Agenda 7: Strengthening the placement cell.

College has established Placement cell in the college. Activities conducted by the Placement cell were discussed in the meeting. Members gave suggestions for strengthening of placement cell.

Decision: It was decided to formalize the activities of the placement cell. Campus drives should be organized by the placement cell. The resume of the registered students should be publicised by the cell so get proper opportunities to all the students. Sessions on personality and communication skills should be conducted through the cell. The placement and various competitive examination notices should be brought into notice of the students. The placement cell should prepare a detailed report of all its activities.

Proposed by: Dr. Ganpule S.P.

Seconded by: Dr. Gadave K.M.

At the end Dr. Ganpule S. P. thanked to all members of IQAC for attending meeting and giving their valuable suggestions. The meeting ended with permission of chairman.

Summary of the Salient Points discussed and decided for implementation

1. To augment the equipment in the science labs.
2. To promote research culture on the campus through the activities suggested by the research committee.
3. To apply for minor and major research projects
To implement the DST FIST scheme



PRINCIPAL

Prof. Ramkrishna More Arts, Commerce &
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Decision	Action Taken
<p>Agenda 2: To take review of quality enhancement activities.</p> <p>Decision: It was decided that each department must take a review of various teaching methods that can be used for their subject. Use of ICT must be promoted. Workshops on teaching methods and preparing effective presentations must be organized for teachers. IQAC anonymously decided to arrange Awareness lectures for students about participation in different activities..</p>	<p>Use of teaching kits for better understanding of students was practiced. Survey methods for some subjects were used. All the HODs were asked to monitor the teaching – learning process in their department. A review of the teachings methods was taken at the end of the year. AVISHKAR Orientation Workshop was arranged for students 4/9/2014. Mathematical Ability Awareness Programme (MAAP) program for students is scheduled on 18/1/2014. Science Exhibition is scheduled on 12/1/2014. Study tours are arranged by Geography, Botany and Zoology departments.</p>
<p>Agenda 3: To strengthen the research activity on the campus.</p> <p>Decision: The research committee proposed to make a compendium of the research articles published by the faculty members. Members of IQAC anonymously decided to take requirement of equipment for research from departments and the college will purchase such equipment. The faculty are advised to participate in international and national conferences/seminars etc. Research competitions to create interest in research activities should be conducted for the students. Conducting events like AVISHKAR, University initiative of research competition for students. Encouraging student research projects for making students aware of research.</p>	<p>The research committee has taken steps towards encouraging research in the college. Compilation of research articles published by the faculty in the form of a compendium was prepared by the committee. Students were encouraged to participate in the AVISHKAR competition. 20 students qualified for the university level while 02 qualified for the state level AVISHKAR. Faculty members participated in International/National level seminars and conferences. The research centre have planned their academic work as per the university guidelines and conducted course work of the admitted students. The college started process for purchasing of Equipments required for research purpose. These equipment are to be purchased under DST-FIST grant.</p>
<p>Agenda 4: To apply for research grants.</p> <p>Decision: It was decided that the college should promote research by encouraging the faculty to apply for grants for research from agencies like UGC, SPPU etc.</p>	<p>The department wise meetings were conducted to promote the teachers to apply for the research projects. The UGC and Research committee guided the teachers to apply for the grants and provided necessary support and documents for the same.</p> <p>One minor project has been submitted while 4 minor and 1 major are ongoing. The research committee guides the PI for proper progress of the project.</p>
<p>Agenda 5: Career advancement scheme:</p> <p>Decision: The CAS process was discussed and its importance was presented.</p>	<p>The IQAC explained the CAS scheme and its need for the faculty. The API scores of the faculty were initially assessed by the HOD and then by the IQAC to finalize the Scores. The documents were verified. The faculty who had to apply for promotion through CAS were told to make four files of the documents required for the process.</p>



<p>Agenda 6: To apply for the DBT STAR college scheme.</p> <p>Decision: The importance of this scheme was explained by the IAQC coordinator, and it was decided to apply for the scheme in time.</p>	<p>The proposal for the DBT STAR college scheme was prepared and discussed amongst the faculty members of Science departments. This was done by the committee formed for it. The same was submitted to the DBT office.</p>
<p>Agenda 7: To plan for the implementation of the DST FIST scheme</p> <p>Decision: Proper implementation of this scheme will improve the quality of education. The laboratory facilities will improve which will support teaching and research activities.</p>	<p>The lists of all requirement have been prepared by the head of all science departments. The same was discussed in the research committee along with the IQAC members. A few suggestions in the make of some equipment and configuration of the proposed computer purchase were given. A provision for prepayment or advance payment to the dealers was also approved.</p>
<p>Agenda 8: To organize conference and workshops</p>	<p>State Level Seminar on Surveying: Recent Techniques and Applications is scheduled from 20.12.2014 to 21.12.2014.</p> <p>National Conference on Advances in Life Sciences is scheduled from 20.12.2014 to 21.12.2014.</p> <p>International Workshop on "Enhancement of Competence in English for Research Purposes" is scheduled on 17.01.2015.</p> <p>State Level Seminar on Challenges before Women Entrepreneurship in India is scheduled from 20.01.2015 to 21.01.2015</p>



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Internal Quality Assurance Cell

Action Taken Report of the IQAC meeting Thursday 11.12.2014

Following is the Action Taken report of the decisions of IQAC in meeting held on 11/12/2014.

Agenda No. 2: Organization of Seminars, Conferences and Workshops

Following conferences/ Seminars/ Workshops were organized successfully

State Level Seminar on Surveying: Recent Techniques and Applications	20.12.2014 to 21.12.2014
National Conference on Advances in Life Sciences	20.12.2014 to 21.12.2014
Workshop on Robotics	11.02.2015 to 12.02.2015
State Level Seminar on Challenges before Women Entrepreneurship in India	20.01.2015 to 21.01.2015
International Workshop on "Enhancement of Competence in English for Research Purposes"	17.01.2015
International Colloquium on contemporary issues in Language Learning	25.03.2015

IQAC discussed the details regarding organization of above conferences

Agenda No. 3: Organization of Professional Development Programmes for teaching and Non-teaching staff.

As decided by IQAC following Professional Development programmes were organized:

Provident fund training	27/11/2014
Training Program on Social Networking and Program on Cyber Security	30/1/2015
Perspective in Quality enhancement	26/2/2015

Agenda No. 4: Utilization of UGC grants and Purchase of equipment.

The college purchased the equipments suggested by departments using UGC grants with proper procedure. The utilization of the purchase for financial assistance to colleges under the scheme of providing additional assistance to colleges was submitted to UGC.

Agenda No. 5: To plan for the implementation of the DST-FIST scheme

Department of Science and Technology, Government of India sanctioned Rs. 80,00000/- under DST-FIST Scheme for research and teaching-learning purposes by vide Letter No. SR/FST/College-224/2014 dated 21 November 2014. Procedure to purchase equipment under this scheme is started and will be completed before 31st March 2016.

Agenda 6: To strengthen the research activity on the campus.

The college decided to develop separate Instrumentation laboratory for equipment and proper permissions will be taken from PDEA.

Agenda 7: Strengthening the placement cell.

College has taken different initiatives to strengthen placement cell.



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