



**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 **02/9/2014** at 11.30 A.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

Proceeding of the meeting

September 2, 2014

At the outset Dr. A. J. Khandagale, CoOrdinator (IQAC) welcomed the Chairperson (IQAC), Dr. Nitin Ghorpade and members of the Internal Quality Assurance Cell (IQAC).

Dr. Nitin Ghorpade, Chairperson (IQAC) in his introductory remarks appreciated the efforts being made by the members of IQAC and the decisions taken in the last meeting held on 20/6/2014 of IQAC.

The steps taken by the institute towards quality assurance are mentioned below.

1. To strengthen the academic and research facilities through the UGC funding and maintaining the record of the schemes updated and ready to submit when asked by the authorities. A detailed report of the UGC committee to be prepared.
2. To increase the resources in the library and update the computerization of the library services. The library committee suggested that the space of the library should be increased with more amenities to the visually challenged students. This suggestion will be put in the LMC meeting.
3. Measures should be taken at department level to improve the results of the subjects where the result is less than 50% at university level. Implementing more student friendly methods of teaching from next academic year.
4. To upgrade the laboratory facility as per the procedure of the PDEA. The purchase committee has to immediately initiate the process of obtaining the requirements and processing the same to improve the teaching and research facilities in the college.

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 the 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	Action Taken
AgendaNo. 2 Discussion of curriculum delivery policy and procedure Decision: All the IQAC members anonymously accepted the curriculum delivery policy and procedure document with suggestions. It was decided to adopt these policy and procedures from current year and all stakeholders will be made aware of it.	Curriculum delivery policy and procedure adopted by IQAC is given to the teachers and students. All teachers are told to make their teaching-learning activities according to curriculum policy and procedure. All departments and faculty members revised their earlier strategies according to new policy.
AgendaNo. 3 Discussion of Physical and Academic utilization and maintenance policy Decision: All the IQAC members anonymously accepted the Physical and Academic utilization and maintenance policy document with suggestions. It was decided to adopt these policy and procedures	All activities are started according to Academic utilization and maintenance policy document.



from current year and all stakeholders will be made aware of it.	
<p>Agenda 4: To take review of UGC funding and Utilization of the grants.</p> <p>Decision: Upon receiving the information about the UGC grants from shri Ghadage V.R. It was decided to utilize all the grants received from UGC for the purpose it was sanctioned. The UGC committee should plan for the proper utilization of the grants and documentations. The records should be kept ready for any official use related to the schemes.</p>	The UGC committee keeps a record of the grants received and utilized. The committee seeks the requirement from various departments and finalizes the same in their meeting with the principal. The committee has prepared the required documents and a report on the utilization of funds.
<p>Agenda 5: Library Strengthening</p> <p>Decision: The members unanimously decided to improve the library facilities. Considering the increasing strength of students, the resources should be increased. To add the reading material for regular courses as well as competitive examinations.</p>	A Library committee in its meeting has increase the department wise budget for books as per the requirement. The suggestions on how the space can be increases for students reading was also suggested. The passwords for the use of the online resources have been given to the staff.
<p>Agenda 6: Result Analysis of the academic year 2013-14:</p> <p>Decision: It was decided that each department should prepare subject wise result data of the university examination and analyze the same. This result should be submitted to the registrar and vice principal. Measures should be promptly taken to improve the results of the subjects which are below 50%.</p>	Each HOD has prepared the result of their students in the previous examination and analysed it to know the exact scenario of the results. The subjects where students failed to reach a minimum of 50% marks were counselled and given more attention. Remedial teaching was also practiced at the beginning of the year and same will be followed in the next year.
<p>Agenda 7: Purchase of equipment in the academic year 2014-15.</p> <p>Decision: It was unanimously decided to improve the laboratory equipment to maintain the teaching and research standards of the college.</p>	List of equipment to be purchased were given heads of departments of Physics, Chemistry, Botany, Zoology, Food Science and Technology and Computer Science. Quotations were taken from different dealers and put before purchase committee. The purchase committee further be processed as per the norms of PDEA.
<p>Agenda 8: Planning and implementation of teaching – learning activities.</p> <p>Decision: It was decided that the teaching methods should be improvised. More student centric approach should be followed. Use of ICT in teaching should be strengthened. Each department should design the teaching strategies keeping in mind the result of the students and the discussion with the mentors. Lectures/workshops on teaching methods may be organized.</p>	Student centric methods of teaching were practiced in all the departments. Learning resources were provided to the students. Study tours are arranged by different departments for their students. Teachers are using PowerPoint presentations. Computer interface experiments are used by the Physics department for students.

Decision: IQAC noted the ATR and resolved as follows:

1. To implement the suggestion by the UGC committee

2. To strengthen the library as per the suggestion approved by the IQAC.



2. To monitor the results of the class tests to improve the university exam performance.
3. To purchase the equipment for the teaching and research purpose.

Proposed by: Dr. Dangat N.R.

Seconded by: Dr. Gadave K.M.

Agenda No. 2: To take review of quality enhancement activities.

Designing and using new teaching methods is the need of the hour. To make learning more student centric methods complementing the traditional blackboard method must be used. Faculty is encouraged to develop such tools and organize quality enhancement activities for all the students. Sufficient ICT facilities are present on the campus and will be added as and when required.

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.

Proposed by: Dr. Kulkarni S.S.

Seconded by: Dr. Ganpule S.P.

Agenda 3: To strengthen the research activity on the campus.

The members unanimously decided to improve the research culture in the college by promoting faculty and teachers to get into research work. Requirements for infrastructural facilities for research activity were discussed by Dr. P. S. Tambade and Dr. K. M. Gadave. Need of computational facility was discussed by Prof. Lakhdiv S. G.

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.

Proposed by: Shri Jadhav A.M.

Seconded by: Prof. Lakhdiv S.G.

Agenda 4: To apply for research grants

It was discussed that to strengthen the research and laboratory facilities the faculty must apply for the UGC and BCUD projects.

Decision: It was decided that each department should conduct meetings and plan to apply for the major and minor projects to avail the funding from the agencies. The research committee should provide necessary assistance to the teachers applying for the same.

Proposed by: Dr. Khandagle A.J.

Seconded by: Dr. Dangat N.R.

Agenda 5: Career advancement scheme for teachers

Some of the faculty members are due for promotion under Career Advancement Scheme. IQAC Coordinator Dr. A. J. Khandagle discussed the need of self-appraisal and planning for the same was discussed by the IQAC coordinator.

Decision: It was decided to keenly check the API scores of the faculty members and guide them regarding the same. The IQAC will guide teachers to fill their API formats. The IQAC team should assess the self-appraisal documents of the faculty and suggest ways to improve the score if needed. Teachers eligible for promotions should prepare the complete files with their CAS and API forms and get the scores approved by the IQAC.

Proposed by: Dr. Khandagle A.J.

Seconded by: Dr. Dangat N.R.



Agenda 6: To apply for the DBT STAR college scheme.

The department of Biotechnology supports strengthening of UG science education through their STAR college scheme. Dr. Morey R. A. discussed about the scheme in details. She also discussed that the college should apply for this scheme. If college receives grant under DBT STAR college scheme, it will help to strengthen teaching-learning activity in science.

Decision: All the members of the IQAC anonymously decided that the college should apply for DBT-STAR college scheme. The committee is formed under IQAC coordinator to apply for the scheme. The IQAC in the meeting decided that the committee should take requirements and their plan to implement this scheme from different science department. The committee should make a proposal and submit it to Department of Biotechnology within stipulated time.

Proposed by: Dr. Morey R.A.

Seconded by: Dr. Khandagle A.J.

Agenda 7: 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. Dr. Principal Nitin Ghorpade discussed components of the scheme that are sanctioned under the scheme. He also discussed the list of equipments 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 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 head office shall look into the purchase matter on a centralized basis.

Proposed by: Dr. Tambade P.S.

Seconded by: Prof. Lakhdiv S.G.

Agenda 8: To organize conference and workshops

The college decided to organize following conferences

- State Level Seminar on Surveying: Recent Techniques and Applications
- National Conference on Advances in Life Sciences
- State Level Seminar on Challenges before Women Entrepreneurship in India
- International Workshop on "Enhancement of Competence in English for Research Purposes"

Principal Dr. Nitin Ghorpade discussed about organizing these forthcoming conferences/ workshops and funds received for these events.

Decision: The IQAC appreciated the role of Principal and faculty members are resolved to make these events as grant success.

Proposed by: Dr. Tambade P.S.

Seconded by: Dr. Khandagale A. J.

Summary of the Salient Points discussed and decided for implementation

1. To implement the use of student centric teaching methods to maintain teaching quality and organize lectures for faculty on use of ICT.
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
4. To apply for the DBT STAR Scheme and Plan for the implementation of DST FIST scheme.



PRINCIPAL
Prof. Ramkrishna More Arts, Commerce &
Science College, Akurdi, Pune-411 044.