



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 **20/6/2014** 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. Tambade P.S.	Member	
6	Dr. Morey R.A.	Member	
7	Dr. Ganpule S.P.	Member	
8	Shri. Kulkarni P.E.	Member	
9	Shri. Jadhav A.M.	Member	
10	Shri. Kalbhor Digambarsheth.	Member	
11	Dr. K.M. Gadave	Member	
12	Mr. Ghadage V.R.	Member	
13	Ms. Bhalekar Mohini	Member	
14	Shri Dyneshwar Kute	Member	
15	Dr. S.S. kulkarni	Member	
16	Dr. Khandagle A.J.	Coordinator	



Internal Quality Assurance Cell

Proceeding of the meeting

June 20, 2014

Place: Seminar room

Time: 2:30 pm

At the outset Dr. A. J. Khandagale, Co-ordinator (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 5/3/2014 of IQAC to chalk out a road map for quality assurance in the college through this very important group of learned members.

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

1. A committee has been formed to guide and monitor the Design of curriculum delivery policy and procedure to implement the same. This committee is headed by Dr. Tambade P.S. with few senior faculty members. The committee has been given guidelines to formalize this aspect of higher Education.
2. To design five-year perspective plan of the College was the second major decision taken up by the IQAC. Dr. Khandagle A. J. with few other senior teachers prepared the perspective plan for the period of 2015 to 2020. The same has been prepared and presented to all the faculty members. Inputs from all the departments/facility units/admin section were taken into consideration to prepare this plan as per the guidelines given by IQAC.
3. Physical and Academic utilization and maintenance policy as per the given guidelines is being made by the committee formed. Prof. Gujrathi S.G. and few teachers and administrative staff members are the part of this committee.
4. Fulfilment of the recommendations given by the NAAC Peer team is the priority of the Institution. The committee formed for this purpose has Dr. Dangat N.R. as chairman and few senior faculty members. An overview of all the recommendations have been taken by the committee and suggested a phase wise fulfilment starting from the Academic facilities to physical facilities.

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 05/03/2014.

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

Decision: IQAC noted the ATR and approved the minutes and ATR.

Proposed by: Prof. S.G.Lakhdive

Seconded by: Shri A.S. Shinde



Agenda No. 2 Discussion on curriculum delivery policy and procedure

A committee through deliberation with head of departments and faculty members prepared curriculum delivery policy and procedure and submitted to IQAC. Dr. P. S. Tambade discussed the points that are included in the document and suggestions from the members are sought. All the members discussed on the points in the document and gave minor suggestions.

Decision: All the IQAC members unanimously 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.

Proposed by: Dr. Nitin Ghorpade

Seconded by: Dr. R. A. Morey

Agenda No. 3 Discussion of Physical and Academic utilization and maintenance policy

A committee through deliberation with head of departments and faculty members prepared Physical and Academic utilization and maintenance policy and procedures and submitted to IQAC. Prof. S. G. Lakhdive discussed the points that are included in the document and suggestions from the members are sought. All the members discussed on the points in the document and gave minor suggestions.

Decision: All the IQAC members unanimously accepted the Physical and Academic utilization and maintenance policy document with suggestions. It was decided to adopt these policy and procedures from current year and all stakeholders will be made aware of it.

Proposed by: Dr. A. J. Khandagale

Seconded by: Dr. R. A. Morey

Agenda No. 4: To take review of UGC funding and Utilization of the grants.

Information about the grants and funds received from UGC was given by Shri. V.R. Ghadage. Following grants are received from UGC:

- (1) Establishing and Monitoring of the Internal Quality Assurance Cell (IQAC) – Rs. 3,00,000/-
- (2) Scheme of Undergraduate Development Assistance during XII Plan period – Rs. 6,40,000/-

Also grants received under Additional Assistance in academic year 2013-14 is utilized and its utilization certificate to be submitted to UGC.

Decision: 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. Submission of the documents to UGC were discussed and advised to prepare the same before stipulated date. The IQAC decided to submit utilization of Grants under Additional assistance to UGC.

Proposed by: Dr. P. S. Tambade

Seconded by: Shri Kulkarni P.E.

Agenda 5: Strengthening of Library services.

The members discussed about improving the library facilities. Considering the increasing strength of students, the resources, facilities, flexibility in timing during examinations, number of e books etc should be increased.



Decision: The library being the heart of any education institute needs to be rich in its resources and facilities. It was decided that the number of books and journals should be increased to meet the growing student strength. The proper use of online services should be monitored by the library committee. The suggestion from the library committee regarding increase in space was considered seriously and advised to find out a plan to increase the space. Learning material for the blind should be added up to the library along with material for the competitive examinations. Budgetary provision for the research centre should be increased and e-books and e-journals should be added to the library. Monitoring of the interlibrary loan facility should be done.

Proposed by: Dr. S.S. Kulkarni

Seconded by: Shri A.S. Shinde

Agenda 6: Result Analysis of the academic year 2013-14:

The result of the previous university examination which were declared prior to this meeting was given by Dr. Khandagle A.J. It was discussed to analyze the results subject wise and take efforts to increase the same.

Decision: It was decided that each department should prepare subject wise result data of the university examination and analyse the same. This result should be submitted to the registrar and vice principal. The HOD and teacher teaching the subjects which showed less than 50 % result should be counselled by the Principal and address their problems if any. Extra efforts for such subjects like extra remedial teaching, assignments, study material provision etc. should be made. The result of these students should be monitored at departmental level to see the improvement. Use of more student friendly method of teaching and strengthening the mentor system was advised by the members.

Proposed by: Shri Shinde A.S.

Seconded by: Shri Kute Dyneshwar

Agenda 7: Purchase of equipment in the academic year 2014-15

The need of improving the laboratory facility including the equipment was given by Dr. Tambade P. S.

Decision: It was decided to upgrade the equipment as required by the various departments. The purchase should be done through the purchase committee following the norms of the PDEA. The requirement of the equipment should be prepared by the HOD considering the student strength and working condition of the existing equipment. This list has to be submitted to the purchase committee. The quotations of the same shall be obtained for further process as per the guideline of PDEA.

Proposed by: Dr. Tambade P. S.

Seconded by: Dr. Gadave K. M..

Agenda 8: Planning and implementation of teaching – learning activities.

At the beginning of academic year, the activities of college (teaching learning, co-curricular and extracurricular) are discussed in staff meeting with principal. The departmental activities for the year are discussed in meeting at the department. All such activities of the departments are chalked out by HOD and implemented through departmental and college academic calendar after getting approval of the IQAC and the Principal.



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. It was decided to organize events like Management Week, Geography week, Science Exhibition for student participation. Computer Interface experiments should be purchased for students.

Proposed by: Dr. A.J. Khandagle

Seconded by: Shri Jadhav A.M.

Agenda No. 9: 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: It was decided to organize International/ National and state level conferences / seminars on recent aspects of the subjects decided through the research committee. The committee should apply online for the financial grants from BCUD, Savitribai Phule Pune University. The subject, topics and themes should be finalized by the committee in consultation with the concerned HOD and faculty members. Proper planning of these conferences/seminars should be done and the funds received from the university should be utilized with proper documentations.

Proposed by: Dr. Morey R.A.

Seconded by: Dr. Tambade P.S.

Agenda No. 10: To decide theme for College Annual magazine – Horizons

The college publishes College Annual magazine-Horizons with decided themes. Dr. Nitin Ghorpade suggested different themes for Horizons in the academic year 2014-15.

Decision: After discussion in the IQAC decided the theme "Prosperity through Cleanliness". IQAC advised Editorial Board to communicate this theme to students and staff members and take articles from them.

At the end Dr. N. R. Dangat thanked all the members present in the meeting and with the permission of Chairman the meeting was concluded.



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



Internal Quality Assurance Cell

Action Taken Report

for minutes of IQAC meeting on June 20, 2014

Agenda No. 2 Discussion on curriculum delivery policy and procedure

All the IQAC members unanimously accepted the curriculum delivery policy and procedure document with suggestions and the college started implementing this policy.

Agenda No. 3 Discussion of Physical and Academic utilization and maintenance policy

It was decided to adopt these policy and procedures from current year and all stakeholders. The Policy and procedure was communicated to all stakeholders.

Agenda No. 4: To take review of UGC funding and Utilization of the grants.

Information about the grants and funds received from UGC was given by Shri. V.R. Ghadage..Following grants are received from UGC:

- (1) Establishing and Monitoring of the Internal Quality Assurance Cell (IQAC) – Rs. 3,00,000/-
- (2) Scheme of Undergraduate Development Assistance during XII Plan period – Rs. 6,40,000/-

Also grants received under Additional Assistance in academic year 2013-14 is utilized and its utilization certificate to be submitted to UGC.

Decision: The college started utilizing all the grants received from UGC for the purpose it was sanctioned. List of equipments and books to be purchased were taken from the departments. Utilization certificate for additional assistance is prepared by UGC committee and will be submitted to UGC office.

Agenda 5: Strengthening of Library services.

The college started strengthening the library services. List of books and journals to be purchased is sought from faculty member and head of the departments. The library committee in its meeting approved the budget for this.

Agenda 6: Result Analysis of the academic year 2013-14:

The Principal took note of all the results and placed in Local Management Committee meeting. Head of the departments and faculty members of departments of which results are not satisfactory were advised to improve their teaching-learning strategy.

Agenda 7: Purchase of equipment in the academic year 2014-15

The college decided to purchase new equipment to augment laboratories. For this purpose, lists of equipment to be purchased was taken from departments and procedure of purchase is started.

Agenda 8: Planning and implementation of teaching – learning activities.

The college has planned teaching-learning activities as per decision of IQAC.

Agenda No. 9: To organize conference and workshops



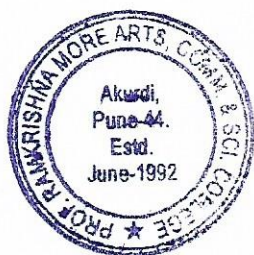
The college decided to organize following conferences in the academic year 2014-15.

- 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"

Necessary proposals for Financial assistance from University are prepared and submitted to University.

Agenda No. 10: To decide theme for College Annual magazine – Horizons

Editorial Board to communicate this theme to students and staff members and sought articles from them.



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Decision	Action Taken
<p>AgendaNo. 2 Discussion of curriculum delivery policy and procedure</p> <p>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.</p>	<p>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.</p>
<p>AgendaNo. 3 Discussion of Physical and Academic utilization and maintenance policy</p> <p>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 from current year and all stakeholders will be made aware of it.</p>	<p>All activities are started according to Academic utilization and maintenance policy document.</p>
<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>	<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>
<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>	<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>
<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</p>	<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</p>



improve the results of the subjects which are below 50%.	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>	<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>
<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>	<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.</p>



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