



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 5/3/2014 at 11.00 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	Dr. Cholke P.B.	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	Shri.Misal Raju.	Member	
12	Mr. Ghadage V.R.	Member	
13	Ms. Gadekar Anita	Member	
14	Dr. Khandagle A.J.	Coordinator	



## Internal Quality Assurance Cell

### Proceeding of the meeting

March 5, 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 13/8/2013 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.

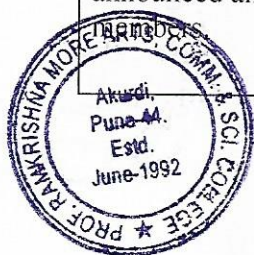
1. The review of the M.Phil. program was taken and the newly added M.Phil. courses were announced and were appreciated by the members. An outline to run these courses successfully were chalked out, which included appointment of a coordinator for each course, conduct of course work in the stipulated time frame, allotting guides to the students, conducting a presentation by the students on the proposed topic and thesis completion work.
2. One National level conference on Advances in Life Sciences and one institutional level seminar on *Samarasta Sahitya Parishad* were organized.
3. Faculty were actively involved in research with 18 publications in International Journals and 02 publications in National journals while ten articles were published in conference proceedings. Twenty-seven books were published with ISBN while 10 chapters were published in edited books.
4. The library has effectively started the OPAC system with all facilities provided through the system. The website for the same is <http://rmc.ethdigitalcampus>.

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 13/8/2013.

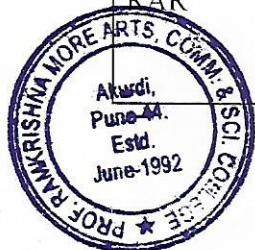
The minutes of the previous meetings were read out by the Dr. A.J.Khandagle, Coordinator IQAC. As decided in the previous meeting, all agenda items were discussed and the action taken plan was presented.

Decision	Action Taken
Agenda 2: The review of the M.Phil. program Decision: The review of the M.Phil. program was taken where the number of admitted students and their progress were presented. The newly added M.phil. courses were announced and were appreciated by the	An outline to run these courses successfully were chalked out, which included appointment of a coordinator for each course, conduct of course work in the stipulated time frame, allotting guides to the students, conducting a presentation by the students on the proposed topic and thesis completion work.





<p>Agenda 3: Organization of Conferences/Seminars/workshops. Decision: Such activities should be organized annually for the academic benefit of the teachers and students.</p>	<p>One National level conference on 'Advances in Life Sciences' and one institutional level seminar on '<i>Samarasta Sahitya Parishad</i>' were organized by the college.</p>
<p>Agenda 4: Faculty participation in research activities. Decision: Faculty should be encouraged to participate in research and be given facilities like duty leave for the same and promote for seeking funding for such activities.</p>	<p>Faculty were actively involved in research with 18 publications in peer reviewed International Journals and 02 publications in National journals while ten articles were published in conference proceedings. Twenty-seven books were published with ISBN and 10 chapters were published in edited books. One major and 2 minor projects were completed while 2 major and 5 minor are ongoing. One minor project has been sanctioned by UGC. Four students were awarded Ph.D. degrees of Pune University.</p>
<p>Agenda 5: Organization of sports meet. Decision: It was unanimously decided to conduct the sports event and encourage students towards sports</p>	<p>Intercollegiate competition of Korfball was conducted by the college sports department in collaboration with the Pune District Sports Zone of Pune University on 20th Dec 2013. The entire organization was done by the College Physical director, College gymkhana committee and other directors of the Zone.</p>
<p>Agenda 6: Strengthening Library Services. Decision: It was decided to use ICT and online facilities in the library to update its services.</p>	<p>The library has effectively started the OPAC system with all facilities provided through the system like NLIST Shadhganga and shodhsindhu etc.. The website for the same is <a href="http://rmc.ethdigitalcampus">http://rmc.ethdigitalcampus</a></p>
<p>Agenda 7: Submission of RAR Decision: The members appreciated the efforts taken by the IQAC in the submission of the RAR</p>	<p>The RAR was successfully submitted. The preparations for the visit were discussed which included the academic and administrative presentations, hospitality to the Peer team members and completion of the campus activities.</p>



Agenda 8: Review of the new courses implemented in the current year. Decision: The new courses were appreciated and information about their admissions, objectives, and outcomes were discussed.	The two courses i.e. Business animation through English and Certificate course in German were conducted successfully. These courses were run by the English department through collaborative efforts with Hong Kong Polytechnic University and Visiting faculty for German language.
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Decision: IQAC noted the ATR and resolved as follows: 1. The Principal was authorized to set up /nominate coordinators for the M.Phil Courses.

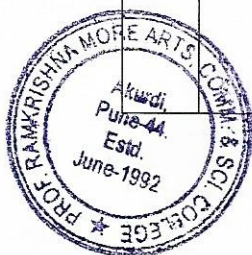
Proposed by: Shri. A. A Shinde

Seconded by: Dr. N.R. Dangat

#### **Agenda No. 2: To take review of peer team report of the visit**

IQAC coordinator Dr. A. J. Khandagle presented the peer team report and listed criterion-wise shortcomings and institutional weaknesses, challenges and recommendations These are listed in the following table

Sr. No.	Item	Weakness and suggestions
1	Criterion I	<ul style="list-style-type: none"> <li>Other practices for academic flexibility yet to innovated</li> <li>Formal and Structured mechanism for curriculum enrichment can be introduced</li> <li>Structured mechanism for obtaining feedback from all stake holders yet to be put in place</li> </ul>
2	Criterion II	<ul style="list-style-type: none"> <li>Use of Modern techniques in teaching need to be strengthened.</li> <li>More seminars and research programs could be organized.</li> <li>Career counselling and Placement cell needs to be professionally managed.</li> <li>Structured format for learning outcomes needs to be created.</li> </ul>
3	Criterion III	<ul style="list-style-type: none"> <li>More research funding for major projects need to be procured</li> <li>Industry funded projects need to be undertaken</li> <li>Formal consultancy work yet to be undertaken by the faculty</li> <li>Collaborations with industry and research organizations need to be strengthened</li> </ul>
4	Criterion IV	<ul style="list-style-type: none"> <li>Other physical facilities for sports and extracurricular activities need to be augmented</li> <li>Automation of library Services done, but ICT infrastructure needs to be improved.</li> <li>Server based LAN with sufficient bandwidth for internet connectivity for the whole campus to be put in place.</li> </ul>





5	Criterion V	<ul style="list-style-type: none"> <li>· A few students are placed through campus selection</li> <li>· Alumni association has been formed and recently registered</li> <li>· Alumni association needs to be proactively involved in college development</li> </ul>
6	Criterion VI	<ul style="list-style-type: none"> <li>· There is scope of improvement in planning and development activities by various stakeholders.</li> <li>· Formal mechanism of Quality policy and Academic audit yet to be put in place.</li> </ul>
7	Criterion VII	....
8	Institutional weaknesses	<ul style="list-style-type: none"> <li>· Modern techniques need to be strengthened in teaching learning method.</li> <li>· Skill development programs need to be provided for general students to face the global challenges</li> <li>· College has to develop linkages with industries and Corporate houses for placement</li> <li>· ICT resources need to be strengthened.</li> <li>· Nearly 50% faculty is temporary.</li> </ul>
9	Institutional Opportunities.	<ul style="list-style-type: none"> <li>· There is an opportunity to develop more infrastructural facilities.</li> <li>· More professional job oriented courses can be introduced.</li> <li>· More Add-on courses, Diploma courses, Rural-based skill oriented-generating programs can be offered.</li> <li>· Scope for improvement in quality of education to bring itself at par with the global standards.</li> <li>· More Funds for research can be arranged from various funding agencies</li> </ul>
10	Institutional Challenges	<ul style="list-style-type: none"> <li>· Introduction of innovative programmes</li> <li>· Ensuring quality teaching by extending modern teaching techniques to all the classrooms</li> <li>· Try to become Centre for Excellence and may apply to UGC under CPE scheme</li> <li>· Augmenting sports and general infrastructure</li> <li>· Programmes to enhance soft skills and communication skills of all the students.</li> </ul>



11	Recommendations	<ul style="list-style-type: none"> <li>More job-oriented interdisciplinary courses may be introduced.</li> <li>To improve quality of education, latest Teaching Techniques and Teaching Aids may be used in more classrooms and all the students be made computer proficient.</li> <li>Faculty may be encouraged for research activities and participation in National and International Conferences by providing extra incentives.</li> <li>Library be strengthened with ICT enabled services, number of journals may be increased and infrastructural facilities may be improved.</li> <li>Hostel facilities may be provided for both male and female students.</li> <li>Collaborative linkages may be developed with Industries and Institutions of higher learning for better learning, hands-on training and placement.</li> <li>Professionally run placement and counseling cell and coaching for competitive examinations for disadvantaged groups may be initiated.</li> <li>A proper Language Laboratory (in English) may be planned.</li> <li>Internet connectivity may be improved to make it available to all students and faculty through WI-FI.</li> <li>Achievement and level of participation in sports and co-curricular activities may be improved.</li> </ul>
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IQAC members discussed about shortcomings observed by the NAAC and different strategies to be implemented.

**Decision:** IQAC with discussion decided to design policies and procedures to address shortcomings. Following policies and procedures are decided to be designed

Curriculum delivery policy and procedure

Research policy and strategies

Five Year Perspective Plan

Physical and Academic utilization and maintenance policy

It is decided to design and implement policies and procedures in time bound manner.

Proposed by: Dr. A.J.Khandagle

Seconded by: Dr. P.B.Cholke

### **Agenda No. 3: To design curriculum delivery policy and procedure**

Dr Dangat N. R., discussed in need of centrally designed policy of curriculum delivery and implementation procedure of the policy. The college received B grade in the second cycle of re-accreditation. After careful evaluation of it is observed that the central policy and procedure of curriculum delivery is need of the hour. This policy and procedure will help to coordinate academic activities in the college. Teachers as well as students will know about these policy and procedures in advance. This will help teachers to plan their activities in advance. All members appreciate this suggestion.

**Decision:** It is decided unanimously to form committee under the chairmanship of Dr. Tambade P.S. The committee will have 5 members with at least one member from each faculty. The committee will take into account different curricula designed by the University. The committee will discuss with all the teachers about policy and procedures to be designed. The members of committee will be decided by Principal in consultation with chairman of the committee. The committee will remain





in touch with Principal and IQAC coordinator during their working. The committee will design draft policy and present in the next IQAC meeting. While designing curriculum delivery strategy, the committee should take into account present teaching strategies used by teachers and suggestions and methods for new teaching strategies to be adopted. The committee should also take into account present assessment and evaluation method and suggest improvement in these.

Proposed by: Dr. R. A. Morey

Seconded by: Dr. Ganpule S.P.

#### **Agenda No. 4: To design five year perspective plan of the college**

After careful study of Peer team report, it is observed that there should be concerted and coordinated efforts to improve infrastructural, academic, extension facilities. Dr. Dr. Khandagle A.J has discussed benefits of long term plan to improve infrastructural, Academy, extension facilities. Such a plan will help to identify which activities to be performed first and and priorities to be given to the activity That is important that is important and should be perform first period

Perspective plan for the period 2015-2020 to be designed and and presented to the authorities for to the authorities for permission period.

**Decision:** In the meeting all the members decided unanimously to design perspective plan for the period 2015-2020 and for that purpose committee should be formed. Principal Dr. Nitin Ghorpade suggested the name of chairman for the committee. The committee will be formed under the chairmanship of Dr.Khandagle A.J. The committee will discuss the points to be included in the perspective plan with the Principal of the college and other authorities. The committee will also decide budgetary provisions for the implementation of a perspective plan of the college. The committee will submit its draft plan in the next IQAC meeting. While designing draft plan the committee should take into account the requirements for enhancing Teaching and Learning, New programs or courses to be started, research activities, seminars and works to be organized, requirement of upgradation of library and sports facilities, improvement in extension activities. Before designing draft perspective plan, the committee should study peer team report, make SWOC analysis of college facilities and activities. The committee should first make note of existing status of the college.

Proposed by: Dr. A.J.Khandagle

Seconded by: Shri A.S. Shinde

#### **AgendaNo. 5: Physical and Academic utilization and maintenance policy.**

Optimum utilization of the physical and academic resources is an important aspect of the institution. All academic and physical facilities would be used more by the student and students would get more time with the facilities thereby increasing their learning experience. With this idea the Principal, Dr. Ghorpade N. L discussed the concept of optimum utilization and its benefits. It was further suggested to form a committee for the above purpose.

**Decision:** It was unanimously decided to form a committee for this purpose. This committee would be chaired by Prof. Gujrathi S.G. and would have all Head of Departments, Registrar Shri Shinde A.S. and Lab assistant as members. The committee would also prepare a list of equipments to be repaired/ serviced and follow the norms of the P.D.E.A to get the work done. The committee would also look after the college time tables and event calendar to plan proper utilization of the resources.

Proposed by: Dr. S.P. Ganpule

Seconded by: Shri. Dr. P. Tambade





**Agenda No. 6: Review of the deadstock registers.**

Shri. Shinde A.S. gave the information of the deadstock registers in the various laboratories. The registers were updated and duly signed by the authorities. The registers were made available at the time of the meeting.

**Decision:** The registers should be made available for assessment by the P.D.E.A. authorities at the LMC meeting. The current mechanism of writing the deadstock at the end of each year should be kept the same as it helps in placing the orders for the next academic year.

Proposed by: Shri A.S. Shinde

Seconded by: Shri Raju Misal

**Agenda No. 7: Submission of the DST FIST proposal**

The details of the scheme along with the eligibility criterion and nature of financial assistance was presented by the IQAC coordinator. The Scheme will provide optimal infrastructure facilities for post-graduate teaching and research, such as, renovation of existing laboratory space and cold room, modernization of laboratories involved in PG teaching and research, acquisition of essential equipment, up-gradation of existing facilities, networking & computational facilities including software & databases, scientific & technical books, maintenance & refurbishment of existing and new facilities. The facilities provided under the Program are intended to support the efforts of the Department as a whole or a number of faculty members in the Department. The eligibility criterion being existence of the department for at least of three years with minimum B rating by accreditation agency, the applying departments should have minimum 4 faculty members with sound research work. This scheme thus would be very important for the science students for their holistic development. The members appreciated the benefits the students would get in both learning and research through this scheme.

**Decision:** It was decided that all head of science departments should make the proposal for their department in consultation with all faculty members of the department as per the format. The said formats complete in all respects will be compiled and then submitted to the agency upon getting approved by the IQAC. Prepare a PowerPoint Presentation for the interface meeting.

Proposed by: Dr. Morey R.A.

Seconded by: Dr. N.R.Dangat

**Agenda No. 8: Discussions on recommendations of the NAAC Peer Team.**

The recommendations given by the Peer Team were discussed one after the other in details. All members were of the opinion to implement all possible things mentioned in a phase wise manner.

**Decision:** Based on the recommendations the following decisions were taken:

1. To start skill based job-oriented interdisciplinary courses from the next academic year. Courses like B.Voc degree, add-on courses etc to be started.
2. To increase the use of modern technologies and student centered methods of teaching in order to improve the quality of teaching-learning. Library should be provided with ICT facilities and the resources should be increased.
3. Research facilities should be augmented and faculty should be encouraged for research activities. Collaborations and linkages should be strengthened for better learning, hands-on training and placement. Placement cell should be formalized.
4. A proper Language lab with required facilities should be made available.



5. Internet facility should be improved. Student participation in co-curricular and extracurricular activities should be increased.

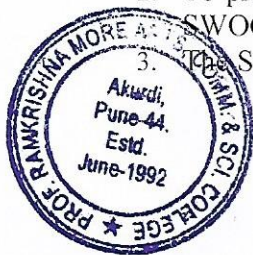
It was further suggested by Prin. Dr. Ghorpade N.L, Chairman IQAC, that a separate committee of the Vice Principals, Librarian, Physical Director and three senior staff should be made under the chairmanship of the Academic Research Coordinator to fulfill the recommendations.

Proposed by: Dr. P.B.Cholke

Seconded by: Dr. A.J.Khandagle

**Summary of the Salient Points discussed and decided for implementation**

1. To set up policy for design of curriculum delivery
2. To prepare perspective plan for a period of 2015-2020 taking into considerations the SWOC and recommendations given by NAAC Peer Team.
3. The Science departments to seek for DST FIST funding.



**APPENDIX-A**  
**PLAN OF ACTION CHALKED OUT BY THE IQAC IN THE BEGINNING OF THE YEAR**  
**TOWARDS QUALITY ENHANCEMENT FOR THE YEAR 2014- 2015.**

Strategy	Plan of Action
<b>Design of curriculum delivery policy and procedure.</b>	<p>Committee is formed. The members of committee are</p> <ol style="list-style-type: none"> <li>1) Dr. Tambade P. S. , Chairman</li> <li>2) Dr. Dangat N.R.</li> <li>3) Dr. Ganpule S.P</li> <li>4) Prof. S.G.Lakhdive</li> <li>5) Dr. Ingole P.S.</li> </ol> <p>Guidelines given to committee</p> <ol style="list-style-type: none"> <li>1) First revise graduate attributes and learning outcomes of the college</li> <li>2) Decide objectives of curriculum delivery process</li> <li>3) Write policy on curriculum delivery</li> <li>4) Include following points in document               <ol style="list-style-type: none"> <li>(i) Academic planning (ii) Teaching strategies (iii) Support services to teachers and students, (iv) initiatives by the college, (v) Assessment and evaluation process, (vi) feedback</li> </ol> </li> </ol>
<b>To design five year perspective plan of the college</b>	<p>Committee is formed. The members of committee are</p> <ol style="list-style-type: none"> <li>1) dagle A.J , Chairman</li> <li>2. Prof. Gujrathi S.G.</li> <li>3. Dr. Sriram V.D.</li> <li>4. Dr. Dongare M.K.</li> <li>5. Dr. Kulkarni S.S.</li> <li>6. Dr. Kulkarni S.S.</li> </ol> <p>Guidelines given to committee</p> <ol style="list-style-type: none"> <li>1) First study present status of the college</li> <li>2) Make SWOC analysis</li> <li>3) Identify points to be included in the perspective plan</li> <li>4) Include following points in document               <ol style="list-style-type: none"> <li>(i) Infrastructural planning (ii) Teaching and learning strategies (iii) Augmentation of laboratory and library facilities, (iv) research facilities (v) Extension activities (vi) support services.</li> </ol> </li> </ol>
<b>Physical and Academic utilization and maintenance policy.</b>	<p>Committee is formed. The members of committee are</p> <p>Prof. S.G. Gujrathi- Chairperson          HOD of Science departments          Shri. A.S. Shinde          Shri. P.M. Mhase</p> <p>Guidelines given to committee</p> <p>To review the existing infrastructural facilities          To assess the utilization of the facilities.</p>





	<p>Suggest improvements in the facilities. Allocate separate budget for maintenance of equipment and other infrastructure on the campus.</p>
<p>To plan for the fulfillment of the recommendations.</p>	<p>Committee is formed. The members are</p> <ol style="list-style-type: none"> <li>1. Dr. Dangat N.R. Chairman</li> <li>2. Dr. Khandagle A.J.</li> <li>3. Prof. Jadhav A.V.</li> <li>4. Prof. Chimate D.P.</li> <li>5. Prof. Lakhdive S.G.</li> <li>6. Dr. Nanaware S.N.</li> <li>7. Dr. Lobo B.G.</li> </ol> <p>Guidelines given to the committee:</p> <ol style="list-style-type: none"> <li>1. Study the recommendations and plan for its implementation.</li> <li>2. Conduct meeting with all HOD to share the recommendation and assign the activities.</li> <li>3. Formalize the working of various cells/units.</li> </ol> <p>Put up the recommendations in the LMC meeting to get approval of the work to be done.</p>



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



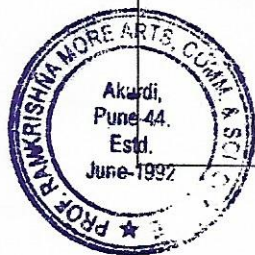
## Internal Quality Assurance Cell

### Action Taken Report

(Decisions of IQAC meeting held on March 5, 2014)

Decisions and their action taken is represented in the following table

Decision	Action Taken
<p><b>Agenda 2:</b> Review of NAAC Peer team Visit.</p> <p>Decision: The report of the peer team was discussed along with the suggestions given orally by the members. It was decided to comply the recommendations given at the earliest in a phase wise manner.</p>	<p>A separate committee was formed for this purpose. The committee members suggested to implement the academic activities like use of ICT and other modern teaching methods immediately followed by updating the physical facilities.</p>
<p><b>Agenda 3:</b> Design of curriculum delivery policy and procedure.</p> <p>Decision: A well planned system for curriculum delivery has to be formed in addition to the efforts taken by the institution for this purpose. There is need for a documented procedure for the curriculum delivery suggesting methods for the same.</p>	<p>A committee to make a policy and suggest a procedure for the same has been formed. This committee has taken the overview of all the departments and are preparing a policy of effective curriculum delivery. The policy has been prepared and will be shared with all the departments for effective action.</p>
<p><b>Agenda 4:</b> Design five-year perspective plan of the College.</p> <p>Decision: Perspective plan is needed to pave the path of the institutional development, with this view the need of such plan was emphasized. It was discussed that to prepare this plan inputs from all the departments and administrative section should be collected. This would help to make a comprehensive development plan.</p>	<p>Perspective plan being the need of the hour was prepared by considering the departmental plans and activities to be undertaken. The committee has prepared the plan and discussed the same with the departments. The same is ready to be submitted to the Parent Organization for final approval.</p> <p>The Academic, Infrastructural and Administrative aspect were taken into consideration for the holistic development of the college. The guidelines given to this committee were followed to prepare the plan.</p>





<p><b>Agenda 5:</b> Physical and Academic utilization and maintenance policy.</p> <p>Decision: It was unanimously decided to take a review of the available Physical and Academic facilities and prepare a strategy for their utilization. A policy should also be made for the same.</p>	<p>A committee for this work was formed. This committee has been assigned the work to see that the facilities get used optimally and frame the policy for the use and maintenance.</p> <p>Outcome:</p> <p>This committee has taken a review from all timetable incharge and head of the departments made the following changes:</p> <ul style="list-style-type: none"> <li>• New courses to be started in the post-noon session.</li> <li>• Add-on and short term to be started after the morning session and on weekends.</li> <li>• One seminar hall to be used for competitive examination coaching.</li> <li>• Increase in Library timings during exam period.</li> </ul>
<p><b>Agenda 6:</b> Review of Deadstock registers.</p> <p>Decision: It was decided to keep the updated deadstock registers ready to present in the LMC meeting.</p>	<p>The Lab assistant have updated the deadstock registers according to the addition of the materials in the various departments. A separate register shall be maintained for the UGC scheme. The registrar of the college takes the review of the work periodically. All the entries are verified by the Head of the concerned departments and then approved by the Principal.</p>
<p><b>Agenda 7:</b> Submission of the DST-FIST proposal</p> <p><b>Decision:</b> It was decided that all head of science departments should make the proposal for their department in consultation with all faculty members of the department as per the format. The said formats complete in all respects will be compiled and then submitted to the agency upon getting approved by the IQAC. Prepare a PowerPoint Presentation for the face meeting.</p>	<p>The proposal for seeking this scheme was prepared by the IQAC. Inputs from all participating departments were considered while preparing the final proposal. The same was then submitted to the agency along with the necessary documents.</p>



**Agenda 8:** Fulfilment of the recommendations given by the NAAC Peer team.

Decision: It was decided to take measures to fulfill the recommendations given by the peer team. Few of them can be implemented immediately like use of ICT and modern methods in teaching while the infrastructure related matters should be sought out through proper procedure.

The committee formed for this purpose conducted meeting with the department heads and insisted on use of new techniques that are student centered. The committee is of the opinion that the equipment/teaching aids and sports facility is to be augmented phase wise, While the other infrastructural requirements were listed to be considered in the LMC meeting for finalization.



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