



## Internal Quality Assurance Cell

*Date: 29- 03- 2019*

### NOTICE

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to will be held on *Friday, 5<sup>th</sup> April, 2019* at *11.30 am* in the Conference/ Board room to discusses following agenda. Presence of all members of IQAC is solicited.

#### **Agenda of the meeting: 5/4/2019**

**Agenda No. 1:** Approval of the previous meeting minutes held on 28/12/18.

**Agenda No. 2:** Submission of Self-Study Report for reaccreditation of cycle-III.

**Agenda No. 3:** Annual Quality Assurance Report of Academic year 2018-19.

**Agenda No. 4:** To plan the implementation of the DBT ATAR college activity.

**Agenda No. 5:** To apply vocational courses for students.

**Agenda No. 6:** Review of Outcome Based Education.

**Agenda No. 7:** Review of DST-FIST college scheme.

  
Coordinator, IQAC

**Co - Ordinator**

Internal Quality Assurance Cell  
Prof. Ramkrishna More Arts, Commerce &  
Science College Akurdi, Pune-411 044



Pune District Education Association's

PROF. RAMKRISHNA MORE ARTS, COMMERCE AND SCIENCE COLLEGE, AKURDI

IQAC meeting

Year 2018-19

A meeting of the Internal Quality Assurance Cell Committee (internal members of Prof. Ramkrishna More Arts, Commerce and Science College, Akurdi) was held on 05/04/2019 at 11:30 P.M. under the Chairmanship of Dr. M.G. Chaskar (Principal) in the conference hall. The following members were present:

Sr. No.	Member	Designation	Signature
1.	Dr. M. G. Chaskar	Chairman	
2.	Shri. A. M. Jadhav	Member	
3.	Dr. A. J. Khandagale	Member	
4.	Dr. T. A. Shitole	Member	
5.	Prof. S. G. Gujrathi	Member	
6.	Dr. M. K. Dhumal	Member	
7.	Dr. L. V. Rane	Member	
8.	Dr. P. S. Ingole	Member	
9.	Dr. R. A. Morey	Member	
10.	Shri. A. V. Jadhav	Member	
11.	Sri. D. P. Chimate	Member	
12.	Dr. B. G. Lobo	Member	
13.	Prof. S. G. Lakhdive	Member	
14.	Dr. H. B. Sonawane	Member	
15.	Shri. Dnyaneshwar Kute	Member	
16.	Miss. Seema Sherkar	Member	
17.	Shri. A. S. Shinde	Member	
18.	Dr. P. S. Tambade	Coordinator	



**Proceeding of the meeting**

**Date: 5/4/2019**

At the outset Dr. P. S. Tambade, Co-ordinator (IQAC) welcomed the Chairperson (IQAC), Dr. M. G. Chaskar and members of the Internal Quality Assurance Cell (IQAC).

Dr. M.G. Chaskar, 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 28/12/18 of IQAC and the activities during the last year.

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

To promote student participation in various sports and cultural events  
Organization of Professional development Programme  
Skilled based Education

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 28/12/18**

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

**Agenda 2: Submission of Self-study report for reaccreditation.**

IIQA was submitted and approved on 21<sup>st</sup> March 2019. Director informed the members of IQAC of the college to prepare and submit SSR online to National Accreditation and Assessment Council (NAAC), Bangalore. IQAC Coordinator gave information about status of SSR.

**Decision:** IQAC members thoroughly checked the information to be uploaded on the NAAC portal. It was decided that the SSR be submitted before 05<sup>th</sup> May 2019. It was decided unanimously that IQAC coordinator should intimate each department and faculty members about student satisfaction survey and aware the students about the same.

Proposed by: Dr. Dhumal M.K.

Seconded by: Dr. Sonawane H.B.

**Agenda 3: Annual Quality Assurance Report of academic year 2018-19**

Director (IQAC) informed the members that the Annual Quality Assurance Report (2018-19) of the college to be prepared and same to be submitted to National Accreditation and Assessment Council (NAAC), Bangalore.

IQAC Coordinator took the review of activities conducted during the academic year 2018-19 and to be part of AQAR report.

**Decision:** It was decided that the reports of all the activities should be given to the IQAC to include in AQAR report. It was decided unanimously decided that IQAC coordinator should prepare AQAR report within three months, discuss with all the stakeholders and submit online to NAAC, Bangalore. The same must be uploaded on the college website.

Proposed by: Dr. Rane L.V.

Seconded by: Dr. Shitole T. A.



**Agenda 4: To plan the implementation of the DBT Star college activities**

The DBT has sanctioned the Star college scheme to the college and third year installments will be received in academic year 2019-20. The scheme is focused on developing interest about basic science amongst students. Dr. Morey R. A. discussed about academic activities are to be organized in academic year 2019-20 for overall development of students.

**Decision:** The IQAC took the overview of the activities to be arranged under STAR scheme. The IQAC advised to the coordinator to collect the list of activities to be taken in the academic year 2019-20 from the departments and plan accordingly.

Proposed by: Dr. Morey R.A.

Seconded by: Dr. Gujrathi S G

**Agenda 5: To apply vocational courses for students.**

To make the students competent enough in the changing scenario of the society and its needs, along with the traditional knowledge some skill based component must be given to the students. The discussion on skill development and vocational courses was initiated by Dr. M. G. Chaskar.

Principal Dr. M. G. Chaskar discussed about the courses proposed by the college to be submitted to the UGC. The members discussed over all possible ways to start such courses and make them accessible to the students in terms of time and finance.

**Decision:**

IQAC in meeting thoroughly discussed regarding the new proposal for vocational courses. IQAC has decided to give responsibility for proposal to the nodal officer. The nodal officer should take the suggestion from the department and make proposal for the same and submit it to UGC when the link is open.

Proposed by: Dr. Tambade P. S

Seconded by: Dr. Chaskar M.G.

**Agenda 6: Review of Outcome based Education**

IQAC Coordinator discussed the implementation of Outcome based Education. The faculty members are working according to guidelines given by Outcome based education committee. The committee monitors the process of CO and PO assessment. The committee has prepared assessment/attainment sheets. The committee verifies the data filled by faculty members in the attainment sheet.

**Decision:** IQAC advised the chairman of Outcome Based Education committee to check the sheets filled by the faculty members. The committee is also advised to check the course files of each teacher.

Proposed by: Dr. Lobo B. G

Seconded by: Dr. P. S. Tambade



**Agenda 7: Review of DBT STAR and DST FIST Scheme**

Coordinator of DBT STAR Scheme Dr. Morey R. A. informed about the activities taken under DBT STAR scheme in the academic year 2018-19. The coordinator presented the Progress report and utilization in the meeting. Dr. A. J. Khandagale discussed about the utilization of DST FIST scheme.

**Decision:**

IQAC members thoroughly checked the utilization of DBT STAR college scheme and DST FIST Scheme and advised coordinators to submit the audited utilization and reports to the financial agency well in time.

Proposed by: Dr. Shitole T A

Seconded by: Dr. Dhumal M K

At the end of meeting IQAC coordinator thanked all the members present in the meeting.

P. S. Tambade appreciated members' participation in the discussion and decisions. The meeting was concluded with the permission of chairman.



**Co-Ordinator**

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**PRINCIPAL**

Prof. Ramkrishna More Arts, Commerce &  
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## Internal Quality Assurance Cell

### Action Taken Report of the meeting April 5, 2019

Decisions and their action taken is represented in the following table

Decision	Action Taken
Agenda 2: Submission of Self-study report for reaccreditation.	Self-study report submitted on 27 <sup>th</sup> April 2018 and completed student satisfaction survey. Data verification and validation is completed and peer team visit is scheduled on 15 <sup>th</sup> and 16 <sup>th</sup> July 2019.
Agenda 3: Annual Quality Assurance Report of academic year 2018-19	Preparation of report is in progress and report will be submitted before 31 <sup>st</sup> August 2019.
Agenda 4: To plan the implementation of the DBT Star college activities	DBT STAR college scheme committee prepared calendar of activities to be organized in the academic year 2019-20. Implementation of the activities already started.
Agenda 5: To apply vocational courses for students.	Nodal officer submitted proposal to UGC for B Voc Rubber technology and M Voc Food Science and Software Development.
Agenda 6: Review of Outcome based Education	Attainment sheets of PO and CO are prepared by the faculty members and checked by Committee.
Agenda 7: Review of DBT STAR and DST FIST Scheme	Coordinator DBT STAR and DST FIST Scheme submitted Utilization and Reports the financial agency.



  
**CS Coordinator**

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