

## Internal Quality Assurance Cell

### Proceeding of the Meeting

Place: Room No. 40

Date: 3/12/2020

**Introduction:** IQAC meeting was held on 3/12/2020 at 11:00 am in the conference hall. At the outset Dr. P. S. Tambade, Co-Ordinator (IQAC) welcomed the Chairperson (IQAC), Dr. A. J. Khandagle and members of the Internal Quality Assurance Cell (IQAC).

Dr. A. J. Khandagle, Chairperson (IQAC) in his introductory remarks appreciated the efforts being made by the members of IQAC and the decisions taken in the last virtual meeting held on 1/7/2020 of IQAC and the activities during the last year. He also discussed the situation of COVID and its effect on teaching and learning.

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

**Agenda 1:** **Approval of the previous meeting minutes held on 01/7/2020.**

The minutes of the previous meetings were read out by the Dr. P. S. Tambade, 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 meeting and Action Taken report held on 1/7/2020.

Proposed by: H. B. Sonawane      Seconded by: L. V. Rane

**Agenda 2:** **Annual Quality Assurance Report of academic year 2019-20.**

Director (IQAC) informed the members that the Annual Quality Assurance Report (2019-20) of the college to be prepared and same to be submitted to National Accreditation Academic Council (NAAC), Bangalore.

IQAC Coordinator took the review of activities conducted during the academic year 2019-20 and which are the part of AQAR report.

**Decision:** The IQAC members discussed the AQAR guidelines. IQAC coordinator explained the work done till date on AQAR. The IQAC committee decided to make upload AQAR online on NAAC portal before 15<sup>th</sup> March 2021.

Proposed by: Dr. Dhumal M.K.      Seconded by: Dr. Tambade P.S.

**Agenda 3:** **Regarding college Autonomy application**

The IQAC members discussed regarding application to autonomous status for the college. Dr. A. J. Khandagle discussed pros and cons of college autonomy. He also discussed preparedness of the college for college autonomy.

**Decision:** IQAC unanimously decided that the college should apply for autonomous status for the college. The IQAC decided to form committee under the chairmanship of Dr. R. A. Pawar for preparation of application report.

Proposed by: M. K. Dhumal      Seconded by: A. V. Jadhav



IQAC, Prof. Ramkrishna More Arts, Commerce and Science College, Akurdi

**Agenda 4:**

**Organization of remedial teaching in online mode**

Teaching learning process is taking place online due to COVID pandemic. University examinations are postponed. The syllabus is already completed by the faculty members. Since examinations are postponed by University there is time available with teachers and students for preparation. So the IQAC has proposed that the remedial teaching be arranged for students in online mode.

**Decision:**

The IQAC unanimously decided that the faculty members should arrange remedial teaching for students in online mode. Slow learners should be identified on the basis of online tests conducted by faculty members. Remedial teaching committee chairman has given responsibility to coordinate the activity.

Proposed by: S. G. Lakhdive

Seconded by: D. P. Chimte

**Agenda 5:**

**Starting new certificate course under CBCS method.**

Choice Based Credit system is implemented by Savitribai Phule Pune University from academic year 2019-20. As per CBCS method student have to do at least two certificate courses to earn extra credits. IQAC coordinator discussed that it is necessary to start new certificate courses and affiliation must be taken from university.

**Decision:**

IQAC unanimously decided to start new certificate courses. Each department in the college must start at least two certificate courses. Dr. B. G. Lobo to coordinate the activity. Every department is advised to prepare syllabus and submit it to university through proper channel.

Proposed by: L. V. Rane

Seconded by: B. G. Lobo

**Agenda 6:**

**Organization of seminars and workshops in online mode.**

The college is organizing workshops/seminars/conferences every year. Due to covid pandemic workshops and seminars could not be arranged in real mode due to restrictions. But it is possible to organize these events in virtual mode. IQAC of the college is in view that workshops and seminars must be arranged for students and teachers on different subjects in virtual mode. IQAC coordinator discussed the topics on which seminars and workshops could be arranged.

**Decision:**

After thorough discussion on situation and facilities available in the college for online workshops and seminars, the IQAC has taken decisions to arrange workshops and seminars on following topics.

1. Designing interactive virtual practical
2. Guest lectures by eminent persons for students.
3. Online essay competitions for students

Proposed by: R. A. Morey

Seconded by: B. G. Lobo

With all these discussions and decisions the meeting ended with thanks giving by Dr. L. V. Rane.



*[Signature]*  
**Coordinator**

Internal Quality Assurance Cell

Prof. Ramkrishna More Arts, Commerce &

Science College Akurdi, Pune-44

*[Signature]*  
**PRINCIPAL**

Prof. Ramkrishna More Arts, Commerce &  
Science College, Akurdi, Pune-44



## Internal Quality Assurance Cell

### Action Taken Report IQAC Meeting

Place: Room No. 40

Date: 3/12/2020

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|----------------------|---|
| <b>Introduction:</b> | This is the action taken report of the meeting held on 3/1/2020   |
| <b>Agenda 1:</b>     | <b>Approval of the previous meeting minutes held on 01/7/2020.</b>  |
| <b>Decision:</b>     | IQAC discussed and approved the minutes of meeting and Action Taken report held on 1/7/2020.  |
| <b>Action Taken</b>  | Minutes and ATR approved  |
| <b>Agenda 2:</b>     | <b>Annual Quality Assurance Report of academic year 2019-20.</b>  |
| <b>Decision:</b>     | The IQAC members discussed the AQAR guidelines. IQAC coordinator explained the work done till date on AQAR. The IQAC committee decided to make upload AQAR online on NAAC portal before 15 <sup>th</sup> March 2021.  |
| <b>Action Taken</b>  | AQAR submitted and approved by NAAC   |
| <b>Agenda 3:</b>     | <b>Regarding college Autonomy application</b>   |
| <b>Decision:</b>     | IQAC unanimously decided that the college should apply for autonomous status for the college. The IQAC decided to form committee under the chairmanship of Dr. R. A. Pawar for preparation of application report.   |
| <b>Action Taken</b>  | The committee took data and feedback from all stakeholders. The preparation of report is started.   |
| <b>Agenda 4:</b>     | <b>Organization of remedial teaching in online mode</b>   |
| <b>Decision:</b>     | The IQAC unanimously decided that the faculty members should arrange remedial teaching for students in online mode. Slow learners should be identified on the basis of online tests conducted by faculty members. Remedial teaching committee chairman has given responsibility to coordinate the activity. |
| <b>Action Taken</b>  | Wherever necessary remedial classes held in online mode. Revision of topics are also taken by teachers  |
| <b>Agenda 5:</b>     | <b>Starting new certificate course under CBCS method.</b>   |
| <b>Decision:</b>     | IQAC unanimously decided to start new certificate courses. Each department in the college must start at least two certificate courses. Dr. B. G. Lobo to coordinate the activity. Every department is advised to prepare syllabus and submit it to university through proper channel.                       |
| <b>Action Taken</b>  | List and syllabus of twelve certificate courses have been prepared and submitted to management and University for approval  |
| <b>Agenda 6:</b>     | <b>Organization of seminars and workshops in online mode.</b>   |
| <b>Decision:</b>     | After thorough discussion on situation and facilities available in the college for online workshops and seminars, the IQAC has taken decisions to arrange workshops and seminars on following topics.   |
|                      | <ol style="list-style-type: none"> <li>1. Designing interactive virtual practical</li> <li>2. Guest lectures by eminent persons for students.</li> <li>3. Online essay competitions for students</li> </ol>   |



**Action  
Taken**

1. Teacher's Training workshop on Miniscale Colorimetry based on CBCS Syllabus S. Y.B. Sc. Chemistry on 8/2/2021
2. Workshop on Sensory Evaluation, Mr. Mehul Dongare, Yogi Foods Pvt Ltd. Pune, 3-2-2021
3. Organized two days training program on "Designing Interactive virtual chemistry practical using PowerPoint" on 7th and 8th May 2021 in association with BOS, SPPU, Pune
4. Training programme on ERP system and updates on 04-01-2021 for office staff.



  
**Coordinator**

Internal Quality Assurance Cell  
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