

Internal Quality Assurance Cell

Proceeding of the meeting 23/6/2017

The meeting of IQAC was organized on 23/6/2017 in the meeting room at 11:30 am. At the beginning of meeting, Dr. A. J. Khandagale, CoOrdinator (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 6/4/17 of IQAC and the activities during the last year. He discussed the role of IQAC in the quality initiatives and new guidelines of NAAC, Bangalore. The Coordinator also discussed the steps taken by the institute towards quality assurance such as, new Ph.D program and short term courses, laboratory extensions, organization of Seminars/conferences etc.,

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 6/4/2017

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: The minutes of IQAC meeting held on 6/4/2017 approved anonymously.

Proposed by: Shri. Shinde A. S.

Seconded by: Dr. Dhumal M.K.

Agenda No. 2: Approval of AQAR report 2016-17

In the previous IQAC meeting, it was decided that the IQAC should prepare the AQAR report for academic year 2016-17. IQAC coordinator placed draft AQAR report in the meeting. He discussed points that are included in the draft AQAR report. Dr. A. A. Natu guided about qualitative points that are to be part of some items in the AQAR report.

Decision: IQAC approved AQAR report with minor suggestions and advised IQAC coordinator to submit this report to NAAC Bangalore before stipulated time and also upload on college website.

Agenda 3: Organization of Conferences/workshops in the academic year 2017-18

For discussion among researchers and scholars it is necessary to have interactions among themselves. Dr. A. A. Natu discussed importance of organization of Conferences and workshops. The college has proposed to organize following conferences in the academic year 2017-18.

State level seminar on Intellectual property Rights (IPR)	January 2018
International Conference on Frontiers in Life and Earth Sciences (FLES 2018)	January 2018

Decision: All the members of IQAC unanimously approved that the College should organize these two events in the month of January 2018. IQAC decided to give responsibility to English Department to organize "State level seminar on Intellectual Property Rights (IPR)" while for international conference all science departments collectively will take responsibility. Principal of the College will be Covenor and Dr. A. J. Kahndagale is appointed as Co-ordinator for



International conference. IQAC coordinator is given responsibility to develop website for International Conference on Frontiers in Life and Earth Sciences.

Proposed by: Dr. Morey R. A.

Seconded by: Prof. Lakhdive S. G.

Agenda 4: Review of progress of Outcome Based Education and Program Outcomes and Course Outcomes.

To shift from content based education to Outcome based education, it was decided in the last meeting held on 6/4/2017 that committee should be formed to develop strategies for development, assessment and attainment of learning outcomes. The committee constituted under chairmanship of Dr. L. V. Rane. The committee received Program outcomes and Course outcomes from all the departments. Committee revised these learning outcomes with the help of faculties of the concerned departments. Principles of Bloom's Taxonomy were followed for development of PO, PSO and CO by each department. The outcomes, all deliberations and necessary formats for the assessment and attainment of Programme outcomes and Course outcomes were discussed in the meeting by Dr. P. S. Tambade. All the formats and PO, PSO and CO kept in the meeting for approval.

Decision: IQAC committee unanimously approve the PO, PSO and CO of all the programmes. The formats prepared for assessment and attainment of these learning outcomes were also approved. It is also decided that these must be followed from academic year 2017-18 in phase wise manner.

Proposed by: Dr. Dhumal M. K.

Seconded by: Prof. Gujrathi S. G.

Agenda 5: Review of Continuous Internal evaluation process.

To shift from content based education to Outcome based education, it is necessary to have new evaluation strategies. Since final or semester end examinations are conducted by affiliating university, the college does not have scope to change that structure. But continuous internal evaluation process can be modified by the college. Dr. P. S. Tambade discussed the new strategies to be used for continuous internal evaluation. Since Programme outcomes and Course outcomes are designed for each programme, the strategy of internal evaluation must be to see the assessment and attainment of these outcomes. The new strategies proposed by examination committee are

- (1) Setting up of internal examination question papers including questions on each course outcomes.
- (2) Circulating and publishing the internal assessment marks with break-up for each course outcome.
- (3) Maintaining continuous internal evaluation of student's laboratory and project work.
- (4) Conduction class tests, assignments, tutorials which are based on new outcome based education.
- (5) Preparing an assessment sheet of each class according to course outcomes and preparation of attainment sheet.

Each component was discussed in detail in the meeting. Dr. A. A. Natu elaborated the importance of continuous internal evaluation in outcome based education.

Decision: The IQAC members unanimously approved the changes in continuous evaluation process. The IQAC also suggested that all the process must be communicated by examination committee properly to students and teachers.

Proposed by: Dr. Dangat N. R.

Seconded by: Shri. Jadhav A. M.



Agenda 6: Implementation of paperless documentation of IQAC.

A paperless office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, a process known as digitization. For NAAC accreditation purposes IQAC requires different types of documents and reports from teachers, departments, committees and office. Dr. P. S. Tambade discussed that to collect these documents on paper is time consuming as well as it requires lot of papers. He discussed a plan to go paperless which can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure.

Decision: The IQAC members unanimously decided to implement paperless documentation of IQAC. Dr. P. S. Tambade is made coordinator for this purposes. IQAC decided to use Google drive for this purpose. Each department as well as criterion head are advised to create email id using Gmail. The IQAC decided that every document and report collected from different stakeholders will be in e-format only. Following committee is formed to make environment for this purpose using Google drive.

- (1) Dr. P. S. Tambade - Coordinator
- (2) Dr. D. R. Shinde – Assistant coordinator
- (3) Prof. Dipti Yadav – Member
- (4) Dr. Dhumal M. K. – Member

The IQAC further advised the Principal to make available the ICT facility to the committee as well as departments.

Proposed by: Dr. Chaskar M. G.

Seconded by: Dr. Natu A. A.

Agenda 7: To decide theme for Horizons annual magazine of the college.

Every year college publishes annual magazine “Horizons”. In this magazine reports of all activities organized in the college, reports from the departments and committees is published. Creative talent of students is honed through their writing by providing sufficient space in the magazine. Every year college decides on a theme that is focussed on social, environmental, gender, value based subjects. Students are advised to write articles, poems, slogans, stories, essays etc. on the decided theme for the year. Dr. Dhumal M. K. discussed about the possible themes decided by the magazine committee for the year 2017-18.

Decision: Out of suggested themes, the IQAC decided to have Gender Sensitization as the theme of the college magazine –Horizons for the academic year 2017-18. The IQAC advised editorial board of Horizons to communicate this theme through notices to the students and faculty members in advance so that they could write articles related to the said theme.

Proposed by: Dr. Khandagale A. J. .

Seconded by: Shri. Shinde A. S.

Agenda 8: Planning for implementation of DBT-Star college scheme.

The college received grants under DBT-Star College scheme under which different teaching and learning activities are to be conducted for undergraduate science students. Dr. R. A. Morey discussed about the activities to be conducted in the academic year 2017-18. The List of activities submitted to IQAC are:

Sr. No.	Activity
1	Additional practical for undergraduates in Physics, Chemistry, Botany, Zoology
2	Lecture series by Experts for students in Physics, Chemistry, Botany, Zoology
3	Study tours and field visits for students in Physics, Chemistry, Botany, Zoology



4	Hands on training workshops for students in Physics, Chemistry, Botany, Zoology
5	Project work for students

Detailed programs under all of the activities are placed to IQAC by committee of DBT-Star college scheme.

Decision: IQAC members unanimously approved the activities to be conducted under DBT-Star college scheme. IQAC also advised committee to prepare report after the activities are completed.

Proposed by: Dr. Chaskar M. G.

Seconded by: Dr. Dhumal M. K.

Agenda 9: Purchase of Equipment under DBT-Star college scheme

The college received grants under DBT-Star College scheme under which different teaching and learning activities are to be conducted for undergraduate science students. Under this scheme Rs. 20,00,000/- are sanctioned for purchase of equipment for teaching learning purposes. Following equipment and apparatus

For Botany department: Bio-Safety Cabinet 3X2X2, PH-Meter (Handy), Electrical Conductivity, Monopan Balance 0.01gm, Leaf Area Meter, Compound Microscope, UV-Transilluminator BLB, PH-Meter EQ- 610.

For Physics Department: Digital Power supply, Digital Storage Oscilloscope, Four Probe Instrument, Prism for constant deviation spectrophotometer, Compensating glass plate for Michelson interferometer expt., EDF prism, Spectrometer L.C.1', Digital Power supply.

For Zoology Department: Magnus Monocular inclined student microscope Model HAS, Magnus Monocular inclined student microscope Model HB, Research Microscope-CX211 Binocular Microscope, Magnus Monocular inclined student microscope Model HAS, Magnus Monocular inclined student microscope Model HB, Research Microscope-CX211 Binocular Microscope, Neubauer chamber for WBC /RBC count, Dissecting Microscope, Refrigerator 350lit, Mini Vertical Gel Electrophoresis assembly, Submarine Gel Electrophoresis assembly

Dr. Morey R. A. discussed role of these equipments in teaching-learning processes.

Decision: The IQAC member approved the list of equipment to be purchased under DBT-Star college scheme. The IQAC suggested to purchase all the equipment as early as possible using purchase policy of PDEA. All the departments advised to make dead stock entry after purchase of these equipment.

Proposed by: Dr. Morey R. A..

Seconded by: Ms. Renuka Makarand

Agenda 10: Maintenance of green campus

A healthy education atmosphere indicates good academic institute. The maintenance of the campus on a regular basis becomes important to keep the campus green. The greenery and the allied facilities are to be properly taken care of to give the best to the students. Lights, Water, general cleanliness, minimum use of plastic are few things that are considered important.

Decision: The campus beautification committee is dedicated for the green campus initiative and takes proper care of the campus and pays attention to the plants and their proper growth. The IQAC recommends to plant more in shady as well as open areas to create a good

learning atmosphere. The maintenance proposals approved in the meeting should be forwarded to the PDEA to get proper permission for the work to be completed. Energy audit and green audit is also recommended.


Proposed by: Dr. Khandagle A.J.

Seconded by: Dr. Morey R.A.

Summary of the Salient Points discussed and decided for implementation

1. Plan to start Ph.D. In Hindi
2. To keep the campus green
3. To implement outcome based education
4. To implement DBT-Star college scheme




Co - Ordinator

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


Signature

PRINCIPAL

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 2017-18

A Meeting of the Internal Quality Assurance Cell Committee (internal members of Prof. Ramkrishna More Arts, Commerce and Science College, Akurdi) was held on **23/6/17** at 11.30 A.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	Prin.Dr. Chaskar M.G.	Chairman	
2	Mr. A.S.Shinde	Member	
3	Dr. Dangat N.R.	Member	
4	Prof. S.G. Lakhdive	Member	
5	Shri Raju Misal	Member	
6	Dr. Morey R.A.	Member	
7	Prof. S.G.Gujrathi.	Member	
8	Dr. P.S.Tambade	Member	
9	Shri. Jadhav A.M.	Member	
10	Dr. A.A.Natu	Member	
11	Mr. Ghadage V.R.	Member	
12	Ms. Renuka Makarand	Member	
13	Shri Dnyaneshwar Kute	Member	
14	Dr. M.K.Dhumal	Member	
15	Dr. Khandagle A.J.	Coordinator	



Internal Quality Assurance Cell

Action Taken Report IQAC meeting held on 23/6/2017

The meeting of IQAC was organized on 23/6/2017 in the meeting room at 11:30 am. Different Agendas were discussed. The IQAC and college have taken action on the decisions taken by the IQAC.

Following is the action taken report:

Agenda No. 2: Approval of AQAR report 2016-17

IQAC approved AQAR report with minor suggestions. Necessary modifications were made by the IQAC and after permission from CDC it was submitted to NAAC Bangalore and also uploaded on college website.

Agenda 3: Organization of Conferences/workshops in the academic year 2017-18

For discussion among researchers and scholars it is necessary to have interactions among themselves. The college has decided to organize following conferences in the academic year 2017-18.

State level seminar on Intellectual property Rights (IPR)	January 2018
International Conference on Frontiers in Life and Earth Sciences (FLES 2018)	January 2018

IQAC has given responsibility to English Department to organize "State level seminar on Intellectual Property Rights (IPR)".

For International on Frontiers in Life and Earth Sciences (FLES 2018) advisory committee as well as Organizing committees have been formed. Principal of the College is Convener and Dr. A. J. Kahndagale is appointed as Co-ordinator. All the Heads of Science Departments have been included in Organizing committee.

Agenda 4: Review of progress of Outcome Based Education and Program Outcomes and Course Outcomes.

Programme Outcomes, Programme Specific Outcomes and Course outcomes are communicated to the students by each department. Necessary formats were also given to all the faculty members.

Agenda 5: Review of Continuous Internal evaluation process.

New procedures for continuous Internal Evaluation process have been communicated to faculty members and students. Attainment sheets, evaluation sheets are also communicated to faculty members.

Agenda 6: Implementation of paperless documentation of IQAC.

The IQAC started to implement paperless documentation of IQAC. Each department as well as criterion head have created email id using Gmail. The IQAC started communication with departments through email. Following committee under the chairmanship of Dr. P. S. Tambade have started using google drive and are making necessary formats for document collection.

Agenda 7: To decide theme for Horizons annual magazine of the college.

Editorial committee communicated the theme "Gender Sensitization" of the college magazine –Horizons for the academic year 2017-18 to the students. The committee also started to collect articles and other writings from students.



Agenda 8: Planning for implementation of DBT-Star college scheme.

Following activities are started by departments:

Sr. No.	Activity
1	Additional practical for undergraduates in Physics, Chemistry, Botany, Zoology
2	Lecture series by Experts for students in Physics, Chemistry, Botany, Zoology
3	Study tours and field visits for students in Physics, Chemistry, Botany, Zoology
4	Hands on training workshops for students in Physics, Chemistry, Botany, Zoology
5	Project work for students

Additional practicals for first year, second year and third year undergraduate are designed by faculty members.

Guest lectures are arranged as well as visits are arranged for students.

Please see the list here :

https://drive.google.com/open?id=1RekPmpwHajYnT_Fdhdt181qDkbpIenCd

Agenda 9: Purchase of Equipment under DBT-Star college scheme

Following equipment and apparatus were approved by IQAC and process of procuring them is started.

For Botany department: Bio-Safety Cabinet 3X2X2, PH-Meter (Handy), Electrical Conductivity, Monopan Balance 0.01gm, Leaf Area Meter, Compound Microscope, UV-Transilluminator BLB, PH-Meter EQ- 610.

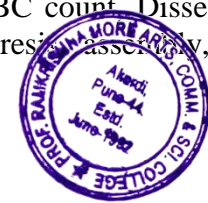
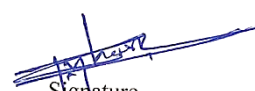
For Physics Department: Digital Power supply, Digital Storage Oscilloscope, Four Probe Instrument, Prism for constant deviation spectrophotometer, Compensating glass plate for Michelson interferometer expt., EDF prism, Spectrometer L.C.1', Digital Power supply.

For Zoology Department: Magnus Monocular inclined student microscope Model HAS, Magnus Monocular inclined student microscope Model HB, Research Microscope-CX211 Binocular Microscope, Magnus Monocular inclined student microscope Model HAS, Magnus Monocular inclined student microscope Model HB, Research Microscope-CX211 Binocular Microscope, Neubauer chamber for WBC /RBC count, Dissecting Microscope, Refrigerator 350lit, Mini Vertical Gel Electrophoresis assembly, Submarine Gel Electrophoresis assembly

Agenda 10: Maintenance of green campus

The college started campus beautification.


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