

30th June 2019

The Meeting of Internal Quality Assurance Cell (IQAC) was held on, 30th June 2019 in conference room under the chairmanship of Dr. Jyoti.Pohane, I/c Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- Appointment of Criteria head and members for each criterion.
- To discuss and finalize academic calendar.
- Tentative programmes of different department.
- Tentative programmes by IQAC.

The following members were present in the meeting:

Dr. Jyoti Pohane	I/c Principal
Shri. Vishnu Mhatre	Management representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC Member
Ms. Trupti Tulsankar	IQAC Member
Ms. Rupali Patil	IQAC Member
Ms. Swati Pusalkar	IQAC Member
Ms. Sneha Mhatre	IQAC Member
Dr. B R Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff representative
Mr. Rajesh Mane	Alumni
Ms. Sakshi Raut	Student Representative

Minutes

The Meeting started with formal welcome of all members of IQAC for the academic year 2019-20 by Dr. Kishori Bhagat, IQAC Co-ordinator.

- The Formation/ appointment of Criteria head & members for the academic year 2019-20 for NAAC were decided. Seven criteria head and members were allotted for each criterion.
- Each member had a detailed conversation on Academic Calendar and changes were instructed like date of CIE Conduction, date of Intercollegiate Competition by SFC, and industrial visit to concern committee. In-charge of criterion 2 proposed Google Calendar to show the entire activities at a glance.

- Each departments were instructed to prepare and submit list of tentative programmes which will enhance the skills of students
- To schedule the Fresher orientation, parents meet, activities, guest lecture, workshop & get it approved.
- Department to organize short term certificate courses of minimum 30 hours duration.
- I/c Prin. Dr. Jyoti Pohane suggested that apart from providing college education focus should also be on organization of various academic activities events like NSS. Fresher's Orientation Programme of Professional Courses. University Youth Festival Participation, Nakul Patil Yuva Prabodhan Manch – Intercollegiate Elocution Competition, hence various activities were planned and various committees were formed for the same and they were instructed to submit activities report to IT department for website uploading.
- IQAC planned to organize activities like conduction of workshop or lecture on audit, research promotion, lecture on guidelines for NAAC preparation etc.
IQAC coordinator Dr. Kishori Bhagat made concluding remarks and placed the vote of thanks.



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Date: 20th Sep 2020

Action taken report

- Appointment of Criteria heads & members for the academic year 2019-20 for NAAC.

Criteria	Head	Members
1	Ms. Kirti. Barad	Mr. Manoj Makawana
2	Dr. Parmeshwar Gore	Mr. Nikhil Ghodke , Ms. Tarveen Bindra, Ms. Pranali Singh
3	Dr. Dhananjay Wankhade	Ms. Chandana Malavade
4	Mr. Mukesh Patil	Ms. Rupali Deolekar
5	Ms. Mangal Awate	Ms. Preeti Mangtani
6	Dr. Avinash.Shendre	Ms Tanhya Ahuja, Ms Leena Firke
7	Ms. Anuja Bapat	Ms. Hema Chetwani

- Activities conducted with the help of academic calendar were finalized.
- ❖ Nakul Patil Yuva Prabodhan Manch Programme -Intercollegiate Elocution Competition
Date: 1st July, 2019
- ❖ PRIDE -Intercollegiate Fest, Date:2nd Aug, 2019
- ❖ World Rabies Day Awareness Program Rally , Date: 28th sep 2019
- ❖ Indradhanu Festival Week Celebration -Arts Circle, IV (Feb) Date" 17th Dec,2019
- Short term courses to be conducted in current academic year placed by different departments were finalized. Like:
 - ❖ Skill development course-BBI department. Date 23rd August, 19 – 8th December, 19
 - ❖ Personality & Soft skills course- BMS department Date 18th January, 20- 27th February, 20
 - ❖ Certified GST Expert- Department of Accountancy Date 12th December,19 - 12th March, 20
- Programmes to be conducted by IQAC were –
 - ❖ Workshop for the faculties and students on Research study for preparation of presentation at the Avishkar –Research festival –University of Mumbai, Date 9th Dec 2019
 - ❖ An overview on revised NAAC Criteria, Date 19th Dec 2019
 - ❖ Feedback from Alumni & Motivation of Alumni registration through Google form
 - ❖ Workshop on Environmental Audit Date 15th Jan 2020



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24th September 2019

The Meeting of Internal Quality Assurance Cell (IQAC) held on, 24th September 2019 in conference room under the chairmanship of Dr. Jyoti.Pohane, I/c Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- To schedule criteria wise Meetings
- To set a process for smooth flow of preparation of AQAR 19-20 and RAR/NAAC
- Checking of CAS

The following members were present in the meeting:

Dr. Jyoti Pohane	I/c Principal
Shri. Vishnu Mhatre	Management Representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC Member
Ms. Trupti Tulsankar	IQAC Member
Ms. Rupali Patil	IQAC Member
Ms. Swati Pusalkar	IQAC Member
Ms. Sneha Mhatre	IQAC Member
Dr. Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff Representative
Mr. Rajesh Mane	Alumni
Ms. Sakshi Raut	Student Representative

Minutes

- The second meeting of IQAC started with formal welcome of all members by Dr. Kishori Bhagat, IQAC Co-ordinator.
- I/c Prin. Dr. Jyoti Pohane extended welcome to all the members and gave consent to present the agenda of the meeting.
- I/c Prin. Dr. Jyoti Pohane informed that the management would like to meet the IQAC committee and accordingly 14th Nov 2019, was decided for the meeting of Principal, IQAC and all Criterion-members with the Management

- IQAC Committee put forward the planning and work process for smooth functioning and data compilation of AQAR 2019-20 and NAAC.
- ❖ First IQAC committee member will mail the weight age wise distribution of criteria to each heads and soft copies of previous criteria reports
- ❖ All the members of IQAC will study and discuss each criteria guidelines (Manual of NAAC) and the reports will be submitted by each criterion heads.
- ❖ After going through reports IQAC committee will schedule meeting of each criteria.
- ❖ To schedule the workshop for the faculties for solving their doubts and queries related to criteria, data compilation, etc.
- ❖ To schedule meeting with IQAC Committee and Principal, and Criteria Head and member to have a review on updated report on AQAR to guide and solve their doubts
- IQAC will instruct all faculties and each department to:
 - ❖ To update all the events in the website
 - ❖ Changes in the department profile to be updated in the website at the earliest

- All the criteria heads and their members will be instructed to
- draft AQAR
- ❖ SWOC
- ❖ List of documents,
- ❖ summary of respective criterion,
- ❖ list of future programme as required under criteria

These above lists of documents were required to be submitted till 3rd December, 2019 to IQAC Committee.

- Meeting of the teachers in the different criteria in the month of December to be scheduled and informed to the heads and members accordingly.
- Constitution of various sub committees for smooth conduction of NAAC process and as a support to criteria Heads like website committee, student satisfaction survey committee, feedback committee was decided
- Allocation of Criteria In-charge from IQAC committee to each Criteria (7) was decided to administer the work of each criteria and also uploading AQAR.

- All the faculties were motivated to take up research projects, enrol for Ph.D., completion of Ph.D. The faculties were encouraged to attend Faculty Development Programmes, Orientation Courses, Seminars and Conferences.
- IQAC looked into the CAS promotions of the faculties due and files submitted



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21st December 2019

Action taken report

- IAAC committee member Ms. Trupti Tulsankar had mailed the weight age wise distribution of criteria to each heads and previous criteria reports.
- Constitution of various committees for smooth conduction of NAAC process and as a support to criteria Heads were made:

❖ **Website committee:**

Ms. Snehal Borle

Ms. Suraya. Shaikh

Mr. Umesh.Mhatre

❖ **Students Satisfaction committee:**

Ms. Deepali. Kadam

Ms. Parth. Chitale

❖ **Feedback committee:**

Ms. Neha.Singh

Mr. Prashant Mhatre

- A notice dated on 19/12/2019 of meeting schedule of 23rd December, 2019 was communicated to all faculties. Criteria 4 meeting was schedule on

Criterion	Date	Time
4	20 th December	11.00-11.30am.
1	23 rd December	9.30 -10.00 am.
2	23 rd December	10.00-10.30am.
3	23 rd December	11.00-11.30am.
5	23 rd December	11.30-12.30pm.
6	23 rd December	12.30- 1.00pm.
7	23 rd December	1.00-1.30pm.

- Allocation of criterion In-charge from IQAC committee to each Criteria were:

1 criterion	Ms. M. V.Bhagwat
2 criterion	Ms. M. V.Bhagwat
3 criterion	Ms. Rupali Patil
4 criterion	Ms. Trupti Tulsankar
5 criterion	Ms. Swati. Pusalkar
6 criterion	Ms. Swati. Pusalkar
7 criterion	Ms. Sneha.Mhatre

- IQAC was instrumental in the CAS promotions of the faculties, checking of documents, etc. of Dr Dhananjay Wankhede, Ms. Anuja Bapat and Dr Kishori Bhagat – Stage 3 to 4, conducted on 5th December 2019 at BK Birla Autonomous College, Kalyan.



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23rd December, 2019

The Meeting of Internal Quality Assurance Cell (IQAC) held on, 23rd December 2019 in conference room under the chairmanship of Dr. Jyoti.Pohane, I/c Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- Checking of criterion wise reports
- Meeting for criteria wise updation

The following members were present in the meeting:

Dr. Jyoti Pohane	I/c Principal
Shri. Vishnu Mhatre	Management Representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC Member
Ms. Trupti Tulsankar	IQAC Member
Ms. Rupali Patil	IQAC Member
Ms. Swati Pusalkar	IQAC Member
Ms. Sneha Mhatre	IQAC Member
Dr. B R Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff Representative
Mr. Rajesh Mane	Alumni
Ms. Sakshi Raut	Student Representative

Minutes

- The meeting of IQAC started with formal welcome of all members by Dr. Kishori Bhagat, IQAC Co-ordinator
- Distribution of new manual of revised NAAC to each criterion head during meeting, it was instructed to compare it with old format and the weight age
- IQAC committee had scrutinised criteria reports submitted by each heads. various points were noted down to inform them
- All faculties were instructed to submit program outcomes course outcome, and forward those to criterion 2 in charge, PPT subject wise both term during December vacation.

- Following discussion were made during meeting with criteria head and its members criterion-wise on 23rd December, 2019:

1 criterion	Update 2018-19 data, update and upgrade the explanation, hand over revised criteria statements, data template, criteria copy, academic calendar revision,
2 criterion	Give Revised criteria statements, data template, change table, update 2018-19 and current year data, update the explanation, prepare minutes on grievance mechanism, re-check and correct the figures mention in data templates
3 criterion	Revise criteria statements, data template, change statements, insert current year data wherever required, incorporate changes and suggestion given
4 criterion	Revise criteria statements, data template, change statements, update and revise data as per the requirements, and update 2018-19 and current year data.
5 criterion	Revise criteria statements, data template, change statements, update data 2018-19 and current year as per the changes / addition/ up gradation in the explanation of documents.
6 criterion	Revise statement, welfare measures scheme, participation fees of conference, add templates, 2018-19 data updating, minutes book updating, and evidences of all write up
7 criterion	Revise criteria statements, change statement handed over, change the metric of 7.1.4 as per revision, 7.1.3 and 7.1. 4 are merged together in 7.1.1, Agri community college as distinctive, student satisfaction survey. Refer inputs of criteria 7 in AQAR 2014-15 onwards.

- All the Criteria in-charge were instructed to update the AQAR report as per suggestions given in the meeting and in the month of January another round of criterion meetings to be scheduled with Principal Madam, IQAC committee, and criteria Heads along with their members.
- It was discussed that IQAC committee will inform schedule for AQAR data updating and collection.
- It was decided to organise Environment Audit workshop in the month of January and date for the same will be informed.



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Date: 22nd Feb,2020

Action taken report

IQAC committee had scrutinised criteria reports submitted by each heads, various points were noted down to inform them: (3/12-16/12)

1 criterion	in curricular planning - system of the college, program codes, MOU, letter of appointment of teacher, minutes etc
2 criterion	students satisfaction survey, PPT, mentoring, etc
3 criterion	MRP projects, documents regarding LIC, Affiliation letter, Research assessment committee documents, workshop on IPR, code of ethics upload on website, extension activities has to be updated, reports of events photos to be uploaded
4 criterion	Data template for each sub points, area/size, year of establishment of college, rare books collection.
5 criterion	Percentage to be calculated, website updating ie documentary evidence, data w.r.t. student progression to be taken from Admin staff
6 criterion	Existing mission to be continued, website updating, academic calendar uploading, minutes of LMC, hierarchy of organisation to be uploaded on the website, service rules, E-governance, OSM training conducted by Metric company, Data template to be completed.
7 criterion	Discussion on what can be done and which activities to be included in template ie pride event, Pragati entrepreneurs, campus placement, youth festivals, guest lectures, seminars, PhD, picnic, Sanitary vending machine, tea coffee dispenser, wheel chair, solar panel install can be done for betterment

The following activities were conducted on

- 9th Dec 2019 -Workshop for the faculties and students on Research study for preparation of presentation at the Avishkar –Research festival –University of Mumbai
- 16th & 20th Dec 2019 -Guidance for the students on Research study for the PPT & Poster presentation at the Avishkar –Research festival –University of Mumbai
- 19th Dec 2019 -An overview on revised NAAC Criteria Dr. Mulajkar and Dr Bhagure Dnaysadhana College, Thane

- 4th Jan 2020 -Meeting for better conduction of Environmental Audit &energy audit by Mr. Ashish Patil from Nisarg yug Environment solutions.
- In the meeting scheduled with Principal Madam, IQAC committee, And criteria Heads along with their members various doubts and quires were resolved and various instruction were made by Dr.Jyoti. Pohane Mam for smooth drafting of AQAR.

Meetings were scheduled from 17/01/2020- 24/01/2020 is as follow:

1 criterion	17 th January,2020
2 criterion	20 th January,2020
3 criterion	21 st January,2020
4 criterion	22 nd January,2020
5 criterion	23 rd January,2020
6 & 7 criteria	24 th January,2020

They were required to bring following documents hard copy:

- ❖ revised framework with data templates
- ❖ Updated list of documents
- ❖ Calculation of % & how to increase
- ❖ List of requirements from college (management) as informed in the previous meeting
- 16th Jan Workshop on Environmental Audit Ashish Patil Nisarg yug Environment solutions.
- On 4th Feb, 2020 all the faculties were instructed to give suggestion on student employability survey (alumni) goggle forms.
- **Schedule for data updating and collection:**
 - ❖ 25th Jan-30th Jan, 2020- updating of criteria
 - ❖ 1st Feb,2020 – circulating list of documents required to each faculty/ departments
 - ❖ 3rd Feb- 6th Feb 2020- preparation time to faculty
 - ❖ 10th -15th Feb 2020: collection of data from faculty
 - ❖ 17th Feb,2020 – checking, scrutiny & reporting



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24th April, 2020

The Meeting of Internal Quality Assurance Cell (IQAC) held on, 24th April, 2020 in conference room under the chairmanship of Dr. Jyoti.Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- Organising IQAC webinar
- Review of AQAR 2018-19 and 2019-20
- Uploading status of AQAR.

The following members were present in the meeting:

Dr. Jyoti Pohane	Principal
Shri. Vishnu Mhatre	Management Representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC Member
Ms. Trupti Tulsankar	IQAC Member
Ms. Rupali Patil	IQAC Member
Ms. Swati Pusalkar	IQAC Member
Ms. Sneha Mhatre	IQAC Member
Dr. Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff Representative
Mr. Rajesh Mane	Alumni
Ms. Sakshi Raut	Student Representative

Minutes

The Co-ordinator of IQAC, Dr. Kishori Bhagat extended welcome to all the members and gave consent to present the agenda of the meeting.

- Detailed discussions for smooth conduction of webinar by IQAC committee following points were discussed:
 - ❖ its topic,
 - ❖ association with,
 - ❖ allocation of work,
 - ❖ platforms,

- ❖ certificate,
- ❖ letter,
- ❖ technical team,
- ❖ recordings,
- ❖ PPT

- Dr. Kishori. Bhagat instructed the IQAC members and in charge of each criterion to have a review of respective criteria to know the status of AQAR and to report in IQAC group on e-platform WhatsApp.
- It was decided to complete AQAR data compilation work and draft as early as possible to upload the same
- A review of AQAR 2018-19 with criteria in-charge member of IQAC of 2018-19 w.r.t to data collection, AQAR draft, and uploading status was taken



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Date: 7th August, 2020

Action taken report

The following activities were conducted

- 17th March 2020 Workshop for the teachers on how to prepare a research proposal Jointly with PG Department Dr Kishori Bhagat
- 25th April to 1st May 2020 Online Corona Awareness Quiz Jointly with BSC(IT) Department Ms Rupali Patil Convenor
- Various webinars were conducted by IQAC:

Date	Name of the Department/ Association	Level	Topic	Resource Person
9 th May, 2020	IQAC	National	Understanding H in HR	Mr. Sandeep Pinto
25 th May, 2020	IQAC & Commerce Association	National	Pragati Entrepreneurs On Start Ups And Entrepreneurship	Mr. Mufaddal Bookwala
29 th May, 2020	IQAC & Department of Commerce	National	Environmental audit	Dr Sirajjudin Chougale,
30 th May, 2020	IQAC & Department of Library	National	Necessity and Usage of IPR in Commerce	Advocate Dipak Parmar

- AQAR 2018-19 revision & finalization for uploading on NAAC website subject to opening of portal.



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