

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell (IQAC)

Minutes of meetings

A meeting of the IQAC was conducted on Wednesday, 28th June, 2017 at 4:00 pm in the Principal's Cabin.

Following members were present for the meeting.

1. Shri J. D. Shetye
2. Shri S. S. Vanjare
3. Shri M. K. Rakhangi
4. Shri. M. S. Rakhangi
5. Shri. Jaywant Vichare
6. Dr. B. M. Waghmare
7. Dr. S.M. Chavan
8. Dr. R. M. Marathe
9. Dr. R. S. Mali
10. Dr. M. S. Bavdhankar
11. Mr. D. M. Kshirsagar
12. Dr. K. G. Mhatre
13. Mr. K. G. Mankar

Following items have been discussed in detail in the meeting

Item No. 1: Confirmation of minutes of previous meeting.

Dr. K. R. Chavan read the minutes of the previous IQAC meeting. The minutes were confirmed by all the members.

Item No. 2: Discussion on NAAC accreditation report of third cycle

NAAC Peer Team visited our college from 3rd to 5th October, 2016. College has been accredited with A Grade. Dr. K. R. Chavan congratulated all the stakeholders for such a big achievement.

Dr. Rajesh Mali read the Peer Team Report. Each and every aspect of the report was discussed in detail and it has been decided that necessary action should be taken step by step during the course of next accreditation.

As per the suggestion given by Peer Team in their report, it has been decided that we are lacking in the infrastructural facilities. A brief discussion was held and it has been decided to report infrastructural lacunae to the New Education Society such as improvement in reading room facility, introducing language laboratory, introduction of computer laboratory for students,

starting of C. A. and C. S. courses, introduction of more courses from Yashwantrao Chavan Maharashtra Open University (YMOU) and also Career oriented courses from University of Mumbai.

It has been decided to invite Prof. Dattatray Kamble for delivering a talk on RUSA and funds initiating.

For the strengthening of vision and planning Prof. Jugale Vasantao from Shivaji University should be invited.

Shir M. S. Rakhangli suggested allocating budget to each department by considering their plan of action.

Item No. 3: Discussion on reformation of IQAC and incharge of NAAC criterion.

Following decisions were taken-

Prin. Dr. Sudhir Bhosale suggested that Dr. K. R. Chavan should continue as IQAC co-ordinator and all the members agreed to the same.

Mr. Yogesh Sarptdar has been taken as an industrial representative on IQAC.

Mr. Pramod Shetye has been takes as a member from the society.

Prin. Dr. Sudhir Bhosale suggested that members from teaching faculty, student's representative members from research field and alumni will be decided later.

Item No. 4: Any other matter with prior permission of the chair.

No discussion on this item.

The meeting was concluded with vote of thanks by Dr. R. S. Mali

Sd/-
Dr. K. R. Chavan
IQAC, co-ordinator

Sd/-
Dr. A. S. Kulkarni
Principal

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell (IQAC)

Minutes of meetings

A meeting of the IQAC was conducted on Tuesday, 12th December, 2017 at 11:00 am in the Principal's Cabin.

Following members were present for the meeting.

1. Prin. Dr. S. R. Bhosale
2. Shri J. D. Shetye (Shri. S. N. Kurup on behalf of Shri J. D. Shetye)
3. Shri. Pramod Shetye
4. Mrs. Vijayalaxmi Devgoji
5. Mr. Yogesh Sarpotdar
6. Dr. B. M. Waghmare
7. Dr. R. M. Marathe
8. Dr. R. S. Mali
9. Mr. D. M. Kshirsagar
10. Mr. R. N. Kamble
11. Mr. B. T. Shinde
12. Dr. V. B. Berde
13. Dr. R. A. Shevde
14. Mr. K. M. Sawant
15. Mr. K. G. Mankar
16. Dr. K. R. Chavan

Following items have been discussed in detail in the meeting-

Item No. 1: Confirmation of minutes of previous meeting of IQAC

Dr. K. R. Chavan read the minutes of the previous IQAC meeting held on 28th June, 2017.

Shri Pramod Shetye suggested keeping a proper document of discussion held in the meeting and the programme conducted accordingly. He also suggested to all the members to come up with proper data and justification to take a particular decision. To initiate a particular programme we have to analyse the cost, feasibility, duration so that if the detail report come before the meeting it will be very much helpful to arrive at final conclusion. This valuable suggestion was accepted by all the members and on behalf of all Dr. K. R. Chavan assured that, this will be put into practice henceforth.

The minutes of the meeting were confirmed with this important suggestion.

Item No. 2: Discussion on the implementation of the suggestions and recommendations given in the NAAC accreditation report of third cycle.

A discussion was held on fulfillment of various suggestions made by the NAAC Peer Team as well as new qualitative parameters to be implemented. A few amongst the suggestions and recommendations were considered in the meeting as it is not possible to implement at a glance all recommendations. Following aspects were discussed herewith-

- ✓ Regarding autonomous status, it was decided that the institution will think it in future perspective. Since we are in need of sufficient infrastructure, institution will apply for autonomous status in future endeavors. So IQAC is suggesting herewith to the institution to fulfill infrastructural needs such as full-fledged Gymkhana, Auditorium, Library extension, additional computer Laboratory, etc.
- ✓ A discussion was held on initiation of new courses. As a part of curriculum in the Under Graduate program of Commerce, it was suggested to choose Physical Education as a subject parallel of optional to foundation Course.
- ✓ Considering the feasibility following courses can be introduced as it was suggested in the meeting-

(A) P. G. Course in M.Com. Management.

(B) Diploma Courses – Diploma in Medical Laboratory Technology

(C) P. G. Course in M. Sc. Chemistry.

(D) Certain short term crash courses at department level.

All the concerned department will have to prepare a detailed report and it was decided to put before the management.

Shri Pramod Shetye suggested taking a review of attendance of the students and preparing a plan of action for frequently absent students. He also suggested preparing a code of ethical conduct by forming a committee for the faculty, students and non-teaching staff. The ethical code of conduct will be signed by the authority and will be circulated to all the concerned members.

Dr. K. R. Chavan stated the need to arrange motivational speech for students and need based sessions for teaching and non-teaching faculty.

After a discussion on above suggestions it was decided to conduct the above activities and to prepare a ethical code of conduct by forming a committee for implementation.

Item No. 3: To prepare perspective plan for the academic year 2018-19.

After discussion, it was decided to include following aspects in the perspective plan along with suggestions made by various committees and departments-

- a. To introduce new and innovative teaching methods
- b. To strengthen the library facilities.
- c. To strengthen the placement cell.
- d. To undertake faculty training programme for teaching and non-teaching staff.
- e. To sign MoU with other institutions.
- f. To conduct voluntary academic audit.
- g. To encourage staff to undertake major and minor research project.

Item No. 4: Any other matter with the permission of the chair.

No discussion on this item

The meeting was concluded with the vote of thanks by Mr. Dhananjay Kshirsagar.

Sd/-
Dr. K. R. Chavan
IQAC, co-ordinator

Sd/-
Dr. A. S. Kulkarni
Principal

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell (IQAC)

Minutes of meetings

A meeting of the IQAC was conducted on 02nd February, 2018 at 04:00 pm in the faculty room.

Following members were present for the meeting.

1. Shri. J. D. Shetye
2. Shri. V. S. Khawale
3. Shri. Pramod Shetye
4. Smt. Dr. S. A. Deuskar
5. Shri. Dr. K. R. Chavan
6. Mrs. Vijayalaxmi Devgoji
7. Mr. Yogesh Sarpotdar
8. Mr. Vishal Sawant
9. Shri. Dr. B. M. Waghmare
10. Dr. R. M. Marathe
11. Dr. R. S. Mali
12. Mr. D. M. Kshirsagar
13. Mr. R. N. Kamble
14. Mr. B. T. Shinde
15. Dr. V. B. Berde
16. Dr. R. A. Shevde
17. Mr. K. M. Sawant
18. Mr. K. G. Mankar
19. Shri. Vinay Butala

In the beginning of the meeting Dr. K. R. Chavan welcomed the chair person and all the members.

Following items have been discussed in detail in the meeting-

Item No. 1: To read and confirm the minutes of the last meeting.

The minutes of the last meeting was read and confirmed.

Item No. 2: To discuss about the commitment of suggestions made by Peer Team Committee.

Following things were discussed-

(A) Introduction of courses

(B) Additional Infrastructural facilities

Following decisions taken unanimously-

(A) To start following two short term courses at college level-

- a. Fruit processing and b. Tourist guide

(D) The total requirement will be listed out from each department and overall requirements will be sent to the management

Item No. 3: To discuss about perspective plan.

Discussion – Perspective plan for the next academic year was discussed. Following decision was taken-

Perspective plan of each department and committees will be taken in writing and a rough draft will be prepared accordingly and will be put before the IQAC committee in the next meeting.

Item No. 4: To discuss about new guidelines of NAAC for new accreditation process from July, 2017

After short discussion Dr. K. R. Chavan stated the following progress in this regard-

4.1 – The new format of NAAC has been issued.

4.2 – IQAC co-ordinator and other two members have attended one day workshop on new accreditation process.

4.3 – A one day workshop was organized in the college for faculty and management. Dr. N. S. Dharmadhikari as educationist and NAAC Peer team member invited for this workshop. A very positive response received from the faculty.

4.4 – Following guidance session have been also organized in the institution.

- a. Guidance session for faculty on “Yoga and Teaching”
- b. Motivational lecture for students
- c. Guidance session for non-teaching faculty on “Office Management”

4.5 – After discussion, following decisions were taken-

- a. To increase the number of campus interviews by contacting the firms and industries
- b. To conduct workshop on CV writing, interview techniques and group discussion for students.
- c. To undertake voluntary academic audit of the institution

4.6 – Dr. K. R. Chavan requested for IQAC room and a technical staff for day to day official work.

Item No. 5: To discuss about preparation of AQAR Report

After discussion it was decided to send AQAR report in the month of May, 2018.

Item No. 6: Any other issues with the prior permission of the chair.

Mr. Pramod Shetye mentioned that we have to fulfill the following things which were discussed and decided in the earlier meeting-

6.1 – To prepare and sign in the Ethical Code of Conduct for faculty and students

6.2 – To prepare statistical data of frequently absent students and the outcome of the action taken

The suggestion was accepted and it was decided to fulfill the issues at an earliest.

The meeting was concluded with the vote of thanks by Dr. R. A. Shevde.

Sd/-
Dr. K. R. Chavan
IQAC, co-ordinator

Sd/-
Dr. A. S. Kulkarni
Principal

Arts, Commerce and Science College, Lanja

Internal Quality Assurance Cell (IQAC)

Minutes of meetings

A meeting of the IQAC was conducted on 24th April, 2018 at 04:00 pm.

Following members were present for the meeting.

1. Shri. J. D. Shetye
2. Shri. V. S. Khawale
3. Shri. Pramod Shetye
4. Smt. Dr. S. A. Deuskar
5. Shri. Dr. K. R. Chavan
6. Mrs. Vijayalaxmi Devgoji

Special Invitee

1. Shri. S. S. Vanjare
2. Shri. V. S. Khawale
3. Mr. R. N. Kamble
4. Dr. R. A. Shevde
5. Dr. R. M. Marathe
6. Mr. K. M. Sawant
7. Dr. B. M. Waghmare
8. Dr. R. S. Mali
9. Mr. B. T. Shinde

At the outset the co-ordinator welcomed the Hon'ble chairman and members present in the meeting and requested Hon'ble chairman to commence the business of the special meeting of IQAC. Hon'ble chairman also welcomed all the members and started the business of the meeting.

Item No. 1: Confirmation of minutes of the last meeting

Confirmed the minutes of the meeting of criterion incharge with faculty members of IQAC dated 2nd February, 2018.

Item No. 2: To review the working of IQAC during the academic year

Following activities have been undertaken by the IQAC during the academic year-

a. Number of meetings held during the year – 03

b. Important decisions taken-

1. To start short term courses
2. Introduction of courses like fruit processing and tourist guide for students

3. Preparation and submission of AQAR
4. To prepare a perspective plan
5. Code of professional ethics for teachers
6. Measures for frequently absent students
7. Improvement in the infrastructure facilities

Item No. 3: To consider various reports of the department and committees for AQAR.

The important aspects of reports of departments and committees were discussed and it was decided to implement the same in the forthcoming academic year.

Item No. 4: To discuss about perspective plan

Based on the reports of the departments and committees following perspective plan for the year 2018-19 was finalized for inclusion in the AQAR report 2017-18

- (a) Implementation of Code of Professional Ethics for teachers
- (b) Introduction of courses at the institutional level-
 - (i) Fruit processing – Incharge – Dr. S. A. Deuskar
 - (ii) Tourist Guide – Incharge – Dr. R. M. Marathe
- (c) To conduct voluntary Academic Audit
- (d) Organisation of Quality Culture development workshop for faculty, students and non-teaching staff. (by IQAC)
- (e) MIS Software for management information system in the institution
- (f) Provision of LCD and other ITC facilities to every department
- (g) A system of mentoring will be introduced in a formal way.

Item No. 5: To discuss about preparation of AQAR Report

The AQAR report will be prepared and submitted to NAAC authorities well in time as the deadline is September, 2018.

Item No. 6: Any other issues with the prior permission of the chair

No issues were raised. The meeting was concluded with vote of thanks by Dr. R. M. Marathe.

Sd/-
Dr. K. R. Chavan
IQAC, co-ordinator

Sd/-
Dr. A. S. Kulkarni
Principal

Compliance Report

Sr. No.	Resolution	Action taken/ Compliance
1	Introduction of new courses and additional infrastructure facilities	Applied for new courses viz., B. Com. Accounting and Finance, M.Sc. Chemistry, Botany and Zoology, M.Com. Business Management Introduced Short term courses – Fruit processing.
2	Requirements of Departments	The requirements of departments was listed and conveyed to the Management
3	To prepare Perspective Plan of departments and committees.	Perspective plan of departments and committees were prepared.
4	To organize campus interviews	Campus interviews were organized by Counseling and Placement Cell
5	To organize workshop on CV writing, interview techniques and group discussion	One day workshop was organized by Commerce Department on CV writing, interview techniques and group discussion
6	To conduct academic audit	Academic audit was conducted by inviting expert.
7	To submit AQAR in May, 2018	AQAR submitted before the deadline, deadline was extended upto September, 2018 and it was submitted on
8	To prepare Ethical Code of Conduct for faculty members and students	Ethical Code of Conduct was prepared and circulated among the faculty members and students
9	To conduct Quality Culture development workshop for faculty, students and non-teaching staff.	Quality Culture development workshop for faculty, students and non-teaching staff were conducted by IQAC
10	To use MIS software	MIS software was introduced
11	To introduce mentoring system	Mentoring system was introduced. A committee has been formed.
12	To provide ICT facilities to every department	ICT facilities - Personal Computer, internet facility provided and provision had been made to provide smart television
13	To prepare and submit the AQAR	AQAR was submitted

Sd/-
Dr. K. R. Chavan
IQAC, co-ordinator

Sd/-
Dr. A. S. Kulkarni
Principal