



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar
Maharashtra, India**

Date

Academic Year 2018-19

IQAC Meeting

Date: 3rd Dec-2018

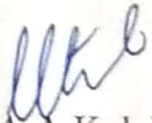
Venue: Principal Cabin

Time: 11.30 a.m.

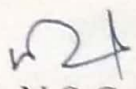
The college IQAC members are hereby informed that the committee meeting is organized on 4th December 2018 at 11.30 am in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action taken report of decisions of last meeting
3.	ItemNo-3 Preparations of AQAR as per NAAC guidelines
4.	Item No-4 Discussion and filling NIRF information
5.	Item No-5 University LIC visit for new proposal for PG Programmes
5	Item No-6 To review of curricular, co-curricular and extension activities
6	Item No-6 To preparation of action taken report on Academic Administration and Audit(AAA) & NAAC

Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
4	Dr. Hansraj Thorat (Alumni)	
5	Dr. B.B.Kale (Scientist C-MET)	
6	Prof. V.K. Deshmukh	
7	Prof. Dr.S.N. Bolbhat	
8	Prof. A. S. Jadhav	
9	Prof. V.P. Supekar	
10	Prof. S.S Gaikwad	
11	Prof. Dr. B.B Kalapure	
12	Prof.T.Y.Randive	
13	Prof. V.B.Adasare	


(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Prin^c.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 04/ 12 /2018.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began under the chairmanship of Principal and minutes of last meeting were read by Coordinator and minutes of last meeting were confirmed unanimously.

Item No-2 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and reviewed of the action taken by college. A review and feedback taken on Academic activity, the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. Comprehensive evaluation Method at UG and PG Level. The Chairperson and members of IQAC of the college was approved by unanimously the action taken report of decisions of last meeting.

Sr. Nos.	Decision Taken	Action taken
01	Planned to take feedback on the academic activity	Feed back on the curricular,cocurricular and extension activities are taken by principal and necessary suggestion given for betterment
02	Remedial teaching, 1. Slow and Advance learner Scheme.	List of slow and advance learner of each class will be prepared as per term merit in last examination and by preparing extra time table and coaching will be provided by concern teacher .
03	Mentor – Mentee Scheme	Every faculty of the college allotted approx 20 nos. of students allotted and Mentor teacher will take timely review of their progress in study
04	Comprehensive evaluation Method at UG and PG Level.	The progress of the student in study is assessed by internal Unit test –I and Unit Test II ,Mid term, , Home assignment ,Tutorial etc

ItemNo-3 Preparations of AQAR as per NAAC New guidelines

All the criteria chairman are guided by Principal for the preparation of AQAR 2017-2018. The needful guidance and reading of AQAR 2017-18 will be given by the Coordinator of IQAC. They are committed and advised to complete the needful information of the each criterion till 30th Dec.2018.

Sr. Nos.	Decision Taken	Action taken
01	Planned to Collect the inputs of each criterion as per guidelines.	Collected inputs a of each criteria and filled necessary information
02	To Fill up the necessary information as per requirement.	Filled information as per guideline
03	To prepare documentation as per key aspect qualitative matrices and quantitative Matrices.	Criteria wise and qualitative matrices and quantitative Matrices evidences of all key aspects should documented

Item No-4 Discussion and filling NIRF information

The NIRF Information of the college was filled as per guideline in time which includes faculty, the details input about students, faculty, and college administration and Audit information filled online.

Item No-5 University LIC visit for new proposal for PG Programmes

The LIC committee constituted by SPPU, Pune will visit to college for the appororoval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics. The date and time of the committee fixed. Also other work like documentation to each department t is assigned.

Sr. Nos.	Decision Taken	Action taken
01	Planned to constitute University LIC committee for the approval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.	The LIC committee constituted by SPPU, Pune will visit to college for to approve the PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.

ITEM No-6 To review of curricular, co-curricular and extension activities.

The chairperson has been taken the review of first semester Academic activity, **curricular, co-curricular and extension activities.**

Sr. Nos.	Decision Taken	Action taken
01	Academic activity, Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc.	Review of Academic activities Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. should has been taken by chairman
02	Discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc	List of slow and advance learner of each class will be prepared as per term merit in last examination and by preparing extra time table and coaching will be provided by concern teacher. Every faculty of the college allotted approx 20 nos. of students allotted and Mentor teacher will take timely review of their progress in study.
03	To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc.	Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.
04	To organize at least lone short term course to each department and also advised to organize	To organize at least lone short term course to each department and also advised to organize conference and needed active and enhancement of participations in research of faculty and students.

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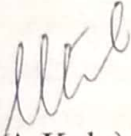
Item No-6 To preparation of action taken report on Academic Administration and Audit (AAA)

The principal of the college noticed the importance of the suggestion and recommendation given by NAAC 3rd cycle and Academic Administration and Audit (AAA) visited to the college on 24th march 2018. Chairman advised to prepare the action taken report on Academic Administration Audit (AAA) and NAAC committee visit for 3rd cycle. The action plan should be prepared with the reference of different criterion with the organization of time bounding programme for the action.


Sr. Nos.	Decision Taken	Action taken
01	The principal of the college noticed and chalk out the important suggestion and recommendation given by NAAC 3 rd cycle and Academic Administration and Audit (AAA) visited to the college on 24 th march 2018.	Chairman of the each committee has been Started, Academic activities like curricular, co-curricular, Extention activities, development programmes.
02	Plan to take necessary action on Sanstha's Academic Administration and Audit (AAA) visited to the college on 24 th march 2018.	The Chairman's of the various each committee has been Started ,Academic activities like curricular , co-curricular, Extension activities , development programmes
03	To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc.	Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.

04	To start skill base courses, B.Voc. Courses to each department and also advised to organize conference and needed active and enhancement of participations in research of faculty and students.	Four Skill base short term course and NSQF approved two degree B.Voc. Course namely food processing , Accountant and Taxation has been started
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(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Principal Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Sr. No.	Agenda Points	Action taken
1.	Suggestion and recommendation given by National Assessment & Accreditation Council (NAAC) Bangalore. And also held on given by Sanstha's Academic Administration and Audit (AAA) committee visited on 24 th March 2018	The meeting began with the general feed back by the principal regarding the existing processes in the college and the likely availability of good infrastructure and premises of the college which will be available for new development. The committee was apprised for declaring the "A" Grade with CGPA 3.09 on 27 th Nov. 2107 by National Assessment & Accreditation Council (NAAC) Bangalore. The deep discussion on the valuable suggestions and recommendation given by the NAAC Peer committee. The discussion was also held on suggestion and recommendation given by Sanstha's Academic Administration and Audit (AAA) committee visited on 24 th March 2018 and though discussion was held on preparation the action plan for the rectification of the suggestion and recommendation.
2	<p>To chalk out academic plan for the academic year 2018-2019</p> <p>A. Academic calendar of College</p> <p>B. Departmental calendars</p> <p>C. Academic Activity:</p>	<p>Academic Calendar of College:</p> <p>It was finalized in the meeting to prepare the academic calendar of college 2018-2019 by the committee. Academic calendar should include month and day wise activities all programmes related to academic teaching in the first and second semester, schedule of curricular activities of the academic year and also the extension activity run by the college throughout the year.</p> <p>B. Departmental calendars</p> <p>The chairperson introduces the importance of the departmental calendar and finalized to prepare the departmental calendar for the academic year 2018-19. The departmental calendar should include to be held the departmental meeting, minutes of the meeting at least two meetings per semester. The Head of the department of each department should write the minutes of meeting immediately. It was also finalized to introduce the following points in the meeting which include teaching, curricula and extension activities will be carried out in the academic year</p> <p>Academic Activity: 1. Preparation teacher diary 2. Preparation of teaching plan: Teaching Plan Includes the</p>

		<p>months, days and period available for the actual teaching as per the university guidelines. 3. Preparation of lesson notes of each lecture.4.Departemntal time table 5. Individual time table 6.Curricular activities include the Introduction of Two Unit Test, Mid-Semester examination and seminar, test, Home assignment, Tutorial etc.</p> <p>D.Co-Curricular Activities: Co-Curricular Activities: Includes organizing seminar, conferences, and workshop</p> <p>E.Extension activities Extension activities: Includes visit to industry, research Institute, Parent meets, Alumni meets etc.</p> <p>F.Research activity Research activity: Motivation of Faculty and student s toward the presentation and publication of research work in National and International Journals and Conferences and university Avishkar, Inspire research programmes.</p> <p>G.To prepares objectives and PO, PSO, CO for each subject and course. Chairperson introduced the importance of preparation of aim, objectives of PO, PSO, CO for each subject and course the Head of the department of all departments should prepare the aim, objectives of Progremmes outcomes, Programs specific outcomes and curricular outcomes of each subject and every course run by department of the college.</p>
3	To develop and strengthen the college website.	Work is under process. Academic , curricula ,cocurricula Extension activities programemes,event are timely uploaded , AQAR 2017-18 Uploaded NIRF 2017-18 successfully uploaded
4	To collect feedback from Students, stakeholder, Parents, and teacher etc.	The chairperson of the committee introduced the importance of the feedback of Students, stakeholder, Parents, and teacher etc. The chairman of the feedback committee should prepare the new feedback form for the Students, Parents, and teacher as per new guidelines and take the feedback from them for the betterment of the overall college development.
5	To Take review of the academic process and update the records.	1. Preparation teacher diary 2. Preparation of teaching plan: Teaching Plan Includes the months, days and period available for the actual teaching as per the university guidelines. 3. Preparation of lesson notes of each lecture.4.Departemntal time table 5. Individual time table 6.Curricular activities include the Introduction of Two Unit Test, Mid-Semester examination and seminar, test, Home assignment, Tutorial etc.Under process to collect record

6	To implement continuous Comprehensive evaluation Method at UG and PG Level	As per university guideline and improvement of the learning student centric process it is essential to carry out the continuous internal evaluation of the students. It was decided to introduce two unit test, and Mid-Semester examination for the UG and PG students in addition to their mandatory university examination. For the betterment of student learning behavior the choice based system strengthened particularly, T.Y. and PG students. They should assign and give the home work in the form of Home Assignment, Tutorials, seminars, open books test, and reference works. Implemented
7	Preparations of AQAR as per NAAC New guidelines	Preparation of AQAR for the academic year 2017-2018. The collection criteria wise information for the AQAR. The activity carried out from Nov.2017 to April 2018 will be considered for AQAR. The chairperson of the IQAC and committee agreed to prepare the AQAR 2017-18 as per old format guidelines. All the criteria chairman are guided by Principal. The needful guidance will be given by the Coordinator of IQAC. They are committed and advised to complete the needful information of the each criterion till 30 th Sept.2018.
8	Discussion on the submission of new proposal for quality improvement.	The regular faculty of college are requested to prepare and new minor and major research project proposal of the BOD, Savitribai Phule Pune University, Pune guidelines. They are also motivated to prepare proposals for the state and National level conferences.
9	Discussion on the submission of new proposal for PG Programmes	New proposal for PG Programmes for the SPPU, Pune approval for PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics. The date and time of the committee fixed. Also other work like documentation to each department is assigned.
10	To review of curricular, co-curricular and extension activities	The chairperson has been taken the review of Academic activity, Learner centric innovative teaching – learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc. Chairman of committee focused to organize research Research Avishkar programme, inspire programmes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.
11	Discussion and filling	The NIRF Information of the college was filled as per

	NIRF information	guideline in time which includes faculty, students and college information.
12	University LIC visit for new proposal for PG Programmes	The LIC committee constituted by SPPU, Pune will visit to college for the apporoval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics. The date and time of the committee fixed. Also other work like documentation to each department t is assigned
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14	To preparation of action taken report on Academic Administration and Audit (AAA)	The principal of the college noticed the importance of the suggestion and recommendation given by NAAC 3 rd cycle and Academic Administration and Audit (AAA) visited to the college on 24 th march 2018. Chairman advised to prepare the action taken report on Academic Administration Audit (AAA) and NAAC committee visit for 3 rd cycle. The action plan should be prepared with the reference of different criterion with the organization of time bounding programme for the action.