

Rayat Shikshan Sanstha's
VEER WAJEKAR A.S.C. COLLEGE,

Mahalan Vibhag, Phunde

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year: 2017-18

Date: 18/07/2017

Minutes of the IQAC Meeting

Following are the minutes of IQAC meeting

Criterion I: Curricular Aspects

1. Preparation of Academic Calendar.
2. Curriculum development of Short Term Courses to be started by each department.
3. Update revised curriculum of all programmes and courses.
4. Preparation of Teaching Plan by all teaching faculties.
5. Planning of conduction of Academic Audit by IQAC and external agency.
6. Notification of Faculty Development programmes/training for teaching and non-teaching staff.

Criterion II: Teaching, Learning & Evaluation

1. Review of Result of T.Y.B.A./B.Com./B.Sc. of Semester VI, March/April, 2017.
2. Planning of extensive use of ICT in teaching process.
3. Planning of Student Seminar at departmental level.
4. Planning of organization of parent meet.
5. Planning of examination reforms for Internal Evaluation like open book test, online quiz competitions, surprise test, poster presentation competition, scientific model preparation, etc.
6. Planning of purchasing e-learning and e-facility portal from external agency for development of study material.

Criterion III: Research, Innovations and Extension

1. Planning of extension activities apart from NCC and NSS.
2. Submission of new Research Project Proposals to B.C.U.D., University of Mumbai for academic year 2017-18.
3. Planning of Innovations in various areas at departmental level.
4. Planning of undertaking student research project for Research Avishkar Convention- 2017-18.
5. Planning of organization of Seminar/Conferences/Workshops by departments and IQAC.

Criterion IV: Infrastructure & Learning Resources

1. Commencement of Construction of Administrative Block with Mini Auditorium.
2. Planning of providing separate staff room.
3. Planning of arrangement of separate Examination Cell.
4. Planning of providing record room.
5. Planning of extension and renovation of Library.
6. Planning of College campus beautification.
7. Planning of purchasing of Back up machines for Computer Laboratories.
8. Planning of developing three ICT enabled classrooms.
9. Renewal of N-LIST consortium of UGC membership of staff.
10. Providing Book bank facility to students.
11. Planning of Library activities.

Criterion V: Student Support and Progression

1. Preparation of schedule for providing NRC lab to students and staff for e-resource retrieval.
2. Planning of undertaking online courses for students through (www.coursera.org) .
3. Planning of Allocation of seed money for student research (Avishkar and University Projects).

4. Planning of curricular, co-curricular and extra-curricular activities throughout the year leading to development of students.
5. Planning of providing schedule of Government Scholarships and freeships to students.
6. Involvement of students in sports and cultural programme for University, state and National level Competitions.
7. Planning of conducting campus placements.

Criterion VI: Governance, Leadership and Management

1. Planning of smooth conduction of Admission process-2017-18 as per rules of Government of Maharashtra and University of Mumbai.
2. Planning of Submission of AQAR-2016-17 to NAAC office, Bangaluru.
3. Planning of monitoring of Teaching and Learning process by IQAC.
4. Planning of guiding for preparing documents & their verification by IQAC as per new guidelines of NAAC.
5. Planning of preparation of Self Study Report for 3rd cycle NAAC Accreditation as per new guidelines of NAAC.
6. Planning of Core Committee meeting for discussing on various issues.
7. Planning of conducting IQAC meeting.
8. Planning of conducting College Development Committee (CDC) meeting.
9. Planning of Administrative (Financial) Audit (Internal and External).

Criterion VII: Institutional Values and Best Practices

1. Planning of conducting Best Practices of the college-
 - a. Civil Defence
 - b. Book Bank facility
2. Planning of getting Green Audit done.
3. Planning of installation of Rain Water Harvesting planning.
4. Planning of installing LED bulbs in the college.

Co-ordinator
IQAC

Principal
Veer Wajekar A.S.C. College, Phunde

Criterion I: Curricular Aspects

1. Preparation of Academic Calendar: Detail Academic Calendar including Instructional and Non-instructional days, arrangement of terms and tentative planning of co-curricular and extra-curricular activities to be undertaken by various activities.

2. Curriculum development of Short Term Courses to be started by each department: It was decided unanimously that each department should undertake one skill based short term course and enrol maximum students under the same.

3. Update revised curriculum of all programmes and courses: It was decided to intimate all the Heads of the Department to download updated syllabi of their respective subject and communicate to staff.

4. Preparation of Teaching Plan by all teaching faculties: It was decided to intimate all the Heads of the Department to distribute the syllabus and ask teachers to prepare teaching plan for the semester.

5. Planning of conduction of Academic Audit by IQAC and external agency: Discussion was held on Academic Audit and decided to conduct in the second term through external agency or IQAC.

6. Notification of Faculty Development programmes/training for teaching and non-teaching staff: It was decided that staff members will be notified time to time for various FDP or training programmes like Refresher Courses, Orientation Course, Short Term Courses, Administrative Training Programmes organized by UGC-HRDC, other Institutes, etc.

Criterion II: Teaching, Learning & Evaluation

1. Review of Result of T.Y.B.A./B.Com./B.Sc. of Semester VI, March/April, 2017: Result were not declared by University thus no discussion on Result.

2. Planning of extensive use of ICT in teaching process: Members were expressed satisfaction on use of ICT in T & L process but still expect to more use of online teaching methodology and retrieval of e-resources to update the subject knowledge.

3. Planning of Student Seminar at departmental level: It was decided to intimate all the Heads of the Departments to prepare planning of Student Seminar leading to stage daring of students.

4. Planning of organization of parent meet: Regarding parent meet it was decided to conduct parent meet after 1st class test (last year students) in the first term and 2nd class test (last year students) in the second term. It was also decided to take feedback of parents on curriculum, infrastructure, teachers, etc.

5. Planning of examination reforms for Internal Evaluation like open book test, surprise test, poster presentation competition, scientific model preparation, etc.: It was decided to conduct surprise test to identify slow and advanced learner and also decided to plan other said reforms as per departmental convenience.

6. Planning of purchasing e-learning and e-facility portal from external agency for development of study material: To inculcate knowledge of technology among students and staff it was unanimously decided to hire external agency to prepare e-portal to develop study modules and material.

Criterion III: Research, Innovations and Extension

1. Planning of extension activities apart from NCC and NSS: It was decided to intimate Programme Officer of NSS and NCC in-charge to conduct extension activities and also express expectation of planning community based extension activities.

2. Submission of new Research Project Proposals to B.C.U.D., University of Mumbai for academic year 2017-18: Discussion on Research Project Proposals was taken place with respect to submission of Proposals to B.C.U.D. University of Mumbai as when circular will be displayed on website.

3. Planning of Innovations in various areas at departmental level: It was decided to intimate all heads and conveners to plan various innovative activities and implement.

4. Planning of undertaking student research project for Research Avishkar Convection- 2017-18: With respect to Research Avishkar Projects it was suggested that at least one research project should be designed and get approved from Institutional Research Committee.

5. Planning of organization of Seminar/Conferences/Workshops by departments and IQAC: It was decided to plan organization of self funded Seminar/Conferences/Workshops on current scenario.

6. Planning of conducting online courses: Issue regarding online courses with respect to concerned subject has been discussed aggressively and

decided to allot at least free online course to each department. S.Y. or T.Y. level students may enrol for the same activity.

Criterion IV: Infrastructure & Learning Resources

- 1. Commencement of Construction of Administrative Block with Seminar Hall:** It was decided that Sanstha approved construction of Administrative Block with Seminar should take immediate action and its completion as early as possible before facing 3rd cycle of Accreditation.
- 2. Planning of providing separate staff room:** Though there is scare space available for staff room, it was decided that separate room for staff room should be allotted.
- 3. Planning of arrangement of separate Examination Cell:** There was discussion took place regarding maintaining confidential environment examination cell must be separate and thus decided to allot separate room for the cell.
- 4. Planning of providing record room:** Maintenance of old records like registers, application forms, files, etc. is also an important task of administration. Thus decided that separate block will be provided for keeping old records.
- 5. Planning of campus beautification:** Members have suggested that there is a need of Construction of 'College Katta' around play ground. They have also suggested constructing cement roads in front of building. It has been decided utilizing empty area for parking slots and green landscaping is required to give better look.
- 6. Planning of Extension and renovation of Library:** In order to provide more space for study room for students and staff, it has been decided to extend and renovate Library by joining adjacent classrooms with Library.
- 7. Planning of purchasing of Back up machines for Computer Laboratories:** The discussion on interruption of electricity raised the issue of purchasing of back up machines for Computer Laboratories. After some serious deliberations it has been finally decided to purchase.
- 8. Planning of developing three ICT enabled classrooms:** So as use ICT as prime Teaching method, members have expected to have at least 2 to 3 ICT enabled classrooms in the College.
- 9. Renewal of N-LIST consortium of UGC membership of staff:** As per previous record of use of N-LIST consortium of UGC by staff it is suggested that N-LIST Consortium membership of UGC must be renewed.

10. Providing Book bank facility to students: Though it is a best practice of our college, it was decided that this practice must be continued in the future.

11. Planning of library activities: Suggestions were made by members to organize Library Orientation Programme for entry level students, organization of book exhibition, regular display of new arrivals in periodical section, etc.

Criterion V: Student Support and Progression

1. Planning of providing NRC lab to students and staff for e-resource retrieval: It was decided that NRC lab should be made available for students and staff for retrieval of e-resources from internet.

2. Planning of undertaking online courses for students through (www.coursera.org): It is decided that all the heads will be intimated to search various website providing free online courses of their respective subjects for updating student knowledge.

3. Planning of Allocation of seed money for student research (Avishkar and University Projects): After lot of deliberations it has been decided that Seed Money should be allocated in the Annual Budget for student and staff research.

4. Planning of curricular, co-curricular and extra-curricular activities throughout the year leading to development of students: It was decided that College committees as well as departments should be strictly adhere to Academic Calendar for planning above mentioned activities.

5. Notifications of Govt. Scholarships and freeships to students: Students should be notified immediately regarding Scholarship or freeship related circulars (Online or offline).

6. Involvement of students in sports and cultural programme for University, State and National level Competitions: Apart from college sports and cultural activities, members have discussed issue of participation of students in University, State and National level competition. They have suggested that students must be encourage to participate in such type of competitions regularly and updates of these competitions must be displayed on Notice board or on website.

7. Planning of conducting Campus Placements: Issue was discussed positively and decided to ask concerned committee to prepare planning of having campus placements.

Criterion VI: Governance, Leadership and Management

- 1. Planning of smooth conduction of Admission process-2017-18 as per rules of Government of Maharashtra and University of Mumbai:** Circular released by University of Mumbai is displayed on the college entrance for public information. By following rules and regulations of University of Mumbai and Govt. Of Maharashtra smooth admission process is in progress.
- 2. Planning of Submission of AQAR-2016-17 to NAAC office, Bangaluru:** Members has discussed on procuring data of 2016-17 from departments and committees for submitting AQAR of academic year 2016-17.
- 3. Planning of monitoring of Teaching and Learning process by IQAC:** It has been decided that IQAC has to plan the schedule of monitoring of T & L process in the both the terms.
- 4. Planning of guiding for preparing documents & their verification by IQAC as per new guidelines of NAAC:** IQAC should also plan to guide staff regarding new guidelines of NAAC for Accreditation and should also monitor by verifying documents by visiting departments.
- 5. Planning of preparation of Self Study Report for 3rd cycle NAAC Accreditation as per new guidelines of NAAC:** It was decided that rough draft of Self Study Report should be prepared as per new guidelines of NAAC.
- 6. Planning of Core Committee meeting for discussing on various issues:** Regular meetings should be arranged for discussion and decisions on current issues of College.
- 7. Planning of conducting IQAC meeting:** It was decided that as per routine practice at least 2 meetings should be planned in the year.
- 8. Planning of conducting College Development Committee (CDC) meeting:** It was decided that under guidance of Parent Institution (Rayat Shikshan Sanstha, Satara) College Development Committee meeting should be scheduled twice in this year.
- 9. Planning of Administrative (Financial) Audit (Internal and External):** It was suggested by members that, immediate response should be given to circulars of Government and Parent Institution (RSS, Satara) for External and Internal Financial Audit.

Criterion VII: Institutional Values and Best Practices

1. Planning of conducting Best Practices of the college: Best practices of the college should be regularly undertaken and strengthened.

a. Civil Defence

b. Book Bank facility

2. Planning of getting Green Audit done: It was decided that Green Audit should be conducted either by IQAC by following norms or by any external agency.

3. Planning of installation of Rain Water Harvesting Unit planning: The discussion held on use of natural resources with respect to rain water initiate planning of installation of Rain Water Harvesting Unit.

4. Planning of installing LED bulbs in the college: In order to minimize costing on electricity, it was decided that LED flood lights should be installed.

Co-ordinator
IQAC







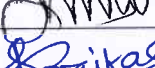



Principal
Veer Wajekar A.S.C. College, Phunde

Rayat Shikshan Sanstha's

Veer Wajekar A.S.C. College, Phunde (Uran)
U.G.C., XII plan (2013-2017)

Establishment & Monitoring of the Internal Quality
Assurance Cell (IQAC) in College

Revised IQAC COMMITTEE (2017-18)

Sr. No.	Name	Designation		Signature
1	Prin. Dr. G. T. Sangale	Principal	Chairperson	
2	Hon. Shri. Sudhir Gharat	External Expert form Local Community	Member	
3	Hon. Prin. H. V. Jadhav	External Expert on Quality Management	Member	
4	Dr. V. V. Mahamuni	Vice Principal	Vice Principal	
5	Dr. S. G. Jagadhani	Vice Principal	Member	
6	Dr. S. B. Hasbe	Commerce Faculty	Member	
7	Dr. P. R. Pawar	Science Faculty	Member	
8	Mr. P. S. Gaikar	Arts Faculty	Member	
9	Dr. R. B. Patil	Co-ordinator, IQAC	Member Secretary	
10	Mrs. R. A. Naik	Administrative Official	Member	



Dr. Rahul B. Patil
Coordinator,
Internal Quality Assurance Cell



Prin. Dr. Gorakh T. Sangale
Principal,
Veer Wajekar A.S.C. College, Phunde