

## **IQAC meeting Monday, 04/10/2021 at 4.00 p.m.**

The meeting of IQAC committee members is being held on Monday, 04/10/2021 at 5.00 p.m. in the Seminar Hall.

### **Agenda of meeting:**

- 1) Confirmation of the minutes of the previous meeting
- 2) Schedule for preparation of AQAR 2020-21
- 3) Submission of Criteria wise Policies and SOP
- 4) Preparation of metrics wise action plan
- 5) Finalization of Best Practices
- 6) Finalization of the College Handbook
- 7) Preparation of Handbook regarding Right to Information Act
- 8) To send proposal for SPPU Award.
- 9) To send proposal for research grant from various agencies
- 10) To strengthen Innovation and Incubation Cell
- 11) To organize academic audit.
- 12) To organize staff welfare activities
- 13) To submit NIRF report
- 14) To develop infrastructure of Hostel
- 15) Any other points for discussion with the permission of coordinator



Dr. Yogini Mulay  
IQAC Coordinator








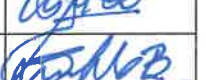
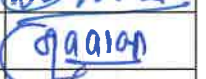

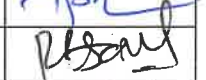



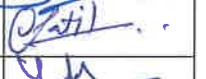
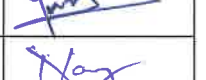




**Coordinator**  
Internal Quality Assurance Cell  
Tuljaram Chaturchand College of  
Arts, Science and Commerce,  
Baramati (Pune)-413102



Dr. Chandrashekhar Murumkar  
Chairman & Principal

**Principal**  
Tuljaram Chaturchand College  
Baramati

Anekant Education Society's  
**TuljaramChaturchand College**  
of Arts, Science & Commerce, Baramati  
**Internal Quality Assurance Cell [IQAC]**  
**Committee 2021-22**

	Name	Designation	Signature
1)	Prin. Dr. Chandrashekhar V. Murumkar	Chairman	
2)	Dr. Yogini R. Mulay	Coordinator	
3)	Mr. Milind R. Shah (Wagholikar)	Management Representative	
4)	Mr. Vikas S. Shah (Lengrekar)	Management Representative	
5)	Mr. Karan Shah (Wagholikar)	Industrialist	
6)	Mr. Prashant Raut	Industrialist	
7)	Dr. Ashok B. Tambe	Community Representative	
8)	Mr. Dilip R. Shinde	Community Representative	
9)	Mr. Abhinandan B. Shah	Administrative Officer	
10)	Dr. Avinash S. Jagtap	Member	
11)	Dr. Jagdish D. Deshpande	Member	
12)	Dr. Ashok E. Kalange	Member	
13)	Dr. Ramchandra T. Sapkal	Member	
14)	Dr. Bhagwan S. Mali	Member	
15)	Dr. Sachin N. Gadekar	Member	
16)	Dr. Sushil A. Deshmukh	Member	
17)	Mr. Sadashiv R. Puranik	Member	
18)	Dr. Mrs. Vaishali V. Patil	Member	
19)	Mr. Upendra D. Choudhari	Member	
20)	Ms Sonali Nayak	Student Representative	

  
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## **IQAC meeting Monday, 04/10/2021 at 4.00 p.m.**

### **Minutes of the meeting**

#### **1) Confirmation of the minutes of the previous meeting**

Dr. Yogini Mulay read minutes of previous meeting

**Resolution** –Minutes of the last meeting was read by Dr. Yogini Mulay

#### **2) Schedule for preparation of AQAR 2020-21**

Hon. Mr. Milind Shah Wagholikarexplained the need of schedule for preparation of AQAR 2020-21

**Resolution** – The probable dates for preparation AQAR were finalized. First round will be over before 30<sup>th</sup> December, 2022.

#### **3) Submission of Criteria wise Policies and SOP**

Dr.Avinash Jagtap and Dr. Yogini Mulaysuggested aboutSubmission of Criteria wise Policies and SOP

**Resolution** –Dr. Yogini Mulay resolved that Criteria I members should prepare policies with reference to curriculum development and to address the needs of local, national and global issues. Criteria II members should prepare SOP for slow/advanced learners. They were also asked to prepare SOP for academic calendar. Preparation and adherence to academic calendar. In addition, Criteria II members have to consult with exam department regarding use of IT implementation of Continuous Internal Assessment.

Criteria III members were asked to prepare policies for promotion of research.

Criteria IV SOP: a) with reference to facilities provided for teaching and learning b) facilities for cultural activities c) participation of student representatives in college IQAC.

Dr.A.S. Jagtap and Dr.Mali suggested to include students in different college committees.

Mr.A.B.Shah suggested to include 1 male and 1 female student in various committees.

Criteria members VI and VII were asked to prepare respective policies as mentioned in revised AQAR.

#### **4) Preparation of metrics wise action plan**

Dr. Yogini Mulay andDr. Sachin Gadekar narrated Preparation of metrics wise action plan

**Resolution** –If any data is unavailable then feedback and action plan is expected.

#### **5) Finalization of Best Practices**

Dr. Sushil Deshmukh briefed Finalization of Best Practices

**Resolution** –Some best practices in the following order were discussed.

1. Women Empowerment

2. Dr. B.S.Mali Suggested – Organ Donation(Eye donation), MOU with medical authorities or association, Mr. A.B.Shah – Blood Donation, Blood group of every student will be shared with the Blood bank. Dr. S. K. Patil suggested to make it compulsory every teacher and college employee to enroll for organ donation.

#### **6) Finalization of the College Handbook**

Dr. Avinash Jagtap and Dr. Sachin Gadekar explained the format and content to be added for Finalization of the College Handbook

**Resolution** –Dr. Avinash Jagtap was asked to submit it before starting of the next academic year.

**7) Preparation of Handbook regarding Right to Information Act**

Dr.Yogini Mulay explained need of Preparation of Handbook regarding Right to Information Act

Resolution –Mr. A.B.Shah said that he will take care of preparation of Handbook regarding Right to Information Act.

**8) To send proposal for SPPU Award:**

Dr. Avinash Jagtap informed about sending proposal to SPPU Award.

**Resolution:** Dr. Avinash Jagtap said to submit the proposal for SPPU Award.

**9) To send proposal for Research Grant from various agencies**

Dr.R.T.Sapkal put the idea of submission of proposal for research grant from various agencies

**Resolution:** Dr.R.T.Sapkal suggested to submit proposal for research grant from various agencies

**10)To strengthen Innovation and Incubation Cell**

Dr. Yogini Mulay proposed idea of strengthening of Innovation and Incubation cell.

**Resolution:** To inculcate and strengthen business skill in students it was decided to take Business Fair and different activities through Innovation and Incubation Cell

**11)To organize academic audit.**

Dr.Yogini Mulay narrated about organization of academic audit

**Resolution:** Dr.Yogini Mulay and Dr. Sachin Gadekar kept the issue of academic audit in front of the committee members and management for academic development.

**12)To organize staff welfare activities**

Dr. Ashok Kalange briefed about organization of staff welfare activities

**Resolution:** Dr.Ashok Kalange suggested to organize staff welfare activities.

**13)To submit NIRF report**

Dr.Yogini Mulay decided to submit NIRF report.

**Resolution:**Dr.Yogini Mulay suggested to submit NIRF report.

**14)To develop infrastructure of Hostel**

Mr. A. B. Shah proposed that renovation of Hostel is of prime importance.

**Resolution:**Mr. A. B. Shah proposed for development of infrastructure of hostel for accommodation of outside students.

**15)Any other points for discussion with the permission of coordinator**

Dr. A.E.Kalange explained policies and guidelines for strengthening departmental alumni.

**Resolution** –Dr. A.E.Kalange suggested that every department should take necessary steps to improve the alumni activities. Mr.A.B. Shah give target to each department for alumni fund. Dr. Sadashiv Puranik suggested to organize

a big meet of alumni on college level. Dr.A.S. Jagtap suggested to organize the visit to college of agriculture, Pune to see the alumni activity there.  
The meeting ended with thanks by Dr. Ramchandra Sapkal.



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## Action Taken Report

- 1) The minutes of the previous meeting were reviewed, confirmed, and documented for record-keeping purposes.
- 2) A detailed schedule for the preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2020-21 was established. Tasks were allocated, and deadlines were set to ensure timely completion of the report.

### Criteria

- 3) wise policies and Standard Operating Procedures (SOPs) were drafted, reviewed, and submitted as per the requirements outlined in the agenda.
- 4) An action plan based on metrics was developed to address specific areas of improvement and achieve organizational objectives. Key performance indicators (KPIs) were identified, and strategies were devised to monitor progress effectively.
- 5) Best practices across various departments and functions were identified, evaluated, and finalized. These practices were documented for dissemination and implementation throughout the institution.
- 6) The College Handbook was reviewed, updated, and finalized, incorporating relevant information about policies, procedures, and services offered by the institution.
- 7) A handbook regarding the Right to Information (RTI) Act was prepared, providing guidance on the application process and procedures for accessing information under the Act.
- 8) A proposal for the SPPU (Savitribai Phule Pune University) Award was prepared and submitted, highlighting the institution's achievements and contributions.
- 9) Proposals for research grants from various funding agencies were prepared and submitted, outlining research projects, objectives, methodologies, and expected outcomes.

- 10) Measures were taken to enhance the effectiveness and efficiency of the Innovation and Incubation Cell, including resource allocation, capacity-building initiatives, and collaboration with industry partners.
- 11) An academic audit was organized to evaluate and ensure compliance with academic standards, policies, and regulations. Areas for improvement were identified, and corrective actions were implemented.
- 12) Various staff welfare activities were organized to promote employee well-being, morale, and engagement. These activities included workshops, recreational events, and initiatives to address staff concerns.
- 13) The National Institutional Ranking Framework (NIRF) report was compiled, reviewed, and submitted to the concerned authorities within the stipulated timeframe.
- 14) Infrastructure development projects for the hostel facilities were initiated, including renovations, upgrades, and expansion plans to enhance the living conditions for students.
- 15) Departments directed to enhance alumni activities, set fundraising targets, organize alumni meets, and plan visits to different institutions



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