

19-20
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IQAC Core Committee Agenda (2019-20)

The meeting of IQAC committee members is being held on Monday (15/07/2019) at 4.00 p.m. in the IQAC office.

Agenda of meeting:

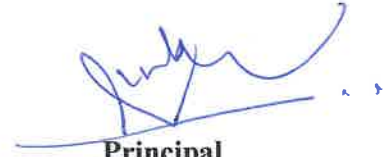
- 1) Confirmation of the minutes of the previous meeting
- 2) Appointment of Asst. Coordinator
- 3) Preparation of academic calendar 2019-20
- 4) Introduction of Certificate Courses
- 5) Preparation of AQAR Report for 2018-19.
- 6) Submission of proposal for B.Voc. and M.Voc. programme to UGC.
- 7) Updation of college website.
- 8) Introduction of Bridge/ Remedial Course.
- 9) Organization of induction programme
- 10) Planning of 2019-2020 activities in the college
- 11) Reviewing of Best Practices.
- 12) Any other point



IQAC Co-ordinator

Coordinator

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



Principal

Principal

Tuljaram Chaturchand College
Baramati

Anekant Education Society's
TuljaramChaturchand College
of Arts, Science & Commerce, Baramati
Internal Quality Assurance Cell [IQAC]
Core Committee 2019-20

	Name	Designation	Signature
1)	Prin. Dr. Chandrashekhar Murumkar	- Chairman	
2)	Dr. Avinash Jagtap	- Coordinator	
3)	Dr. Milind Gajbhiye	- Asst. Coordinator	
4)	Dr. Ramchandra Sapkal	- Asst. Coordinator	
5)	Mr. Milind Shah (Wagholikar)	- Management Representative	
6)	Mr. Vikas Shah (Lengrekar)	- Management Representative	
7)	Mr. Karan Shah (Wagholikar)	- Industrialist	
8)	Mr. Prashant Raut	- Industrialist	
9)	Dr. Ashok B. Tambe	Community Representative	
10)	Mr. Dilip R. Shinde	Community Representative	
11)	Mr. Abhinandan Shah	- Administrative officer	
12)	Dr. Jagdish Deshpande	- Member	
13)	Dr. Mrs. Yogini Muley	- Member	
14)	Dr. Bhagawan Mali	- Member	
15)	Dr. Ashok Kalange	- Member	
16)	Dr. Sachin Gadekar	-Member	
17)	Dr. Sushil Deshmukh	-Member	
18)	Dr. Arun Magar	-Member	
19)	Mr. Upendra Choudhari	- Member	
20)	Smt. Abhipsha Dash	- Student Representative	


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Internal Quality Assurance Cell
Tuljaram Chaturchand College of
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Baramati (Pune)-413102


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Tuljaram Chaturchand College
Baramati

Minutes:

Monday, 15/07/2019 at 4.00 p.m

1. Confirmation of the minutes of the previous meeting

Resolution: Read and confirmed unanimously.

2. Appointment of Asst. Coordinators

Dr. Avinash Jagtap narrated the importance of appointment of assistant coordinator for smooth functioning of IQAC

Resolution: It was decided unanimously to appoint assistant coordinators for IQAC.

3. Preparation of Academic calendar 2019-20

Dr. Arun Magar suggested the need of preparation of academic calendar for planning the activities accordingly.

Resolution: It was decided to design separate committee for preparation of academic calendar.

4. Introduction of Certificate Courses

On account of autonomy Hon. Mr. Milind Waghlikar narrated about need of introduction of certificate courses to impart skill-based education.

Resolution: It was decided to prepare guideline regarding syllabus designing of certificate courses by the respective BOS.

5. Preparation of AQAR for 2018-19.

Dr. Avinash Jagtap briefed about the new format of AQAR.

Resolution: It was decided that IQAC members should participate in workshops focusing on new format of AQAR.

6. Submission of proposal for B.Voc. and M.Voc. programme to UGC.

Mr. Prashant Raut described the value of skill-based education and talked about initiation of few more B.Voc. and M.Voc. programme.

Resolution: Committee decided to know the current status of our proposal for initiation of additional B.Voc. and M.Voc. programme.

7. Updation of college website.

Dr. Sachin Gadekar narrated about the importance of Updation of college website.

Resolution: Unanimously it was decided to update our website through private agency.

8. Introduction of Bridge/ Remedial Course.

Emphasizing the importance of foundational development, the institution commits to introducing Bridge and Remedial Courses, inspired by Hon. Mr. Vikas Shah Lengarekar's insights, to optimize student learning experiences and ensure educational equity for all.

Resolution: It was decided to notify all departments that bridge courses for undergraduate and graduate students will be conducted at the beginning of the 2019-20 academic year. Committee has decided to design policy to identify the slow learners and advanced learners, respectively. Remedial coaching is planned for slow learners.

9. Organization of induction programme
Dr. Avinash Jagtap emphasized the importance of an induction programme for students to learn about the different resources provided by the college, as well as the code of conduct for students, and to make them aware of outcome-based education.

Resolution: All the committee members agreed for the same and induction program is scheduled in the month of July.

10. Planning of various activities for the academic year 2019-20

On account of autonomy Dr. Avinash Jagtap talked about the following activities

- a) curriculum designing
- b) Strengthening of ED cell
- c) Establishment of career Katta
- d) Improving infrastructure
- e) Organization of State Level IQAC Workshop.

Resolution: It was decided to prioritize above mentioned activities.

11. Reviewing of Best Practices.

Dr. Ashok Kalange highlighted the importance of best practices.

Resolution: It was decided to collect the data from all the departments regarding their best practices.

12. Any other points for discuss with the permission of coordinator.

Resolution: The following issues were discussed with the permission of coordinator:

- a) Dr. Jagdish Deshpande proposed concept of No vehicle day celebration in campus.
- b) Dr. Yogini Mulay suggested display of anti-Harassment notices and installation of student complaint's box at particular places in campus.
- c) Dr. Sushil Deshmukh suggested to install separate first aid box and fire cylinders at every department.

Resolution: All the committee members agreed for the same

- a) Purchasing of Audio Amplifiers
- b) Raising seed money for staff welfare
- c) Water coolers number should be increased
- d) Anti-Harassment notices and student complaint's box should be displayed at particular places.
- e) Each department should have separate first aid box and fire cylinders.
- f) Stretcher should be available in the campus at emergency.
- g) Each classroom should have regulators of Fan
- h) Establishment of health center for students and staff.
- i) Students should publish their research or project work in reputed National and International level research journals.

The meeting ended with thanks to the chair.



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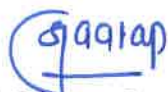


Principal

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Tuljaram Chaturchand College
Baramati

Action Taken Report

- 1) Minutes of the previous meeting were confirmed unanimously.
- 2) Dr. Milind Gajbhiye and Dr. Ramchandra Sapkal were appointed as assistant coordinators for IQAC.
- 3) Committee was constituted and Dr. Ashok Kalange was appointed as chairman of the committee. Academic calendar for 2019-20 was prepared according to programs scheduled by the college and concerning departments.
- 4) Committee was constituted for implementation of Certificate courses under the chairmanship of Dr. Ramchandra Sapkal.
- 5) In order to get acquainted with new format of AQAR selected IQAC members were participated in the workshop organized at H.V. Desai College, Pune
- 6) Proposals were submitted for B.Voc.: E-Commerce and System Administration
M.Voc.: Food Processing and Journalism. Updates were collected from UGC by Dr. Ajit Telave and Dr. Wajid Khan.
- 7) Committee was constituted under chairmanship of Prof. Upendra Choudhari to update college website through private agency.
- 8) Dr. Vitthal Nale has been designated Chairman of the Bridge Course and Remedial Course Committee. It was agreed that all entry-level UG and PG students should do a Bridge Course in the relevant field. The policy was rigorously constructed to identify slow and advanced learners and, as a result, appropriate bridge courses and remedial coaching were provided.
- 9) Detail planning about induction program was done.
- 10) As per the academic calendar all the activities were smoothly conducted during the year 2019-20
- 11) The said data was collected and analysed.
- 12) Implemented No Vehicle Day celebration & displayed anti-harassment notices with student complaint boxes. Also, installed first aid boxes & fire cylinders in all departments as suggested.



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**Internal Quality Assurance Cell
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Principal


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Baramati**

The meeting of IQAC committee members is being held on Monday (04/09/2019)
at 4.00 p.m. in the IQAC office


Agenda of the meeting:

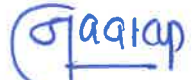
- 1) Confirmation of the minutes of the previous meeting
- 2) Distribution of question regarding AQAR.
- 3) Utilization of alumni fund
- 4) To strengthen ED Cell.
- 5) To strengthen extension activities.
- 6) To strengthen Research Cell.
- 7) To strengthen student support system.
- 8) To send proposal to Paramarsh Scheme.
- 9) To organize various sports competitions at University/State/ National level.
- 10) Any other points for discuss with the permission of coordinator.


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Minutes of meeting:

1. Confirmation of the minutes of the previous meeting

Resolution: Read and confirmed unanimously

2. Distribution of questions regarding AQAR.

Dr. Avinash Jagtap narrated the need of distribution of questions regarding AQAR

Resolution: It was decided to form various committees and assign duties of data collection related to different points mentioned in AQAR questionnaire.

3. Utilization of alumni fund

On account of having amount of 116000/- as an alumni fund, Dr. R T Sapkal talked about various strategies for utilization of this alumni fund.

Resolution: It was decided to utilize alumni fund in the following ways

- a. The funds should be utilized in common for the students irrespective of departments.
- b. Financial assistance to PWD students.
- c. Assistance in case of sudden death.
- d. Provision of central water facilities for the students on the campus. The plant shall be labelled as 'Funded by Alumni'.
- e. Developing a lunch shed for the students in a specified area (Water harvesting plant).

4. To strengthen ED Cell.

Dr. Arun Magaw narrated the objectives of entrepreneurship development cell accordingly talked about the mission of ED cell.

Resolution: It was decided to organize 2 to 3 workshops/ skill development program per department per year.

5. To strengthen extension activities.

Dr. Bhagawan Mali discussed about the various possibilities of extension activities.

Resolution: It was decided that extension activities should be carried out at department level as well.

6. To strengthen Research Cell.

Hon. Mr. Milind Wagholikar touched upon the idea of strengthening the research cell.

Resolution: It was decided to strengthen Research Cell by starting new research centers in the college.

7. To strengthen student support system.

Dr. R.T.Sapkal suggested to strengthen the student support system.

Resolution: It was resolved to strengthen the student support system of the college.

8. To send proposal to Paramarsh Scheme.

Dr.Avinash Jagtap suggested to send proposal toParamarsh Scheme.

Resolution: It was decided to send proposal to Paramarsh Scheme.

9. To organize various sports competitions at University/State/ National level.

Dr.Avinash Jagtap proposed to conduct sports competitions.

Resolution: Various Sports activities be planned at different levels in the near

future.

10. Any other points for discussion with the permission of coordinator.

Dr. M.H. Gajbhiye proposed the commencement of Student Research Project scheme as one of the IQAC initiatives. It was supported by Dr. R.T. Sapkalto make provision for seed money to students. Accordingly, the proposal be forwarded to Hon. Principal for the necessary decision.

The meeting ended with thanks to the chair.


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Action Taken Report:

- 1) Minutes of the previous meeting were confirmed unanimously.
- 2) Various committee were constituted and metrics were distributed among the staff members for AQAR preparation.
- 3) Planning for alumni fund utilization was done
- 4) Under the chairmanship of Dr. V. C. Kakade, strategies were discussed to strengthen its functioning. Training sessions and workshops were planned for students to enhance their skills.
- 5) Plans were made to enhance the scope and impact of extension activities. Collaboration with NGOs and community organizations was explored to broaden outreach.
- 6) Measures were taken to bolster the Research Cell's capabilities. Funding opportunities, collaborations with industry, and faculty development programs were explored.
- 7) Initiatives were launched to enhance the student support system, including counselling services, academic guidance, and career development programs. Feedback mechanisms were established to address student needs effectively.
- 8) A proposal was drafted and submitted to the Paramarsh Scheme outlining the college's initiatives and seeking support for further development.
- 9) Plans were made to organize sports competitions at different levels to encourage student participation and promote a culture of sportsmanship. Coordination with sports authorities and budget allocation were addressed.
- 10) A proposal to start a student research project programme with seed money for students is sent to the honourable principal for consideration and eventual decision.



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Principal

**Principal
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The meeting of IQAC committee members is being held on Friday, 03/01/2020 at 4.00p.m. in the IQAC office.

Agenda of meeting:

- 1) Confirmation of the minutes of the previous meeting
- 2) Planning and Implementation of IQAC Seminar
- 3) Preparation and Implementation of AQAR 2018-19
- 4) Responsibility and distribution of criteria-wise questions to all faculty regarding next NAAC cycle.
- 5) Draft and signing of MoU with National level autonomous colleges.
- 6) Review of IQAC festival – 2019-20
- 7) Any other points for discuss with the permission of coordinator. All the members are requested to attend the meeting.

IQAC Co-ordinator

Coordinator

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Principal

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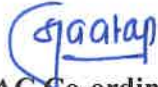
IQAC meeting was held on 3rd January, 2020 at 4 p.m. in the IQAC department.

1. Introduction and welcome by Dr. A.S. Jagtap (IQAC Chairman)
Dr. MH Gajbhiye read the minutes of previous meeting.
Resolution:Read and Confirmed by Dr. M.H.Gajbhiye and all the members approved the same.
2. **Planning of IQAC Seminar:**
Dr. A.S. Jagtap briefed about planning of IQAC seminar.
Resolution:Discussion was done concerning IQAC seminar to be organized on 14th and 15th February 2020. Dr. A.S. Jagtap delivered the information regarding this state level seminar, funds allocation, speakers invited etc. The brochure of this state level seminar was finalized and put in front of the members for the approval.
3. **Preparation and Implementation of AQAR 2018-19**
Dr. A.S. Jagtap narrated preparation and implementation of AQAR.
Resolution:Dr. A.S. Jagtap delivered information regarding online filling of AQAR for the year 2017-18 and 2018-19 and accordingly the instructions were given to the concerned criteria heads.
4. **Responsibility and distribution of criteria wise questions to all faculty regarding next NAAC cycle:**
Dr. A.S.Jagtap informed that there should be responsibility and distribution of criteria wise questions to all faculty regarding next NAAC cycle
Resolution:Distribution of responsibilities and questions among teachers in relation to NAAC questionnaire: According to old pattern there were 125 questions and now there are only 107 questions as per new guidelines. These questions should be answered considering the NAAC assessment period i.e., 2018-2019 to 2022-2019. Dr A.S. Jagtap decided that a meeting of the concerned teachers be conducted to pass on the information in relation to questionnaire and writing of answers.
5. **Drafting and signing of MOU with National level autonomous colleges:**
Dr. A.S.Jagtap discussed about drafting and signing of MOU with National level autonomous colleges
Resolution:Dr. A.S. Jagtap resolved that MOUs be signed with other institutes and colleges through IQAC for the future collaborations and progress. The selected colleges shall be from out of state of Maharashtra. Accordingly, a committee be constituted and dealt with the concerned affairs.
6. **Review of IQAC festival – 2019:**
A review of IQAC festival was taken by Dr. B. S. Mali.
Resolution:Dr.B. S.Mali, resolved that total 14 activities be conducted for the students during the festival. He suggested that there be only 10 selective activities and students and be given prizes and the preparation should start one month prior to the festival.
7. **Any other points for discussion with the permission of coordinator:**
Dr. Yogini Mulay suggested to conduct Gender Sensitization programme by each department of the college and it be counted as one of the Best Practices of the college. This was in relation to Criteria 7.
Awareness regarding Geo-Tagged photos were also discussed. As it is necessary to upload photographs of various activities of the college on NAAC portal with Geotag, the staff shall be made aware regarding the same.

Mr. U.D. Choudhari suggested regarding updating of college website. He said that uploading and removal of data from website should be done regularly and it should be done by concerned staff.

Mr. Deshmukh questioned regarding 'code of conduct' document of the college and Dr.A.S. Jagtap informed that the document was ready to upload and shall be done very soon.

The meeting ended with thanks to the chair.



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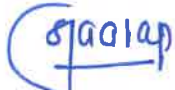


Principal

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Action Taken Report:

- 1) The minutes of the previous meeting were reviewed and confirmed by all members present.
- 2) A detailed plan for the IQAC Seminar was developed, including topics, speakers, and logistics. The seminar was successfully conducted with positive feedback from attendees.
- 3) The AQAR for 2018-19 was prepared meticulously, incorporating data and analysis from various departments. It was then submitted online as per NAAC guidelines.
- 4) Criteria-wise questions for the next NAAC cycle were distributed among faculty members, and responsibilities were assigned for thorough preparation and documentation.
- 5) A draft MoU was prepared, reviewed, and finalized with input from all stakeholders. Subsequently, it was signed by the concerned authorities, facilitating collaboration between institutions.
- 6) The IQAC festival held in 2019 was reviewed comprehensively, analysing its successes and areas for improvement. Feedback from participants was collected to inform future events.
- 7) Gender Sensitization programs implemented, Geo-Tagged photo awareness raised, and college website regularly updated by assigned staff.



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Principal

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The meeting of IQAC committee members is being held on Monday, 10/02/2020 at 5.00 p.m. in the IQAC office.

Agenda of meeting:

- 1) Confirmation of the minutes of the previous meeting
- 2) Planning and Implementation of IQAC Seminar
- 3) Planning to prepare data for filling online AQAR 2018-19
- 4) Any other points for discuss with the permission of coordinator. All the members are requested to attend the meeting.



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Minutes of the meeting:

1. Confirmation of the minutes of the previous meeting
Dr. A.S. Jagtap read minutes of the previous meeting
Resolution: Read and confirmed previous meeting. All the members approved the same.
2. Planning and Implementation of IQAC Seminar
The objective and detailed schedule of the seminar was given by Dr. Avinash Jagtap, Coordinator of IQAC.
Resolution:The Internal Quality Assurance Cell (IQAC), TuljaramChaturchand College of Arts, Science and Commerce, Baramati jointly organized Two Day State Level Seminar on "Interactive Role of Faculty and Students in Quality Assurance" sponsored by Savitribai Phule Pune University, Pune during 14-15 February, 2020 at the Seminar Hall of TuljaramChaturchand College, Baramati. Eighty-eight participants registered for the Seminar. Out of them, 27 participants were from Other Colleges under the Savitribai Phule Pune University. There were 11 participants from other universities and 50 participants were from our college. The IQAC coordinators of the colleges under PARAMARSH were also participated into the seminar.
The keynote address to the seminar was given by Dr. Bhalchandra Bhole. For this seminar Principal Dr. Chandrashekhar Murumkar, Vice Principal Dr. Ajit Telave, Dr. Sachin Gadekar, Registrar Mr. Abhinandan Shah, Asst. Coordinators Dr. Milind Gajbhiye, Dr. Ramchandra Sapkal and Prin. Dr. Shivaji Sathe, Sharadabai Mahila Mahavidyalay, Shardanagar were present for the inaugural function.

14th Feb. 2020:

Technical Session I:Dr. Bhalchandra Bhole, Member, IQAC Cluster India, elaborately discussed on "Role of Management in Quality Assurance". He comprehensively explained Quality Assurance, Management Responsibilities, Policies, Procedures, Mentoring, Process for continuous improvement, goal of student quality, Process development and deployment, Effective Curriculum Delivery etc.

Technical Session II: Dr. Bharat Kangude, Ex-Coordinator, NAAC Committee, Baburaoji Gholap College, Sangvi, Pune discussed on "Feedback Mechanism in Quality Assurance." He explained about Types of feedback, Evaluation of feedback, Mechanism on Feedback and also explained about Online SSS for AQAR, Online Student Satisfaction Survey etc.

Technical Session III:Dr. Ramdas Pawar, Ramkrushna More College, Akurdi, Pune delivered lecture on "Use of ICT in teaching and learning." He discussed about how ICT resources used in teaching and learning method.

15th Feb. 2020:

Technical Session IV:Dr. Popat Tambade, IQAC Coordinator of Ramkrushna More College, Pune delivered lecture on "Learning Outcome Based Curriculum Framework". He discussed about Course outcome and objectives, Systemic Improvement on Policies and Procedures, Teaching Learning Approaches, Evaluation system on Programme Outcome, Course Outcome etc.

Technical Session V:Dr. Ayyub Shaikh, ICS College, Khed, Dist. Ratnagiri delivered lecture on "Importance of Outreach Activities in Quality Assurance". He discussed on Specific Outreach Activities NAAC Assessment and Accreditation, Broad Concept of Outreach Activities, Criteria wise Outreach Activities.

Technical Session VI: Mr. Ajay Bhagwat, Software Consultant, Pune give the information about the software designed for NAAC process and accreditation. In the valedictory of this seminar Dr. Ramchandra Sapkal, Asst. Coordinator gave concluding summary of two days seminar and vote of thanks. The certificates were given to the participants at end.

3.Planning of preparation of data for filling online AQAR 2018-19

Dr. A.S. Jagtap guided for Planning of preparation of data for filling online
Resolution: Work distribution is allotted to criteria coordinators. The last date of submitting AQAR was 15th June 2020. But due to COVID-19 it is extended to 30th Oct. 2020 according to the guidelines of NAAC.

4.Any other points for discuss with the permission of coordinator.

Resolution: The following issues be discussed with the permission of coordinator:
Planning of activities under Paramarsh scheme.

The meeting ended with thanks by Dr. R. T. Sapkal.


IQAC Co-ordinator

Coordinator
Internal Quality Assurance Cell
Tuljaram Chaturchand College of
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Principal

Principal
Tuljaram Chaturchand College
Baramati

Action Taken Report:

- 1) The minutes of the previous meeting were meticulously reviewed and unanimously confirmed by all attending members.
- 2) Extensive planning for the IQAC Seminar was undertaken, including the selection of relevant topics, identification of speakers, and logistical arrangements. The seminar was successfully executed, fostering productive discussions among participants.
- 3) A detailed plan was devised to gather and organize the necessary data for the online submission of the AQAR for the academic year 2018-19. Responsibilities were allocated to ensure timely and accurate completion of the task.
- 4) Activities under Paramarsh scheme planned and initiated.


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