

## IQAC CORE COMMITTEE MEETING

The meeting of IQAC committee members is being held on **Saturday, 05/08/2023 at 04.00 p.m.** in the Seminar Hall.

### Agenda of meeting

- 1) Confirmation of the minutes of the previous meeting.
- 2) Metric wise formation of SOP
- 3) Website upgradation
- 4) Plan of academic year 2023-24
- 5) Submission of proposal under PM USHA scheme.
- 6) Criteria wise collection of data for academic year 2022-23
- 7) Planning of Internal Academic Audit
- 8) Implementation of NEP 2020
- 9) Introduction of SWAYAM – MOOC courses
- 10) To establish Academic industrial linkages
- 11) Formation of student redressal committee as per UGC guidelines
- 12) Hand Book / HR Policies
- 13) Any other point for discussion with the permission of coordinator.

All members are requested to attend the meeting.



Prof. Dr. Yogini Mulay  
Coordinator

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

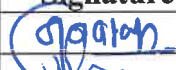









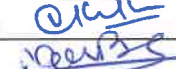







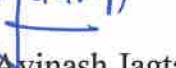
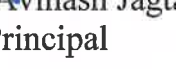


Prof. Dr. Avinash Jagtap  
Principal

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Anekant Education Society's  
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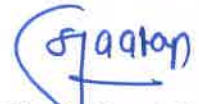
**Internal Quality Assurance Cell [IQAC]  
Committee 2023-24**

	Name	Designation	Signature
1)	Prin. Dr. Avinash Jagtap	Chairman	
2)	Prof. Dr. Yogini Mulay	Coordinator	
3)	Prof. Dr. Sachin Gadekar	Joint Coordinator	
4)	Dr. Arun Magar	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 Tambe	Community Representative	
10)	Mr. Dilip Shinde	Community Representative	
11)	Mr. Abhinandan Shah	Administrative Officer	
12)	Prof. Dr. Vikas Kakade	Member	
13)	Prof. Dr. Bhagwan Mali	Member	
14)	Mr. Sadashiv Puranik	Member	
15)	Dr. Sushil Deshmukh	Member	
16)	Dr. Vaishali Patil	Member	
17)	Dr. Sachin Kulkarni	Member	
18)	Dr. Yogesh Indulkar	Member	
19)	Dr. Upendra Choudhari	Member	
20)	Ms. Metkari Apeksha	Student Representative	



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Prof. Dr. Avinash Jagtap  
Principal

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Baramati

## Minutes of the meeting

The meeting of the college IQAC committee was held on Thursday, 05<sup>th</sup> August, 2023 at 04.00 p.m. in the seminar hall. The issues discussed in the meeting and passed resolutions were as follows:

Dr. Arun Magar, Assistant Coordinator, IQAC welcomed the members of the committee and introduced the agenda of the meeting. The discussions and resolutions made in the meeting are as follows:

- 1) Confirmation of the minutes of the previous meeting.

Dr. Yogini Mulay, Coordinator, IQAC read the minutes of previous meeting held on 27<sup>th</sup> April 2023.

**Resolution:** Minutes were confirmed.

- 2) **Metric wise formation of SOP**

Dr. Yogini Mulay guided for preparation of **Metric wise SOP**

**Resolution:** It was decided to distribute 85 metrics among the faculty members and the responsibility for preparation of metric wise SOP was should respective faculty members.

- 3) **Website upgradation**

Dr. Upendra Choudhari suggested need to upgrade Website.

**Resolution:** It was decided to constitute a committee for website upgradation.

- 4) **Plan of academic year 2023-24:**

It was discussed to collect the data for the AQAR 2022-2023 upto 12th October 2023 and submit the AQAR upto 6th November 2023. Data collection for SSR should be completed by second week of December 2023.

**Resolution:** It was resolved to follow the academic plan of 2023-2024.

- 5) **Submission of Proposal under PM USHA scheme**

Prin. Dr. Avinash Jagtap informed to submit proposal under PM USHA.

**Resolution:** Prin. Dr. Avinash Jagtap decided to go for submission of proposal under PM USHA Scheme.

- 6) **Criteria wise collection of data for academic year 2022-23**

Prof. Dr. Yogini Mulay decided that the committee members have formulated SOP for proper organization of soft copies of all relevant documents.

**Resolution:** It was approved to organize a workshop on collection and organization of data.

### **7) Planning of Internal Academic Audit**

Hon. Mr. Milind Shah Waghlikar briefed about Internal Academic Audit

**Resolution:** It was decided to conduct Internal Academic Audit after collection of data for academic year 2022-2023.

### **8) Implementation of NEP 2020**

Prin. Dr. Avinash Jagtap guided for Implementation of NEP 2020

**Resolution:** It was decided to implement NEP-2020 as per the guidelines provided by the UGC, State Government, SPPU, Pune.

### **9) Introduction of SWAYAM-MOOC courses**

Prof. Dr. Yogini Mulay narrated introduction of SWAYAM-MOOC courses

**Resolution:** It was approved to offer the MOOC courses of SWAYAM for selected programs.

### **10) To establish Academic industrial linkages**

Dr. Arun Magar has guided on Academic Industrial Linkages as per the guidelines provided by the G. R. of Government of Maharashtra and R. D. Kulkarni's report on NEP-2020.

**Resolution:** Considered

### **11) Formation of Student Redressal Committee as per UGC guidelines.**

Dr Arun Magar has given information on guidelines of UGC on Student Redressal Committee.

**Resolution:** Noted

### **12) Hand Book / HR Policies**

Prin. Dr. Avinash Jagtap introduced concept of preparation of various Handbooks in order to have a comprehensive data and information on respective subject.

**Resolution:** It was decided to prepare all the handbooks by end of December 2023.

### **13) Any other Points:**

- Prof. Vikas Kakade suggested that we should start preparing on early basis for time consuming components of NAAC e.g. Classroom renewal, College Infrastructure, Flex etc. Also, he said there should be some guidelines regarding grants for conducting Workshops.
- Dr. Sushil Deshmukh gave one suggestion that, we should make compulsory to each department that if they want to conduct any Workshop/Training Program, the concerned

department must obtain IQAC approval; otherwise, the college will not sanction the bill.

So that the data will be collected from time to time at IQAC.

The meeting was ended with the vote of thanks proposed by Dr. Sushil Deshmukh.



Prof. Dr. Yogini Mulay  
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**Action Taken Report:**

- 1) The minutes of the previous meeting were confirmed and documented for reference and record-keeping.
- 2) SOPs were developed and organized based on specific metrics to streamline processes and ensure consistency in operations across different functions and departments.
- 3) Plans for website upgrading were initiated to enhance user experience, functionality, and content relevance. Necessary changes and improvements were identified and implemented to align with institutional objectives.
- 4) A comprehensive plan for the academic year 2023-24 was formulated, outlining key activities, events, and milestones. Academic and administrative schedules were prepared to ensure smooth functioning throughout the year.
- 5) A proposal was prepared and submitted under the PM USHA scheme.
- 6) Data collection for the academic year 2022-23 was conducted systematically, focusing on specific criteria outlined for evaluation and reporting purposes.
- 7) Decision made to conduct Internal Academic Audit after data collection for the academic year 2022-2023.
- 8) Measures were taken to implement the provisions of the National Education Policy (NEP) 2020.
- 9) SWAYAM – MOOC courses were introduced to provide students with access to quality online education resources.

10) Efforts were made to establish and strengthen linkages between the academia and industry sectors. Collaboration agreements, internships, and industry projects were initiated to enhance students' exposure to real-world applications and industry requirements.

11) A student redressal committee was formed in accordance with UGC guidelines to address grievances and concerns raised by students.

12) A handbook containing HR policies and guidelines was prepared to provide clarity and guidance to faculty and staff regarding various administrative and HR-related matters.

13) Initiatives started to prepare early for time-consuming NAAC components and establish guidelines for workshop grants. Compulsory IQAC approval for departmental workshops suggested by Dr. Sushil Deshmukh.



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## IQAC CORE COMMITTEE MEETING

The meeting of IQAC committee members is being held on **Wednesday, 18/10/2023 at 04.00 p.m.** in the Seminar Hall.

### Agenda of meeting

- 1) Confirmation of the minutes of the previous meeting.
- 2) Submission of Academic Year 2022-23 AQAR
- 3) Planning of Faculty Development Programme for Non-Teaching
- 4) NEP- Minor distribution
- 5) On job training and Field project
- 6) Planning of Academic Audit 2023
- 7) Any other point for discussion with the permission of coordinator.



Prof. Dr. Yogini Mulay  
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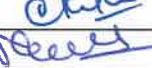

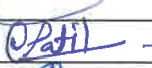







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Committee 2023-24**

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2)	Prof. Dr. Yogini Mulay	Coordinator	
3)	Prof. Dr. Sachin Gadekar	Joint Coordinator	
4)	Dr. Arun Magar	Asst. Coordinator	
5)	Mr. Milind Shah (Wagholikar)	Management Representative	
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11)	Mr. AbhinandanShah	Administrative Officer	
12)	Prof. Dr. Vikas Kakade	Member	
13)	Prof. Dr. Bhagwan Mali	Member	
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## Minutes of the meeting

The meeting of the college IQAC committee was held on Wednesday, 18<sup>th</sup> October, 2023 at 04.00 p.m. in the seminar hall. The issues discussed in the meeting and passed resolutions were as follows :

Dr. Yogini Mulay, Coordinator, IQAC welcomed the members of the committee and introduced the agenda of the meeting. The discussions and resolutions made in the meeting are as follows:

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

Dr. Yogini Mulay, Coordinator, IQAC read the minutes of previous meeting held on 05<sup>th</sup> August, 2023.

**Resolution :** Minutes were confirmed.

**2) Submission of Academic Year 2022-23 AQAR**

Principal, Prof.Dr.Avinash Jagtap guided all the IQAC members regarding the submission of 2022-23 AQAR.

**Resolution :** It was decided to submit the AQAR 2022-23 upto 20<sup>th</sup> December, 2024.

**3) Planning of Faculty Development Program for Non-Teaching staff**

Dr. Arun Magar highlighted the significance of a Faculty Development Programme (FDP) for non-teaching staff in a meeting with IQAC committee members. The aim is to enhance their skills, job satisfaction, and overall institutional performance. After comprehensive discussions and valuable input from committee members, a decision was made to conduct a workshop focusing on administrative and office management skills, along with a seminar on personal development and stress management.

**Resolution :** The committee unanimously agreed to arrange a workshop for the non-teaching staff in January 2024.

**4) NEP-Minor Subject Distribution**

Dr.Arun S. Magar briefed the committee on the credit structure of minor subjects as outlined in NEP-2020. The meeting then focused on developing a strategy for faculty-wise grouping of minor subjects and the allocation of these subjects to students. The committee

members proposed to organize meetings with Heads of Departments from each faculty to strategize the distribution process.

**Resolution:** The committee resolved to conduct meetings with Heads of Departments across different faculties to strategize the allocation of minor subjects.

**5) On job training and Field project:**

Dr. Yogini Mulay narrated about the incorporation of on job training and field project in to curriculum as per NEP 2020. Dr. A. S. Magar raised query regarding the assessment of On Job training & field project.

**Resolution:** It was decided to participate in workshop regarding the on-job training organized in collaboration with IIT Mumbai and Maharashtra State Government to get clear idea regarding the implementation of on job training. It was also decided in follows the guidelines received from State Government of Maharashtra from time to time.

**6) Planning of Academic Audit 2023**

Principal Prof.Dr.Avinash Jagtap talked about academic audit of 2022-23

**Resolution:**It was decided to carry out Academic Audit in the second semester after collection of all the documents of 2019-20 to 2023-24 last five years.

**7) Any other points:**

Prof.Dr. Vikas Kakade suggested that we should initiate the process of upgradation / renewal of infrastructure from NAAC point of view.

**Resolution:**Considered

The meeting was ended with the vote of thanks proposed by Dr. Arun Magar.



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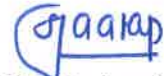
### **Action Taken Report:**

- 1) The minutes of the previous meeting were confirmed and documented for reference and record-keeping.
- 2) The Annual Quality Assurance Report (AQAR) for the academic year 2022-23 was prepared and submitted as per the established timeline.
- 3) A Faculty Development Programme tailored for non-teaching staff was planned to enhance their skills, knowledge, and professional growth. Topics, resource persons, and schedules were finalized to facilitate effective implementation of the programme.
- 4) The distribution of minors under the National Education Policy (NEP) was discussed and planned to align with the objectives and requirements of the policy. Guidelines for the selection and allocation of minors were established to ensure adherence to NEP guidelines.
- 5) Plans were made to provide on-the-job training opportunities and field projects for students to gain practical experience and industry exposure. Collaboration with industry partners and relevant stakeholders was initiated to facilitate the implementation of these initiatives.
- 6) The planning for the Academic Audit for the year 2023 was discussed, outlining the scope, methodology, and timelines for assessment.
- 7) Initiative started to initiate the process of infrastructure upgradation/renewal from the NAAC perspective.



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Prof. Dr. Avinash Jagtap  
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## IQAC CORE COMMITTEE MEETING

The meeting of IQAC committee members is being held on **Friday, 29/12/2023 at 04.00 p.m.** in the Seminar Hall.

### Agenda of meeting

- 1) Confirmation of the minutes of the previous meeting.
- 2) Submission of AQAR for the Academic Year 2022-23
- 3) To decide the strategy to check all documents from 85 files.
- 4) Planning of Academic Audit 2023
- 5) Planning of IQAC Youth Festival 2023-24
- 6) Any other point for discussion with the permission of coordinator.



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## Minutes of the meeting

The meeting of the college IQAC committee was held on Friday, 29<sup>th</sup> December, 2023 at 04.00 p.m. in the seminar hall. The issues discussed in the meeting and passed resolutions were as follows:

Dr. Yogini Mulay, Coordinator, IQAC welcomed the members of the committee and introduced the agenda of the meeting. The discussions and resolutions made in the meeting are as follows:

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

Dr. Yogini Mulay, Coordinator, IQAC read the minutes of previous meeting held on 18<sup>th</sup> October, 2023.

**Resolution :**Minutes were confirmed.

**2) Submission of AQAR for the Academic Year 2022-23**

**Resolution :**Prin.Dr. Avinash Jagtap has asked all Criteria Heads about the status of their Criteria and told them to fulfil it within two days.

**3) To decide the strategy to check all documents from 85 files.**

**Resolution :**Prin.Dr. Avinash Jagtap was regarding *completion of 85 files for last 5 years* data which will be evaluated on 7, 8 and 9<sup>th</sup> of January 2024

**4) Planning of Academic Audit 2023**

**Resolution:** Prin.Dr. Avinash Jagtap has declared the dates for the audit as 5, 6 and 7<sup>th</sup> of February 2024. He gave suggestion about what should be the first and the last slides of the Power Point presentation during the Audit:

- i. **The first slide** should be about the Department Profile
- ii. **The last slide** should contain the Evaluation Report of the department for the last 5 years.Also, he has mentioned that the third party will also be there as an auditor.

**5) Planning of IQAC Youth Festival 2023-24**

**Resolution:** IQAC Coordinator Dr. Yogini Mulay discussed about the planning of *IQAC Youth Festival* 2023-24. She has declared IQAC Youth Festival will be held during 27,

28 and 29<sup>th</sup> of January 2024. Also, she has suggested that the events to be conducted by the departments should be such that which can be included in Criteria-V (5.3.3).

Dr Vaishali Patil suggested that we should conduct inter departmental competitions in the events to be organized in IQAC Youth Festival.

**6) Any other point for discussion with the permission of coordinator.**

**a) Regarding *Best Practices* in Criteria-7**

**Resolution:** Criteria head **Dr. Sushil Deshmukh** raised point regarding what should be our best practices. The topic for Best Practices was discussed among the IQAC members and following are some suggestions given by the members:

- Dr. Sushil Deshmukh has suggested Human Value Education, Admission Process and Sports Activities can be included as best practice.
- Principle Dr. Jagtap has suggested Certificate Courses and Green Campus can be included in the best practices.
- Prof. Dr. Bhagvan Mali has suggested Community services as best practice.
- Dr. Yogesh Indulkar has suggested Waste management services can be included in the best practices.

**b) Regarding student's satisfaction survey**

**Resolution:** In the last, Mr. Sadashiv Puranik raised issues regarding student's satisfaction survey and asked for suggestions regarding what actions to be taken to get good result from the SSS when the actual NAAC committee members will interact with the students through their email.

The meeting was ended vote of thanks was proposed by Assistant Coordinator of IQAC Dr. Arun Magar.



Prof. Dr. Yogini Mulay  
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Prof. Dr. Avinash Jagtap  
Principal

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Baramati



### **Action Taken Report:**

- 1) The minutes of the previous meeting were confirmed and documented for reference and record-keeping.
- 2) The Annual Quality Assurance Report (AQAR) for the academic year 2022-23 was prepared and submitted in accordance with the established timeline.
- 3) A strategy was devised to systematically check all documents from the 85 files. This involved assigning responsibilities to designated personnel, setting deadlines for document review, and implementing quality control measures to ensure thoroughness and accuracy.
- 4) Dates for the Academic Audit set as 5th, 6th, and 7th of February 2024, with instructions provided by Prin. Dr. Avinash Jagtap regarding the content of the first and last slides of the PowerPoint presentation. Additionally, arrangements made for the presence of a third-party auditor.
- 5) Plans were made for organizing the IQAC Youth Festival for the academic year 2023-24. Activities, themes, and logistics were discussed to ensure the success of the event and promote student engagement and cultural exchange.
- 6)
  - a) Suggestions for best practices in Criteria-7 were discussed and included Human Value Education, Admission Process, Sports Activities, Certificate Courses, Green Campus, Community Services, and Waste Management Services.
  - b) Concerns regarding student satisfaction survey were raised, and actions were discussed to ensure favorable results when the NAAC committee interacts with students via email.



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Prof. Dr. Avinash Jagtap  
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## IQAC CORE COMMITTEE MEETING

The meeting of IQAC committee members is being held on **Friday, 19/04/2024 at 04.00 p.m.** in the Seminar Hall.

### Agenda of meeting

1. Confirmation of the minutes of the previous meeting.
2. IIQA Submission
3. Distribution of Work for SSR submission
4. Review of Preparation of Handbook
5. Admission Policy
6. NEP credit distribution as per NEP 2024.
7. Anyother point for discussion with the permission of coordinator.



Prof. Dr. Yogini Mulay  
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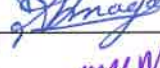
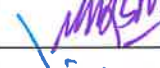






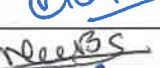
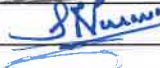


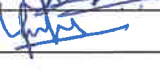



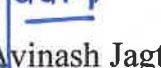



Prof. Dr. Avinash Jagtap  
Principal

**Principal**  
Tuljaram Chaturchand College  
Baramati

Anekant Education Society's  
**TuljaramChaturchand College**  
of Arts, Science & Commerce, Baramati

**Internal Quality Assurance Cell [IQAC]  
Committee 2023-24**

	Name	Designation	Signature
1)	Prin. Dr. Avinash Jagtap	Chairman	
2)	Prof. Dr. Yogini Mulay	Coordinator	
3)	Prof. Dr. Sachin Gadekar	Joint Coordinator	
4)	Dr. Arun Magar	Asst. Coordinator	
5)	Mr. Milind Shah (Wagholikar)	Management Representative	
6)	Mr. Vikas Shah (Lengrekar)	Management Representative	
7)	Mr. Karan Shah (Wagholikar)	Industrialist	
8)	Mr. PrashantRaut	Industrialist	
9)	Dr. Ashok Tambe	Community Representative	
10)	Mr. Dilip Shinde	Community Representative	
11)	Mr. AbhinandanShah	Administrative Officer	
12)	Prof. Dr. Vikas Kakade	Member	
13)	Prof. Dr. Bhagwan Mali	Member	
14)	Mr. Sadashiv Puranik	Member	
15)	Dr. Sushil Deshmukh	Member	
16)	Dr. Vaishali Patil	Member	
17)	Dr. Sachin Kulkarni	Member	
18)	Dr. Yogesh Indulkar	Member	
19)	Dr. Upendra Choudhari	Member	
20)	Ms. Metkari Apeksha	Student Representative	

  
Prof. Dr. Yogini Mulay  
Coordinator

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

  
Prof. Dr. Avinash Jagtap  
Principal

**Principal**  
Tuljaram Chaturchand College  
Baramati

## Minutes of the meeting

The meeting of the college IQAC committee was held on Friday, 19<sup>th</sup> April, 2024 at 04.00 p.m. in the seminar hall. The issues discussed in the meeting and passed resolutions were as follows:


1. Confirmation of the minutes of the previous meeting.  
Dr. Yogini Mulay, Coordinator, IQAC read the minutes of previous meeting held on 29<sup>th</sup> December, 2023.  
**Resolution:** Minutes were confirmed.
2. IIQA Submission  
Dr. Yogini Mulay, Coordinator, IQAC given guidelines for submission of IIQA.  
**Resolution:** As per guidelines Dr. Yogini Mulay decided to prepare committee for IIQA submission. It should be ready by 12<sup>th</sup> May 2024.
3. Distribution of Work for SSR submission  
Prof. Dr. Yogini Mulay has guided for distribution of Work for SSR submission  
**Resolution:** Prof. Dr. Yogini Mulay given guidelines for distribution of work to various members for SSR submission.
4. Review of Preparation of Handbook  
Prin. Dr. Avinash Jagtap taken review for preparation of handbook.  
**Resolution:** Prin. Dr. Avinash Jagtap given deadline for finalization of Handbook.
5. Confirmation of Admission Policy  
Dr. Ashok Kalange decided to finalize Admission policy for year 2024-25 as per NEP 2024  
**Resolution:** Dr. Ashok Kalange narrated admission policy for year 2024-25 as per NEP 2024
6. NEP credit distribution as per NEP 2024.  
Prof. Dr. Yogini Mulay discussed implementation of NEP credit distribution.  
**Resolution:** As per NEP 2024 distribution of credit should be revised.
7. Any other point for discussion with the permission of coordinator.  
**Resolution –** No other points were raised.

The meeting was ended vote of thanks was proposed by Assistant Coordinator of IQAC Dr. Arun Magar.



Prof. Dr. Yogini Mulay  
Coordinator

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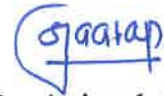
## Action Taken Report:-

- 1) The minutes of the previous meeting were confirmed and documented for reference and record-keeping.
- 2) The Internal Quality Assurance Cell (IQAC) submitted the Internal Quality Assurance Report (IIQA) as per the established deadline. Data collection, analysis, and documentation processes were conducted meticulously to ensure accuracy and completeness of the report.
- 3) Responsibilities for the preparation of the Self-Study Report (SSR) were distributed among relevant faculty and staff members. Tasks were assigned based on expertise and availability to ensure timely and comprehensive completion of the SSR.
- 4) The preparation of the handbook was reviewed, and necessary revisions were made to ensure accuracy, relevance, and alignment with institutional policies and procedures. Feedback from stakeholders was incorporated to enhance the quality of the handbook.
- 5) The Admission Policy was reviewed and updated to align with current regulations, trends, and institutional objectives. Changes were made to admission criteria, procedures, and documentation requirements to enhance transparency and fairness in the admission process.
- 6) The credit distribution under the National Education Policy (NEP) 2024 was reviewed and adjusted as per the guidelines and recommendations provided. Courses and programs were realigned to ensure compliance with NEP standards and requirements.



Prof. Dr. Yogini Mulay  
Coordinator

**Coordinator**  
Internal Quality Assurance Cell  
Tuljaram Chaturchand College of  
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