



## IQAC Core Committee Meetings

Friday, 05/06/2020 at 1.00 p.m.

The meeting of IQAC committee members is being held on Friday, 05/06/2020 at 1.00 p.m. in the IQAC office.

### Agenda of meeting:

- 1) Confirmation of the minutes of the previous meeting
- 2) Preparation of AQAR of 2019-20
- 3) Starting of new courses (B. Voc.- Agricultural Business Management, M. Voc.- Food Processing, Mass Communication
- 4) Foreign Language Courses
- 5) To get membership of Google Suite, Zoom etc.
- 6) To organize International/ National Level Online Seminars/ Workshops
- 7) Celebration of Yoga Day
- 8) Preparation of Softcopy of Academic Diary for next academic year 2020-21.
- 9) To decide the format for Self-Appraisal Form.
- 10) Preparation of Handbook for mentorship
- 11) Planning of Activities for next academic year 2020-21.
- 12) Planning of Activities under Paramarsh Scheme
- 13) Planning of Academic Calendar
- 14) Any other points for discussion with the permission of coordinator.

**IQAC COORDINATOR**

**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  
**Tuljaram Chaturchand College**  
of Arts, Science & Commerce, Baramati

**Internal Quality Assurance Cell [IQAC]  
Committee 2020-21**

	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. Ajit B. Telave	Member	
12)	Dr. Sachin N. Gadekar	Member	
13)	Dr. Jagdish D. Deshpande	Member	
14)	Dr. Ashok Kalange	Member	
15)	Dr. Bhagwan S. Mali	Member	
16)	Dr. Chandrakant Kamble	Member	
17)	Mr. Upendra Chaudhari	Member	
18)	Smt. Payal Agam	Student Representative	



  
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## Minutes of meeting:

1. Confirmation of the minutes of the previous meeting.

**Resolution:** Read and Confirmed by Dr. Ramchandra Sapkal and all the members approved the same.

2. Preparation of AQAR of 2018-19

**Dr.Y.R. Mulay briefed about AQAR Preparation.**

**Resolution:** Dr. Y. R. Mulay delivered information regarding online AQAR for the year 2018-19. Due to COVID-19 the date is extended to 30<sup>th</sup> Oct. 2020 accordingly instructions were given to all criteria coordinators to fillup the AQAR as early as possible.

3. Starting of new courses (B. Voc.- Agricultural Business Management, M. Voc.- Food Processing, Mass Communication.

Hon. Mr. Milind Shaha Wagholikar informed about the starting of new courses.

**Resolution:** Dr. Ajit Telave given Information regarding preparation of syllabus for new course to the members.

4. Foreign Language Courses

Dr. Ashok Kalange narrated starting of foreign language courses.

**Resolution:** The launch of foreign language programs was discussed.

5. To get membership of Google Suite, Zoom etc

Prof. U.D.Choudhari suggested to get membership of Google Suite, Zoom etc

**Resolution:** Prof. U.D.Choudhari addressed the modern-day needs of communication, collaboration, and productivity in both remote and traditional work environments getting membership of zoom and google meet.

6. To organize International/ National Level Online Seminars/ Workshops

Dr. Avinash Jagtap Delivered information about organization of International/ National Level Online Seminars/ Workshops by various departments.

**Resolution:** To coordinate and host International and National Level Online Seminars and Workshops as briefed by Dr. Avinash Jagtap across relevant departments.

Celebration of Yoga Day

7. Dr. Chandrakant Kamble put the idea regarding Celebration of Yoga Day.

**Resolution:** Dr. Chandrakant Kamble's recommended to host a celebration on Yoga Day into action.

8. Preparation of Softcopy of Academic Diary for next academic year 2020-21.

Dr. Y. R. Mulay put the idea regarding preparation of softcopy of academic diary.

Preparation of Softcopy of Academic Diary for next academic year 2020-21.

**Resolution:** Dr. Y. R. Mulay's proposed implementation of digital version of the academic diary for the upcoming academic year 2020-21.

9. To decide the format for self-Appraisal Form.

Dr. Y. R. Mulay put the idea that institute must have performance Appraisal system.

**Resolution:** Formulate a structured format for the self-appraisal form within the institute.

10. Preparation of Handbook for mentorship

Dr. Sushil Deshmukh proposed that the establishment of a mentorship handbook was necessary.

**Resolution:** Creation of a book for mentorship within the organization was discussed

11. Planning of Activities for next academic year 2020-21.



Dr.A.S.Jagtap delivered information about planning of activities for upcoming year.

**Resolution:**Dr. A.S. Jagtap advised to create a solid schedule of events for the upcoming academic year 2020–2021.

#### 12. Planning of Activities under Paramarsh Scheme

Dr.Ajit Telave narrated utilization of fund under Paramarsh Scheme by planning different activities.

**Resolution:**Dr. Ajit Telave's advice and allocate monies under the Paramarsh Scheme strategically to design various initiatives that would maximize resource usage while fostering institutional development.

#### 13. Planning of Academic Calendar

Dr.Y.R.Mulay delivered information about Academic Calendar

**Resolution:**Under Dr. Y.R. Mulay's guidance, devise a comprehensive academic calendar in order to plan and coordinate the learning activities for the upcoming period.

#### 14. Any other points for discussion with the permission of coordinator.

Dr.Ajit Telave suggested to use RUSA developed software for collection of data.

**Resolution:**With the coordinator's approval, integrate Dr. Ajit Telave's proposal to implement RUSA-developed software for efficient data collection.

The meeting ended with thanks to the chair.



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### **Action Taken Report:**

1. Confirmed minutes of the previous meeting as read and approved by Dr. Ramchandra Sapkal and all members.
2. Dr. Y.R. Mulay briefed about the online AQAR for 2018-19, extending the deadline to October 30, 2020, with instructions to criteria coordinators for prompt completion.
3. Dr. Ajit Telave informed members about the preparation of syllabi for new courses.
4. Dr. Shashank Mane discussed the launch of foreign language programs.
5. Prof. U.D. Choudhari's suggestion for membership of Google Suite, Zoom, etc., was implemented to enhance communication and productivity.
6. Dr. Avinash Jagtap's plan for International/National Level Online Seminars/Workshops was adopted, to be organized across departments.
7. Dr. Chandrakant Kamble's recommendation for celebrating Yoga Day was acknowledged and actioned.
8. Dr. Y.R. Mulay's proposal for a digital version of the academic diary for 2020-21 was approved for implementation.
9. A structured format for the self-appraisal form was formulated, as suggested by Dr. Y.R. Mulay.
10. The proposal for a mentorship handbook was acknowledged, and creation commenced.
11. Dr. A.S. Jagtap's advice on planning activities for the next academic year 2020-2021 was taken into account, and a solid schedule was created.
12. Dr. Ajit Telave's guidance on utilizing funds under the Paramarsh Scheme for various activities was followed to maximize resource utilization and foster institutional development.
13. Dr. Y.R. Mulay's guidance on planning the academic calendar was implemented to coordinate learning activities effectively.
14. Dr. Ajit Telave's suggestion to use RUSA-developed software for data collection was approved and integrated into the system.

  
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**Thursday, 03/09/2020 at 3.00 p.m. (Online)**

The online meeting of IQAC committee members is being held on Thursday, 03/09/2020 at 3.00 p.m.

**Agenda of meeting:**

- 1) Confirmation of the minutes of the previous meeting
- 2) Review of AQAR of 2018-19
- 3) Implementation of RUSA software
- 4) Implementation of Digital Diary
- 5) Finalization & distribution of Mentor-Mentee Handbook.
- 6) Organization of workshop on "Course Outcome, Programme Outcome and its mapping"
- 7) Any other points for discussion with the permission of coordinator



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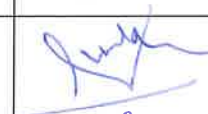






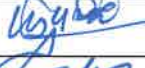

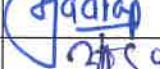

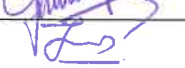

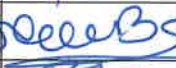




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4)	Mr. Vikas S. Shah (Lengrekar)	Management Representative	
5)	Mr. Karan Shah (Wagholikar)	Industrialist	
6)	Mr. Prashant Raut	Industrialist	
7)	Dr. Ashok B. Tambe	Community Representative	
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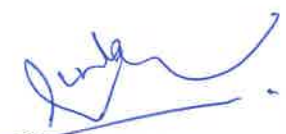


## Minutes of meeting

- 1) **Confirmation of the minutes of the previous meeting**  
Dr.A.S.Jagtap Sir read the minutes of previous meeting  
**Resolution:** Confirm the minutes of the previous meeting as read by Dr. A.S. Jagtap.
- 2) **Review of AQAR of 2018-19**  
Dr.Y.R. Mulay took the review of AQAR Preparation.  
**Resolution:** Review or AQAR or 2018-19 was taken. With reference to that findings were as follows and status or each criterion was noted.
- 3) **Implementation of RUSA software**  
Dr.Y.R.Mulay briefed about the advantages of collection of data through RUSA Software.  
**Resolution:** Appreciate Dr. Y.R. Mulay's suggestion to use RUSA software to collect data more efficiently.
- 4) **Implementation of Digital Diary**  
Hon. Mr. Milind Shah Waghlikar put the idea of use of digital diary in spite of traditional method of recording day to day activities of faculty members.  
**Resolution:** The proposal was adopted to use digital diaries, thus modernizing and streamlining the faculty's daily activity recording procedures.
- 5) **Finalization & distribution of Mentor-Mentee Handbook**  
Dr.Avinash Jagtap took initiative and chalked out the strategy for distribution of mentor mentee handbook among the faculty members  
**Resolution:** It was decided unanimously to implement Dr. Avinash Jagtap's strategy to finalize and distribute the Mentor-Mentee Handbook among faculty members, enhancing mentoring processes within the institution.
- 6) **Organization of workshop on "Course Outcome, Programme Outcome and its mapping"**  
Dr.Y.R.Mulay talked about the need of workshop to enrich the faculty members with reference to Course Outcome, Programme Outcome and its mapping  
**Resolution:** Under Dr. Y.R. Mulay's guidance, proceed with organizing a workshop aimed at enriching faculty members' understanding of Course Outcome, Programme Outcome, and their mapping, thereby fostering continuous academic enhancement.
- 7) **Any other points for discussion with the permission of coordinator**  
Dr. Sachin Gadekar's requested the coordinator to strengthen the committee of academic calendar, in order to include comprehensive list of activities in the academic calendar.  
**Resolution:** With the coordinator's approval, enhance the academic calendar committee as per the request to ensure the inclusion of a comprehensive list of activities.

The meeting ended with thanks to the chair.

  
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### **Action Taken Report:**

1. The minutes of the previous meeting were reviewed and confirmed by all participants.
2. The AQAR of 2018-19 was thoroughly reviewed, analysing the institution's performance, achievements, and areas for improvement. Action plans were devised based on the review findings to address identified shortcomings.
3. The implementation of the RUSA (Rashtriya Uchcharat Shiksha Abhiyan) software was initiated to streamline administrative processes, manage student data, and facilitate compliance with regulatory requirements.
4. The implementation of a Digital Diary system was undertaken to provide students and faculty with a convenient platform for academic scheduling, communication, and task management. Training sessions were conducted to familiarize users with the new system.
5. The Mentor-Mentee Handbook was finalized, detailing guidelines, expectations, and responsibilities for mentors and mentees. Copies of the handbook were distributed to all faculty and students involved in the mentorship program.
6. A workshop on "Course Outcome, Programme Outcome, and its mapping" was organized, aiming to enhance faculty understanding and proficiency in aligning course objectives with program goals. Strategies for effective mapping were discussed, and faculty were encouraged to implement them in their teaching practices.
7. Dr. Sachin Gadekar's requested that the academic calendar committee be reinforced to make sure that all activities are included.



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**Wednesday, 28/10/2020 at 4.00 p.m. in the Seminar Hall.**

The meeting of IQAC committee members is being held on Wednesday, 28/10/2020 at 4.00 p.m. in the Seminar Hall.

**Agenda of meeting:**

- 1) Confirmation of the minutes of previous meeting.
- 2) Preparation of AQAR of 2019-20
- 3) Organization of International/ National webinar by Department of Defence and Strategic Studies, Commerce, Chemistry, Physics Statistics, Journalism and Mass Communication, Women Empowerment Cell etc.
- 4) MoU with Bahai Academy, Panchgani.
- 5) Any other points for discussion with the permission of coordinator



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**Internal Quality Assurance Cell [IQAC]  
Committee 2020-21**

	Name	Designation	Signature
1)	Prin. Dr. Chandrashekhar V. Murumkar	Chairman	
2)	Dr. Yogini R. Mulay	Coordinator	
3)	Mr. Milind R. Shah (Wagholikar)	Management Representative	
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**Minutes of the meeting:**

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

Dr. Yogini Mulay read the minutes of previous meeting

**Resolution:** -Confirmed the minutes of the previous meeting as read by Dr. Yogini Mulay.

**2. Preparation of AQAR of 2019-20**

Dr. Y.R. Mulay briefed about AQAR Preparation.

**Resolution:** All members agreed to finish AQAR work as early as possible.

**3. Organization of International/ National webinar by Department of Defence and Strategic Studies, Commerce, Chemistry, Physics Statistics, Journalism and Mass Communication, Women Empowerment Cell etc.**

Dr. Avinash Jagtap Delivered information about organization of International/ National Level webinar by various departments.

**Resolution:** To coordinate and host International and National Level Webinar as briefed by Dr. Avinash Jagtap across relevant departments

**4. MoU with Bahai Academy, Panchgani**

Dr. Ajit Telave put the idea regarding MOU with Bahai Academy, Panchgani.

**Resolution:** Approved.

**5. Any other points for discussion with the permission of coordinator**

Dr. Sachin Gadekar requested the coordinator to strengthen the committee of academic calendar, in order to include comprehensive list of activities in the academic calendar.

**Resolution:** Approved.

The meeting ended with thanks to the chair.



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**Action Taken Report:**

1. The minutes of the previous meeting were confirmed by all attendees.
2. The preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2019-20 was initiated, with data collection and analysis underway to meet submission deadlines.
3. Departments including Defence and Strategic Studies, Commerce, Chemistry, Physics, Statistics, Journalism and Mass Communication, and the Women Empowerment Cell organized a series of international and national webinars. Topics ranged from academic subjects to contemporary issues, fostering intellectual exchange and knowledge sharing.
4. An MoU was established with the Bahai Academy, Panchgani, to facilitate collaboration in educational and cultural initiatives. The partnership aimed to promote mutual learning, research, and cultural exchange opportunities between the institutions.
5. Academic calendar committee is modified to make sure that all activities are included.



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20-21  
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**Monday, 04/01/2021 at 3.00 p.m. in the Seminar Hall.**

The meeting of IQAC committee members is being held on Monday, 04/01/2021 at 3.00 p.m. in the Seminar Hall.

**Agenda of meeting:**

- 1)Confirmation of the minutes of the previous meeting
- 2)Preparation for visit of mentee college under Paramarsh scheme to our college.
- 3)Preparation for AQAR 2019-20 with the help of RUSA software.
- 4)Any other points for discussion with the permission of coordinator



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**Minutes of the meeting:**

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

Dr. Yogini Mulay read the minutes of previous meeting

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

**2) Preparation for the visit of mentee colleges under Paramarsh scheme to our college.**

Dr. Y.R. Mulay gave the outline regarding the Updation of files with reference to the visit of mentee colleges.

**Resolution:** Noted

**3) Preparation for AQAR 2019-20 with the help of RUSA software --**

Dr. Yogini Mulay insisted to make use of RUSA software for collection of data of academic year 2019-20.

**Resolution:** it was decided to conduct workshop of all stakeholders to get acquainted with RUSA software.

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

Dr. Yogini Mulay suggested following points for improving College performance in upcoming NAAC.

- IPR workshop should be organized.
- Placement officer should be appointed.
- Welfare for student/non-teaching staff should be strengthened.
- Competitive Examination workshop should be organized.

**Resolution:** Noted and Approved

The meeting ended with thanks to the chair.



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**Action Taken Report:**

1. The minutes of the previous meeting were confirmed by all attendees.
2. Planning and preparation were undertaken to welcome the mentee college under the Paramarsh scheme to our campus. Arrangements were made for their visit, including scheduling meetings, organizing campus tours, and facilitating interactions with faculty and students.
3. Registration of all Head of department and chairman of committee members were done by IQAC. Head of department were asked to do the registration of all the faculty members from the respective departments.
4. Implemented Dr. Yogini Mulay's recommendations by organizing an IPR workshop, appointing a placement officer, strengthening welfare for students and non-teaching staff, and conducting competitive examination workshops to enhance college performance for the upcoming NAAC review.



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