

**PROCEEDINGS OF THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL OF  
HON.SHRI ANNASHEB DANGE ARTS, COMMERCE & SCIENCE COLLEGE, HATKANANGALE  
HELD ON 1<sup>st</sup> JULY 2013 AT 12.30 PM IN THE PRINCIPAL'S OFFICE**

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The first regular meeting of the Internal Quality Assurance Cell (IQAC) of HSADACS College, Hatkanangale was held on 1<sup>st</sup> July 2013 at 12.30 pm under the chairmanship of Mr. Eknath S. Patil in the Principal's office. The following members were present:

**Members Present:**

**Mr. Eknath S. Patil (CHAIRMAN OF IQAC)**

I/C Principal

HSADACS College, Hatkanangale

**Dr. Mohan M. Sawant**

Deptt. of Hindi

HSADACS College, Hatkanangale

**Dr. Malhari N. Survase**

Deptt. of Geography

HSADACS College, Hatkanangale

**Mr. Ashok P. Jadhav**

Deptt. of Commerce

HSADACS College, Hatkanangale

**Mr. Balaji A. Kamble**

Librarian

HSADACS College, Hatkanangale

**Mr. Vitthalrao Musai**

Management Representative

Sant Dnyaneshwar Shikshan Sanstha,

Islampur

**Mr. Vinay B. Patil**

Alumni Representative

Majale, Hatkanangale

**Dr. Niranjan A. Kulkarni**

Deptt. of History

HSADACS College, Hatkanangale

**Dr. Namdev P. Khavare**

Deptt. of English

HSADACS College, Hatkanangale

**Mrs. Sunita S. Telsinge**

Deptt. of Economics

HSADACS College, Hatkanangale

**Mr. Nilesh D. Kamble**

Deptt. of BCA

HSADACS College, Hatkanangale

**Mr. Raigonda R. Mudhole**

Office Superintendent

HSADACS College, Hatkanangale

**Mr. Bapuso Thombare**

Local Representative

Hatkanangale

**Mr. Digambar Kulkarni**

**COORDINATOR OF IQAC**

Deptt. of English

HSADACS College, Hatkanangale

**Members Absent: Nil**

At the outset, Mr. Digambar Kulkarni, Co-ordinator of IQAC welcomed Mr. Eknath Patil, the Chairperson of the IQAC and all present members of IQAC of this college. In his introductory speech, Hon'ble Chairperson appreciated the efforts being made by the IQAC Co-ordinator in preparing and submitting the AQAR of 2012-13. He also thanked all the members of IQAC and teaching and non-teaching staff for their support in various activities. After this the agenda items were taken up for deliberations with the permission of the chair.

### **1.1 Reading and Confirming the Minutes of the Last Meeting**

The minutes of the last meeting were read out by the IQAC Co-ordinator and afterwards they were confirmed with the sign of the chairperson and all present members.

### **1.2 Preparing Perspective Plan of the College**

Hon. Eknath Patil, the chairman of IQAC instructed that the IQAC of this should draft the perspective plan for the institutional development considering the NAAC Peer Team Recommendations. His suggestion resulted into positive discussion and it was resolved to draft the perspective plan for next five years and all the responsibility was handed over to Mr. Digambar Kulkarni.

### **1.3 Preparing and submitting the proposal of Financial Assistance for IQAC to UGC**

Mr. Digambar Kulkarni, the IQAC Co-ordinator delivered his talk on the proposal of getting financial assistance for IQAC from UGC. After this, with the permission of the chairman, it was resolved to submit this proposal (worth 3 lakh Rs.) to the UGC. The responsibility of preparing the proposal was entrusted to Mr. Digambar Kulkarni. With due respect, Mr. Digambar Kulkarni had accepted the responsibility.

### **1.4 Discussing the AQAR of 2012-13**

The IQAC Co-ordinator informed the members that the Annual Quality Assurance Report of the A.Y. 2012-13 of this college had been sent to the National Assessment and Accreditation Council (NAAC), Bangalore. Further, he read out this report briefly before the members and informed that this AQAR will be displayed in PDF on our college website.

### **1.5 Any other Matter with the permission of the Chair**

- I. Mr. Eknath Patil, the chairman of IQAC instructed that all faculties should work hard to achieve merit in academic, cultural and sports activities. It was unanimously resolved to do as per instruction.
- II. Dr. Niranjana Kulkarni, the member of IQAC suggested that the faculty should make maximum use of ICT in their teaching in the classroom. All members accepted this suggestion frankly.

At the end, the chairman in his concluding speech declared that there would be no compromise in academic and research quality. After that the meeting ended with the vote of thanks to the chairman and all present members expressed by the co-ordinator of IQAC.

Minutes Drafted By  
**Mr. Digambar Kulkarni (Coordinator)**

Minutes Approved By  
**Mr. Eknath Patil (Chairman)**

**MINUTES OF THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL OF  
HON.SHRI ANNASHEB DANGE ARTS, COMMERCE & SCIENCE COLLEGE, HATKANANGALE  
HELD ON 3<sup>rd</sup> SEPTEMBER 2013 AT 12.30 PM IN THE DEPTT. OF ENGLISH (ROOM NO.12)**

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The second regular meeting of the Internal Quality Assurance Cell (IQAC) of HSADACS College, Hatkanangale was conducted on 3<sup>th</sup> September 2013 at 12.30 pm under the chairmanship of Mr. Eknath S. Patil in the department of English (Room No.12). The following members were present:

**Members Present:**

**Mr. Eknath S. Patil (CHAIRMAN OF IQAC)**

I/C Principal

HSADACS College, Hatkanangale

**Dr. Niranjan A. Kulkarni**

Deptt. of History

HSADACS College, Hatkanangale

**Dr. Mohan M. Sawant**

Deptt. of Hindi

HSADACS College, Hatkanangale

**Dr. Namdev P. Khavare**

Deptt. of English

HSADACS College, Hatkanangale

**Dr. Malhari N. Survase**

Deptt. of Geography

HSADACS College, Hatkanangale

**Mrs. Sunita S. Telsinge**

Deptt. of Economics

HSADACS College, Hatkanangale

**Mr. Ashok P. Jadhav**

Deptt. of Commerce

HSADACS College, Hatkanangale

**Mr. Nilesh D. Kamble**

Deptt. of BCA

HSADACS College, Hatkanangale

**Mr. Balaji A. Kamble**

Librarian

HSADACS College, Hatkanangale

**Mr. Raigonda R. Mudhole**

Office Superintendent

HSADACS College, Hatkanangale

**Mr. Vitthalrao Musai**

Management Representative

Sant Dnyaneshwar Shikshan Sanstha,  
Islampur

**Mr. Bapuso Thombare**

Local Representative

Hatkanangale

**Mr. Vinay B. Patil**

Alumni Representative

Majale, Hatkanangale

**Mr. Digambar Kulkarni**

**COORDINATOR OF IQAC**

Deptt. of English

HSADACS College, Hatkanangale

**Members Absent:** Nil

The meeting began with the welcome speech offered by the Coordinator of IQAC in which he welcomed the Chairperson of the IQAC and all present members of IQAC of this college. Then, the Hon'ble Chairperson expressed his satisfaction on the various activities that took place in the college. After that the agenda items were taken up for discussion with the permission of the chair.

### **2.1 To read and confirm the Minutes of the Last Meeting**

The minutes of the last meeting were read by the IQAC Coordinator and afterwards they were confirmed with the sign of the chairperson and all present members.

### **2.2 To discuss the Self Development Plan of the Faculty**

Hon'ble chairman told that the faculty should submit their self development plan including research work, RC/OC/ STC before 10<sup>th</sup> September to the IQAC. It was decided the IQAC will look into the matter. All members accepted this suggestion.

### **2.3 To think over the Academic Audit of the Departments**

The IQAC Coordinator put forth the issue of 'Internal Academic Audit' of the departments to achieve the academic quality. After discussing its significance in higher education, it was resolved to form the academic audit committee for further process. Immediately, the committee of three members comprising of the Principal, IQAC Coordinator and the coordinator of Research Committee was formed. The responsibility of preparing and distributing Academic Audit proforma was entrusted to Mr. Digambar Kulkarni, the IQAC Coordinator.

### **2.4 Any other Matter with the permission of the Chair**

- I. Hon'ble chairperson announced that the UGC had sanctioned the proposal of COC in Spoken and Communicative English and praised the faculty who prepared the proposal.
- II. Dr. Namdev Khavare insisted that there should be remedial coaching in every subject. He also told that he will prepare the time table that includes each subject and every faculty for teaching. It was resolved to work as per guidelines.

At the end, the chairman promised that he will look into every matter that associates with the quality particularly, infrastructure of the college. After that the meeting ended with the vote of thanks to the chairman and all present members expressed by Dr. Mohan M. Sawant.

Minutes Drafted By  
**Mr. Digambar Kulkarni (Coordinator)**

Minutes Approved By  
**Mr. Eknath Patil (Chairman)**

**MINUTES OF THE THIRD MEETING OF THE IQAC OF HON.SHRI ANNASAHEB DANGE ARTS,  
COMMERCE AND SCIENCE COLLEGE, HATKANANGALE HELD ON 7<sup>TH</sup> DECEMBER 2013 AT  
12.30 PM IN THE IQAC (ROOM NO.12)**

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The third regular meeting of the Internal Quality Assurance Cell (IQAC) of HSADACS College, Hatkanangale was held on 7<sup>th</sup> December 2013 at 12.30 pm in room no.12. The in-charge Principal Mr. Eknath Patil was the chairman for this meeting. The following members were present:

**Members Present:**

**Mr. Eknath S. Patil (CHAIRMAN OF IQAC)**

I/C Principal

HSADACS College, Hatkanangale

**Dr. Niranjana A. Kulkarni**

Deptt. of History

HSADACS College, Hatkanangale

**Dr. Mohan M. Sawant**

Deptt. of Hindi

HSADACS College, Hatkanangale

**Dr. Namdev P. Khavare**

Deptt. of English

HSADACS College, Hatkanangale

**Dr. Malhari N. Survase**

Deptt. of Geography

HSADACS College, Hatkanangale

**Mrs. Sunita S. Telsinge**

Deptt. of Economics

HSADACS College, Hatkanangale

**Mr. Ashok P. Jadhav**

Deptt. of Commerce

HSADACS College, Hatkanangale

**Mr. Nilesh D. Kamble**

Deptt. of BCA

HSADACS College, Hatkanangale

**Mr. Balaji A. Kamble**

Librarian

HSADACS College, Hatkanangale

**Mr. Raigonda R. Mudhole**

Office Superintendent

HSADACS College, Hatkanangale

**Mr. Vitthalrao Musai**

Management Representative

Sant Dnyaneshwar Shikshan Sanstha,

Islampur

**Mr. Bapuso Thombare**

Local Representative

Hatkanangale

**Mr. Vinay B. Patil**

Alumni Representative

Majale, Hatkanangale

**Mr. Digambar Kulkarni**

**COORDINATOR OF IQAC**

Deptt. of English

HSADACS College, Hatkanangale

**Members Absent:** Nil

With the permission of the chairman, the agenda items were taken up for deliberations in the meeting.

**3.1 Reading and Confirmation of the Minutes of the last Meeting**

The minutes of the last meeting were read by the IQAC Coordinator before all present members and afterwards they were put forth for confirmation. They were confirmed with the sign of the chairman and all present members.

**3.2 Promoting Research Culture among the Faculty and Students**

Hon'ble chairman suggested that the faculty must be research oriented. They should publish at least two research papers in the academic year. He further instructed that the faculty should think about post-doctoral as well as Minor/ Major Research Projects. As per concerning

students it was decided to conduct field survey and project work through the study centres in the college.

### **3.3 Empowering Library Facilities for all Stake holders**

The IQAC Coordinator talked on empowering library facilities for all stake holders. First of all to increase quantity of books, it was resolved to donate at least one book to the library on the occasion of the birth of day of the faculty. It was also resolved to make an appeal to students they should also donate one book on their own birth day. It was also resolved to purchase more journals and spend more on technology up gradation.

### **3.4. Conducting orientation-cum-Workshop on API & PBAS**

Hon. Chairperson, Mr. Eknath Patil informed that the institution will organize an orientation cum workshop program on How to fill up API and PBAS Proforma on 12<sup>th</sup> December 2013 for our faculty members. Mr. Digambar Kulkarni, the Coordinator of IQAC will be the resource person who will deliver a talk on three categories of PBAS and API Diary. After a small deliberation, it was resolved to do as per instructions.

### **3.4 Catering the needs of slow learners by offering various coaching classes**

All members were asked to prepare a list of slow learners in order to prevent them from drop out. They were also asked to conduct extra lectures for those students after regular classes. It was resolved to organize extra lectures as well as participate in remedial coaching classes.

### **3.5 Any other Matter with the permission of the Chairman**

As there were no any other matters for discussion, the meeting ended with the vote of thanks to the chairman and all present members expressed by Dr. Namdev Pandurang Khavare.

Minutes Drafted By  
**Mr. Digambar Kulkarni (Coordinator)**

Minutes Approved By  
**Mr. Eknath Patil (Chairman)**

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**PROCEEDINGS OF THE FOURTH MEETING OF THE IQAC OF HON.SHRI ANNASAHEB DANGE  
ARTS, COMMERCE AND SCIENCE COLLEGE, HATKANANGALE HELD ON 22<sup>nd</sup> APRIL 2014 AT  
12.30 PM IN THE PRINCIPAL'S OFFICE**

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The fourth regular meeting of the Internal Quality Assurance Cell (IQAC) of HSADACS College, Hatkanangale was organized on 22<sup>nd</sup> April 2014 at 12.30 pm the Principal's office. Hon'ble I/C Principal chaired the session and the following members were present in the meeting.

**Members Present:**

**Mr. Eknath S. Patil (CHAIRMAN OF IQAC)**

I/C Principal

HSADACS College, Hatkanangale

**Dr. Niranjan A. Kulkarni**

Deptt. of History

HSADACS College, Hatkanangale

**Dr. Mohan M. Sawant**

Deptt. of Hindi

HSADACS College, Hatkanangale

**Dr. Namdev P. Khavare**

Deptt. of English

HSADACS College, Hatkanangale

**Dr. Malhari N. Survase**

Deptt. of Geography

HSADACS College, Hatkanangale

**Mrs. Sunita S. Telsinge**

Deptt. of Economics

HSADACS College, Hatkanangale

**Mr. Ashok P. Jadhav**

Deptt. of Commerce

HSADACS College, Hatkanangale

**Mr. Nilesh D. Kamble**

Deptt. of BCA

HSADACS College, Hatkanangale

**Mr. Balaji A. Kamble**

Librarian

HSADACS College, Hatkanangale

**Mr. Raigonda R. Mudhole**

Office Superintendent

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Management Representative

Sant Dnyaneshwar Shikshan Sanstha,

Islampur

**Mr. Bapuso Thombare**

Local Representative

Hatkanangale

**Mr. Vinay B. Patil**

Alumni Representative

Majale, Hatkanangale

**Mr. Digambar Kulkarni**

**COORDINATOR OF IQAC**

Deptt. of English

HSADACS College, Hatkanangale

**Members Absent: Nil**

The IQAC Coordinator, Mr. Digambar Kulkarni offered his welcome speech in the beginning and then the agenda items were taken up for deliberations and recorded here below:

#### **4.1 Reading and Confirmation of the Minutes of the last Meeting**

The minutes of the last meeting were read by the IQAC Coordinator before all present members and afterwards they were put forth for confirmation. They were confirmed with the sign of the chairman and all present members.

#### **4.2 Preparing and submitting AQAR of 2013-14**

Hon'ble chairman suggested that the coordinator of IQAC should prepare the annual quality assurance report of 2013-14 by the end of this academic year. He also appealed all the members to submit academic, co-curricular and extra-curricular activity reports to the IQAC on or before 30<sup>th</sup> April 2014. It was resolved to do as per instructions. It was also resolved to put the AQAR before all members and the faculty before its submission to the NAAC, Bangalore.

#### **4.3 Conducting Academic Audit of the Departments**

Mr. Digambar Kulkarni announced that the IQAC of this college has decided to conduct an "Academic Audit" of various departments in the college. All the HoDs are suggested to furnish details regarding the activities and achievements of the A.Y. 2013-14 in given proforma. It was resolved to submit the filled proforma by the end of this month. After this, the academic audit committee will visit the departments to verify all the documents.

#### **4.4 Any other Matter with the permission of the Chair**

With prior permission of the chair, the AOMs were taken up for deliberation in the meeting.

1. Dr. Mohan Sawant suggested that the college should make provision of awarding meritorious students in large numbers. The matter was discussed and it was resolved to work positively.

2. Mrs. Sunita Telsinge suggested that the girls should be provided more facilities such as traveling, reading room and rest room, etc. The IQAC promised to look into the matter.

In his concluding speech, the chairman appreciated all the faculty members and conveners of various committees for their work and active support throughout the year. After that, the meeting ended with the vote of thanks to the chairman and all present members. It was expressed by Mr. Digambar Kulkarni.

Minutes Drafted By  
**Mr. Digambar Kulkarni (Coordinator)**

Minutes Approved By  
**Mr. Eknath Patil (Chairman)**



## **Internal Quality Assurance Cell (IQAC)**

### **Action Taken Report** **Academic Year 2013-14**

To fulfill the proposed plans of the institution and to comply with the recommendations made by NAAC Peer Team, the following actions were implemented throughout the year:

- The perspective plan (From 2013-14 to 2017-18) of the institution was drafted by IQAC and kept its copies in the library and in the Internal Quality Assurance Cell (IQAC) to make them easily available to all stakeholders.
- In order to strengthen IQAC, the college had submitted a proposal for getting financial assistance of worth Rs. 3,00,000/- which, in turn was approved by UGC in the academic year 2013-14.
- To cater the diverse needs of the students, the college had submitted proposals for introducing CoC in English, Coaching for entry into Services, Equal Opportunity Cell programs and also started NSDC program such course on DTP.
- As per decision made in the meetings, the college looked into the matter of constructing women's hostel on campus. The construction was started during the year.
- The IQAC of this college conducted academic and administrative audits for enhancing and assuring quality education in the month of March and April 2014.
- Book donation scheme on individual's birthday was started during the academic year 2013-14.
- The IQAC organized lectures on Academic Performance Indicators (API) and Socio-cultural Prosperity and Tradition of Srilanka.
- Community outreach programs such as town cleaning camp and blood donation camp etc were organized during the year.