Minutes & Action Taken Reports (ATRs)
of
Internal Quality Assurance Cell (IQAC)

Academic Year
(2017~18)

<div align="center">**Internal Quality Assurance Cell (IQAC)**</div>

Date: 07/07/2017

<div align="center">**Minutes of the First Meeting of IQAC**</div>

Minutes of the first meeting of IQAC held on 07th   July 2018 at 12.30 pm in the IQAC room (Room No 06) were approved and recorded as below:

Members Present in the Meeting: All Members were present fulfilling the required quorum.

1.1. Reading and confirming the minutes of the last meeting

Minutes of the last IQAC meeting held on 28th April 2017 were read out by Mr. Digambar S. Kulkarni, the coordinator of IQAC before all the present members. Afterwards they were confirmed with the sign of the chairman and the present members.

1.2. Discussing and finalizing the AQAR of the A. Y. 2016-17

Mr. Digambar S. Kulkarni, the coordinator of IQAC read out the rough version of the AQAR of 2016-17 and it was kept before the present members for discussion and recommendations. Hon. Prin. Dr. Yojana Jugale, the chairman of IQAC suggested that the submission of AQAR should not take place until the university results declared. After a small discussion, it was resolved to submit the AQAR in the month of August 2017.

Proposed By: Dr. Yojana Jugale   Seconded By: Mr. Digambar Kulkarni

1.3.Preparing and reading the plan of action for the next year

Mr. Digambar S. Kulkarni, the coordinator of IQAC read out the prepared plan of action for the next year before all the present members. All members commended the plan of action as it included academic, administrative and infrastructural development. Dr. Niranjan Kulkarni, a member of IQAC suggested that the institute should include the plan of providing merit scholarship at the institutional level for the meritorious students. After few comments, it was resolved to offer the financial assistance of Rs. 500/- to the meritorious students.

Proposed By: Dr. Niranjan Kulkarni   Seconded By: Mr. Eknath Patil

1.4. Carrying out the installation of office automation and language lab.

Hon. Principal informed that the college is going to complete office automation to provide e-governance facilities in the areas of finance, admission and other administrative works. Regarding this, it was resolved to purchase LMS-the office automation software from BIYANI Technology.

It was also resolved to purchase ACE digital language lab software from BIYANI Technology, Kolhapur.

Proposed By: Yojana Jugale   Seconded By: Balaji Kamble

1.5. Orientation on Preparing Teaching Modules:
The coordinator of IQAC, suggested that the faculty members should prepare their teaching modules and upload them on college website as part of innovative teaching learning. After a small deliberation, it was resolved to organize first an orientation program on preparing teaching modules on 11th July 2017 at institutional level.
Proposed By: D. S. Kulkarni   Seconded by: A.S. Mahajan.

1.5. Any other matter with prior permission of the chairperson
Following issues and topics were taken for deliberations during the session for any other matter:

- Dr. Ashok Jadhav, the HoD of Commerce suggested that all department should classify their enrolled students into slow and advanced learners group by organizing diagnostic test as well as analyzing their previous academic records. After a small discussion, it was resolved to conduct diagnostic tests at departmental level and to organize various programs such as foundation courses, remedial coaching, extra coaching to cater the needs of slow and advanced learners.
- Mr. Pravin Gurav, the HoD of Science suggested that all Science laboratories and the botanical garden need to be up graded with well equipped instruments. Considering his suggestion, Hon. Principal promised him that she will look into the matter positively to fulfill the requirements.
- Hon. Principal informed the members that the department of Economics and Commerce are going to organize ICSSR sponsored national seminars in the month of July 2017.

As there were no any other matters left for deliberations, the meeting ended with the vote of thanks to the chairperson and all present members and it was expressed by Mr. Digambar Kulkarni, the coordinator of IQAC.

Minutes Recorded by   Minutes Approved by
Mr. Digambar Kulkarni   Prin. Dr. Yojana Jugale
  Coordinator of IQAC   **Chairman of IQAC**

Internal Quality Assurance Cell (IQAC)

Date: 14th Oct. 2017

Minutes of the Second Meeting

Minutes of the second meeting of IQAC held on Monday 14th October 2017 at 11.30 am in IQAC room (Room No. 06). The following matters were discussed in the meeting.

Members Present: 09 members were present in the meeting.

Members Absent: 03 members were absent.

2.1. Reading and confirming the minutes of the last meeting

Minutes of the first IQAC meeting held on 7th August 2017 were read out by Mr. Digambar S. Kulkarni, the coordinator of IQAC before all the present members and afterwards they were confirmed with the sign of the chairperson and all present members.

2.2. Upgrading all classrooms and seminar halls with ICT infrastructure

Hon. Prin. Dr. Yojana Jugale informed that the management has planned to make all classrooms well equipped with ICT infrastructure including CPU, OHP, Screen and Sound system facilities for teaching-learning process. It was resolved to facilitate 8 classrooms and one seminar hall along with the eight departments with ICT infrastructure by the end of the first term of this academic year.

Proposed By: Prin. Dr. Yojana Jugale   Seconded By: Digambar Kulkarni

2.3. Upgrading Science laboratories, computer centre & internet facilities

Considering the requirements Science stream, it was resolved to extend and renovate the existing three laboratories and it was also resolved to upgrade and enhance these laboratories by constructing reagent tables, instrumental and lab analysis tables & purchasing hotter furnace, oven, chemicals and glass wares for creating conducive atmosphere for practical sessions.

Proposed By: Prin. Dr. Yojana Jugale   Seconded By: Eknath Patil

2.4. To sign MoUs & Linkages with nearby institutes, industries & centres

Mr. Digambar Kulkarni, the coordinator of IQAC asserted that each department and centres should sign MoUs & Linkages with nearby institutes and industries for collaboration and knowledge exchange purpose. The matter was discussed seriously and positively and then it was resolved to sign at least 10 MoU and Linkages with various institutes, industries and academic centres during the year.

Proposed By: Mr. Digambar Kulkarni   Seconded By: Ashok Jadhav

2.5. Any other matter with prior permission of the chairperson

During the time for discussing any other matter, the following issues were taken for deliberations:

- Mr. Digambar Kulkarni, the coordinator of IQAC instructed that the all criterion heads should read the new manual of accreditation carefully and record all documents accordingly
- Mr. Nilkanth Chakradhari, the coordinator of Examination Committee suggested that all faculty should conduct unit tests, oral tests, assignments, and seminars periodically as the part of CIE.

After that the meeting ended with the vote of thanks for the chairman and all present members expressed by Dr. Ashok Jadhav.

Minutes Recorded By   Minutes Approved By

Digambar S. Kulkarni   Prin. Dr. Yojana V. Jugale

Coordinator of IQAC   **Chairman of IQAC**

Internal Quality Assurance Cell (IQAC)

Date: 5th December 2017

Minutes of the Third Meeting

Minutes of the third meeting of IQAC held on Thursday, 5th December 2017 at 11. 35 pm in the IQAC room (Room No. 06). The following items were taken for deliberations in the meeting.

Members Present: 12 members were present in the meeting.

Members Absent: 04 members were absent in the meeting.

3.1. Reading and confirming the minutes of the last meeting

Minutes of the second IQAC meeting held on 14th October 2017 were read out by Mr. Digambar S. Kulkarni, the coordinator of IQAC before all the present members. Afterwards they were confirmed with the sign of the chairman and the present members.

3.2. Organizing seminars/workshops on Women Empowerment

Hon. Principal insisted that the faculty should submit proposals for getting financial assistance to organize seminars on women empowerment and women related issues. Regarding this it was planned and resolved to submit proposals to Maharashtra State Women's Commission by the end of this month and the responsibility was handed over to Prin. Dr. Yojana Jugale and Mrs. Vandana Kharat.

Proposed By: Prin. Dr. Yojana Jugale   Seconded By: Nilkanth Chakradhari

3.3. Organizing Film Festival on Cross-cutting Issues

Dr. Niranjan Kulkarni, member of IQAC and coordinator of **ANUBHUTI** Film Society put forth the idea of organizing two day film festival on cross-cutting issues relevant to gender, environment and human values. After a small discussion it was resolved to organize two day film festival on 15th and 16th February 2018.

Proposed By: Dr. Niranjan Kulkarni   Seconded By: Mr. Digambar Kulkarni

3.4. Organizing seminar on Intellectual Property Rights (IPR)

Considering the importance of IPR, Mr. Digambar Kulkarni, the coordinator of IQAC put forth his idea of organizing seminar on Intellectual Property Rights (IPR) through IQAC. It was accepted unanimously and resolved to organize this seminar on 14th March 2018. The responsibility was handed over to Mr. Digambar Kulkarni and Mr. Balaji Kamble.

Proposed By: Mr. Digambar S. Kulkarni   Seconded By: Mr. Amol Mahajan

3.5. Any other matter with prior permission of the chairperson

Following items were taken for deliberations during the time for discussing any other matter:

- Mr. Balaji Kamble suggested that the scheme of book donation on individual's birthday need to be enhanced. Further, he requested that the college should purchase bar code reader machine for library transactions.
- Mr. Nilkanth Chakradhari insisted that the faculty members should publish their research papers in UGC notified journals only.
- It was resolved to conduct Preliminary Examination as part of CIE in the month of March 2018.

As there were no items left for deliberations, the meeting ended with the vote of thanks for the chairman and all present members and it was expressed by Nilkanth Chakradhari.

Minutes Recorded By   Minutes Approved By
Digambar S. Kulkarni   Prin. Dr. Yojana V. Jugale

Internal Quality Assurance Cell (IQAC)

Date: 01st May 2018

The Fourth IQAC Meeting

Minutes of the fourth IQAC meeting held on Friday, 01st May 2018 at 11.00 am in the IQAC room (Room No.06). Following items were taken for deliberations in the meeting.

Members Present: All members were present in this meeting. Members Absent: 0

4.1. Reading and confirming the minutes of the last meeting

Minutes of the third IQAC meeting held on 5th December 2017 were read out by the coordinator of IQAC and then, they were confirmed with the sign of the chairman and all present members.

4.2. Preparing students' database for online student satisfaction survey

Mr. Digambar Kulkarni told that the institute should submit its students' database to the NAAC as they are assessing the institution online by asking questions directly to the enrolled students. Therefore, it becomes obligatory to furnish student database to NAAC including their mobile no., email-id and Adhaar Card. After the discussing the matter, it was resolved to submit students' database in the given data template during the submission of IIQA and SSR.

Proposed By: Digambar Kulkarni   Seconded By: Raigonda Mudhole

4.3. Preparing IIQA and SSR for the 3rd Cycle of Accreditation

As the valid period of institutional accreditation was over on 4th January 2018, it was resolved to submit its IIQA in the month of May 2018. Further, it was also resolved to complete the documentation process required for preparing and uploading SSR. The whole responsibility was handed over to Mr. Digambar Kulkarni, the coordinator of IQAC and all criterion heads.

Proposed By: Digambar Kulkarni   Seconded By: Mr. Balaji Kamble

4.4. Publishing IQAC Newsletter and analyzing Feedback

The matter of publishing IQAC newsletter highlighting significant events and achievements was taken for deliberations and then, it was resolved to publish the newsletter by the end of this month. It was also resolved to analyze the collected feedback and to upload its report on college website.

Proposed by: Digambar Kulkarni   Seconded By: Dr. Namdev Khavare

4.5. Any other matter with prior permission of the chairperson

Matters such as qualitative and quantitative metrics, departmental profiles and portfolio committee reports etc. were taken for deliberations in the meeting. The matter of ISO surveillance visit had also been taken for deliberations. After that, the meeting ended with the vote of thanks to the chairman and all present members. It was expressed by Mr. Balaji Kamble.

Minutes Recorded By   Minutes Approved By

Digambar S. Kulkarni   Prin. Dr. Yojana V. Jugale

Coordinator of IQAC   **Chairman of IQAC**

Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT
Academic Year 2017-18

       The Internal Quality Assurance Cell (IQAC) of Hon. Shri. Annasaheb Dange Arts, Commerce and Science College drafted a plan of action for the academic year 2017-18 in the very beginning of the year and then systematically endeavored to implement it throughout the year. The Action Taken Report (ATR) on the proposed plan is given below:

Plan of Action (POA): To complete office automation for administrative purpose

Action Taken: The purchasing order (PO) of office automation software was already sent to BIYANI Technology in the last year. The purchasing order was finalized in the month of July 2017 and the College Management Software (CMC) was purchased from BIYANI Technology, Kolhapur at the cost of Rs. 40,000/- to provide the e-governance facility in the areas of admission, finance and other administrative works in the month of October 2017. The software was installed on five computers with server and client connectivity in the head office of the college.

Plan of Action (POA): To establish /develop well equipped digital language lab.

Action Taken: As per decision made in the IQAC meeting, the college took initiative to create fully fledged language laboratory for offering better learning experience. The ACE digital language lab software was purchased from BIYANI Technology, Kolhapur at the cost of Rs. 70,000/- to enhance language learning in the month of October 2017 and it was installed on one server computer with ten client computers.

Plan of Action (POA): To upgrade maximum classrooms with ICT infrastructure and to make WI-FI enabled campus.

Action Taken: Till the year 2016-17, only seven departments had the ICT enabled infrastructure. However, after ISO certification the management of the institution planned to provide ICT infrastructure in all classrooms for teaching

learning process and accordingly eight departments were made fully equipped with computers, internet, and LCD projector facilities. Apart from these departments, eight classrooms were made equipped with computer (CPU), LCD projector, Screen and Sound system facilities during the year 2017-18. The college also looked into the matter of creating WI-FI enabled campus positively. However, we couldn't make it and hence, the computers in the head office, Principal's office, nine departments, library, computer lab, etc are provided with internet connectivity through LAN.

Plan of Action (POA): To upgrade Science Laboratories, Computer Lab/Centre and Internet bandwidth

Action Taken: To execute this plan, the college made budgetary provision in the very beginning of the academic year and then systematically worked over the plan throughout the year. The extension and renovation of three science laboratories were done by the college in the first term of 2017-18. In all Science laboratories, the reagent tables, instrumental tables and lab analysis tables with water tap and basin were constructed using marble-granites. Besides, the instruments like hotter furnace, oven, conductometry instruments, potentiometry instruments and polarimetry instruments, liquid and solid chemicals and glass-wares, microscopes, plant materials and specimen bottles, etc. were purchased during the year 2017-18. The college also stepped ahead to enhance the computer lab for B.C.A. students and internet connectivity.

Plan of Action (POA): To upgrade/develop Gymnasium and Auditorium cum Seminar Hall

Action Taken: In order to develop gymnasium, the space was made available to set down the purchased gym equipments. The gym equipments such as weight lifting set, six station pulley machine and dumbbells, etc. were located there for daily exercises. Besides, as per the plan our college developed the auditorium cum seminar hall in the adjacent building with ICT infrastructure, podium and platform and sound system facilities.

Plan of Action (POA): To sign MoUs and Linkages with nearby institutes and industries

Action Taken: As per the decision made in the meeting, the following actions were implemented:

- The department of Hindi has signed MoU with the department of Hindi at Dattajirao Kadam Arts, Science and Commerce College, Ichalkaranji.
- The department of Economics has signed MoU with the department of Economics at ARP Kanya Mahavidyalaya, Ichalkaranji.
- The Department of Commerce has signed MoU with the department of Commerce at ARP Kanya Mahavidyalaya, Ichalkaranji.
- The Department of English has signed Linkage with the department of English at Latthe Education Society's Smt Gangabai Khivaraj Kanya Mahavidyalay, Jaysingpur.
- The Department of English (PG) has signed MoU with the department of English at Jaywant College, Shahapur.
- The library of this college has signed MoU with the library of Night College, Ichalkaranji and Kallappaannaa Awade Library, Kabnoor (Ichalkaranji) for inter-loan library service purpose.
- The Competitive Examination Guidance Cell of this college has signed linkage with NALANDA ACADEMY, KOLHAPUR for the preparation of civil service and state service examinations rigorously.
- The Women Empowerment Cell (Jagruti Mahila Manch) of this college has signed MoU with the Women Empowerment Cell at Sanjay Ghodawat University, Atigre (Kolhapur).
- The college has signed MoU with Shri. Vasantrao Jugale Research Foundation, Sangli.

Plan of Action (POA): To organize film festival on cross-cutting issues related to gender, environment and human values

Action Taken: The management and the faculty members are very diligent to integrate cross cutting issues related to gender, environment and human values. In order to organize various activities on cross cutting issues the college had established ANUBHUTI Film Society and through this film society, our college organized two day film festival addressing the gender and environmental issues on 15th and 16th February in which 60 students along with 6 teachers from 5 different colleges were participated. Five films and three short films on different issues- girl child education, environmental degradation, domestic violence and child abuse, importance of cleanliness etc were screened for the orientation of the audience.

Plan of Action (POA): To organize Workshop on women empowerment, to organize short duration courses and to undertake students' project under Industry-Academia Interface.

Action Taken: To implement this plan, the college submitted two proposals (one with collaboration) for organizing state level workshops to the MAHARASHTRA STATE WOMEN'S COMMISSION and in turn, it was approved by the Government of Maharashtra with seminar grants Rs. 50,000/to organize two state level seminars. Details are given below:

- The Sachetana Mandal of this college organized a one day state level workshop on **Microfinance: Women Entrepreneurship** on 6th February 2018 in which about 193 women participated and 4 resource persons from the industry, bank and other government offices guided the audience.

- In collaboration with Vasantrao Jugale Research Foundation, Sangli, the college organized a one day state level workshop on **Legal Awareness among Women and Girl Students** on 10th February 2018 in which about 182 women and girl students participated and 4 resource persons from legal sectors guided the audience.

- The college had organized a short duration (30 days) Course in Stitchery and embroidering from January to February 2018 and 12 students completed this course successfully.
- University funded (Rs. 10,000/-) two research projects done by students from the commerce department on **GST: Advantages, Disadvantages and Challenges** were submitted successfully to Shivaji University, Kolhapur in the month of March 2018.

Plan of Action (POA): To organize a one day seminar (self funded) on Intellectual Property Rights (IPR) as a part of IPR Awareness Program.

Action Taken: The IQAC of this college took initiative in organizing a one day seminar on Intellectual Property Rights (IPR). The seminar was organized on 14th March 2018 in which 25 faculty members from other college were participated and 10 of them had presented research papers on various topics related to IPR. All presented papers were published in the special issue of UGC approved journal entitled Research Journey-ISSN23487143 and Impact Factor 3.452.

Plan of Action (POA): To organize UGC and ICSSR sponsored national seminars.

Action Taken: The following actions were implemented during the year:

- The department of Commerce had organized ICSSR sponsored (Rs. 1.75 lakh) two day national seminar on **Recent Trends in Commerce and Management** on 26th & 27th July 2017 in which 112 delegates from various states actively participated and presented research papers.
- The department of Economics had organized ICSSR Sponsored (Rs. 01 lakh) one day national seminar on **Resource Management in Rain Water Harvesting** on 25th July 2017.

Plan of Action (POA): To upgrade college website with updating teaching Modules.

Action Taken: All faculty members have prepared their teaching modules including e-text, PPTs, Video Lectures, assignments, charts/images and previous question papers and uploaded all these materials on college website under the title of Teaching Modules.

Plan of Action (POA): To complete the process of NAAC 3rd Cycle of Accreditation

Action Taken: The Internal Quality Assurance Cell (IQAC) of this college drafted the plan of action for the 3rd cycle of accreditation including the department profile, criterion-wise inputs and port folio committee reports in the very beginning of the academic year. All the relevant activities and necessary documentation were reviewed and monitored periodically by the IQAC.

Apart from the above actions, the college has run various short duration courses, deputed faculty members to BOS and faculty development programs and other training programs throughout the year.