



दुरितांचे तिमिर जावो

Sant Dnyaneshwar Shikshan Sanstha, Islampur's  
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**Minutes & Action Taken Reports (ATR's)**  
**of**  
**Internal Quality Assurance Cell (IQAC)**

**Academic Year  
(2016~17)**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 21/06/2016**

### **Minutes of the First Meeting of IQAC**

Minutes of the first Meeting of IQAC held on 21st June 2016 at 12.30 pm in the IQAC room i.e. room no. 06 were approved by the chairman of IQAC and they were recorded as below:

**Members Present:** The required quorum was fulfilled.

#### **1.1. Reading and Confirming the Minutes of the last Meeting**

Minutes of the last meeting of IQAC held on 25th April 2016 were read out by Mr. Digambar S. Kulkarni, the Coordinator of IQAC before all present members. Afterwards, they were confirmed with the sign of the chairman and all present members of IQAC.

#### **1.2. Discussing and Finalizing the AQAR of A. Y. 2015-16**

The AQAR of A.Y. 2015-16 was kept before the present members for deliberations and suggestion. After a small discussion it was resolved to submit the updated AQAR through Mail in the month of August 2016.

#### **1.3. Organizing Seminars & Workshops as quality enhancing initiatives**

Hon. Principal appealed all the present members to organize national level seminars/conferences on the various topics including cross-cutting issues. A few suggestions came during the deliberations and after that it was resolved to organize national level seminar seeking funds from UGC or ICSSR. It was also resolved to organize self-funded seminar in some of the subjects.

#### **1.4. Introducing Certificate Courses and New Academic Programs**

Prin. Dr. Yojana Jugale, the Chairman of IQAC instructed the faculty members to introduce subject related add-on courses for the betterment of the students. Further, she informed that the institution has introduced two new academic programs currently. It was resolved to introduce add-on courses immediately.

#### **1.5. Any other Matter with the permission of the Chairman**

During the time for discussing any other matter, the issue of introducing continuous internal evaluation method to assess the learning outcomes was deliberated. It was resolved to do as per instructions. After that the meeting ended with the vote of thanks for the chairman and the present members.

**Minutes Drafted by**  
**Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Minutes Approved by**  
**Prin. Yojana V. Jugale**  
**Chairman of IQAC**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 30/07/2016**

### **Minutes of the Second Meeting of IQAC**

Minutes of the second Meeting of IQAC held on 30th July 2016 at 12.30 pm in the IQAC room. The following issues were taken for deliberations.

**Members Present:** 10 Members were present for this meeting.

#### **2.1. Reading and Confirming the Minutes of the last Meeting.**

Minutes of the first meeting of IQAC held on 21st June 2016 were read out by Mr. Digambar S. Kulkarni, the Coordinator of IQAC before all present members. Afterwards, they were confirmed with the sign of the chairman and all present members of IQAC.

#### **2.2. Purchasing Language Lab and Office Automation Software.**

Prin. Dr. Yojana Jugale, the chairman of IQAC informed all the members of IQAC that the college intends to purchase two softwares—language lab and office automation for getting better academic and administrative atmosphere. After a small discussion, it was resolved to send the purchase orders of ACE digital language lab and CMS automation softwares.

#### **2.3. Applying for ISO Certification and AISHE Portal.**

As a part of quality assurance initiative, it was resolved to go for LMS assessment method of ISO 9001: 2015 Certification by the end of this academic year. It was also resolved to furnish all the institutional details on AISHE portal immediately.

#### **2.4. Developing Botanical Garden and Vermi-Composting Units.**

As a part of green practices on campus and for the practical study Botany, the institution decided to develop a small botanical garden on college campus and it was also resolved to develop two vermi composting units on campus during this year.

#### **2.5. Any other Matter with the permission of the Chairman.**

As there was no any other matter, the meeting ended with the vote of thanks for the chairman and the present members.

**Minutes Drafted by**  
**Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Minutes Approved by**  
**Prin. Yojana V. Jugale**  
**Chairman of IQAC**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 06/12/2016**

### **Minutes of the Third Meeting of IQAC**

Minutes of the third meeting of IQAC held on 6th December 2016 at 12.30 pm in the IQAC room were recorded as below:

**Members Present:** 08 Members were present for this meeting.

#### **3.1. Reading and Confirming the Minutes of the last Meeting.**

Minutes of the second meeting of IQAC held on 30th July 2016 were read out by Mr. Digambar S. Kulkarni, the Coordinator of IQAC before all present members. Afterwards, they were confirmed with the sign of the chairman and all present members of IQAC.

#### **3.2. Submitting proposal for introducing PG Programs.**

Prin. Dr. Yojana Jugale, the chairman of IQAC instructed all HoDs to apply for PG programs in order to get more academic flexibility on campus. Accordingly, it was resolved to submit proposal for introducing PG in English to Shivaji University, Kolhapur.

#### **3.3. Organizing faculty Orientation programs.**

Mr. Eknath S. Patil, the member of IQAC requested the Principal to arrange few faculty orientation-cum-workshop programs for the betterment of teaching learning and research. Accordingly, it was resolved to organize orientation programs on preparing research proposals, teaching modules, research ethics, etc.

#### **3.4. Any other Matter with the permission of the Chairman.**

Issues like research publications, discipline, teaching methods and pedagogy, etc. were deliberated and sought out. After this, the meeting ended with the vote of thanks for the chairman and all present members.

**Minutes Drafted by**  
**Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Minutes Approved by**  
**Prin. Yojana V. Jugale**  
**Chairman of IQAC**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 28/04/2017**

### **Minutes of the Fourth Meeting of IQAC**

Minutes of the fourth meeting of IQAC held on 28th April 2017 at 12.30 pm in the IQAC room were recorded as below:

**Members Present:** 10 Members were present for this meeting.

#### **4.1. Reading and Confirming the Minutes of the last Meeting**

Minutes of the third meeting of IQAC held on 06th December 2016 were read out by Mr. Digambar S. Kulkarni, the Coordinator of IQAC before all present members. Afterwards, they were confirmed with the sign of the chairman and all present members of IQAC.

#### **4.2. Documentation of various records for AQAR.**

Mr. Digambar S. Kulkarni, the Coordinator of IQAC suggested that all portfolio committee coordinators should submit their annual reports of events to the IQAC as he is going to prepare AQAR of A. Y. 2016-17 by the end of this academic year. After a small discussion, it was resolved to do as per instructions.

#### **4.3. Publishing Quality Manual and IQAC Newsletter**

In order to make all stakeholders aware about the activities, policies and facilities of the institution, it was resolved to publish the quality manual and IQAC newsletter every year from the academic year 2016-17.

#### **4.4. Any other Matter with the permission of the Chairman**

During the time for discussing any other matter, the following issues were taken up for deliberations: A) MoU and Linkage B) Departmental Future Plans. After that the meeting ended with the vote of thanks for the chairman and all present members.

**Minutes Drafted by**

**Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Minutes Approved by**

**Prin. Yojana V. Jugale**  
**Chairman of IQAC**

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

### **ACTION TAKEN REPORT** **Academic Year 2016-17**

Considering the future plans of the institution mentioned in the AQAR of 2015-16 and the resolutions passed in the IQAC meetings throughout the academic year, the following actions were taken for the implementation of the proposed plans:

**Plan of Action (POA):** To send purchasing orders (PO) of Language lab and office automation softwares.

**Action Taken:** Purchasing Orders (POs) of ACE Digital Language Lab Software for establishing language lab in the college and College Management Software (CMS) for office automation had been sent to Biyani Technology, Kolhapur. Besides, two demonstrations (orientation programs) were organized for faculty members and non-teaching staff to understand the overall process of language lab and office automation.

**Plan of Action (POA):** To work as Lead College under Lead College Scheme of Shivaji University, Kolhapur.

**Action Taken:** As per decision made in the meeting, the college had submitted a proposal for obtaining the status of Lead College to Shivaji University, Kolhapur and in response to this, Shivaji University has approved this proposal and since June 2016, the college has been working as the Lead College for 10 cluster colleges affiliated to Shivaji University.

**Plan of Action (POA):** To organize sponsored national and state level seminars.

**Action Taken:** Following the suggestions made by IQAC, the department of Geography organized ICSSR sponsored two day national seminar on soil degradation on 7<sup>th</sup> and 8<sup>th</sup> October 2016. The department of Marathi organized self funded national seminar on Tribal Literature on 10<sup>th</sup> December 2016. Apart from that two proposals (Rs.1. 75 lakh and Rs. 1 lakh) for organizing seminars were forwarded to ICSSR and both of these proposals were approved by ICSSR.



**Plan of Action (POA):** To organize workshops relevant to cross-cutting issues and other topics at the institutional level.

**Action Taken:** To implement this plan, the following actions through various committees and cells were taken during the year:

- Organized UGC-MSCW sponsored one day workshop on Laws for Anti-sexual Harassment and Third Party and Preventing Sexual Harassment on 27th February 2017. About 80 girl students were participated and they were addressed by Mr. Nadaf and Mr. Koli.
- A talk show was organized to discuss the Nirbhaya Pathak and its Activities on 3rd September 2016 in which Mrs. S.S. Gaikwad (Head Constable, Jaysingpur) and Mr. R.D. Pavaskar (Police Constable, Jaysingpur) talked exclusively on Nirbhaya Pathak.
- Three workshops (Preparing Proposals for MRPs and Seminar Grants, Preparation for ISO Certification and Integration of ICT in Teaching-learning) were organized at institutional level.

**Plan of Action (POA):** To obtain ISO 9001:2015 Certification as a part quality assurance initiative.

**Action Taken:** As a part of quality assurance initiative, the college planned to go for ISO certification and accordingly, it was assessed under the system of LMS assessment and obtained ISO 9001:2015 certification in May 2017.

**Plan of Action (POA):** To introduce new programs for academic flexibility.

**Action Taken:** In order to bring more academic flexibility, the college has introduced two new academic programs in 2016-17. Since July 2016, the college has been running B.Sc. and M.Com. programs in regular mode.

**Plan of Action (POA):** To introduce PG course in English

**Action Taken:** Proposal for introducing PG course in English was submitted to Shivaji University, Kolhapur in the month of December 2016.

**Plan of Action (POA):** To introduce certificate and add-on courses in the college

**Action Taken:** Certificate courses such as Modi Lipi Training, Hindi Translation, Taxation, and CoC in Spoken and Communicative English were introduced for the betterment of students in 2016-17.

**Plan of Action (POA):** To develop botanical garden & Vermi-composting project.

**Action Taken:** As the part of green practices, the college has developed a botanical garden including 100 varieties of plants. Further, the college has developed a water purification unit adjacent to college canteen and Vermi Composting Project in the premises of the college.

**Plan of Action (POA):** To publish quality manual and IQAC Newsletter.

**Action Taken:** During the process of ISO certification, the college had published its quality manual and IQAC newsletters. In order to encourage the faculty for publication, the IQAC of the college had organized a book publication ceremony and felicitated the faculty members who have authored books during the year.

**ATR Drafted by**

**Digambar S. Kulkarni**

**Coordinator of IQAC**

**ATR Approved by**

**Prin. Yojana V. Jugale**

**Chairman of IQAC**