



दुरितांचे तिमिर जावो

Sant Dnyaneshwar Shikshan Sanstha, Islampur's
**Hon. Shri. Annasaheb Dange Arts, Commerce and
Science College , Hatkanangale ~416109,
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Est. June 1998



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

**Academic Year
(2015~16)**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 22/06/2015

Minutes of the First Meeting of IQAC

Minutes of the first Meeting of IQAC held on 22nd June 2015 at 12.30 pm in the Principal's Cabin. All deliberations and decisions taken in this meeting summarized here 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 20th December 2014 were read out by the Coordinator of IQAC before all present members. Afterwards, they were confirmed and finalized by the chairman & all present members of IQAC

1.2. Submitting the AQAR of A. Y. 2014-15

The Coordinator of IQAC put forth the hard copy of AQAR before all present members for seeking valuable suggestions from them and after a small discussion it was resolved to submit it by the end of this month.

1.3. Organizing National/State level Seminars and Workshops

Hon. Principal congratulated Dr. Namdev Khavare; the Head of the Department of English and Mr. Digambar Kulkarni, the coordinator of IQAC as their proposal for organizing national seminars were approved by UGC and NAAC. Considering these, it was resolved to organize these seminars in the month of August 2015. It was also resolved to organize state level workshop with the support of Shivaji University Kolhapur during this year. The IQAC planned to organize self funded one day workshop on teaching learning and research for its faculty only.

1.4. Updating Departmental Profile

Mr. Digambar Kulkarni, the coordinator of IQAC informed all the present members that the IQAC had prepared detailed format of departmental profile that includes fifteen files and all faculty members were asked to furnish detailed information in this format. It was resolved to do as per suggestions.

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

During the time for discussing any other matter, the issue of employing power point presentation technique along with traditional methods of teaching was raised and deliberated. After a small discussion, it was resolved to prepare PPTs on prescribed curriculum. Finally, the meeting ended with the vote of thanks for 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: 07/09/2015

Minutes of the Second Meeting of IQAC

Minutes of the second Meeting of IQAC held on 7th September 2015 at 12.30 pm in room no 06. Following is the summary of all deliberations and decisions.

Members Present: 09 members.

2.1. Reading and Confirming the Minutes of the last Meeting

Minutes of the first meeting of IQAC held on 22nd June 2015 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. Submitting proposal of organizing seminars to ICSSR

Prin. Dr. Yojana Jugale, the chairman of IQAC instructed that all HoDs should apply for financial assistance for organizing national seminars to the ICSSR by the end of this semester. Considering this suggestion, it was resolved to submit three proposals for organizing seminars in subjects of History, Geography and Commerce.

2.3. Applying for introducing new PG programs and Lead College Scheme

Mr. Ashok Jadhav suggested that the college should submit proposals of introducing new PG programs. Dr. Niranjan Kulkarni made a point of applying for Lead College Scheme. After a small discussion, it was resolved to submit proposals for introducing PG program in Accountancy, B.Sc. and for the Lead College Scheme.

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: 07/11/2015

Minutes of the Third Meeting of IQAC

Minutes of the third meeting of IQAC held on 7th November 2015 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 7th September 2015 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 Commerce and UG in Science 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: 30/04/2016

Minutes of the Fourth Meeting of IQAC

Minutes of the fourth meeting of IQAC held on 30th April 2016 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 7th November 2015 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. Analyzing all types of Feedback

The coordinator of IQAC put forth all the filled in feedback proforma in the meeting for deliberations and proper planning to overcome all problems of students mentioned in feedback forms. Few of suggestions such as introducing new courses, drinking water facilities and enhancing library facilities were taken into consideration for further action.

4.3. Conducting internal Academic and Administrative Audit.

For assuring the quality, Hon. Principal suggested that the college should conduct internal academic and administrative audit at the end of this academic year. Regarding this, it was resolved to conduct this audit through IQAC and all the responsibility was handed over to the coordinator of IQAC.

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

Matters such as academic planning for next year, portfolio committee planning and submission of annual reports etc were taken into for deliberations and after that the meeting ended with vote of thanks for 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 2015-16**

Following actions were implemented for the compliance of future plans of the institution dictated in the AQAR of 2014-15.

Plan of Action (POA): To organize national and state level seminars and workshops in the college.

Action Taken: The following actions were taken to fulfill the proposed plan:

- As per decision made and resolution passed in the meeting, the college had organized two national level seminars sponsored by UGC and NAAC in the month of August 2015. The department of English had organized UGC sponsored (Rs.1.35 lakh) two day national seminar on Environmental Degradation and Problem of Livelihood in Literature on 26th and 27th August 2015. Besides, the IQAC had also organized NAAC sponsored (Rs. 1.00 lakh) two day national seminar on Enhancing Quality Education and Environmental Consciousness through IQAC in Colleges on 28th and 29th August 2015.
- In collaboration with Ahilyadevi Holkar Study Centre, Shivaji University, Kolhapur, the college had organized University sponsored (Rs 50,000) one day state level workshop on Ahilyadevi Holkar and Women Empowerment on 31st December 2015.
- The IQAC of this college had organized a one day workshop on Plagiarism and Research Ethics on 5th January 2016 at the institutional level.

Plan of Action (POA): To apply for seminar grants to ICSSR for organizing seminars.

Action Taken: Three proposals for getting financial assistance to organize seminars were forwarded to ICSSR in the month of December 2015 and out them, one proposal from the department of Geography was sanctioned by ICSSR approving Rs. 1.50 lakh as a seminar grant.

Plan of Action (POA): To submit more proposals for undertaking minor and major research projects.

Action Taken: One Minor Research Project (MRP) from the department of Geography was sanctioned by UGC approving Rs.2.32 lakh as research grant and one Major Research Project (MRP) from the department of Geography was sanctioned by SERB approving Rs. 5.50 lakh as a research study grant in 2015-16.

Plan of Action (POA): To conduct a placement camp for outgoing students.

Action Taken: The Placement Cell worked under the guidance and control of IQAC. In consultation with IQAC, the Placement Cell organized a placement camp in which 13 students from our college had been selected and appointed as representative for the employment news-Our Career, Jaysingpur. Three students from BCA Department had been selected by TRIGENT SOFTWARE PVT. LTD. Company, Pune. In February 2016, the college had organized Employment Card Registration Camp in which 183 students participated.

Plan of Action (POA): To organize community outreach programs as the part of institutional social responsibility.

Action Taken: In response to this, the following actions were implemented:

- Survey on available toilet facilities in Hatkanangale village was conducted through NSS by the college in 2015-16.
- A campaign for food and fodder collection was organized for supporting the draught prone area. Through this campaign the college had collect 200kg food grains and two trolleys of fodder and distributed it among the farmers belonging to Jath Tehsil.
- Apart from the above activities, the college had organized 7days town cleaning camp and blood donation and health check up camps.

Plan of Action (POA): To apply for introducing Post Graduate (PG) centre and Science Stream in the college and also to apply for the lead college scheme.

Action Taken: Proposals for introducing M.Com. & B.Sc. and the proposal of lead college scheme were forwarded to Shivaji University, Kolhapur in Dec.2015.

Plan of Action (POA): Compliances of Classroom Infrastructure in newly constructed building.

Action Taken: All the necessary facilities including green boards, benches, platforms, etc. were created for decent classrooms in newly constructed building during the year 2015-16.

Plan of Action (POA): To publish ISSN marked in-house research Journal

Action Taken: The College had published the research journal entitled Journal of Multi-disciplinary Research with 13 research articles. However, the journal couldn't get ISSN due to some technical problems.

ATR Drafted by

Digambar S. Kulkarni
Coordinator of IQAC

ATR Approved by

Prin. Yojana V. Jugale
Chairman of IQAC