

**Mahatma Gandhi Vidyamandir's
Samajshree Prashantdada Hiray Arts, Science and Commerce College Nampur Tal.
Baglan Dist. Nashik 423204**

Minutes of the Meeting of Internal Quality Assurance Cell

All the members of IQAC are hereby informed that the meeting of IQAC will be held on Saturday, 18/07/2020 in the IQAC at 10.00 am. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of minutes of the previous meeting.
2. Discussion on Action Taken Report
3. To discuss the Institutional Plan of action for the year 2020-21
4. To Constitute College Development Committee.
5. To prepare the Academic Calendar for the year 2020-21
6. To prepare and Plan Admission process current academic year.
7. To Discuss about Alumni Association activities.
8. To discuss other matter with permission of chairperson.

Minutes of the meeting held on 18/07/2020

The meeting of IQAC was held on 18/07/2020 under the chairperson Principal, Dr. M. R. Deshmukh in the IQAC office at 10.00 am. The following members were present for the meeting.

Sr. No.	Name of the Member	Designation
1	Dr. M.R. Deshmukh	Principal
2	Dr.B.S. Jagdale	Management Representative
3	Dr. Dinesh Fakira Shirude	CDC Chairman
4	Dr. U. B. Kadam	Member
5	Shri. Balasaheb Shankar Bhadane	CDC Member
6	Shri. Sagar Kankarej	Industrial Representative
7	Shri.Prabhu Sonawane	Alumni Representative
8	Shri. Avinash Narayan Sawant	Stakeholder's Representative
9	Dr. V. R. Nikam	Teacher's Representative
10	Dr. S. T. Shelar	Teacher's Representative
11	Smt. V. K. Bachhav	Teacher's Representative
12	Shri. Samadhan Keshav Kedare	Office Representative
13	Smt. Kapadnis Kaveri Pralhad	Student's Representative
14	Shri Dharma Motiram Patil	Office Representative
15	Dr. K. B. Gaikwad	NAAC Coordinator
16	Prof. M. R. Kshirsagar	IQAC Coordinator

Minutes of the meeting are as follows:

Subject 1: Confirmation of minutes of the previous meeting:

The minutes of the previous meeting were read by IQAC Coordinator Shri. M.R. Kshirsagar and the same is approved by the other members.

Subject 2: Discussion on Action Taken Report

It has been discussed to prepare the Action Taken Report (ATR) based on the Institutional Action Plan made by the IQAC in the previous year 2019-20.

Subject 3: To prepare the Institutional Plan of action for the year 2020-21.

It has been discussed to prepare an Institutional plan of action for the year 2020-21. Accordingly IQAC Coordinator has prepared the action plan and display on college website.

Subject 4: To Constitute College Development Committee.

It has been discussed to constitute the College Development Committee as per the norms of Maharashtra University Act 2016. Accordingly the names have been communicated to the Institution Management Authority and the College Development Committee has been formed by the management for the academic year 2020-21.

Subject 5: To prepare the Academic Calendar for the year 2020-21.

It has been discussed to prepare an Academic Calendar for the year 2020-21. Accordingly the committee has been formed under the guidance of Principal Dr.M.R. Deshmukh. They have guided committee members to prepare a consecutive Academic Calendar and disseminate it to the faculty, students and stakeholders.

Subject 6: Preparation and Planning of Admission process for current academic year.

It has further been discussed about the Planning of Admission process for academic year 2020-21. Accordingly the committee has been formed under the guidance of Principal Dr. M.R. Deshmukh. The committee members were asked to maintain admission procedures transparent in accordance with college rules.

Subject 7: To Discuss of Alumni Association activities.

It has been discussed on the progress of Alumni for necessary steps towards the participation of new alumni. For that Prof . V. R. Mandawade is appointed as a Coordinator.

Subject 8: To discuss other matter with permission of chairperson.

All minutes have been approved by chairperson of IQAC on this date. Hence, the same are being circulated amongst all stakeholders for information and necessary action.



Dr. M.R.Kshirsagar
Coordinator, IQAC



Dr. M.R. Deshmukh
Chairperson, IQAC

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Minutes of the Meeting of Internal Quality Assurance Cell

All the members of IQAC are hereby informed that the meeting of IQAC will be held on Tuesday, 22/10/2020 in the IQAC at 10.30 am. The agenda for this meeting is as follows:

Agenda:

1. To read and approve the minutes of the previous meeting.
2. Discussion on Action Taken Report.
3. To prepare and submit online the Annual Report to SPPU for the year 2020-21.
4. To prepare and submit online the Annual Quality Assurance Report for the year 2020-21
5. To submit proposals to Planning and Development, Savitribai Phule Pune University to undertake sanctioning of QIP grants for Sport, Lab equipments, Construction etc.
6. To develop e-content.
7. To continuous the Competitive examination guidance cell.
8. To discuss other matter with permission of chairperson.

Minutes of the meeting held on 22/10/2020

The meeting of IQAC was held on 22/10/2020 under the chairperson Principal Dr. M.R. Deshmukh in the IQAC office at 10.30 am. The following members were present for the meeting.

Sr. No.	Name of the Member	Designation
1	Dr. M.R. Deshmukh	Principal
2	Dr.B.S. Jagdale	Management Representative
3	Dr. Dinesh Fakira Shirude	CDC Chairman
4	Dr. U. B. Kadam	Member
5	Shri. Balasaheb Shankar Bhadane	CDC Member
6	Shri. Sagar Kankarej	Industrial Representative
7	Shri. Prabhu Sonawane	Alumni Representative
8	Shri. Avinash Narayan Sawant	Stakeholder's Representative
9	Dr. V. R. Nikam	Teacher's Representative
10	Dr. S. T. Shelar	Teacher's Representative
11	Smt. V. K. Bachhav	Teacher's Representative
12	Shri. Samadhan Keshav Kedare	Office Representative
13	Smt. Kapadnis Kaveri Pralhad	Student's Representative
14	Shri Dharma Motiram Patil	Office Representative
15	Dr. K. B. Gaikwad	NAAC Coordinator
16	Prof. M. R. Kshirsagar	IQAC Coordinator

Minutes of the meeting are as follows:

Subject 1: Confirmation of minutes of the previous meeting:

The minutes of the previous meeting were read by IQAC Coordinator Shri. M.R. Kshirsagar and the same are approved by the other members.

Subject 2: Discussion on Action Taken Report

It has been discussed to prepare the Action Taken Report (ATR) in accordance with the minutes of the meeting made by the IQAC in the first meeting.

Subject 3: To prepare and submit online the Annual Report to SPPU for the year 2020-21

It has been discussed to prepare an Annual Report for the year 2020-21. Accordingly IQAC Chairperson Dr. M.R. Deshmukh and Coordinator have guided its committee members to prepare a annual report and submit it online to SPPU Pune.

Subject 4: To prepare and submit online the Annual Quality Assurance Report for the year 2020-21.

It has been discussed to prepare an Annual quality Assurance Report for the year 2020-21. Accordingly College principal Dr. M. R. Deshmukh guided the Coordinator and its committee members to prepare an AQAR for 2020-21 immediately and it will be submitted at the next IQAC meeting for approval.

Subject 5: To submit proposals to Planning and Development, SPPU, Pune to undertake sanctioning of QIP grants for Sport and Lab equipments.

It has been discussed to procure QIP grants for Sport and Lab equipments for the year 2020-21. Accordingly Chairperson Dr. M. R. Deshmukh has guided IQAC Coordinator and its committee members to collect the quotation of Laboratory and Sport equipments and prepare the proposals immediately. Also proposals should be submitted to SPPU Pune with in stipulated period.

Subject 6: To develop e-content.

It was decided by the committee that all faculty members must develop e-content so as to help students during pandemic and lockdown.

Subject 7: To continuous the Competitive examination guidance cell.

It has further been discussed to continue competitive examination guidance cell in the college in this year. Accordingly Chairperson Principal Dr. M. R. Deshmukh has guided committee members to arrange the lectures of eminent personalities for variety of examinations for the year 2020-21.

Subject 8: To discuss other matter with permission of chairperson.

All minutes have been approved by chairperson of IQAC on this date. Hence, the same are being circulated amongst all stakeholders for information and necessary action.



Shri. M.R. Kshirsagar
Coordinator, IQAC



Dr. M. R. Deshmukh
Chairperson, IQAC

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Minutes of the Meeting of Internal Quality Assurance Cell

All the members of IQAC are hereby informed that the meeting of IQAC will be held on Wednesday, 20/01/2021 in the IQAC cell at 11.00 am. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of the minutes of previous meeting.
2. Discussion on Action Taken Report.
3. To discuss status of e-content from.
4. Organization of Soft Skills Development Programme.
5. To organize of workshops for the students of Students welfare Associations.
6. To organize Annual Social Gathering and Prize distribution programme.
7. Analysis of Feedback and preparation of ATR.
8. To arrange Alumni Association Meet and activities.
9. To discuss other matter with permission of chairperson.

Minutes of the meeting held on 20/01/2021

The meeting of IQAC was held on 20/01/2021 under the chairperson Principal Dr. M.R. Deshmukh in the IQAC office at 11.00 am. The following members were present for the meeting.

Sr. No.	Name of the Member	Designation
1	Dr. M.R. Deshmukh	Principal
2	Dr.B.S. Jagdale	Management Representative
3	Dr. Dinesh Fakira Shirude	CDC Chairman
4	Dr. U. B. Kadam	Member
5	Shri. Balasaheb Shankar Bhadane	CDC Member
6	Shri. Sagar Kankarej	Industrial Representative
7	Shri.Prabhu Sonawane	Alumni Representative
8	Shri. Avinash Narayan Sawant	Stakeholder's Representative
9	Dr. V. R. Nikam	Teacher's Representative
10	Dr. S. T. Shelar	Teacher's Representative
11	Smt. V. K. Bachhav	Teacher's Representative
12	Shri. Samadhan Keshav Kedare	Office Representative
13	Smt. Kapadnis Kaveri Pralhad	Student's Representative
14	Shri Dharma Motiram Patil	Office Representative
15	Dr. K. B. Gaikwad	NAAC Coordinator
16	Prof. M. R. Kshirsagar	IQAC Coordinator

Minutes of the meeting are as follows:

Subject 1: Confirmation of minutes of the previous meeting:

The minutes of the previous meeting were read by IQAC Coordinator Shri M. R. Kshirsagar and the same are approved by the other members.

Subject 2: Discussion on Action Taken Report

It has been discussed to prepare the Action Taken Report (ATR) in the accordance with the minutes of the meeting prepared by the IQAC in the Second meeting.

Subject 3: To discuss status of e-content from teachers:

The discussion on status of e-content was conducted. Principal Dr . M. R. Deshmukh called to HOD's and intimated them to complete e-content on time.

Subject 4: To organize Soft Skills Development Programme

It has been discussed to organize M R Jaykar Employability and Skill Development Programme for the year 2020-21. Accordingly Chairperson Dr . M. R. Deshmukh and IQAC coordinator has guided the coordinator and its committee members to prepare agenda, planning and work distribution for conducting the Soft Skills Development Programme.

Subject 5: To organize workshops for the students of Students welfare Association.

It has been discussed to organize workshops under the Students Welfare Association for the year 2020-21. Accordingly Chairperson Dr M. R. Deshmukh and IQAC coordinator guided Students welfare officer for smooth conduct of Personality Development workshop for students, Nirbhay Kanya Abhiyan, Women empowerment, Gender sensitization and Disaster Management for the year 2020-21.

Subject 6: To organize Annual Social Gathering and Prize distribution programme.

It has been discussed to organize annual social gathering and prize distribution programme for the year 2020-21. Accordingly Chairperson Dr M. R. Deshmukh has guided to IQAC coordinator and other members to suggest the name of Gathering Chairman and Chief Guest of Prize distribution programme. Also prepare agenda, planning, work distribution and students those participated in annual social gathering and smoothly conducting this programme for the year 2020-21

Subject 7: Analysis of Feedback on teacher and preparation of ATR.

The feedback committee has collected the students' feedback about teacher in the first term of Arts, Science and Commerce. It has been discussed to analyze the collected feedback and prepare the Feedback Analysis Report and submit it to the Management Authority.

Subject 8: To arrange Alumni Association Meet and activities.

It has been discussed to conduct the Alumni Association Meet during the year. Coordinator Prof. V. R. Mandawade is hereby informed to conduct the Alumni Association Meet and its activities.

Subject 9: To discuss other matter with permission of chairperson.

All minutes have been approved by chairperson of IQAC on this date. Hence, the same are being circulated amongst all stakeholders for information and necessary action.

The meeting ended with the vote of thanks.



Shri. M.R. Kshirsagar
Coordinator, IQAC



Dr. M. R. Deshmukh
Chairperson, IQAC

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Minutes of the Meeting of Internal Quality Assurance Cell

All the members of IQAC are hereby informed that the meeting of IQAC will be held on Monday, 12/04/2021 in the IQAC at 11.30 am. The agenda for this meeting is as follows:

Agenda:

1. Confirmation of the minutes of previous meeting.
2. Discussion on Action Taken Report.
3. To smoothly conduct the University and college Examination online.
4. To depute the faculty of the college for various webinars, seminars, conference and workshops online.
5. To take online lectures and students to made aware.
6. To take online lectures and students to made aware.
7. To implement the recommendation by the NAAC peer team.
8. To discuss other matter with permission of chairperson.

Minutes of the meeting held on 12/04/2021

The meeting of IQAC was held on 12/04/2021 under the chairperson Principal Dr. M.R. Deshmukh in the IQAC office at 11.30 am. The following members were present for the meeting.

Sr. No.	Name of the Member	Designation
1	Dr. M.R. Deshmukh	Principal
2	Dr.B.S. Jagdale	Management Representative
3	Dr. Dinesh Fakira Shirude	CDC Chairman
4	Dr. U. B. Kadam	Member
5	Shri. Balasaheb Shankar Bhadane	CDC Member
6	Shri. Sagar Kankarej	Industrial Representative
7	Shri.Prabhu Sonawane	Alumni Representative
8	Shri. Avinash Narayan Sawant	Stakeholder's Representative
9	Dr. V. R. Nikam	Teacher's Representative
10	Dr. S. T. Shelar	Teacher's Representative
11	Smt. V. K. Bachhav	Teacher's Representative
12	Shri. Samadhan Keshav Kedare	Office Representative
13	Smt. Kapadnis Kaveri Pralhad	Student's Representative
14	Shri Dharma Motiram Patil	Office Representative
15	Dr. K. B. Gaikwad	NAAC Coordinator
16	Prof. M. R. Kshirsagar	IQAC Coordinator

Minutes of the meeting are as follows:

Subject 1: Confirmation of minutes of the previous meeting:

The minutes of the previous meeting were read by IQAC Coordinator Shri. M.R. Kshirsagar and the same are approved by the other members.

Subject 2: Discussion on Action Taken Report

It has been discussed to prepare the Action Taken Report (ATR) on the accordance of minutes of the meeting made by the IQAC in the previous Third meeting.

Subject 3: To smoothly conduct the University and college Examination online.

Examination for the year. Accordingly Chairperson Dr M.R. Deshmukh has guided to Dr. M D Ahire (CEO) and its committee members to prepare agenda, planning of online exam. and Work distribution for conducting the examination held on April/May 2021.

Subject 4: To depute the faculty of the college for various seminars, conference and workshops online.

The UGC and Planning & Development, Savitribai Phule Pune University has sponsored several International, National and state level Seminar, conference and workshop at various institutions. The Management authority, Mahatma Gandhi Vidyamandir has also inspired and motivated to depute the faculty of the college to their Seminar, conference and workshop online. Hence it has been decided and resolved that the faculty of the college be deputed to the conferences held at the college running by the sister units of the management. It is hereby resolved that all the faculty of the college be attended and presented his articles of the Seminars, conferences and workshops held at various colleges running by the management online.

Subject 5: To take online lectures and students to made aware .

Principal, Dr. M. R. Deshmukh and Dr. M.D. Ahire (Supervisor: Academic and Examination) asked the teachers to complete the syllabus by taking all the lectures online and also appealed to the teachers to create awareness among the students to attend online lectures.

Subject 6: To arrange the audit of workshop under Students Development organization.

It has been discussed to organize students development organization of the college is equally important for the year. This organization has conducted the schemes like earn while learn for poor and needy students. The organization has applied to the Savitribai Phule Pune University for various Schemes to be conducted in the college such as Personality development of students, Nirbhay Kanya Abhiyan and Disaster Management programme. As per the guideline, they have been advised to conduct the Audit of workshop under Students Development organization.

Subject 7: To implement the recommendation by the NAAC peer team.

It has further been discussed to implement the recommendation by the NAAC peer team for academic years 2014-2021. Accordingly Chairperson Dr M. R. Deshmukh and IQAC coordinator has guided to all stakeholders of the college to take efforts for compliance.

Subject 8: To discuss other matter with permission of chairperson.

All minutes have been approved by chairperson of IQAC on this date. Hence, the same are being circulated amongst all stakeholders for information and necessary action.

The meeting ended with the vote of thanks.



Shri. M.R. Kshirsagar
Coordinator, IQAC



Dr. M. R. Deshmukh
Chairperson, IQAC