

2011-17

# K.T.H.M.College, Nashik

## Internal Quality Assurance Cell

### Minutes of the Meetings



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**Minutes of the Meeting of 2011-12 held on 27<sup>th</sup> September 2011**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 27/09/2011

**Time:** 11:30 - 01:30

**Agenda of the Meeting:**

1. To review and confirm the minutes of the last meeting
2. To review report of the NAAC Peer Team and set strategies accordingly
3. To prepare academic calendar of the year
4. Design placement activities
5. Regarding academic and administrative audit
6. To plan PBAS awareness activity among the faculty
7. Planning of academic and research activities of the college and departments
8. Inception of B.Sc. Animation and B.A. Music
9. Any other relevant issues made by the IQAC members

**Members Present:**

1. Dr. V.B. Gaikwad, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Shri. R.M. Chaudhari, Coordinator
5. V.S. Kale, Member
6. Dr. R.B. Toche, Member
7. Dr. M.N. Jachak, Member
8. M.N. Shelar, Member
9. R.D. Darekar, Member
10. Smt. V.A. Tile, Member
11. S.D. Savale, Member
12. Vaibhav Puranik, Student Representative

13. Shri. D.H. Shinde, Office Superintendent

**Leave of Absence was granted to the following members:**

1. Swapnil Kharade, Alumni representative
2. Prof. V.R. Gunale, Academic Expert

IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** Review of the Earlier Meeting:

The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

**Agenda Item 2:** To review report of the NAAC Peer Team and set strategies accordingly to fulfill the suggestion

**Resolution:** Review of report of NAAC Peer Team was done with discussions and critical evaluation. Further it was resolved to set out strategies for next five years and initiate compliance of the NAAC Peer Team recommendations.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. R.B. Toche

**Agenda Item 3:** To prepare academic calendar of the year and update teacher's diary

**Resolution:** The academic calendar should be revised by IQAC and circulated to the departments and the teacher diary is to be updated accordingly

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: V.S. Kale

**Agenda Item 4:** Placement activities

**Resolution:** The placement activities should be strengthened. The placement cell should arrange more placement sessions with the help of alumni. Seminar sessions and interactive sessions should be arranged for soft skill development and career guidance should be provided through professional agencies.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: S.D. Savale

**Agenda Item 5:** Academic and Administrator audit of the college

**Resolution:** The academic and administrative audit should be conducted by appointing external agency.

Proposed by: Shri. D.H. Shinde

Seconded by: Dr. R.B. Toche

**Agenda Item 6:** PBAS awareness among the faculty

**Resolution:** The awareness program for faculty regarding Performance Based Appraisal System (PBAS) should be conducted and CAS program should be arranged through department of Higher Education Pune for the teachers who are due for their promotions.

Proposed by: Dr. M.N. Jachak

Seconded by: V.S. Kale

**Agenda Item 7:** To start new M.Phil. and Ph.D. Programs

**Resolution:** In order to increase the research activity on the campus IQAC has identified following departments to conduct the M.Phil. and Ph.D. programs.

**Ph.D. :** History, Microbiology, Biotechnology and Hindi

**M.Phil.:** Chemistry, Physics, Botany, Zoology, Electronic Science, Commerce,  
Environmental Science, Economics, English, Marathi, Hindi and Sociology.

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. R.B. Toche

**Agenda Item 8:** Inception of B.Sc. Animation and B.A. Music

**Resolution:** Review of conduct of newly introduced B.Sc. Animation and B.A. Music courses was taken.

**Item 9:** Submission of proposals for Faculty Development Programs, Major, Minor Research projects and conference/ seminar/ workshop

**Resolution:** The college should submit proposals for Faculty Development Programme (FDP) and Head of the departments should submit proposals for International, National, State level and University level conferences, workshops and seminars under quality improvement program. The faculty members shall submit proposals for Major-Minor research projects to different funding Agencies during academic year.

Proposed by: Prof. R.M. Chaudhari

Seconded by: M.N. Shelar

**Agenda Item 9:** Chalk out Perspective plan for the next 5 years

**Resolution:** Issues related with the Perspective plan had been discussed. The important issues and the items to be included were discussed. The IQAC committee recommended the coordinator to Chalk out the five year perspective plan of the college

Proposed by: Principal, Dr. V.B. Gaikwad

Seconded by: S.D. Savale

**Agenda Item 10: Reformation of the IQAC composition**

**Resolution:** Principal Dr. V.B. Gaikwad sir suggested changes in the IQAC Committee and after reviewing the names new committee has been formed.

**Agenda Item 11:** Any Other issues

**Resolution:** The IQAC coordinator suggested to introduce additional skill oriented, value loaded programs for the students and to conduct faculty development programs.

The vote of thanks was proposed by the coordinator

**Minutes of the Meeting of 2011-12 held on 10<sup>th</sup> Mar. 2012**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 10/03/2012

**Time:** 12:00 - 01:00

**Agenda of the Meeting:**

1. To review and confirm the minutes of last meeting
2. Updation of College Website
3. Professional development of support staff
4. Regarding internet Speed
5. Formalizing consultancy services
6. To take note of awards received and extra ordinary activities
7. Regarding Feedback report of the departments
8. Any other issues at eleventh hour

**Members Present:**

1. Dr. V.B. Gaikwad, Chairperson
2. Dr. Vitthal Matthad, Industrial Expert
3. Prof. V.R. Gunale, Academic Expert
4. S.D. Savale, Coordinator
5. Dr. S.N. Patil, Member
6. Dr. P.M. Nalawade, Member
7. B.L. Gadakh, Member
8. Dr. V.B. Kadam, Member
9. M.D. Pawar, Member
10. C.P. Shirore, Member
11. Sachin Gurule, Student Representative
12. Shri. D.H. Shinde, Office Superintendent

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Swapnil Kharade, Alumni Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

**Agenda Item 1:** Review of the minutes of previous meeting was taken and the minutes of the meeting were approved.

IQAC took a note of the following issues that followed from the last meeting.

- ✓ The guidance for PBAS norms was given in the meeting of faculty
- ✓ Academic calendar and teachers diary
- ✓ Placement activity
- ✓ Perspective plan

**Agenda Item 2:** Updation of College Website

**Resolution:** As per need of the time and keeping pace with changes in college activities and also reviewing the website of other colleges, IQAC unanimously recommended to update the college website

**Agenda Item 3:** Professional development of support staff

**Resolution:** The office staff is associated with use of Microsoft Office, tally etc. softwares. It is necessary to give hands on training for the staff. Hence IQAC recommended organizing workshops for the administrative staff. Further IQAC also recommended conducting workshop for support staff on handling of the computers, electric equipments and chemicals etc.

Proposed by: S.D. Savale

Seconded by: B.L. Gadakh

**Agenda Item 4:** Regarding internet Speed

**Resolution:** The present internet speed is not sufficient for the college. So it is necessary to increase the speed of internet and to upgrade the LAN Network of the College.



Proposed by: Prof. C.P. Shirore

Seconded by: Prin. Dr. V.B. Gaikwad

**Agenda Item 5:** Formalizing consultancy services

**Resolution:** As per the recommendation of NAAC peer team, it is necessary to formalize the consultancy services. Dr. Matthad had suggested that the revenue may be generated and it should be appropriately distributed between the college and the consultancy provider.

Through discussion the member had suggested that the distribution ratio of funds generated between and college and teachers should be 60:40. It was also decided that this suggestion will be presented before LMC meeting for consent and further action.

Proposed by: Prof. V.R. Gunale

Seconded by: Dr. P.M. Nalawade

**Agenda Item 6:** To take a note of awards received and extra ordinary activities

**Resolution:** The IQAC took a note of NCC/NSS awards and Research Paper Presentation by the faculty.

**Agenda Item 7:** Regarding Feedback report of the departments

**Resolution:** The analysis of feedback reports of the department was presented in the meeting of IQAC and outcomes were discussed

**Agenda Item 8:** Any other Issues

- ✓ Mr. D.H. Shinde suggested to organize CAS program in future

The vote of thanks was proposed by the coordinator.

**Minutes of the Meeting of 2012-13 held on 27<sup>th</sup> July 2012**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 27/07/2012

**Time:** 11:00 - 12:30

**Agenda of the Meeting:**

1. Review and confirm the agenda of previous meeting
2. Inception of Certificate Courses in Tourism and Cisco Certified Network Courses
3. To promote departments to apply and conduct syllabus revision workshops
4. To submit proposals to DST grants for further academic programmes
5. To organize gender based activities
6. To organize disaster management workshops
7. Upgradation of basic infrastructure
8. Any other issues at eleventh hour

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Prof. V.R. Gunale, Academic Expert
3. Dr. S.D. Savale, Coordinator
4. Dr. S.N. Patil, Member
5. Dr. P.M. Nalawade, Member
6. Dr. B.L. Gadakh, Member
7. Dr. V.B. Kadam, Member
8. M.D. Pawar, Member
9. C.P. Shirore, Member
10. Khushbu Burad, Student Representative
11. Swapnil Kharade, Alumni Representative
12. Shri. D.H. Shinde, Office Superintendent

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Dr. Vitthal Matthad, Industrial Expert

IQAC coordinator welcomed and briefed the committee members about the agenda.

**IQAC members, after exchange of ideas and thought, made the following resolutions**

**Agenda Item 1:** Review of minutes of the Earlier Meeting

The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members.

IQAC took a note of the following issues that followed from the last meet.

- ✓ The college website was updated by respective departments
- ✓ The Principal felicitated the various awardees in staff meeting
- ✓ Activities regarding consultancy services reviewed.

**Agenda Item 2:** Inception of Courses

**Resolution:** The IQAC reviewed the functioning of newly started courses and also advised to take essential steps for membership agreement with Cisco systems, USA.

**Agenda Item 3:** To promote departments to apply and conduct syllabus revision workshops

**Resolution:** IQAC recommended the heads of the department to apply for the syllabus revision workshops and directed the faculty to participate in the syllabus revision workshops conducted in this and other colleges affiliated to University of Pune.

Proposed by: Dr. V.B. Kadam

Seconded by: Dr. D.M. Dhondge

**Agenda Item 4:** To submit proposals to DST grants for further academic programmes

**Resolution:** IQAC decided to communicate the faculties to prepare the proposals for applying to DST FIST grants for various academic programmes

Proposed by: Dr. S.N. Patil

Seconded by: Dr. S.D. Savale

**Agenda Item 5:** To organize gender based activities

**Resolution:** IQAC members suggested incorporating various activities like Sakhi-Manch, student welfare schemes to maintain gender harmony on the campus.

Proposed by: Dr. S.D. Savale

Seconded by: M.D. Pawar

**Agenda Item 6:** To organize disaster management workshops

**Resolution:** On the backdrop of forthcoming Kumbhmela in Nashik, IQAC members recommended to the Board of students welfare to organize the disaster management workshop for students and the faculty in order to acquire the skill to overcome disaster calamities.

Proposed by: Dr. S.D. Savale

Seconded by: B.L. Gadakh

**Agenda Item 7:** Upgradation of basic infrastructure

**Resolution:** As per suggestion of C.P. Shirore the IQAC decided to send proposal to LMC to upgrade basic infrastructure. Also IQAC suggested to changes schedule of the academic programmes for the optimal use of existing resources.

Proposed by: C.P. Shirore

Seconded by: Dr. D.M. Dhondge

The vote of thanks was proposed by Coordinator.

**Minutes of the Meeting of 2012-13 held on 20<sup>th</sup> Sept 2012**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 20/09/2012

**Time:** 11:00 - 12:30

**Agenda of the Meeting:**

- ✓ To review and confirm the minutes of last meeting
- ✓ To finalise new mechanisms and systems to plan, organise and collect IQAC data
- ✓ To discuss Gender Sensitivity issues on the UGC questionnaire
- ✓ To discuss and finalise AQAR

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. S. D. Savale, Coordinator
3. Dr. S.N. Patil, Member
4. Dr. P.M. Nalawade, Member
5. M.D. Pawar, Member
6. C.P. Shirore, Member
7. Dr. V. B. Kadam, Member
8. Swapnil Kharade, Alumni Representative
9. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Dr. Vitthal Matthad, Industrial Expert
3. Prof. V.R. Gunale, Academic Expert
4. Dr. B.L. Gadakh, Member
5. Khushbu Burad, Student Representative

**Agenda Item 1:** Review of the Earlier Meeting

IQAC coordinator welcomed and read the minutes of the meeting conducted on 20/09/2012. The minutes were reviewed by the members and approved.

**Agenda Item 2:** To review the AQAR contents and further to approve them

**Resolution:** The content of AQAR 2011-12 of the college was presented in the meeting. After thorough discussion some changes were suggested by the members and then the AQAR was approved. Further it was suggested to submit it to NAAC immediately.

**Agenda Item 3:** To finalise new mechanisms and systems to plan, organise and collect IQAC data

**Resolution:** IQAC has prepared new plans and systems to collect and organize data for AQAR. The pro-forma were discussed and finalized. Action plan has been chalked out to collect, updated information and data regarding the plans, achievements, actions or activities of each and every department of the college.

The vote of thanks was proposed by Coordinator

**Minutes of the Meeting of 2012-13 held on 18<sup>th</sup> April 2013**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 18/04/2013

**Time:** 11.00 - 12.00

**Agenda of the Meeting:**

1. To review and confirm minutes of earlier meeting
2. Constitution of Research Advisory committee
3. To make provisions for additional space in laboratories and classrooms
4. To provide facilities for the electricity back-up in laboratories of Annexe-II
5. To make proposals for wedding out of books
6. To discuss issues regarding rain water harvesting
7. Workshops on Choice Based Credit System
8. Any other issues

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Dr. S.D. Savale, Coordinator
5. Dr. S.N. Patil, Member
6. Dr. P.M. Nalawade, Member
7. Dr. B.L. Gadakh, Member
8. Dr. V.B. Kadam, Member
9. M.D. Pawar, Member
10. C.P. Shirore, Member
11. Khushbu Burad, Student Representative
12. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Prof. V.R. Gunale, Academic Expert
2. Swapnil Kharade, Alumni Representative

IQAC coordinator welcomed and briefed the committee members about the agenda.

**Agenda Item 1:** Review of the minutes of the meeting conducted on 20/09/2012 was taken and the minutes of the meeting were passed by IQAC.

IQAC took note of the following issues that followed from the last meet.

- ✓ The CAS programme was successfully conducted on 27/11/2012
- ✓ One day Workshop on M.Sc. revised syllabus was conducted by department of Zoology on 23/02/2013
- ✓ The grant utilization certificate from completed major-minor research project were submitted for audit

The IQAC members after exchange of ideas and thought made the following points

**Agenda Item 2:** Constitution of Research Advisory committee

**Resolution:** As per suggestion from Dr. R.B. Toche (ARC), Dr. Smt. S.N. Patil conveyed that, the faculty level research committee should be established. It will work in coordination with Research Advisory Committee. The committee deliberated on these points and came to the conclusion that this should be done. It will enhance the research activities.

Proposed by: Dr. Smt. S.N. Patil

Seconded by: Dr. P.M. Nalawade

**Agenda Item 3:** To make provisions for additional space in laboratories and classrooms

**Resolution:** The Principal addressed issues of growing student strength with new courses being initiated and directed to submit proposals to obtain infrastructure grants for constructing a new building for laboratories and classrooms.



Proposed by: Dr. D.M. Dhondge

Seconded by: C.P. Shirore

**Agenda Item 4:** To provide facilities for the electricity back-up in laboratories

**Resolution:** For uninterrupted teaching-learning process, the electric back-up facility should be provided in all laboratories.

Proposer : Dr. P.M. Nalawade

Seconded by: Dr. S.N. Patil

**Agenda Item 5:** To make proposals for wedding out of books

**Resolution:** C.P. Shirore discussed the proposal conveyed by librarian Mr. S.S. Murkute for wedding out of books. Wherein he mentioned that the stock verification should be carried out in the coming academic year.

Proposed by: C.P. Shirore

Seconded by: Dr. D.M. Dhondge

**Agenda Item 6:** To discuss issues regarding rain water harvesting

**Resolution:** As a part of environmental awareness and imbibing responsibility, Dr. P.M. Nalawade directed that the college should initiate measures towards rain water harvesting. The Principal seconded the idea.

**Agenda Item 7:** Workshops on Choice Based Credit System

**Resolution:** The IQAC members suggested to all heads of the department to conduct workshops on Choice Based Credit System.

The vote of thanks was proposed by M.D. Pawar.

**Minutes of the Meeting of 2013-14 held on 4<sup>th</sup> July 2013**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 04/07/2013

**Time:** 12:00 - 01:30

**Agenda of the Meeting:**

1. Review and confirm minutes of earlier meeting
2. To introduce vocational, Skill Development and Faculty Enrichment programmes
3. To Take review of Results and the Courses started in previous year
4. Implementation of revised Syllabi and CBCS pattern of evaluation
5. Review of MOUs and Collaborations
6. Submit Proposal for DBT Star College Scheme
7. Submit Proposal for Seminar/Conference and Workshop
8. Submission of proposal for NAAC Seminar and other Conference/Workshops for University and Other funding agencies.
9. To organize interaction programs and sessions for research Scholars
10. Participation in Project Competitions and other competitions
11. Review of action taken report
12. Any other issues

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. S.D. Savale, Coordinator
3. Dr. Vitthal Matthad, Industrial Expert
4. Prof. V.R. Gunale, Academic Expert
5. Dr. S.N. Patil, Member
6. Dr. P.M. Nalawade, Member
7. Dr. B.L. Gadakh, Member
8. M.D. Pawar, Member

9. C.P. Shirore, Member
10. Sopan Deshmukh, Student Representative
11. Swapnil Kharade, Alumni Representative
12. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Dr. V.B. Kadam, Member

IQAC coordinator welcomed and briefed the committee members about the agenda.

**IQAC members after exchange of ideas and thought made the following resolutions**

**Agenda Item 1:** Review of the minutes of the Earlier Meeting held on 18/04/2013.

The IQAC coordinator read the minutes of earlier meetings and the minutes were reviewed and approved by the members.

**Agenda Item 2:** To introduce vocational, Skill Development and Faculty Enrichment programmes

**Resolution:** Taking in to the consideration, the need of the local community, the college should initiate vocational courses, skill development courses and faculty competency and development programmes, student mentoring and co-curricular activities and extension programs

Proposed by: Dr. Smt. S.N. Patil

Seconded by: M.D. Pawar

**Agenda Item 3:** to take review of Results and Courses started in previous year

**Resolution:** The IQAC reviewed the new programme initiated in last year. The results submitted by the departments were analyzed and discussed in the meeting.

**Agenda Item 4:** Implementation of revised Syllabi and CBCS pattern of evaluation

**Resolution:** IQAC members directed to the Heads of the department to take note of changes in the curriculum and follow the structure accordingly. IQAC insisted to follow all feasible innovative and qualitative methods as per revised syllabus for continuous assessment. Further IQAC took note of CBCS system implemented at PG along with additional 10 credit courses and recommended implementing skill development courses as per the need.

Proposed by: Dr. P.M. Nalawade

Seconded by: Dr. S.D. Savale

### **Agenda Item 5:** Review of MOUs and Collaborations

**Resolution:** In response to the suggestions made by the previous NAAC peer team the IQAC members were suggested to establish more MOUs and collaboration for the betterment of the faculty and the students. The present situation was reviewed and appropriate suggestion have been made.

### **Agenda Item 6:** Submit Proposal for DBT Star College Scheme

**Resolution:** Principal Dr. Dilip Dhondge had given information of DBT Star College Scheme of the Department of Biotechnology, Government of India in the meeting. The issues were discussed and it has been unanimously resolved to apply for the Scheme. The responsibility of this proposal is assigned to the Head, Department of Biotechnology.

Proposed by: Dr. Dilip Dhondge

Seconded by: Dr. Smt. S.N. Patil

### **Agenda Item 7:** Submit Proposal for Seminar/Conference and Workshop

**Resolution:** Dr. R.B. Toche, Academic Research Coordinator, had given information of funding agencies providing assistance to organise seminar/conference and workshop. The issues were discussed in the meeting and IQAC suggested to organise conference workshop and seminar to promote research cultures among the students and the faculty. Head of the departments are advised to submit proposals.

Proposed by: Dr. Smt. S.N. Patil

Seconded by: Dr. D.M. Dhondge

**Agenda Item 8:** Submission of proposal for NAAC Seminar and other Conference/Workshops for University and Other funding agencies.

**Resolution:** In order to enhance the activities of IQAC and to provide opportunities for the teacher to understand current trends in teaching learning methods, it was unanimously resolved to submit proposal for national level seminar to NAAC, Bangalore. Further the IQAC suggested submitting proposals for conference workshop and seminar to the University Grants Commission and the University. In view of the revision of the syllabi, the departments Zoology, Microbiology, Mathematics, History, Chemistry, Computer Science, Geography, Electronic Science, Biochemistry, Physics should conduct syllabi revision workshops

Proposed by: Dr. S.D. Savale

Seconded by: Dr. P.M. Nalawade

**Agenda Item 9:** To organize interaction programs and sessions for research Scholars.

**Resolution:** The students of Social Sciences and Languages requested to conduct interactive sessions. IQAC has suggested to organize interaction programs for research scholars especially of social sciences and languages

Proposed by: Dr. S.D. Savale

Seconded by: C.P. Shirore

**Agenda Item 10:** Participation in Project Competitions and other competitions

**Resolution:** In order to inculcate research culture among the students the Heads of the department and the faculty of the department should motivate the students to participate in project competitions like Avishkar, Science exhibitions etc. The teachers engaged in BCUD minor and major research projects have to guide at least two students for Avishkar Competition. The teachers are also advised to participate in Avishkar Competition and Innovation Programmes. The students should also be motivated for participation in other competitions such as Chemiad, SPPED, Elocution and Debate Competition etc.

**Agenda Item 11:** Review of action taken report

**Resolution:** The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC

**Agenda Item 12:** Other issues

- ✓ The IQAC members congratulated the faculty for obtaining research projects and also congratulated students securing higher grades.
- ✓ Inception of B.Sc. Environmental Science, Ph.D. in History and M.Phil. in the 10 departments have been reviewed.

The Vote of the thanks was proposed by Coordinator.

**Minutes of the Meeting of 2013-14 held on 29 November 2013**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 29/11/2013

**Time:** 12:00 - 1:30

**Agenda of the Meeting:**

- ✓ To review and confirm the minutes of last meeting
- ✓ To discuss and finalize AQAR
- ✓ To modify and finalise Faculty Self-Assessment form and form of Evaluation of Teachers from Student
- ✓ To organise methodology workshops for the budding researchers from the students and faculty members.
- ✓ To discuss possibility to raise endowment fund to help the needy students

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. S. D. Savale, Coordinator
3. Dr. P.M. Nalawade, Member
4. Dr. B.L. Gadakh, Member
5. M.D. Pawar, Member
6. C.P. Shirore, Member
7. Dr. V. B. Kadam, Member
8. Sopan Deshmukh, Student Representative
9. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Dr. Vitthal Matthad, Industrial Expert
3. Prof. V.R. Gunale, Academic Expert

4. Dr. S.N. Patil, Member
5. Swapnil Kharade, Alumni Representative

**Agenda Item 1:** Review of the Earlier Meeting

IQAC coordinator welcomed and read the minutes of the meeting conducted on 04/07/2013. The minutes were reviewed by the members and approved.

**Agenda Item 2:** To review the AQAR contents and further to approve them

**Resolution:** The content of AQAR 2012-13 of the college was presented in the meeting. After thorough discussion some changes were suggested by the members and then the AQAR was approved. Further it was suggested to submit it to NAAC immediately.

**Agenda Item 3:** To modify and finalise Faculty Self-Assessment form and form of Evaluation of Teachers from Student

**Resolution:** The IQAC urged the Research Advisory committee of the college to organise methodology workshops through research centres for the budding researchers from the students and faculty members.

**Agenda Item 4:** To discuss possibility to raise endowment fund to help the needy students

**Resolution:** Dr. D. M. Dhondge suggested to raise endowment fund to help the needy students and urged teachers to contribute for that. Dr. V. B. Kadam seconded the suggestion.

The vote of thanks was proposed by Coordinator.



**Minutes of the Meeting of 2013-14 held on 23<sup>rd</sup> April 2014**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 23/04/2014

**Time:** 12.00 - 01.00

**Agenda of the Meeting:**

1. To review minutes of earlier meeting
2. Review of action taken report
3. Interaction program for Language teachers
4. Provision of Teaching, learning resources
5. Promote student centric activities
6. Regarding parking space for the students
7. Providing health insurance to the students
8. Any other issues presented during the meeting

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Prof. V.R. Gunale, Academic Expert
5. Dr. S.D. Savale, Coordinator
6. Dr. S.N. Patil, Member
7. Dr. P.M. Nalawade, Member
8. Dr. V.B. Kadam, Member
9. M.D. Pawar, Member
10. C.P. Shirore, Member
11. Sopan Deshmukh, Student Representative

**Leave of Absence was granted to the following members:**

Internal Quality Assurance Cell, K.T.H.M. College, Nashik

1. Swapnil Kharade, Alumni Representative
2. Shri. D.H. Shinde, Registrar
3. Dr. B.L. Gadakh, Member

IQAC coordinator welcomed and briefed the committee members about the agenda.

**The IQAC members after exchange of ideas and thought made the following points**

**Agenda Item 1:** Review of the minutes of the Earlier Meeting held on 29/11/2013.

The IQAC coordinator read the minutes of earlier meetings and the minutes were reviewed and approved by the members.

IQAC took note of the following issues that followed from the last meet.

- ✓ Workshop on experimentation system
- ✓ Workshop on Credit System
- ✓ National Conference on Nano-materials and National Conference by Hindi department
- ✓ State level conference on Local Democracy, Rural Development Policy and Justice At The Grass Root
- ✓ Refresher course in Social Sciences
- ✓ Workshop on the revised syllabus of F.Y.B.A. /B. Sc. (Geography), S.Y. B. A. and M.A.II (History), S.Y.B.Sc. (Mathematics and Zoology)

**Agenda Item 2:** Review of action taken report

**Resolution:** The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC

**Agenda Item 3:** Interaction program for Language teachers

**Resolution:** IQAC members suggested to organize an Interactive program for Ph.D. scholars of language departments.

Proposed by: M.D. Pawar

Seconded by: Dr. D.M. Dhondge

**Agenda Item 4:** Provision of Teaching, learning resources

**Resolution:** On the background of revision of syllabi, initiation of new courses of M.Phil. and Ph.D., IQAC members recommended to procure/ update infrastructural needs, teaching aids and educational resources

Proposed by: Dr. P.M. Nalawade

Seconded by: Dr. S.D. Savale

**Agenda Item 5:** Promote student centric activities

**Resolution:** IQAC members encouraged to take up inter departmental activities and workshop for the students and suggested the Heads of the department to strengthen the wallpaper and other co-curricular activities

**Agenda Item 6:** Regarding parking space for the students

**Resolution:** Sopan Deshmukh as a Student Representative conveyed the demand from students for the parking space. In response to this IQAC members suggested to take necessary steps to provide additional parking space on the campus and submit proposal for providing related facilities.

**Agenda Item 7:** Providing health insurance to the students

**Resolution:** IQAC members recommended to provide insurance cover to the Students of the college.

**Agenda Item 8:** Any other issues presented during the meeting

- ✓ IQAC members appreciate the efforts of the faculty and the staff of the college for conducting value added, Curricular and co-curricular activities for student.

The vote of thanks was proposed by the coordinator.

**Minutes of the Meeting of 2014-15 held on 15<sup>th</sup> July 2014**

**Venue:** IQAC Room, Annex-2, Biotech Building

**Date:** 15/07/2014

**Time:** 11:30 - 01:00

**Agenda of the Meeting:**

1. To review minutes of the last meeting
2. Review of action taken report
3. Introduction of student and faculty enrichment programmes
4. Introducing new Academic programs
5. Regarding Grievance redressal cell, Health and counseling center
6. Regarding slow and advanced learners
7. Conduct of academic and administrative audit and rainwater harvesting
8. Promoting Research activities
9. Procurement of computers and allied accessories

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Prof. V.R. Gunale, Academic Expert
4. Dr. S.D. Savale, Coordinator
5. Dr. S.N. Patil, Member
6. Dr. P.M. Nalawade, Member
7. Dr. B.L. Gadakh, Member
8. Dr. V.B. Kadam, Member
9. M.D. Pawar, Member
10. C.P. Shirore, Member
11. Shweta Bhamare, Student Representative
12. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Dr. Vitthal Matthad, Industrial Expert
2. Swapnil Kharade, Alumni Representative

IQAC coordinator welcomed and briefed the committee members about the agenda.

**Agenda Item 1:** Review of the minutes of the Earlier Meeting held on 23/04/2014.

The IQAC coordinator read the minutes of earlier meeting and the minutes were reviewed and approved by the members.

IQAC took a note of the following issues that followed from the last meet.

- ✓ Introduction of cyber security and cyber crime along with human rights and skill development courses at PG as per the directions of the University
- ✓ Curricular and co curricular activities conducted
- ✓ The CAS Programme conducted on 17/02/2014

**IQAC members after exchange of ideas and thoughts made the following resolutions:**

**Agenda Item 2:** Review of action taken report

**Resolution:** The Action taken Report was reviewed and discussed, suggestions have been made by the members of IQAC.

**Agenda Item 3:** Introduction of student enrichment and faculty development programmes.

**Resolution:** The IQAC members proposed to initiate skill oriented, value added, Co-curricular and extension programme for the students and development programmes for the staff

Proposed by: Dr. S.D. Savale

Seconded by: Dr. D.M. Dhondge

**Agenda Item 4:** Introducing new Academic programs

**Resolution:** The IQAC members congratulated the college authorities for getting the grant for Bachelor of vocation (B.Voc.) Programme and initiate such course having potential of

employability. Also the review of commencement and functioning of B.Sc. Environmental Science and Diploma in instrumental Techniques in Analytical Chemistry was taken. Further, IQAC members recommended to provide space for these emerging departments and also suggested the senior faculty to orient newly appointed faculty for these courses.

Proposed by: Dr. B. L. Gadakh

Seconded by: Dr. D.M. Dhondge

**Agenda Item 5:** Regarding Grievance redressal cell, Health and counseling center

**Resolution:** IQAC members suggested providing additional suggestion boxes on campus for Grievance redressal cell. Additional space should also be provided to health centre and counseling centre.

Proposed by: C.P. Shirore

Seconded by: M.D. Pawar

**Agenda Item 6:** Regarding slow and advanced learners

**Resolution:** IQAC members directed the head of the departments to conduct screening test to identify slow and advanced learners and to take remedial measures for slow learners and give additional activities to advanced learners. The reports are to be submitted accordingly to the IQAC.

**Agenda Item 7:** Conduct of academic and administrative audit and rainwater harvesting

**Resolution:** It was unanimously resolved to conduct Academic and administrative audit of the departments and the office by the external agency. Further, suggested to establish rainwater harvesting and recharge system on the campus.

**Agenda Item 8:** Promoting Research activities

**Resolution:** In order to inculcate research culture among the students and teachers, IQAC members suggested to increase participation in the Avishkar project and other competitions.

**Agenda Item 9:** Procurement of computers and allied accessories

**Resolution:** IQAC members suggested to purchase UPS, computers, Printers, scanners etc. and required software for the departments and the office.

Proposed by: C.P. Shirore

Seconded by: Dr. S.D. Savale

Finally, at the end of the meeting, the vote of thanks was proposed by the coordinator.

**Minutes of the Meeting of 2014-15 held on 26<sup>th</sup> September 2014**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 26/09/2014      **Time:** 10:00 - 11:00

**Agenda of the Meeting:**

1. To review and confirm the minutes of last meeting
2. To discuss and finalise AQAR of year 2013-14
3. To submit revised proposal to NAAC on National Seminar
4. To raise endowment fund to help the needy students

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. S. D. Savale, Coordinator
3. Prof. V.R. Gunale, Academic Expert
4. Dr. Smt. S.N. Patil, Member
5. Dr. V. B. Kadam, Member
6. Dr. P.M. Nalawade, Member
7. M.D. Pawar, Member
8. Dr. B.L. Gadakh, Member
9. C.P. Shirore, Member
10. Shweta Bhamare, Student Representative
11. Swapnil Kharade, Alumni Representative
12. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Dr. Vitthal Matthad, Industrial Expert



**Agenda Item 1:** Review of the Earlier Meeting

IQAC coordinator welcomed and read the minutes of the meeting conducted on 15/07/2014. The minutes were reviewed by the members and approved.

**Agenda Item 2:** To review the AQAR contents and further to approve them

**Resolution:** The content of AQAR 2013-14 of the college was presented in the meeting. After thorough discussion some changes were suggested by the members and then the AQAR was approved. Further it was suggested to submit it to NAAC immediately.

**Agenda Item 3:** To submit revised proposal to NAAC on National Seminar

**Resolution:** The earlier proposal to NAAC on National seminar on Quality Enhancement was not considered positively. The IQAC members discussed the issue and decided to send revised proposal to NAAC. Dr. S. D. Savale showed readiness to send proposal to NAAC.

**Agenda Item 4:** To raise endowment fund to help the needy students

**Resolution:** Principal Dr. D.M. Dhondge presented the issue of deserving needy students and suggested to raise endowment fund from the contribution of the faculty to help them. The suggestion was appreciated by all members and it was decided to put this issue in the faculty meeting to decide the amount of contributions and the norms of the fund.

Proposed by: Prin. Dr. D.M. Dhondge

Seconded by: C.P. Shirore

The vote of thanks was proposed by the Coordinator.

**Minutes of the Meeting of 2014-15 held on 03<sup>rd</sup> April 2015**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 03/04/2015

**Time:** 11:30 - 12:30

**Agenda of the Meeting:**

1. To review minutes of last meeting
2. To identify students for Mahindra and Mahindra scholarship
3. To discuss issues of Counseling Cell
4. To discuss issues of Environmental audit
5. To discuss issues of Laboratory Security
6. Admissions of Ph.D. program
7. Any other issues raised in the meeting

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. Vitthal Matthad, Industrial Expert
3. Prof. V.R. Gunale, Academic Expert
4. Dr. M. B. Matsagar, Coordinator
5. Dr. S.D. Savale, Secretary
6. Dr. B.L. Gadakh, Member
7. Dr. Smt. J.N. Bandal, Member
8. Dr. Smt. S.N. Patil, Member
9. C.P. Shirore, Member
10. Dr. Smt. S.N. Magdum, Member
11. M.N. Shelar, Member
12. Shweta Bhamare, Student Representative
13. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Hon. Smt. Neelimatai Pawar, Management Representative
2. Swapnil Kharade, Alumni Representative

**Agenda Item 1:** To review minutes of last meeting

The minutes of previous meeting conducted on 26/09/2014 were read by the coordinator. The minutes were reviewed by the members and then were approved.

IQAC Took Note of previous meeting issues;

- ✓ AQAR Submitted on 6<sup>th</sup> October 2014
- ✓ Workshop on revised syllabus and M.Phil. by Hindi department
- ✓ Workshop on implementation of F.Y. B.Sc. animation syllabus
- ✓ Grant received from BCUD for parking area

**Agenda Item 2:** To identify students for Mahindra and Mahindra scholarship

**Resolution:** The information regarding Mahindra and Mahindra scholarship for economically backward students was given by Dr. S.M. Magdum in the meeting. Further she suggested to make aware the students regarding this scholarship.

Proposed by: Dr. S.M. Magdum

Seconded by: Dr. J.N. Bandal

**Agenda Item 3:** To discuss issues of Counseling Cell

**Resolution:** Quality Assurance Cell recommended providing additional space for counseling Cell and appointment of professional Counselor for the student and stakeholders

Proposed by: Dr. S. M. Magdum

Seconded by: Dr. S. D. Savale

**Agenda Item 4:** To discuss issues of Environmental audit

**Resolution:** Internal Quality Assurance directed to conduct Environmental audit of the campus and take steps towards e-waste, Bio waste and chemical waste management

Proposed by: Dr. P. M. Nalawade

Seconded by: Dr. M. B. Matsagar

**Agenda Item 5:** To discuss issues of Laboratory Security

**Resolution:** Internal Quality Assurance cell recommended conducting workshop for support staff on Laboratory equipment, laboratory safety and laboratory maintenance

Proposed by: Dr. M. N. Shelar

Seconded by: Dr. B. L. Gadakh

**Agenda Item 6 :** Admissions of Ph.D. program

An overview of vacant and filled positions of all Ph.D. programs was taken. The Research Advisory Committee was directed to conduct admission process according to rules and regulations of the University.

**Agenda Item 7 :** Any other issues raised in the meeting

**The IQAC** congratulates the Principal and the department of Biotechnology for procurement of grant of rupees 80 lacs form DBT Star College Programme

The vote of thanks was proposed by Dr. S. D. Savale

**Minutes of the Meeting of 2015-16 held on 28<sup>th</sup> July 2015**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 28/07/2015

**Time:** 11:00 - 12:30

**Agenda of the Meeting:**

1. Review of earlier meeting
2. To initiate Co-curricular, Extension, value added and skill oriented programmes
3. To establish the Wi-Fi and CCTV surveillance systems on the campus
4. To avail grants for non-conventional energy sources
5. To manage e-waste and Bio waste on the campus
6. Submission of AQAR for the academic year 2014-15
7. Initiatives for social work during Kumbha mela
8. Planning to conduct National Level Seminar sanctioned by NAAC
9. Increasing the ICT infrastructure
10. Strengthening library and maintenance of infrastructure
11. Review of ATR and Planning for SSR
12. Any other issues

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. Vitthal Matthad, Industrial Expert
3. Prof. V.R. Gunale, Academic Expert
4. Dr. M. B. Matsagar, Coordinator
5. Dr. S.D. Savale, Secretary
6. Dr. B.L. Gadakh, Member
7. Dr. Smt. J.N. Bandal, Member
8. Dr. Smt. S.N. Patil, Member
9. C.P. Shirore, Member

10. Dr. Smt. S.N. Magdum, Member
11. M.N. Shelar, Member
12. Nilesh Kshirsagar, Student Representative
13. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Sanyukta Patil, Alumni Representative
2. Hon. Smt. Neelimatai Pawar, Management Representative

IQAC coordinator welcomed and briefed the committee members about the agenda.

**IQAC members after exchange of ideas and thought made the following resolutions**

**Agenda Item 1: Review of the Earlier Meeting**

The IQAC coordinator read the minutes of earlier meetings conducted on 3<sup>rd</sup> Apr. 2015 and the minutes were reviewed by the members and then approved.

IQAC took a note of the following issues that followed from the last meet.

- ✓ Implementation of Certificate Courses in Proficiency in English
- ✓ Summer School on ICT
- ✓ Special Summer School
- ✓ New Scholarship provided by the Parent Institute
- ✓ CAS Programme conducted

**Agenda Item 2:** To initiate Co-curricular, Extension, value added and skill oriented programmes

**Resolution:** The IQAC proposed to initiate co-curricular, extension, value added and skill oriented programmes for student empowerment.

Proposed by: Dr. B.L. Gadakh

Seconded by: Dr. D.M. Dhondge

**Agenda Item 3:** To establish the Wi-Fi and CCTV surveillance systems on the campus

**Resolution:** The teacher representative M.N. Shelar recommended for upgrading the campus to Wi-Fi and also to establish CCTV network for all buildings and further recommended to provide Walkie-Talkie surveillance on the campus.

Proposed by: M.N. Shelar

Seconded by: C.P. Shirore

**Agenda Item 4:** To avail grants for non-conventional energy source

**Resolution:** The college should avail grants for non-conventional energy sources especially for Solar Energy.

Proposed by: Dr. M.B. Matsagar

Seconded by: Dr. P.M. Nalawade

**Agenda Item 5:** To manage e-waste and Bio-waste on the campus

**Resolution:** It has been observed that outdated monitors, machines, UPS etc. Electronic equipment's are dumped in the departments. The teacher representative C.P. Shirore recommended to take initiative for e-waste management. The teacher representative Dr. J.N. Bandal also proposed for the biological and hazardous waste management.

Proposed by: C. P. Shirore

Seconded by: Dr. J.N. Bandal

**Agenda Item 6:** Submission of AQAR for the academic year 2014-15

**Resolution:** The AQAR of academic year of 2014-15 is to be submitted before December 2015. The collected data and the analysis were reviewed by the members of IQAC. Some suggestions have been made and the members granted permission to submit it within the time limit.

Proposed by: Dr. S.D. Savale

Seconded by: M.N. Shelar

**Agenda Item 7:** Initiatives for social work during Kumbha mela

**Resolution:** The IQAC made an appeal to N.C.C./ N.S.S./B.S.W. and Environmental Science department to be proactive in upcoming Sinhastha Kumbhamela specially for protecting the environment and helping for maintaining the law and order.

Proposed by: Dr. Smt. S.M. Magdum

Seconded by: Dr. S.D. Savale.

**Agenda Item 8:** Planning to conduct National Level Seminar sanctioned by NAAC

**Resolution:** The IQAC thanked to NAAC for sanctioning two days national level seminar on "Archetypes of Students Centric Learning." Further, the review of preparation of the seminar has been taken and necessary suggestions have been made.

Proposed by: Dr. M.B. Matsagar

Seconded by: Dr. S.D. Savale

**Agenda Item 9:** Increasing ICT infrastructure

**Resolution:** Due to increased need of Computers and Internet, M.N. Shelar suggested to provide additional computers and internet connections to the departments.

Proposed by: M.N. Shelar

Seconded by: C.P. Shirore

**Agenda Item 10:** Strengthening library and maintenance of infrastructure

**Resolution:** C.P. Shirore suggested to provide additional books and journals in the central library. Further, he also suggested to pay special attention for maintenance of infrastructure, equipment and other facilities in the campus

**Agenda Item 11:** Review of ATR and Planning for SSR

**Resolution:** The status of action taken for the perspective plan had been reviewed on the background of 3<sup>rd</sup> phase reaccreditation to be done in the year 2016-17. Further, as a first step towards reaccreditation, the issues of preparations for the Self Study Report were discussed in the meeting and then the criterion wise committees were framed. The faculty members of the



IQAC committee were assigned one criterion each. Further it was decided to discuss the issue in the meeting of HoDs for further action.

**Agenda Item 12:** Any other issues

The review of functioning of newly commenced Certificate Course in Proficiency in English was taken.

Vote of thanks was proposed by the secretary of IQAC.

**Minutes of the Meeting of 2015-16 held on 13<sup>th</sup> January 2016**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 13/01/2016    **Time:** 11:00 – 01:00

**Agenda of the Meeting:**

1. To review the departmental level work for of SSR preparation
2. To plan for division of work amongst smaller groups.
3. To organize project competition

**Members present:**

1. Dr. D.M. Dhondge, Chairperson
2. Dr. M.B. Matsagar, Coordinator
3. Dr. S.D. Savale, Secretary
4. Dr. B.L. Gadakh, Teacher Representative
5. Dr. Smt. J.N. Bandal, Teacher Representative
6. Dr. Smt. S.N. Patil, Teacher Representative
7. C. P. Shirore, Teacher Representative
8. Dr. Smt. S.M. Magdum, Teacher Representative
9. M.N. Shelar, Teacher Representative

IQAC coordinator welcomed and briefed the committee members about the agenda.

**IQAC members after exchange of ideas and thought made the following resolutions**

**Agenda Item 1:** To review the departmental level work for of SSR preparation

The Heads of department briefed the IQAC about the status of departmental work carried out regarding the SSR preparations. Various issues concerned with SSR were discussed. The Heads of department expressed their views and suggested further steps regarding department level

coordination. The strategy for the collection and organization of criterion wise data was planned and the chalked out plan of action was given in this meeting.

**Agenda Item 2 :** To plan for division of work amongst smaller groups.

The subcommittee members were briefed regarding preparations of the SSR and their role in the work of SSR preparation. The plan of action was discussed with them. The work was divided in smaller tasks and assigned to the individuals. The criterion wise coordinators were assigned duties to guide the members, take periodic review of the work and report to the coordinator accordingly.

**Agenda Item 3:** To organize project competition

**Resolution:** As per the suggestions of Dr. Smt. S.N. Patil, it was decided to organize a college level project competition for UG and PG students. Further the IQAC members suggested the faculty to guide the students for projects to be presented in this competition and also to contribute in conducting Project Exhibition on the campus.

Proposed by: Dr. S.N. Patil

Seconded by: M.B. Matsagar

Vote of thanks was proposed by the secretary of IQAC.

**Minutes of the Meeting of 2015-16 held on 12<sup>th</sup> April 2016**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 12/04/2016

**Time:** 4.00 - 05.00

**Agenda of the Meeting:**

1. To review minutes of earlier meeting
2. To adopt online admission process for upcoming academic year
3. Management of Bio-waste generated in campus
4. To conduct green audit for campus
5. Collection of data for preparation of SSR for 3rd cycle
6. Any other issues

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Prof. V.R. Gunale, Academic Expert
5. Dr. M. B. Matsagar, Coordinator
6. Dr. S.D. Savale, Secretary
7. Dr. B.L. Gadakh, Member
8. Dr. Smt. J.N. Bandal, Member
9. Dr. Smt. S.N. Patil, Member
10. C.P. Shirore, Member
11. Dr. Smt. S.N. Magdum, Member
12. M.N. Shelar, Member
13. Swapnil Kharade, Alumni Representative
14. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Chaudhari Ashwini Prakash, Student Representative

IQAC coordinator welcomed and briefed the committee members about the agenda followed by the issues discussed during last meeting.

- ✓ The IQAC members extended deepest condolence to Prof. D.N. Shinde on his pretime accidental demise.
- ✓ The IQAC members appreciated the efforts for the faculty and the support staff for conducting various activities during the year.
- ✓ The IQAC members praised Vinayak Rajguru for winning Indira Gandhi National level NSS award.
- ✓ The CAS programme conducted

**Agenda Item 1:** To review minutes of earlier meeting

The minutes of previous meeting conducted on 13<sup>th</sup> Jan. 2016 were read by the secretary. The minutes were reviewed by the members and then approved.

IQAC took a note of the following issues that followed after the last meet.

- ✓ D-Space Workshop: State level seminar on design and development of institutional repository using D-space
- ✓ Workshop on empirical data analysis using statistical software SPSS in the department of statistics
- ✓ International conference on Nutrigenomics and Nutrigenetics conducted by the department of Biotechnology.
- ✓ The state level seminar on Big Data and Cloud Computing: Present and Future.
- ✓ Revised admission criteria for M.Phil. and Ph.D. by S.P.P.U.
- ✓ Successful organization of National Level Seminar by IQAC.

The IQAC members, after exchange of ideas and thought made the following points

**Agenda Item 2:** To adopt online admission process for upcoming academic year

**Resolution:** The issues related with online admission process were discussed in the meeting. It was then unanimously resolved to conduct online admissions for all classes. The task was assigned to the IQAC coordinator for further action.

Proposed by: Principal, Dr. D.M. Dhondge

Seconded by: Prof. C.P. Shirore

**Agenda Item 3:** Management of Bio-waste generated in campus

**Resolution:** Dr. P.M. Nalawade stressed upon the importance and need of the bio-waste management and suggested to take appropriate steps for the same.

**Agenda Item 4:** To conduct green audit for campus

**Resolution:** The IQAC unanimously recommended to strengthen the green campus activity and to conduct the green audit of the campus.

Proposed by: Dr. P.M. Nalawade

Seconded by: Dr. Smt. J.N. Bandal

**Agenda Item 5:** Review of preparation of SSR for 3rd cycle

**Resolution:** The College is going to face the Reaccreditation in the third cycle in 2016-17. The Self Study Report should be submitted to the NAAC before December 2016. Various issues concerned were discussed and it was unanimously decided to follow the dead line for submission of SSR and act accordingly.

**Agenda Item 6:** Any other issues.

C.P. Shirore suggested to conduct a workshop on institutional repository. The directions were given to the library advisory committee to conduct this workshop.

The vote of thanks was proposed by the secretary of the IQAC.

**Minutes of the Meeting of 2016-17 held on 18<sup>th</sup> July 2016**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 18/07/2016

**Time:** 11:00 - 12:30

**Agenda of the Meeting:**

1. Review and confirm the minutes of earlier meeting
2. To review the ATR and the result analysis
3. Status of online admission Process
4. To develop e-database for the library
5. Submission of SSR to NAAC for 3<sup>rd</sup> cycle reaccreditation
6. To enhance the value added and skill oriented activities
7. Wi-Fi network facility on the campus
8. To Prepare Perspective plan for 2016-2021
9. Any other Issues

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Prof. V.R. Gunale, Academic Expert
5. Dr. M.B. Matsagar, Coordinator
6. Dr. S.D. Savale, Secretary
7. Dr. B.L. Gadakh, Teacher Representative
8. Dr. Smt. J.N. Bandal, Teacher Representative
9. Dr. Smt. S.N. Patil, Teacher Representative
10. C. P. Shirore, Teacher Representative
11. Dr. S.M. Magdum, Teacher Representative
12. M.N. Shelar, Teacher Representative

13. Sanyukta Patil, Student Representative

14. Shri. D.H. Shinde, Registrar

**Leave of Absence was granted to the following members:**

1. Pradnya Chandorkar, Alumni Representative
2. Nilesh Kshirsagar, Student Representative

IQAC coordinator welcomed and briefed the committee members on the agenda.

**IQAC members after exchange of ideas and thought made the following resolutions**

**Agenda Item 1:** Review of the Earlier Meeting

The IQAC secretary read the minutes of the earlier meetings conducted on 12<sup>th</sup> Apr. 2016. The minutes were reviewed by the members and some suggestions were made. Finally the minutes were approved by the members.

IQAC took a note of the following issues that followed from the last meet:

- ✓ Inception of Bachelor of Computer Application (B.C.A.) Course
- ✓ Beginning of PG Course in inorganic Chemistry and Diploma in Proficiency in English
- ✓ Up-gradation of C.C.T.V. and procurement of Walkie-Talkie Sets for surveillance

**Agenda Item 2:** To review the ATR and the result analysis

The review of ATR and the result analysis was taken. The issues were discussed and suggestions were made accordingly.

**Agenda Item 3:** Status of Online admission Process

**Resolution:** The college sign MoU with Pure Study Software services, Pune regarding RED campus initiatives and providing assistance for online admissions alongwith other software modules for automation of the college activities. The IQAC members expressed their gratitude towards the Pure Study Software for extending the support free of cost. The status of online



admissions was briefed by Dr. M.B. Matsagar. Some issues were raised and discussed in the meeting.

**Agenda Item 4:** To develop e-database for library

**Resolution:** The IQAC suggested to establish online connectivity with Jaykar Library for sharing of e-database.

Proposed by: Prof. C.P. Shirore

Seconded by: Dr. B.L. Gadakh.

**Agenda Item 5:** Submission of SSR to NAAC for 3<sup>rd</sup> cycle reaccreditation

**Resolution:** The coordinator of IQAC presented information regarding preparation of Self Study Report and informed that the same has been uploaded on the college website as per the guidelines of NAAC to initiate the process of submission of LOI for Reaccreditation.

Proposed by: Dr. M.B. Matsagar

Seconded by: Dr. S.D. Savale

**Agenda Item 6:** To enhance value added and skill-oriented activities

**Resolution:** The IQAC proposed to initiate and enhance value added and skill-oriented co-curricular, extracurricular programmes and activities.

Proposed by: M.N. Shelar

Seconded by: Dr. B.L. Gadakh

**Agenda Item 7 :** Wi-Fi network facility on the campus

**Resolution:** The IQAC appreciated the efforts of Reliance Jio team for establishing a 4G wi-fi network and also thanked the Reliance-Jio company for providing the services at free of cost.

The Proposed by: Dr. M.B. Matsagar

Seconded by: Nilesh Kshirsagar

**Agenda Item 8 :** To Prepare Perspective plan for 2016-2021

**Resolution:** The draft of Perspective plan for 2016-2021 and the ATR were reviewed by the members. Further a rough draft was prepared in the meeting and the coordinator was advised to prepare a final draft by taking suggestions of RAC, Library, Purchase Committee etc. The final draft is to be presented in the next meeting.

**Agenda Item 9 :** Any other Issues

C.P. Shirore discussed the preparations of the D-Space workshop organised by the library scheduled in December 2016.

The vote of thanks was proposed by the Secretary.

**Minutes of the Meeting of 2016-17 held on 8<sup>th</sup> Apr. 2017**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 8/04/2017

**Time:** 4.30 - 05.00

**Agenda of the Meeting:**

1. To review and confirm the minutes of the earlier meeting
2. Appreciation of the efforts by the faculty
3. Installation of firewall to restrict the use of internet through wi-fi
4. Maintenance of the electronic equipments
5. Resubmission of LOI of the college
6. Implementation of the new Feedback system
7. Final draft of the perspective plan for 2016-2021
8. Any other issues

**Members Present:**

1. Dr. D.M. Dhondge, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Prof. V.R. Gunale, Academic Expert
5. Dr. M.B. Matsagar, Coordinator
6. Dr. S.D. Savale, Secretary
7. Dr. B.L. Gadakh, Teacher Representative
8. Dr. Smt. J.N. Bandal, Teacher Representative
9. Dr. Smt. S.N. Patil, Teacher Representative
10. C. P. Shirore, Teacher Representative
11. Dr. S.M. Magdum, Teacher Representative
12. M.N. Shelar, Teacher Representative
13. Sanyukta Patil, Student Representative

14. Shri. D.H. Shinde, Registrar
15. Pradnya Chandorkar, Alumni Representative
16. Nilesh Kshirsagar, Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

**Agenda Item 1:** To Review of the minutes of the earlier meeting

The minutes of the meeting conducted on 18.07.2016 read by the secretary. Review of the minutes was taken by the members and the minutes of the meeting were approved.

IQAC took a note of the following issues that followed from the last meet.

- ✓ The Green Audit Conducted by team of Environmental External Experts
- ✓ Workshop on the competitive examination guidance conducted by Competitive Exam Cell
- ✓ The National Conference on historiography conducted by the department of History
- ✓ The Mahindra Scholarship extended by Mahindra and Mahindra Company for Meritorious financially weaker students
- ✓ The Health Insurance facility is availed of 627 students
- ✓ Newly Formed University Act
- ✓ Successful conduction of D-Space workshop on 03-Dec.-2016 and 04-Dec.-2016

The IQAC members, after an exchange of ideas and thought made the following points:

**Agenda Item 2:** Appreciation of the efforts taken by faculty

The IQAC appreciated the efforts of the faculties and the support staff in conducting more than 40 co-curricular activities for the students.

**Agenda Item 3:** Installation of firewall to restrict the misuse of internet facility

**Resolution:** It has been observed that the internet facility is misused by some students and others in the college campus. Some students are wasting time on social media and other than

educational sites. Hence the IQAC members suggested to install firewall for the restriction of misuse of the internet facility.

**Agenda Item 4:** Maintenance of electronic equipments

**Resolution:** It has been observed that some of the equipments are out of use due to lack of periodic maintenance. The IQAC suggested to appoint the agencies for repairing electrical and electronic equipments in the college through establishing Annual Maintenance Contract for the same.

Proposed by: Dr. M.B. Matsagar

Seconded by: Prof. M.N. Shelar

**Agenda Item 5:** Resubmission of LOI of the college

**Resolution:** After initiation of submission of LOI the process was interrupted because of incorrect name of the college on the NAAC website. Accordingly the request was made to NAAC for the correction in the name. The NAAC had then corrected the Name of the College in the LOI submission process. Finally, the LOI was resubmitted on 23-Mar-2017. Further necessary steps for the submission of the hard copies of SSR and relevant documents to the NAAC were taken. During this process NAAC office inquired to submit the AQAR of 2015-16 and 2016-17. These AQARs then reviewed by the faculty members of IQAC and submitted to the NAAC.

**Agenda Item 6:** Implementation of new Feedback system

**Resolution:** The feedback system of the college will be switched offline to online from the next academic year. The process has been initiated by providing online feedback forms for the alumni in the first step. Further, the online forms for the teacher's evaluation by the students, feedback on curriculum and campus feedback will be made available from Oct. 2017. The feedback will be reviewed and analyzed by External Peer and the outcomes will be submitted to IQAC.

**Agenda Item 7 :** Final draft of the perspective plan for 2016-2021

The final draft of the perspective plan for term 2016-2021 was presented by the coordinator. The plan was reviewed by the members and was then approved.

**Agenda Item 8 :** Any other issues

Dr. P.M. Nalawade suggested organizing Research Innovation Conference. The same was communicated to the Research Advisory Committee through the member.

The vote of thanks was proposed by Coordinator.

**Minutes of the Meeting of 2017-18 held on 28<sup>th</sup> July 2017**

**Venue:** IQAC Room, Annex-2 Biotech Building

**Date:** 28/07/2017

**Time:** 11:00 - 12:30

**Agenda of the Meeting:**

1. To review and finalize minutes of the last meeting.
2. To take review of results of the departments
3. To plan the academic activities of the year
4. Preparations of the departments on the background of the peer team visit
5. Any other issues.

**Members Present:**

1. Dr. V.B. Gaikwad, Chairperson
2. Hon. Smt. Neelimatai Pawar, Management Representative
3. Dr. Vitthal Matthad, Industrial Expert
4. Prof. V.R. Gunale, Academic Expert
5. Dr. M.B. Matsagar, Coordinator
6. Dr. S.D. Savale, Secretary
7. Dr. B.L. Gadakh, Teacher Representative
8. Dr. Smt. J.N. Bandal, Teacher Representative
9. Dr. Smt. S.N. Patil, Teacher Representative
10. C. P. Shirore, Teacher Representative
11. Dr. Smt. S.M. Magdum, Teacher Representative
12. M.N. Shelar, Teacher Representative
13. Sanyukta Patil, Student Representative
14. Swapnil Kharade, Alumni Representative

**Leave of Absence was granted to the following members:**

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Internal Quality Assurance Cell, K.T.H.M. College, Nashik

1. Nilesh Kshirsagar, Student Representative
2. Pradnya Chandorkar, Alumni Representative

**IQAC members, after exchange of ideas and thought, made the following resolutions**

**Agenda Item 1: Review of the Earlier Meeting**

- ✓ The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved
- ✓ IQAC coordinator welcomed and briefed the committee members on the agenda
- ✓ IQAC took note of the following issues that followed from the last meet
- ✓ Successful conduction of CAS program conducted on 27-Nov-2016 and on 10-June-2017

**Agenda Item 2:** To take review of results of the departments

**Resolution:** The review of result analysis submitted by the departments was taken up by the members of IQAC.

**Agenda Item 3:** To review and plan the academic activities of the year

**Resolution:** The review of online admission process and filled and vacant seats was taken.

The review of feedback analysis was taken. The departmental heads were suggested to plan for curricula and co-curricular activities and also to submit proposals for workshops, seminars and conferences.

Proposed by: Dr. M.B.Matsagsar

Seconded by: Dr. V.B. Gaikwad

**Agenda Item 4:** Preparations of the departments on the background of the peer team visit.

**Resolution:** On the background of peer team visit for Reaccreditation, Principal Dr. V.B. Gaikwad had taken review of the documentations of IQAC. Further the review of the departmental propositions was also taken and suggestions were given



**Agenda Item 5:** Any other issues raised by members of IQAC

C.P. Shirore presented the developments of the institutional repository of the college. Some aspects were discussed, suggestions were made and advised to strengthen the activity.

Proposed by: C.P. Shirore

Seconded by: Dr. V.B. Gaikwad

Dr. P.M. Nalawade (ARC) discussed the issues of renewal of recognition of Ph.D. /M.Phil Research centers of Marathi, Hindi, Economics, Commerce, Chemistry, Botany, Zoology and Environmental Science.

The vote of thanks was proposed by the Secretary