

2018-19

K.R.T.Arts, B.H. Commerce and A.M. Science  
(K.T.H.M.) College, Nashik  
Internal Quality Assurance Cell

## IQAC Minutes



## Minutes of the Meeting of 2018-19 held on 14 July 2018

Venue: IQAC Room, Annex-2 Biotech Building

Date: 14/07/2018

Time: 11:30 - 01:30

### Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting
2. To review admission process and time table of UG and PG
3. To prepare academic calendar of the year and update teacher diary
4. Planning of academic and research activities of the college and departments
5. Planning of academic and administrative audit
6. Proposal for introduction of skill oriented UGC-B.Voc. courses and Extension for old UGC-B.Voc. Courses.
7. Inception of M.Sc. statistics and BCA Computer
8. To start new M.Phil and Ph.D. Programme
9. Promoting departments to organize conferences, workshops, seminars, Faculty development programmes, Refresher courses, Teacher enrichment programmes, outreach and extension activities
10. Submit proposal for major and minor research projects
11. 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. Prof. J. S. Aher           | : | Administrative officer    |
| 4. Prof. V. S. Kale           | : | Administrative officer    |
| 5. Prof. P. V. Kotame         | : | Administrative officer    |
| 6. Dr. S. K. Muthal           | : | Administrative officer    |
| 7. Dr. B. D. Patil            | : | Administrative officer    |
| 8. Dr. N. D. Gaikwad          | : | Coordinator               |
| 9. Dr. P. M. Nalawade         | : | Teacher Representative    |
| 10. Dr. B. L. Gadakh          | : | Teacher Representative    |

- |                             |   |                        |
|-----------------------------|---|------------------------|
| 11. Dr. S. A. Gurule        | : | Teacher Representative |
| 12. Dr. C. P. Shirore       | : | Teacher Representative |
| 13. Dr. G. J. Mogal         | : | Teacher Representative |
| 14. Dr. M. N. Shelar        | : | Teacher Representative |
| 15. Dr. Manjiri Rathod      | : | Teacher Representative |
| 16. Mrs. Pradnya Chandodkar | : | Alumni representative  |
| 17. Miss Shubhada Deshmukh  | : | Student Representative |
| 18. Mr. Vedant Mudada       | : | Student Representative |

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

- |                        |   |                       |
|------------------------|---|-----------------------|
| 1. Mr. Vaibhav Puranik | : | Alumni Representative |
| 2. Prof. V. R. Gunale  | : | Academic Expert       |
| 3. Dr. Masum Deshmukh  | : | Industrial 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 admission process and time table of UG and PG

**Resolution:** Review of admission process and time table of UG and PG programmes was done with discussions. Further it was resolved to set out strategies of teaching, learning and evaluation and extend the use of ICT.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. P. M. Nalawade

**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 record of academic and administrative activities is automated through internal system developed using Google API Scripts (GAS) including daily records of teaching activities.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Prof. C. P. Shirore

**Agenda Item 4:** Planning of academic and research activities of the college and departments

**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. : English, Geography, Microbiology

M.Phil.: English, Geography, Microbiology

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. B. L. Gadakh

**Agenda Item 5:** Planning of academic and administrative audit

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

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. B. L. Gadakh

**Agenda Item 6:** Proposal for introduction of skill oriented UGC-B.Voc. courses and Extension for old UGC-B.Voc. Courses.

**Resolution:** Initiatives taken by central government regarding the introduction of skill oriented programmes through NSQF and UGC as per the need of local community, the college should submit the proposal to UGC to initiate skill oriented programmes.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

**Agenda Item 7:** Inception of M.Sc. statistics and BCA Computer

**Resolution:** Review of conduct of newly introduced M.Sc. statistics and BCA Computer courses was taken.

**Agenda Item 8:** To start new M.Phil and Ph.D. Programme

**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.** : Microbiology, English and Geography

**M.Phil.** : Microbiology, English and Geography

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. B. L. Gadakh

**Agenda Item 9:** Promoting departments to organize and submit the proposals for Faculty Development Programs, Refresher/Orientation programmes, Teacher enrichment programmes, conference/ seminar/ workshop

**Resolution:** The college should submit proposals for Faculty Development Programme (FDP), Refresher/Orientation programmes, Teacher enrichment programmes 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.

**Agenda Item 10:** Submit proposal for major and minor research projects

**Resolution:** The faculty members shall submit proposals for Major-Minor research projects to different funding Agencies during academic year.

Proposed by : Dr. V. B. Gaikwad

Seconded by: Dr. P. M. Nalawade

**Agenda Item 11:** Any Other issues

The IQAC coordinator suggested all the members to collect information from the departments for the preparation of AQAR 2017-18.

After thorough discussion it was suggested to collect information and prepare AQAR as early as possible and present and finalize it in IQAC meeting.

Vote of thanks was proposed by the IQAC coordinator

**Minutes of the Meeting of 2018-19 held on 12 December 2018**

**Venue:** IQAC : Meeting Hall, Main Building

**Date:** 12/12/2018

**Time:** 12:00 - 2:00

**Agenda of the Meeting:**

1. To review and confirm the minutes of the last meeting
2. To review the AQAR contents and further approve them
3. To introduce new online mechanism and system to plan, organize and collect IQAC data
4. International, National, State level conferences, Teachers training programs, workshops, seminars etc.
5. Participation in project competition and other competitions
6. Inception of newly sanctioned B.Voc. courses and providing the basic infrastructure of newly sanctioned B.Voc. courses
7. To promote departments to apply and conduct syllabus revision workshops
8. Final Presentation for the DST-FIST
9. To prepare time table of the course work for M.Phil. and Ph.D. students
10. Design Placement activities
11. 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. Prof. J. S. Aher           | : | Administrative officer    |
| 4. Prof. V. S. Kale           | : | Administrative officer    |
| 5. Prof. P. V. Kotame         | : | Administrative officer    |
| 6. Dr. S. K. Muthal           | : | Administrative officer    |
| 7. Dr. B. D. Patil            | : | Administrative officer    |
| 8. Dr. N. D. Gaikwad          | : | Coordinator               |
| 9. Dr. P. M. Nalawade         | : | Teacher Representative    |
| 10. Dr. B. L. Gadakh          | : | Teacher Representative    |
| 11. Dr. S. A. Gurule          | : | Teacher Representative    |

12. Dr. C. P. Shirore	:	Teacher Representative
13. Dr. G. J. Mogal	:	Teacher Representative
14. Dr. M. N. Shelar	:	Teacher Representative
15. Dr. Manjiri Rathod	:	Teacher Representative
16. Miss Shubhada Deshmukh	:	Student Representative
17. Mr. Vedant Mudada	:	Student Representative
18. Mr. Vaibhav Puranik	:	Alumni Representative

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

1. Mrs. Pradnya Chandodkar	:	Alumni representative
2. Prof. V. R. Gunale	:	Academic Expert
3. Dr. Masum Deshmukh	:	Industrial Expert

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

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

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.

- ✓ UGC sanctioned five new B.Voc. Courses and give extension to already sanctioned B.Voc. courses
- ✓ University sanctioned International conference (Languages), National conference () and state level conference (Geography & Environmental Science)
- ✓ MHRD sanctioned one Refresher course (Environmental science), One FDP (Chemistry) and Principal meet under PMMMMNMTT scheme

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

**Resolution:** The content of AQAR 2017-18 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.

Proposed by: Dr. N. D. Gaikwad

Seconded by: Principal Dr. V. B. Gaikwad

**Agenda Item 3:** To introduce new online mechanism and system to plan, organize and collect IQAC data

**Resolution:** The IQAC has prepared new plans and online system 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.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Prof. C. P. Shirore

**Agenda Item 4:** International, National, State level conferences, workshops, seminars etc.

**Resolution:** The IQAC members suggested to the heads of respective departments to organize International conference (Languages), National conference ( ) and state level conference (Geography & Environmental Science) sanctioned by university. In addition IQAC members also suggested to conduct one Refresher course (Environmental science), One FDP (Chemistry) and Principal meet under PMMMNMTT scheme sanctioned by MHRD

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. B. L. Gadakh

**Agenda Item 5:** Participation in project competition 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 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.

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. P. M. Nalawade

**Agenda Item 6:** Inception of newly sanctioned B.Voc. courses and providing the basic infrastructure of newly sanctioned B.Voc. courses

**Resolution:** The IQAC reviewed the functioning of newly started courses and advised to take essential steps for increasing the number of collaborations and MOUs and invite industrial partners



as a visiting lecturer.

As per suggestion of the Principal, IQAC decided to change the schedule of the academic programmes for the optimal use of existing resources for the first year B.Voc. courses and from next year separate classrooms and laboratories are provided.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

**Agenda Item 7:** 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.

**Agenda Item 8:** Final Presentation for the DST-FIST

**Resolution:**

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. C. P. Shirore

**Agenda Item 9:** To prepare time table of the course work for M.Phil. and Ph.D. students

**Resolution:** Academic Research Coordinator, had given information for the syllabus of course work and IQAC members directed to the Heads of the department to prepare time table and inform to M.Phil. and Ph.D. students. IQAC insisted to follow all feasible innovative and qualitative methods as per revised syllabus for continuous assessment.

**Agenda Item 10:** Placement activities

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 : Dr. N. D. Gaikwad

**Agenda Item 10:** Any other relevant issues made by the IQAC members

IQAC coordinator suggested to introduce Green audit, fire audit, Rain water harvesting, apiculture, sericulture, vermiculture etc. on the campus

One week space program organised in collaboration with National Space Agency, Nashik chapter

Vote of thanks was proposed by the IQAC coordinator



### **Minutes of the Meeting of 2018-19 held on 20 April 2019**

**Venue:** Meeting Hall, Main Building

**Agenda of the Meeting:**

1. To review and confirm the minutes of the last meeting
2. Review of action taken report
3. To organize Central Assessment Program for Nashik district
4. Review of placement activities
5. Academic and administrative audit
6. Updation of college website
7. Feedback report of the departments
8. Upgradation of basic infrastructure
9. Extension of the campus for B.Voc. courses
10. Review of MOUs and collaboration
11. Grievance redressal cell, Health and counselling centre
12. Strengthening the library and maintenance of infrastructure
13. Review of ATR and planning for AQAR 2018-19
14. Any other issues : Online data collection for AQAR, e-database for the library, Lecture capturing system

**Members Present:**

- |                        |   |                        |
|------------------------|---|------------------------|
| 1. Dr. V. B. Gaikwad   | : | Chairperson            |
| 2. Prof. V. R. Gunale  | : | Academic Expert        |
| 3. Dr. Masum Deshmukh  | : | Industrial Expert      |
| 4. Prof. J. S. Aher    | : | Administrative officer |
| 5. Prof. V. S. Kale    | : | Administrative officer |
| 6. Prof. P. V. Kotame  | : | Administrative officer |
| 7. Dr. S. K. Muthal    | : | Administrative officer |
| 8. Dr. B. D. Patil     | : | Administrative officer |
| 9. Dr. N. D. Gaikwad   | : | Coordinator            |
| 10. Dr. P. M. Nalawade | : | Teacher Representative |
| 11. Dr. B. L. Gadakh   | : | Teacher Representative |

12. Dr. S. A. Gurule	:	Teacher Representative
13. Dr. C. P. Shirore	:	Teacher Representative
14. Dr. G. J. Mogal	:	Teacher Representative
15. Dr. M. N. Shelar	:	Teacher Representative
16. Dr. Manjiri Rathod	:	Teacher Representative
17. Miss Shubhada Deshmukh	:	Student Representative
18. Mr. Vedant Mudada	:	Student Representative
19. Mr. Vaibhav Puranik	:	Alumni Representative

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

Hon. Smt. Neelimatai Pawar	:	Management Representative
Mrs. Pradnya Chandodkar	:	Alumni representative

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:** To review and confirm the minutes of the last meeting

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.

- ✓ To introduce new online mechanism and system to plan, organize and collect IQAC data
- ✓ International, National, State level conferences, Teachers training programs, workshops, seminars etc.
- ✓ To prepare time table of the course work for M.Phil. and Ph.D. students
- ✓ Review of Placement activity

**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

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

**Agenda Item 3:** To organize Central Assessment Program for Nashik district

**Resolution:** IQAC members appreciate the efforts of the faculty and the staff of the college for conducting Central Assessment Program for Nashik district.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Prof. C. P. Shirore

**Agenda Item 4:** Review of placement activities

**Resolution:** Review of placement activities was done with discussions and critical evaluation. Further it was resolved to set out new strategies for next year.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

**Agenda Item 5:** Academic and administrative audit

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

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. B. L. Gadakh

**Agenda Item 6:** 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.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. M. N. Shelar

**Agenda Item 7:** 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.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

**Agenda Item 8:** Upgradation of basic infrastructure for new programmes

**Resolution:** As per suggestion of Dr. N. D. Gaikwad regarding newly sanctioned programmes the IQAC decided to send proposal to LMC to upgrade basic infrastructure. Also IQAC suggested to change schedule of the academic programmes for the optimal use of existing resources.

Proposed by: Dr. N. D. Gaikwad

Seconded by: Dr. V. B. Gaikwad

**Agenda Item 9:** Extension of the campus for B.Voc. courses

**Resolution:** For initiation of new B.Voc. courses, Dr. V. B. Gaikwad recommended to shift B.Voc. courses in extended campus and procure infrastructural needs, teaching aids and educational resources etc.

Proposed by: Dr. N. D. Gaikwad

Seconded by: Prof. C. P. Shirore

**Agenda Item 10:** To introduce the bridge courses

**Resolution:** The IQAC proposed to initiate the bridge courses for the students of different faculty as a means of preparing students for university curriculum and successful completion of UG/PG degree.

Proposed by: Dr. M. N. Shelar

Seconded by: Dr. B. L. Gadakh

**Agenda Item 10:** Review of MOUs and collaboration

**Resolution:** 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.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

**Agenda Item 11:** Grievance redressal cell, Health and counselling centre

**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: Dr. P. M. Nalawade

**Agenda Item 12:** Strengthening the library and maintenance of infrastructure 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 13:** Review of ATR and planning for AQAR 2018-19

The IQAC coordinator suggested all the members to collect information from the departments for the preparation of AQAR 2018-19.

After thorough discussion it was suggested to collect information and prepare AQAR as early as possible and present and finalise it in next IQAC meeting.

**Agenda Item 14:** Any other issues :

- ✓ Alumni Association,
- ✓ e-database for the library
- ✓ Lecture capturing system

Vote of thanks was proposed by the IQAC coordinator