

K.R.T. Arts, B.H. Commerce and A.M. Science (K.T.H.M.) College, Nashik Minutes of the Meeting

Venue: IQAC Room, Annex-2 Biotech Building

Date: 08/07/2019 **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 administrate audit, Green Audit, Gender Audit, Energy Audit
- 6. Proposal for introduction of skill oriented UGC-B.Voc. courses and Extension for old UGC-B.Voc. Courses.
- 7. Proposal for the UGC-PARAMARSH Scheme
- 8. Inception of M.Sc. statistics and BCA Computer
- 9. To start new Ph.D. Programme
- 10. Promoting departments to organize conferences, workshops, seminars, Faculty development programmes, Refresher courses, Teacher enrichment programmes, outreach and extension activities
- 11. Submit proposal for major and minor research projects
- 12. Any other relevant issues made by the IQAC members

Members Present:

1. Members Present:

1. Dr. V. B. Gaikwad : Chairperson

Prof. J. S. Aher
 Administrative officer
 Prof. V. S. Kale
 Administrative officer

4. Prof. P. V. Kotame : Administrative officer

5. Dr. S. K. Muthal : Administrative officer

6. Dr. B. D. Patil : Administrative officer

7. Dr. N. D. Gaikwad : Coordinator

8. Dr. P. M. Nalawade : Teacher Representative

9. Dr. B. L. Gadakh : Teacher Representative

10. Dr. S. A. Gurule : Teacher Representative

11. Dr. C. P. Shirore : Teacher Representative

12. Dr. G. J. Mogal : Teacher Representative

13. Dr. M. N. Shelar : Teacher Representative

14. Dr. Manjiri Rathod : Teacher Representative

15. Mr. Vaibhav Puranik : Alumni Representative

16. Miss Shubhada Deshmukh : Student Representative

17. Mr. Vedant Mudada : Student Representative

18. Shri. R. S. Kute : Office Superintendent

Leave of Absence was granted to the following members:

1. Hon. Smt. Neelimatai Pawar : Management Representative

2. Prof. V. R. Gunale : Academic Expert

3. Mrs. Pradnya Chandodkar : Alumni representative

4. 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. J. S. Aher

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. P. M. Nalawade

Agenda Item 5: Planning of academic and administrate audit, Green Audit, Gender Audit, Energy Audit

Resolution: The academic and administrative audit, Green Audit, Gender Audit, Energy Audit should be conducted by appointing external agency.

Proposed by : Dr. V.B. Gaikwad

Seconded by : Dr. M. N. Shelar

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: Proposal for the UGC PARAMARSH scheme

Resolution: IQAC should prepare proposal and submit to UGC for the new UGC-PARAMARSH scheme initiative taken by UGC for the mentoring of Non accredited institution.

Proposed by : Dr. V. B. Gaikwad

Seconded by : Dr. N. D. Gaikwad

Agenda Item 8: Inception of M.Voc. in Printing Technology and Interior Design **Resolution:** Review of conduct of newly introduced M.Voc. in Printing Technology and Interior Design courses was taken.

Proposed by : Dr. V. B. Gaikwad Seconded by : Dr. N. D. Gaikwad

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.

Proposed by : Dr. V. B. Gaikwad

Seconded by : Dr. S. A. Gurule

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. D. S. Khandbahale

Agenda Item 11: Any Other issues

The IQAC coordinator suggested all the members to collect information from the departments for the preparation of AQAR 2019-20.

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

Vote of thanks was proposed by the IQAC coordinator

Dr. N. D. Gaikwad

IQAC coordinator

Dr. V. B. GaikwadPrincipal



K.R.T. Arts, B.H. Commerce and A.M. Science (K.T.H.M.) College, Nashik Minutes of the Meeting

Venue: IQAC : Meeting Hall, Main Building

Date: 12/10/2019 **Time:** 11:00 - 1:00

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting

2. To prepare the AQAR for the year 2019-20

- 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 M.Voc. courses and providing the basic infrastructure of newly sanctioned M.Voc. courses
- 7. To promote departments to apply and conduct syllabus revision workshops
- 8. To implement the UGC PARAMARSH Scheme
- 9. To prepare time table for the M.Phil. and Ph.D. students interview
- 10. Design Placement activities
- 11. To arrange the CAS promotion camp for Nashik district
- 12. 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. Mrs. Pradnya Chandodkar Alumni representative 18. Mr. Vedant Mudada Student Representative

Leave of Absence was granted to the following members:

19. Mr. Vaibhay Puranik

20. Shri. R. S. Kute

Prof. V. R. Gunale : Academic Expert
 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.

Alumni Representative

Office Superintendent

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

- ✓ UGC sanctioned two new M.Voc. Courses and give extension to already sanctioned B.Voc. courses
- ✓ UGC sanctioned UGC-PARAMARSH scheme for the college
- ✓ University sanctioned International conference (Biotechnology) and state level conference (Mass Media)
- ✓ MHRD sanctioned FDP (Mathematics) and Principal meet under PMMMNMTT scheme

Agenda Item 2: To prepare the AQAR for the year 2019-20

Resolution: The content of AQAR 2019-20 of the college is asked to prepare by IQAC members.

Proposed by : Dr. N. D. Gaikwad

Seconded by : Principal Dr. V. B. Gaikwad

Agenda Item 3: To update 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 suggested to the heads of all departments to organize International conference, National conference, state level conference, seminars, workshops, etc. In addition IQAC members also suggested to conduct Refresher course, Faculty Development Programme and Principal meet.

Proposed by : Dr. V.B. Gaikwad

Seconded by : Dr. M. N. Shelar

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. 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 M.Voc. courses and providing the basic infrastructure of newly sanctioned M.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 M.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.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Prof. J. S. Aher

Agenda Item 8: To implement the UGC-PARAMARSH scheme

Resolution: UGC sanctioned UGC-PARAMARSH scheme for the institute. Institute started

the work with nine selected mentee colleges.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. M. N. Shelar

Agenda Item 9: To prepare time table for the interview of Ph.D. students

Resolution: Academic Research Coordinator, had given information about the Ph.D.

vacancies of all department and decided to prepare time table of the interview of Ph.D.

students.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. V. S. Kale

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. P. V. Kotame

Agenda Item 11: To arrange the CAS promotion camp for Nashik district

Resolution: The IQAC has prepared plan to organise CAS promotion camp for Nashik district.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. B. L. Gadakh

Agenda Item 12: Any other relevant issues made by the IQAC members

IQAC informed that college is going to organize Central Assessment Program (SYBSc / TYBSc) for Nashik district in the science subject.

IQAC coordinator suggested to introduce waste management, Rain water harvesting, apiculture, sericulture, vermiculture etc. on the campus

Institute is also applied for the new UGC STRIDE scheme

Vote of thanks was proposed by the IQAC coordinator

Dr. N. D. Gaikwad

IQAC coordinator

Dr. V. B. GaikwadPrincipal



K.R.T. Arts, B.H. Commerce and A.M. Science (K.T.H.M.) College, Nashik Minutes of the Meeting

Venue: IQAC: Meeting Hall, Main Building

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. International, State level conferences, Teachers training programs, workshops, seminars etc.

4. Participation in project competition and other competitions

5. To promote departments to apply and conduct syllabus revision workshops

6. Design Placement activities

7. Central Assessment Program for Nashik district

8. 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 : IQAC 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

19. Shri. R. S. Kute : Office Superintendent

Leave of Absence was granted to the following members:

1. Mrs. Pradnya Chandodkar : Alumni representative

2. Prof. V. R. Gunale : Academic Expert3. 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.

✓ University sanctioned International conference (Life Sciences), and state level conference (Mass Media)

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

Resolution: The content of AQAR 2019-20 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 present this in front of college development committee and then submit it to NAAC.

Proposed by: Dr. N. D. Gaikwad

Seconded by: Principal Dr. V. B. Gaikwad

Agenda Item 3: To organise International, State level conferences, workshops, seminars etc.

Resolution: The IQAC members informed the head of departments that S. P. Pune University sanctioned International conference in Life sciences and State conference for Mass Media. In addition IQAC also suggested to all Head of department to conduct Faculty development program, workshops, seminars and conferences.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. S. A. Gurule

Agenda Item 4: 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 5: 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 S. P. Pune University.

Proposed by: Dr. V.B. Gaikwad

Seconded by: Dr. J. S. Aher

Agenda Item 6: 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. M. N. Shelar

Agenda Item 7: 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: Dr. B. L. Gadakh

Agenda Item 8 : Any other relevant issues made by the IQAC members

IQAC coordinator informed about UGC-PARAMARSH scheme and out of nine mentee colleges three colleges get accredited with the expected grade.

Vote of thanks was proposed by the IQAC coordinator

Dr. N. D. Gaikwad

IQAC coordinator

Dr. V. B. Gaikwad

Principal



K.R.T. Arts, B.H. Commerce and A.M. Science (K.T.H.M.) College, Nashik Minutes of the online Meeting

Venue: Meeting Hall, Main Building

Date: 03/04/2020 **Time:** 11:30 - 01:30

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting

2. Review of syllabus for UG and PG

3. Review of the practical and theory examinations of UG and PG

4. Online platform for lectures of UG and PG

5. Review of the workshops, seminars, conferences etc.

6. Review of Feedback

Members Present:

1. Dr. V. B. Gaikwad : Chairperson

2. Dr. Masum Deshmukh : Industrial Expert

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 : IQAC 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 Representativ

19. Shri. R. S. Kute : Office Superintendent

Leave of Absence was granted to the following members:

Hon. Smt. Neelimatai Pawar : Management Representative

Mrs. Pradnya Chandodkar : Alumni representative

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: 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 lectures

✓ Successfully completed State level conferences

✓ To prepare time table of the Internal and practical examinations

✓ Review of Placement activity

Agenda Item 2: Review of syllabus for UG and PG

Resolution: Principal ask all HODs about the completion of syllabus of the UG and PG classes. In most of the subjects UG syllabus is completed but few of them are remaining as well as for PG nearly all departments are completed nearly 50-70% syllabus.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. J. S. Aher

Agenda Item 3: Review of the practical and theory examinations of UG and PG

Resolution: Principal appreciate the efforts of the faculty and the staff of the college for conducting practical examination as well as internal examination for UG courses.

Proposed by: Principal Dr. V. B. Gaikwad

Seconded by: Dr. J. S. Aher

Agenda 4: Review of Action plan for e-Learning activities

Resolution: In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various online teaching methods such as recorded video lectures, additional teaching materials, e-notes, e-books, online test, Assignments etc are to be use by staff for conducting teaching-learning processes through online mode.

Proposed by : Principal Dr. V. B. Gaikwad

Seconded by : Dr. M. N. Shelar

Agenda 5: Resources and Infrastructure requirement for online teaching

Resolution: IQAC is discussed that the institute would work for the requirements of ICT tools and equipment's for the online teaching.

Proposed by : Principal Dr. V. B. Gaikwad

Seconded by : Dr. M. N. Shelar

Agenda Item 6: Review of the workshops, seminars, conferences etc.

Resolution: Principal inform all HODs to take syllabus revision workshops sanctioned by University through online mode and also ask HODs to arrange workshops and seminars through online mode only.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. V.S. Kale

Agenda Item 7: Feedback report of the departments

Resolution: IQAC ask all HODs to share the feedback link with students.

Proposed by: Dr. V. B. Gaikwad

Seconded by: Dr. N. D. Gaikwad

Agenda Item 8: Any other issues:

- ✓ Lecture capturing system (Audio Visual lecture recording studio)
- ✓ To prepare e-learning portal for online teaching
- ✓ To prepare KTHM you tube channel for uploading the recorded videos

Vote of thanks was proposed by the IQAC coordinator

Dr. N. D. Gaikwad

IQAC coordinator

Dr. V. B. Gaikwad

Principal