



दुरितांचे तिमिर जावो

Sant Dnyaneshwar Shikshan Sanstha, Islampur's  
**Hon. Shri. Annasaheb Dange Arts, Commerce  
and Science College , Hatkanangale -416109,  
Dist -Kolhapur (MS)**

Website- [www.adcacsc.in](http://www.adcacsc.in). Phone- (0230)2483521  
Est. June 1998



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

**Academic Year  
(2018~19)**

## **Internal Quality Assurance Cell (IQAC)**

**Date: 29/06/2018**

### **Minutes of the First Meeting of IQAC**

Minutes of the first meeting of IQAC held on 29/06/2018 at 12.30 pm in the IQAC room (Room No 06) were approved and recorded as below:  
Members Present in the Meeting: All Members were present fulfilling the required quorum.

#### **1.1. Reading and confirming the minutes of the last meeting**

Minutes of the last IQAC meeting held on 16th March 2018 were read out by Mr. Digambar S. Kulkarni, the coordinator of IQAC before all the present members. Afterwards they were confirmed with the sign of the chairman and the present members.

#### **1.2. Discussing and finalizing the AQAR of the A. Y. 2017-18**

Mr. Digambar S. Kulkarni, the coordinator of IQAC read out the rough version of the AQAR of 2017-18 and it was kept before the present members for discussion and recommendations. After a small discussion, it was resolved to submit the AQAR in the month of August 2018.

#### **1.3. Annual Calendar and Distribution of Portfolios:**

Mr. Digambar S. Kulkarni, the coordinator of IQAC disclosed the annual calendar of the academic year 2018-19 before all present members for discussion. After a brief deliberation on the calendar, it was resolved to publish this on college website. Principal Dr. Yojana Jugale distributed the portfolios for organizing co-curricular and extra-curricular activities throughout the year. Some of the faculty members demanded guidelines of their portfolios. Considering this the responsibility of preparing the guidelines was handed over to the coordinator of IQAC. After few comments, it was resolved to do as per deliberations.

#### **1.4. Preparing for the 3rd Cycle of Accreditation of the College:**

Dr. Yojana Jugale, the Principal of the college informed all members that the college is going to apply for the 3rd Cycle of Accreditation by NAAC during this year. Regarding this, she asked the coordinator to elaborate the process in detail. Mr. Digambar Kulkarni, the Coordinator of IQAC detailed the overall process beginning with IIQA submission, preparation and submission of SSR, DVV clarification process and finally the Peer Team Visit. Being aware of the process it was resolved to submit the IIQA in the month of August and then after confirmation from NAAC, the SSR of

Would be submitted immediately.

### **1.5. Organizing Workshops and FDPs for enhancing abilities:**

The IQAC recommended to conduct workshops or FDPs for enhancing abilities of students, faculty and staff. Considering this recommendation it was resolved to organize workshop on research methodology, implementation of e-governance and Moodle based teaching under the lead college scheme.

### **1.6. Any other matter with prior permission of the chairperson**

Following issues and topics were taken for deliberations during the session for any other matter:

- Construction, renovation and repairing of infrastructural facilities was taken into consideration. After discussing the point, it was resolved to enrich the sports facilities, laboratory and library resource, small store rooms and extension of toilet blocks, etc.
- It was also resolved to introduce few certificate and value added courses for the overall development of the students during the year.

As there were no any other matters left for deliberations, the meeting ended with the vote of thanks to the chairperson and all present members and it was expressed by Mr. Digambar Kulkarni, the coordinator of IQAC.

Minutes Recorded by  
Mr. Digambar Kulkarni  
Coordinator of IQAC

Minutes Approved by  
Prin. Dr. Yojana Jugale  
Chairman of IQAC

## **Internal Quality Assurance Cell (IQAC)**

Date: 03/10/2018

### **Minutes of the Second Meeting**

Minutes of the second meeting of IQAC held on 03/10/2018 at 12.30 pm in IQAC room (Room No. 06). The following matters were discussed in the meeting.

#### **2.1. Reading and confirming the minutes of the last meeting**

Minutes of the first IQAC meeting held on 29th June 2018 were read out by Mr. Digambar S. Kulkarni, the coordinator of IQAC before all the present members and afterwards they were confirmed with the sign of the chairperson and all present members.

#### **2.2. Reporting the work done for the 3rd Cycle of Accreditation**

Prin. Dr. Yojana Jugale informed that the college is about to complete the process of submitting data for NAAC assessment. She asked the coordinator to brief about process and completion of the work. The coordinator of IQAC informed all members that IIQA was accepted by NAAC and the writing of SSR and the documentation of SSR is on the verge of completion. After deliberation, it was resolved to submit SSR to NAAC through the NAAC portal up to 6th October 2018.

#### **2.3. Integration of ICT in Teaching Learning:**

Considering importance of ICT in teaching learning, the IQAC recommended to increase the use of internet, computer and projector for classroom activities. It was resolved to maximize the use PPTs, Video lectures and teaching modules. Further, it was also resolved to maximize the use of participatory, experiential and collaborative teaching methods.

#### **2.4. Any other matter with prior permission of the chairperson :**

- The coordinator of IQAC instructed that the all criterion heads should be update their criterion files with supporting documents.
- The coordinator of Examination Committee suggested that the seminars, the project works and preliminary examination should organized in the month of October. After that the meeting ended with the vote of thanks for the chairman and all present members expressed by Dr. Ashok Jadhav.

**Mr. Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Prin. Dr. Yojana V. Jugale**  
**Chairman of IQAC**

## **Internal Quality Assurance Cell (IQAC)**

Date: 25th January 2019

### **Minutes of the Third Meeting**

Minutes of the third meeting of IQAC held on 25th January 2019 at 12.00 pm in the IQAC room (Room No. 06). The following items were taken for deliberations in the meeting.

#### **3.1. Reading and confirming the minutes of the last meeting**

Minutes of the second IQAC meeting held on 3rd October 2018 were read out by Mr. Digambar S. Kulkarni, the coordinator of IQAC before all the present members. Afterwards they were confirmed with the sign of the chairman and the present members.

#### **3.2. About the 3rd Cycle of NAAC Assessment:**

Prin. Dr. Yojana Jugale informed all IQAC members and faculty members that the DVV clarification process on submitted SSR was over and the institution will offer three different dates for NAAC Peer Team visit. After a small discussion, it was resolved that the institution should invite NAAC Peer Team by giving three different dates in the month of March 2019.

#### **3.3. Preparing Departmental Presentation**

Mr. Digambar Kulkarni, Coordinator of IQAC offered guidelines regarding departmental presentation before NAAC Peer Team during the visit. The topics like teacher quality, student quality, teaching learning methods, placements, significant achievements etc were taken for deliberation. After that it was resolved to prepare power point presentation detailing departmental curricular, co-curricular and extra-curricular activities.

#### **3.4. Reading DVV clarifications and Finalized SSR:**

To familiarize all faculty members, administrative staff and other stakeholders, the coordinator of IQAC read out the SSR and DVV clarification before the present members.

#### **3.5. Any other matter:**

The matters associated with infrastructural facilities, documentation centre, library and lab resources and website up date etc. were taken into consideration during the time of any other matter. After that the meeting ended with the vote of thanks to the chairman and all present members.

**Mr. Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Prin. Dr. Yojana V. Jugale**  
**Chairman of IQAC**

## **Internal Quality Assurance Cell (IQAC)**

Date: 20/03/2019

### **The Fourth IQAC Meeting**

Minutes of the fourth IQAC meeting held on 20/03/2020 at 12.30 pm in the IQAC room (Room No.06). Following items were taken for deliberations in the meeting.

#### **4.1. Reading and confirming the minutes of the last meeting**

Minutes of the third IQAC meeting held on 25th January 2019 were read out by the coordinator of IQAC and then, they were confirmed with the sign of the chairman and all present members.

#### **4.2. Reviewing all presentations prepared for Peer Team Visit**

Prin. Dr. Yojana Jugale asked all the faculty members for briefing their presentations and preparation. Following her instruction, the concerned heads of all departments, library, sports, etc assured the Principal that their preparation and presentation are well organized. Besides, the presentation of the Principal and the Coordinator of IQAC were also observed. After a deliberation, it was resolved to finalize tentative visit schedule.

#### **4.3. Preparing Tentative Peer Team Visit Schedule**

After observing the presentation and preparation of the all departments, the Principal and the coordinator of IQAC decided to prepare tentative peer team visit schedule as per NAAC guidelines.

#### **4.4. Any other matter**

Arrangement of welcome and introduction, cultural program, alumni-parent meet, photography and video shoot etc during the peer team visit were discussed by all members and it was resolved to assign proper work to each faculty and staff member. After the meeting ended with the vote of thanks.

**Mr. Digambar S. Kulkarni**  
**Coordinator of IQAC**

**Prin. Dr. Yojana V. Jugale**  
**Chairman of IQAC**

## **Internal Quality Assurance Cell (IQAC)**

### **ACTION TAKEN REPORT**

#### **Academic Year 2018-19**

Considering the future plans of the institution mentioned in the AQAR of 2017-18 and the resolutions passed in the IQAC meetings throughout the academic year, the following actions were taken for the implementation of the proposed plans:

**Plan of Action (POA):** To complete construction, renovation & repairing of the building.

**Action Taken:** As per the plan finalized in the beginning of the year, the construction, renovation and repairing of the sports building, canopying, small store rooms, extension of toilet blocks, ramp, flooring and the college road etc. were completed during the year.

**Plan of Action (POA):** To complete the third cycle of accreditation by NAAC.

**Action Taken:** IIQA submitted in the month of August. SSR submitted in the month of October. DVV completed in the month of January. NAAC Peer Team Visited in March 2019 and awarded with B+ grade in March 2019.

**Plan of Action (POA):** To introduce certificate and skill based courses for enhancing the abilities and skills of students.

**Action Taken:** 1. Certificate Course in Tally ERP 9 with GST was introduced. 2. Certificate Course entitled Introduction of Land Survey was introduced. 3. Certificate Course in Hindi Translation was introduced 4. Workshop on Entrepreneurship Development, Guidance on Job Opportunities, and Competitive Exams, were organized.

**Plan of Action (POA):** To organize Placement Camp and Job fairs on college campus

**Action Taken:** The placement cell of this college in collaboration with SHREE SOFT IT SOLUTION, PUNE organized a campus interview on 9<sup>th</sup> March 2019. Besides, a job fair was also arranged for guiding our students by the Placement Cell.

**Plan of Action (POA):** To organize Faculty and Staff Development programs for enhancing the skills and knowledge.

**Action Taken:** Workshops on Research Methodology, Moodle based Teaching, Administration and E-Governance, etc were organized during the year.