



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. Phone- (0230)2483521
Est. June 1998



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

**Academic Year
(2019~20)**

Internal Quality Assurance Cell (IQAC)

Date: 25/06/2019

Minutes of the First Meeting of IQAC

Minutes of the first meeting of IQAC held on 25/06/2019 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 20th March 2019 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 the PTR of NAAC

Mr. Digambar S. Kulkarni, the coordinator of IQAC read out the Peer Team Report and it was kept before the present members for discussion. After a small discussion, it was resolved to follow and implement the recommendations made by Peer Team.

1.3. Annual Calendar and Distribution of Portfolios:

Mr. Digambar S. Kulkarni, the coordinator of IQAC disclosed the annual calendar of the academic year 2019-20 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 the perspective plan of the institution:

Dr. Yojana Jugale, the Principal of the college informed that she is going to prepare the perspective plan of the institution for the next five years (2019-2024) considering the NAAC PTR, and other university assessment recommendations. She further asked to all faculty and staff to offer their suggestion regarding the development and improvement of the institution. It was resolved to do as per instructions.

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: 16/11/2019

Minutes of the Second Meeting

Minutes of the second meeting of IQAC held on 16/11/2019 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 25h June 2019 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. Discussing the PTR and Portfolio Activities

Considering the PTR and portfolio activity guidelines, the principal instructed all faculty members and staff should actively work and be up to date. It was resolved to organize at least two events by each portfolio committee. The work done report from criterion heads and office staff were also reviewed in this meeting.

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 November. After that the meeting ended with the vote of thanks for the chairman and all present members expressed by Dr. Niranjana Kulkarni

Mr. Digambar S. Kulkarni
Coordinator of IQAC

Prin. Dr. Yojana V. Jugale
Chairman of IQAC

Internal Quality Assurance Cell (IQAC)

Date: 31th Dec. 2019

Minutes of the Third Meeting

Minutes of the third meeting of IQAC held on 16th November 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 16th November 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 new manual of RAF (NAAC):

Prin. Dr. Yojana Jugale informed all IQAC members and faculty members that the NAAC has revised the institution assessment framework and asked the coordinator to read out the same. After a small discussion on some the new metrics, it was resolved to do for the betterment of the institution.

3.3. Orientation of the faculty and staff

Mr. Digambar Kulkarni, Coordinator of IQAC offered guidelines regarding departmental work and presentation, office work and administrative work documentation After that it was resolved to prepare power point presentation detailing departmental curricular, co-curricular and extra-curricular activities.

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)

Action Taken Report

Considering the future plans of the institution mentioned in the AQAR of 2016-17 and the resolutions passed in the IQAC meetings throughout the academic year, the following actions were taken for the implementation of the proposed plans:

1. Organization of Seminar : Two Webinars were organized (One by IQAC and the second one by the Library).
2. Updating Office automation, Library Software and other ICT infrastructure have been done throughout the year.
3. Proposals of getting funds for sports facilities and developments were submitted .
4. Faculty members were motivated and encouraged to participate in online webinars and FDPs and as a result above 60% faculty members completed FDPs.

Mr. Digambar S. Kulkarni
Coordinator of IQAC

Prin. Dr. Yojana V. Jugale
Chairman of IQAC