Loknete Ma. Hanmantrao Patil Charitable Trust's

ADARSH COLLEGE, VITA

Internal Quality Assurance Cell

Minutes

Day: Thursday **Date: 12th July, 2018**

Meeting of all members of IQAC was held on Thursday, 12th July, 2018 at 11.30 a.m. at IQAC office in order to discuss and plan the following activities to be organized by IQAC:

1. **To arrange ICT awareness programme for the faculty**

   In order to bring in qualitative output of the institute and as per the academic planning, it is quiet important and necessary to acquire skills of the changing times. The institution is going to organized ICT awareness programme for its faculty in order to inculcate and promote them for quality output. The particular event was discussed at length by all the members present at the meeting. All are of view that the programme will play vital role in quality improvement. The programme will represent the college and its all departments will work for its realization.

2. **Organization of intercollegiate activities**

   To exchange knowledge and crossing the subject boundaries is a need of time. To consider this phenomenon as a quality building initiative, the IQAC has taken a step forward to organize intercollegiate activities with nearby colleges. The task is also included in IQAC calendar. All members of IQAC present for the meeting agree unanimously.

Following members were present for the meeting:

Sr. No.	Name	Designation	Signature
1.	Dr. Shinde D.D.	Chairperson	
2.	Mr. Shinde S.S.	Coordinator	
3.	Mrs. Dhanwade S.N.	Teacher Representative	
4.	Mr. Nisargandh V.S.	Teacher Representative	
5.	Dr. Thorat U.L.	Teacher Representative	
6.	Dr. Varekar N.A.	Teacher Representative	
7.	Dr. Jagadale M.D.	Teacher Representative	
8.	Mr. Nikam S.T.	Management Representative	
9.	Mr. Adate S.S.	External Expert	
10.	Dr. Budhwani S.N.	Community Representative	
11.	Mr. Tarlekar V.S.	Industrialist	
12.	Mr. Kamble Avinash	Student Representative	
13.	Mr. Pawar Eknath S.	Alumni	
14.	Mr. Mulani B.N.	Administrative Staff	

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ADARSH COLLEGE, VITA

Internal Quality Assurance Cell

Resolutions

Under the chairmanship of Hon. I/c Principal Dr. Shinde D.D., meeting of all criterion chairpersons was held on Thursday, 12th July, 2018 at 11.30 a.m. at IQAC office in order to discuss the following agenda:

1. **To arrange ICT awareness programme for the faculty**
2. **Organization of intercollegiate activities**

Following resolutions were made in the meeting

1. It was resolved that, ICT awareness programme for the faculty will be organized in order to strengthen qualitative mode in the faculty. The programme will be conducted on Wednesday, 8th August, 2018.
2. It was decided that, intercollegiate activities will be organized in order to exchange knowledge and subject expertise. At least two intercollegiate activities will be organized in an academic year.

Following members were present for the meeting:

Sr. No.	Name	Designation	Signature
1.	Dr. Shinde D.D.	Chairperson	
2.	Mr. Shinde S.S.	Coordinator	
3.	Mrs. Dhanwade S.N.	Teacher Representative	
4.	Mr. Nisargandh V.S.	Teacher Representative	
5.	Dr. Thorat U.L.	Teacher Representative	
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Minutes

Day: Monday **Date: 26th November, 2018**

Meeting of all members of IQAC was held on Monday, 26th November, 2018 at 11.30 a.m. at IQAC office in order to discuss and plan the following activities to be organized by IQAC:

1. **Organization of orientation programme for teachers to understand new methodology of NAAC**

   It is very important and necessary to understand the new methodology of NAAC with the changing times in order to obtain a high grade. For this, faculty of the institution should aware with the new changing methodology. The orientation programme is organized for teachers (all faculty i.e. regular teachers as well as on C.H.B. teachers) to understand and keep aware of it. It will guide them in order to work and in keeping record in well manner.

2. **To promote the faculty and students for the participation in community services**

   Community service is one of the most important objectives of our institution. In order to participate students and faculty actively in such services has become essential and inseparable part of institution's duty. The programmes to promote for the participation in community services will be organized by IQAC in forthcoming period.

Following members were present for the meeting:

Sr. No.	Name	Designation	Signature
1.	Dr. Shinde D.D.	Chairperson	
2.	Mr. Shinde S.S.	Coordinator	
3.	Mrs. Dhanwade S.N.	Teacher Representative	
4.	Mr. Nisargandh V.S.	Teacher Representative	
5.	Dr. Thorat U.L.	Teacher Representative	
6.	Dr. Varekar N.A.	Teacher Representative	
7.	Dr. Jagadale M.D.	Teacher Representative	
8.	Mr. Nikam S.T.	Management Representative	
9.	Mr. Adate S.S.	External Expert	
10.	Dr. Budhwani S.N.	Community Representative	
11.	Mr. Tarlekar V.S.	Industrialist	
12.	Mr. Kamble Avinash	Student Representative	
13.	Mr. Pawar Eknath S.	Alumni	
14.	Mr. Mulani B.N.	Administrative Staff	

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Internal Quality Assurance Cell

Resolutions

Under the chairmanship of Hon. I/c Principal Dr. Shinde D.D., meeting of all criterion chairpersons was held on Monday, 26th November, 2018 at 11.30 a.m. at IQAC office in order to discuss the following agenda:

1. **Organization of orientation programme for teachers to understand new methodology of NAAC**
2. **To promote the faculty and students for the participation in community services**

Following resolutions were made in the meeting

1. It was resolved that, orientation programme to understand new methodology of NAAC for the faculty will be organized in order to strengthen qualitative mode in the faculty. The programme will be conducted on Tuesday, 11th December, 2018.
2. It was decided that, programmes which promote community services will be organized in order to increase participation of faculty and students. At least four programmes will be organized in an academic year.

Following members were present for the meeting:

Sr. No.	Name	Designation	Signature
1.	Dr. Shinde D.D.	Chairperson	
2.	Mr. Shinde S.S.	Coordinator	
3.	Mrs. Dhanwade S.N.	Teacher Representative	
4.	Mr. Nisargandh V.S.	Teacher Representative	
5.	Dr. Thorat U.L.	Teacher Representative	
6.	Dr. Varekar N.A.	Teacher Representative	
7.	Dr. Jagadale M.D.	Teacher Representative	
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9.	Mr. Adate S.S.	External Expert	
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Minutes

Day: Thursday **Date: 25th April, 2019**

Meeting of all members of IQAC was held on Thursday, 25th April, 2019 at 11.30 a.m. at IQAC office in order to discuss and plan the following activities to be organized by IQAC

1. **Upgradation of website of the institution**

   According to new norms of NAAC, it is necessary to upload data of the college on website regularly. It is necessary for the college to upgrade the existing website and upgrade it with new features. The issue was discussed at length among the IQAC members. The positive feedback was given on the issue by present members.

2. **Construction and upgradation of digital rooms**

   Digital room for the institution has now become mandatory. Existing digital room should be upgraded and additional digital room should be constructed as per demand and increase in the intake of students. The discussion over this issue became very positive and all the present members agreed for upgradation of the existing and construction of new digital room.

Following members were present for the meeting:

Sr. No.	Name	Designation	Signature
1.	Prin. Dr. Bhausaheb Gurubasu Kore	Chairperson	
2.	Mr. Sarjerao Bhimrao Gaikwad	Administrative officer	
3.	Mrs. Surekha Nandkumar Dhanwade	Teacher Representative	
4.	Dr. Mrs. Manasi Dasharath Jagadale	Teacher Representative	
5.	Dr. Uttam Laxman Thorat	Teacher Representative	
6.	Miss. Sunita Gorakh Rokade	Teacher Representative	
7.	Dr. Nivasrao Adhikrao Varekar	Teacher Representative	
8.	Mr. Vihar Shahabu Nisargandh	Teacher Representative	
9.	Mr. Rajesaheb Nabi Sande	Teacher Representative	
10.	Dr. Mohan Devappa Chinee	Teacher Representative	
11.	Mr. Pandurang Tukaram Patil	Management Representative	
12.	Mr. Sagar Sadashiv Lakade	Local Society nominee	
13.	Mr. Eknath Sanjay Pawar	Nominee from Alumni	
14.	Mr. Vipul Sharad Tarlekar	Nominee from industrialist	
15.	Mr. Sambhaji Shivaji Shinde	Coordinator	

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Resolutions

Under the chairmanship of Hon. Principal Dr. Kore B. G.., meeting of all criterion chairpersons was held on Thursday, 25th April, 2019 at 11.30 a.m. at IQAC office in order to discuss the following agenda:

1. **Upgradation of website of the institution**
2. **Construction and upgradation of digital rooms**

Following resolutions were made in the meeting

1. It was resolved that, upgradation of website of the institution should be completed in time in order to upload the latest data of institution.
2. It was decided that, with the increasing demand of the students upgradation of existing digital room and construction of new digital room should be done as early as possible.

Following members were present for the meeting:

Sr. No.	Name	Designation	Signature
1.	Prin. Dr. Bhausaheb Gurubasu Kore	Chairperson	
2.	Mr. Sarjerao Bhimrao Gaikwad	Administrative officer	
3.	Mrs. Surekha Nandkumar Dhanwade	Teacher Representative	
4.	Dr. Mrs. Manasi Dasharath Jagadale	Teacher Representative	
5.	Dr. Uttam Laxman Thorat	Teacher Representative	
6.	Miss. Sunita Gorakh Rokade	Teacher Representative	
7.	Dr. Nivasrao Adhikrao Varekar	Teacher Representative	
8.	Mr. Vihar Shahabu Nisargandh	Teacher Representative	
9.	Mr. Rajesaheb Nabi Sande	Teacher Representative	
10.	Dr. Mohan Devappa Chinee	Teacher Representative	
11.	Mr. Pandurang Tukaram Patil	Management Representative	
12.	Mr. Sagar Sadashiv Lakade	Local Society nominee	
13.	Mr. Eknath Sanjay Pawar	Nominee from Alumni	
14.	Mr. Vipul Sharad Tarlekar	Nominee from industrialist	
15.	Mr. Sambhaji Shivaji Shinde	Coordinator	

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IQAC

ACTION TAKEN REPORT: - 2018-19

Plan Of Action	Achievements
I) Academic Programme	
Releasing Wallpaper entitled *Aaswad*	Released
Releasing college miscellany - *Anjira*	Released
Organization of Guest Lecture/s for individual subjects/ Departments/ Staff Academy	Organized
Organization of Workshops/ Seminars	Organized
Collection of News clippings/Advertisements on relevant topic	Collected
Promoting college teachers to participate in RC/OC and other seminars/Workshops, Faculty Improvement Programmes	Participated
Celebration of various Days/Cultural Programmes	Celebrated
Administrative Office	
Timely office correspondence	Maintained files
Purchasing/Printing and maintaining Stationary for the college	Purchased/ Printed
Maintaining College Records/Registers/Files	Maintained
II) Infrastructure : i) Physical:	
Maintenance and repairing work of the furniture and fixtures as per the requirements	Maintained
Developing Sports Ground	Developed
Purchase of Furniture and other required objects	Purchased
2) Academic :	
Augmentation of College Library	Augmented
Development / Improvement in Library facilities	Improved
Purchasing Sports Goods	Purchased
III) Support Services: Admission Committee(Scholarships)	
Preparing College Prospectus	Prepared
Preparing and Distributing admission list (as per the roll-call)	Lists Distributed
Displaying procedures, lists and notices of admission committee	Displayed
Filling forms of scholarships etc.	Completed
To keep follow-up of the scholarships procedures	Kept follow-up
Teaching Plan and Catalogues, Student Feedback	
Updating Teaching Plans, Catalogues, Time Tables, Individual Time Tables and Academic Diaries	Updated and Maintained

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Feed Back	Filled-in and Analyzed
Library:	
Distributing Identity Cards, Borrow Cards	Distributed
Book Purchase and Accession and maintaining related Registers	Purchased and Accessed
E-Journals Downloading, newspapers clipping, info services	Work done
Starting Library Website	Started
Renewal of Periodicals and Journals	Renewed
Binding of old Periodicals, Journals and Books	Bound Volumes are ready
Continuing IT-Services and Career Corner and current awareness services.	Continued
Monitoring timely Stock-Taking Services	Monitored
Department of Student Welfare:	
Formation of Students Council as per the University Guidelines	No
Participation of Students in different seminars/conferences	Participated
Distribution of Student Aid Fund	No
Standing Committee :	
Formation of Standing Committee	Committee formed
Following the standard procedures of the standing committee	Work done
Examination Committee:	
Arranging Home- Assignments/Seminars/Group Projects for continuous assessment	Assessment done and Record maintained by the individual teacher
Assessment of Internal Examinations within the given time frame	Assessment done
Conducting university examination (Regular and Repeater)	Exams conducted as per the university time frame
Alumni Association	
Arranging Alumni Meet, Parent's Meet	Meets Arranged
Student/Parent visits for admissions/ attendance/examination etc.	Visited multiple times
Fund Raising activities from Alumni Association	Regularly done
Occasional Correspondence with the Alumni	Done
Staff Academy And Research Guidance Cell	
Organize timely lectures in Staff Academy	Organized
Information Broadcast and Photo Committee	
Preparing and submitting News items to press of the college programmes	Prepared, Submitted and Published regularly

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Maintain News File	Well Maintained
Scanning All Photographs in a flash Drive	Scanned and Maintained
Updating Teachers Profile	Profiles updated
Competitive Exam and Career Guidance Cell	
Organize a programme on Career Guidance/ Free Counseling	Organized programme
Organization of Coaching Classes for Written Exam and Interview Techniques	Organized
Displaying various ads/ news items related to recruitments and awareness	Various ads displayed
Guidance/counseling for MPSC Exam	Guided the students
Book purchase for the Competitive Exam	Books Purchased
Anti-Ragging/ Grievance Redressal Cell and Prevention against Sexual Harassment Cell	
Receiving Anti-Ragging Affidavits from the students and parents	Affidavits Maintained
Maintaining Complaint Boxes in the campus, monitoring them and take necessary actions as per the requirement	Complaint Box maintained/ Monitored
Organize an awareness for the students about the working of the cell	---
Viewing Audio-visuals	Screened
Organize an awareness programme on Health Awareness	Organized
Celebrating Days such as; Chhatrapati Shahu Jayanti, Women's Day etc.	Celebrated
Purchase Committee	
Implementing procedure for every purchase	Implemented Procedure
Following Tender Procedure for every purchase of more than Rs.50,000/-	Procedure Followed
IQAC	
Collecting Data for the Academic year (2018-2019)	Data Collected
Monitoring college Activities through IQAC	Monitored Activities
Preparation and submission of AQAR	Prepared and monitored
Lead College Scheme	
Submitting proposals for sanction for the year 2018-2019	Proposals submitted and sanctioned received

Organizing various activities under this scheme	Organized different activities
Participation under various activities of the Lead College; PDVP, College Tasgaon.	Participated in various activities of the scheme
Campus Maintenance and Beautification	
Routine maintenance/ cleaning of college campus, toilets, water tanks/ surrounding campus etc.	Cleaned
Cleanliness (as per the need)	Organized cleanliness Drive
Maintaining computers, furniture and other gadgets as per the needs	Maintained
UGC Proposals and Correspondence	
Submitting proposals for national /state level seminars/workshops	Submitted prŏposals
Utilization of the received grants	Utilized grants
Collecting new information about the grants	Work in progress
Teaching and Non-teaching Coordination Committee	
Arranging meetings of the members	Arranged meets
Gymkhana	
Verification of sports goods/material	Dead stock verified
Organization of Sports Tournaments (male/Female) as per the sanction of the board of sports, SUK Kolhapur	Organized and active participation
Optimum utilization of Multi-gym for the warm-up activities and fitness of the sports students	Work Done
Participation in Zonal , Inter-zonal and University level Sports event	Participated
Conducting university Compulsory Physical Education Test for B.A./B.Com I/B.Sc. I - Students	Conducted the exams
Observing Gymkhana-Day in the college	Celebrated the Day
Prize Distribution	
Demanding Monetary assistance and purchasing Shields within the time-frame	Received the assistance
Preparing/printing the certificates for the meritorious students	Work done
Supporting Prize Distribution Ceremony	Celebrated the day started new prizes
College Tours and Nature Club	

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Organize cultural day in the college	Organized and celebrated
Arranging a lecture on environment	Organized
Arranging a nature tour for the staff	Arranged
Arranging college tour	Arranged
College Cultural (Kalavishkar)	
Participating in various cultural competitions	Participated
National Service Scheme :	
Enrolment and registration	Work done
Conducting regular programmes	Conducted
Organizing a 7 Day Special Residential Camp of the college	Organized
Participation of volunteers in programmes such as : Blood Donation, Tree Plantation, Water Conservation, HIV/AIDS Campaign, Polio Vaccination, Health Awareness, Pollution Control, Cleanliness Campaign etc.	Volunteers Participated
Observing office correspondence	Observed

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