



ANEKANT EDUCATION SOCIETY'S
JAYSINGPUR COLLEGE,
JAYSINGPUR

INTERNAL QUALITY
ASSURANCE CELL
(IQAC)









PROCEEDING BOOK
ACADEMIC YEAR
2018-19




Internal Quality Assurance Cell

Meeting No. 1 (Planning Meeting)

1. **Name of the committee** : Internal Quality Assurance Cell
2. **Date** : Monday, 2nd July, 2018
3. **Meeting No** : 01 (2018-2019)
4. **Meeting Time** : 11.30 a.m.
5. **Meeting Place** : IQAC room
6. **Chairman of the meeting** : Prin. Dr. R. R. Kumbhar
7. **Coordinator of the committee** : Dr. S. R. Sabale

The first meeting of the members of the IQAC committee was held in the IQAC department on Monday, 2nd July, 2018 at 11.30 a.m. Following members were present in the meeting.

1	Prin. Dr. R. R. Kumbhar	Chairman	
2	Dr. S. R. Sabale	Coordination	
3	Dr. S. A. Manjare	Member	
4	Mrs. V. V. Chougule	Member	
5	Miss. V. B. Devkar	Member	
6	Dr. B. M. Sargar	Member	
7	Dr. T. G. Ghatage	Member	
8	Dr. P.P. Chikode	Member	

9	Mr. G. H. Nikam	Member	
10	Mr. R. D. Shinde	Member	
11	Shri S. D. Magdum (O.S.)	Member	

Agenda:

- [1] To review and confirm the minutes of the previous meeting
- [2] To discuss on planning of IQAC activities for the academic year 2018-19
The result analysis for the year 2017-18
- [3] To discuss on Institutional Development Plan
- [4] To discuss on preparation of academic calendar
- [5] To prepare annual teaching plan of each faculties
- [6] To discuss the issues on the submission of AQARs of the academic year 2016-17, 2017-18
- [7] To prepare blueprint of time-table for all faculties
- [8] To discuss on Bridge and Remedial coaching
- [9] To discuss about the implementation of Earn & learn, Student adoption, Ban Carry bags use sari bags schemes along with environmental awareness programs
- [10] To discuss about green audit
- [11] To discuss about the MoUs, Linkages and Collaboration
- [12] To discuss on formation of various statutory, non-statutory and admission committees

- [13] To discuss about the submission of proposals such as continuation of B. Voc., community college, RUSA, M.Com., M.Sc. Chemistry, workshops, seminars, conferences etc.
- [14] To discuss the appointments of teaching and non-teaching staff
- [15] To introduce new courses or programs for UG and PG
- [16] To develop infrastructural facilities such as Readers and Poets platform, chemistry laboratories, Tissue culture laboratory, Indoor stadium inauguration, Farmers library etc.
- [17] Effective implementation of wall papers and organization of national level conferences and workshops
- [18] Discussion on the issues with the permission of Chairman

Resolutions:

Following points were discussed in the meeting

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

The minutes of the meeting held on 29th April 2018 were read by the IQAC coordinator. These minutes were confirmed by the committee.

2. To discuss on planning of IQAC activities for the academic year 2018-19

Planning on IQAC activities for the academic year 2018-19 on the following subjects has been done

3. The result analysis for the year 2017-18

Resolution: Review on result analysis of all faculties for the academic year 2017-18 is discussed. It was decided to congratulate the department which has the best

results and also to ask the department which has the lowest result to ask the reason and take appropriate action.

4. To discuss on Institutional Development Plan

Resolution: Separate committee for the institutional development plan is formatted and Dr. S. A. Manjare was entrusted with the task of this committee. It is also decided to prepare the institutional development plan for next 3 years.

5. To discuss on preparation of academic calendar

Resolution: It was resolved that, separate committee for the academic calendar headed by Dr. S. R. Sabale should be constituted. The committee should prepare the academic calendar incorporating all the details of IQAC meeting, remedial course, bridge course, organization of workshops and national conferences, celebration of various National days, birth and death anniversary celebration of national leaders along with internal exams, annual Sports and cultural programs etc.

6. To prepare annual teaching plan of each faculties

Resolution: It was decided to ask each department to prepare an annual teaching plan before 25th July 2018 as per the IQAC suggestions and format.

7. To discuss the issues on the submission of AQARs of the academic year 2016-17, 2017-18

Resolution: The discussion was made on the issues related to the submission of AQARs of the academic year 2016-17 and 2017-18. It was also decided that the AQARs should be submitted before September 2018 considering all the technical consequences.

8. To prepare blueprint of time-table for all faculties

Resolution: It was decided that the time table of all the classes with faculty wise should be prepared under the coordinator ship of Dr. R. D. Mane.

9. To discuss on Bridge and Remedial coaching

Resolution: Notice for the conduction of the bridge course should be displayed at the beginning of the first term. All departments should be informed to submit details after completion of course along with the feedback. The result analysis committee should prepare subject wise and department wise reports for the weak learners and advanced learners. A list of weak learners should be communicated to the department and departments are informed to conduct remedial measures for such learners. The list of advanced learners should be communicated to the IQAC and IQAC will promote the students for participation in various activities.

10. To discuss about the implementation of Earn & learn, Student adoption, Ban Carry bags use sari bags schemes along with environmental awareness programs

Resolution: It is planned to implement earn and learn scheme along with student adoption scheme which will be headed by Mr. R. D. Shinde. The notice about these schemes is circulated among the students by display as well as by message, by Whats app etc. The student adoption scheme should be implemented under the headship of Mr. G.H. Nikam while Ban carry bags and Use saree bags scheme should be implemented under the headship of Dr. S.S. Mahajan and bags were used for all conferences and workshops and will be provided on demand to staff.

11. To discuss about green audit

Resolution: It was decided that the Institution should go for a green audit of the whole campus and Dr. V. B. Deokar has given the responsibility to identify the procedure and authority for green audit.

12. To discuss about the MoUs, Linkages and Collaboration

Resolution: The review on present MoUs, linkages and collaborations has been done and each department should ask to submit the action taken report with respect to their linkages and collaborations.

13. To discuss on formation of various statutory, non-statutory and admission committees

Resolution: The discussion on formation of various statutory and non-statutory committees has been done. It was also discussed that the admission committee should be formatted faculty wise and this responsibility should be given to all vice principals.

14. To discuss about the submission of proposals such as continuation of B. Voc., community college, RUSA, M.Com., M.Sc. Chemistry, workshops, seminars, conferences etc.

Resolution: The review on submission of proposal for the continuation of B. Voc. and Community college is done. Also the discussion was made on other proposals such as RUSA, M. Com., M.Sc. Chemistry as well as workshops, seminars and conferences etc.

15. To discuss the appointments of teaching and non-teaching staff

Resolution: The appointment of supporting teaching and non-teaching staff for the academic year 2018-19 was considered. Appointment of teaching staff will be done

according to the rules and regulations of Government of Maharashtra while appointment of non-grantable post will be done as per the discussions with the management.

16. To introduce new courses or programs for UG and PG

Resolution: Introduction of new certificate or add on courses for undergraduate and postgraduate students is suggested. These courses should be skill oriented as well as to develop the human values.

17. To develop infrastructural facilities such as Readers and Poets platform, Chemistry laboratories, Tissue culture laboratory, Indoor stadium inauguration, Farmers library etc.

Resolution: The discussion was made on the development of readers and poets platforms within the campus and to select the appropriate place for this activity. The construction of chemistry Laboratories, tissue culture laboratory along with creation of farmers library is considered and the work should be started in this relate as early as possible. The newly constructed Indoor Stadium should be inaugurated and open for all the students and faculty.

18. Effective implementation of wall papers and organization of national level conferences and workshops

Resolution: Taking into consideration recent trends of interdisciplinary and multidisciplinary nature of research, it is decided that college should organize the national conferences for science, humanity, languages, commerce, computer science etc.

19. Discussion on the issues with the permission of Chairman

Patent and IPR:

Resolution: An expert lecture should be organized on patents and IPR. Dr. Sandip Sabale has given the responsibility for organization of expert lectures on these topics.

Best practices:

Resolution: Institute should identify best or innovative practices considering environmental related issues, the best practices such as ban carry bags, use saree bags, save Panchganga river, soil health card through soil laboratory. The best practices from previous year to be continued more effectively.

Resource persons

Resolution: It was decided that every faculty or department should prepare a list of eminent personalities in the subject and at least one lecture per department should be organized every year.

Purchase committee

Resolution: The purchase committee should be formatted as per the guidelines for the purchase of chemicals, glasswares, stationery, sports equipment etc.

Student projects








Resolution: Students should be motivated to undertake the research projects other than their academic projects related to environmental awareness and ask to find out some recent trends to distribute the research project among the students and build the research culture among students.





Finally, the meeting was concluded with the vote of thanks by IQAC coordinator.

Meeting No. 2 (Terminal Review Meeting)

1. **Name of the committee** : Internal Quality Assurance Cell
2. **Date** : Monday, 15th September 2018
3. **Meeting No.** : 02 (2018-2019)
4. **Meeting Time** : 11.30 a.m.
5. **Meeting Place** : IQAC room
6. **Chairman of the meeting** : Prin. Dr. R. R. Kumbhar
7. **Coordinator of the committee** : Dr. S. R. Sabale

The second meeting of the members of the IQAC committee was held in the IQAC Room on Monday, 15th September 2018 at 11.30 a.m. Following members were present in the meeting.

1	Prin. Dr. R. R. Kumbhar	Chairman	
2	Dr. S. R. Sabale	Coordination	
3	Dr. S. A. Manjare	Member	
4	Mrs. V. V. Chougule	Member	
5	Miss. V. B. Devkar	Member	
6	Dr. B. M. Sargar	Member	
7	Dr. T. G. Ghatage	Member	

8	Dr. P.P. Chikode	Member	
9	Mr. G. H. Nikam	Member	
10	Mr. R. D. Shinde	Member	
11	Shri S. D. Magdum (O.S.)	Member	

Agenda:

- [1] To review and confirm the minutes of the previous meeting
- [2] Reading of the AQAR of Academic year 2016-17 and 2017-18
- [3] To discuss on the issues raised by Research Committee
- [4] To implement the online feedback mechanism
- [5] To depute the faculties for workshop, seminars, symposia, conferences, orientation programs and FDP
- [6] To discuss about the organization of Conferences.
- [7] To discuss about automation of library
- [8] To discuss the issues raised by grievance redressal committee
- [9] To invite various corporate companies for placement services
- [10] To plan Lead College activities
- [11] To depute the faculties for exam and assessment work
- [12] To organize various social welfare and community services
- [13] To prepare program for internal and external supervisors for semester exam
- [14] Discussion on the issues with the permission of Chairman

Resolutions:

- [1] The minutes of the previous meeting were read and confirmation was given unanimously by all the members.
- [2] The AQARs prepared for the academic year 2016-17 and 2017-18 was read by Dr. Sandip Sabale, all the members gave permission to send the AQAR of the year 2016-17 and 2017-18 with a time span of one week by email.
- [3] The regulations published by the UGC about the research paper publication and the care list was discussed. The resolution was also made that the Institute should plan for minor research funds to the college teachers. The incentives for the publications as per the quality or impact factor should be provided.
- [4] It was decided to implement the online feedback system to collect feedback form students and parents and the website should be updated with this regards.
- [5] Teaching faculties should be motivated to participate in workshop, seminars, and symposia, conferences, orientation programs and FDP.
- [6] The resolution was made that 6 conferences should be organized on self-funded basis under science, commerce, economics, physical education, computer science. Also the review on the one day workshop on revised syllabus of M.Sc. Analytical Chemistry and Hindi sponsored by Shivaji University was made and decided to submit the utilization and report to University.
- [7] The issue related to the automation of library was discussed and resolved by giving the consent to Librarian and also decided to implement the barcode system. Also the section of Farmers Library was initiated.
- [8] The grievances received by Grievance Redress Committee was discussed and the issues were solved orally.








- [9] It was decided to invite various corporate companies for campus / placements by on campus or off campus.
- [10] It was decided to carry out workshop and other activities under Lead College Activities as per the guidelines of the Shivaji University, Kolhapur.
- [11] The faculty members were deputed for the evaluation, practical exam work of University.
- [12] The review was taken on the activities done by NSS and NCC in last two months. It was planned to organize more social and community services by the support of NCC and NSS.
- [13] The directions were given to prepare program for internal and external exams as well as deputation of supervisors for semester exams.
- [14] **Discussion on the issues with the permission of Chairman**
- A. Wall papers:** The review was taken on the wall paper activity organized by each department.
- B. Competitive Exam cell:** The review was taken on the competitive exam cell for further action.
- C. Nursery:** The nursery of medicinal plants and other plants was decided to develop.
- D. Nakshtra Garden:** It was decided to make a compound to the Nakshtra Garden.


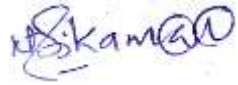


The meeting was concluded with the vote of thanks by IQAC coordinator.

Meeting No. 3 (Plan Modification Meeting)

1. Name of the committee : Internal Quality Assurance Cell
2. Date : Tuesday, 2st December 2018.
3. Meeting No : 03 (2018-2019)
4. Meeting Time : 11.30 am
5. Meeting Place : IQAC room
6. Chairman of the meeting : Prin. Dr. R. R. Kumbhar
7. Coordinator of the committee : Dr. S. R. Sabale

The third meeting of the members of the IQAC committee was held in the IQAC Room on Tuesday, 2st December 2018 at 11.30 a.m. Following members were present in the meeting.

1	Prin. Dr. R. R. Kumbhar	Chairman	
2	Dr. S. R. Sabale	Coordination	
3	Dr. S. A. Manjare	Member	
4	Mrs. V. V. Chougule	Member	
5	Miss. V. B. Devkar	Member	
6	Dr. B. M. Sargar	Member	
7	Dr. T. G. Ghatage	Member	

8	Dr. P.P. Chikode	Member	
9	Mr. G. H. Nikam	Member	
10	Mr. R. D. Shinde	Member	
11	Shri S. D. Magdum (O.S.)	Member	

Agenda:

- [1] To review and confirm the minutes of the previous meeting
- [2] To take review on submission of AQAR
- [3] To submit the proposal to NAAC Bengaluru for National workshop funding
- [4] To organize one day workshop on Indian Patent Act
- [5] To take a review on the arrangement of the organization of national level conferences, workshops etc.
- [6] To discuss about annual day celebration, prize distribution and science and educational exhibition
- [7] To prepare program for internal and external supervisors for semester and annual exam
- [8] To take a review on first semester exam and results
- [9] To discuss the arrangement of internal and external audit of the institution
- [10] To take survey of campus for green audit
- [11] Discussion on the issues with the permission of Chairman








Resolutions:


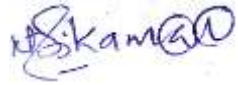


- [1] The minutes of the previous meeting were read and confirmation was given unanimously.
- [2] The review on submitted AQARs was done, Dr. S. R. Sabale informed that the reports were submitted to NAAC and received confirmation
- [3] It was decided that the proposal for the financial assistance from NAAC Bengaluru should be submitted to organize National workshop on revised guidelines of SSR format.
- [4] It was decided to organize one day workshop on Indian Patent Act in the month of January for all staff.
- [5] The review was made on the arrangement of the national seminars will be organized in the January 2019. The remuneration, TADA and the resource persons were finalized.
- [6] The dates for the annual day celebration and prize distribution were finalized.
- [7] The duty to prepare the program for internal and external exams along with appointment of supervisors for semester and annual exam was assigned to the exam committee.
- [8] The review on the first semester results was made and decided to submit the result analysis of the departments whose results are declared.
- [9] The instructions were given to the account office for preparation and arrangement of internal and external audit of the institution by the appointed auditor.
- [10] The suggestions were given to make the campus more environment-friendly.
- [11] There was no other issue/agenda hence the meeting was concluded with the vote of thanks by IQAC coordinator.

Meeting No. 4 (Annual Review Meeting)

- 1. Name of the committee** : Internal Quality Assurance Cell
2. Date : Thursday, 10th April, 2019.
3. Meeting No : 04 (2018-2019)
4. Meeting Time : 11.00 am
5. Meeting Place : IQAC room
6. Chairman of the meeting : Prin. Dr. R. R. Kumbhar
7. Coordinator of the committee : Dr. S. R. Sabale

The fourth meeting of the members of the IQAC committee was held in the IQAC Room on Thursday, 10th April, 2019 at 11.30 a.m. Following members were present in the meeting.

1	Prin. Dr. R. R. Kumbhar	Chairman	
2	Dr. S. R. Sabale	Coordination	
3	Dr. S. A. Manjare	Member	
4	Mrs. V. V. Chougule	Member	
5	Miss. V. B. Devkar	Member	
6	Dr. B. M. Sargar	Member	
7	Dr. T. G. Ghatage	Member	

8	Dr. P.P. Chikode	Member	
9	Mr. G. H. Nikam	Member	
10	Mr. R. D. Shinde	Member	
11	Shri S. D. Magdum (O.S.)	Member	

Agenda:

- [1] To review and confirm the minutes of the previous meeting
- [2] To discuss on syllabus completion and to take the review on exams
- [3] To take a review of the present status of major and minor ongoing projects
- [4] To take survey of the funds utilized for various activities
- [5] To give consent for the outside research students under depository amount scheme for library use
- [6] To discuss on the gathering of data for AQAR of 2018-19
- [7] To depute the faculties for assessment work
- [8] To take review of internal and external audit of institution
- [9] Discussion on the issues with the permission of Chairman

Resolutions:

- [1] The minutes of the previous meeting were read and confirmation was given unanimously.
- [2] The syllabus of completion report taken from all departments were discussed as well as the review on on-going exams was done. The directions were given to exam committee to execute semester/annual exam.
- [3] A review of the present status of major and minor ongoing projects was taken by the committee. The major research project completion report was submitted by Dr. Sabale and his research papers were discussed.
- [4] The committee took a survey of the funds utilized for various activities and asked to submit the utilizations.
- [5] It was resolved to give permission to the outside research students under depository amount scheme for library use.
- [6] It was decided to ask each department to submit the necessary documents to the IQAC to prepare the AQAR of the academic year 2018-19.
- [7] The teaching faculty was deputed for paper assessment work of internal as well as university exams.
- [8] The committee took the review of internal and external audit of institution and questions raised by the auditor were discussed and resolved.
- [9] **Discussion on the issues with the permission of Chairman**

A. UGC and DST UC work: The discussion was made on the submission of DST and UGC-B.Voc. Utilization work and pending fund from the UGC.


B. Wall Papers: The review was made on the wall papers submitted by each department.

C. Term end meeting: The term-end meeting and the next term start dates were discussed.

D. Incentives: It was decided that the incentives as per the resolution made there in should be paid to faculty to promote the research.


TQAC - Coordinator
Jaysingpur College, Jaysingpur




PRINCIPAL,
Jaysingpur College, Jaysingpur.