

**Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli)**


**Internal Quality Assurance Cell
2013-14**

June 22, 2013


Notice

All the IQAC members are informed herewith to attend the meeting of the Cell to be held on June 28, 2013 at 12.30 p. m. in the Principal's cabin (A-010).

The agenda has enclosed with the notice.


Prof. N. J. Dahale
Member Coordinator
IQAC




Prin. Dr. S. D. Kamble
Chairman
IQAC

AGENDA

- 1.1 To confirm minutes of the previous meeting
- 1.2 To approve the Academic Calendar of the year
- 1.3 To take review of village-wise visits on the background of admission process 2013-14
- 1.4 To discuss self financing programme and short term courses
- 1.5 To conduct activities bearing social responsibility
- 1.6 To discuss about organization of sports activities
- 1.7 To discuss the initiation of NSS and NCC activities
- 1.8 To discuss the Karmveer Bhaurao Patil Jayanti Samaroh
- 1.9 To discuss about the research activities
- 1.10 To take review of E-learning Committee
- 1.11 To discuss the IQAC initiation for departmental best practices
- 1.12 Any other matter with prior permission of the Chair

Name of the Member**Signature**

1. Shri. J. K. alias Bapu Jadhav : Jadhav. J.K.
2. Shri. Shrikant alias Nana Lad : SL
3. Shri. B. B. Kadam : B. B. Kadam
4. Dr. V. M. Patil : Dr. V. M. Patil
5. Dr. V. B. Patil : Dr. V. B. Patil
6. Shri. J. B. Thorat : J. B. Thorat
7. Smt. P. D. Pudale : P. D. Pudale
8. Smt. N. S. Patil : N. S. Patil
9. Shri. M. S. Yadav : M. S. Yadav

Minutes of IQAC Meeting 2013-14

The 1st meeting of 2013-14 of Internal Quality Assurance Cell of the college was held on June 28, 2013 at 12.30 p. m. in the Principal's cabin (A-010).

I. Members Present:

- | | |
|----------------------------------|-------------------------------------|
| 1. Prin. Dr. S. D. Kamble | : Chairman |
| 2. Shri. J. K. alias Bapu Jadhav | : Member from Management |
| 3. Shri. Shrikant alias Nana Lad | : Alumni Member and from Society |
| 4. Shri. B. B. Kadam | : Member from Faculty |
| 5. Dr. V. M. Patil | : Member from Faculty |
| 6. Dr. V. B. Patil | : Member from Faculty |
| 7. Shri. J. B. Thorat | : Member from Faculty |
| 8. Smt. P. D. Pudale | : Member from Faculty |
| 9. Smt. N. S. Patil | : Member from Faculty |
| 10. Shri. N. J. Dahale | : Member Coordinator |
| 11. Shri. M. S. Yadav | : Member from
Non-teaching staff |

II. Members Absent:

Nil

Prin. Dr. S. P. Kadam welcomed all.

Item No. 1.1: To confirm minutes of the previous meeting: Minutes of the previous meeting were confirmed unanimously.

Item No. 1.2: To approve the Academic Calendar of the year: Approval to the Academic Calendar was given unanimously.

Item No. 1.3: To take review of village-wise visits on the background of admission process 2013-14: Coordinator read the item aloud to the meeting. All the chairpersons nominated for the village-wise visits submitted their action taken report. It was decided to take the follow up of those 12th Std. pass candidates in the admission process. It was unanimously accepted that this process was going to help at improving students' strength.

Item No. 1.4: To discuss self-financing programmes and short term courses: Coordinator shared that the college needs to think over introduction of short term courses in phased manner. Dr. L. T. Mote expressed open agreement and said that the future time wants change in the approach in higher education. Shri. J. B. Thorat said that the traditional structure of programme needs to be enriched with new short term or capsule courses. It was therefore resolved to assign the departments to go for such approach at departmental level.

Item No. 1.5: To conduct activities bearing social responsibility: Shri. J. K. Bapu Jadhav who was representing the management of the parent institute in the Cell was of the opinion that this aspect of social responsibility has now been underlined towards educational system. He was of the opinion that the future time could ask the higher education system whether it is responsible for the betterment of the young generation and whether the responsible bearers in this system are ready to shoulder social responsibility as such. He concluded by saying that let this aspect reflect in the introduction of special projects of the college in phased manner which could take more than a year period. All appreciated this approach and it was resolved unanimously to convey this mind set to the departments. Coordinator was assigned to bear this.

Item No. 1.6 To discuss about organization of sports activities: At the outset, all noted the efforts taken by the Dept. of Physical Education for the conduction of different activities. It was decided to motivate the department for enhancing different sports activities further. All approved it and suggested to execute effectively.

Item No. 1.7: To discuss the initiation of NSS and NCC activities: Smt. P. D. Pudale informed that the college conducts different activities under the NSS unit. Principal asked her to plan the activities in more effective way. All approved the planning unanimously.

Item No. 1.8: To discuss the Karmveer Bhaurao Patil Jayanti Samaroh: The principal informed all that all the elements of the college would work for organizing this event. He added that the college would try to invite the Chairman of the LMC Hon. Dr. Patangrao Kadam as the chief guest on the occasion of the founder of the institute Padmabhushan Dr. Karmaveer Bhaurao Patil's Birth Anniversary to be held on September 22, 2013. the competition events will be organized as usual and the task was assigned to the Cultural Committee.

Item No. 1.9: To discuss about the research activities: The Cell was unanimously convinced as far as the research profile of the faculty was concerned; all the members have been guided to carry on such activities. The point was approved by all.

Item No. 1.10: To take review of E-learning Committee: Coordinator conveyed that this committee has been constituted in the college particularly for motivating the senior faculty members. Those senior members who found reluctant at using ICT aids were the target group under this committee and also to circulate new tools and trends or software in the field for the convenience of all. It was decided to suggest the committee to demand

all the data, resources and files in soft copy from the departments and keep them at one platform on one PC in the library.

Item No. 1.11: To discuss the IQAC initiation for departmental best practices: Coordinator read the item aloud and shared with all that the best practices were being conducted by all the departments. They needed to monitor and refine the idea behind such practices. IQAC was assigned to monitor this task collectively. The resolution was passed accordingly.

Item No. 1.12: Any other matter with prior permission of the Chair:

The meeting ended with a vote of thanks to the Chair.

Minutes prepared by



Prof. N. J. Dahale
Member Coordinator
IQAC



Minutes approved by



Prin. Dr. S. D. Kamble
Chairman
IQAC

IQAC Action Taken Report

The meeting of the IQAC was held on June 28, 2013 at 12.30 p. m. in the Principal's cabin. The brief report of the action taken accordingly is as follows:

- 1.1 The Academic Calendar was approved and its execution was also prepared.
- 1.2 Admission process of all the classes was observed carefully and efforts were made to justify the choice of students for admission to all classes with equal manner and aptitude.
- 1.3 It was assigned to the departments to think over self-financing courses apart from the short term courses of the university being run by the college. It was communicated that the future time wants change in the approach in higher education; the traditional structure of programme needs to be enriched with new courses.
- 1.4 The aspect of social responsibility was taken with a view. Shri. J. K. Bapu Jadhav's argument in the meeting was communicated effectively with the faculty members. They were assigned to take new practices or projects reflecting social responsibility. Also it was convinced to frame new capsule courses to be introduced in a year or two in supplement to such responsibility act. The departments started accordingly.
- 1.5 The Dept. of Physical Education conducted regional level sports completion.
- 1.6 The Karamveer Jayanti was celebrated by organizing extra-curricular activities.
- 1.7 E-learning Committee collected data in soft copy from departments and stored it in the library.

**Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli)**


**Internal Quality Assurance Cell
2013-14**

October 04, 2013

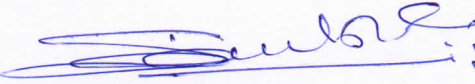
Notice

All the IQAC members are informed herewith to attend the meeting of the Cell to be held on October 10, 2013 at 11.00 a. m. in the Principal's cabin (A-010).

The agenda has enclosed with the notice.


Prof. N. J. Dahale
Member Coordinator
IQAC




Prin. Dr. S. D. Kamble
Chairman
IQAC

AGENDA

- 2.1 To confirm the minutes of the previous meeting
- 2.2 To take review of the use of E-teaching-learning mode applied by faculty
- 2.3 To discuss the activities to be take under Lead College Scheme
- 2.4 To approve provision of internet facility for students
- 2.5 To review about MRPs sanctioned by the UGC
- 2.6 To discuss about computer facility in library
- 2.7 To discuss about extension and outreach programmes
- 2.8 To motivate faculty for recommendations on syllabi to BoS in university
- 2.9 To motivate the departments for MoUs to be signed in neighbourhood
- 2.10 Any other matter with prior permission of the chair

Name of the Member**Signature**

1. Shri. J. K. alias Bapu Jadhav : Jadhav, J.K.
2. Shri. Shrikant alias Nana Lad : af
3. Shri. B. B. Kadam : B. B. Kadam
4. Dr. V. M. Patil : Dr. V. M. Patil
5. Dr. V. B. Patil : Dr. V. B. Patil
6. Shri. J. B. Thorat : Shri. J. B. Thorat
7. Smt. P. D. Pudale : Pudale
8. Smt. N. S. Patil : N. S. Patil
9. Shri. M. S. Yadav : Shri. M. S. Yadav

Minutes of IQAC Meeting 2013-14

The 2nd meeting of 2013-14 of Internal Quality Assurance Cell of the college was held on October 10, 2013 at 11.00 a. m. in the Principal's cabin (A-010).

I. Members Present:

- | | |
|----------------------------------|-------------------------------------|
| 1. Prin. Dr. S. D. Kamble | : Chairman |
| 2. Shri. J. K. alias Bapu Jadhav | : Member from Management |
| 3. Shri. Shrikant alias Nana Lad | : Alumni Member and from Society |
| 4. Shri. B. B. Kadam | : Member from Faculty |
| 5. Dr. V. M. Patil | : Member from Faculty |
| 6. Dr. V. B. Patil | : Member from Faculty |
| 7. Shri. J. B. Thorat | : Member from Faculty |
| 8. Smt. P. D. Pudale | : Member from Faculty |
| 9. Smt. N. S. Patil | : Member from Faculty |
| 10. Shri. N. J. Dahale | : Member Coordinator |
| 11. Shri. M. S. Yadav | : Member from
Non-teaching staff |

II. Members Absent:

Nil

Prin. Dr. S. P. Kadam made the introduction of the meeting.

Item No. 2.1: To confirm minutes of the previous meeting: Minutes of the previous meeting were confirmed unanimously.

Item No. 2.2: To take review of the use of E-teaching-learning mode applied by faculty: IQAC coordinator particularly stressed this point as the advanced tools broaden the canvas of the learning process. He reiterated that the senior faculty members were required to show interest in such tools. All agreed and approved. The decision was made to motivate and assist senior faculty members here.

Item No. 2.3: To discuss the activities to be take under Lead College Scheme: Principal expressed happiness over the point that the college has been granted Lead College status by the university. Coordinator shared that there are nine colleges clustered under this scheme. This year eight activities in all were planned to conduct and six out of the eight were student centric. One was for teachers' research promotion and another for official staff. The decision was passed to the committee that looked after the scheme.

Item No. 2.4: To approve provision of internet facility for students: Dr. V. B. Patil informed that the internet facility has been in practice at departmental level, however, it was decided to make the most of it by encouraging students for its maximum use. All expressed affirmation.

Item No. 2.5: To review about MRPs sanctioned by the UGC: All the faculty members who have been sanctioned the projects were initiated by the IQAC to complete them in time. The review was taken and IQAC initiation was approved.

Item No. 2.6: To discuss about computer facility in library: Dr. V. M. Patil said that the library is expected to be well-equipped with advanced facilities like computers. Coordinator contributed that it was mainly expected to increase number of computers for students. So, it was resolved to increase number of computers available in the library.

Item No. 2.7: To discuss about extension and outreach programmes: It was unanimously resolved to see whether departments could go for outreach and extension activities beside the similar activities by the NSS unit of the college.


Item No. 2.8: To motivate faculty for recommendations on syllabi to BoS in university: Coordinator said that few number of the faculty members of the college are on the BoS of the subjects concerned. However, they could communicate their views on the syllabus to be revised to the BoS of their subject.

Item No. 2.9: To motivate the departments for MoUs to be signed in neighbourhood: Shri. B. B. Kadam said that the departments could sign such documents in the vicinity with academic peers i. e. interdepartmental, even the MoU or collaboration possible to be signed with industrial groups. The policy was appreciated and approved.

Item No. 2.11: Any other matter with prior permission of the Chair:

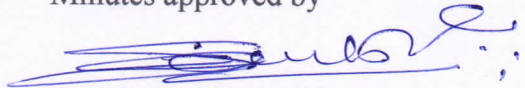
The meeting ended with a vote of thanks to the Chair.

Minutes prepared by


Prof. N. J. Dahale
Member Coordinator
IQAC



Minutes approved by


Prin. Dr. S. D. Kamble
Chairman
IQAC

IQAC Action Taken Report

The meeting of the IQAC was held on October 10, 2013 in the Principal's Cabin. The brief report of the action taken accordingly is as follows;

- 2.1 IQAC initiated the review of E-learning committee. Senior members were motivated to conduct their lectures in the audio-Visual Hall where the facility was provided.
- 2.2 The IQAC called on the Lead College Committee and asked them to manage the activities being the head of the scheme. It was particularly suggested to approve maximum number of student oriented activities. The clusters conducted eight out of nine activities students-centric.
- 2.3 Faculty members were encouraged to undertake UGC research projects and other research activities.
- 2.4 IQAC initiated for increasing computers in the library.
- 2.5 Departments like English, Botany and Zoology conducted outreach programmes.
- 2.6 Faculty in English and Economics made recommendation to the BoS in respective departments in the university.

**Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli), Dist: Sangli
Maharashtra, Pin: 416 308**

Post-Reaccreditation Phase (PRP)


Internal Quality Assurance Cell

Date: Oct. 17, 2013


NOTICE

All the members of IQAC and the Quality Improvement Committee are informed hereby to attend the joint meeting of these committees to be held on Oct. 24, 2013 at 1.00 p. m. in the Principal's cabin (A-010). The meeting is specially organized with intention of accelerating quality profile of the college.

The agenda has enclosed with the notice.


Shri. N. J. Dahale
Member Coordinator,
(IQAC)




Prin. Dr. S. D. Kamble
Chairman
(IQAC and
Quality Improvement Committee)

Principal
Arts, Science & Commerce College,
Ramanandnagar (Burli)

AGENDA

1. Confirmation of the minutes of the last meeting of the IQAC.
2. Felicitation of Shri. J. K. Jadhav alias Bapu on his being awarded *Banking Fronties Award* as the Chairman of Mansingh Co-op. Bank, Dudhondi at Bangalore by RBI.
3. Approval to the (i) SWOT analysis, (ii) Perspective Plan (Top ten) and (iii) Priorities before the college (Top ten) document prepared by the IQAC in 2012-13.
4. Review of (i) Quality Benchmark Activity, (ii) SWOT analysis, (iii) Perspective Plan and (iv) Priorities before the department activities conducted by all the departments.
5. Acceleration of effective implementation of 14 Articles Action Plan 2013-14 (PRP).
6. Development of review mechanism at IQAC and Criterion level in the interest all IQAC practices.
7. Completion of class-wise 'Student Profile' scanning task in B.C.A. department.
8. Assignment of criterion-wise task of collecting data for online submission of 'AQAR 2012-13' of the college.
9. Approval to the (i) 'Modus Operandi: Style of Documentation' and (ii) File structure/ Indexing document prepared by Shri. N. J. Dahale
10. Any other matter with prior permission of the Chair.

17/10/2013

(I) Name of the Member (IQAC)

Signature

1. Shri. J. K. Jadhav alias Bapu :

2. Shri. Shrikant Lad alias Nana :

3. Shri. B. B. Kadam :

4. Dr. V. M. Patil :

5. Dr. V. B. Patil. :

6. Shri. A. S. Mali :

7. Shri. V. D. Patil :

8. Dr. (Smt.) V. S. Kolekar :

9. Shri. S. J. Rasal :

(II) Name of the Member

(Quality Improvement Committee)

Signature

1. Dr. V. M. Patil :

2. Shri. D. B. Patil :

3. Shri. K. L. Pawar :

26/10/2013

Minutes of IQAC Meeting 2013-14

**Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli), Dist: Sangli
Maharashtra, Pin: 416 308**

Post-Reaccreditation Phase (PRP)

The joint meeting of Internal Quality Assurance Cell and Quality Improvement Committee of the college was held on October 24, 2013 at 1.00 p. m. in the Audio-Visual Hall. As instructed by the principal, all the other faculty members were also present for the felicitation.

I. Members Present (IQAC):

1. Prin. Dr. S. D. Kamble : Chairman
(IQAC and Quality Improvement Committee)
2. Shri. J. K. Jadhav alias Bapu : Member from L M C
3. Shri. Shrikant Lad alias Nana: Member from Society
4. Shri. B. B. Kadam : Member from Faculty
5. Dr. V. M.. Patil : Member from Faculty
6. Dr. V. B. Patil : Member from Faculty
7. Shri. A. S. Mali : Member from Faculty
8. Shri. V. D. Patil : Member from Faculty
9. Dr. (Smt.) V. S. Kolekar : Member from Faculty
10. Shri. N. J. Dahale : Member Coordinator
11. Shri. S. J. Rasal : Member from
Non-teaching staff

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26/10/2013

II. Members Present (Quality Improvement Committee):

1. Prin. Dr. S. D. Kamble : Chairman
2. Dr. V. M. Patil : Acting Chairman
3. Shri. D. B. Patil : Member
4. Shri. N. J. Dahale : Member
5. Shri. K. L. Pawar : Member

II. Members Absent: Nil

Prin. Dr. S. D. Kamble welcomed Mr. J. K. Jadhav alias Bapu for the meeting.

Item No. I: Confirmation of the minutes of the last meeting of the IQAC:

The minutes of the previous meeting were confirmed unanimously.

Item No. II: Felicitation of Shri. J. K. Jadhav alias Bapu on his being awarded *Banking Fronties Award* as the Chairman of Mansingh Co-op. Bank, Dudhondi at Bangalore by RBI officials:

As Shri. J. K. Jadhav alias Bapu has received the prestigious national acclaim *Banking Fronties Award* as the Chairman of Mansingh Co-op. Bank, Dudhondi at

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26/10/2013

Bangalore by RBI, the Prin. Dr. S. D. Kamble, on behalf of the IQAC and the college, felicitated him shawl and bouquet.

Item No. III: Approval to the (i) SWOT analysis, (ii) Perspective Plan (Top ten) and (iii) Priorities before the college (Top ten) document prepared by the IQAC in 2012-13:

Prof. N. J. Dahale spoke on the SWOT analysis, Perspective Plan (Top ten) and Priorities before the college (Top ten) and also reminded the fellow members his own presentation on this document made in the IQAC-staff meeting organized on August 29, 2013. Prof. B. B. Kadam explained 'Top ten' idea and how it is descended from NAAC 'top ten alumni' idea from its SSR questionnaire. Prin. Dr. S. D. Kamble made his crucial remarks on the total draft and suggested revision in SWOT analysis. Dahale promised to revise them accordingly and the whole structure was approved unanimously.

Item No. IV: Review of (i) Quality Benchmark Activity, (ii) SWOT analysis, (iii) Perspective Plan and (iv) Priorities before the department activities conducted by all the departments:

Prof. N. J. Dahale alluded the departments who have submitted their reports on the preparation of all the four activities and talked on the need to submit the same by the departments who have not submitted the documents yet. He also put a word of appreciation for

Dr
26/10/2013

particularly the Quality Benchmark activity conducted by Dept. of History and suggested others to seek help from Prof. S. S. Marakwad, head of this department if required. The principal asked senior faculty and a member of IQAC Dr. V. M. Patil to look into the matter and do away with it at the earliest.

Item No. V: Acceleration of effective implementation of 14 Articles Action Plan 2013-14 (PRP):

Prin. Dr. S. D. Kamble conveyed the importance of the timely application of the planning and asked all the members to descend this urgency to the heads of the departments. Prof. N. J. Dahale spoke on the 14th point of the document 'Dialogue Sessions with IQAC' that the faculty could communicate with any member of the Cell on the effective implementation of the planning as and when needed.

Item No. VI: Development of review mechanism at IQAC and Criterion level in the interest of all IQAC practices:

Prof. N. J. Dahale asked for a sort of review mechanism that brings back smooth functioning of different activities. Dr. V. B. Patil, another member of the Cell, reminded that the parent institute of the college circulated review system to be set up in colleges. Hon. J. K. (Bapu) Jadhav asked to implement it effectively.

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26/10/2013

It was resolved to implement the system rigorously under the headship of the principal.

Item No. VII: Completion of class-wise 'Student Profile' scanning task in B.C.A. department:

Prin. Dr. S. D. Kamble asked Prof. Dahale to explain the practice first and the objective/s behind scanning the filled in Profile forms. Dahale conveyed how the idea came to his mind. He said that he felt a need of a portal where all the basic data of all the students could be stored and used whenever needed. The faculty could minimize the gap between them and the students as the former would easily get aspirations, dreams and basic information about the students in no time through such document. The scanned forms can be saved as long as needed and it helps in making administration paperless and dynamic. All the members unanimously approved the practice and also suggested to take help of B.C.A. department in the completion of the task.

Item No. VIII: Assignment of criterion-wise task of collecting data for online submission of 'AQAR 2012-13' of the college:

Prin. Dr. S. D. Kamble instructed to submit belated AQAR – 2012-13 immediately. All the members present agreed and consented for working in criterion-wise frame in carrying out the task.

Dr
26/11/2013

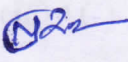
Item No. IX: Approval to the (i) 'Modus Operandi: Style of Documentation' and (ii) File structure/ Indexing document prepared by Shri. N. J. Dahale:

Prof. N. J. Dahale shared on the discussion, regarding these two items, took place in the IQAC-Staff meeting conducted on August 29, 2013, he told that about half of the staff have communicated through the feedback collected on the presentation made by himself. Actually, the documentation style corresponds with the RAR (SSR) questionnaire sequencing of the NAAC and is going to help for the third cycle of NAAC assessment process. This fact and also the file structure prepared by Dahale were approved unanimously.


Item No. IX: Any other matter with prior permission of the Chair:

The meeting ended with a vote of thanks to the Chair.

Minutes prepared by


Prof. N. J. Dahale
Member Coordinator
IQAC

Minutes approved by


Prin. Dr. S. D. Kamble
Chairman
IQAC



**Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli)**


**Internal Quality Assurance Cell
2013-14**

December 20, 2013


Notice

All the IQAC members are informed herewith to attend the meeting of the Cell to be held on December 24, 2013 at 11.00 a. m. in the Principal's cabin (A-010).

The agenda has enclosed with the notice.


Prof. N. J. Dahale
Member Coordinator
IQAC

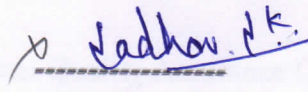
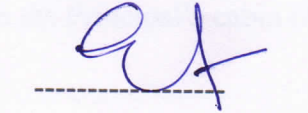
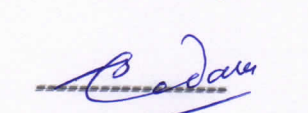
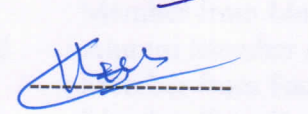
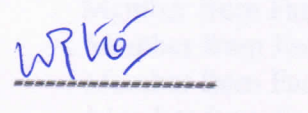
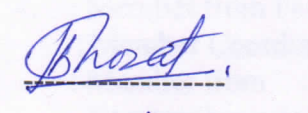
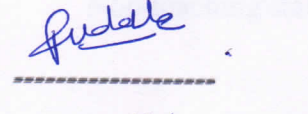
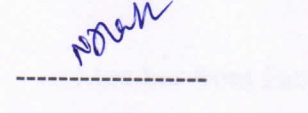




Prin. Dr. S. D. Kamble
Chairman
IQAC

AGENDA

- 3.1 To confirm the minutes of the previous meeting
- 3.2 LMC approval to the IQAC overall preparation
- 3.3 To discuss and approve the proposal for UGC seminar of the library
- 3.4 To motivate Cultural Committee for participation in the Shivaji University, Kolhapur cultural competitions
- 3.5 To discuss providing help to needy students
- 3.6 To discuss the Earn-Learn Scheme
- 3.7 To discuss about the College Magazine *Upasana*
- 3.8 To discuss about the API performance of the faculty members
- 3.9 To discuss e-governance possibilities at all levels on campus
- 3.10 To discuss about possibilities of building boys' hostel
- 3.11 To discuss about introducing short term course in Business Administration
- 3.12 To take review of laboratories enrichment
- 3.13 Any other matter with prior permission of the chair

Name of the Member**Signature**

1. Shri. J. K. alias Bapu Jadhav : 
2. Shri. Shrikant alias Nana Lad : 
3. Shri. B. B. Kadam : 
4. Dr. V. M. Patil : 
5. Dr. V. B. Patil : 
6. Shri. J. B. Thorat : 
7. Smt. P. D. Pudale : 
8. Smt. N. S. Patil : 
9. Shri. M. S. Yadav : 



Minutes of IQAC Meeting 2013-14

The 3rd meeting of 2013-14 of Internal Quality Assurance Cell of the college was held on December 24, 2013 at 11.00 a. m. in the Principal's cabin (A-010).

I. Members Present:

- | | |
|----------------------------------|-------------------------------------|
| 1. Prin. Dr. S. D. Kamble | : Chairman |
| 2. Shri. J. K. alias Bapu Jadhav | : Member from Management |
| 3. Shri. Shrikant alias Nana Lad | : Alumni Member and from Society |
| 4. Dr. V. M. Patil | : Member from Faculty |
| 5. Dr. V. B. Patil | : Member from Faculty |
| 6. Shri. J. B. Thorat | : Member from Faculty |
| 7. Smt. P. D. Pudale | : Member from Faculty |
| 8. Smt. N. S. Patil | : Member from Faculty |
| 9. Shri. N. J. Dahale | : Member Coordinator |
| 10. Shri. M. S. Yadav | : Member from
Non-teaching staff |

II. Members Absent:

- | | |
|----------------------|-----------------------|
| 1. Shri. B. B. Kadam | : Member from Faculty |
|----------------------|-----------------------|

IQAC coordinator made the introduction of the meeting and meeting began.

Item No. 3.1: To confirm the minutes of the previous meeting: Minutes of the previous meeting were confirmed unanimously.

Item No. 3.2: LMC approval to the IQAC overall preparation: Dahale read the point aloud to the meeting and said that this point conveys the democratic mechanism behind functioning of all the elements of the institution from top to bottom. Shri. J. K. Bapu Jadhav asked Dahale to explain it further. The latter said that the IQAC works as a think tank for the college and the LMC being a higher body, not only guides but also thinks over the suggestions and planning of the IQAC; it gives ample scope to the Cell. Further, coordinator submitted progress report of the Cell in short and appealed for sending it to the LMC for consideration and approval. All expressed agreement.

Item No. 3.3: To discuss and approve the proposal for UGC seminar of the library: Dr. V. M. Patil informed that the library prepared proposal of a one day national seminar on the theme of *Knowledge Management: Challenges for Library and Information Professionals* to be sent to the UGC. All the members appreciated the theme and it was unanimously resolved to send the proposal to the UGC.

Item No. 3.4: To motivate Cultural Committee for participation in the Shivaji University, Kolhapur cultural competitions: It was discussed that this policy of motivating the committee for university level participation was necessary for improvement of such activities in college. Shri. Shrikant Nana Lad proposed the point and all the members seconded it unanimously.

Item No. 3.5: To discuss providing help to needy students: The observation was made that the students find it difficult to communicate their personal problems. The remedy was found to initiate from teachers' end to make the students speak their problem: most of the time the problems are of financial needs or problems of overcoming inhibitions. Coordinator said that such problems could meet through the *Dattak Palak Yojana* that has been in practice. The teacher parent could initiate to communicate his or her adopted students in this regard. It was resolved to overcome this by all the faculty members because they have been given (adopted) a specific number of students from their own departments under this scheme *Dattak Palak Yojana* in the college. .

Item No. 3.6: To discuss the Earn-Learn Scheme: Coordinator Shri. N. J. Dahale shared that this scheme have been the identity of the parent institution and it could better serve as support mechanism for needy students in this college. It was resolved to assign this to the committee concerned.

Item No. 3.7: To discuss about the College Magazine *Upasana*: Coordinator read the item aloud and suggested that it would be better to take review department-wise for collection of creative writing data and other informative material for the issue. Dr. V. B. Patil entered the discussion and said that it was December and this task needed to be undertaken immediately. The decision was passed accordingly.

Item No. 3.8: To discuss about the API performance of the faculty members: Dr. V. M. Patil informed that he has been associated with different bodies in the university and it has been the review of all that the college teachers should gear up their academic performance even further for better career advancement. Coordinator said that the teacher quality can mainly e measured with their research and other professional endeavours and API performance could be a mirror to their performance as such. All agreed the discussion and it was decided to initiate this awareness through IQAC mechanism.

Item No. 3.9: To discuss e-governance possibilities at all levels on campus: Shri. J. B. Thorat said that the governmental higher bodies have been expecting us to switch over to the e-governance mode. Principal shared that the workshops meant for administrative groups also reiterate this. Coordinator said that the 'on campus' policy could begin by paperless work to some extent. he further explained that let everyone be asked to put his or her own record/ task on computer and if necessary could be got printed for further use.

Item No. 3.10: To discuss about possibilities of building boys' hostel: Principal informed that the students of this college hail from villages in the vicinity and they also contribute their share in domestic work of farming mainly. They do not show interest in such things like staying in a hostel. This has been the scenario particularly of students taking general faculty education. It was shared by Shri. J. K. Bapu Jadhav that similar has been the perception of higher authorities in the institution. All expressed agreement.

Item No. 3.11: To discuss about introducing short term course in Business Administration: Shri. J. K. Bapu Jadhav shared that the students belonging to Commerce need such training. So, it was resolved to assign the department concerned to plan of introducing this course.

Item No. 3.12: To take review of laboratories enrichment: Coordinator read the item aloud and said that the laboratories enrichment has been a regular practice particularly in Chemistry. The principal said that this year the enrichment will be enhanced in terms of equipments, chemicals, etc. The policy was approved by all.

Item No. 3.13: Any other matter with prior permission of the Chair:

The meeting ended with a vote of thanks to the Chair.

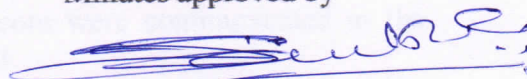
Minutes prepared by



Prof. N. J. Dahale
Member Coordinator
IQAC



Minutes approved by



Prin. Dr. S. D. Kamble
Chairman
IQAC

IQAC Action Taken Report

The meeting of the IQAC was held on December 24, 2013 in the Principal's Cabin. The brief report of the action taken accordingly is as follows:

Item No. 3.1: The LMC approval was sought over the overall IQAC policy and preparation.

Item No. 3.2: The proposal for one day national seminar on the theme of *Knowledge Management: Challenges for Library and Information Professionals* of the library was sent to the UGC for sanction.

Item No. 3.4: Review was taken of the *Dattak Palak Yojana* and necessary instructions were given as per the decisions descended from IQAC meeting proceedings.

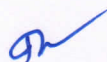
Item No. 3.5: The task of material collection and seeking creative writers among students was monitored through the committee concerned.

Item No. 3.7: Importance of API performance and score were communicated to the faculty members and were motivated for its improvement.

Item No. 3.8: Importance of paperless work was communicated to the faculty members and non-teaching staff and also former were motivated towards environmental consciousness.

Item No. 3.9: The Commerce faculty introduced a certificate course in Business Administration.

Item No. 3.10: The laboratories in Science were enriched.



**Rayat Shikshan Sanstha's
Arts, Science and Commerce College,
Ramanandnagar (Burli)**


Internal Quality Assurance Cell

April 21, 2014

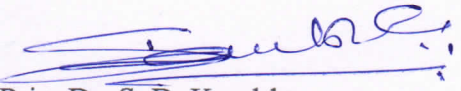
Notice

All the IQAC members are informed herewith to attend the meeting of the Cell to be held on April 28, 2014 at 12.30 p. m. in the Principal's cabin (A-010).

The agenda has enclosed with the notice.


Prof. N. J. Dahale
Member Coordinator
IQAC




Prin. Dr. S. D. Kamble
Chairman
IQAC

AGENDA

- 4.1 To confirm minutes of the previous meeting
- 4.2 To discuss about sending proposal of introducing M. Sc. in Chemistry and B. Sc. at tertiary level in Mathematics to LMC for consideration and approval
- 4.3 To discuss about sending restructuring admission fees for different programmes and courses from 2014-15 onwards to LMC for consideration and approval
- 4.4 To discuss about sending proposal of B. Sc. I non-grant basis division to the Shivaji University, Kolhapur to LMC for consideration and approval
- 4.5 To discuss about sending policy of B. Sc. I and III admission process on merit basis purely to LMC for consideration and approval
- 4.6 To discuss about admission policy to increase student strength
- 4.7 To take review of the annual examination
- 4.8 To discuss about publication of college annual *Upasana*
- 4.9 Any other matter with prior permission of the Chair

Name of the Member**Signature**

1. Shri. J. K. alias Bapu Jadhav : Nadhav. J.K.
2. Shri. Shrikant alias Nana Lad : [Signature]
3. Shri. B. B. Kadam : [Signature]
4. Dr. V. M. Patil : [Signature]
5. Dr. V. B. Patil : [Signature]
6. Shri. J. B. Thorat : [Signature]
7. Smt. P. D. Pudale : [Signature]
8. Smt. N. S. Patil : [Signature]
9. Shri. M. S. Yadav : [Signature]

[Signature]

Minutes of IQAC Meeting 2013-14

The 4th meeting of 2012-13 of Internal Quality Assurance Cell of the college was held on April 28, 2014 at 11.00 a. m. in the Principal's cabin (A-010).

I. Members Present:

- | | |
|----------------------------------|-------------------------------------|
| 1. Prin. Dr. S. D. Kamble | : Chairman |
| 2. Shri. J. K. alias Bapu Jadhav | : Member from Management |
| 3. Shri. Shrikant alias Nana Lad | : Alumni Member and from Society |
| 4. Shri. B. B. Kadam | : Member from Faculty |
| 5. Dr. V. M. Patil | : Member from Faculty |
| 6. Dr. V. B. Patil | : Member from Faculty |
| 7. Shri. J. B. Thorat | : Member from Faculty |
| 8. Smt. P. D. Pudale | : Member from Faculty |
| 9. Smt. N. S. Patil | : Member from Faculty |
| 10. Shri. N. J. Dahale | : Member Coordinator |
| 11. Shri. M. S. Yadav | : Member from
Non-teaching staff |

II. Members Absent:

Nil

Prin. Dr. S. D. Kamble made the introduction of the meeting.

Item No. 4.1: To confirm minutes of the previous meeting: Minutes of the previous meeting were confirmed unanimously.

Item No. 4.2: To discuss about sending proposal of introducing M. Sc. in Chemistry and B. Sc. at tertiary level in Mathematics to LMC for consideration and approval: Coordinator said that the previous NAAC Peer Team has recommended to start Mathematics at tertiary level and also PG programmees in science. Shri. J. K. Bapu Jadhav assured that he would ask for LMC meeting to approve these proposals and would look into to get them sanctioned.

Item No. 4.3: To discuss about sending restructuring admission fees for different programmes and courses from 2014-15 onwards to LMC for consideration and approval: Principal said that the college has not increased admission fees for long period of time and so the college needs to enhance the fees. Jadhav asked him send this document also to the LMC meeting for consideration and approval. The principal acted accordingly.

Item No. 4.4: To discuss about sending proposal of B. Sc. I non-grant basis division to the Shivaji University, Kolhapur to LMC for consideration and approval: Shri. B. B. Kadam shared that the students' flow to the Science wing has been increased and the college needs to send proposal to the university for seeking affiliation to it. Principal said that the proposal will be sent to the LMC first for consideration and approval. All showed agreement.

Item No. 4.5: To discuss about sending policy of B. Sc. I and III admission process on merit basis purely to LMC for consideration and approval: Coordinator said that this point also bears the similar nature as the previous one bears. It was actually the supplementary issue to the previous. Shri. J. B. Thorat added that the students' preference to this college was the matter of pride for us and this was the right time to go for additional division even though the university and government approve it on non-grant basis. Principal contributed that the expenses would be met through the fees collected. The policy of merit basis admission to B. Sc. I and III was attended in this way and was approved. The discussion was taken to send the proposal to the LMC for consideration and approval.

Item No. 4.6: To discuss about admission policy to increase student strength: Coordinator said that this point bears different explanation. It was purely concerned with Arts faculty, where competitor colleges in the region and equal distribution to Part III admission process need a policy to be decided prior the process starts. The decision was taken that the committee concerned be conveyed these IQAC proceedings and act accordingly.


Item No. 4.7: To take review of the annual examination: The university examination was going on and Shri. M. S. Yadav was assigned to see the smooth functioning of it in coordination with the committee concerned.

Item No. 4.8: To discuss about publication of the college annual Upasana: The committee appointed for this purpose was asked to complete the work in time. It was particularly observed to see whether justice has been give to all the activities and to the students having creative writing skill.

Item No. 4.9: Any other matter with prior permission of the Chair:

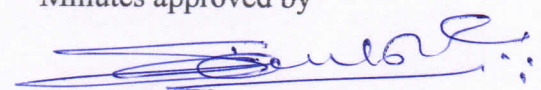
The meeting ended with a vote of thanks to the Chair.

Minutes prepared by


Prof. N. J. Dahale
Member Coordinator
IQAC



Minutes approved by


Prin. Dr. S. D. Kamble
Chairman
IQAC

IQAC Action Taken Report

The meeting of the IQAC was held on April 28, 2014 in the Principal's Cabin. The brief report of the action taken accordingly is as follows:

Item No. 4.1: IQAC sent all the item numbers 4.2, 4.3, 4.4 and 4.5: 1. Introducing M. Sc. in Chemistry and B. Sc. at tertiary level in Mathematics, 2. Restructuring admission fees for different programmes and courses from 2014-15 onwards, 3. Proposal of B. Sc. I non-grant basis division, and 4. Policy of B. Sc. I and III admission process on merit basis purely to the LMC of the college. The LMC approved the IQAC thinking process as it was and the action was taken accordingly.

Item No. 4.2: IQAC guided the Admission Committee to justify equal number of students to all the classes in Arts faculty particularly.

Item No. 4.3: It was particularly observed to see whether justice has been given to all the activities and students having creative writing skill in the college annual *Upasana*.

Item No. 4.4: The AQAR copy was discussed before the Cell members.