

PUNE DISTRICT EDUCATION ASSOCIATION'S
BABURAOJI GHOLAP COLLEGE, SANGVI, PUNE 411027
Internal Quality Assurance Cell (IQAC)
ACADEMIC YEAR – 2016-17

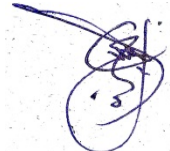
IQAC meeting minutes and Action taken report: Dated-26/04/2017.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Review of IQAC activities of second sem.	Dr. R A. Pawar	IQAC activities conducted in the second semester were explained including paperless functioning. Discussion on the success of national seminar.	Members appreciated The IQAC activities. Also sanctioned utilization of national seminar.
Review of reaccreditation process for cycle III	Dr. Mrs. S. V. Jagtap.	New process of reaccreditation is discussed. Also action plan for reaccreditation process is discussed by Dr. B. B. Kale.	IQAC members approved the plan given by NAAC coordinator and suggested implementation guidelines to her.
Policy of AAA for year 2016-17	Prof. B. U. Kangude.	Importance and methodology of AAA is discussed. Revised AAA format is also discussed and Dr. Nikumb suggested some changes in it.	IQAC directed to carry out AAA in -August 2017 after declaration of annual results.
Quality Indicator framework (QIF)	Prof. B. U. Kangude	QIF released by NAAC presented and discussions held.	Unanimously all IQAC members agreed to go for reaccreditation (cycle III) by preparing data for QIF.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Plan of action for the year 2017-18.	Dr. L. K. Nikam.	Recommendations of second cycle are discussed and the major infrastructural changes are suggested such as extension of library, renovation of play ground, installation of Wi- Fi., rain water harvesting, board room, smart classroom/AV. room etc.	Chairman of IQAC and principal is instructed to forward these issues to the management of PDEA and monitor the progress of these activities throughout year.
Other subjects.	Dr. Naik V. V.	Institutional action plan for year 2017-18.	Administration of the college is instructed to take follow-up of the suggestions.
	Shri. R. J. Nimbalkar	Importance of water conservation in college	
	Dr. S. R. Chaudhari	New Maharashtra university Act 2016. And suggested to submit proposal to BCUD for solar PV system	
	Dr. B. B. Kale/ Dr. Nikumb A. K.	Gave information regarding submission of MRP to various funding agencies	


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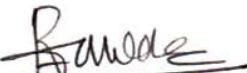

Dr. L. K. Nikam.
Chairperson, IQAC.
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Internal Quality Assurance Cell (IQAC)
ACADEMIC YEAR – 2016-17

IQAC meeting minutes and action taken report: Dated-20/01/2017.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
AAA of departments and office	Prof. B. U. Kangude.	The observations and recommendations given by Academic Audit Team were discussed.	Respective departments are instructed to prepare plans to fulfil recommendations.
Celebration of “Baburaoji Gholap Smruti Saptah” (Memory week).	Dr. S. R. Chaudhari.	Various cultural and academic activities were discussed.	The cultural and special day celebration committee has been instructed to take responsibility of organization of the events.
Review of national seminar organised by IQAC	Dr. R. A. Pawar	Outcome of national seminar and its expenditure issues were discussed.	IQAC instructed coordinator to finalise accounts and submit utilization to BCUD, SPPU, Pune.
Review of short term courses conducted by college.	Dr. V. V. Naik.	The various issues related to short term courses were discussed. Departments and new short term courses were finalised.	The HoDs and corresponding in charge of shorts term courses are instructed to chalk out plans for these.

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Augmentation for infrastructure for library.	Prof. V. V. Naikwadi.	Due to shortage of space functioning of library faces several problems. Such issues and the need of library infrastructure augmentation were discussed.	College administration and library committee is instructed to prepare a plan and to submit it to management.
Organization of fashion show.	Prof. S. Chawhan.	B. Voc coordinator raised the issues of organization of fashion show to make available the platform for final year FT students.	B. Voc.(FT) department is instructed to organise fashion show.
Convocation programme.	Dr. M. G. Chaskar	As per SPPU guidelines convocation program for UG & PG students at college level should be organised.	Examination committee is instructed to prepare proper planning for this program.
Examination reforms.	Dr. Pimple V. V.	Various exam reforms including internal flying squad were discussed.	Examination committee is instructed to take follow up.
Review of second semester of syllabus.	Dr. S. R. Chaudhari.	Review of teaching-learning process was taken by vice-principal.	All staff members are instructed to complete their syllabi and Practicals before 28 th February.
Utilization of N-List Facility	Prof. V. V. Naikwadi.	Librarian demonstrated the use of N-List facility.	PG and research students as well as all staff members are informed.


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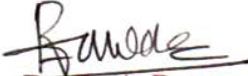



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ACADEMIC YEAR – 2016-17

IQAC meeting minutes and action taken report: Dated-20/12/2016.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
To discuss various issues related to organization of National seminar of IQAC	Dr. M. G. Chaskar Dr. R. A. Pawar. Prof. B. U. Kangude.	Various issues such as Budget, distribution of brochure, registration, proceedings, residence of participants, event arrangements at YASHADA, travel arrangements, hospitality arrangements, preparation of programme schedule, planning for inauguration and valedictory, Publicity, photography, recording, work allotment through various committees, communication to management regarding financial support, submission of utilization to BCUD, other technical matters etc were discussed.	Core committee of national seminar, administration, various committees and staff members are instructed to work out proper planning of their duties for successful organization of seminar.


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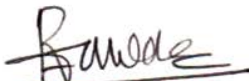

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Internal Quality Assurance Cell (IQAC)
ACADEMIC YEAR – 2016-17

IQAC meeting minutes and action taken report: Dated-21/10/2016.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Academic and administrative audits of academic year 2015-16.	Prof. B. U. Kangude.	Explained the concept of AAA, its importance and methodology was discussed. The format of audit is discussed. Decided to apply paperless methodology for conducting AAA.	Respective departments are instructed to fill the format provided by IQAC and to prepare PPTs for presentation..
To finalize AQAR 2015-16	Dr. R. A. Pawar.	Discussions on final draft of AQAR 2015-16 were held. Dr. Pawar made an appeal to all members to give constructive suggestions.	IQAC permitted coordinator to submit AQAR online to NAAC Bangalore.
Discussion related to national seminar.	Dr. M. G. Chaskar.	Organization of National seminar related to IQAC activities was proposed and concrete discussions were held. Theme of the seminar was finalized as “Academic and administrative Audits through ICT”.	IQAC coordinator and Asst. Coordinator are instructed to prepare further plans regarding organization of national seminar on the theme.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Review of curricular and extracurricular activities of first semester.	Dr. V. V. Naik, Dr. S. R. Chaudhari.	Vice principal Dr. V. V. Naik took review of academic activities (admissions, eligibility, syllabus completion, guest lecturers etc.) Dr. S. R. Chaudhari took review of examination related issues, DBT-STAR college activities and other co-curricular activities.	IQAC appreciated the activities held during first semester and also suggested proper implementation of DBT_STAR scheme.
Best practices of Office.	Shr. A. D. Kondhavwale.	Administrative audit as best practices of office was discussed. Format of administrative audit is also discussed.	IQAC instructed administration to carry out Administrative audit of office as per format.


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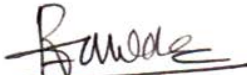

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Internal Quality Assurance Cell (IQAC)
ACADEMIC YEAR – 2016-17

IQAC meeting minutes and action taken report: Dated-18/06/2016.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
To discuss AQAR 2015-16	Dr. R. A. Pawar.	Discussions on draft of AQAR 2015-16 were held. Coordinator appealed to all staff members to give necessary information for preparation of AQAR	Instructions are given to all Department Heads to submit the Inputs in the prescribed format. All committee chairmen are also instructed to submit annual reports.
Discussion and finalisation of action plan for the year 2016-17	Dr. M. G. Chaskar.	Detailed discussion was held on academic and other activities to be held in current academic year.	Respective committees are instructed.
Planning for the Best practice for the year 2016-17	Dr. V. V. Naik.	It has been decided that career oriented courses and other skill based courses were to be a best practice. Also it was decided to adopt paperless office methodology for Assessment and accreditation related work.	Both of these practises are Appreciated by IQAC and instructed short term course committee to implement it with a proper plan.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Discussions on curricular and extracurricular activities of first semester.	Dr. V. V. Naik, Dr. S. R. Chaudhari.	Vice principal Dr. V. V. Naik explained various academic activities (admissions, eligibility, syllabus completion, guest lecturers etc.) Dr. S. R. Chaudhari explained DBT-STAR college activities and other co-curricular activities.	IQAC approved planned activities and assigned implementation of DBT-STAR scheme to Dr. S. R. Chaudhari.
Other subjects	Dr. S. V. Jagtap	Academic research coordinator (ARC) gave the information about proposal research schemes and seminars to be submit to BCUD, SPPU, Pune.	Two states and one national level seminar are proposed and BCUD committee is instructed to prepare proposals.


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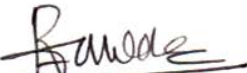

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ACADEMIC YEAR – 2015-16

IQAC meeting minutes and Action taken report: Dated-27/04/2016.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Finalization of AQAR 2015-16	Dr. R A. Pawar	Coordinator submitted a final draft of AQAR 2015-16 in IQAC meeting and sought its approval for finalization. The delay in the submission and its reasons are discussed. The data related to major activities is confirmed,	IQAC approved the draft and instructed coordinator to submit it to NAAC Bangalore.
Plan of action for the year 2016-17.	Dr. M. G. Chaskar.	Chairman, IQAC discussed the action plan and academic calendar of college for next academic year 2016-17. He suggested various new issues including national seminar related to assessment and accreditation.	Departments are instructed to prepare their own academic plans and calendars in accordance with college action plan. Coordinator IQAC is asked to look into it.
To take review of curricular and extracurricular activities.	Dr. V. V. Naik, Dr. S. R. Chaudhari.	Vice principal Dr. V. V. Naik took review of academic activities conducted in the college throughout year. Dr. S. R. Chaudhari took review of DBT-STAR college scheme and other co-curricular activities.	IQAC appreciated the activities held during academic year.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Planning to Participation in sports activities.	Prof. Mrs. V. D. Pathare.	Physical Director and member discussed the problems of low participation of students in various sports activities at university and state level. She also stressed upon the augmentation of gymkhana and various indoor and outdoor sport equipments.	After considering the gravity of subject IQAC extended full support to the proposal. Instructed administration to cooperate and resolve all issues in this concern.
Other issues.	Dr. Nikumb A. K.	Discussed issues related to research publication and gave information about characterization facility available in the SPPU.	Research committee is instructed to make aware the staff of the college.
	Dr. S. D. Aghav	Coordinator 'FESEM' 2016 took review of grand success of international conference Organised at YASHADA Pune.	IQAC appreciated the efforts taken by organizing committee for making conference successful.


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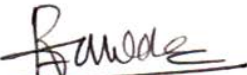

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ACADEMIC YEAR – 2015-16

IQAC meeting minutes and Action taken report: Dated-30/11/2015.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Discussion of finalization of AQAR 2014-15	Dr. R A. Pawar	Coordinator submitted a draft of AQAR 2014-15 in IQAC meeting and appealed to members to give fruitful suggestions before it is sent to NAAC.	IQAC approved the draft and suggested some corrections.
Discussions on organization of workshop, seminar and conferences. .	Dr. M. G. Chaskar. Dr. S. D. Aghav.	Chairman, IQAC and coordinator of seminar discussed the issues related to organization of international seminar 'FESEM 2016' Students related workshops to be organized by 'Student Welfare Committee' are also discussed.	All science departments and organizing committee of 'FESEM' instructed accordingly. Student Welfare Committee is Instructed to take follow-up.
To take review of curricular and extracurricular activities.	Dr. V. V. Naik, Dr. S. R. Chaudhari.	Dr. S. R. Chaudhari took review of DBT-STAR college scheme and other co-curricular activities to be conducted in second semester. Vice principal Dr. V. V. Naik discussed academic activities to be conducted in the college in second semester.	Concerned departments and college committees are instructed to implement the activities.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Other issues.	Dr. Naik V. V.	Dr. Naik V. V., coordinator of international conference 'ICT in the era of globalization' took review of the said conference.	IQAC appreciated the efforts taken by organizing committee for making conference successful.
	Dr. S. R. Chaudhari	Baburaoji Gholap <i>smruti saptah</i> ' a memorial week of founder of our institution will in the first week of February as a part of Value Education. The memorial week is to celebrated with a value education workshop, quiz, essay, cookery competition, poster competition, blind programming etc	Special Day celebration and cultural committee are instructed to implement the activities.


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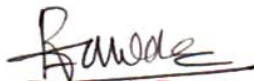

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ACADEMIC YEAR – 2015-16

IQAC meeting minutes and Action taken report: Dated-15/10/2015.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
To finalise proposal of seminar/ Workshop under QIP	Dr. M. G. Chaskar Dr. S. D. Aghav.	Principal and Academic research Coordinator (ARC) explained various schemes under QIP of SPPU. Also elaborated the guidelines for submission of proposal regarding conference/seminar.	Science departments are instructed to draft a proposal for an international seminar and to submit it to BCUD SPPU Pune. Economics and B. Voc. (FT) also instructed to submit proposal.
Discussions on sports proposal under QIP.	Dr. M. G. Chaskar. Prof. V. D. Pathare.	Proposal for various sports equipment are discussed.	Physical education department is instructed accordingly.
Discussion of AQAR 2014-15	Dr. R A. Pawar	The various issues related to preparation of AQAR 2014-15 are discussed by coordinator.	All departments and college committees are instructed to furnish information of academic year 2014-15.
To take review of best practice.	Dr. S. R. Chaudhari.	Chairman of IQAC announced following two best to be conducted in the year. 1) Skill oriented courses to enhance Employability and Entrepreneurship of the institute. 2) To carry out the green, water and energy Audit of college campus.	IQAC approved the proposal and instructed short term courses committee to take followup.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Other subjects	Mr. Santosh Dhore	Raised the issue of arrangement of alumni and parent meet.	Alumni and parent committee instructed to organize alumni and parent meet at department and institute level.
	Dr. S. D. Aghav.	Discussed the process of preparation of 'Vision Documents' for the year 2020.	The vision document committee instructed accordingly.
	Shri. A. D. Kondhawale	Raised the issue to upgrade the ICT facilities in Examination, other departments and IQAC cell.	College administration is instructed to purchases required ICT equipments and installs CCTV system in exam department.


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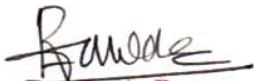

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ACADEMIC YEAR – 2015-16

IQAC meeting minutes and Action taken report: Dated-20/06/2015.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
To finalize AQAR 2013-14.	Dr. R A. Pawar	The various issues related to preparation of AQAR 2013-14 are discussed by coordinator. He appealed the members to provide useful suggestions.	All departments and college committees are instructed to furnish information of academic year 2013-14.
Other subjects.	Dr. M. G. Chaskar	Raised an issue of submission of proposals to Community College scheme of UGC for introduction of Diploma in Rubber and Chemical processing (DRCP) course for 12 th pass students.	The department of chemistry is instructed to prepare and submit detailed proposal to UGC under community college scheme.
	Dr. S. R. Chaudhari.	Discussed the need to chalk out Proper plan of action for implementation of DBT-Star scheme.	Science departments are instructed to prepare department wise micro-planning for DBT-Star scheme.
	Dr. D. M. Mahajan.	Discussed the need to submit proposals to BCUD, SPPU for introduction of research center in Environmental Science.	Life science departments are instructed accordingly.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Other Subjects.	Dr. S. T. Ghodke.	Discussed the issues related to international seminar of English department.	English department is instructed to plan and work out international seminar. Also instructed to generate financial assistance from other organizations.
	Dr. S. R. Chaudhari.	Discussed the need to chalk out Proper plan of action for implementation of DBT-Star scheme.	Science departments are instructed to prepare department wise micro-planning for DBT-Star scheme.
	Dr. D. M. Mahajan.	Discussed the need to submit proposals to BCUD, SPPU for introduction of research center in Environmental Science.	Life science departments are instructed accordingly.
	Dr. S. T. Ghodke.	Discussed the issues related to international seminar of English department.	English department is instructed to plan and work out international seminar. Also instructed to generate financial assistance from other organizations.
	Dr. V. V. Naik	Discussed the need establish collaboration with academic / research institution and industries to be initiated.	English department is instructed accordingly.


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ACADEMIC YEAR – 2017-18

IQAC meeting minutes and Action taken report: Dated-19/06/2017.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Discussion on Academic planning for the year 2017-18	Dr. L. K. Nikam. Dr. V. V. Naik.	Principal and vice principal discussed various issues of academic planning including curricular and co-curricular activities.	The departments and various committees are directed to prepare Academic plans in accordance with academic calendar
To Take review of admission process.	Prof. M. S. Misar.	Took review of prospectus and admission process being conducted online mode and merit basis. She also explained publicity strategies adopted by institution.	Admission committee and administrative office is directed to follow all rules and regulations of Govt of Maharashtra and SPPU regarding admissions.
To discuss inputs from the departments.	Prof. B. U. Kangude.	Format of departmental inputs for year 2016-17 and mode of online submission is discussed.	Format of inputs from departments is rectified and provided online to the all departments.
To Discuss issues related to AQAR 2016-17.	Dr. R. A. Pawar.	The various issues related to preparation of AQAR 2016-17 are discussed by coordinator.	All departments and college committees are instructed to furnish information online of academic year 2016-17.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Other issues	Prof. M. S. Misar.	Discussed the need to go for reaccreditation process for third cycle by preparing SSR using NAAC new framework.	IQAC, NAAC steering committee and administrative office are instructed to prepare a detailed plan regarding reaccreditation cycle III.
	Prof. B. U. Kangude	Discussed the process plan to carry out academic and administrative Audits (AAA) of year 2016-17..	Departments are directed to prepare academic audits in the prescribed format and present it to academic audit team.
	Dr. S. V. Jagtap.	Academic Research Coordinator (ARC) discussed the need and process to organize national/state/institutional level seminar by various departments.	Department of Marathi and Library, Zoology, BBA(CA) are instructed to submit proposals to BCUD, SPPU Pune for financial assistance.
	Shri. Prafulla Patil	Discussed to start more skill based add-on courses to enhance entrepreneurship and employability of students.	IQAC instructed Short term committee to prepare plans to start more Add-on courses.


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IQAC meeting minutes and Action taken report: Dated-04/09/2017.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Discussions on concept of paperless office.	Prof. B. U. Kangude.	Discussed the 'paperless office' issues related to administrative office. According new guidelines issued by NAAC data management is to be carried out using ICT tools.	Administration and various committees are instructed to use ICT tools in their day to day working and communication.
To take review of UG ad PG admissions.	Dr. L. K. Nikam. Dr. V. V. Naik.	Principal and vice principal discussed the present scenario of admission process.	IQAC appreciated efforts taken by administrative office and admission committee for maintaining transparency in admission process.
Discussion on new SSR manual	Dr. S. V. Jagtap. Prof. M. S. Misar.	Coordinator and asst coordinator of NAAC steering committee discussed all issues of new framework and processes released by NAAC in July 2017.	NAAC steering committee directed to form criterion wise committees. It is also instructed to prepare SSR for third cycle reaccreditation.
To finalise systematic filing pattern.	Dr. Y. B. Khollam.	He discussed the prescribed filing system required by new assessment and accreditation process.	IQAC instructed all departments and administrative office to follow the procedure for filing.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Work allotment as per IQAC / NAAC requirements	Shri. A. D. Kondhawale Shri. A. B. Bhagat	Office superintend and accountant discussed work allotment to collect information required for SSR preparation	Respective staff members assigned duties according work distribution chart.
Other Subjects	Prof. B. U. Kangude	Discussed the online process to carry out academic and administrative Audits (AAA) of year 2016-17..	Departments are directed to prepare academic audits in the revised format and present it to academic audit team.
	Prof. S. S. Chowhan	B. Voc. Coordinator stressed upon to establish fashion technology laboratory with modern furniture and equipment.	IQAC instructed administration to issue a work order to the corresponding contractor and asked him finish work as early as possible.
	Dr. L. K. Nikam.	Insisted to implement recommendations of green, water & energy audits.	Administration is instructed to prepare proposal to management and concern agencies.


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Dr. L. K. Nikam.
 Chairperson, IQAC.


PRINCIPAL
 Baburaoji Gholap College
 Sangvi, Pune - 411 027.

PUNE DISTRICT EDUCATION ASSOCIATION'S
BABURAOJI GHOLAP COLLEGE, SANGVI, PUNE 411027
Internal Quality Assurance Cell (IQAC)
ACADEMIC YEAR – 2017-18

IQAC meeting minutes and Action taken report: Dated-13/10/2017.

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken.
Welcome of new Principal Dr. B. N. Zaware.	Dr. L. K. Nikam.	Ex-officiating principal introduced and welcomed Dr. B. N. Zaware as a new principle and chairman of IQAC.	All IQAC members welcomed and congratulated Dr. B. Zaware.
To Finalize AQAR of year 2016-17	Dr. R. A. Pawar.	Presented the glimpses of AQAR of the academic year 2016-17 and appealed to all the members to review it.	IQAC accepted the draft and asked coordinator to submit it online to NAAC Bangalore
Review of Academic audit 2106-17.	Prof. B. U. Kangude.	The observations and recommendations given by Academic Audit Team were discussed.	IQAC appreciated the efforts taken audit team and respective departments are instructed to prepare plans to fulfil recommendations.
Review of curricular and co-curricular activities of first semester	Dr. V. V. Naik.	Vice principal Dr. V. V. Naik took review of curricular and other co-curricular activities conducted in first semester. Also discussed academic activities and planning to be conducted by college in second semester.	IQAC appreciated activities conducted in the first semester and concerned departments and college committees are instructed to implement the further activities.

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Submission of IIQA for third cycle of reaccreditation and reassessment.	Dr. S. V. Jagtap. Prof. M. S. Misar.	Coordinator and asst. coordinator of NAAC steering committee informed about the issues and procedure of submission of IIQA to NAAC.	IQAC instructed NAAC steering committee to make possible arrangement for submission of IIQA in the month of December.
Other Subjects	Prof. V. A. Naikwadi	Librarian took review of up gradation and augmentation the Library facilities by renovation	IQAC instructed administration and library committee to speed the process of renovation.
	Prof. Vidya Pathare.	Discussed the need to enhance the standards of the playground	Administration and gymkhana committee are instructed to take follow up of the requirement.
	Dr. L. K. Nikam.	Elaborated the need to sign Memorandum of Understanding (MoU) with National organizations	Coordinator of DRCP is instructed to take necessary steps for signing MOU
	Prof. S. S. Chowhan	Expressed the urgency to make the campus Wi-Fi enabled	Administration is instructed to take follow up of the requirement.


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