

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-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. Kholam.	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.


Coordinator, IQAC
BABURAOJI GHOLAP COLLEGE
SANGVI, PUNE-411027




Dr. L. K. Nikam.
Chairperson, IQAC.
PRINCIPAL
Baburaoji Gholap College
Sangvi, Pune - 411 027.