



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar
Maharashtra, India**

Date

Academic Year 2018-19

IQAC Meeting

Date: 30-July-2018

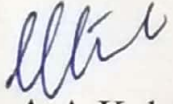
Venue: Principal Cabin

Time: 12.30 p.m.

The college IQAC members are hereby informed that the committee meeting is organized on 31st July 2018 at 12.30 am in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action action taken report of decisions of last meeting
3.	ItemNo-3To chalk out academic plan for the academic year 2018-2019 a. Academic calendar of College b. Departmental calendars c. To prepare objectives and PO, PSO, CO for each subject and course.
4.	Item No-4 To Take review of the academic process and update the records.
5	Item No.5To implement continuous Comprehensive evaluation Method at UG and PG Level

Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
4	Dr. Hansraj Thorat (Alumni)	
5	Dr. B.B.Kale (Scientist C-MET)	
6	Prof. V.K. Deshmukh	
7	Prof. Dr.S.N. Bolbhat	
8	Prof. A. S. Jadhav	
9	Prof. V.P. Supekar	
10	Prof. S.S Gaikwad	
11	Prof. Dr. B.B Kalapure	
12	Prof.T.Y.Randive	
13	Prof. V.B.Adasare	



(Dr. A.A.Kale)

Coordinator

(NAAC & IQAC)



(Princ.Dr. N.S.Gaikwad)

Chairperson

(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 31/07/2018.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began with the general feed back by the principal regarding the existing processes in the college and the likely availability of good infrastructure and premises of the college which will be available for new development. The committee was apprised for declaring the "A" Grade with CGPA 3.09 on 27th Nov. 2107 by National Assessment & Accreditation Council (NAAC) Bangalore. The deep discussion on the valuable suggestions and recommendation given by the NAAC Peer committee. The discussion was also held on suggestion and recommendation given by Sanstha's Academic Administration and Audit (AAA) committee visited on 24th March 2018 and though discussion was held on preparation the action plan for the rectification of the suggestion and recommendation.

Item No-2 To consider action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the IQAC committee. The action plan prepared for the development of the college was approved by unanimously by the committee and also decided to work as per suggestion and action plan prepared by IQAC.

ItemNo-3 To chalk out academic plan for the academic year 2018-2019

A. Academic Calendar of College

B.Departmental calendars

C.To Prepare objectives and PO, PSO, CO for each subject and course.

The chairperson the IQAC committee chalks out the various academic plans to run in the academic year 2018 -19. The following academic programme was chalk out by the chairperson of the committee.

A. Academic Calendar of College:

It was finalized in the meeting to prepare the academic calendar of college 2018-2019 by the committee. Academic calenderer should includes month and day wise activities all programmes related to academic teaching in the first and second semester , schedule of curricular activities of the academic year and also the extension activity run by the college thought the year.

B.Departmental calendars

The chairperson introduces the importance of the departmental calendar and finalized to prepare the departmental calendar for the academic year 2018-19. The departmental calendar should include to be held the departmental meeting, minutes of the meeting at least two meetings per semester. The Head of the department of each department should write the minutes of meeting immediately. It was also finalized to introduce the following points in the meeting which includes teaching, curricula and extension activities will be carried out in the academic year

Academic Activity: 1. Preparation teacher diary 2. Preparation of teaching plan: Teaching Plan Includes the months, days and period available for the actual teaching as per the university guidelines. 3. Preparation of lesson notes of each lecture. 4. Departmental time table 5. Individual time table 6. Curricular activities include the Introduction of Two Unit Test, Mid-Semester examination and seminar, test, Home assignment, Tutorial etc.

Co-Curricular Activities: Includes organizing seminar, conferences, and workshop. **Extension activities:** Includes visit to industry, research Institute, Parent meets, Alumni meets etc.

Research activity: Motivation of Faculty and students toward the presentation and publication of research work in National and International Journals and Conferences and university Avishkar, Inspire research programmes.

C. To Prepare objectives and PO, PSO, CO for each subject and course.

The Chairperson introduced the importance of preparation of aim, objectives of PO, PSO, CO for each subject and course. The Head of the department of all departments should prepare the aim, objectives of Programmes outcomes, Programs specific outcomes and curricular outcomes of each subject and every course run by department of the college.

Item No-4 To Take review of the academic process and update the records.

The chairperson of the IQAC took review of the academic process which includes the result of last academic years, admission process, Academic calendar, Departmental inputs, annual / semester teaching plan, Annual Plan of the various committees college, Importance of to keep update records of each committees. It was decided to take following initiative action for improvement of the student academic performance

Remedial Teaching: Those Students failed in the previous examination should be listed and special coaching to them should be provided.

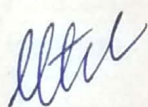
Slow and advance learner coaching: students of each class segregated on the basis of their merit of previous examination and progressive students and Talent

student batches should be prepared and extra lectures are scheduled to them by preparing separate time table.

Mentor – Mentee Scheme: The 10 to 20 students of each class allotted to the concern teacher to understand their learning difficulties. Special coaching Item No.5 To implement continuous Comprehensive evaluation Method at UG and PG Level

As per university guideline and improvement of the learning student centric process it is essential to carry out the continuous internal evaluation of the students. It was decided to introduce two unit test, and Mid-Semester examination for the UG and PG students in addition to their mandatory university examination. For the betterment of student learning behavior the choice based system strengthened particularly, T.Y. and PG students. They should assign and give the home work in the form of Home Assignment, Tutorials, seminars, open books test, and reference works.

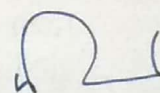
Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
4	Dr. Hansraj Thorat (Alumni)	
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6	Prof. V.K. Deshmukh	
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(Dr. A.A.Kale)

Coordinator

(NAAC & IQAC)



(Princ.Dr. N.S.Gaikwad)

Chairperson

(Principal, A.A.College, Manchar)



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar
Maharashtra, India**

Date

Academic Year 2018-19

IQAC Second Meeting

Date: 30-August-2018

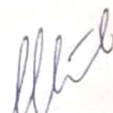
Venue: Principal Cabin

Time: 12.30 p.m.

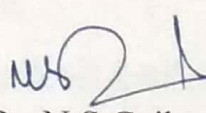
The college IQAC members are hereby informed that the committee meeting is organized on 31st August 2018 at 12.30 am in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action action taken report of decisions of last meeting
3.	ItemNo-3 Preparations of AQAR as per NAAC New guidelines
4.	Item No-4 Discussion on the submission of new proposal for quality improvement.
5	Item No-5To collect feedback from Students, stakeholder, Parents, and teacher etc
6	Item No-6 To develop and strengthen the college website

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1	Hon. Dilipraoji Walse Patil (Management Representative)	
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(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Princ.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 31/ Aug /2018.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began under the control of chairmanship of Principal. Chairperson took the general feed back of the by regarding the existing activities run by the college. He has been focused on the action action taken report of decisions of last meeting. Principal has taken review of academic planning, academic process updatation of the academic of the records and also implementation of continuous Comprehensive evaluation of the year 2018-2019.

Item No-2 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and reviewed of the action taken by college. A fruitful discussion the college the chairperson also focused on Academic activity, Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. Implementation of continuous Comprehensive evaluation Method at UG and PG Level .The Chairperson and members of IQAC of the college was approved by unanimously the action taken report of decisions of last meeting.

ItemNo-3 Preparations of AQAR as per NAAC New guidelines

Preparation of AQAR for the academic year 2017-2018. The collection criteria wise information for the AQAR. The activity carried out from Nov.2017 to April 2018 will be considered for AQAR. The chairperson of the IQAC explained the difficulties of understanding the key aspects of the NAAC. All the criteria chairman are guided and provided soft copy and hard copy of the new AQAR. The needful guidance will be given by the Coordinator of IQAC. They are committed and advised to complete the needful information of the each criterion till 30th Sept.2018.

Item No-4 Discussion on the submission of new proposal for quality improvement

The regular faculty of college are requested to prepare and new minor and major research project proposal of the BOD, Savitribai Phule Pune University, Pune guidelines. They are also motivated to prepare proposals for the state and National level conferences.

Item-5 To collect feedback from Students, stakeholder, Parents, and teacher etc.

The chairperson of the committee introduced the importance of the feedback of Students, stakeholder, Parents, and teacher etc. The chairman of the feedback committee should prepare the new feedback form for the Students, Parents, and teacher as per new guidelines and take the feedback from them for the betterment of the overall college development.

Item No-6 To develop and strengthen the college website.

The principal of the college noticed the importance of the development of the and straightening of the college website. It has been decided to upload the day to day activity on the college website.

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(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)

(Princ.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar**
Maharashtra, India

Date

Academic Year 2018-19

IQAC Third Meeting

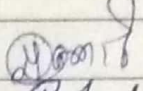
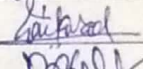
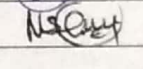

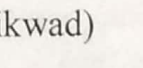
Date: 18-Sept-2018

Venue: Principal Cabin

Time: 12.30 p.m.

The college IQAC members are hereby informed that the committee meeting is organized on 19th September 2018 at 12.30 am in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action action taken report of decisions of last meeting
3.	ItemNo-3 Preparations of AQAR as per NAAC New guidelines
4.	Item No-4 Discussion on the submission of new proposal for PG Programmes
5	Item No-5To review of curricular, co-curricular and extension activities
6	Item No-6 To preparation of action taken report on Academic Administration and Audit(AAA)

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(Dr. A.A.Kale)

Coordinator

(NAAC & IQAC)



(Princ.Dr. N.S.Gaikwad)

Chairperson

(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 19/ 09 /2018.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began under the control of chairmanship of Principal. Chairperson took the with the general feed back of the by regarding the existing activities run by the college. He has been focused on the action action taken report of decisions of last meeting. Principal has taken review of Preparation of AQAR for the academic year 2017-2018 and feedback form for the Students, Parents, and teacher as per new guidelines. He has been taken the review of the college website.

Item No-2 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and reviewed of the action taken by college. A review and feedback taken on Academic activity, the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. Comprehensive evaluation Method at UG and PG Level. The Chairperson and members of IQAC of the college was approved by unanimously the action taken report of decisions of last meeting.

ItemNo-3 Preparations of AQAR as per NAAC New guidelines

Preparation of AQAR for the academic year 2017-2018. The collection criteria wise information for the AQAR. The activity carried out from Nov.2017 to April 2018 will be considered for AQAR. The chairperson of the IQAC and committee agreed to prepare the AQAR 2017-18 a per old format guidelines. All the criteria chairman are guided by Principal. The needful guidance will be given by the Coordinator of IQAC. They are committed and advised to complete the needful information of the each criterion till 30th Sept.2018.

Item No-4 Discussion on the submission of new proposal for PG programmes.

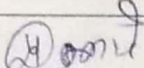
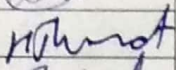
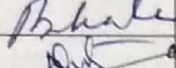

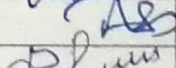
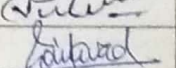
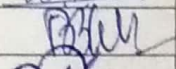
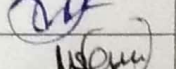
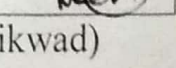
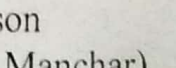
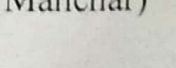
The Academic Research Coordinator of college are motivated to prepare proposals for approval of the BOD Savitribai Phule Pune University for the PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics

Item-5 Item No-5 To review of curricular, co-curricular and extension activities.

- The chairperson has been taken the review of Academic activity, Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc. Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.

Item No-6 To preparation of action taken report on Academic Administration and Audit (AAA)

The principal of the college noticed the importance of the suggestion and recommendation given by NAAC 3rd cycle and Academic Administration and Audit (AAA) visited to the college on 24th march 2018. Chairman advised to prepare the action taken report on Academic Administration and Audit(AAA).The action plan should be prepared with the reference of different criterion with the organization of time bounding programme for the action.

Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
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(Dr. A.A.Kale)
Coordinator
(NAAC & IQAC)

(Princ.Dr. N.S.Gaikwad)
Chairperson
(Principal, A.A.College, Manchar)



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar
Maharashtra, India**

Date

Academic Year 2018-19

IQAC Meeting

Date: 3rd Dec-2018

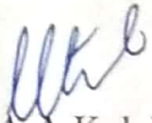
Venue: Principal Cabin

Time: 11.30 a.m.

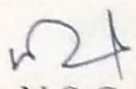
The college IQAC members are hereby informed that the committee meeting is organized on 4th December 2018 at 11.30 am in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action taken report of decisions of last meeting
3.	ItemNo-3 Preparations of AQAR as per NAAC guidelines
4.	Item No-4 Discussion and filling NIRF information
5.	Item No-5 University LIC visit for new proposal for PG Programmes
5	Item No-6 To review of curricular, co-curricular and extension activities
6	Item No-6 To preparation of action taken report on Academic Administration and Audit(AAA) & NAAC

Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
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13	Prof. V.B.Adasare	


(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Prin^c.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 04/ 12 /2018.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began under the chairmanship of Principal and minutes of last meeting were read by Coordinator and minutes of last meeting were confirmed unanimously.

Item No-2 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and reviewed of the action taken by college. A review and feedback taken on Academic activity, the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. Comprehensive evaluation Method at UG and PG Level. The Chairperson and members of IQAC of the college was approved by unanimously the action taken report of decisions of last meeting.

Sr. Nos.	Decision Taken	Action taken
01	Planned to take feedback on the academic activity	Feed back on the curricular,cocurricular and extension activities are taken by principal and necessary suggestion given for betterment
02	Remedial teaching, 1. Slow and Advance learner Scheme.	List of slow and advance learner of each class will be prepared as per term merit in last examination and by preparing extra time table and coaching will be provided by concern teacher .
03	Mentor – Mentee Scheme	Every faculty of the college allotted approx 20 nos. of students allotted and Mentor teacher will take timely review of their progress in study
04	Comprehensive evaluation Method at UG and PG Level.	The progress of the student in study is assessed by internal Unit test –I and Unit Test II ,Mid term, , Home assignment ,Tutorial etc

ItemNo-3 Preparations of AQAR as per NAAC New guidelines

All the criteria chairman are guided by Principal for the preparation of AQAR 2017-2018. The needful guidance and reading of AQAR 2017-18 will be given by the Coordinator of IQAC. They are committed and advised to complete the needful information of the each criterion till 30th Dec.2018.

Sr. Nos.	Decision Taken	Action taken
01	Planned to Collect the inputs of each criterion as per guidelines.	Collected inputs a of each criteria and filled necessary information
02	To Fill up the necessary information as per requirement.	Filled information as per guideline
03	To prepare documentation as per key aspect qualitative matrices and quantitative Matrices.	Criteria wise and qualitative matrices and quantitative Matrices evidences of all key aspects should documented

Item No-4 Discussion and filling NIRF information

The NIRF Information of the college was filled as per guideline in time which includes faculty, the details input about students, faculty, and college administration and Audit information filled online.

Item No-5 University LIC visit for new proposal for PG Programmes

The LIC committee constituted by SPPU, Pune will visit to college for the apporoval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics. The date and time of the committee fixed. Also other work like documentation to each department t is assigned.

Sr. Nos.	Decision Taken	Action taken
01	Planned to constitute University LIC committee for the approval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.	The LIC committee constituted by SPPU, Pune will visit to college for to approve the PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.

ITEM No-6 To review of curricular, co-curricular and extension activities.

The chairperson has been taken the review of first semester Academic activity, **curricular, co-curricular and extension activities.**

Sr. Nos.	Decision Taken	Action taken
01	Academic activity, Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc.	Review of Academic activities Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. should has been taken by chairman
02	Discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc	List of slow and advance learner of each class will be prepared as per term merit in last examination and by preparing extra time table and coaching will be provided by concern teacher. Every faculty of the college allotted approx 20 nos. of students allotted and Mentor teacher will take timely review of their progress in study.
03	To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc.	Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.
04	To organize at least lone short term course to each department and also advised to organize	To organize at least lone short term course to each department and also advised to organize conference and needed active and enhancement of participations in research of faculty and students.

	conference and needed active and enhancement of participations in research of faculty and students.	
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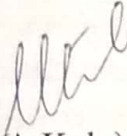
Item No-6 To preparation of action taken report on Academic Administration and Audit (AAA)

The principal of the college noticed the importance of the suggestion and recommendation given by NAAC 3rd cycle and Academic Administration and Audit (AAA) visited to the college on 24th march 2018. Chairman advised to prepare the action taken report on Academic Administration Audit (AAA) and NAAC committee visit for 3rd cycle. The action plan should be prepared with the reference of different criterion with the organization of time bounding programme for the action.


Sr. Nos.	Decision Taken	Action taken
01	The principal of the college noticed and chalk out the important suggestion and recommendation given by NAAC 3 rd cycle and Academic Administration and Audit (AAA) visited to the college on 24 th march 2018.	Chairman of the each committee has been Started, Academic activities like curricular, co-curricular, Extention activities, development programmes.
02	Plan to take necessary action on Sanstha's Academic Administration and Audit (AAA) visited to the college on 24 th march 2018.	The Chairman's of the various each committee has been Started ,Academic activities like curricular , co-curricular, Extension activities , development programmes
03	To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc.	Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.

04	To start skill base courses, B.Voc. Courses to each department and also advised to organize conference and needed active and enhancement of participations in research of faculty and students.	Four Skill base short term course and NSQF approved two degree B.Voc. Course namely food processing , Accountant and Taxation has been started
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Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
4	Dr. Hansraj Thorat (Alumni)	
5	Dr. B.B.Kale (Scientist C-MET)	
6	Prof. V.K. Deshmukh	
7	Prof. Dr.S.N. Bolbhat	
8	Prof. A. S. Jadhav	
9	Prof. V.P. Supekar	
10	Prof. S.S Gaikwad	
11	Prof. Dr. B.B Kalapure	
12	Prof.T.Y.Randive	
13	Prof. V.B.Adasare	


(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Pring. Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Sr. No.	Agenda Points	Action taken
1.	Suggestion and recommendation given by National Assessment & Accreditation Council (NAAC) Bangalore. And also held on given by Sanstha's Academic Administration and Audit (AAA) committee visited on 24 th March 2018	The meeting began with the general feed back by the principal regarding the existing processes in the college and the likely availability of good infrastructure and premises of the college which will be available for new development. The committee was apprised for declaring the "A" Grade with CGPA 3.09 on 27 th Nov. 2107 by National Assessment & Accreditation Council (NAAC) Bangalore. The deep discussion on the valuable suggestions and recommendation given by the NAAC Peer committee. The discussion was also held on suggestion and recommendation given by Sanstha's Academic Administration and Audit (AAA) committee visited on 24 th March 2018 and though discussion was held on preparation the action plan for the rectification of the suggestion and recommendation.
2	<p>To chalk out academic plan for the academic year 2018-2019</p> <p>A. Academic calendar of College</p> <p>B. Departmental calendars</p> <p>C. Academic Activity:</p>	<p>Academic Calendar of College:</p> <p>It was finalized in the meeting to prepare the academic calendar of college 2018-2019 by the committee. Academic calendarer should includes month and day wise activities all programmes related to academic teaching in the first and second semester , schedule of curricular activities of the academic year and also the extension activity run by the college thought the year.</p> <p>B. Departmental calendars</p> <p>The chairperson introduces the important of the departmental calendar and finalized to prepare the departmental calendar for the academic year 2018-19. The departmental calendar should includes to be held the departmental meeting, minutes of the meeting at least two meeting per semester. The Head of the department of each department should write the minutes of meeting immediately. It was also finalized to introduce the following points in the meeting which includes teaching, curricula and extension activities will be carried out in the academic year</p> <p>Academic Activity: 1. Preparation teacher diary 2. Preparation of teaching plan: Teaching Plan Includes the</p>

		<p>months, days and period available for the actual teaching as per the university guidelines. 3. Preparation of lesson notes of each lecture.4.Departemntal time table 5. Individual time table 6.Curricular activities include the Introduction of Two Unit Test, Mid-Semester examination and seminar, test, Home assignment, Tutorial etc.</p> <p>D.Co-Curricular Activities: Co-Curricular Activities: Includes organizing seminar, conferences, and workshop</p> <p>E.Extension activities Extension activities: Includes visit to industry, research Institute, Parent meets, Alumni meets etc.</p> <p>F.Research activity Research activity: Motivation of Faculty and student s toward the presentation and publication of research work in National and International Journals and Conferences and university Avishkar, Inspire research programmes.</p> <p>G.To prepares objectives and PO, PSO, CO for each subject and course. Chairperson introduced the importance of preparation of aim, objectives of PO, PSO, CO for each subject and course the Head of the department of all departments should prepare the aim, objectives of Progremmes outcomes, Programs specific outcomes and curricular outcomes of each subject and every course run by department of the college.</p>
3	To develop and strengthen the college website.	Work is under process. Academic , curricula ,cocurricula Extension activities programemes,event are timely uploaded , AQAR 2017-18 Uploaded NIRF 2017-18 successfully uploaded
4	To collect feedback from Students, stakeholder, Parents, and teacher etc.	The chairperson of the committee introduced the importance of the feedback of Students, stakeholder, Parents, and teacher etc. The chairman of the feedback committee should prepare the new feedback form for the Students, Parents, and teacher as per new guidelines and take the feedback from them for the betterment of the overall college development.
5	To Take review of the academic process and update the records.	1. Preparation teacher diary 2. Preparation of teaching plan: Teaching Plan Includes the months, days and period available for the actual teaching as per the university guidelines. 3. Preparation of lesson notes of each lecture.4.Departemntal time table 5. Individual time table 6.Curricular activities include the Introduction of Two Unit Test, Mid-Semester examination and seminar, test, Home assignment, Tutorial etc.Under process to collect record

6	To implement continuous Comprehensive evaluation Method at UG and PG Level	As per university guideline and improvement of the learning student centric process it is essential to carry out the continuous internal evaluation of the students. It was decided to introduce two unit test, and Mid-Semester examination for the UG and PG students in addition to their mandatory university examination. For the betterment of student learning behavior the choice based system strengthened particularly, T.Y. and PG students. They should assign and give the home work in the form of Home Assignment, Tutorials, seminars, open books test, and reference works. Implemented
7	Preparations of AQAR as per NAAC New guidelines	Preparation of AQAR for the academic year 2017-2018. The collection criteria wise information for the AQAR. The activity carried out from Nov.2017 to April 2018 will be considered for AQAR. The chairperson of the IQAC and committee agreed to prepare the AQAR 2017-18 as per old format guidelines. All the criteria chairman are guided by Principal. The needful guidance will be given by the Coordinator of IQAC. They are committed and advised to complete the needful information of the each criterion till 30 th Sept.2018.
8	Discussion on the submission of new proposal for quality improvement.	The regular faculty of college are requested to prepare and new minor and major research project proposal of the BOD, Savitribai Phule Pune University, Pune guidelines. They are also motivated to prepare proposals for the state and National level conferences.
9	Discussion on the submission of new proposal for PG Programmes	New proposal for PG Programmes for the SPPU, Pune approval for PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics. The date and time of the committee fixed. Also other work like documentation to each department is assigned.
10	To review of curricular, co-curricular and extension activities	The chairperson has been taken the review of Academic activity, Learner centric innovative teaching – learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc. Chairman of committee focused to organize research Research Avishkar programme, inspire programmes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.
11	Discussion and filling	The NIRF Information of the college was filled as per

	NIRF information	guideline in time which includes faculty, students and college information.
12	University LIC visit for new proposal for PG Programmes	The LIC committee constituted by SPPU, Pune will visit to college for the apporoval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics. The date and time of the committee fixed. Also other work like documentation to each department t is assigned
13	To review of curricular, co-curricular and extension activities	The chairperson has been taken the review of Academic activity, Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc. Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees.
14	To preparation of action taken report on Academic Administration and Audit (AAA)	The principal of the college noticed the importance of the suggestion and recommendation given by NAAC 3 rd cycle and Academic Administration and Audit (AAA) visited to the college on 24 th march 2018. Chairman advised to prepare the action taken report on Academic Administration Audit (AAA) and NAAC committee visit for 3 rd cycle. The action plan should be prepared with the reference of different criterion with the organization of time bounding programme for the action.



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar
Maharashtra, India**

Date

Academic Year 2018-19

IQAC Meeting


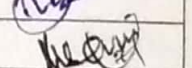
Date: 23rd Jan-2019

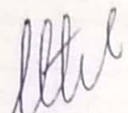
Venue: Principal Cabin

Time: 11.30 a.m.

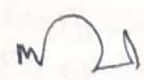
The college IQAC members are hereby informed that the committee meeting is organized on 24th January 2019 at 11.30 am in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action action taken report of decisions of last meeting
3.	ItemNo-3 Preparations of Academic Administrative Audit as per NAAC guidelines
4.	Item No-4 Review of and chalk out the development programme of each criterion.
5.	Item No-5 To chalk out plan for department IQAC for Preparation of departmental profile, PBAS form of faculty
5	Item No-6 To take periodical review of departmental activities curricular, co-curricular and extension activities, feedback mechanism, student satisfactory survey
6.	Item No-6 To take review of mentoring system Review of library resources, capacity enhances programmes.

Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
4	Dr. Hansraj Thorat (Alumni)	
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12	Prof.T.Y.Randive	
13	Prof. V.B.Adasare	


(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Prin~~o~~.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 24/ 01 /2019.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began under the chairmanship of Principal and minutes of last meeting were read by Coordinator and minutes of last meeting were confirmed unanimously.

Item No-2 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and reviewed of the action taken by college. A review and feedback taken on Academic activity, the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. Comprehensive evaluation Method at UG and PG Level. The Chairperson and members of IQAC of the college was approved by unanimously the action taken report of decisions of last meeting.

Sr. Nos.	Decision Taken	Action taken
01	Planned to take feedback on the academic activity	Feed back on the curricular,cocurricular and extension activities are taken by principal and necessary suggestion given for betterment
02	Remedial teaching, 1. Slow and Advance learner Scheme.	List of slow and advance learner of each class will be prepared as per term merit in last examination and by preparing extra time table and coaching will be provided by concern teacher .
03	Mentor – Mentee Scheme	Every faculty of the college allotted approx 20 nos. of students allotted and Mentor teacher will take timely review of their progress in study
04	Comprehensive evaluation Method at UG and PG Level.	The progress of the student in study is assessed by internal Unit test –I and Unit Test II ,Mid term, , Home assignment ,Tutorial etc
05	Planned to constitute University LIC committee for the approval of PG in the subject Physics, analytical Chemistry,	The LIC committee constituted by SPPU, Pune will visit to college for to approve the PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.

	Botany, Zoology, Geography and UG Principle subject Mathematics.	
06	Preparation of AQAR for the academic year 2017-2018.	AQAR for the academic year 2017-2018 was prepared and submitted to the NAAC office Bangalore

ItemNo-3 Preparations of Academic Administrative Audit as per NAAC guidelines

Sr. Nos.	Decision Taken	Action taken
01	Planned to strengthen feedback mechanism	Feed back on the curricular,cocurricular and extension of faculty, Alumni , Employer, parents etc for about college were collected by principal and necessary suggestion given for betterment
02	Remedial teaching, 1. Slow and Advance learner Scheme.	List of slow and advance learner of each class will be prepared as per term merit in last examination and by preparing extra time table and coaching will be provided by concern teacher .
03	Mentor – Mentee Scheme	Every faculty of the college allotted approx 20 nos. of students allotted and Mentor teacher will take timely review of their progress in study
04	Comprehensive evaluation Method at UG and PG Level.	The progress of the student in study is assessed by internal Unit test –I and Unit Test II ,Mid term, , Home assignment ,Tutorial etc
05	Planned to constitute University LIC committee for the approval of PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.	The LIC committee constituted by SPPU, Pune will visit to college for to approve the PG in the subject Physics, analytical Chemistry, Botany, Zoology, Geography and UG Principle subject Mathematics.
06	Preparation of AQAR for the academic year 2017-2018.	AQAR for the academic year 2017-2018 was prepared and submitted to the NAAC office Bangalore

Item No-4 Review of and chalk out the development programme of each criterion.

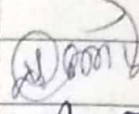
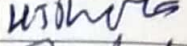
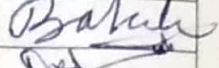


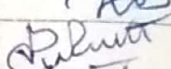
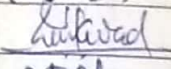

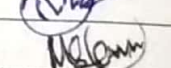
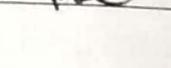
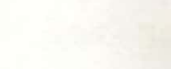
IQAC and Principal took the review of the activity run by the different committees and some activities like to arrange IPR workshop Field Institutional Visit/Educational trip and also advised to each department to make linkages, MOUs with different institute/ Firms

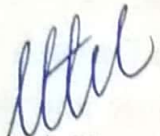
Item No-5 To chalk out plan for department IQAC for Preparation of departmental profile, PBAS form of faculty

IQAC of the college Provided PBAS forms to the regular Faculty as per UGC regulation no of the 4th amendment. The filled form will be checked by the IQAC and Principal of the College.

Item No-6 To take periodical review of departmental activities curricular, co-curricular and extension activities, feedback mechanism, student satisfactory survey.

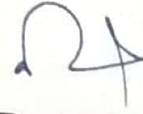
Review and necessary action has been taken on the first semester Academic activity, Learner centric innovative teaching –learning methods and strengthen ICT enabled Teaching – Learning process., Academic Calendar of College, Departmental calendars, Preparation of objectives of PO, PSO, CO for each subject and course. Similarly the discussion on the remedial teaching, slow and advance learner, coaching Mentor – Mentee Scheme etc. To ensure students participation in extracurricular activities arrangement of research institutional visit/ industrial trip etc. Chairman of committee focused to organize research Research Avishkar programme, inspire porgrammes etc. students and faculty. Confirm to maintain the record of minutes of meetings of various bodies / Departments / Committees. To organize at least lone short term course to each department and also advised to organize conference and needed active and enhancement of participations in research of faculty and students.

Sr.Nos.	Member of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
4	Dr. Hansraj Thorat (Alumni)	
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(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)



(Princ.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)



Rayat Shikshan Sanstha's



**Annasaheb Awate Arts, Commerce and Hutatma
Babu Genu Science College, Manchar
Maharashtra, India**

Date

Academic Year 2018-19

IQAC Meeting

Date: 25th Feb-2019

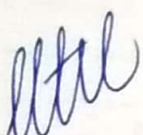
Venue: Principal Cabin

Time: 11.30 a.m.

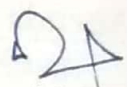
The college IQAC members are hereby informed that the committee meeting is organized on 26th ~~February~~ 2019 at 2.30 pm in Principal Cabin. All members are requested to remain present in time for meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To Consider action action taken report of decisions of last meeting
3.	ItemNo-3 Preparations of Academic Administrative Audit as per NAAC guidelines
4.	Item No-4 Review of and chalk out the development programme of each criterion.
5.	Item No-5 To chalk out plan for department IQAC for Preparation of departmental profile, PBAS form of faculty
6	Item No-6 To take periodical review of departmental activities curricular, co-curricular and extension activities, feedback mechanism, student satisfactory survey
7.	Item No-7 To take review of mentoring system Review of library resources, capacity enhances programmes.

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13	Prof. V.B.Adasare	


(Dr. A.A.Kale)

Coordinator
(NAAC & IQAC)


(Princ.Dr. N.S.Gaikwad)

Chairperson
(Principal, A.A.College, Manchar)

Minutes of the Meeting held on 26/ 02 /2019.

ItemNo-1 To read and confirm minutes of last meeting.

The meeting began under the chairmanship of Principal and minutes of last meeting confirmed unanimously.

Item No-2 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and reviewed of the action taken by college The Chairperson and members of IQAC of the college was approved by unanimously the action taken report of decisions of last meeting.

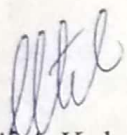
ItemNo-3 Preparations of Academic Administrative Audit as per NAAC guidelines

Sr. Nos.	Decision Taken	Action taken
01	Planned to prepare criteria wise information needful for AAA	Prepared criteria wise information needful for AAA
02	Planned to prepare Departmental Profile and PPT as per guidelines of AAA	prepared Departmental Profile and PPT of each department for AAA
03	Planned to prepare Official information (OFA) as per guidelines of AAA	Prepared Official information (OFA) as per guidelines of AAA
04	To complete the faculty profile including PBAS form.	The complete faculty profile including PBAS form will be collected for further analysis.
05	To complete NIRF Process	NIRF Process complete is completed.

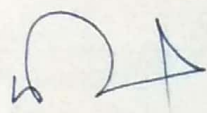
Item No-4 Review of and chalk out the development programme of each criterion.

IQAC and Principal took the review of the activity run by the different committees and some activities like to arrange IPR workshop Field Institutional Visit/Educational trip and also advised to each department to make linkages, MOUs with different institute/ Firms

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