



Rayat Shikshan Sanstha's



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

Date

Academic Year 2020-2021

IQAC Meeting





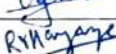
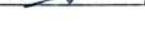
**Date: 10th August -2020
Office**

Venue: Principal

Time: 1.00 p.m.

The NAAC criteria chairman's and heads of the department of college are hereby informed that the NAAC/ IQAC First committee meeting is organized on 11th August 2020 at 11.30 pm in Principal office. 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 Approve the new IQAC coordinator.
3	Item No-3 To Consider action taken report of decisions of last meeting
3	Item-3 Preparation of Plan of Action and Outcomes of year 2019-2020
4.	ItemNo-4 Preparations and submission of AQAR of academic year 2018-2019 Audit as per NAAC guidelines
5.	Item No-6 Any other concerned issues raised by Principal

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. A.B.Nikumbh	
8	Prof. S.V.Jade	
9	Dr. S.B.Misal	
10	Prof. V.P. Supekar	
11	Dr. S.R.Chavan	
12	Prof.T.Y.Randive	
13	Prof.S.D.Ugale	
14	Dr. R.V.Hangarge	



(Prof.G.C. Wagh)

Coordinator

(NAAC & IQAC)
Manchar (Pune)



(Princ.Dr. K.G.Kanade)

Chairperson

(Principal, A.A.College,

Minutes of the Meeting held on 11th August 2020.

Item No-1 To read and confirm minutes of last meeting.

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

Item No-2 To approve the name of new IQAC coordinator.

It was unanimously confirmed and approved the appointment of new Coordinator Prof. G.C.Wagh from academic year 2020-2021.

Item No-3 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan prepared by the committee and 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. The total review of the action plan of academic year 2019 -2020 was discussed.

Item No-4 Preparation of Plan of Action and Outcomes of year 2020-2021

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the expected outcomes by the end of the year

Plan of Action	Action taken/ Achievements
1. To reform and prepare the annual planning for the academic, administrative various college committees.	<ul style="list-style-type: none">• The head of the institute formed the different college committees
2. Introduction of Value added, Skill base, and certificate courses	<ul style="list-style-type: none">• A new short term/ certificate programmes were introduced for UG/PG students
3. Preparation of PO,PSO, and CS of new curriculum and upload to college website, Preparation of syllabus and learning outcomes of short term courses	<ul style="list-style-type: none">• Planned to Prepare of PO,PSO, and CS of newly introduced university curriculum , college skill based value added short term courses is under process
4. Mentor Mentee scheme, Earn while Learn scheme, and	<ul style="list-style-type: none">• A sufficient effort made to strengthen

Strengthen research activities Motivation of research culture as a best practices	the Mentor mentee scheme, Earn while Learn scheme, and Strengthen research activities Motivation of research culture as a best practices.
5. Initiatives taken for academic online teaching programmes implementation connectivity etc facility in Covid -19 pandemic situation	<ul style="list-style-type: none"> Planned to purchase new ICT tools, increase learning resources , Video lecture, Wi-Fi- connectivity LCD Projectors, Smart classroom, Video facility
6. Plan to increase students academic performance	<ul style="list-style-type: none"> Planned to give Home Assignment, Tutorials etc. and conduct at least two Unit test per subject and also Conduct Midterm , Internal examination online due to Covid -19 pandemic situation
7. Planned to 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	<ul style="list-style-type: none"> Planned activities like to arrange workshop on, research, Entrepreneurship, IPR, Copy right, Patent etc. Planned to Visit/Educational trip and also advised to each department to make linkages, MOUs with different institute/ Firms.
8. To update college website	<ul style="list-style-type: none"> College website updated with the college functions and important activities
9. To increase the SSS	<ul style="list-style-type: none"> The % of SSS should be increased with the help class teachers.
10.To organize FDP	<ul style="list-style-type: none"> Planned to organize FDP Program on the Preparation and submission Video lecture on college website and On U – Tube.
11.Apply for Skill Vigyan Ashram Scheme.	<ul style="list-style-type: none"> New Proposal submitted for grant Vigyan Ashram Scheme for faculty development program on the “Training Program on Entrepreneurship Development”.
12.Apply for DST-FIST Scheme	<ul style="list-style-type: none"> New Proposal has been submitted for DST-FIST Grant Of Rs. 1.0 Cr.
13.Apply for DBT-STAR Scheme	<ul style="list-style-type: none"> New Proposal has been submitted for DST-FIST Grant Of 1.40Cr,
14.Motivation of research culture	<ul style="list-style-type: none"> The head of the institution reformed

among the and faculty students	<p>the research committee and agreed to provide financial help in the form of seed money.</p> <ul style="list-style-type: none"> • Faculty of college motivates towards to participate in the online webinars / conferences by giving financial help in the form of seed money for research. • The college research committee also agrees to motivate Science students and is allowed to participate in the science exhibition/ workshops. And PG students are allowed to participate in the research project.
15.To organize State, National and international level webinar and conferences	<ul style="list-style-type: none"> • Planned to organize State, National and international level webinar and conferences
16.Motivate faculty towards enhancement of quality research publications	<ul style="list-style-type: none"> • College research committee will plan and help for faculty research publications
17.Motivate faculty towards Minor and Major research project.	<ul style="list-style-type: none"> • College research committee will take necessary initiatives and promote faculty for to apply Minor and Major research project of DST/ FIST/ SERB/DBT/UGC/SERB/ BOD etc.
18.To go for NIRF ranking	<ul style="list-style-type: none"> • Planned to register and fulfill the NIRF Online information's.
19.Planned to prepare Departmental Profile and PPT of AQAR as per new NAAC guidelines	<ul style="list-style-type: none"> • Planning made to update departmental profile
20.To undertake tree plantation, Celebration of different days, programmes. Agricultural land development programmes.	<ul style="list-style-type: none"> • Principal of the college guided to NSS, NCC, and sport committee for to organize tree plantation programmes. And to Celebration of different days and programmes. • The agricultural committee should undertake program for to increase land under cultivation.
21.To Academic Administrative and Audit	<ul style="list-style-type: none"> • Planned to participate in the Sanstha's academic administrative audit (AAA) organized at the end of academic year.
22.To organize state and national	<ul style="list-style-type: none"> • Planned to conduct state and national

sport and cultural activities.	sport and cultural activities in the college.
23.Extension and Renovation of laboratories	<ul style="list-style-type: none"> • Renovation and Extension of Physics, Botany, zoology and Chemistry laboratories has been undertaken.
24.To Plan infrastructure development	<ul style="list-style-type: none"> • Planned to construct the extension building.
25.To strengthen the Placement cell	<ul style="list-style-type: none"> • Placement cell committee motivated towards the student in house placement and promoted towards higher study.
26.To strengthen the Feedback mechanism	<ul style="list-style-type: none"> • It has been planned to prepare and analyze separate students feedback on curricula and teaching methodology and necessary action should be taken by Principal. The Alumina feedback. Peer feedback also will be strengthening should be analyzed.

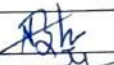



ItemNo-4 Preparations and submission of Annual Quality Assurance report (AQAR) of year 2019-2020 as per new NAAC guidelines

Sr. Nos.	Decision Taken	Action taken
01	Planned to prepare criteria wise information needful for AQAR	<ul style="list-style-type: none"> • Chairman of the each criterion planned for the Preparation and collection of criteria wise needful information for AQAR. They will fill the necessary information in the criteria wise soft copy and will submit to mail : <u>iqac.aac@gmail.com</u>
02	Planned to prepare criteria wise supportive documents.	<ul style="list-style-type: none"> • Chairman of the each criterion planned to collect necessary supportive valid documents and submit on the mail: <u>quality.aacmanchar@gmail.com</u>

The criteria chairman's of the NAAC were agreed to complete preparation and submission of AQAR till 31st August 2020.

Item No-6 Any other concerned issues raised by Principal

The principal has been focused on the importance of the college best practices , Feedback mechanism of stockholders, Parents, Alumni, Teachers, students satisfaction survey etc. also objectives ,outcomes of each college committees.

Arnos.	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. A.B.Nikumbh	
8	Prof. S.V.Jade	
9	Dr. S.B.Misal	
10	Prof. V.P. Supekar	
11	Dr.S.R. Chavan	
12	Prof.T.Y.Randive	
13	Prof.S.D.Ugale	
14	Dr. R.V. Hangarge	


(Prof.G.C. Wagh)









Coordinator
IQAC
Anasahb Aravind College
Manchar (Dist. Satara)

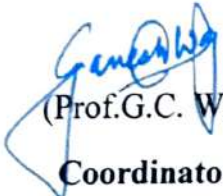

(Princ.Dr. K.G.Kanade)


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

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(Prof.G.C. Wagh)
Coordinator
(NAAC & IQAC)


(Princ.Dr. K.G.Kanade)
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 2020-2021

IQAC Meeting

Date: 15th January -2021




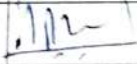




Venue: Principal Office

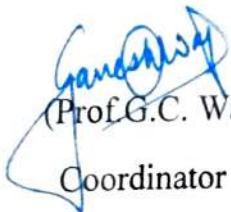
Time: 11.30 a.m.


The NAAC criteria chairmen and the Heads of the all department of the college are hereby informed that the NAAC/ IQAC second committee meeting is organized on **15th January, 2021 at 11.30 am** in Principal office. All members are requested to make it convenient to remain present in time for the meeting.

Sr. No.	Agenda Points
1.	ItemNo-1 To read and confirm minutes of last meeting
2.	Item No-2 To discuss about conducting Food Processing workshop by the B.Voc department of Food Processing.
3	Item No-3 To discuss about organizing National conference of Economics and International Conference in Science
3	Item-4 To discuss about conducting workshop for Non-Teaching Staff on Office Management

4	Item-5 To establish a virtual lecture recording studio
5	Item-6 To renovate and modify the auditorium into a virtual classroom and auditorium
6	ItemNo-7 To discuss action taken report of decisions of last meeting
7	Item No-8 Any other concerned issues raised by Principal

Sr.Nos.	Members 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. A.B.Nikumbh	
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10	Prof. V.P. Supekar	
11	Dr. S.R.Chavan	
12	Prof.T.Y.Randive	
13	Prof.S.D.Ugale	
14	Dr. R.V.Hangarge	


 (Prof.G.C. Wagh)
 Coordinator
 (NAAC & IQAC)
 Manchar)


 (Princ.Dr. K.G.Kanade)
 Chairperson
 (Principal, A.A.College,

Minutes of the Meeting held on 15th January, 2021.

NAAC/ IQAC second committee meeting was organized on 15th January, 2021 at 11.30 am in Principal office. All members were present for the meeting. Minutes of the meeting are as follows:-

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

The meeting started under the chairmanship of Principal and minutes of last meeting confirmed unanimously by all the members of the committee.

Item No-2 To discuss about organizing Food Processing workshop by the B.Voc department of Food Processing.

It was decided by all the members and the president of the committee that a one day workshop to be organized in the month of February 2021 by the B.Voc department on the Food Processing.

Item No-3 To discuss about organizing National conference of Economics and International Conference in Science

It was also discussed in the meeting regarding the organization of National Conference to be organized by the department of Economics in the upcoming months and decision was also taken that Science faculty will organize an International Conference in the upcoming months. Science faculty members were given instruction regarding the organization of the International Conference and necessary action should be taken.

Item No-4 To discuss about conducting workshop for Non-Teaching Staff on Office Management

It was decided that a one day workshop to be organized in the month of February 2021 for the Non-teaching staff on Office management.

Item No-5 To establish a virtual lecture recording studio.

Due to COVID-19 pandemic there was a need of establishing an advanced virtual lecture recording studio so that the faculty will record their live lectures and will broadcast these lectures through YouTube. It was unanimously agreed that advanced virtual lecture recording studio has to be established within a month. In this regard Principal given orders to concerned persons to take necessary actions to establish the virtual lecture recording studio

Item No-6 To renovate and modify the auditorium into a virtual classroom and auditorium

It was unanimously decided that the old auditorium needed renovation and modification and has to be given new look. It was decided to renovate and modify the auditorium into a virtual classroom and auditorium

Item No-7 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan of the previous meeting prepared by the committee and the action taken by college The Chairperson and members of IQAC of the college approved unanimously the action taken report of decisions of the previous meeting. The total review of the action plan of academic of the previous meeting were discussed

The plan of action discussed and chalked out by the IQAC in the previous meeting for the quality Enhancement and the expected outcomes.

Plan of Action	Action taken/ Achievements
1. To approve and appoint new IQAC Coordinator	<ul style="list-style-type: none">• Prof. Wagh G.C is appointed as a new IQAC Coordinator
2. Preparation and submission of AQAR of academic year 2018-19 Audit as per NAAC guidelines.	<ul style="list-style-type: none">• As per NAAC guidelines AQAR for the academic year 2018-19 was prepared and submitted successfully on NAAC online portal

Item No-8 Any other concerned issues raised by Principal

The Principal of the college has laid emphasis on developing ICT and virtual teaching platform for the effective teaching learning in the COVID 19 pandemic. principal also focused on the importance on the best practices in the college , Feedback mechanism of stockholders, Parents, Alumni, Teachers, students satisfaction survey etc. also objectives, outcomes of each college committees.

The meeting concluded with the vote of thanks by IQAC Coordinator.

Sr.NO	Members of the 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)	HST Thorat
5	Dr. B.B.Kale (Scientist C-MET)	
6	Prof. A.B.Nikumbh	ABN
8	Prof. S.V.Jade	S.V.Jade
9	Dr. S.B.Misal	S.B.Misal
10	Prof. V.P. Supekar	
11	Dr.S.R. Chavan	S.R.Chavan
12	Prof.T.Y.Randive	T.Y.Randive
13	Prof.S.D.Ugale	S.D.Ugale
14	Dr. R.V Hangarge	R.V.Hangarge

(Prof.G.C. Wagh)

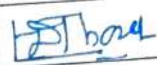







Coordinator

(NAAC & IQAC)


(Prin.Dr. K.G.Kanade)

Chairperson

(Principal, A.A.College, Manchar)

Sr.NO	Members of the Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
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14	Dr. R.V Hangarge	


 (Prof.G.C. Wagh)
 Coordinator
 (NAAC & IQAC)


 (Prin.Dr. K.G. Kanade)
 Chairperson
 (Principal, A.A.College, Manchar)



Rajyat Shikshan Sanstha's

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

Date

Academic Year 2020-2021

IQAC Meeting

Date: 6th April, 2021

Venue: Principal Office

Time: 11.30 a.m.

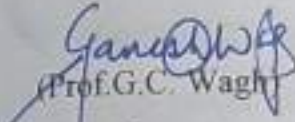
The NAAC criteria chairmen and the Heads of the all department of the college are hereby informed that the NAAC/ IQAC third committee meeting is organized on **8th April, 2021 at 11.30 am** in Principal office. All members are requested to make it convenient to remain present in time for the meeting.

Sr. No.	Agenda Points
1.	Item No-1 To read and confirm minutes of last meeting
2.	Item No-2 To discuss about conducting offline classes as per Maharashtra government directives
3.	Item No-3 To discuss about COVID19 - RTPCR and Antigen Test of the faculty and other staff members of the college
4.	Item-4 To discuss about disinfecting the campus for Covid19 and Application of SOP
5.	Item-5 To discuss about conducting classes in college to be run

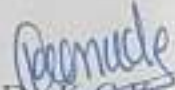
	in shifts in the online/offline mode
6	Item-6 To discuss about the seating arrangement to be made for the students attending offline classes
7	Item-7 To discuss about the activities to be conducted under the IQAC
8	Item-8 To discuss and seek permission for purchasing LCD Projector, UPS, Computer Server, Voltage Stabilizer for the teaching learning enhancement
9	Item-9 To discuss and seek permission for purchasing Shimadzu FT-IR, Rota- Evaporator, HPLC, Magnetic Stirrer with temperature sensor for Chemistry Department Practicals.
10	ItemNo-10 To discuss action taken report of decisions of last meeting
11	Item No-11 Any other concerned issues raised by Principal

Sr.Nos.	Members of Committee	Signature
1	Hon. Dilipraoji Walse Patil (Management Representative)	
2	Hon. Bhagavanrao Bende Patil (Industrialist)	
3	Dr.P.B. Kale (Alumni)	
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14	Dr. R.V.Hangarge	


(Prof.G.C. Wagh)
Coordinator
(NAAC & IQAC)
Manchar)




(Princ.Dr. K.G.Kanade)
Chairperson
(Principal, A.A.College,

Minutes of the Meeting held on 8th April, 2021.

NAAC/ IQAC second committee meeting was organized on 8th April, 2021 at 11.30 am in Principal office. All members were present for the meeting. Minutes of the meeting are as follows:-

Item No-1 To read and confirm minutes of last meeting.

The meeting started under the chairmanship of Principal and minutes of last meeting confirmed unanimously by all the members of the committee.

Item No-2 To discuss about conducting offline classes as per Maharashtra Government directives from 15th February 2021

It was decided by all the members and the president of the committee that as per the directives of Maharashtra government 2021/Q. No 6/Vishi-3 dated 3rd February, 2021 offline lecture are to be conducted with the prior permission of local authorities and lectures are conducted offline accordingly strictly adhering to Government guidelines.

Item No-3 To discuss about COVID19 -RTPCR and Antigen Test of the faculty and other staff members of the college

It was also discussed in the meeting regarding the as per the wide letter of Maharashtra Government 2021/Q. No 6/Vishi-3 dated 3rd February, 2021 Covid19 RTPCR and Antigen Test has to be done of every faculty and Non-teaching staff of the college. Till to date 20 faculty members have been tested with RTPCR and Antigen Test and they have been tested Negative and remaining staff will be tested soon.

Item No-4 To discuss about disinfecting the campus for Covid19 and Application of SOP laid down by Maharashtra Government.

It was decided that Hand sanitizers for the students and staff have to be made available on the campus with thermometer, Thermal scanner/ Gun, Pulse Oxymeter, soap and water. Maximum used spaces have to be disinfected with disinfectants and also to observe that SOP laid down by Maharashtra Government has to be strictly followed.

Item No-5 To discuss about conducting classes in college to run in shifts in the online/offline mode

Due to COVID-19 pandemic all the classes of UG and PG were conducted online with Google Meet and Zoom App. But now as per the guidelines of SP Pune University all the classes have to be conducted with offline mode with 50% students. For conducting these classes offline rotation system is applied and all the evaluation processes have to be done accordingly. It was unanimously decided to conduct offline classes in shifts with 50% students.

Item No-6 To discuss about the seating arrangement to be made for the students attending offline classes

It was unanimously decided that as per the guidelines of SP Pune University all the classes have to be conducted with offline mode with 50% students. Seating arrangements are made available to the students attending offline classes with maintaining physical distancing.

Item No-7 To discuss about the activities to be conducted under the IQAC

The Coordinator of the IQAC put the importance of various activities in the college to conducting for the academic year. It was unanimously decided that various activities like academic activities considering all the criterions.

Item No-8 To discuss and seek permission for purchasing LCD Projector, UPS, Computer Server, Voltage Stabilizer (5KVA) for the teaching learning enhancement of Various PG departments.

It was also discussed by all the members and the president the need of purchasing purchasing LCD Projector, UPS, Computer Server, Voltage Stabilizer for the teaching learning enhancement as the number of students have been increase and it has become essential to purchase all the required items for PG departments like M.Sc Analytical Chemistry, M.Sc Physics and M.Sc. Botany. It was unanimously agreed to purchase LCD Projector, UPS, Computer Server, Voltage Stabilizer (5KVA) under various grants of B.Voc and fees collected from Non Grant courses.

Item No-9 To discuss and seek permission for purchasing Shimadzu FT-IR, Rota- Evaporator, HPLC, Magnetic Stirrer with temperature sensor for Chemistry Department Practicals.

For conducting the practical the department of Chemistry has Shimadzu FT-IR in possession; since it is old and not updated hence the repairing and maintenance cost is very high. There is need of purchasing other equipments like Rota- Evaporator, HPLC and Magnetic Stirrer with temperature sensor for Chemistry Department Practicals. It was unanimously decided to purchase all the required equipments for conducting practicals in the Chemistry Department.

Item No-10 To discuss action taken report of decisions of last meeting

The coordinator of IQAC read out the action Plan of the previous meeting prepared by the committee and the action taken by college The Chairperson and members of IQAC of the college approved unanimously the action taken report of decisions of the previous meeting. The total review of the action plan of academic of the previous meeting were discussed

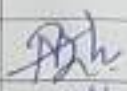

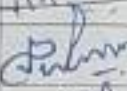


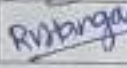

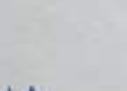
The plan of action discussed and chalked out by the IQAC in the previous meeting for the quality Enhancement and the expected outcomes.

Plan of Action	Action taken/ Achievements
1. To Conduct Computer workshop for Non-teaching staff and office management	<ul style="list-style-type: none"> • Computer workshop for Non-teaching staff and office management is conducted
2. Establishing Virtual Lecture Recording Studio	<ul style="list-style-type: none"> • College established well equipped Virtual Lecture Recording Studio
3. Renovation of auditorium into a virtual classroom and auditorium	<ul style="list-style-type: none"> • Renovation of auditorium into a virtual classroom and auditorium is done

Item No-8 Any other concerned issues raised by Principal


The Principal of the college has laid emphasis on developing ICT and virtual teaching platform for the effective teaching learning in the COVID 19 pandemic. principal also focused on the importance on the best practices in the college , Feedback mechanism of stockholders, Parents, Alumni, Teachers, students satisfaction survey etc. also objectives, outcomes of each college committees.

The meeting concluded with the vote of thanks by IQAC Coordinator.

Sr.NO	Members of the 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. A.B.Nikumbh	
8	Prof. S.V.Jade	
9	Dr. S.B.Misal	
10	Prof. V.P. Supekar	
11	Dr.S.R. Chavan	
12	Prof.T.Y.Randive	
13	Prof.S.D.Ugale	
14	Dr. R.V Hangarge	


 (Prof. G.C. Wagh)
 Coordinator
 (NAAC & IQAC)




 (Prin. Dr. K.A. Kanade)
 Chairperson
 (Principal, A.A. College, Manchar)