



**SAMAJ SHIKSHAN MANDAL'S**  
**AMRUTESHWAR ARTS, COMMERCE & SCIENCE COLLEGE**

At Post Vinzar, Tal. – Velhe, Dist. – Pune. 412 213

[ID NO. PU/PN/AC 121 / (1997)]

NAAC REACREDITATION 'B'

Email – amruteshwar13@gmail.com

website:

Amruteshwar.com

Date : 12/03/2021

**DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Notice**


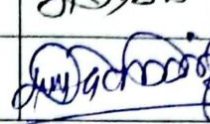
All the members of IQAC are hereby informed that IQAC meeting will be held on 16<sup>th</sup> March 2021 at 1.30 pm at Hall No 3. Subjects will be discuss in this meeting as follows:


**AGENDA OF THE IQAC MEETING**

1. To Read & confirm the minutes of previous meeting
2. Preparation of students satisfaction survey
3. Preparation of feedback analysis system
4. Regarding Grivance Redressal Policies
5. Discussion on best practices report for the year 2020-21
6. Discussion on any other topics with permission of chair



Sr. No.	Name of the Member	Designation	Signature
01	Dr. Sanjeev S. Late	Chairperson Head of Institution	
02	Mr. Vijay M. Limhan	Member of Administrative Officer	
03	Dr. Seema A. Bagul	Member of Teaching	
	Dr. Yogesh N. Shrikhande	Member of Teaching	
	Dr. Rahul D. Kamble	Member of Teaching	
	Dr. Deepak B. Shelke	Member of Teaching	
	Prof. Manoj R. Tapre	Member of Teaching	
	Prof. Vijay Bapu Kadam	Member of Teaching	
	Prof. Sujitkumar T. Mane	Member of Teaching	
04	Prof. Dr. Ritesh V. Wangwad	NAAC Responsibility	
05	Mr. Ajay Raju Khopde	Member of Students & Alumni	

06	Mr. Mandar Phadke	Member of Stakeholder	
07	Mr. Pradip Phadake	Member of Management	
08	Dr. Mahadev Dattu Dongare	IQAC Co-coordinator	

  
**Co-ordinator, IQAC**  
 (Dr. Mahadev Dattu Dongare)

**I.Q.A.C.**  
**Amruteshwar Arts, Commerce**  
**& Science College, Vinzar,**  
**Tal. Velha, Dist. Pune,**

**Principal & Chairperson of IQAC**  
 (Dr. Sanjeev Sampat. Late)

  
**Principal**  
**Amruteshwar Arts, Commerce & Science**  
**College, Vinzar, Tal. Velha. Dist. Pune**







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Date : 16/03/2021

**DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Proceeding of the meetings held on 16/03/2021**

Following were present for the meeting :

1. Dr. Sanjeev S. Late Chairperson Head of Institution
2. Mr. Vijay M. Limhan Member of Administrative Officer
3. Dr. Seema A. Bagul Member of Teacher
4. Dr. Yogesh N. Shrikhande Member of Teacher
5. Dr. Rahul D. Kamble Member of Teacher
6. Dr. Deepak B. Shelke Member of Teacher
7. Prof. Manoj R. Tapre Member of Teacher
8. Prof. Vijay Bapu Kadam Member of Teacher
9. Prof. Sujitkumar T. Mane Member of Teacher
10. Prof. Dr. Ritesh V. Wangwad NAAC Responsibility
11. Mr. Ajay Raju Khopde Member of Students & Alumni
12. Mr. Mandar Phadke Member of Stakeholder
13. Mr. Pradip Phadake Member of Management
14. Dr. Mahadev Dattu Dongare IQAC Co-coordinator



At the outset Dr. Mahadev Donagare, Coordinator (IQAC) welcomed the Principal and Chairperson (IQAC), Dr. Sanjeev Late and members of the Internal Quality Assurance Cell (IQAC), briefed about the agenda of the meeting and requested the Principal to chair the meeting.

Principal Dr. Sanjeev Late in his initial remarks explained the need for feedback mechanism in the quality enhancement process. It was rightly said by the principal that teaching is a noble profession and we are ultimately responsible for our output i.e. students. We are also answerable to the society

and stakeholders. Therefore, taking feedback from them and learning from those feedback is very important.

After brief forward by the chairman following agenda were taken for discussion.

**7. To Read & confirm the minutes of previous meeting**

The minutes of the previous meetings were read by the Dr. Mahadev Donagare, Coordinator (IQAC). He also highlighted the most important points that we have achieved. As decided in the previous meeting, all agenda items were discussed and the action plan was presented.

**Decision** – IQAC noted the ATR and approved the minutes and ATR

Proposed by : Dr. R. D. Kamble

Seconded by : Dr. J. T. Bhate.



**8. Preparation of Student satisfaction Survey 2020-2021**

There were detailed discussion on the Student Satisfaction Survey (SSS). It was put forward by the Principal that the satisfaction of the students is an important parameter for the academic performance of the teacher. We the teachers should take the student satisfaction survey as prescribed by the UGC and try to improve the lacunas if any. The responsibility of conducting online student satisfaction survey as per the prescribed questionair by the UGC is given to Dr. Yogesh Shrikhande.

**Decision** – IQAC has decided to prepare the student satisfaction survey and the responsibility is given to the Head of the department commerce Dr. Yogesh N. Shrikhande.

**9. Preparation of Feedback Analysis System.**

IQAC Coordinator put forward the importance of the preparation of the feedback analysis system in the college where all the stake holders of the institution give their feedback. Principal sir also highlighted the importance of the feedback system form the stakeholders. The responsibility of te same is given to Dr. Seema Bagul and Dr. Anuja Gawade.

**Decision** – IQAC decided to prepare and circulate the Feedback analysis from the stakeholders as per the format of the UGC. The responsibility is given to Dr. Seema Bagul and Dr. Anuja Gawade.

**10. Regarding Grievance Redressal Policy.**

IQAC has decided to frame the formal Grievance Redressal Policy. The policy document for the Grievance Redressal Policy is to be prepared by Grievance Redressal Committee. It was further quoted by the principal that institution has already established Anti ragging committee and Vishakha committee. The Grievance Redressal Committee formally constituted as per the rules and regulations of the UGC is already in place. The need of the formal grievance redressal policy was underlined by all the IQAC members and therefore Grievance Redressal Committee is given with this work

**Decision** – IQAC has taken the decision to prepare the rough draft of the Grievance Redressal Policy. The Responsibility is given to the Grievance Redressal Committee for the same.

**11. Discussion on best practices report for the year 2020-21**

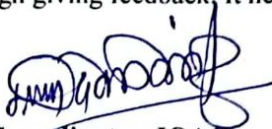
IQAC has discussed the and sought out the best practices of the institution. By considering the vision and mission of the college and the background of the college students some unique practices or best practices followed by the institution. IQAC discussed various extension activities run by the college and

IQAC committee has come out with the best practices that has maximum impact on the students and society as a whole. The responsibility is given to Prof. Sujitkumar Mane to articulate and present the best practices of the institution in written format.

**Decision** – IQAC has discussed various extension activities of the college and on the basis of the overall impact to students and society as a whole some activities are decided as best practices of the college. Prof. Sujitkumar Mane given with the responsibility to write down the same. **Discussion on any other topics with permission of chair**

Nil

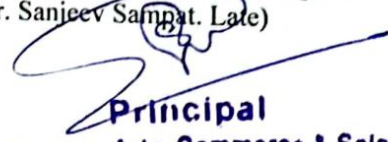
Dr. Yogesh N. Shrikhande proposed the Vote of Thanks. He mentioned that the process of IQAC meeting and preparation of AQAR is really adding the value to the overall performance of the teaching learning process. It is really nice that all the stakeholders and students are also giving their contribution through giving feedback. It helps institution to grow further.



**Co-ordinator, IQAC**  
(Dr. Mahadev Dattu Dongare)

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**Amruteshwar Arts, Commerce**  
**& Science College, Vinzar,**  
**Tal. Velhe, Dist. Pune.**

**Principal & Chairperson of IQAC**  
(Dr. Sanjeev Sampat. Late)



**Principal**  
**Amruteshwar Arts, Commerce & Science**  
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Date : 30/04/2021

**DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report Of the meetings held on 16/03/ 2021**

**1. To Read & confirm the minutes of previous meeting**

Read and confirmed the minutes

**2. Preparation of Student satisfaction Survey 2020-2021**

Decision – IQAC has decided to prepare the student satisfaction survey and the responsibility is given to the Head of the department commerce Dr. Yogesh N. Shrikhande.

**3. Preparation of Feedback Analysis System.**

Decision – IQAC decided to prepare and circulate the Feedback analysis from the stakeholders as per the format of the UGC. The responsibility is given to Dr. Seema Bagul and Dr. Anuja Gawade.

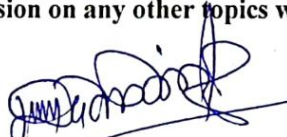
**4. Regarding Grievance Redressal Policy.**

Decision – IQAC has taken the decision to prepare the rough draft of the Grievance Redressal Policy. The Responsibility is given to the Grievance Redressal Committee for the same.

**5. Discussion on best practices report for the year 2020-21**

Decision – IQAC has discussed various extension activities of the college and on the basis of the overall impact to students and society as a whole some activities are decided as best practices of the college. Prof. Sujitkumar Mane given with the responsibility to write down the same.

**6. Discussion on any other topics with permission of chair : Nil**

  
Co-ordinator, IQAC  
(Dr. Mahadev Dattu Dongare)

  
Principal & Chairperson of IQAC  
(Dr. Sanjeev Sampat Late)

**I.Q.A.C.**  
Amruteshwar Arts, Commerce  
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**Principal**  
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Date : 10 / 12/2020

**DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Notice**


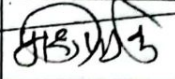
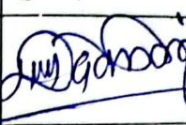
All the members of IQAC are hereby informed that IQAC meeting will be held on 15<sup>th</sup> December 2020 at 12.30 am at Hall No 3. Subjects will be discuss in this meeting as follows;

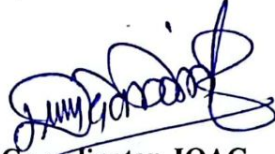
**AGENDA OF THE IQAC MEETING**

1. To Read & confirm the minutes of previous meeting
2. Preparation National Service Scheme Special Winter camp.
3. Regarding cross cutting issue
4. Regarding policies & procedure of maintenance of academic & physical facilities
5. Regarding Code of Conduct
6. Discussion on any other topics with permission of chair

Sr. No.	Name of the Member	Designation	Signature
01	Dr. Sanjeev S. Late	Chairperson Head of Institution	
02	Mr. Vijay M. Limhan	Member of Administrative Officer	
03	Dr. Seema A. Bagul	Member of Teaching	
	Dr. Yogesh N. Shrikhande	Member of Teaching	
	Dr. Rahul D. Kamble	Member of Teaching	
	Dr. Deepak B. Shelke	Member of Teaching	
	Prof. Manoj R. Tapre	Member of Teaching	
	Prof. Vijay Babu Kadam	Member of Teaching	
	Prof. Sujitkumar T. Mane	Member of Teaching	



04	Prof. Dr. Ritesh V. Wangwad	NAAC Responsibility	
05	Mr. Ajay Raju Khopde	Member of Students & Alumni	
06	Mr. Mandar Phadke	Member of Stakeholder	
07	Mr. Pradip Phadake	Member of Management	
08	Dr. Mahadev Dattu Dongare	IQAC Co-coordinator	



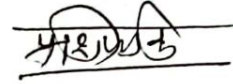
Co-ordinator, IQAC  
(Dr. Mahadev Dattu Dongare)

**I.Q.A.C.**  
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Tal. Velhe, Dist. Pune.



Principal & Chairperson of IQAC  
(Dr. Sanjeev Sampat Late)

**Principal**  
Amruteshwar Arts, Commerce & Science  
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website: Amruteshwar.com

Date : 15 / 12 / 2020

**DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Proceeding of the meetings held on 15/12/2020**

Following were present for the meeting :

1. Dr. Sanjeev S. Late Chairperson Head of Institution
2. Mr. Vijay M. Limhan Member of Administrative Officer
3. Dr. Seema A. Bagul Member of Teacher
4. Dr. Yogesh N. Shrikhande Member of Teacher
5. Dr. Rahul D. Kamble Member of Teacher
6. Dr. Deepak B. Shelke Member of Teacher
7. Prof. Manoj R. Tapre Member of Teacher
8. Prof. Vijay Bapu Kadam Member of Teacher
9. Prof. Sujitkumar T. Mane Member of Teacher
10. Prof. Dr. Ritesh V. Wangwad NAAC Responsibility
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12. Mr. Mandar Phadke Member of Stakeholder
13. Mr. Pradip Phadake Member of Management
14. Dr. Mahadev Dattu Dongare IQAC Co-coordinator

At the outset Dr. Mahadev Dongare, Coordinator (IQAC) welcomed the Principal and Chairperson (IQAC), Dr. Sanjeev Late and members of the Internal Quality Assurance Cell (IQAC), briefed about the agenda of the meeting and requested the Principal to chair the meeting.

Principal Dr. Sanjeev Late in his initial remarks explained the need for enhancing the quality of Higher Education in general and the teaching learning and evaluation process in particular. He has mentioned that the president of the SAMAJ SHIKSHAN MANDAL, Shri Pradip Phadke sir wishes to



incorporate the innovations in functioning of the college. He also mentioned the efforts taken by SSM towards quality enhancement. He has requested all the members of IQAC to actively participate in the deliberations.

After brief forward by the chairman following agenda were taken for discussion.

**7. To Read & confirm the minutes of previous meeting**

The minutes of the previous meetings were read by the Dr. Mahadev Dongare, Coordinator (IQAC). He has taken the cognizance of all the points taken in to consideration for the last meeting. He also highlighted the most important points that we have achieved. As decided in the previous meeting, all agenda items were discussed and the action plan was presented.

**Decision** – IQAC noted the ATR and approved the minutes and ATR

Proposed by : Dr. Seema Bagul

Seconded by : Dr. Deepak Shelke

**8. Preparation National Service Scheme Special Winter camp.**

National Service Scheme is one of the important activity that institution carry out every year. This scheme is divided in to two parts as regular yearly activities and special winter camp. NSS coordinator Dr. Parmeshwar Gadker and Prof. Anuja Gawade has given the outline of the programmes to be undertaken in the adopted village and various other programmes to be undertaken. Other senior members suggested some value addition in the programme.

**Decision** – IQAC decided to continue Village 'Pimpari' as adopted village for the next 3 years and to contribute for overall development of the village. This is one of the unique practice of the institution to adopt the village and through student efforts and village participation solve the problems of the village at grass root level.

**9. Regarding cross cutting issue**

IQAC coordinator Dr Mahadev Dongare explain the importance of the cross cutting issues like gender sensitisation, environmental sustainability, human values and professional ethics etc. all the IQAC members also express their opinions on cross cutting issues. It was agreed by all that the cross cutting issued to be addressed in all the programmes that are undertaken by the college.

**Decision** – IQAC has decided to address the cross cutting issues with social welfare parameter and as mentioned in the vision and mission of the institution creation of socially responsible students are the outcome of the various programmes undertaken by the institution. Mr. Prakash Chikte will shoulder the responsibility to make the report on various cross cutting issues that institution try to address.

**10. Regarding policies & procedure of maintenance of academic & physical facilities**

IQAC is very much keen to create the policies and procedure of maintenance of academic and physical facilities in the institution. Various ways and measures were taken in to consideration. Al the IQAC members were having unanimous opinion about following proper procedure of maintenance of the academic and physical facilities.



**Decision** – IQAC has decided to give responsibility to a specific person to take care of the physical facilities and maintenance of the same. Memorandum of Understanding to be signed with the various external agencies related to maintenance like electricity, computer lab, sanitation and proper water purification etc.

#### 11. Regarding Code of Conduct

IQAC has reviewed the guidelines made for the students regarding various code of conduct in the college. It was decided to print all the code of conduct in the brochure of the college which is to be given to the students at the time of taking admission. In the induction programme Principal address the importance of code of conduct.

**Decision** – IQAC decided to abide the code of conduct for the students as well as for the staff. It was decided that all the students should wear I-card while in the college. It was also decided that all the faculties will continue to wear I-card as they are doing earlier so that they will motivate the students to do so. Anti-ragging, Vishakha committes to work properly to follow the guidelines.

#### 12. Discussion on any other topics with permission of chair


It was decided that the preparation of the NSS special winter camp to be taken in the same adopted village i.e 'pimpari'. All the faculty members will contribute for the same.

Dr. Parmeshwar Gadker proposed the Vote of Thanks. He mentioned that as a NSS coordinator he expects full cooperation and support from all the faculty members for the special winter camp. Faculties were also agreed to stay rotation wise in the NSS camp.



Co-ordinator, IQAC  
(Dr. Mahadev Dattu Dongare)

**I.Q.A.C.**  
**Amruteshwar Arts, Commerce  
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**Principal**  
**Amruteshwar Arts, Commerce & Science  
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Date : 15 / 12 / 2020

**Action Taken Report Of the meetings held on 15/12/ 2020**

**1. To Read & confirm the minutes of previous meeting**

Read and confirmed the minutes

**2. Preparation National Service Scheme Special Winter camp.**

**Decision** – IQAC decided to continue Village 'Pimpari' as adopted village for the next 3 years and to contribute for overall development of the village.

**3. Regarding cross cutting issue**

**Decision** – Mr. Prakash Chikte will shoulder the responsibility to make the report on various cross cutting issues that institution try to address. IQAC has decided to address the cross cutting issues with social welfare parameters.

**4. Regarding policies & procedure of maintenance of academic & physical facilities**

**Decision** – The decision was taken to give responsibility to a specific person to take care of the physical facilities and maintenance of the same after the discussion with the management. Memorandum of Understanding to be signed with the various external agencies related to maintenance like electricity, computer lab, sanitation and proper water purification etc.

**5. Regarding Code of Conduct**

**Decision** – IQAC decided to abide the code of conduct for the students as well as for the staff.

Co-ordinator, IQAC  
(Dr. Mahadev Dattu Dongare)

**I.Q.A.C.**  
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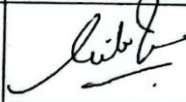
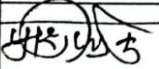

All the members of IQAC are hereby informed that IQAC meeting will be held on 20<sup>th</sup> September 2020 at 1.30 am at Hall No 3. Subjects will be discuss in this meeting as follows;

**AGENDA OF THE IQAC MEETING**

1. To Read & confirm the minutes of previous meeting
2. Preparation of academic calender -2020-2021
3. Preparation of Gender annual calender
4. Discussion regarding preparation of AQAR -2019-2020
5. Regarding establishment of student mentoring cell
6. To preparation of Gender Audit
7. Discussion on any other topics with permission of chair



Sr. No.	Name of Member	Designation	Signature
01	Dr. Sanjeev S. Late	Chairperson Head of Institution	
02	Mr. Vijay M. Limhan	Member of Administrative Officer	
03	Dr. Seema A. Bagul	Member of Teaching	
	Dr. Yogesh N. Shrikhande	Member of Teaching	
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	Prof. Vijay Bapu Kadam	Member of Teaching	
	Prof. Sujitkumar T. Mane	Member of Teaching	
04	Prof. Dr. Ritesh V. Wangwad	NAAC Responsibility	
05	Mr. Ajay Raju Khopde	Member of Students & Alumni	
06	Mr. Mandar Phadke	Member of Stakeholder	
07	Mr. Pradip Phadake	Member of Management	
08	Dr. Mahadev Dattu Dongare	IQAC Co-coordinator	





Co-ordinator, IQAC  
(Dr. Mahadev Dattu Dongare)



Principal & Chairperson of IQAC  
(Dr. Sanjeev Sampat. Late)

**Principal**

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*Date: 20/09/2020*

**Proceeding of the meetings held on 20/09/2020**

Following were present for the meeting :

1. Dr. Sanjeev S. Late Chairperson Head of Institution
2. Mr. Vijay M. Limhan Member of Administrative Officer
3. Dr. Seema A. Bagul Member of Teacher
4. Dr. Yogesh N. Shrikhande Member of Teacher
5. Dr. Rahul D. Kamble Member of Teacher
6. Dr. Deepak B. Shelke Member of Teacher
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At the outset Dr. Mahadev Donagare, Coordinator (IQAC) welcomed the Principal and Chairperson (IQAC), Dr. Sanjeev Late and members of the Internal Quality Assurance Cell (IQAC), briefed about the agenda of the meeting and requested the Principal to chair the meeting.

Principal Dr. Sanjeev Late in his initial remarks explained the need for enhancing the quality of Higher Education in general and the teaching learning and evaluation process in particular. He has mentioned that the president of the SAMAJ SHIKSHAN MANDAL, Shri Pradip Phadke sir wishes to incorporate the innovations in functioning of the college. He also mentioned the efforts taken by SSM towards quality enhancement. He has requested all the members of IQAC to actively participate in the deliberations.

After brief forward by the chairman following agenda were taken for discussion.

**1. To Read & confirm the minutes of previous meeting**

The minutes of the previous meetings were read by the Dr. Mahadev Donagare, Coordinator (IQAC). He also highlighted the most important points that we have achieved. As decided in the previous meeting, all agenda items were discussed and the action plan was presented.

**Decision** – IQAC noted the ATR and approved the minutes and ATR

Proposed by : Dr. B. M. Kendale

Seconded by : Dr. S. Muluk

**2. Preparation of academic calendar -2020-2021**

There were detailed discussion on the academic calendar of 2020-21 in the meeting. All the key points were noted down by the Coordinator.

**Decision** – IQAC has decided to prepare the academic calendar for the year 2020-21 by considering all the important points that were discussed in the meeting and try to make the academic calendar inclusive of all the curricular, co-curricular and extracurricular activities.

**3. Discussion Gender annual calendar**

IQAC Coordinator put forward the importance of the Gender Annual Calendar and policy related to Gender Sensitisation. The work of policy making has givened to Dr. Jyoti Bhate.

**Decision** – IQAC decided to submission of the policy of the Gender Sensitisation and followed the Gender Equality as an official policy of the institution. It was also resolved that the separate policy documents to be prepared by Dr. Jyoti Bhate and has presented the same in front of the IQAC.

**4. Discussion regarding preparation of AQAR -2019-2020**

Preparation of AQAR 2019-20 was initiated and all the criteria were taken in to account. Special attention was given to complete the documentation part and presentation of the information as per the guidelines given by the NAAC for preparation and presentation of the AQAR.





**Decision** – IQAC has taken the decision to prepare the rough draft of the AQAR at the earliest. All the faculty members and departmental heads to submit relevant documents to the respective criteria head.

#### **5. Regarding establishment of student mentoring cell**

IQAC has decided to establish the student mentoring cell as per the UGC guidelines. These guidelines were taken positively as roadmap for implementation of the Mentor-Mentee scheme in the institution. It was also decided that the respective mentor will help the students to set the goals for the students by understanding their key strengths. The mentor will also take care of the mentee students in achieving their respective goals.

**Decision** – IQAC has decided to initiate the Mentor-Mentee scheme as official programme of the institution. Dr. Parmeshwar Gadker was appointed as a Coordinator for the Mentor-Mentee Scheme.

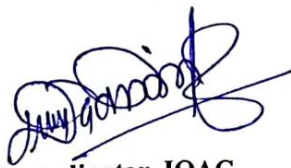
#### **6. To preparation of Gender Audit**

It was decided to conduct the Gender Audit in the institution. The responsibility was given to Dr. Jyoti Bhate to conduct such Gender audit and to find out the best ways to implement the gender sensitisation policy in the institution.

#### **7. Discussion on any other topics with permission of chair**

It was decided that the preparation of the AQAR to be given high priority and every point will be supported by the relevant documents.

Dr. Manoj Tapre proposed the Vote of Thanks. He mentioned that the process of IQAC meeting and preparation of AQAR is not only restricted to the compliance of the procedure but it helps all the members to grow as teacher.



Co-ordinator, IQAC  
(Dr. Mahadev Dattu Dongare)

**I.Q.A.C.**  
**Amruteshwar Arts, Commerce**  
**& Science College, Vinzar,**  
**Tal. Velha, Dist. Pune.**



Principal & Chairperson of IQAC  
(Dr. Sanjeev Sampat, Late)

**Principal**  
**Amruteshwar Arts, Commerce & Science**  
**College, Vinzar, Tal. Velha, Dist. Pune**





**SAMAJ SHIKSHAN MANDAL'S**  
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NAAC REACREDITATION 'B'

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Date : 26/11/2020

**DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report Of the meetings held on 20/09/2020**



**1. To Read & confirm the minutes of previous meeting**

**Decision** – Read and confirmed the minutes

**2. Preparation of academic calendar -2020-2021**

**Decision** – IQAC has decided to prepare the academic calendar for the year 2020-21 by considering all the important points that were discussed in the meeting and try to make the academic calendar inclusive of all the curricular, co-curricular and extracurricular activities.

**3. Preparation of Gender annual calendar**

**Decision** – IQAC decided to prepare the policy of the Gender Sensitisation and follow the Gender Equality as an official policy of the institution. It was also resolved that the separate policy documents to be prepared by Dr. Jyoti Bhate and to be presented the same in front of the IQAC.

**4. Discussion regarding preparation of AQAR -2019-2020**

**Decision** – IQAC has taken the decision to prepare the rough draft of the AQAR at the earliest. All the faculty members and departmental heads to submit relevant documents to the respective criteria head.

**5. Regarding establishment of student mentoring cell**

**Decision** – IQAC has decided to initiate the Mentor-Mentee scheme as official programme of the institution. Dr. Parmeshwar Gadker was appointed as a Coordinator for the Mentor-Mentee Scheme.

**6. To preparation of Gender Audit**

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Co-ordinator, IQAC

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Principal & Chairperson of IQAC  
**Principal**

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