



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: 16/09/2020

DEPARTMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE


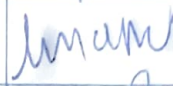



All the members of IQAC are hereby informed that IQAC meeting will be held on 20th September 2020 at 1.30 am at Hall No 3. Subjects will be discuss in this meeting as follows;

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	
	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)

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



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

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





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

Principal
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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

Decision – 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.


Co-ordinator, IQAC

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Principal & Chairperson of IQAC
Principal

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