



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune

FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2021-2022)

Date: 29.06.2021, Day: Tuesday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

AGENDA:

1. Preparation of Various College Committee's.
2. As per the discussions with College development committee (CDC) Admission process was started for the academic year 2020-21.
3. Preparation of Academic Calendar and teaching plan.
4. To start induction programme for all departments
5. Updating the College website.
6. Encouraging research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies
7. To formulate the code of conduct for students, teachers, administrators and other staff.
8. To monitor to the adherence of code of conduct



FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic year 2021-2022)

Date: 29.06.2021, Day: Tuesday

Time: 11:30 A.M.

Venue: IQAC Conference Hall

Following Members Present for Meeting

Sr. No.	Name of Member	Designation
1.	Dr.K. N. Gaikwad	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Dr. P.B.Koli	Member
5.	Smt. S.B.Shewale	Member
6.	Prof. S.B.Kamble	Member
7.	Prof. P.L.Gaikwad	Member
8.	Prof. D.S.Antapurkar	Member
9.	Dr. Shirish Chindhade	Expert
10.	Shri. Vineet Majgaonkar	Employee
11.	Shri Ramdas Patil	Employee
12.	Shri Kishor Kadam	Alumnus
13.	Shri. Dinesh Kanade	Administrative Staff Representative
13.	University representative of college	Students representative



Meeting Agenda and Resolution

Agenda 1: Preparation of Various College Committee's

Resolution: The IQAC coordinator Dr. S. S. Saundankar announced the names of various academic committees, their head and members for smooth functioning of the college and enriches the curricular and extra-curricular activities. Principal Dr. K.N. Gaikwad guided to the all committee head and members about the functioning of specific committee and suggests working out according to plan of the committee.

Agenda 2: As per discussions with the College development committee (CDC) Admission process was started for the academic year 2021-22.

Resolution: Admission committee head Dr. K.N.Gaikwad explained the following information about admission process for the year 2021-22.

1. The first year of B.Com./B.Sc. admissions are started.
2. The first year B.A. admissions are not fulfilled.
3. CDC advice to admission committee to fill remaining seats of first year B.A.
4. Second and third year of B.A./B.Com./B.Sc. admission process also completed.
5. The admission process for M.A. Marathi, M.A. Political Science and M.Com. and M.Sc. (Chemistry, Microbiology, Botany and Zoology) are started for the academic year 2021-22.

Agenda 3: Preparation of Academic Calendar and teaching plan

Resolution: Principal Dr. K.N. Gaikwad informed that, all Heads of department should prepare their departmental academic calendar as per the college academic calendar and all teachers should prepare their academic plan as per their departmental and college academic calendar prepared for the year 2021-22.

Agenda 4: To start induction programme for all departments

Resolution: Principal Dr. K.N. Gaikwad informed to all HOD and committee members to conduct department wise induction programme for newly admitted students of various faculties. From induction programme students will know the general idea of college functioning and information of college resources.

Agenda 5: Updating the College website

Resolution: Principal Dr. K.N. Gaikwad guided to all the IQAC members that all teachers should provide their updated information to the computer department for updating the information on website regarding academics activities.

Agenda 6: Encouraging research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies

Resolution: Principal Dr. K.N. Gaikwad encouraged to teachers to take part in research activities. He advised to staff members for applying for minor and major research projects from various funding agencies such as DBT, DST-FIST, UGC, CSR fund, BCUD Research grant etc. Dr. K.N. Gaikwad suggested to the staff members to complete their Ph.D. research work.

Agenda 7: To formulate the code of conduct for students, teachers, administrators and other staff.

Resolution: As per the discussions with the college development committee (CDC), the decision taken by CDC was explained by Principal Dr. K.N. Gaikwad and guided to all the criteria head to follow the code of conduct and duties assign to respective faculty members. The principal also guided to administrative staff regarding rules and regulations to be followed regarding the assign duties.

Agenda 8 to monitor to the adherence of code of conduct

Resolution: The principal Dr. K.N. Gaikwad recall to the staff and criteria head that everyone should the strictly adhere to the code of conduct of the institute. The meeting ended with formal vote of thanks by IQAC Coordinator Prof. S. S. Saundankar.


IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell (IQAC)
K. A. A. N. M. S. Arts, Commerce &
Science College, Satana (Nashik)




Principal
Kam. Abasaheb Alias N.M. Sonawane
Arts, Commerce & Science College
SATANA, Tal. Baglan (Nashik)



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune

SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2021-2022)

Date: 10.08.2021, Day: Tuesday

Time: 11:30 A.M.

Venue: IQAC Conference Hall

AGENDA:

1. A brief discussions on the previous agenda by principal
2. Discussion about completion of Induction programme for all faculties
3. Discussions about implementation of bridge and remedial courses
4. General guidelines by principal regarding smooth conduction various committees of NAAC
5. Planning of Celebration of Samaj Din of Parent institute.



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune



SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2021-2022)

Date: 10.08.2021, Day: Tuesday

Time: 11:30 A.M.

Venue: IQAC Conference Hall

Following Members Present for Meeting

Sr. No.	Name of Member	Designation
1.	Dr.K. N. Gaikwad	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Dr. P.B.Koli	Member
5.	Smt. S.B.Shewale	Member
6.	Prof. S.B.Kamble	Member
7.	Prof. P.L.Gaikwad	Member
8.	Prof. D.S.Antapurkar	Member
9.	Dr. Shirish Chindhade	Expert
10.	Shri. Vineet Majgaonkar	Employee
11.	Shri Ramdas Patil	Employee
12.	Shri Kishor Kadam	Alumnus
13.	Shri. Dinesh Kanade	Administrative Staff Representative
13.	University representative of college	Students representative



Meeting Agenda and Resolution

Agenda 1: A brief discussions on the previous agenda by principal

Resolution: Principal Dr. K.N. Gaikwad sir has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up was taken form principal related to preceding meeting agenda.

Agenda 2: Discussion regarding workload distribution for newly appointed assistant professors and workload discussion regarding each department

Resolution: For this academic year 2021-22, the institute gave new appointment to the college. The new appointed teachers were aware about their assigned workload. As well as the work to be done by newly appointed teachers under various staff committees prepared for NAAC and regular college committees for routine work.

Agenda 3. Discussions about implementation of bridge and remedial courses

Resolution: In this meeting Principal Dr. K.N. Gaikwad sir advised to all the staff members and criteria head to design the time table for bridge and remedial courses that should be implemented as per the design time table. Principal also highlighted that maximum students should be get benefit of bridge and remedial courses. The bridge committee head Prof. R.K. Jadhav discuss the plan to be executive for bridge and remedial teaching for slow and advanced learners.

Agenda 4: General guidelines by principal regarding smooth work conduction by various committees of NAAC

Resolution: Principal Dr. K.N. Gaikwad sir given general guidelines how, the NAAC committees should work for better results. Principal Dr. K.N. Gaikwad advised that criteria head should take the follow-up of work conducted by members of concern committee and all the members should maintained the documentation of every work.

5. Planning of Celebration of Samaj Din of Parent institute.

Resolution: The parent institute Maratha Vidya Prasarak Samaj (MVP) celebrates Samaj Din on 19 August of every year in the owner of founder members of the institute. In this meeting Principal Dr. K. N. Gaikwad instructed to all the staff members and given guidelines regarding celebration of Samaj Din for the academic year 2021-22.


IQA Coordinator
Internal Quality Assurance Cell (IQAC)
K. A. A. N. M. S. Arts, Commerce &
Science College, Satana (Nashik)




Principal
Kam. Abasaheb Alias N.M. Sonawane
Arts, Commerce & Science College
SATANA, Tal. Baglan (Nashik)



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune



THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2021-2022)

Date: 15.01.2022, Day: Tuesday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

AGENDA:

1. A brief discussions on the previous agenda by principal
2. Instructions related to Library
3. Discussions related to competitive exams and cultural activities
4. Use of N-list by Faculty members
5. Participation in competitive examination advised by competitive exam committee
6. Participation of staff members in International and national level workshops



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune



Date: 15.01.2022, Day: Tuesday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

Following Members Present for Meeting

Sr. No.	Name of Member	Designation
1.	Dr.K. N. Gaikwad	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Dr. P.B.Koli	Member
5.	Smt. S.B.Shewale	Member
6.	Prof. S.B.Kamble	Member
7.	Prof. P.L.Gaikwad	Member
8.	Prof. D.S.Antapurkar	Member
9.	Dr. Shirish Chindhade	Expert
10.	Shri. Vineet Majgaonkar	Employee
11.	Shri Ramdas Patil	Employee
12.	Shri Kishor Kadam	Alumnus
13.	Shri. Dinesh Kanade	Administrative Staff Representative
13.	University representative of college	Students representative



Meeting Agenda and Resolution

Agenda 1: A brief discussions on the previous agenda by principal

Resolution: Principal Dr. K.N. Gaikwad sir has recapitulated the points discussed in the previous meeting 2 dated on 10.08.2021. The quick feedback and follow-up were taken from principal related to preceding meeting agenda.

2. Instructions related to Library (Knowledge and information source)

Resolution: The information related to purchasing of textbooks, reference books required for UG and PG classes, various research journals, e books etc. in the various disciplines was discussed. The principal Dr. K.N. Gaikwad advised to HOD of respective department to give the list of new reference books that are essential for various competitive examinations, respective classes and research activities.

3. Discussions related to cultural activities

Resolution: The various discussions and planning for the cultural activities for the students were discussed by IQAC co-ordinator prof. Sunil Saundankar. Maximum number of students should participate in cultural activities; the information was given by cultural activity head. The arts circle head instructed and given the ideas for the smooth conduction of all the cultural activities to be conducted in the college campus.

4. Use of N-list by Faculty members

Resolution: The Librarian Mr P.K. Shewale explained the importance of the N-List (National library and information services) to all the head of the department in the meeting. The N-list is very important search engine for the downloading the research publications and reference books of the relevant area. The principal Dr. K.N. Gaikwad instructed to all the head and staff members regarding usage, downloading and collecting the information from the N-List software. The Dr. K.N. Gaikwad instructed to librarian Mr P.K. Shewale to keep monthly record of all N-List usage.

5. Participation in competitive examination advised by competitive exam committee

Resolution: The co-ordinator of competitive examination cell informed to the staff members and all criteria head regarding the planning made by competitive examination cell for various competitive examination guidance. The competitive cell has organized the career guidance and competitive exam preparation of UG and PG students. Principal The Dr. K.N. Gaikwad emphasizes to follow the time table and plan made by competitive cell for students.

6. Participation of staff members in International and national level workshops

Resolution: The principal Dr. K.N. Gaikwad advised to all the staff members and criteria head to participate in international/national/ state level seminars and workshops and published their research work to fulfil the criteria for API required for CAS purpose. Principal also advised to all the staff members to publish their research work in UGC-care list journals.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
K. A. A. N. M. S. Arts, Commerce &
Science College, Satana (Nashik)




Principal
Kam. Abasaheb Alias N.M. Sonawane
Arts, Commerce & Science College
SATANA, Tal. Baglan (Nashik)



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune



FOURTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2021-2022)

Date: 08.03.2021, Day: Tuesday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

1. A brief discussions on the previous agenda by principal
2. NAAC committee work distribution and feedback
3. Discussion on FY to TY dropout rate
4. Involvement of teachers into remedial teaching.
5. General guidelines to fill AQAR for the academic rate 2021-22
6. Completion of academic and administrative audit for 2021-22.



M. V. P. Samaj'S
K.A.A.N.M.S. Arts, Commerce and Science
College, Satana, Tal- Baglan, District-Nashik-
423301. Affiliated to SPPU, Pune



Date: 08.03.2021, Day: Tuesday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

Following Members Present for Meeting

Sr. No.	Name of Member	Designation
1.	Dr.K. N. Gaikwad	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Dr. P.B.Koli	Member
5.	Smt. S.B.Shewale	Member
6.	Prof. S.B.Kamble	Member
7.	Prof. P.L.Gaikwad	Member
8.	Prof. D.S.Antapurkar	Member
9.	Dr. Shirish Chindhade	Expert
10.	Shri. Vineet Majgaonkar	Employee
11.	Shri Ramdas Patil	Employee
12.	Shri Kishor Kadam	Alumnus
13.	Shri. Dinesh Kanade	Administrative Staff Representative
13.	University representative of college	Students representative



Meeting Agenda and Resolution

Agenda 1: A brief discussions on the previous agenda by principal

Resolution: Principal Dr.K. N. Gaikwad has recapitulated the points discussed in the previous meeting 15.01.2022. The quick feedback and follow-up were taken from principal related to preceding meeting agenda.

Agenda 2: NAAC committee work distribution and Feedback

Resolution: Principal Dr.K. N. Gaikwad has discussed various important issues related to NAAC. He also taken quick feedback of work and documentation completed by concern NAAC criteria committees. The Co-ordinator of IQAC Prof. Sunil Saundankar explain the detail work and documentation completed each committees for concern criteria and also explain the future planning that will helpful to the committees and advice the committee chairman to complete the documentation related NAAC criteria.

Agenda 3: Discussion on FY to TY dropout rate

Resolution: Every year the number of admissions to the first year BA/B/Com./B.Sc. are fulfilled but very less number of students are able to reach to final year. This dropout rate is very high. Principal Dr.K. N. Gaikwad advised to the faculty members to take extra efforts to reduce the dropout rate from every discipline. The principal Dr.K. N. Gaikwad also advised to the remedial and bridge course committee to keep the documentation of remedial teaching for slow and advanced learners.

Agenda 4: Involvement of teachers into remedial teaching

Resolution: Principal Dr.K. N. Gaikwad explained that how to decrease the dropout rate for B.A, B.Com. B.Sc. students, he further advised to faculty members , after completion of syllabus of every faculty member, the CEO should prepared a separate time table for the purpose of remedial teaching and every concern teacher should get involved into remedial teaching. So, that all failed students from particular subject will get benefitted from the remedial teaching. Thus student dropout rate may be decreased.

Agenda 5: General guidelines to fill AQAR for the academic rate 2020-21

Resolution: The IQAC co-ordinator prof. Sunil Saundankar sir and Principal Dr.K. N. Gaikwad explained the general guidelines regarding the timely filing of AQAR for the academic year 2020-21. The IQAC co-ordinator prof. Sunil Saundankar advised to all the

criteria head to update the documentation required to fill-up AQAR on online website of NAAC.

Agenda 6: Completion of academic and administrative audit (AAA) for 2021-22.

Resolution: The academic and administrative audit (AAA) is an important aspect from NAAC and essential part of documentation for every department. For execute the plan of the academic and administrative audit (AAA) 2021-22 , principal has advised the IQAC coordinator to conduct the academic and administrative audit (AAA) in presence of external and internal audits. He also advised to prepare the documentation of AAA to every department as per the standard format of NAAC.


Coordinator
Internal Quality Assurance Cell (IQAC)
K. A. A. N. M. S. Arts, Commerce &
Science College, Satana (Nashik)




Principal
Kam. Abasaheb Alias N.M. Sonawane
Arts, Commerce & Science College
SATANA, Tal. Baglan (Nashik)