



**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 2017-18)**

**Date: 20.06.2017, Day: Tuesday**

**Time: 11:00 A.M.,**

**Venue: IQAC Conference Hall**

**AGENDA:**

1. Preparation of Various College Committee's.
2. Planning of NAAC visit by peer team (2017)
3. Updating the College website regarding NAAC documentation
4. Preparation of Academic Calendar and teaching plan.
5. To formulate the code of conduct for students, teachers, administrators and other staff.

**FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

**(Academic year 2017-18)**

**Date: 20.06.2017, Day: Tuesday**

**Time: 11:00 A.M.,**

**Venue: IQAC Conference Hall**

**IQAC COMMITTEE MEMBERS**

Sr. No.	Name of Member	Designation
1.	Dr.Dilip Dhondge	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Smt. S.B.Shewale	Member
5.	Prof. S.B.Kamble	Member
6.	Prof. P.L.Gaikwad	Member
7.	Dr.M.P.Dushing	Member
8.	Dr.K.R.Khandare	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. D.B. Dhondge guided to the all committee head and members about the function of that particular committee and suggests them to do the best work under the committee.

**Agenda 2: Planning of NAAC visit by peer team (2017)**

**Resolution:** Since IQAC of the college has submitted the SSR in January -2017 and now the SSR is accepted and hence the peer team visit and all the necessary process to complete the NAAC-2017 is scheduled. Under the guidance of Principal Dr. Dilip Dhondge and IQAC co-ordinator Prof. S.S.Saundankar has planned regarding visit and forthcoming NAAC process.

**Agenda 3: Updating the College website regarding NAAC documentation**

**Resolution:** NAAC peer team visit is scheduled in upcoming two months and hence principal Dr. D .B. Dhondge advised to all HOD to give complete information of staff, all the required documents to be uploaded on the college portal. He further informed to the staff to update each and every section of website for all the departments of each faculty.

**Agenda 4: Preparation of Academic Calendar and teaching plan**

**Resolution:** Principal Dr. Dilip Dhondge informed to all Heads of department should prepare their academic calendar as per college academic calendar and all teachers shall prepare their academic plan as per their departmental and college academic calendar.

**Agenda 5: 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 CDS was explained by Principal Dr. Dilip Dhondge 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.

*Saundankar*

**IQAC Coordinator  
Co-ordinator**

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

*Spangor*

**Principal  
Principal**

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



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**SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

**(Academic year 2017-18)**

**Date: 10.08.2017, Day: Tuesday**

**Time: 11:30 A.M.**

**Venue: IQAC Conference Hall**

**AGENDA:**

1. A brief discussions on the previous agenda by principal
2. General guidelines by principal regarding smooth conduction various committees of NAAC
3. Probable dates and scheduled of peer team visit of NAAC
4. Discussion about completion of Induction programme for all faculties
5. Discussions about implementation of bridge and remedial courses
6. Exam related discussions by CEO



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### SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2017-18)

**Date: 10.08.2017, Day: Tuesday**

**Time: 11:30 A.M.**

**Venue: IQAC Conference Hall**

#### IQAC COMMITTEE MEMBERS

Sr. No.	Name of Member	Designation
1.	Dr.Dilip Dhondge	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Smt. S.B.Shewale	Member
5.	Prof. S.B.Kamble	Member
6.	Prof. P.L.Gaikwad	Member
7.	Dr.M.P.Dushing	Member
8.	Dr.K.R.Khandare	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
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### Meeting Agenda and Resolution

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

**Resolution:** Principal Dr. Dilip Dhondge sir has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up were taken from principal related to preceding meeting agenda

#### **Agenda 2: General guidelines by principal regarding smooth work conduction by various committees of NAAC**

**Resolution:** Principal Dr. Dilip Dhondge sir given general guidelines how, the NAAC committees should work for better results. Principal Dr. Dilip Dhondge 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.

#### **Agenda 3: Probable dates and scheduled of peer team visit of NAAC**

**Resolution:** The SSR has been accepted from NAAC and the probable schedule of peer team visit has been decided in the month of October -2017 and hence principal Dr. Dilip Dhondge instructed to the IQAC co-ordinator, all the criteria head and heads of the departments to complete all the documentation process, updating of college website and all the necessary arrangements important regarding peer team visit.

#### **Agenda 4. Discussion about completion of Induction programme for all faculties**

**Resolution:** Principal Dr. Dilip Dhondge instructed to all the faculty members to complete the induction, orientation programs arranged by UGC and other government agencies required for the purpose of CAS of faculty members.

#### **Agenda 5 Discussions about implementation of bridge and remedial courses**

**Resolution:** In this meeting Principal Dr. Dilip Dhondge 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.

#### **Agenda 6: Exam related discussions by CEO**

**Resolution:** Regarding the term end exam, exam CEO given general guidelines associated with F.Y.B.A/B.Com/B.Sc.students.



**IQAC Coordinator**

**Principal**



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**THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

**(Academic year 2017-18)**

**Date: 04.01.2018, Day: Thursday**

**Time: 11:30 A.M.,**

**Venue: IQAC Conference Hall**

**AGENDA:**

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



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### THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic year 2017-18)

Date: 04.01.2018, Day: Thursday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

#### AGENDA:

#### IQAC COMMITTEE MEMBERS

Sr. No.	Name of Member	Designation
1.	Dr.Dilip Dhondge	Principal and Chairman
2.	Smt. Nilima V. Pawar	Management Representative
3.	Prof. S.S.Saundankar	IQAC Co-ordinator
4.	Smt. S.B.Shewale	Member
5.	Prof. S.B.Kamble	Member
6.	Prof. P.L.Gaikwad	Member
7.	Dr.M.P.Dushing	Member
8.	Dr.K.R.Khandare	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. Dilip Dhondge sir has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up were taken from principal related to preceding meeting agenda

#### **Agenda 2: Declaration of NAAC Grade by NAAC**

**Resolution:** After the visit of the peer team in the month of October -2017, the NAAC has announce the CGPA and Grade for the college. Principal Dr. Dilip Dhondge proudly announced that NAAC has given the CGPA of 3.19 with A grade to our college.

#### **Agenda 3. Instructions related to Library**

**Resolution:** The information related to purchasing of books and various research journals in the various disciplines was discussed. The principal Dr. Dilip Dhondge sir requested to the staff to give the list of new reference books that are essential for various competitive examinations

#### **Agenda 4. 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.

#### **Agenda 5 Participation in competitive examination advised by competitive exam committee**

**Resolution:** The co-ordinator of competitive examination cell has informed to the college 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 Dr. Dilip Dhondge emphasizes to follow the time table and plan made by competitive cell for students.

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

**Resolution:** The principal Dr. Dilip Dhondge 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.

*Sandankar*

**IQAC Coordinator  
Co-ordinator**

Internal Quality Assurance Cell (IQAC)  
K. A. A. N. M. S. Arts, Commerce &  
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*[Signature]*

**Principal  
Principal**

Kam. Abasaheb Alias N.M. Sonawane  
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**FOURTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

**(Academic year 2017-2018)**

**Date: 07/03/2018, Day: Wednesday**

**Time: 11:30 A.M.,**

**Venue: IQAC Conference Hall**

1. A brief discussions on the previous agenda by principal
2. Discussion on FY to TY dropout rate
3. Involvement of teachers into remedial teaching.
4. Exam work distribution and internal exam scheduled for PG classes



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Date: 07/03/2018, Day: Wednesday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

### IQAC COMMITTEE MEMBERS

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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. Dilip Dhondge sir has recapitulated the points discussed in the previous meeting. The quick feedback and follow-up were taken from principal related to preceding meeting agenda

### **Agenda 2: Discussion on FY to TY dropout rate**

**Resolution:** Every year the number of admissions to the first year bachelor course are more, but very less number of students get admission to final year. This dropout rate is very high. Principal Dr. Dilip Dhondge advised to the faculty members regarding extra efforts can be taken to reduce the dropout rate.

### **Agenda 3: Involvement of teachers into remedial teaching**

**Resolution:** Principal Dr. Dilip Dhondge explained that how to decrease the dropout rate for B.A, B.Com. B.Sc. students Dhondge sir advised that, 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 4: Exam work distribution and internal exam scheduled for PG classes**

**Resolution:** The internal examination for PG classes is scheduled in the second week of March. The CEO has declared the planning and scheduled to conduct the internal examinations. Further he also discussed to conduct practical examinations for UG classes.

*Saundonkay*

**IQAC Coordinator  
Co-ordinator**

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*Spagn*

**Principal  
Principal**

Karm. Abasaheb Alias N.M. Sonawane  
Arts, Commerce & Science College  
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