



**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 2019-20)**

**Date: 05-07-2019, Day: Friday**

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

**Venue: IQAC Conference Hall**

**AGENDA:**

1. Preparation of Various College Committee's
2. As per the discussions with College development committee (CDC) on Admission process was started for the academic year 2019-20.
3. Preparation of Academic Calendar and teaching plan.
4. To start induction programme for all departments
5. Discussion on student participation in AVISHKAR research competition
6. Updating the College website
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 2019-20)

Date: 05-07-2019, Day: Friday

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.	Prof. D.S.Antapurkar	Member
8.	Dr. Shirish Chindhade	Expert
9.	Shri. Vincet Majgaonkar	Employee
10.	Shri Ramdas Patil	Employee
11.	Shri Kishor Kadam	Alumnus
12.	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.



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

(Academic year 2019-20)

**Date:** 12-09-2019, **Day:** Thursday

**Time:** 11:00 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. Exam related discussions by CEO
5. General guidelines by principal regarding submission of AQAR for the academic year 2019-20



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

*Saundankar*

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

*Abasaheb*

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



**Agenda 2: As per the discussions with College development committee (CDC) on Admission process was started for the academic year 2019-20.**

**Resolution:** Admission committee head Dr. D. B. Dhondge explained the following information about admission process.

1. The first year of B.Com./B.Sc. admissions are fulfilled.
2. Second and third year of B.A. /B.Com./B.Sc. admission process also completed.

**Agenda 3: 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 4: To start induction programme for all departments**

**Resolution:** Principal Dr. Dilip Dhondge 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: Discussion on student participation in AVISHKAR competition**

**Resolution:** Research and Extension committee coordinator suggested that all the teachers should motivate and guide students to take part in Avishkar Research competition.

**Agenda 6: Updating the College website**

**Resolution:** Principal Dr. Dilip Dhondge guided to all the IQAC members that all teachers should provide their updated information to the computer department for updating the information on website.

**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 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.

**Agenda 8 to monitor to the adherence of code of conduct**



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

(Academic year 2019-20)

**Date:** 12-09-2019, **Day:** Thursday

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

**Venue:** IQAC Conference Hall

**Following Members Present for Meeting**

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.	Prof. D.S.Antapurkar	Member
8.	Dr. Shirish Chindhade	Expert
9.	Shri. Vineet Majgaonkar	Employee
10.	Shri Ramdas Patil	Employee
11.	Shri Kishor Kadam	Alumnus
12.	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 regarding workload distribution for newly appointed assistant professors and workload discussion regarding each department**

**Resolution:** For this academic year 2019-20, 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 committees prepared for NAAC criteria.

### **Agenda 3. 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 4: 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.

### **Agenda 5: General guidelines by principal regarding submission of AQAR for the academic year 2019-20**

**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 for successful submission of AQAR for the academic year 2019-20.

*Sundantia*

**IQAC Coordinator**

**Co-ordinator**

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

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*Karm. Abasaheb Alias N.M. Sonawane*

**Principal**

**Principal**

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



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

**(Academic year 2019-20)**

**Date: 08.01.2020, Day: Wednesday**

**Time: 11:00 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. 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 2019-20)

Date: 08.01.2020, Day: Wednesday

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.	Prof. D.S.Antapurkar	Member
8.	Dr. Shirish Chindhade	Expert
9.	Shri. Vineet Majgaonkar	Employee
10.	Shri Ramdas Patil	Employee
11.	Shri Kishor Kadam	Alumnus
12.	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

**2. 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

**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.

**4. 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.

**5. 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.

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



*[Signature]*  
**Principal**  
Karm. Abasaheb Alias N.M. Sonawane  
Arts, Commerce & Science College  
SATANA, Tal. Baglan (Nashik)



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

**(Academic year 2019-20)**

**Date: 03.03.2020, Day: Tuesday**

**Time: 11:00 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. General guidelines to fill AQAR for the academic rate 2019-20



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

(Academic year 2019-20)

Date: 03.03.2020, 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.	Dr.P.B.Koli	Member
5.	Dr. A.S.Dahihande	Member
6.	Smt. S.B.Shewale	Member
7.	Prof. S.B.Kamble	Member
8.	Prof. P.L.Gaikwad	Member
9.	Prof. D.S.Antapurkar	Member
10.	Dr. Shirish Chindhade	Expert
11.	Shri. Vineet Majgaonkar	Employee
12.	Shri Ramdas Patil	Employee
13.	Shri Kishor Kadam	Alumnus
14.	Shri. Dinesh Kanade	Administrative Staff Representative
15.	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: General guidelines to fill AQAR for the academic rate 2019-20**

**Resolution:** The IQAC co-ordinator prof. Sunil Saundankar sir and Principal Dr. Dilip Dhondge explained the general guidelines regarding the timely filing of AQAR for the academic year 2019-20. 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.

*Saundanka*  
**IQAC Coordinator**  
**Co-ordinator**  
Internal Quality Assurance Cell (IQAC)  
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*Prin*  
**Principal**  
Kam. Abasaheb Alias N.M. Sonawane  
Arts, Commerce & Science College  
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