



**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 2022-2023)**

**Date: 15.07.2022, Day: Friday**

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

**Venue: IQAC Conference Hall**

**AGENDA:**

1. Preparation of Various College Committee's for academic year 2022-23
2. As per the discussions with College development committee (CDC) Admission process was started for the academic year 2022-23
3. Preparation of Academic Calendar and teaching plan.
4. To start induction programme for all departments
5. Updating the College website.
6. NAAC update and AQAR submission 2022-23

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

(Academic year 2022-2023)



Date: 15.07.2022, Day: Friday

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.	Prof. S.S.Saundankar	IQAC Co-ordinator
3.	Dr. P.B.Koli	Member
4.	Dr. R.D.Vasait	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

## 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 2022-23.

**Resolution:** Admission committee Chairman Dr. K.N.Gaikwad explained the following information about admission process for the year 2022-23.

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.

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 2022-23.

#### **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 2022-23

#### **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: NAAC update and AQAR submission 2022-23**

**Resolution:** The Principal Dr. K.N. Gaikwad guided to NAAC committee members to Take the updates of NAAC and also advised to fill the AQAR for the academic year 2022-23. He further advised to all the NAAC criterion head to be prepared for NAAC Documentation.

**IQAC Coordinator**

**Co-ordinator**

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

**Principal**

**Principal**

Kam. 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 2022-2023)**

**Date: 18.08.2022, Day: Thursday**

**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.



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

**(Academic year 2022-2023)**

**Date: 18.08.2022, Day: Thursday**

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

**Venue: IQAC Conference Hall**

**Following Members Present for Meeting**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Designation</b>
1.	Dr.K. N. Gaikwad	Principal and Chairman
2.	Prof. S.S.Saundankar	IQAC Co-ordinator
3.	Dr. P.B.Koli	Member
4.	Dr. R.D.Vasait	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



## 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 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 2022-23, 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. 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 2022-23.

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

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

**(Academic year 2022-23)**

**Date: 03.01.2023, 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
7. HPCL scholarships forms for filling for SC/ST/OBC/PH



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**Date:** 03.01.2023, Day: Tuesday

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

**Venue:** IQAC Conference Hall

**Following Members Present for Meeting**

Sr. No.	Name of Member	Designation
1.	Dr. V.J. Medhane	Principal and Chairman
2.	Dr. P.B.Koli	IQAC Co-ordinator
3.	Dr. R.D.Vasait	Member
4.	Dr.B.L.Gadhakh	Member
5.	Smt. S.B.Shewale	Member
6.	Dr. B.G. Sabale	Member
7.	Mr. R.J. Padvi	Member
8.	Mr. M.G.Gavit	Member

### Meeting Agenda and Resolution

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

**Resolution:** Principal Dr. V.J.Medhane 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 (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 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 Dr. P. B. Koli. 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 instructed to all the head and staff members regarding usage, downloading and collecting the information from the N-List software and 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 Dr. V.J.Medhane 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. V.J. Medhane 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.

### **7. HPCL scholarships forms for filling for SC/ST/OBC/PH**

**Resolution:** The Principal Dr. V.J. Medhane stated in meeting that the NGO based scholarship can be distributed to the students for SC/ST/OBC/PH. All the faculty members

should take it seriously and convey the students to fill the HPCL scholarships forms for the academic year 2022-23.

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

**(Academic year 2022-23)**

**Date:** 09.03.2023, Day: Thursday

**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 guidelines to fill AQAR for the academic rate 2022-23
- 6 Completion of academic and admistrative audit for 2022-23
- 7 Filling of IIA before 31 march 2023
- 8 Committee for SSR preparation for NAAC fourth cycle



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Date: 09.03.2023, Day: Thursday

Time: 11:30 A.M.,

Venue: IQAC Conference Hall

Following Members Present for Meeting

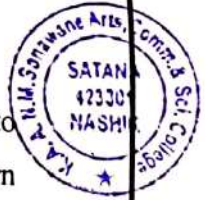
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4.	Dr.B.L.Gadhakh	Member
5.	Smt. S.B.Shewale	Member
6.	Dr. B.G. Sabale	Member
7.	Mr. R.J. Padvi	Member
8.	Mr. M.G.Gavit	Member

### Meeting Agenda and Resolution

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

**Resolution:** Principal Dr. V.J.Medhane 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:** NAAC committee work distribution and Feedback



**Resolution:** Principal Dr. V.J.Medhane 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 Dr.P.B.Koli 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. V.J.Medhane advised to the faculty members to take extra efforts to reduce the dropout rate from every discipline. The principal Dr. V.J.Medhane 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. V.J.Medhane 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 : Completion of academic and administrative audit (AAA) for 2022-23.**

**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) 2022-23 , principal has advised the IQAC co-ordinator Dr. P.B.Koli 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.

**Agenda 6: Filling of IIQA before 31<sup>st</sup> march 2023**

**Resolution:** As per the guidelines received from NAAC Bangalore it is essential to fill up the IIQA to HEI. The principal Dr. V.J. Medhane instructed to IQAC co-ordinator Dr.P.B.Koli and all criteria members to fill IIQA before 31<sup>st</sup> march 2023.

**Agenda 7:** Committee for SSR preparation for NAAC fourth cycle

**Resolution:** The Principal Dr. V. J. Medhane stated that the IIQA of our institute is in progress and hence we need to form the SSR committee that will prepare the SSR of our college for NAAC fourth cycle. The IQAC co-ordinator Dr.P.B.Koli announced the core committee members that will prepare the SSR for NAAC fourth cycle. In this view the IQAC co-ordinator and principal explained that how to prepare SSR and how to process for SSR documentation.

  
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