

M.S.P. Arts, Science & K.P.T. Commerce College, Manora

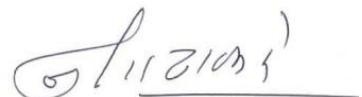
Internal Quality Assurance Cell

Minutes of meetings/ Proceeding and Action taken Report

Academic Year 2020-21

Sr. No.	No. & Date of Meeting	Minutes	Action Taken
1	<u>Meeting-1</u> 16-07-2020	New IQAC for the session 2020-21 to 2025-26	Established new IQAC in the meeting by members and selected coordinators are as follows- 1) Dr. A.S. Nile 2020-21 to 2021-22 2) Dr. M. N. Iqbal 2022-23 to 2023-24 3) Mr. P. N. Kamble 2024-25 to 2025-26
2		Starting Google Classrooms from 01-07-2020	For effective online teaching the IQAC decided to create Google Classrooms by every teacher for every subject. According to the decision Google classrooms were created and started.
		Preparation of perspective plan for 2020-21 to 2025-26	Planning for the 5 years were discussed, finalized and submitted to IQAC.
3	<u>Meeting-2</u> 07-08-2020	Criteria Allotment to new members of IQAC	Criteria-wise allotment of work distributed to the new members of IQAC as follows- Criterion 1 st : S.D. Ingole, Criterion 2 nd : P.N. Kamble & Dr. S.N. Padghane, Criterion 3 rd : Dr. M.N. Iqbal, Criterion 4 th : P.R. Gawande, Criterion 5 th : Dr. A.S. Nile & S.N. Dhawale, Criterion 6 th : N.B. Bhagat, Criterion 7 th : Dr. S.V. Keswani
4	<u>Meeting-3</u> 08-10-2020	Preparation of Perspective Plan for 2020-21	Planning for the 01 year were discussed, finalized and submitted to IQAC.
5	<u>Meeting-4</u> 22-12-2020	During lockdown online lectures.	Decision to start the classes of Part – I B.A, B.Com, B.Sc. in online mode by using free zoom version and Google Classrooms.
6		Organization of Online Induction Program.	Online Induction Program for Entry Year Students had been successfully organized by College.
7		Organization of Online Workshops by every Department	Online Workshops had been successfully organized by every Department of College.
8		Research Published up to now review.	Research Committee Coordinator Dr. K. A. Koparkar provided 05 research papers published by the teachers up to now.

9	<u>Meeting-5</u> 27-03-2021	Workshop regarding Certificate courses	Mr. P. N. Kamble organized workshop regarding MOOCS, SWAYAM & similar Certificate Courses.
10		To Start Online Certificate Courses by every Department.	Every Department Organized Online Certificate Courses regarding their subjects.
11		Establishing Research Center in Commerce, History & Library Department	Department of Commerce, Library & Information Science & Department of History established the Parent University's Research Center.
12		Books Donation to the College Library on Staff Members Birthday.	All the teachers donated books to Library on their Birthday.
13		Organizing ICT related workshop.	ICT Committee successfully organized the ICT workshop for the Teachers staff.
14		Every Teacher should complete at least 01 short term course or FDP during the year.	All the teachers completed FDP/Short term courses successfully in their subjects.



Principal
M. S. P. Arts, Sci. & K. P. T. Comm.
College, Monora Dist. Washim

M. S. P. Arts, Science & K. P. T. Commerce College, Manora
Progress Report for Perspective Plan of IQAC for the Year 2021-2022

Sr. No	Nature of Work	Status of Work
1	Construction of Separate Toilet for Ladies Staff	Under Going
2	Renovation of Play Grounds	Under Going
3	Establishing Media Center	Under Going
4	E content Development	Work Done
5	Maximize ICT use in Teaching Learning and evaluation	Work Done
6	Increase Tree plantation in college premises and locality	Work Done
7	Green Environment Awareness in society	Work Done
8	Organizing workshop on Health awareness, Nutrition awareness , Drinking Water Awareness	Work Done
9	Establishing Environment Ambassadors	Not Done
10	Stress Management workshop for Staff (Per Year)	Work Done
11	To organize Faculty development program	Work Done
12	Encouraging teacher for online Refresher Orientation Course	Work Done
13	2 Workshops for Administrative staff	Not Done
14	Subject wise online short term courses of one year duration	Not Done
15	100% Doctorate degree holder staff	54% Completed
16	Career Advancement Benefit	Work Done
17	Strengthening Mentor system for academic and stress related issues.	Under Going
18	Training program for Employment and Self Employment (01 per Faculty)	Work Done
19	Regular Competitive class faculty wise	Work Done
20	Soft skills workshop for Final year Students	Planned In January
21	Enrollment in Online courses on Swayam, CEC, NPTEL	Work Done
22	Organize faculty wise seminar competition/ poster competition per year	Work Done
23	Organizing Webinar for students in vacation	Not Done
24	Financial Support to the Needy Students	Work Done
25	Raise the alumni Association Fund up to 1,00,000/- in 05 Years	Not Done
26	To raise Institutional Social responsibility Fund, Student development fund, from (NGO, Industry) and college development fund	Under Going
27	Applying for Research Grant to UGC and DST	Work Done
28	Research projects / Seed money from NGO and Industry	Not Done
29	Starting PG courses in Chemistry, Zoology, Botany, Mathematics,	Not Done
30	To start Research Center in Botany, Zoology , Physics, English.	Botany Done
31	To Introduce new course in Science and Arts	Not Done
32	To start Certificate course, Diploma course of Parent University and recognized institution	Work Done
33	Purchase 100 Titles in Library.	Work Done
34	Increase Competitive examination books and Journals	Work Done
35	Video lectures/ Clipping on Competitive Examination, personality Development, Institutional Knowledge Resources to society.	Youtube Channel

M. S. P. Arts, Science & K. P. T. Commerce College, Manora

Internal Quality Assurance Cell

Academic Year 2022-23

Progress Report of IQAC for the Year 2022-2023

Sr. No	Decisions Taken & Nature of Work	Action Taken
1	<ul style="list-style-type: none"> • To Construct separate Commerce Staffroom & Commerce Computer Lab 	Work Done
2	<ul style="list-style-type: none"> • Renovation of Play Grounds 	Work Done
3	<ul style="list-style-type: none"> • If PG courses get sanctioned by SGBAU, to develop the infrastructure according to PG. 	PG Courses started since last year in Chemistry, Botany, Zoology, Mathematics, and Commerce , M.A English
4	<ul style="list-style-type: none"> • To purchase 02 Projectors for Teaching Purpose. 	Two LCD Projector purchase for Chemistry & Physics Department
5	<ul style="list-style-type: none"> • Establishing Interactive Smart Classroom 	Under Process
6	<ul style="list-style-type: none"> • Establishing Media Center, E-content Development, Maximize ICT use in Teaching Learning and evaluation 	Under Process
7	<ul style="list-style-type: none"> • Increase Tree plantation in college premises and locality 	Work Done
8	<ul style="list-style-type: none"> • Green Environment Awareness in society 	Work Done
9	<ul style="list-style-type: none"> • Organizing workshop on Health awareness, Nutrition awareness , Drinking Water Awareness 	Work Done
10	<ul style="list-style-type: none"> • Establishing Environment Ambassadors 	Work Done
11	<ul style="list-style-type: none"> • Stress Management workshop for Staff (Per Year) 	Not Done
12	<ul style="list-style-type: none"> • To organize Faculty development program 	Work Done
13	<ul style="list-style-type: none"> • Encouraging teacher for online Refresher Orientation Course 	Most of the teachers of Science & Commerce faculty done Refresher & Orientation Courses
14	<ul style="list-style-type: none"> • 02 Workshops for Administrative staff 	Under Process
15	<ul style="list-style-type: none"> • 100 % Doctorate degree holder staff & Career Advancement Benefit 	54 % Staff Doctorate
16	<ul style="list-style-type: none"> • Strengthening Mentor system for academic and stress related issues. 	Every teachers run the Mentor Mentee Scheme
17	<ul style="list-style-type: none"> • Training program for Employment and Self Employment (01 per Faculty) 	Commerce Department done the training programme
18	<ul style="list-style-type: none"> • Regular Competitive class faculty wise 	Work Done
19	<ul style="list-style-type: none"> • Soft skills workshop for Final year Students 	Work Done
20	<ul style="list-style-type: none"> • Enrollment in Online courses on Swayam, CEC, NPTEL 	Not Done
21	<ul style="list-style-type: none"> • Organize faculty wise seminar competition poster competition per year 	<ol style="list-style-type: none"> 1. All the department of Science faculty & Commerce faculty teachers organized activity 2. Arts Faculty not done the activity
22	<ul style="list-style-type: none"> • Organizing Webinar for students in vacation 	Work Done
23	<ul style="list-style-type: none"> • Financial Support to the Needy Students 	Work Done
24	<ul style="list-style-type: none"> • Raise the alumni Association Fund up to 1,00,000/- in a year. 	Fund in Alumni Association Raised
25	<ul style="list-style-type: none"> • To raise Social responsibility, Student development & college development fund from NGO/Industry 	On going
26	<ul style="list-style-type: none"> • Applying for Research Grant to UGC and DST 	<ol style="list-style-type: none"> 1. Department of Botany & Zoology

		proposes the Project, 2. Arts, Commerce & Physics, Mathematics, and Chemistry Department do not submit the proposal for Project to the Parent University. Not satisfactory
27	• Research projects / Seed money from NGO and Industry	Applied for sanction
28	• To start Research Center in Zoology, Physics, English Department.	Work Done
29	• To start Certificate course, Diploma course of Parent University and recognized institution	Not Done , not satisfactory
30	• Purchase 1000 Titles in Library with increase in competitive examination books and Journals	Target not achieved, only few books title purchase not satisfactory
31	• Video lectures/ Clipping on Competitive Examination & personality Development Institutional Knowledge Resources to society.	Work Done
32	To organize the program of Felicitation of Meritorious Students	Program organized successfully, Society's President & various guests invited.
33	• To conduct the Workshop On Women & Human Rights	Workshop organized successfully.
34	• To Celebrate the Birth Anniversaries of Mahatma Gandhiji & Lal Bahadur Shastriji at College.	Program was organized by Cultural Committee at Auditorium of the college.
35	• To Celebrate "Samta Parva" by organizing various extra co- curricular activities.	Activities like Debate Competition, Poster Competition, Essay competition etc. organized.

Work not done according to planning:

Sr. No.	Work/ Decision	Action Taken
1	2 Workshops for Administrative staff	Not Done, hence not satisfied
2	Training program for Employment and Self Employment regarding Subjects.(01 per Faculty)	Only Department of Commerce organized successfully for Students, other department not done hence not satisfied
3	Organizing Webinar for students in vacation	<ol style="list-style-type: none"> During Vacation only Dept. of Botany, Physics, Maths, Zoology & Commerce organized the webinars. Other Department not done, hence not satisfied
4	Raise the alumni Association Fund up to 1,00,000/-per year. (5 yr % Lakhs)	Up to Now the fund is of Rs.1,54,000/- not satisfied

Coordinator, IQAC

Chairman IQAC



Internal Quality Assurance Cell
Minutes of meetings/ Proceeding and Action taken
Report Academic Year 2023-24

Sr. No.	No. & Date of Meeting	Minutes	Action Taken
1	<u>Meeting-1</u> 08/07/2023	Reading last minute of meeting	Review taken of last meeting by the Chairman of IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal
		<i>Preparation of perspective plan for 2023-24</i>	Perspective plan discussed and prepared for the session 2023-24 & put forwarded to CDC to get it Sanctioned.
		<ol style="list-style-type: none">IQAC Chairman asked Dr. K. A. Koparkar to do something to accomplish the goal of ICT tools such as Google Classroom, video Lecture & Smart Classroom etc.Chairman of IQAC asked the IQAC coordinator to find out that whom the responsibility of Stress management Workshop was assigned.Chairman of IQAC asked that every teacher should pursue refresher course, FDP and Short term course.IQAC Chairman asked Dr. Sopan Ingole to organize at least 02 workshops for Non-Teaching staff every year.It was decided in the meeting that a training Programme for students be conducted from employment point of view by every department.Mr. P.N. Kamble should give details as to NPTL and Swayam Courses to the IQAC coordinator in the academic session-2022-23. How many students appeared for the exam and how many passed the exam.Faculty of Arts did not organize seminar/Workshop for students. Therefore the faculty In-charge should fix the tentative schedule of organizing seminar/Workshop/Guest Lecture/Webinar for students for the academic session-2023-24.Online Webinar must be conducted during Diwali vacations by every Department.IQAC Chairman asked all the teachers to recommend the names of needy students so that they can be helped financially through Social fund.	Review taken by the IQAC Chairman, maximum work done.

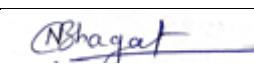
		<p>10. It was unanimously decided that newly appointed teachers must go for MRP.</p> <p>11. Mr. P. N. Kamble must register Certificate Courses from Parent University.</p> <p>12. IQAC Chairman asked the teachers to purchase the books for their department by approving the list of books from book stalls. They may also summon books online.</p> <p>13. Dr. A. S. Nile should collect the collection of expert video lectures and report shown to students on competitive exam. He should create an environment of competitive exam in the college.</p> <p>14. All the faculty In-charge should arrange the meeting for increasing the result.</p> <p>15. Department of Botany should do the MoU with PDKV.</p> <p>16. The decision was taken that complaint box is to be opened on every Monday.</p> <p>17. Mr. M. C. Dhabe should select 10 Students for JAM preparation from every department and involved the NET/SET/JRF teachers in that by 20 July 2023.</p> <p>18. Responsibility of doing hanging garden has been given to Mr. S.R. Aher.</p> <p>19. Dr. A. S. Nile was assigned the responsibility to organize the online workshop on NAAC Criterion which will be organized by IQAC.</p> <p>20. IQAC was assigned the responsibility to organize the Workshop on NEP.</p> <p>21. Mr. Nikhil Bhagat is assigned the responsibility to design and prepare the annual report of college which is to be prepared monthly in chronological order.</p> <p>22. The decision was taken that Dr. J. N. Kamble should conduct Programme on Plastic Ban in the college premises for eco-friendly Campus.</p> <p>23. Miss R. V. Ingole madam should submit the report on Monitoring Committee to Snehal Dhawale madam.</p> <p>24. Decision was also taken that every teacher should at least organize workshop on gender equality.</p> <p>25. Mr. Pankaj Gawande was given the responsibility of water harvesting by 31 July 2023.</p> <p>26. Every teacher should encourage at least 01 students and get him/her enrolled for career katta an employment oriented Programme.</p> <p>27. It was discussed and decided that electric bill be paid online by all the teachers and all the students of college. It must be treated as e-Governance in Electric Bill (Best Practice).</p> <p>28. An IQAC Coordinator Should submits the AQAR of 2022-23 by Oct-2023. Meeting ended at 5.00 pm.</p>	
		Establishing Research Center in Zoology, Physics & English.	To encourage the teachers to establish the Parent University's Research Center.
2	<u>Meeting-2</u> 31-10-2023	Reading last minute of meeting	Review taken of last meeting by the Chairman if IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal

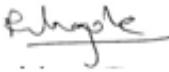
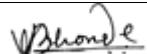
		Review of working of 2023-24	Review of 2023-24 work done or not by the chairman of IQAC. Dr. N.S. Thakare
		Criterion wise Review	Criterion wise work done or not review taken by the chairman of IQAC, Dr. N.S. Thakare

		Decisions for Academic Development 2023-24	Involvement of the student in Research convention like University Avishkar, Seminar Competition, Poster Competition at other places. At least 02 students should be Prepare for above competition.
		Regarding submission of AQAR- 2023-24	IQAC co-coordinator was instructed to prepare and submit the AQAR of the year 2023-24 to the CDC to get it sanctioned
3	<u>Meeting-3</u> <u>31-12-2023</u>	Reading last minute of meeting	Review taken of last meeting by the Chairman of IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal
		Regarding Review of AQAR- 2023-24	IQAC co-coordinator was instructed to put the prepared AQAR of the year 2023-24 and they put it to the Chairman of IQAC.
		Criterion wise review of	One by one criterion in-charge submitted their progress of their Criterion regarding AQAR.
4	<u>Meeting-4</u> <u>25-02-2024</u>	Reading last minute of meeting	Review taken of last meeting by the Chairman of IQAC, Dr. N.S. Thakare and read by Dr. M. N. Iqbal

5		Review of yearly workdone or not by the committees.	IQAC coordinator was instructed by the chairman of IQAC regarding the reports of the committees and in-charges. If not, then give them the Reminder to submit it.
6		Regarding the API	All the teachers should submit their API before ending the session to the API scrutiny committee to get verify with relevant documents.

Following IQAC members endorsed above meeting abstracted data of 2022-23.

Sr. No.	Name	Designation	signature
1	Dr. N. S. Thakare	Chairman	
2	Dr. M. N. Iqbal	Coordinator	
3	Mr. M. J. Thakare	Management Representative	
4	Dr. A. S. Nile	Teacher Member	
5	Dr. S. D. Ingole	Teacher Member	
6	Mr. P. N. Kamble	Teacher Member	
7	Mr. N. B. Bhagat	Teacher Member	
8	Mr. P. R. Gawande	Teacher Member	
9	Dr. S.N. Padghane	Teacher Member	

10	Mr. S. N. Dhawale	Teacher Member	
11	Dr. Ganesh Thakare	One Nominee From Local Society	
12	Dr. Vinod Bhonde	One Nominee From expert	
13	Dr. C. D. Khedkar	One Nominee From expert	
14	Mr. Pankaj Gawande	One Nominee From Alumni	
15	Mr. Kamal Kishor Laddha	One Nominee From Industry	
16	Mr. Rushikesh Suresh Raut	One Nominee From Student	


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