

Meeting				Meeting Objective:			
IQAC Committee for preparation of Academic and Administrative Audit				1) To finalize the format of Academic and Administrative Audit 2) To decide the team members for the respective criteria of Academic And Administrative Audit.			
Date & Time				11.07.2023 2:45 P.M			
Place				Second Floor, Conference Room No. 17			
Host				Asst. Prof. Prathmesh U Tawade			
Attendees				Apologies			
Dr. Smita Jape				Dr. Dimesh Sokul			
Dr. Mahesh Bhanushali				Asst. Prof. Vibhuti Save			
Time	Duration	Presenter	Topic	Sr. No.	Action items	Owner	Date of Completion
2:45 P.M To 2:55 P.M	10 Minutes	Asst. Prof. Prathamesh Tawade	Asst. Prof. Prathmesh U Tawade informed committee members about the conduct of Academic and Administrative Audit on 29th July 2023. He briefed the committee about the various formats which Dr. Pallavi and he has gone through. And finally the format which was adopted was presented to the committee. He also emphasized that the collection of the data should be done by keeping in view the requirement of NAAC next year.	1	Asst. Prof. Prathmesh Tawade suggested to brief the staff about the formats and documentation required for AAA.	Asst. Prof. Prathmesh U Tawade	13th July 2023 in staff meeting
2:55 P.M to 3:00 P.M	5 Minutes	Dr. Smita Jape	Dr. Smita Jape suggested that the format should also incorporate ISO audit requirements if any. She also highlighted that if any audits are required to be conducted, it can be get it done within due course of action.	2	Asst. Prof. Vibhuti Save suggested to share the format as per the criteria to IQAC members	Asst. Prof. Prathmesh U Tawade	12th July 2023
3:00 P.M To 3:10 P.M	10 Minutes	Dr. Pallavi Chandwaskar	Dr. Pallavi Chandwaskar suggested that the IQAC teams members should be divided as per the NAAC criteria and they should be assisted by Teaching and Non Teaching staff. All other members agreed for the same.	3	Dr. Pallavi Chandwaskar suggested to sensitize the non-teaching staff also about the AAA and various other audits.	IQAC	In due course of time
3:10 P.M to 3:20 P.M	10 Minutes	Dr. Mahesh Bhanushali	Dr. Mahesh Bhanushali suggested to share the format and templates with all the teaching and non-teaching staff members at the earliest. He also suggested to incorporate ISO audit requirements as well. He pointed out that since we have already completed filling of AQAR for the academic year 2021-22, the focus of the AAA should be on Academic Year 2022-23. He recommended that we can show the AQAR of 2021-22 for the audit and can start collecting data for Academic Year 2022-23.	4	Dr. Pallavi suggested to work on the development of IQAC quality initiative calendar for the academic year 2023-24.	IQAC Committee	After the completion of AAA
3:20 P.M to 3:25 P.M	5 Minutes	Asst. Prof. Vibhuti Save	Asst. Prof. Vibhuti Save suggested that the format of the AAA should also mention the respective criteria of NAAC. So that it will be easy for the formation of team and collection of data also.				
3:25 P.M to 3:40 P.M	15 Minutes	Dr. Pallavi Chandwaskar	Dr. Pallavi Chandwaskar recommended that the IQAC team members should own one criteria each and for the collection of the data/records teaching and non-teaching staff should be allocated. The present members unanimously agreed for the following allocation criteria wise.				



Criteria	IQAC Member	Teaching Staff Team Members	Non-Teaching Staff Team Members
1- Curricular Aspects	PC	KL, DP, SB	DH
2- Teaching-Learning and Evaluation	VS	SS, PN	BS
3- Research, Innovations and Extension	SJ	KL	SN
4- Infrastructure and Learning Resources	VP/PT	SM	SS, SP
5- Student Support and Progression	MB	KA	SN, KN
6- Governance, Leadership and Management	DS	SB	PP
7- Institutional Values and Best Practices	PT	KA	VT
3:45 P.M To 3:50 P.M	5 Minutes	Asst. Prof. Prathamesh Tawade	Asst. Prof. Prathmesh U Tawade suggested to brief all the staff members about the format and documents required in the coming meeting.

Dr. Smita Jape

Dr. Pallavi Chandwaskar

Asst. Prof. Vibhuti Save

Dr. Mahesh Bhanushali

Asst. Prof. Prathmesh U Tawade



Meeting		IQAC Committee		Meeting Objective:			
Date & Time		31.07.2023		1) To discuss inputs received during Academic And Administrative Audit			
Place		Second Floor, Conference Room No. 17					
Host		Dr. Nitin Joshi					
Attendees				Apologies			
Dr. Smita Jape		Dr. Pallavi Chandwaskar					
Dr. Mahesh Bhanushali		Asst. Prof. Vibhuti Save					
Asst. Prof. Prathmesh U Tawade		Dr. Dinesh Sonkul					
Time	Duration	Presenter	Topic	Sr. No.	Action items	Owner	Date of Completion
1:00 P.M To 1:15 P.M	15 Minutes	Dr. Nitin Joshi	Dr. Nitin Joshi appreciated the efforts taken by the IQAC committee for successfully completing Academic and Administrative Audit. He shared that some of the points which were raised during the audit like mentor-mentee system, Feedback mechanism for the guest session, feedback from the guest speaker about the college and interaction of Project guide with the Industry guide can be the implemented on a priority basis.	1	Feedback form for Guest Speaker	Asst. Prof. Prathmesh U Tawade	10.08.2023
1:15 P.M To 1:25 P.M	10 Minutes	Asst. Prof. Prathmesh U Tawade	Asst. Prof. Prathmesh Tawade as IQAC Coordinator expressed his gratitude to the core team members and top management for giving the smooth conduct of the Academic and Administrative Audit. He pointed out that some of the recommendation given by the external auditors at the time of Academic and Administrative Audit like Slow and Advanced Learner policy, Remedial session planning and record keeping and moderator of the papers by the external members should be given the priorities.	2	Policy for Advanced and Slow Learners	ADC	10.08.2023
1:25 P.M To 1:35 P.M	10 Minutes	Dr. Pallavi Chandwaskar	Dr. Pallavi Chandwaskar also some recommendations which needs to be addressed by the IQAC/ respective committees. Median package should be shown in the report of the placement. And the suggestion given by the auditor about the placement advisory committee should also be taken into consideration. She also stressed that the suggestion given by the external auditors about the faculty orientation document should also be taken into consideration.	3	Placement report consisting Median Salary	Placement Committee	At the end of the academic session
1:35 P.M To 1:40 P.M	5 Minutes	Asst. Prof. Prathmesh U Tawade	The meeting was ended by vote of thanks by IQAC coordinator.				



Dr. Nitin Joshi

Dr. Smita Jape

Dr. Pallavi Chandwaskar

Asst.Prof. Vibhuti Save

Dr. Mahesh Bhanushali

Dr. Dinesh Sonkul

Asst Prof. Prathmesh U Tawade

Nitin Joshi

Pallavi Chandwaskar

Prathmesh U Tawade

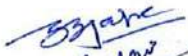
Dinesh Sonkul

Prathmesh U Tawade



Meeting	IQAC Committee			Meeting Objective:			
Date & Time	07.08.2023			1) To discuss the report given by the External Auditors during the Academic and Administrative Audit			
Place	Second Floor, Conference Room No. 17						
Host	Asst. Prof. Prathmesh U Tawade						
Attendees				Apologies			
Dr. Smita Jape	Dr. Pallavi Chandwaskar			Dr. Mahesh Bhanushali			
Dr. Dinesh Sonkul	Asst. Prof. Vibhuti Save						
Time	Duration	Presenter	Topic	Sr. No.	Action items	Owner	Date of Completion
11:00-11:20	20 Minutes	Asst. Prof. Prathmesh U Tawade	Asst. Prof. Prathmesh U Tawade, IQAC Coordinator, briefed about the report received from the external auditors during the Academic and Administrative Audit. He informed that the following points were mentioned in the report: Academic Calendar should be prepared month and year-wise Students should be trained on aptitude tests. Report of the innovative pedagogy should be standardized under the ISO process Peer teaching should be encouraged for advanced learners. Higher incentives should be given for ABDC publications. Best research paper award should be given. DLEE should be considered for extension activities. 360-degree performance appraisal should be taken. Prepare month and year-wise Academic Calendar Plan and conduct aptitude test training sessions for students Standardize the report of innovative pedagogy under ISO process Implement peer teaching for advanced learners Revise incentive policy for ABDC publications Initiate Best Research Paper Award Explore DLEE for extension activities Implement 360-degree performance appraisal system	1	Reframing of Research Policy	Research Committee	30.08.2023
11:20-11:25	5 Minutes	Dr. Smita Jape	Dr. Smita Jape suggested that the recommendations given by the External auditors should be discussed in the staff meeting and the inputs should also be taken from the staff.	2	Preparation of Academic Calendar	IQAC and ADC	To be implemented from Academic Year 2023-24
11:25- 11:30	5 Minutes	Asst. Prof. Prathmesh U Tawade	Asst. Prof. Prathmesh U Tawade, concluded the meeting with Vote of Thanks to all IQAC members.	3	Preparation of ISO standardized report of innovative teaching pedagogy	ISO MR	5th September 2023
				4	Training of the students of aptitude	Placement Cell	Before the start of next placement season

Dr. Smita Jape



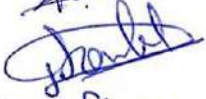
Dr. Pallavi Chandwaskar



Asst.Prof. Vibhuti Save



Dr. Dinesh Sonkul



Asst.Prof. Prathmesh U Tawade



Meeting	IQAC Committee			Meeting Objective:			
Date & Time	28.03.2024			1) To review AQAR for final submission			
Place	Second Floor, Conference Room No. 17						
Host	Asst. Prof. Prathmesh U Tawade						
Attendees				Apologies			
Dr. Smita Jape		Dr. Pallavi Chandwaskar					
Dr. Dinesh Sonkul		Asst. Prof. Vibhuti Save					
Dr. Mahesh Bhanushali		Dr. Shripad Bapat (Special Invitee)					
Time	Duration	Presenter	Topic	Sr. No.	Action items	Owner	Date of Completion
9:30-9:35 A.M	05 Minutes	Asst. Prof. Prathmesh U Tawade	Asst. Prof. Prathmesh U Tawade briefed the committee members about the status of AQAR 2022-23 filled in so far. It was decided to review AQAR criteria wise.	1	Final Review of AQAR on 30th March 2024	Asst. Prof. Prathmesh U Tawade And Dr. Pallavi Chandwaskar	30th March 2024
9:35 A M To 9:55 A.M	10 Minutes	Dr. Pallavi Chandwaskar	Dr. Pallavi Chandwaskar provided updates on Criteria 1. She informed that the revised academic calendar duly authenticated has been uploaded on the college website. Further, details regarding the curriculum feedback also has been received and will be uploaded on the college website after analysis. AQAR.	2	Curriculum Feedback to be uploaded on college website.	Dr. Pallavi Chandwaskar	30th March 2024
9:55 A M To 10:15 A.M	20 Minutes	Dr. Vibhuti Save	Dr. Vibhuti Save provided updates on Criteria 2- Teaching and Learning. She informed that the details of Full Time faculty members as per the SOP given by NAAC on May 2023, has been obtained from the Office and the same has been scanned and uploaded on the NAAC AQAR portal. Further, she also informed that innovative teaching pedagogy has been collated from TLP of the faculty members and the same has been given for uploading on college Website. Further, with reference to Student Satisfaction Survey (SSS), details regarding the same has been received and will be uploaded on the college website after analysis. AQAR.	3	Hosting Students Satisfaction Survey on college website.	Dr. Vibhuti Save	30th March 2024
10:15 A M To 10:45 A.M	30 Minutes	Dr. Smita Jape and Dr. Dinesh Sonkul	Dr. Smita Jape and Dr. Dinesh Sonkul updated on Criteria 3 Research and Extension Activities. In Criteria 3.2.2.1, the number of workshops and seminar pertaining to IPR, Entrepreneurship were suggested to be narrowed down by the other members. So with the consultation of all the it was decided that the number of workshops and seminars should be brought down. Dr. Smita Jape informed that Criteria 3 members will go through the list again and will take the appropriate workshop list.	4	Update revised workshop list pertaining to criteria 3.2.2.1 for IPR, Entrepreneurship	Dr. Dinesh Sonkul	30th March 2024



10:45 A.M To 10:50 A.M	5 Minutes	Asst. Prof. Prathmesh U Tawade	Asst. Prof. Prathmesh U Tawade updated that the details pertaining to Criteria 4 have been uploaded on the website.	5	Updating the masked offer letters of the students on college website	Dr. Mahesh Bhanushali and Ms. Shweta Nair	30th March 2024
10:50 A.M To 11:05 A.M	10 Minutes	Dr. Mahesh Bhanushali	Dr. Mahesh Bhanushali updated on Criteria 5 along with Ms. Shweta Nair. They informed that the details of the students placement have been collected and it will be uploaded on the college website after masking the contact details of the employer and employee.	6	Uploading strategic Plan on college website	Dr. Shripad Bapat and Asst. Prof. Neil Chavan	30th March 2024
11:05 A.M To 11:15 A.M	10 Minutes	Dr. Shripad Bapat	Dr. Shripad Bapat who was invited as special invitee in the meeting for discussion related to Criteria 6. He informed that documents related to institutional development plan and financial resource mobilization has been collected from Director's Office. However, the document pertaining to Strategic Plan is yet to be collected from the respective authority. Other details pertaining to the criteria has been collected and scanned for the final uploading.	7	Final Submission of AQAR after reviewing	Asst. Prof. Prathmesh U Tawade	2nd April 2024
11:15 A.M to 11:20 A.M	5 Minutes	Asst. Prof. Prathmesh U Tawade	It was decided unanimously that AQAR should be submitted on 2nd April 2024.				

Dr. Smita Jape

Dr. Pallavi Chandwaskar

Asst. Prof. Vibhuti Save

Dr. Mahesh Bhanushali

Dr. Dinesh Sonkul

Asst. Prof. Prathmesh U Tawade

Dr. Shripad Bapat

