

## AGENDA OF FIRST MEETING HELD ON 10<sup>th</sup> JULY 2018

1.1 Confirmation of the previous meeting held on **Thursday , 26<sup>th</sup>**

**April 2018**

1.2 Submitting AQAR for the year 2017-18 as per the new guideline  
laid by NAAC

1.3 Preparation for NAAC peer team visit

1.4 Submitting proposal for RUSA

1.5 Submitting proposals for UGC block grants and quality initiative  
grants

1.6 Forming planning board for UGC, DST and DBT schemes

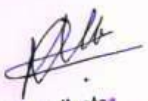
1.7 Sending proposal for CPE


1.8 Starting defence service guidance cell under Shahid Sphurti  
Kendra

1.9 Forming separate finance committee for college administration

1.10 Construction of computation centre and research  
instrumentation centre

1.11 Resubmission of proposals for community college and B. Voc.  
Courses

  
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**LAL BAHADUR SHASTRI COLLEGE OF ARTS, SCIENCE AND  
COMMERCE, SATARA**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES OF TUESDAY THE 10<sup>TH</sup> JULY 2018**

- 1.1 Confirmation of the previous meeting held on **Thursday , 26<sup>th</sup> April 2018**

Mr. Kadam N.A. read out the proceedings of previous meeting.

**Resolution**

All members unanimously agreed on the decisions taken in previous meetings

- 1.2 Submitting AQAR for the year 2017-18 as per the new guidelines laid by NAAC

Principal Dr. R. V. Shejwal raises the issue of submitting AQAR for the year 2017-18.

**Resolution**

Mr. N. A. Kadam added the information that there is change in standard format of AQAR and provision is made to submit AQAR online from august 2018

- 1.3 Preparation for NAAC peer team visit

Dr. R. V. Shejawal raise the issue of NAAC peer team visit.

**Resolution**

Dr. D. R. Bhutiyani gave the information on preparation for NAAC peer team visit. All members agreed on the decision to take rehearsal for presentation and interactions and also decided to call for mock peer team visit.

- 1.4 Submitting proposal for RUSA

Mr. N. A. Kadam rise the issue of sending proposal to RUSA

**Resolution**

Mr. A. M. Nalwade gave the information regarding submission of RUSA proposal, all members agreed on the decision to send the proposal and shoulder the responsibility to Dr. A. M. Nalwade.

1.5 Submitting proposals for UGC block grants and quality initiative grants

Dr. A. M. Nalwade raises the issue of submitting different proposals under UGC block grants

**Resolution**

All members agreed on the decision to gave responsibility to Dr. A. M. Nalwade and ask him to keep eyes on opening of links.

1.6 Forming planning board for UGC, DST and DBT schemes

Mr. N. A. Kadam rise the issue of forming different committees for sending different proposal to different funding agenise

**Resolution**

All members agreed on the decision to form different committees as follows

UGC :- Dr. A. M. Nalwade

DST : Mr. S. A. Mohite

DBT : Mr. N. A. Kadam

ICSSR: Dr. Mrs. S. M. Pawar

1.7 Starting defence service guidance cell under Shahid Sphurti Kendra

Mr. Avinash Kadam rise the issue of starting guidance cell for students to participate in different competitive examinations and strengthen the competitive exam cell of the college.

**Resolution**

All members agreed on the decision to capsule course under Shahid Sphurti Kendra for guidance to students for defence services.

1.8 Forming separate finance committee for college administration

Mr. S. A. Mohite raises the issue of need of forming separate committee to look after college financial matter.

**Resolution**

All members agreed to form the committee as per guideline in which there should be representation of IQAC.

1.9 Construction of computation centre and research instrumentation centre

Dr. R. V. Shejawal gave the information regarding receiving grants from the DST under FIST scheme.

**Resolution**

According to DST FIST scheme proposal all members agreed to construct Computational centre and Research instrumentation

centre. Responsibility was gave to Dr. C. P. Mane and Dr. G. M. Lohar

1.10 Resubmission of proposals for community college and B. Voc. Courses

Mr. N. A. kadam gave the information regarding recent submission of proposals for extension of community college and proposal for B. Voc. Courses.

**Resolution**

All members congratulate the faculties for receiving extension of community college scheme.

Meeting ends with vote of thanks by D. G. Salunkhe.



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## AGENDA OF SECOND MEETING HELD ON 19 OCTOBER 2018

- Confirmation of the previous meeting held on **Tuesday , 10<sup>th</sup> July 2018**
- Submitting AQAR for the year 2017-18 as per the new guideline laid by NAAC
- NAAC Grade discussion
- Discussion on quality initiatives
- Formation of KASS interpretation centre
- Changes in Internal examination
- Any other issue with the permission of chairman



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**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES OF TUESDAY THE 10<sup>TH</sup> JULY 2018**

- Confirmation of meeting minutes previous meeting which was held on yesterday July 10 2018 Tuesday

Mr. kadam N.A. read out the proceedings of previous meeting.

**Resolution**

All members unanimously agreed on the decisions taken in previous meetings

- Submitting Annual Quality Assurance report of year 2017 and 18 resolution

Institute is under assessment and accreditation process. online portal for filling AQAR was closed after inquiring on the same portal the reply was received from NAAC to fill AQAR after completion of 1 year from the date of result declaration but after discussing with other members it is decided to submit annual Quality Assurance report of year 2017 and 18 not as per the new guidelines but by old methodology.

**Resolution**

All criteria head were asked to collect the relevant information and should provide it to IQAC coordinator for further processing

- NAAC Grade discussion

Principal Dr. R.V. Shejwal proudly declares result of National assessment and accreditation centre result that our college secures A grade by scoring 3.15 CGPA.

**Resolution**

All the IQAC members congratulate NAAC steering committee members for this achievement. Dr Darshan Bhutiyani latter gave detail information about qualitative and quantitative evaluation of result.

- Discussion on quality initiative

Mr N. A. Kadam raise the issue of introducing new initiative in the institution so as to increase quality of different processes which are took place in the institute.

#### **Resolution**

Honorable doctor Avinash Kadam promises to give all possible support to introduce quality initiative processes in the institution.

- Formation of KAAS interpretation centre

Mr SM Mohite raises the issue of formation of some kind of interpretation centre to give information about world natural Heritage centre KAAS.

#### **Resolution**

All members agreed on the decision to start KAAS interpretation centre. The responsibility was given to Mr S. A. Mohite regarding formation of the centre meeting ends with vote of thanks given by Dr. A.M. Nalawade



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## AGENDA

- Confirmation of the previous meeting held on **Wednesday , 9<sup>th</sup> January 2019 .**
- Submitting AQAR for the year 2018-19 as per the new guideline laid by NAAC
- Implementation of strategic plan for year 2019-20
- Strengthening the institutional incubation terminal
- Remote access to library through cloud server
- Strengthening e governance through MIS
- Upgrading lease line from 25 mbps to 50 mbps
- Discussion on other issues with permission of chair



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- **Agenda :** Confirmation of the previous meeting held on Friday, 9<sup>th</sup> January 2019 .

**Proceeding :** Mr. N. A. Kadam read out the proceedings of last meeting held on 9<sup>th</sup> January 2019 and also read the resolutions taken during the last meeting.

**Resolution :** all members anonymously accepted the proceedings and resolutions of previous meeting.

- **Agenda :** Submitting AQAR for the year 2018-19 as per the new guideline laid by NAAC

**Proceedings :** Dr. A.M. Nalwade raises the issue of submitting AQAR of year 2018-19.

**Resolution :** All members agreed on the decision to hand over the responsibility of filling AQAR of 2018-19 to Mr. N. A. Kadam as per the new guidelines laid by the NAAC. Mr. N. A. Kadam gave the information that college will become eligible for submitting AQAR to NAAC after completion of one year from the date of declaration of result of NAAC accreditation. So, all members agreed on the decision that AQAR will be submitted in the month of September.

- **Agenda :** Implementation of strategic plan for year 2019-20

**Proceedings :** Mr. N. A. Kadam with the permission of chairman presented the strategic plan of the college for the year 2019-20.

**Resolution :** with minor suggestions all members accepted the strategic plan and unanimously granted the permission for implementing the plan in year 2019-20.

- **Agenda :** Strengthening the institutional incubation terminal

**Proceedings :** Dr. D. R. Bhutiyani raise the issue that institutional incubation centre concept is new to multi- faculty college and it is in sprouting phase, so it is needed to strengthen .

**Resolution :** all members agreed on the decision to strengthen incubation centre, Mr. S. A. Mohite suggested to motivate the student to undertake various start-ups through mentor mentee scheme. All members agreed the decision.

- **Agenda :** Remote access to library through cloud server

**Proceedings :** Dr. A. M. Nalwade raises the issue of automation in library along with availing Remote access to library facilities to all students and teachers.

**Resolution:** all members agreed on the decision and responsibility of purchasing the required software is given to Mrs. N. L. Hemade

- **Agenda :** Strengthening e governance through MIS

**Proceedings :** Mr. N. A. Kadam raise the issue of extending E governance from admission , office administration to keep the records of students and integrated e banking facilities .

**Resolution :** all members agreed on the decision and responsibility of purchasing new office software and conducting training regarding use of it is given to Mr. Sachin Kambale and Mr. G. M. Gurame

- **Agenda :** Auto switch for generator


**Proceedings :** Dr. A. M. Nalwade raise the issue of problems students and teachers facing during practical due to frequent power interruption and limited trained staff for operating power generators .


**Resolution :** all members agreed on the decision to purchase auto switch for generator and responsibility is given to Dr. A. M. Nalwade to further look after the matter.

- **Agenda :** Upgrading lease line from 25 mbps to 50 mbps
- **Proceedings:** Mr. N. V. Shinde raise the issue of problems faced by research students and teachers due to slow internet speed and load of all computers on single line.

**Resolution :** all members agreed to upgrading lease line from 25 mbps to 50mbps and responsibility is given to Dr. A. M. Nalwade.

**Meeting ends with vote of thanks given by Dr. D. R. Bhutiyani.**

  
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## IQAC FOURTH MEETING HELD ON 27<sup>th</sup> APRIL 2019

### AGENDA

- Confirmation of the previous meeting held on **Wednesday , 9<sup>th</sup> January 2019 .**
- Submitting AQAR for the year 2018-19 as per the new guideline laid by NAAC
- Implementation of strategic plan for year 2019-20
- Strengthening the institutional incubation terminal
- Remote access to library through cloud server
- Strengthening e governance through MIS
- Upgrading lease line from 25 mbps to 50 mbps
- Discussion on other issues with permission of chair



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## PROCEEDINGS OF MEETING HELD ON 9<sup>TH</sup> JANUARY 2019

- **Agenda:** Confirmation of the previous meeting held on Friday, 19th October 2018 .

**Proceeding:** Mr. N. A. Kadam read out the proceedings of last meeting held on 19<sup>th</sup> October 2018 and also read the resolutions taken during the last meeting.

**Resolution:** all members anonymously accepted the proceedings and resolutions of previous meeting.

- **Agenda :** Sending proposal for women study centre

**Proceedings:** Dr. MRs. S. K. Mane raise the issue that as per the NAAC peer team recommendations there is necessity for starting Women Study centre in the college.

**Resolution :** all members agreed on the decision to send the proposal for Women Study Centre and responsibility is given to Dr. S., K. Mane and Dr. S M Pawar.

- **Agenda :** Web site up gradation

**Proceedings :** Mr. S. A. Mohite raise the issue of requirement of up gradation and updating of college web site in the scenario of new NAAC guidelines for the third party analysis.

**Resolution :** all members agreed on the point of updating college web site and responsibility is shouldered on Mr. Sachin Kamble and Mr. G. M. Gurame

- **Agenda :** Strengthening mentor mentee scheme

**Proceedings:** Principal Dr. R. V. Shejwal raise the issue of solving the problems of college students and counselling of students and to



perform this there is the necessity of strengthening of Mentor Mentee scheme.

**Resolution:** all members agreed the decision of strengthening the Mentor Mentee scheme in the college . Mr. S. A. Mohite also suggested to incorporate the issue s like communicating institutional vision mission , goals statements , program out comes , different college policies and mechanism of availing Go or Ngo scholarships etc through mentor mentee scheme. All members agreed on the suggestions and responsibility is given to S. A. Mohite to redesign the scheme.

**Agenda :** Strengthening institutional scholarship

**Proceedings:** Mr. S. A. Mohite raises the issue of importance of providing institutional scholarship and financial support to the students.

**Resolution :** Prin. Dr. R. V. Shejwal along with committee members like Avinash Kadam , Sunil Khedekar, and Sandeep Shrotri put forward the idea of generating resources for fund generation like appealing to alumni and other stakeholders. Until it is decided to increase the amount of student aid fund and its planed distribution and responsibility was given to Dr. B. D. Sagare

**Agenda:** Increasing green practices (solar lamp)

**Proceedings** Mr. N. V. Shinde raises the issue of increasing green practices in college area and nearby location

**Resolution:** all members unanimously agreed on the decision to perform tree plantation program in villages like Kushi, Nune and

Pogarwadi and responsibility was given to Mr. N. V. Shinde and  
Mr. P. R. Jadhav

**Meeting ends with vote of thanks given by Dr. D. R. Bhutiyani.**



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