

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

INTERNAL QUALITY ASSURANCE CELL

Agenda of Meeting of Internal Quality Assurance Cell Held on 04.03.2020

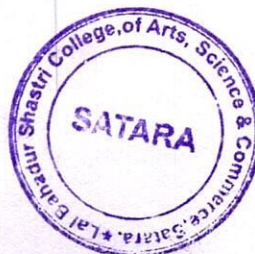
- **Confirmation of minutes of previous meetings held on 14 th December 2019.**
- **Discussion on AQAR 2018-19 submitted to NAAC Bangalore**
- **Criteria head presentation to perform SWOK analysis with respect to different indices of criterion**
- **Conducting different activities and practices to cope up with NAAC requirements.**
- **Organization of workshop on teaching learning process**
- **Organization of training program for college library staff on Library management**
- **Organization of different activities under Vivekanand Jayanti Saptah celebration**
- **Organization of International Conference on Environment and sustainable development**
- **Approval of institutional strategic plan for the year 2020-21**

Proceedings of Meeting Minutes of Internal Quality Assurance Cell Held on 04.03.2020

- **Confirmation of minutes of previous meetings held on 14 th December 2019.**

Mr. N. A. Kadam read out the proceedings of previous meetings held on 14 th December 2019. Dr R V Shejwal added on the issue regarding Introduction of teachers incentive plan that the policy and proposal to start teachers incentive was prepared and sent to parent institution but no positive response is received other than that all the decisions are fulfilled by the institute

Resolution :- all members unanimously accepted the decisions and resolutions of the previous meetings.



➤ **Discussion on AQAR 2018-19 submitted to NAAC Bangalore**

Mr Ninad Kadam told recent development regarding annual quality assurance report AQAR for the year 2019-20 also told that there are some compliances made as per the queries raised by NAAC as a post AQAR submission rectification process.

Resolution :- All members congratulate NAAC team IQ AC Team for the successful feeling of AQAR of the year 2019-20

➤ **Criteria head presentation to perform SWOK analysis with respect to different indices of criterion**

Dr. A. M. Nalwade raise the issue that after redistribution of criterion Head position there is need of analysing the status of college as per the different key indices of NAAC by all criteria heads.

Resolution :- it is decided that all newly recruited and old criteria head carry out analysis of their criteria and perform swok analysis and present it in the form of Power point presentation. The responsibility of monitoring all these activities are shouldered to Mr. N. A. Kadam, Dr. A. M. NAlwade and acting principals of the college.

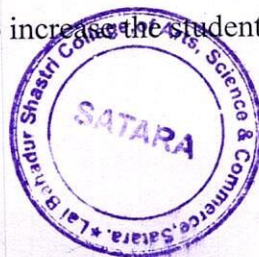
➤ **Conducting different activities and practices to cope up with NAAC requirements.**

Mr. S. A. Mohite raise the issue that in post accreditation period college is lagging behind in some activities and practices required to stand with benchmark. He also suggested that activities should increase.

Resolution :- all committee members agreed on the decision to increase the quantum of quality activities and practices for students , teachers and stakeholders. The responsibility is shouldered to Dr. P. P. Lohar and Mr. N. A. kadam to find look after the matter and allot the activities and practices to different departments and functional committees.

➤ **Organization of workshop on teaching learning process**

Dr. P. P. lohar raise the issue of necessity of using different modes of teaching learning process and also added that there is need of train the faculty in Use of ict in teaching learning process to increase the student participation.



Resolution :- It is decided to organise the one day workshop on teaching learning process and responsibility was shouldered on Mr. N. A. Kadam and DR. P.P. Lohar.

➤ **Organization of training program for college library staff on Library management**

DR. A. M. Nalwade raise the issue of need of library staff to become familiar with the use and procedures of Bar coding, automated issuing of book etc.

Resolution :- all members agreed on the decision of conduction training of all library staff regarding automation process and responsibility was given to Mrs. Neelima Hemade.

➤ **Organization of different activities under Vivekanand Jayanti Saptah celebration**

Dr. M. N. gaikwad rises the issue of organizing different activities under Vivekaknd jayanti Saptah and distribution of work among the staff.

Resolution :- principal Dr. R. V. Shejwal told dr.M N gaikwad to appoint the committee for conduction of different activities with allotted work to be done by the members of committee.

➤ **Organization of International Conference on Environment and sustainable development**

Dr. R. V. Shejwal raise the issue regarding organizing international conference in the college.

Resolution :- after discussion all members agreed to organize international conference on environment and sustainable development and responsibility was shouldered to Dr. V. S. Patil and all life science department to assist him.

➤ **Approval of institutional strategic plan for the year 2020-21**

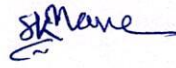
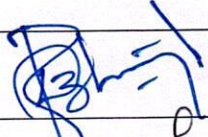
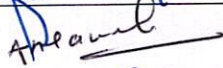
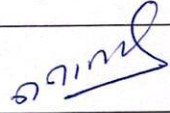
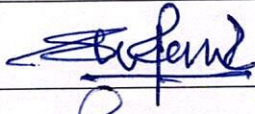
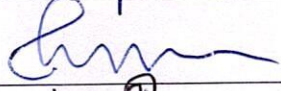
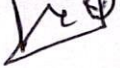
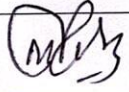


Mr N A Kadam read the lay of institutional strategic plan for the year 2020-21

Resolution :- All members agreed on the strategic plan for 2020-21.

➤ **Meeting ends with vote of thanks given by Dr. R. V. Shejwal.**

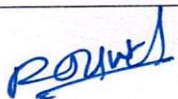


Members Present For The Meeting on 04.03.2020

Sr. no.	Name (designation)	Sign
1	Prof.Mrs.S K Mane (In Charge Principal- Morning session)	
2	Prof. T B Adsul (In Charge Principal- Afernoon session)	
3	Prin. Suhas salunkhe (Stake holder)	
4	Mr. Avinash Kadam (Stake holder)	
5	Dr. Sandip Shrotri (Alumni)	
6	Mr. Sunil Khedekar (Indusrialist- Almuni)	
7	Dr. D. R. Bhutyani (Teacher)	
9	Dr. A. M. Nalawade (Teacher)	
10	Prof. N. V. Shinde (Teacher)	
11	Dr. Mrs. S. M Pawar (Teacher)	
12	Mr. S. A. Mohite (Teacher)	
13	Dr. P. P. Lohar (Teacher)	
13	Dr. M. N. Gaikwad (Teacher)	
14	Shri. N. B. Patil (Administration)	
15	(Student representative)	
16	Mr. N A Kadam (Coordinator)	
17	Dr. R V Shejwal (Chairman)	

Coordinator
Internal Quality Assurance Cell
 Lal Bahadur Shastri College of
 Arts, Science, Commerce
 Satara 415002 (MS)





**LAL BHADUR SHASTRI COLLEGE OF ARTS, SCIENCE AND COMMERCE,
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INTERNAL QUALITY ASSURANCE CELL

Agenda of IQAC third meeting held on 14th December 2019

- **Confirmation of the previous meeting held on Saturday the 16th September 2019**
- **Planning and implementation of institutional research**
- **Sending proposal to RUSA for augmentation of new infrastructure.**
- **Sending proposal of Star College Scheme to DBT**
- **Implementation of reforms in internal examination system**
- **Sending progression report of DST FIST**
- **Starting new courses under Institutional Incubation Centre**
- **Starting Final Year of Computer science**
- **To start new subject NCC at under graduate level programme**
- **Step forward to paperless office administration**
- **Parent counselling program**
- **Introduction of teachers incentive plan**
- **Planning of women empowerment programs and activities**



IQAC third meeting 2019-20

Report on IQAC MEETING held on 14th December 2019

➤ **Confirmation of the previous meeting held on Saturday the 16th September 2019**

Mr Ninad Kadam read out the proceedings of previous meeting.

Mrs. S M Pawar added that the process of sending proposal to start women study centre has been failed second time due to non availability of proper timeline for submission by UGC except this rest of all decision were fulfilled

Resolution All members unanimously confirmed the proceedings of previous meeting.

➤ **Sending proposal to RUSA for augmentation of new infrastructure.**

Principal R V Shejwal raise the issue that as per NAAC pear team recommendation and strategic plan of college there is need of augmentation of new infrastructure . he added that the online portal of Rashtriya Utchar Shiksha Abhiyan (RUSA) was open during month of june/july. The responsibility to apply online for augmentation of new infrastructure was completed by Mr. A M Nalawade and Mr. N A Kadam in which 60 % funding will be provided by RUSA and institutional share will be of 40%.

Resolution :- All members congratulates the principal for sending proposal to RUSA and asked to wait for approval by RUSA

➤ **Sending proposal of Star College Scheme to DBT**

Mr. N A Kadam raises the issue of sending proposal to department of biotechnology for enrichment of science laboratories under Star College scheme. He added that Department of biotechnology working under central Government started star college scheme to popularize science subject at UG level by providing seed money for procurement of equipments, organizing different science related activities etc.

Resolution :- All members unanimously agreed on the decision. To send proposal all science departments asked to collectively prepared the proposal and submit it. It is also decided Meeting to be called during final preparation by the end of Oct. 2019.



➤ **Implementation of reforms in internal examination system**

The issue raised by P P Lohar . He told that to access the process of teaching and learning process there is need of conducting continuous internal assessment and to introduce certain changes in examination mechanism

Resolution :- All members unanimously agreed on the decision to make reforms in internal examination and decided to introduce mid- term examination. It is also decided to repair Xerox machine which is integral part of examination department.

➤ **Sending progression report of DST FIST**

Issued presented by Nalawade sir, He also told that Utilization certificate is ready. He added that Grants received from DST were allotted to different science department.

Resolution :- All members agreed on the decision that Utilization of DST Fund should be carried out on PFMS Portal and the receipt received from PFMS Portal should be countersigned by local CA .For this purpose Each department should report regarding the utilization.

➤ **Starting new courses under Institutional Incubation Centre**

The issue was raised by Mr P.R Jadhav . He gave Information regarding existing COC Courses which are conducted by various departments .He added that there should be need of starting new additional courses assessing students skill the responsibility was shouldered on Dr.Prashant Kulkarni. He told that during the classroom teaching assessment forms were collected from the students which are addressing curricular gap from degree to industry and also understanding students area of interest. Following courses were started

- English in Microsoft by department of English
- Photography course by Botany department
- Hard and Net working course – Jet kinking – by physics department

These Departments were asked to Follow procedure for approval of Courses by Applying to IQAC and receive approval from CDC.

Resolution :- All members unanimously congratulate the departments who introduces new courses and suggests additional courses like Export of vegetables and fruits, Agro-marketing and food processing and additional need based and market oriented courses.



➤ **Starting Final Year of Computer science**

Mr T B Adsul raised the issue of starting Final year for computer science in college. He told the importance of computer science subject in securing placement in various industries. E added that there is ever increasing demand of second year computer science student o start final year.

Resolution :- All members agreed on decision to start final year computer science and responsibility was given to Mr T B Adsul to send proposal to university, calling committee for assessment of fulfillment of requirements.

➤ **To start new subject NCC at under graduate level programme**

Mr. M N Gaikwad raise the issue of starting course of NCC at UG level B A program. He told the importance of NCC subject for those who admitted to NCC for C certificate.

Resolution :- All members agreed on decision to start NCC for first year BA program and responsibility is given to Mahesh Gaikwad.

➤ **Step forward to paperless office administration**

Issue raised by Dr P P Lohar. He told that paperless office is step forward in pollution free green initiative.

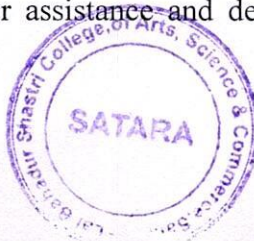
Resolution :- All members agreed to go for paperless office administration. To achieve this they decided to set up Study group which assess present situation of administration. The study group is addressable to paperless committee. This Committee includes Library and office representative. They decide the action plan for paperless administration.

The responsibility was shouldered on N L Hemade, Vaibhav Sankpal, Y B Gurame and Prashant Kulkarni will be chairman

➤ **Parent counselling program**

The issue was raised by Prof Mrs. Shailaja Mane. She added that there is need of counseling parents for understanding behavior of their wards which will be boost for their wards psychological health and helps them to choose the right path

Resolution :- All members agreed on the decision organize a program for parent counseling. Responsibility was given to Mrs Shailaja Mane, the chairman of Parent teacher association was asked for assistance and decided to conduct the program under parent teachers meet.



➤ **Introduction of teachers incentive plan**

Dr. D R Bhutyani raises the issue of introducing teachers incentive plan as per the need of retention of prominent faculty.

Resolution :- All members agreed to think on the issue. The proposal should prepared and send to parent institute for consideration. After receiving positive signal form parent institute the committee should be set up to deign policy and procedure.

➤ **Planning of women empowerment programs and activities**

Dr Mrs. SM Pawar raise the issue of planning women empowerment and gender sensitization activities in the college.

Resolution :- It is decided to organize Lecture on law by renowned practitioner, also to start Yoga related course , organization of quiz competition, Rangoli and Mahendi related courses, to organize HB check up camp, Tiche Vuaspith activity and responsibility is given to women empowerment and internal complaint committee.

➤ **Planning and implementation of institutional research**

Issue raised by Dr. Mrs. S M. Pawar. She highlighted importance of institutional research importance for achieving excellence in research. she gave the information regarding openings of research proposals like Stride scheme by UGC. She also focus on initiating institutional seed money provisions for increasing participation in Avishkar, organization conferences and also remind the publication of institutional research journal Quest.


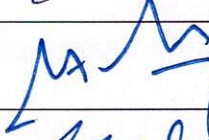
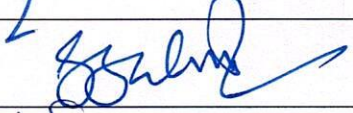

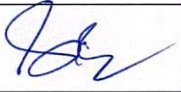

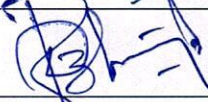
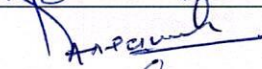
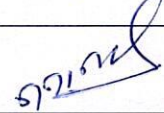
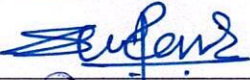


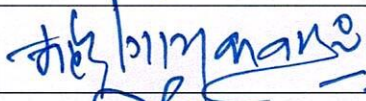



Resolution :- All members agreed on the decision to apply for stride , for this the research committee should Notify all faculty and promote eligible people to prepare proposal according thrust area and after receiving proposal committee should scrutinize the best proposal for actual application. For the purpose they should organize lecture for notification and promotion for faculty.

All members agreed on the decision that institute should provide Seed money for student's research to increase the participation in avishkar research competition. The provision of Rs 5000 is made for every student. The amount will be delivered to mentor teacher who fulfill students economic needs.

Members also agreed to increase the participation to University research initiation scheme by notifying the faculty and promote them to apply for the research proposals Confirmation of the previous meeting held on Monday January 6 , 2020

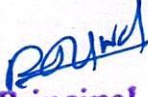


Members Present For The Meeting on 14th December 2019

Sr. no.	Name (designation)	Sign
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3	Prin. Suhas salunkhe (Stake holder)	
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Principal,
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**LAL BAHADUR SHASTRI COLLEGE OF ARTS, SCIENCE AND COMMERCE,
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INTERNAL QUALITY ASSURANCE CELL**

Agenda of IQAC second meeting held on 16.09.2019

- **Confirmation of the previous meeting held on Saturday the 11th July 2019**
- **Participation in NIRF**
- **Sending proposal women study centre**
- **Installation of auto switch to electricity generator in the college**
- **Implementation of strategic plan**



Report on IQAC MEETING held on 16.09.2019

➤ **Confirmation of the previous meeting held on Saturday the 11th July 2019**

Mr Ninad Kadam read out the proceedings of previous meeting.

Resolution : All members unanimously agreed on the decisions taken in previous meetings and its compliances

➤ **Appointment of recording secretary**

Mr. N A Kadam requested the chairmen of IQAC to appoint recording secretary for the ongoing meeting.

Resolution : all members agreed on the decision to appoint Mr. S A Mohite as a recording secretary and the meeting to be coordinated by N A kadam

➤ **Participation in NIRF**

Dr. A N Nalwade raises the issue of participation in national institutional framework ranking process. He added that apart from NAAC accreditation NIRF rank is important to get designated as one of the best colleges in India.

Resolution :- all members agreed on the decision to participate in NIRF process and responsibility is handed over to Dr A N Nalwade. .

➤ **Sending proposal women study center**

Miss P C Chikmath raise the issue that As per the recommendation gave by NAAC peer team there is need of starting the women study centre, so there is need of sending proposal to UGC regarding starting of women study centre in college.

Resolution :- All members agree to send the proposal and the responsibility is shouldered on miss P C Chikmath madam and Mrs. R. A. Nalawade madam.

➤ **Installation of auto switch to electricity generator in the college**

Mr. A. M . Nalawade raise the issue of auto switch installation to generator. He added that due to sudden electricity breaks there is problem occurred during delivery of lectures or conducting practicals, so to creat academic ambient there is need of un- interrupted power supply.

Resolution :- All members agreed on the decision of purchasing auto switch and responsibility was given to Mr. A M Nalwade.



➤ **Implementation of strategic plan**

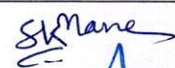
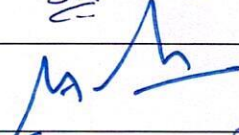
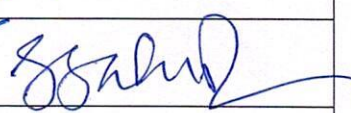

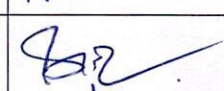
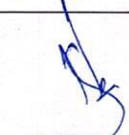


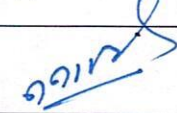
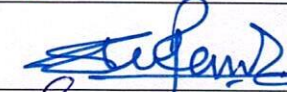
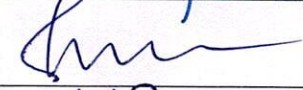

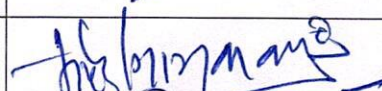
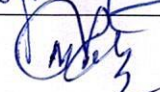

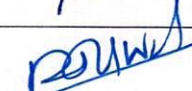
Mr N A Kadam gave the information that strategic plan for the year 2019-20 was prepared considering the perspective plan of the college and recommendations given by NAAC peer team. He read out the strategic plan which is to be implemented for year 2019-20.

Resolution :- All members unanimously agreed on the strategic plan and responsibility of implementation was given to internal quality assurance cell of the college .

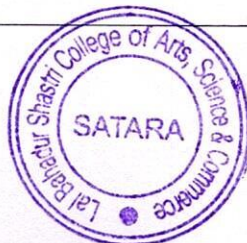
➤ **Meeting ended with the vote of thanks delivered by Mr N A Kadam**

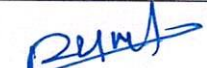


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INTERNAL QUALITY ASSURANCE CELL

Agenda of the fourth Meeting of IQAC Held 11.07.2019

- **Confirmation of the previous meeting held on Saturday the 27th April 2019**
- **Approval of institutional academic calendar of the year 2019-20**
- **Review of admission process for the academic year 2019-20**
- **Approval of -feed-back analysis and action taken report on curriculum**
- **Organizing the function of felicitation of freedom fighter as a part of Bapuji Salunkhe Birth Centenary.**
- **Student council formation for academic year 2019-20**
- **Starting additional batch of M. Sc. I in Analytical Chemistry**
- **Starting M. Sc. II in Zoology**
- **Starting M. Com I**
- **Starting B. Com I additional division**
- **Approval of AQAR to be uploaded for the year 2018-19 in College development committee**
- **Starting the new self designed courses by the college**



**LAL BHADUR SHASTRI COLLEGE OF ARTS, SCIENCE AND COMMERCE,
SATARA.**

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**Principal,
Lal Bahadur Shastri College of
Arts, Science & Commerce
Satara**

IQAC first meeting

Report on IQAC MEETING held on 11.07.2019

Mr. Ninad Kadam welcome all the members present for the meeting and also convey the apologies for Mr. N V Shinde who is absent for the meeting.

➤ **Confirmation of the previous meeting held on Saturday the 27th April 2019**

Mr Ninad Kadam read out the proceedings of previous meeting. Mr. Avinash Kadam raise that certain issues like remote access to library through cloud server during the last meeting to this Dr. R V Shejwal told that the proposal of purchasing cloud server for library remote access has been rejected by parent institute. Latter all members agreed on proceedings of previous meeting.

➤ **Appointment of recording secretary**

Mr. N A Kadam requested the chairmen of IQAC to appoint recording secretary for the ongoing meeting.

Resolution : all members agreed on the decision to appoint Dr. P P Lohar as a recording secretary and the meeting to be coordinated by N A kadam

➤ **Approval of institutional academic calendar of the year 2019-20**

Mr. N A kadam put forward the issue of approval of Institutional Academic Calander important for planning of the teaching learning and evaluation as well for cocurricular extracurricular activities .

Resolution : all members unanimously accepted the draft of academic calendar prepared by Dr. M. N. Gailwad and appreciate the skill of incorporating all departments activity in it and approve the IAC .

➤ **Review of admission process for the academic year 2019-20**

Ninad Kadam raises the issue regarding taking review of admission process going on in the college. He gave the details of admission of student's class in the academic year wise.

Resolution : all members after considering comparison with previous years admission suggested all admission committee members to increase the admissions.



➤ **Approval of -feed-back analysis and action taken report on curriculum**

Dr. Mrs . S M Pawar raises the issue of approval of feed- back analysis and action taken report of the curriculum.

Resolution:- All members appreciates the efforts taken by Mrs S M pawar mam and also made suggestions to upload the feedback form on college website.

➤ **Organizing the function of felicitation of freedom fighter as a part of Bapuji Salunkhe Birth Centenary.**

Issue presented by Captain M N Gaikwad . He gave information that Felicitation of freedom fighter is one of the important activities in commemoration of Independence Day. He added that the program was organized on 15 Aug. 2019. The Local Foster minister Balasaheb Patil and popular speaker Nitin Banugade were guests present. 23 three freedom fighters were felicitated. Responsibility was given by the parent institute to G D Bapu Lad and Vaibhav Naikwadi and Dr Mahesh Gaikwad.

Resolution :- All members unanimously congratulates college for successful organization of event.

➤ **Student council formation for academic year 2019-20**

Dr. D S Jadhav raises the issue of need of formation of student council for current academic year. He also added that by forming student council college creates the platform for state students opinion regarding conduction of various activities , they also represent themselves in different college administration by actively participating in working of various committees.

Resolution: all members agreed on the decision to form student council, without waiting for call from University and responsibility is shouldered on DR. D S jadhav sir.

➤ **Starting additional batch of M. Sc. I in Analytical Chemistry**

Prin. R V Shejwal raise the issue of starting addition batch of first year in M. Sc. Analytical chemistry. He added that due to increasing demand of the Students College is forced to start additional batch. The university committee was called for accessing the requirement fulfillment and allowed to start the division.

Mr. C P Mane head of chemistry department is asked to do the necessary actions.

➤ **Starting M. Sc. II in Zoology**

Additionally he also told that by Natural growth there will be initiation of M. Sc second year in zoology which is already started.

➤ **Starting M. Com I**

Mr. D R Bhutyani raise the issue of starting of M. Com due to ever increasing demand of the students . he added that with the permission of principal the university committee for accessing requirements for starting M Com was already visited the college and approved to start the M. Com in college

The responsibility to look over the requirements are shouldered on Mr. G R waske

➤ **Starting B. Com I additional division**

Mr. D R Bhutyani also told that there is need of starting additional division for B. Com I

Resolution :- The responsibility to send the proposal for additional division is given o D R Bhutyani. Finally all the members of internal quality assurance cell congratulate Principal R V Shejwal for starting various academic programs and courses in the college.

➤ **Approval of AQAR to be uploaded for the year 2018-19 in College development committee**

Mr.N.A.Kadam raises the issue of submission of AQAR of the year 2018-19 he added that as a part of quality initiative IQAC should continuously and in time bounded manner submit the institutional academic quality appraisal report to NAAC as a part it is mandatory should be approved by important college constitutional committee like college development committee so IQAC ask approval of college development committee to the AQAR prepared for academic year 2018-19.

Resolution – All IQAC members along with the college development committee members after reading the draft of AQAR approved AQAR for year 2018-19 meeting end with vote of thanks delivered by Prin.Dr.R.V.Shejwal.



➤ **Starting the new self designed courses by the college**


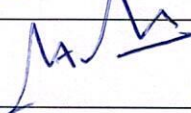
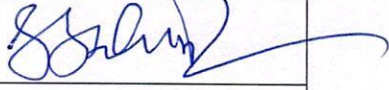

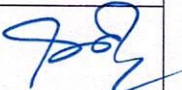

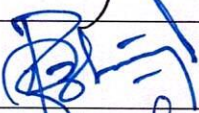
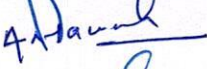

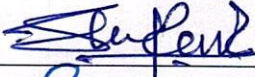


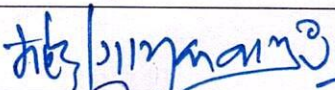
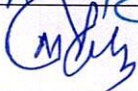

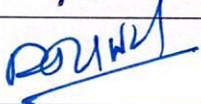
The issue was raised by Dr. Pravin Jadhav. He gave the information that in this academic year various department From the college are going to start new courses majority of these courses are designed by college faculty on the Demand of students and few are offered by adult and continuous education department of Shivaji university.

- Travel and Tourism by Geography Department
- Certificate Course in Basic English Grammar by English Department
- Certificate Course in Web Design (HTML, CSS, PHP) By Computer science department
- 52 IIRS Outreach Programme on Global Navigation Satellite System by Geography Department.

Meeting ends with vote of thanks delivered by Dr D R Bhutiyani



Members Present For The Meeting Held On TUESDAY THE 11.07.2019

Sr. no.	Name (designation)	Sign
1	Prof.Mrs.S K Mane (In Charge Principal- Morning session)	
2	Prof. T B Adsul (In Charge Principal- Afernoon session)	
3	Prin. Suhas salunkhe (Stake holder)	
4	Mr. Avinash Kadam (Stake holder)	
5	Dr. Sandip Shrotri (Alumni)	
6	Mr. Sunil Khedekar (Industrialist- Almuni)	
7	Dr. D. R. Bhutiyani (Teacher)	
9	Dr. A. M. Nalawade (Teacher)	
10	Prof. N. V. Shinde (Teacher)	
11	Dr. Mrs. S. M Pawar (Teacher)	
12	Mr. S. A. Mohite (Teacher)	
13	Dr. P. P. Lohar (Teacher)	
13	Dr. M. N. Gaikwad (Teacher)	
14	Shri. N. B. Patil (Administration)	
15	(Student representative)	
16	Mr. N A Kadam (Coordinator)	
17	Dr. R V Shejwal (Chairman)	


Coordinator
Internal Quality Assurance Cell
 Lal Bahadur Shastri College of
 Arts, Science, Commerce
 Satara 415002 (MS)




Principal,
 Lal Bahadur Shastri College of
 Arts, Science & Commerce
 Satara