

"Dissemination of Education for Knowledge, Science and Culture" Dr Bapuji Salunkhe  
Shri Swami Vivekanad Shikshan Sanstha, Kolhapur's  
LAL BHADUR SHASTRI COLLEGE OF ARTS, SCIENCE, AND COMMERCE, SATARA

Internal Quality Assurance Cell

**Agenda and Minutes of 4<sup>th</sup> Meeting held on 12 Mar 2024**

A meeting (A. Y. 2023-24) of the Internal Quality Assurance Cell was held at 11.30 am on 12 Mar 2024 in Dr. Bapuji Salunkhe Auditorium of the college:

Agenda Items:

- 4.1 To confirm the Minutes of the last meeting held on 2 Jan. 2024
- 4.2 To review the preparation of the college for 4th cycle NAAC assessment
- 4.3 To conduct Disaster Management Mock drill
- 4.4 To review the implementation of NEP 2.0 for PG programs
- 4.5 To discuss the preparation for implementation of NEP 2.0 for UG programs
- 4.6 To approve Strategic Plan 2024-25
- 4.7 To organize Workshop on Consumer Awareness and Financial Literary
- 4.8 Any other business with the permission of the chairperson

The Minutes of the Meeting are as follows:

1. Minutes of the last Meeting held on 2 Jan. 2024 were read and confirmed.
2. Dr. P. P. Lohar coordinator IQAC informed that since the process of DVV clarification is complete, three slots of PT visit are conveyed to the NAAC for Peer Team visit. They are 23 and 24 March, 26 and 27 March and 1 and 2 April 2024. The preparation of PT visit is ongoing. All agreed to prepare the Peer Team minute to minute visit schedule and responsibility was given to Dr P. P. Lohar and Mr. N A Kadam
3. Mr. S. A. Mohite, chairman, NAAC core committee raised issue that it is necessary to show disaster management activity to the Peer Team in the visit. Therefore, as a plan of preparation, a drill of disaster management unit was taken 9 March 2024. All accepted the idea congratulated on successful organization of mock drill and approved the idea.
4. The issue was raised by Mr. N A Kadam. He said that Shivaji University has implemented NEP 2.0 for PG programs form the current academic year, the college runs 9 PG programs, therefore it is necessary to prepare *On Job Training* for PG students. All agreed and the responsibility to organize OJT is

given to each department having PG program, and Dr Nalawade sir was asked to monitor the trainings.

5. The issue was raised by Mrs. S. M. Pawar madam. She reported that Shivaji university is going to implement NEP 2.0 for UG program from the next year and in order to group Major and Minor subjects, IKS, VAC, etc we need to make preparation. All agreed and resolved to inform NEP coordinator to organize programs related to the implementation of NEP for UG programs.
6. Dr. A. M. Nalawade presented Strategic Plan 2024-25. There was discussion on the action plan and all accepted the plan and recommended it to the final approval of the College Development Committee.
7. Mr. N A Kadam informed that the college has submitted the proposals of new programs M Sc in Microbiology and B C A. on 27-9- 2023. The university expert committee is likely to visit in February 2024 for making primary inquiry. Therefore, the responsibility to prepare for the expert committee visit was given to the Office, Microbiology department and Computer Science department.
8. Dr. G. R. Waske raised the issue that there is a need to organize a program on consumer Awareness and financial Literary especially for the staff. All Agreed and responsibility was given to Dr P R Jaddhav to organize the workshop having the same subject.

Since there was no other matter to discuss, the meeting ended with the permission of the chair.

C. P. P. Loham  
Co-ordinator  
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Internal Quality Assurance Cell

**Agenda and Minutes of 3<sup>rd</sup> Meeting held on 2<sup>nd</sup> Jan 2024**

A meeting (A. Y. 2023-24) of the Internal Quality Assurance Cell was held at 11.30 am on 3 Jan 2024 in Dr. Bapuji Salunkhe Auditorium of the college.

Agenda Items:

- 3.1. To confirm the Minutes of the last meeting held on 26 Aug. 2023
- 3.2. As a part of ongoing NAAC work, to appear for Mock Test of NAAC
- 3.3. To recommend 4<sup>th</sup> Cycle Self Study Report of the college to the CDC
- 3.4. To celebrate *Vivekanand Saptah* 12 Jan to 19 Jan 2024
- 3.5. To organize the state level Dr Bapuji Salunkhe Elocution, Essay, Drawing Talent Search and Solo Singing, and Karaok Competition at the college
- 3.6. To approve workshops under Lead College scheme
- 3.7. To prepare for Primary Affiliation committee visit for M Sc (Microbiology) and B C A programs
- 3.8. To apply for NIRF Ranking
- 3.9. Any other matter with the permission of the chair


The Minutes of the Meeting are as follows:


- 3.1. Minutes of the last Meeting were read and confirmed.
- 3.2. Dr P P Lohar coordinator IQAC informed that NAAC has availed option of Mock Test on the college NAAC portal. All members agreed to appear for Mock Test of NAAC. Responsibility was given to NAAC Core Committee. The chair and members expressed their satisfaction over the work.
- 3.3. Mr. S. A. Mohite, chairman, NAAC core committee presented draft of the college 4<sup>th</sup> cycle SSR for acceptance of the cell. It was accepted with minor changes and recommended it to the College Development Committee for the final approval.
- 3.4. It was decided to organize different programs in *Vivekanand Saptah*. Responsibility to coordinate all programs was given to Dr A S Tawar Sir, Vice principal of the college
- 3.5. Dr A S Tawar Sir informed about the organization of the state level Dr Bapuji Salunkhe Elocution, Essay, Drawing Talent Search and Solo Singing, and

Karaok Competition at the college. There was discussion on it and all agreed to give Marathi Department prime responsibility to coordinate this competition in the college.

- 3.6. The committee accepted the proposals of activities given by different department to be organized under Lead college scheme. The responsibility to coordinate all activities given to the Lead college committee.
- 3.7. Mr N A Kadam informed that the college has submitted the proposals of new programs M Sc in Microbiology and B C A. on 27-9- 2023. The university expert committee is likely to visit in February 2024 for making primary inquiry. Therefore, the responsibility to prepare for the expert committee visit was given to the Office, Microbiology department and Computer Science department.
- 3.8. Dr A M Nalawade informed the participation of our college in NIRF ranking and asked to permission to participate. The cell gave permission and instructed to apply online for it as possible as early.

Since there was no other matter to discuss, the meeting ended with the permission of the chair.

  
(Dr. P. P. Lohar)  
Co-ordinator  
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Principal,  
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Internal Quality Assurance Cell

**Agenda and Minutes of 2<sup>nd</sup> Meeting held on 26 Aug 2023**

A meeting (A. Y. 2023-24) of the Internal Quality Assurance Cell was held at 11.30 am on 26 Aug 2023 in Dr. Bapuji Salunkhe Auditorium of the college.

Agenda Items:

- 2.1. To confirm the minutes of the last meeting held on 13 June 2023
- 2.2. To approve IIQA final draft
- 2.3. To approve new policies framed as per requirement of NAAC
- 2.4. To approve AQAR (2022-23) final draft
- 2.5. To apply for PARAMARSH -UGC scheme
- 2.6. To participate in the activities of Red Ribbon club, Civil Hospital, Satara
- 2.7. Any other matter with the permission of the chair

The Minutes of the Meeting are as follows:

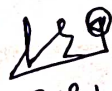
- 2.1. Minutes of the last meeting were read and confirmed.
- 2.2. A review of ongoing NAAC work was taken. As per the roadmap, Dr. P. P. Lohar the IQAC coordinator presented the work report. He reported that the college is ready to submit Institutional Information for Quality Assessment (IIQA) as a first steps toward college NAAC assessment and asked for approval of IIQA final draft. The chair and members expressed their satisfaction over the work and approved IIQA draft.
- 2.3. As per requirement of NAAC, Mr. Ninad Kadam and Dr P. P. Lohar designed the following policies:
  - Zero Tolarance Policy
  - Disable-friendly Policy
  - Policy on Financial support to Teachers
  - Policy Documents on Environment and Energy
  - Policy on Green and Plastic-free campus
  - Water conservation policy

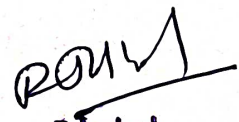
All members discussed the importance and requirement of these new policies at length. It was also discussed that college had been already taking measures and

initiatives of zero-tolerance, for green campus and others, only there was no policy document as such on these initiatives. All appreciated Mr. Ninad Kadam for his efforts to frame these policies. The chair and members approved these policies in toto.

- 2.4. The chair and members accepted the final draft of Academic Calendar of the college for the A. Y. 2023-24 prepared by Dr A. S. Tawar sir, Vice-Principal of the college and recommend it for the approval of the College Development Committee.
- 2.5. All members unanimously accepted the draft of AQAR 2023-24 and recommended it to the final approval of College Development Committee of the college.
- 2.6. Dr P R Jadhav informed that our students can participate in the activities of Red Ribbon club, Civil Hospital, Satara related to AIDS awareness. NSS department was given responsibility to motivate students to participate in those activities and sensitize students.
- 2.7. Dr P. P. Lohar informed the chair and members of PARAMARSH -UGC scheme for mentoring and the application of the college for the same. All congratulated IQAC for applying for the same.
- 2.8. With the permission of the chair, Miss Rutuja Khatal, Student Representative raised issue of the discipline in the Girls' Study Room in the library. She informed that many students bring eatable in the study room, talk on mobile and create nuisance. She proposed that the tiffin eating should not be allowed in the study room. All agreed to her proposal and necessary instructions were given to the Librarian.

As there was no other business, the meeting ended with the permission of the chair.

  
C.D.K. P.P. Lohar  
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Principal,  
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Internal Quality Assurance Cell

**Agenda and Minutes of 1<sup>st</sup> Meeting held on 13 June 2023**

A meeting (A. Y. 2023-24) of the Internal Quality Assurance Cell was held at 11.30 am on 13 June 2023 in Dr. Bapuji Salunkhe Auditorium of the college.

Agenda Items:


- 1.1. To confirm the Minutes of the last meeting held on 23 April 2023
- 1.2. To approve the Plan of Action (strategic plan) for the current A. Y. 2023-24
- 1.3. To review the NAAC work
- 1.4. To recommend the Academic Calendar 2023-24
- 1.5. To organize Induction Program for first year students
- 1.6. To approve Gender Sensitization Plan for the current A. Y. 2023-24
- 1.7. To discuss the annual Student Satisfaction Survey 2022-23
- 1.8. To strengthen mentoring scheme for the current A. Y. 2023-24
- 1.9. To approve the feedback analysis report
- 1.10. To form Student Council for the current A. Y. 2023-24
- 1.11. Any other matter with the permission of the chair


The Minutes of the Meeting are as follows:

- 1.1. Minutes of the last meeting were read and confirmed.
- 1.2. Draft plan of Action (Strategic Plan) was discussed at length. With minor changes all decided to recommend it to the final approval of the College Development Committee of the college
- 1.3. A review of ongoing NAAC work was taken as per the roadmap, Dr. P. P. Lohar the IQAC coordinator presented the work report, and the chair and members expressed their satisfaction over the work progress. Responsibility to frame some new policies as per requirement of NAAC, was given to Mr. Ninad Kadam and Dr P. P. Lohar
- 1.4. The chair and members accepted the final draft of Academic Calendar of the college for the A. Y. 2023-24 prepared Dr A. S. Tawar sir, Vice-Principal of the college and recommend it for the further approval of the College Development Committee of the college.

- 1.5. All members agreed to organize Induction Program as it is way to inform new students about Career Opportunities, PSOs and COs, Counselling, support services, NSS, NCC, Cultural Activities and facilities in the college. Responsibility was given to Sports Department and NCC unit.
- 1.6. The chair and members accepted the final draft of Gender Sensitization Plan for the A. Y. 2023-24 prepared Internal Complaint Committee and Women Empowerment Cell of the college and recommend it for the further approval of the College Development Committee of the college.
- 1.7. All members held discussion on the report of the annual Student Satisfaction Survey 2022-23, and approved the report and suggested it to be uploaded on the college website.
- 1.8. Student satisfaction survey is an important step in NAAC assessment of the college. The chair and members agreed to involve the students in the assessment process by strengthening mentoring scheme. Mr. S. A. Mohite was instructed to work in this regard.
- 1.9. The chair and members approved the feedback analysis report presented by Dr Mrs. S. M. Pawar madam.
- 1.10. All members suggested to form Student Council for the A. Y. 2023-24 as early as possible. Dr Dipak Jadhav, a senior faculty in History Department was given responsibility.
- 1.11. The principal suggested to organize a workshop on NEP as the university has instructed the colleges to implement the NEP syllabus in PG program from the current year. Resolved that IQAC will soon organize a workshop on NEP.

As there was no other matter to discuss, the meeting ended with the permission of the chair.

  
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