



AAER's
ASIAN COLLEGE OF SCIENCE & COMMERCE
(Affiliated to Savitribai Phule Pune University & Approved by Govt. of Maharashtra)

ACCREDITED BY NAAC WITH "B+" GRADE and Recognised Under UGC 2(f)

Sr No. 28/15/16, Narhe Dhayri Road, PARI Company Chowk, Dhayari, Pune - 411041.
☎ 020-24690620, 24690610 www.asianacademypune.ac.in Email :asianacademypune@gmail.com

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(Non Aided College)

Date :- 05/12/2020

Composition of the IQAC
For the Academic Year 2020-21

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Shivaji M. Kakade	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Anand Yadav	Assistant Professor	Teachers Representative
4.	Mrs. Latika Chame	Assistant Professor	Teachers Representative
5.	Mrs. Swati Kale	Assistant Professor	Teachers Representative
6.	Mrs. Rupali Jagtap	Office Superintendent	Administrative Member
7.	Mr. Sudhir Ohol	Office Superintendent	Administrative Member
8.	Mrs. Prabhavati Bhumkar	Ex. Sabhapati Haveli Panchayat	Nominee from local Society
9.	Mr. Abhishek Shringarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Anushka Kadam	T.Y.B.Com Student	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendrakumar Sharma	Industrialist	Industrialist Nominee
13.	Mr. Sagar Gunjal (Expired on 4 th December 2020) Mrs. Shruti Rege from 05 th December 2020	Assistant Professor	IQAC Coordinator



[Signature]
Principal
Asian College of Science
& Commerce
Dhayari, Pune-41.



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(Non Aided College)

Date: 12/06/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 5th July 2020.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 23rd May 2020.
2. To Plan the various Activities conducted in Academic year 2020-21.
 - A. Admission process for the Academic year 2020-21
 - B. Academic Calendar finalised.
 - C. Time table finalise finalised and the Admission Process.
3. To discuss about the NAAC Preparation.
4. To Finalise the previous year record and analysis.
5. To discuss about Choice Based Credit System (CBCS Pattern) for all SY Courses.
6. To discuss about Virtual Induction Program (Bridge Course).
7. To discuss about Alumni Association.
8. To Involve Alumni in Various academic activities.
9. To discuss about NSS Programs for the academic year
10. To plan for the NSS activity of Covid Awareness, Sanitizer Distribution & Mask Making workshop.
11. To discuss about Certificate Courses for 2020-21.
12. Scholarship for girls Students who have got above 75% Marks & also approval of Covid-19 Scholarship for the Covid affected family.
13. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.
Kindly make it convenient to be at Conference Hall at 02:55PM

Mr. Sagar Gunjal
Coordinator, IQAC





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Minutes of Meeting held on 5th July 2020

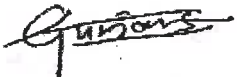
The meeting was held on Saturday, 5th July 2020. The Meeting started with a Welcome Note. Opening remark was given by IQAC Coordinator. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- The staff members were requested to propagate to enhance the admission in various faculties of college.
- All members enthusiastically discussed planning of various quality improvement initiatives during the first year of Choice Based Credit System (CBCS Pattern). All members were emphasizing on improving classroom attendance of the students and encouraging interactive involvement in the class. All SY courses CBCS is implemented and the Add-On subjects & Credit courses planning was done this responsibility is given to Asst. Prof. Latika Chame.
- It was decided to organize various activities like Virtual induction program (Bridge Course) for first year students as well as for newly joining staff members, workshops, visits, student exchange programs etc. during the academic year.
- It was decided that the guest lectures will be conducted every Saturday and the responsibility to prepare and maintain record was given to Asst. Prof. Rege Shruti.
- The responsibility of making time table was given to Respective HOD of different departments.
- The heads of the departments were suggested to work as per Academic calendars of the respective departments
- NAAC process was discussed in detail so that the members would be aware of their responsibilities and procedure towards accreditation to be done during academic year 2020-21.
- SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.
- Alumni registration process to be start from Charity Commissioner Office.
- Commerce Association Inauguration date finalized.
- Commencement of SY and TY Lectures in the online mode both in Recorded and online form.
- For each course 2 Certificate courses will be provided as a free of cost.



- Scholarship for Girls Students who score 75% more marks on the basis of merit list from those students along with this the pandemic situation new scholarship is approved of the Covid-19 Scholarship, Mr. Anand Yadav Read out all the criteria and the scholarship scheme.
- Mr. Sagar Gunjal presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.




Mr. Sagar Gunjal
Coordinator, IQAC



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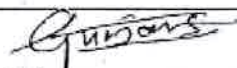
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Date : 05/07/2020

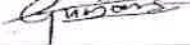
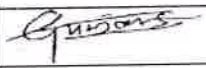
Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Admission Policies and Procedure	Admission notification displayed on college notice board and information given to admission committee
3	To finalize academic calendar and Extension Activities.	Details Academic Calendar prepared and Implemented
4	To enhance the admission for the academic year	HODS were given the responsibility and training was provided.
5	Quality Improvement Initiative of CBCS pattern	Faculties are motivated to attend FDP program arranged by different colleges
6	To view the Add-on subjects newly added and plan accordingly	Subject wise faculties are given the activities to be performed in Add-On
7	To distribute teaching workload and to prepare teaching plan	Individual subject wise workload assigned to the faculty member as per norm.
8	Alumni Involvement in College Activities.	It was decided to arrange guest lectures, Alumni Meet
9	Scholarship Approval	Scholarship of Regular and Covid-19 is approved and circulated the details to office and all HOD
10	Commencement of Lectures	Online lectures using Google Meet platform is approved for the recording of lectures and SY & TY lectures started.




Mr. Sagar Gunjal
Coordinator, IQAC

Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Mr. Sagar Gunjal	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Chame	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	





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Date: 25/11/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 29th November 2020.

Time: 03:00 PM.

Venue: Presentation Hall 1st floor.

Agenda of the Meeting:

1. Welcome.
2. Confirmation of the minutes of the meeting held on 05th July 2020.
3. To discuss about Mobile learning lab (Best Practice) and Digital Literacy Day
4. Discussion and distribution of responsibilities for the preparation of AAA (Academic & Administrative Audit) & SSS (Students Satisfaction Survey).
5. To discuss about Blood donation camp.
6. To discuss about Cultural Week & Annual Gathering.
7. To discuss about Commerce Association Inauguration.
8. To discuss about Mathematics Day.
9. To discuss about seminar, workshop, conference, Research papers to staff.
10. To discuss about Placement Drive.
11. To discuss about the online assessment of the students.
12. To Discuss about the various awards and application for these awards.
13. To Confirm the registration in Innovative cells like IIC, NISPO, ARIIA.
14. Activities involvement under MGNCRE such as green audit and swatchhta plan
15. Any other Subjects with the permission of chairman.

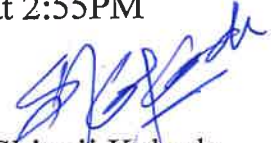
All the members of IQAC are requested to attend the meeting.



Kindly make it convenient to be at Conference Hall at 2:55PM



Mr. Sagar Gunjal
Coordinator, IQAC



Dr. Shivaji Kakade
Principal



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Minutes of Meeting

The meeting was held on 29th November 2020. The meeting was opened by welcoming members. Opening remark was given by Dr. Shivaji M. Kakade. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Distribution of responsibilities for preparation of Mobile learning lab & Digital Literacy Day(One of the Best Practice).
- Dr. Shivaji Kakade distributed the work about AAA (Academic & Administrative Audit) and responsibility given to IQAC Coordinator Mr. Sagar Gunjal.
- It was decided to organize Blood Donation Camp given to Asst. Prof. Ghanasham P. Devare.
- It was decided to organize cultural week, Annual Gathering & Sports Day and responsibility given to cultural Head Mr. Amrut Patil
- It was decided to organize Mathematics Day and responsibility given to Asst. prof. Bhalerao Priyanka
- It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Mrs. Swati Kale.
- Placement Drive to be arrange and responsibility of that given to Mrs. Latika Chame and to maintain detail record of placement drive.
- The Work of Innovation and registration work to different cell and activity planning is given to Asst. Prof. Shruti Rege
- The meeting ended with vote of thanks by Mr. Sagar Gunjal




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Date : 29/11/2020


Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To distribute the responsibility of Mobile learning lab and also the Digital Literacy Day	Mobile learning lab timetable is prepared and task to be undertaken.
3	To finalize AAA(Academic & Administrative Audit)	AAA files are finalized
4	To finalise the NSS activity	Blood Donation Camp & NSS Camp is organized in Aarvi
5	To finalise cultural Program	Cultural week, Annual Gathering & Sports Day.
6	To Organise Mathematics Day	Mathematics day is organized under department of Mathematics
7	To finalise placement record activity	Placement drive is organized for All TY students. Career Guidance session is organised
8	Work of Seminar, workshop and conference	The Task is allocated and initial activities were defined
9	Registration for IIC, NISP, ARIIA	The Work is allocated and the team is formed to work on the Innovation Cell.




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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Shivaji M. Kakade	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Chame	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	




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Date: 07/02/2021

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 13th Feb 2021.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 29th November 2020.
2. To discuss about Motivating Staff & Students to prepare paper
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day 2 day state level seminar on Women Empowerment – A Key to Sustainable.
5. To Register for ISBN number
6. Change of IQAC Co-ordinator
7. IIC Activities planning and to involve in the Innovation Ambassador Training.
8. Paper Bag Making Batch under SEGA scheme
9. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mrs. Shruti Rege
Coordinator, IQAC



Dr. Shivaji Kakade
Principal

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Minutes of Meeting

The meeting was held on 13th February 2021. The meeting was opened by welcoming members. Opening remark was given by Dr. Shivaji M. Kakade. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- It was decided to motivate staff and students for the research work and to present paper in the conferences and workshop. For this FDP is finalize and is allocated to Mrs. Swati kale
- Due to the Death of Mr. Sagar Gunjal on 4th December the vacant place of IQAC co-ordinator is replaced by Asst. Prof. Shruti Toro Rege and she gladly accepted the position.
- Even the Exam CEO is also changed and Mr. Anand Yadav was allotted for CEO of Exam department.
- Exam related work of Mach/April Examination is discussed and the timetables and the exam preparation is finalized.
- Women Day State level seminar is organized and the name given is "Women Empowerment – A Key to Sustainable" and the HOD has given responsibility to motivate students. Even the Guests are also finalized and the Team is prepared.
- For the papers Collected it was decided to publish those papers and should be given ISBN number. The Registration process for the ISBN number is given to Asst. Prof. Shruti Rege.
- Institution Innovation Council has launched some activities and the participation to these activities should be initiated such as Mentor Mentee, Innovation Ambassador, Impact Lecture Series.



- Paper Bag Making batch is also approved and the responsibility is given to Mr. Anand Yadav and the proper assessment and the handling of the course should be carried out.
- The meeting ended with vote of thanks by Mrs. Shruti Rege




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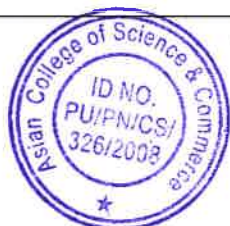
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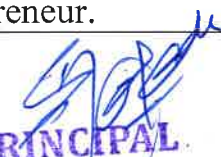
(Non Aided College)

Date : 13/02/2021



Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Plan about the Exam of March/April 2021	Examination timetable is prepared.
3	To plan about Womens Day Celebration	Women Day plan is decided and the Guest lecture is finalized A State level Seminar is organized as " Women Empowerment – A key to Sustainable"
4	Position of IQAC Co-ordinator and Exam CEO	Asst. prof. Shruti Toro Rege is appointed as IQAC co-ordinator Asst. Prof. Anand Yadav is appointed as Exam CEO
5.	ISBN number	The Papers collected will be published under ISBN number
6.	IIC Activities	Staff are motivated to participate in Innovation Ambassador, Impact Lecture Series, Mentor Mentee
7.	Paper Bag Making	The Responsibility is given to Mr. Anand Yadav Sir and the Students especially girls are motivated to become a self entrepreneur.





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Attendance Sheet

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6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
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13.	Mrs. Shruti Rege	IQAC Coordinator	




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(Non Aided College) Date: 18/05/2021

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 22nd May 2021.

Time: 03:00 PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 13th Feb 2021.
2. To discuss about Vaccination Awareness Programme among students .
3. To discuss about various NSS Social Activities related to Covid 19.
4. To discuss about Online Quiz, Poster Competition Competition .
5. To discuss about starting college in offline mode.
6. To discuss about Internal Marks Submission to SPPU.
7. To discuss about AQAR Preparation.
8. To Arrange activity for students of 8th to 12th of Mobile App Development.
9. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mrs. Shruti Rege
Coordinator, IQAC



Dr. Shivaji M. Kakade
Principal

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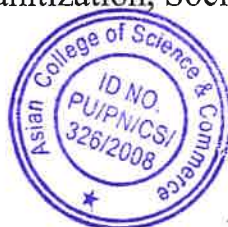
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Minutes of Meeting held on 22nd May 2021

The meeting was held on 22nd May 2021.

- IQAC coordinator Mrs. Shruti Toro Rege welcomed all members for the meeting.
- IQAC coordinator presented the minutes of the previous meeting held on 13/02/2021 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- It was decided to organize vaccination awareness campaign and NSS activity this responsibility is allocated to Mr. Amrut Patil
- It was decided to organize NSS Social Activities related to Covid 19 :- Online Quiz, Poster Competition And responsibility given to Asst. Prof. Ravi Kengar
- Mr. Anand Yadav (CEO of Sr. Exam Department) suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mrs. Shruti Rege distributed the work about AQAR Report.
- The activity for the students of Standard 8th to 12th is approved and the activity name is "Mobile App Development" . Asst. prof. Shruti Toro Rege read out the purpose and the motto behind this activity.
- It is also decided to start college offline and preventive measures should be taken accordingly of sanitization, Social Distancing, etc.



[Signature]
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Estd : 2007

(Non Aided College)

Date : 22/05/2021


Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Create the Vaccination Awareness among students.	This awareness is done by vaccinating staff and the benefits of vaccination.
3	To Plan about the submission of Internal Marks to SPPU website	Internal Marks of each class is evaluated and allowed to fill in SPPU website
4	To plan about AQAR Report	Documentation needed for AQAR is Discussed with HOD's
5	To Plan for the Mobile App Development	Mobile App Development plan is planned for the students of 8 th to 12 th and computer students are motivated for the same.
6	To plan for offline lectures	Students should be motivated to attend the lectures offline and the preventive measures should be taken such as sanitization, temperature checkup, etc many more



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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Shivaji M. Kakade	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Chame	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mrs. Shruti Rege	IQAC Coordinator	




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