



(College Code : 878)

AAER's ASIAN COLLEGE OF SCIENCE & COMMERCE

(Affiliated to Savitribai Phule Pune University)

Sr No. 28/15/16, Narhe Dhayri Road, PARI Company Chowk, Tal.-Haveli, Pune - 411041.

☎ 020-24690620, 24690610 www.asianacadempune.ac.in Email :asianacadempune@gmail.com

(Non Aided College)


Composition of the IQAC For the Academic Year 2018-19

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Jayashree Upadhye	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Somnath Swami	Asst. Professor	Teachers Representative
4.	Mr. Chandrakant Bhavsar	Asst. Professor	Teachers Representative
5.	Ms. Smita Mulay	Asst. Professor	Teachers Representative
6.	Ms. Sunanda Tathe	Office Superintendent	Administrative Member
7.	Mr. Sudhir Bhosale	Office Superintendent	Administrative Member
8.	Ms. Prabhavati Bhumkar	Ex-Sabhapati Haveli Panchyat	Nominee from local Society
9.	Mr. Abhishek Shrungarpure	Chairman of Alumni Association	Nominee of Alumni
10	Ms. Anushka Kadam	FYBCOM Student	Student Nominee
11	Mr. Anant Tikone	Employer	Employers Nominee
12	Dr. Rajendra Sharma	Industrialist	Industrialist Nominee
13	Mr. Sagar Gunjal	Asst. Professor	IQAC Coordinator


Co-Ordinator

Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce




PRINCIPAL
AAER'S Asian College of
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Dhayari, Pune-411 041

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ACCREDITED BY NAAC WITH "B+" GRADE

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Estd : 2007

Date: 15/06/2018

Composition of the IQAC

For the Academic Year 2018-2019

Sr. No.	Name of the Members	Designation	Role on IQAC
1.	Dr. Jayashree Upadhye	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Trustee
3.	Mr. Somnath Swami	Asst. Professor	Teacher's Representative
4.	Mr. Ghanshyam Devare	Asst. Professor	Teacher's Representative
5.	Ms. Smita Mulay	Asst. Professor	Teacher's Representative
6.	Ms. Sarika Phad	Office Superintendent	Admin Officer
7.	Ms. Prabhavati Bhumkar	Ex-Sabhapati Haveli Panchyat	Local Member
8.	Mr. Abhishek Shrungarpure	Chairman of Alumni Association	Alumni's Representative
9.	Miss. Anushka Kadam	FY BCOM	Student's Representative
10.	Mr. Anant Tikone	Employer	Employer's Representative
11.	Dr. Rajendrakumar Sharma	Industrialist	Industrialist Representative
12.	Mr. Nitin Kadam	Parent	Parent's Representative
13.	Mr. Sagar Gunjal	Asst. Professor	IQAC Coordinator


Co-ordinator
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Principal
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Minutes of Meeting

The meeting was held on 15th June 2018. The meeting was opened by welcoming members and discussed following points.

1. Confirmation of the minutes of the meeting held on 2nd May 2018.
Resolution: The Minutes of earlier meeting were readout and confirmed by the Members and Action taken plan was readout by IQAC Coordinator.
2. To Plan the various Activities conducted in Academic year 2018-19
Resolution: A. the staff members were requested to propagate to enhance the admission in various faculties of college. It was decided that the guest lectures will be conducted every Saturday and the responsibility to prepare and maintain record was given to Ms. Anuradha Ghavade.
B. The heads of the departments were suggested to work as per Academic calendars of the respective departments
C. The responsibility of making time table was given to Mr. Sagar Gunjal.
3. To discuss about the NAAC Preparation
Resolution: 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 2018-2019.
A. Alumni registration process to be start from Charity Commissioner Office.
B. Commerce Association decided to start
C. Swachata program and Tree Plantation Program plan was decided
4. To discuss about Certificate Courses
Resolution: For each course 2 Certificate courses will be provided as a free of cost by college.
5. Scholarship for girls Students
Resolution: Scholarship for Girls Students who score 75% more marks on the basis of merit list from those students
6. Any other Subjects with the permission of chairman
Resolution: There is no any other subject that's why the meeting ended with vote of thanks by Mr. Sagar Gunjal.


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Date: 17/07/2018

NOTICE FOR IQAC MEETING


It is hereby inform to the IQAC Members that the IQAC Meeting is scheduled on Thursday 26th July 2018 at 11.00am at Seminar Hall. The attendance is compulsory for the meeting.

Agenda for the meeting --

- To confirm Minutes of Previous Meeting
- To Finalise Admission Policies and Procedure
- .To Finalise Academic Calendar and Extension Activities
- To Review the Progress of Add-On Courses
- To Finalise the Theme of Seminars and Conferences
- To take detail review on NAAC preparation work
- To Distribute Teaching Workload and to Prepare teaching plan
- To Disuses the items permitted by the Chair .


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Date: 01/08/2018

MINUTES OF THE IQAC MEETING

Proposed IQAC Meeting was chaired by the Principal Dr. Jayashree Upadhye.

She welcomed all the members of the committee. The following business was transacted in the meeting.

The confirmation of the Minutes of Previous Meeting

The last meeting held on 2nd May 2018 the minutes were approved without any suggestion

Finalisation of Admission Policies and Procedure for the academic year 2018-19

The Admission committee consisted of Senior Most Faculty Member is constituted for Smooth conduct of Admission Procedure. All rights regarding Admissions are delegated to the admission committee

Finalise Academic Calendar and Extension Activities. A Committee is constituted for Preparation of Academic Calendar for the year 2019-2019. In the meeting the list Extension activities are finalised.

Review the Progress of Add-On Courses- the IQAC Committee unanimously decided to start Seven Add-on Courses Such as Paper Bag Making, EDP, Drone Design, Software Testing, and MS-Office.

Finalise the Theme of Seminars and Conferences. It is decided that a seminar on Intellectual Property Rights to be organised in the month of Dec 2018 and invite resource person from this area.

Review of NAAC preparation work. IQAC Coordinator had given brief explanation on each criterion.

Distribute Teaching Workload and to Prepare teaching plan. It is unanimously decided that departmental workload distribution to be done as early as possible and prepare course wise plan of lectures.

Dissuasion of any other items permitted by the Chair. No any other item placed before the committee.

IQAC Coordinator expressed Vote of thanks and declare with the permission of the chair meeting is ended.


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Date: 01/08/2018

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 Finalise Admission Policies and Procedure	Admission notification displayed on college notice board and information given to admission committee.
3.	To Finalise Academic Calendar and Extension Activities	Details Academic Calendar Prepared and Implemented.
4.	To Review the Progress of Add-On Courses	Seven Add-On Courses introduced
5.	To Finalise the Theme of Seminars and Conferences	Seminar on IPR Organised
6.	To take detail review on NAAC preparation work	NAAC SSR Work in Progress
7.	To Distribute Teaching Workload and to Prepare teaching plan	Individual Subject wise workload assigned to the faculty member as per norms


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Minutes of Meeting

The meeting was held on 01st Sept 2018. The meeting was opened by welcoming members and discussed following subjects.

1. Confirmation of the minutes of the meeting held on 15th June 2018.

Resolution: The Minutes of earlier meeting were readout and confirmed by the members and Action taken plan was readout by IQAC Coordinator.

2. NAAC Preparation

Resolution: Distribution of responsibilities for preparation of IIQA, College profile, SSR and Executive Summary was done Dr.Upadhye Madam gave information about the first step towards accreditation i.e. Institutional Information for Quality Assessment (IIQA) to be filled and submitted. Dr Upadhye Madam said that, as we are proceeding for NAAC accreditation in the academic year 2018-19 It was decided to update the college website for NAAC purpose and responsibility given to computer department. The budget allocation was done for particular heads to fulfill the NAAC requirement. It was also suggested that, experienced persons to be invited for guidance regarding preparation for NAAC. She distributed the work to compile information for last five years and responsibility given to Mr.Sudhir Bhosale to complete the office related information before submission of IIQA.


3. Discussion about academic activities and programs

Resolution: Responsibility of Mobile learning lab given to Mr. Chandrakant Bhavsar and to maintain record of that.Blood donation camp on the occasion of college anniversary and responsibility given to Mr. Somnath Swami. Science Exhibition program on the occasion of college anniversary and responsibility given to Science department to plan the program.Responsibility given to Mr. Ghanshyam Devare of the NSS winter camp

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 Ms.Smita Mulay. Placement Drive to be arrange and responsibility of that given to Ms. Smita Mulay and to maintain detail record of placement drive. Competitive examination lectures from expert faculties and responsibility given to Mr. Chandrakant Bhavsar and to keep record of it.


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4. To discussion about 2(f) proposal

Resolution: Responsibility given to Mr. Sagar Gunjal to 2(f) proposal

5. To discussion about Academic and Administrative Audit (AAA)

Resolution: Appoint a Expert Committee for Academic and Administrative Audit (AAA) and Audit is to be done by committee.

• The meeting ended with vote of thanks by Mr. Somnath Swami.


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Minutes of Meeting

The meeting was held on 19th January 2019. The meeting was opened by welcoming members and discussed following subjects.

1. Confirmation of the minutes of the meeting held on 01st September 2018.

Resolution: The Minutes of earlier meeting were readout and confirmed by the members and Action taken plan was readout by IQAC Coordinator.

2. Review of the work done on Preparation for NAAC

Resolution: Review of the work done on Data Validation and Verification for NAAC

Review of the work done till date for preparation of NAAC. It was found that, further data has to be collected regarding students, placement, results and extension activities of previous years.

SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.

3. To Discuss about Industrial Visit

Resolution: It is decided to visit some Industries for student's activity.

- The meeting ended with vote of thanks by Mr. Sagar Gunjal.


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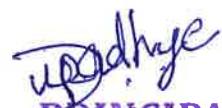
Date: 28/02/2019

Significant Contributions Made by IQAC during Current Year

- Internal quality audit is conducted during the current year in the college on the following aspects.
- Review of Quality Policy and Quality Objectives are taken in the faculty members meeting.
- Feedback on curriculum from students, parents, alumni and teachers are collected and analyzed.
- Internal and External examinations results are discussed in the faculty members meeting and corrective and preventive action taken up.
- Skills based Add-On Courses are introduced to enhance employability.
- Use of ICT in the teaching learning process is introduced.
- Remedial lectures are conducted for academically weak students and students failed in university exam.
- Unit wise assignments are given to the students and stipulated time period is allowed to complete the given assignments.


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Minutes of Meeting

The meeting was held on 05th April 2019. The meeting was opened by welcoming members and discussed following subjects.

1. Confirmation of the minutes of the meeting held on 19th January 2019
Resolution: The Minutes of earlier meeting were readout and confirmed by the members and Action taken plan was readout by IQAC Coordinator.
 2. To Discuss about NAAC report
Resolution: What are the weak points find out in NAAC visit those were discussed in details and suggestion given to all staff members to improve those lack points it will be helpful to improve the Accreditation Grade.
 3. To Discuss about ISO process
Resolution: Responsibility given to Mr Sagar Gunjal to prepare the proposals for ISO and to prepare necessary documents for ISO application.
- The meeting ended with vote of thanks by Mr. Somnath Swami.


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