

**Composition of the IQAC  
For the Academic Year 2019-20**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Role on IQAC</b>
1.	Dr. Jayashree R. Upadhye	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Somnath Swami	Assistant Professor	Teachers Representative
4.	Mrs. Asmita Khade	Assistant Professor	Teachers Representative
5.	Mrs. Smita Mulay	Assistant Professor	Teachers Representative
6.	Mrs. Rupali Jagtap	Office Superintendent	Administrative Member
7.	Mr. Sudhir Bhosale	Office Superintendent	Administrative Member
8.	Mrs. Prabhavati Bhumkar	Ex. Sabhapati Haveli Panchayat	Nominee from local Society
9.	Mr. Abhishek Shrungarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Anushka Kadam	S. Y. B. Com Student	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendra Sharma	Industrialist	Industrialist Nominee
13.	Mr. Sagar Gunjal	Assistant Professor	IQAC Coordinator



*Upadhye*  
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### Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Jayashree R. Upadhye	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Somnath Swami	Teachers Representative	
4.	Mrs. Asmita Khade	Teachers Representative	
5.	Mrs. Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	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. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

*Gunjal*

**Co-Ordinator**

Internal Quality Assurance Cell  
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Date: 12/06/2019

**Notice of the IQAC Meeting**

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

**Day & Date:** Saturday, 15<sup>th</sup> June 2019.

**Time:** 03:00PM.

**Venue:** Conference Hall.

**Agenda of the Meeting:**

1. Confirmation of the minutes of the meeting held on 5<sup>th</sup> April 2019.
2. To Plan the various Activities conducted in Academic year 2019-20.
  - A. Admission process for the Academic year 2019-20.
  - B. Academic Calendar finalise.
  - C. Time table finalise.
3. To discuss about the NAAC Preparation.
4. To discuss about Choice Based Credit System (CBCS Pattern).
5. To discuss about Induction Program (Bridge Course).
6. To discuss about Alumni Association.
7. Commerce Association Inauguration date finalise.
8. To discuss about Cleaning Program and Tobacco Free Campus Awareness NSS.
9. To discuss about Certificate Courses for 2019-20.
10. Scholarship for girls Students who have got above 75% Marks.
11. 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  
**Co-Ordinator**  
Internal Quality Assurance Cell  
AAER'S Asian College of Science & Commerce



Dr. Jayashree R. Upadhye  
Principal  
**PRINCIPAL**  
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## Minutes of Meeting held on 15th June 2019

The meeting was held on Saturday, 15th June 2019. 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.

- Principal, Dr. Jayashree Upadhye shared his views and experience as a member of working group for preparing Revised Guidelines for Assessment and Accreditation.
- 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.
- It was decided to organize various activities like 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 Mr. Sagar Gunjal.
- 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 2019-20.
- 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.
- Cleaning program and Tobacco free campus awareness Program plan was decided.
- 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.
- Mr. Sagar Gunjal presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.

*Gunjan*

**Co-Ordinator**

Internal Quality Assurance Cell  
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*Upadhye*

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Date : 15/06/2019

**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	HOD were given the responsibility and training were 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.

  
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PU/PN/CS/326/2008  
College Code : 878  
AISHE CODE : C-41899

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Date: 02/12/2019

**Notice of the IQAC Meeting**

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

**Day & Date:** Thursday, 5<sup>th</sup> Dec 2019.

**Time:** 01:00PM.

**Venue:** Presentation Hall 1<sup>st</sup> floor.

**Agenda of the Meeting:**

1. Welcome.
2. Confirmation of the minutes of the meeting held on 15<sup>th</sup> June 2019.
3. To discuss about Mobile learning lab (Best Practice)
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 NSS Special Winter camp.
8. To discuss about Mathematics Day.
9. To discuss about seminar, workshop, conference, Research papers to staff.
10. To discuss about Placement Drive.
11. 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 12:55PM

Mr. Sagar Gunjal  
Coordinator, IQAC  
**Co-Ordinator**  
Internal Quality Assurance Cell  
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Dr. Jayashree Upadhye  
**PRINCIPAL**  
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## Minutes of Meeting

The meeting was held on 5<sup>th</sup> Dec 2019. The meeting was opened by welcoming members. Opening remark was given by Dr. Jayashree Upadhye. 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 (One of the Best Practice).
- Dr. Jayashree Upadhye 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 & NSS Special Winter Camp in Aarvi Village and responsibility given to Asst. Prof. Ghanasham P. Devare.
- It was decided to organize cultural week, Annual Gathering & Sports Day and responsibility given to cultural Head Prof. Somnath Swami.
- It was decided to organize Mathematics Day and responsibility given to Prof. Rupali Ahire.
- 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.
- The meeting ended with vote of thanks by Mrs. Asmita Khade.

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Date : 5/12/2019

## 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	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

  
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## Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Jayashree R. Upadhye	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Somnath Swami	Teachers Representative	
4.	Mrs. Asmita Khade	Teachers Representative	
5.	Mrs. Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	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. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

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Date: 22/02/2020

### Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

**Day & Date:** Saturday, 25<sup>th</sup> Feb 2020.

**Time:** 03:00PM.

**Venue:** Conference Hall.

**Agenda of the Meeting:**

1. Confirmation of the minutes of the meeting held on 5<sup>th</sup> Dec 2019.
2. To discuss about Third National Level Seminar & distributed the work related to seminar.
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day.
5. 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  
**Co-Ordinator**  
Internal Quality Assurance Cell  
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Dr. Jayashree R. Upadhye  
**Principal**  
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### Minutes of Meeting held on 25<sup>th</sup> Feb 2020

The meeting was held on 25<sup>th</sup> Feb 2020.

- IQAC coordinator Mr. Sagar Gunjal welcomed all members for the meeting.
- Dr. Jayashree Upadhye (Principal) presented the minutes of the previous meeting held on 05/12/2019 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- Distribution of responsibilities for preparation of Third National Level Seminar on 'Energy:- Opportunities & Challenges'. Responsibility given to Mrs. Swati Kale & Mrs. Ashwini Joshi.
- Mr. Sagar Gunjal (CEO of Sr. Exam Department) distributed the work needed for March/April 2020 Examination of SPPU to the members of Sr. Exam Department.
- It was decided to organize Women's Day Celebration & Guest Lecture for Girls and responsibility given to Mrs. Swati Kale.
- The meeting ended with vote of thanks by IQAC coordinator Mr. Sagar Gunjal.

  
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Date : 25/02/2020

## 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 Seminar	3 <sup>rd</sup> National Level Seminar organized
3	To Plan about the Exam of March/April 2020	Examination timetable is prepared.
4	To plan about Womens Day Celebration	Women Day plan is decided and the Guest lecture is finalised

  
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4.	Mrs. Asmita Khade	Teachers Representative	
5.	Mrs. Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	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. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

*Gunjal*

**Co-Ordinator**

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Date: 20/05/2020

**Notice of the IQAC Meeting**

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

**Day & Date:** Saturday, 23rd May 2020.

**Time:** 01:00PM.

**Venue:** Conference Hall.

**Agenda of the Meeting:**

1. Confirmation of the minutes of the meeting held on 25<sup>th</sup> Feb 2020.
2. To discuss about Awareness Programme for Covid 19.
3. To discuss about various NSS Social Activities related to Covid 19.
4. To discuss about Online Quiz, Poster Competition, Mask Making & Mask & Sanitizer distribution.
5. To discuss about attend various Online Webinars.
6. To discuss about Internal Marks Submission to SPPU.
7. To discuss about AQAR Preparation.

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

**Co-Ordinator**  
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Dr. Jayashree R. Upadhye  
Principal

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## Minutes of Meeting held on 28<sup>th</sup> May 2020.

The meeting was held on 28<sup>th</sup> May 2020.

- IQAC coordinator Mr. Sagar Gunjal welcomed all members for the meeting.
- IQAC coordinator Mr. Sagar Gunjal presented the minutes of the previous meeting held on 22/02/2020 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- It was decided to organize Online Awareness Programme for Covid 19 & responsibility given to Prof. Shruti Rege.
- It was decided to organize NSS Social Activities related to Covid 19 :- Online Quiz, Poster Competition, Mask Making & Mask & Sanitizer distribution, etc. And responsibility given to Asst. Prof. Ghanasham, P. Devare.
- Mr. Sagar Gunjal (CEO of Sr. Exam Department) suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mr. Sagar Gunjal distributed the work about AQAR Report.

  
**Co-Ordinator**  
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Date : 26/05/2020

## 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 Create the Awareness of Covid-19	Activities decided for awareness such as Quiz, mask making, Poster making, video making
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

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2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Somnath Swami	Teachers Representative	
4.	Mrs. Asmita Khade	Teachers Representative	
5.	Mrs. Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	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. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

*Gunjal*

**Co-Ordinator**

Internal Quality Assurance Cell  
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