



SNDT Arts and Commerce College for Women, Pune

Agenda and Minutes of the Internal Quality Assurance Cell Meeting

Date: 31 August 2018

Time: 11.30 a.m.

Venue: SNDT Arts and Commerce College for Women, Karve Road, Pune

Minutes of Meeting:

The 1st meeting of the IQAC of SNDT Arts and Commerce College for Women, Pune for the year 2018-19 was held on 31 August 2018 at 11.30a.m. in the College. Following members were present:

| Sr. No. | Name | Category | Signature |
|---------|----------------------------|--------------------------|-----------|
| 1 | Dr. Anand Jumle | Chairman | |
| 2 | Dr. Madhavi Kulkarni | Coordinator | |
| 3 | Dr. Madhura Joshi | Teacher Representative | |
| 4 | Dr. Hrishikesh Soman | External Academic Expert | |
| 5 | Smt. Suchita Gangajaliwale | Parent Representative | |
| 6 | Smt. Anuradha Thombre | Alumni Representative | |
| 7 | Smt. Vasanti Joshi | Teacher Representative | |
| 8 | Dr. Priya Jamkar | Teacher Representative | |
| 9 | Mr. Ravi Hande | Teacher Representative | |
| 10 | Dr. Rajettri Kulkarni | Teacher Representative | |
| 11 | Smt. Bharati Sardesai | Office Representative | |
| 12 | Miss Vaishnavi Gaikwad | Student Representative | |

Members not in attendance with prior intimation are included:

| | | |
|---|-------------------------|---------------------------|
| 1 | Dr. Nalini Patil | Management Representative |
| 2 | Smt. Kishori Gadre | Industry Representative |
| 3 | Dr. Gauri Devasthali | External Academic Expert |
| 4 | Smt. Shailaja Deshpande | NGO Representative |

1. **Agenda** 1: To confirm the minutes of earlier meeting

Resolution: The minutes of the previous meeting dated 2nd May 2018, were placed before the meeting and they were approved by the committee.

2. To welcome newly appointed members of IQAC

Note: The IQAC of the College as per the new NAAC Guidelines of May 2018 is approved by the SNDT Women's University, Mumbai for two years 2018-2020.

Dr. Madhavi Kulkarni gave brief introduction of the members to the committee. She welcomed all members in IQAC.

- Dr. Anand G. Jumle, Principal and Chairman of IQAC
- Dr. Madhavi Kulkarni, Vice Principal and Associate Professor of Commerce
- Dr. Madhura Joshi, Head and Associate Professor of Economics
- Dr. Nalini Patil, Management Representative
- Dr. Hrushikesh Soman, Principal, Symbiosis College of Arts and Commerce, Pune
- Smt. Gauri Devasthale, IQAC Coordinator, Abeda Inamdar College, Pune
- Mrs. Kishori Gadre, Local Representative
- Mrs. Shailaja Deshpande, NGO Representative
- Mrs. Suchita Gangajaliwale, Parents' Representative
- Mrs. Anuradha Thombre, Alumni Representative
- Mrs. Vasanti Joshi, Associate Professor of Commerce
- Dr. Priya Jamkar, Head and Assistant professor of Marathi
- Mr. Ravi Hande, Head and Assistant professor of Geography
- Dr. Rajetri Kulkarni, Head and Assistant professor of Drawing and Painting
- Smt. Bharati Sardesai, Administration Representative
- Miss Vaishnavi Gaikwad, GS, Students' Council

3. To put final draft of AQAR 2017-18 before IQAC and get approval for submission to NAAC

The final draft of the AQAR for the year 2017-18 was placed before the meeting for discussion and approval. The draft was approved by the committee.

4. To present the Action Taken Report from June 2018 till date in front of IQAC:

Dr. Madhavi Kulkarni and Dr. Madhura Joshi presented the action taken report before the committee.

Monthly Report of NAAC Activities: June- July 2018

| Criteria | Names of Team Members | Activities Completed | On-Going and Planned Activities |
|-------------|--|--|---|
| Criterion 1 | Dr. Rajetri Kulkarni Dr. S. Wavalkar Mrs. Jyoti Kulkarni | Circulated the feedback forms of parents and students GST value-added course. | 158 students and 133 parents responded Digital Art Value added course. |
| Criterion 2 | Dr. Smita Deshpande Dr. Prajakta Bhadgoankar Dr. Rohini Bhoite | Pos, PSOs, Cos defied and conveyed to students, Result analysis, Examination committee | Google Classrooms, Mentoring Internal Assessment-Schedule |
| Criterion 3 | Dr. Manasi Rajhans Dr. Anjali Kadam Dr. Priya Jamkar | Paper bag distribution | Pink pouches making workshops Seminar on IPR |
| Criterion 4 | Smt. M. Bade Mr. Ashok Kokate Dr. Madhuri Pant | Email addresses collection for Library database, NAAC Room, Hostel coordination | Library orientation, Infrastructure requirement survey |
| Criterion 5 | Mrs. Vasanti joshi Dr. Mrunalini Ghatage Mrs. Minakshi Baswant | On-Line Alumni Registration, Alumni Meet | Student-led Cleanliness Drive, Placement Classrooms, Industry-Academia |
| Criterion 6 | Dr. Anand Jumle Dr. Madhavi Kulkarni | Committee organization established for decentralization Workshop Google Classroom Workshop on E-Contents Development | FDPs, AAA 7 teaching faculty members attended the workshop |
| Criterion 7 | Dr. Madhura Joshi Mr. Ravindra Hande Mrs. Bhakti Prabhudesai | Workshops: Eco-Friendly Paper Bags Pink Pouch making Handbooks of Code of Conduct, Students' Handbook | Pink Pouch making Workshops to the Senior College and junior college students, Audio study material for blind students |

The Committee appreciated the efforts of the college.

5. To present the future plan of action of IQAC:

Dr. Madhavi Kulkarni presented the Criterion wise plan of action before the committee. The contents are as given in the following table:

| Sr. No. | Action Plan | Dates |
|---------------|---|------------------------------------|
| Criterion I | | |
| 1 | Value Added GST Workshop of 20 Hrs. By ICAI | July-August 2018 |
| 2 | Feedback of Teachers | September 2018 |
| 3 | Feedback of Employers | January 2019 |
| Criterion II | | |
| 4 | Students' Satisfaction Survey | February 2019 |
| 5 | Mentoring Sessions | July-Feb 2019 |
| 6 | Bridge Course Mathematics (BCA) | July-Jan 2019 |
| 7 | ICT in Education-Google Classrooms | June-Feb 2019 |
| Criterion IV | | |
| 8 | E Books and E-Resources Database | October 2018 and March 2019 |
| 9 | Remote access to E-Resources of the library to Teachers and Students | March 2019 |
| Criterion V | | |
| 10 | Alumni Association – Exhibition, Alumni-Led Programme on Karve Jayanti | 18-19 December 2018, 18 April 2019 |
| 11 | Employability Skills Enhancement Course: Tata Strive | August 2018 to November 2018 |
| 12 | Department-Wise Alumni-Led Programmes | September 2018 to February 2019 |
| Criterion VI | | |
| 13 | Faculty Development Programme- E-Content Development | September 2018 |
| 14 | Faculty Development: Administrative Staff – Google Drives and Digital Documentation | September 2018 |
| Criterion VII | | |
| 15 | Gender sensitization: short course | 29-31 August 2018 |
| 16 | Nature Club | October 2018 to March 2019 |

The plan was approved by the committee.

6. Any other matter with the permission of Chair:

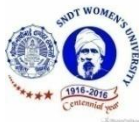
- Dr. Hrishikesh Soman suggested going for Autonomy before the next cycle of accreditation. The College Committee members decided to give a thought to this suggestion.
- The following tentative schedule of the meetings of IQAC for the academic year 2018-19 was informed to the members present.
Second meeting: Last week of October 2018
Third meeting: Third week of January 2019
Forth meeting: Last week of April 2019



(Dr. Madhura Joshi)
IQAC Coordinator



(Dr. Anand G. Jumle)
Chairman



SNDT Arts and Commerce College for Women, Pune

Agenda and Minutes of the Internal Quality Assurance Cell Meeting

Date: 31 August 2018

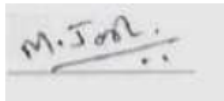
Time: 11.30 a.m.

Venue: SNDT Arts and Commerce College for Women, Karve Road, Pune

Action Taken Report:

| Criteria | Activities Completed | Description and Future Activities |
|-------------|---|--|
| Criterion 1 | <ol style="list-style-type: none"> 1. Circulated the feedback forms of parents and students 2. GST value-added course. 3. Geography BA I and Economics BA II English Mediums. | <ol style="list-style-type: none"> 1. 158 students and 133 parents responded 2. Digital Art Value added course. And SWAYAM add-on Courses were introduced. |
| Criterion 2 | <ol style="list-style-type: none"> 1. Pos, PSOs, Cos defied and conveyed to students 2. Result analysis 3. Examination committee | <ol style="list-style-type: none"> 1. Google Classrooms by all permanent teachers 2. Mentoring sessions started 3. Internal Assessment-Schedule |
| Criterion 3 | <ol style="list-style-type: none"> 1. Extension Activity of all: Paper bag distribution | <ol style="list-style-type: none"> 1. Pink pouches making workshops in Jr. College, Schools 2. Seminar on IPR |
| Criterion 4 | <ol style="list-style-type: none"> 1. Email addresses collection for Library database 2. NAAC Room 3. Audio system in room 13 4. Hostel coordination | <ol style="list-style-type: none"> 1. Library orientation 2. Infrastructure requirement survey |
| Criterion 5 | <ol style="list-style-type: none"> 1. On-Line Alumni Registration 2. Alumni Meet on Foundation Day | <ol style="list-style-type: none"> 1. Student-led Cleanliness Drive 2. Placement Classrooms 3. Seminar on Industry-Academia Interrelation |
| Criterion 6 | <ol style="list-style-type: none"> 1. Committee organization established for decentralization 2. Workshop Google Classroom 3. Workshop on E-Contents Development: 7 teaching faculty members attended the workshop | <ol style="list-style-type: none"> 1. Faculty Development: Non-Teaching Google facilities 2. FDPs 3. AAA |

| | | |
|-------------|--|--|
| Criterion 7 | <ol style="list-style-type: none">1. Workshops on Environment Friendly Activities: eco-Friendly Paper Bags and Pink Pouch2. Journal for Blind students,3. Registration of Reader-writer Club4. Handbooks of Code of Conduct, Students' Handbook | <ol style="list-style-type: none">1. Pink Pouch making Workshops to the Senior College and junior college students,2. Audio study material for blind students |
|-------------|--|--|



(Dr. Madhura Joshi)
IQAC Coordinator



(Dr. Anand G. Jumle)
Chairman



SNDT Arts and Commerce College for Women, Pune

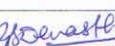

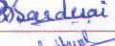

Minutes of IQAC Meeting

Date: 1 November 2018

Time: 11.00 a.m.

Venue: SNDT Arts and Commerce College for Women, Karve Road, Pune

The 2nd meeting of the IQAC of SNDT Arts and Commerce College for Women, Pune for the year 2018-19 was held on 1 November 2018 at 11.00a.m. in the College. Following members were present:

| Sr. No. | Name | Category | Signature |
|---------|----------------------------|---------------------------|---|
| 1 | Dr. Anand Jumle | Chairman |  |
| 2 | Dr. Madhavi Kulkarni | Coordinator |  |
| 3 | Dr. Madhura Joshi | Teacher Representative |  |
| 4 | Dr. Nalini Patil | Management Representative | |
| 5 | Smt. Gauri Devasthale | External Academic Expert |  |
| 6 | Smt. Suchita Gangajaliwale | Parent Representative |  |
| 7 | Smt. Anuradha Thombre | Alumni Representative |  |
| 8 | Smt. Vasanti Joshi | Teacher Representative |  |
| 9 | Dr. Priya Jamkar | Teacher Representative |  |
| 10 | Mr. Ravi Hande | Teacher Representative |  |
| 11 | Dr. Rajetri Kulkarni | Teacher Representative |  |
| 12 | Smt. Bharati Sardesai | Office Representative |  |
| 13 | Miss. Vaishnavi Gaikwad | Student Representative |  |

Members not in attendance with prior intimation are included:

| | | |
|---|-------------------------|--------------------------|
| 1 | Dr. Hrishikesh Soman | External Academic Expert |
| 2 | Smt. Kishori Gadre | Industry Representative |
| 3 | Smt. Shailaja Deshpande | NGO Representative |

Agenda Item 1: To consider and approve the minutes of the last Meeting.

The minutes of the previous meeting were circulated to the members along with the notice of the meeting.

Information and Discussion:

Resolution: The minutes of the previous meeting dated 31 August 2018, were placed before the meeting by Dr. Madhura Joshi; and, were approved by the committee.

Agenda Item 2: To present the Action Taken Report from August 2018 till date in front of IQAC

Discussion: The following action taken report was presented in the meeting by Dr. Madhavi Kulkarni. Mrs. Gauri Dewasthale suggested measuring the outcome and application of every initiative of IQAC by specifically mentioning the objectives. She also suggested to undertaking SWOC for mentoring.

Monthly Report of NAAC Activities: August-October 2018

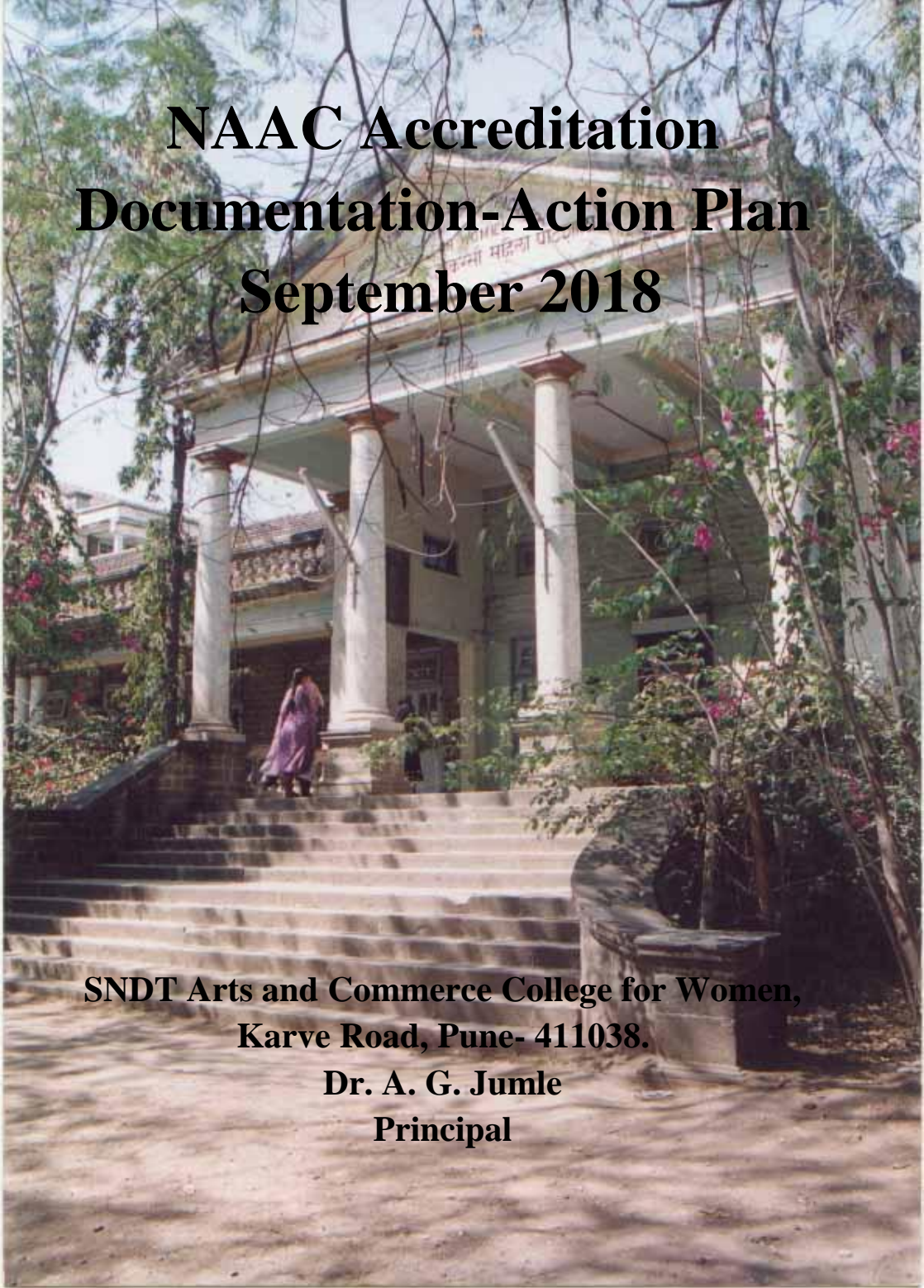
| Criteria | Names of Team Members | Activities Completed | On-Going and Planned Activities |
|-----------------|--|--|---|
| Criterion 1 | Dr. Rajettri Kulkarni Dr. S. Wavalkar Mrs. Jyoti Kulkarni | Digital Art Value added course. SWAYAM add-on Courses students' registration completed and orientation to students about courses in August 2018 done. Teachers' Feedback 2017-18 completed | Teaching and CEI templates for Second term sent to teachers Old and New Syllabuses documentation. Data compilation of previous years started. |
| Criterion 2 | Dr. Smita Deshpande Dr. Prajakta Bhadgoankar Dr. Rohini Bhoite | Internal Assessment-Schedule completed Google classrooms of permanent teachers activated Mentoring sessions started | Teacher-student exchange policy, Data compilation of previous years started Reports of first term mentoring, ICT Education and Teaching-Learning Methods. |
| Criterion 3 | Dr. Manasi Rajhans Dr. Anjali Kadam Dr. Priya Jamkar | Pink pouches making workshops in Jr. College, Schools | Data for collecting researcher interests of Teachers |

| | | | |
|-------------|--|--|---|
| | | Seminar on IPR | Research Paper Competition for teachers and Advance Learners by Research Cell |
| Criterion 4 | Smt. M. Bade Mr. Ashok Kokate Dr. Madhuri Pant | Email addresses collection for Library database, NAAC Room, Audio system in room 13, Hostel coordination | Library orientation, Infrastructure requirement survey |
| Criterion 5 | Mrs. Vasanti joshi Dr. Mrunalini Ghatage Mrs. Minakshi Baswant | On-Line Alumni Registration, Alumni Meet, Industry-Academia, Aptitude testing of Final year students | Placement Classrooms, Schedule of Remedial Courses, Meeting of Alumni, Tata Strive Course |
| Criterion 6 | Dr. Anand Jumle Dr. Madhavi Kulkarni | AAA Committee formed 7 teaching faculty members attended the workshop, Brainstorming Session on QLMs organized for teachers of the College and of Balaji College of Commerce and Science in October 2018 | Faculty Development: Non-Teaching Google facilities, FDP: 16 teachers are undergoing Online Workshop on M-mobile Learning of SNDT and NHRD (19 October 18 to 2 November 18) |
| Criterion 7 | Dr. Madhura Joshi Mr. Ravindra Hande Mrs. Bhakti Prabhudesai Mr. Pravin Gaikwad | Pink Pouch making Workshops to the Senior College and junior college students | Provision of writers to blind and physically challenged students Audio study material for blind students Green Audit survey |

Resolution: The action taken report was approved by the members present in the Meeting.

Agenda Item 3: To present the future plan of action of IQAC

Discussion: The following Documentation Action Plan prepared by IQAC for the documentation of the forthcoming NAAC Assessment of the College in the year 2020 was presented before the Meeting.



NAAC Accreditation Documentation-Action Plan September 2018

**SNTD Arts and Commerce College for Women,
Karve Road, Pune- 411038.**

**Dr. A. G. Jumle
Principal**

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Criterion I

| Work sheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|---------------------------------|---|--|---|--|--|
| 1.1.1 | Syllabus from University | Each Year from the website | - | October end of each year | Dr. Shivdatta Wavalkar |
| 1.1.2 | Each Department | Yearly | HOD of Each Department | October end of each year | Dr. Rajetri Kulkarni |
| 1.1.3 | Information about full time teacher's in various bodies of university | Yearly | HOD of Each Department | January end of each year | Dr. Rajetri Kulkarni |
| 1.2.1 | New Courses Introduced | Yearly | HOD of Each Department | July end of each year | Dr. Shivdatta Wavalkar |
| 1.2.2 | CBCS /Elective Courses | Yearly | Respective Departments | End of semester and Start of next Semester (November and April) | Dr. Shivdatta Wavalkar |
| 1.2.3 | Certificate/Diploma/Add-on/Value add Programs | Yearly | Respective Departments | End of semester and Start of next Semester (November and April) | Dr. Rajetri Kulkarni |
| 1.3.1 | Social Issues in Curriculum | Yearly | Respective Departments | End of semester (November last week and April third week) | Dr. Rajetri Kulkarni & Dr. Shivdatta Wavalkar |
| 1.3.2 | Value added courses-Life Skills | Yearly | Respective Departments | End of semester (November last week and April third week) | Mrs. Jyoti Kulkarni |

| | | | | | |
|-------|----------------------------|-------------|------------------------|---|--|
| 1.3.3 | Field Projects/Internships | Half Yearly | Respective Departments | End of academic year (April last week) | Mrs. Jyoti Kulkarni |
| 1.4.1 | Feedback | Yearly | All stake holders | End of academic year (April last week) | Dr. Rajetri Kulkarni and Mrs. Jyoti Kulkarni |
| 1.4.2 | Feedback Processes | Yearly | All stake holders | End of academic year and start of new academic year (April last week to July second week) | Dr. Rajetri Kulkarni, Mrs. Jyoti Kulkarni and Dr. Shivdatta Wavalkar |

Criterion II

| Worksheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|--------------------------------|---|--|---|--|--|
| 2.1.1 | Avg. students from other state & countries | Yearly | Office (Gosavi sir) | Sept. end of each year | Dr. Bhoite |
| 2.1.2 | Avg. enrollment % | Yearly | Office | Sept. end of each year | Dr. Bhoite |
| 2.1.3 | Seats available & filled for Res. | Yearly | Office | Sept. end of each year | Dr. Bhoite |
| 2.2.2 | Number of full time Teachers & students | Yearly | Office | Sept. end of each year | Dr. Bhoite |
| 2.2.3 | Divyangjan data | Yearly | Office & concerned student | Sept. end of each year | Dr. Bhoite |
| 2.3.2 | Use of ICT | Yearly | College Admin, Teachers | At the end of year (Feb/March) | Dr. S. Deshpande |
| 2.3.3 | Ratio of Mentor mentee | Yearly | Teachers | At the end of year (Feb/March) | Dr. S. Deshpande |
| 2.4.1 | Teacher Profile and Quality | Yearly | Teachers | Sept. | Dr. Smita Deshpande |
| 2.4.2 | Average percentage of full time teachers with Ph.D. during the last five years | Yearly | Office/ Respective teachers | Sept. | Dr. Smita Deshpande |
| 2.4.3 | Average teaching experience of full time teachers in number of years | Yearly | Respective teachers | Sept. | Dr. Smita Deshpande |
| 2.4.4 | Average percentage of full time teachers who received awards, recognition, fellowships at | Yearly | Respective teachers | Sept. | Dr. Smita Deshpande |

| | | | | | |
|-------|---|--------|---|-------|--|
| | State, National, International level from Government, recognised bodies during the last five years | | | | |
| 2.4.5 | Average percentage of full time teachers from other States against sanctioned posts during the last five years | Yearly | Respective teachers | Sept. | Dr. Smita Deshpande |
| 2.6.3 | Average pass percentage of students | Yearly | Office | July | Dr. Prajakta Bhadgaonkar |
| 2.7.1 | Online student satisfaction survey regard to teaching learning process (all currently enrolled students). (Online survey to be conducted and details of the students in the format mentioned below should be uploaded). | Yearly | Details regarding mail id will be taken from the office | Feb. | Dr. Smita Deshpande Dr. Rohini Bhoite Dr. Prajakta Bhadgaonkar |

Criterion III

| Worksheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|--------------------------------|--|--|---|--|--|
| 3.1 Resource Mobilization | Grants for research ,no. of res.proj.per teacher | 6 monthly Around last week of Oct and April | From teacher / office | Within 6 month By the end of sem I and sem II | Dr. Rajhans |
| 3.2 | Innovation eco system ,Incubation center ,IPR, IAI | 6 monthly Around last week of Oct and April | College off., teacher | Within 6 month By the end of sem I and sem II | Dr. Rajhans |
| 3.3 | Research Publication, awards per teacher, books and chapter, plagiarism, incentives to teacher | 6 monthly Around last week of Oct and April | From teacher | Within 6 month By the end of sem I and sem II | DR. Priya |
| 3.4 | Extent ion activity In neighborhood community , awards and recognition ,NSS,NCC,percent students | 6 monthly Around last week of Oct and April | From teachers ,depts. NSS,NCC | Within 6 month By the end of sem I and sem II | Dr. Anjali |
| 3.5 | Collaboration , linkages and MOU | 6 month Around last week of Oct and April | From office, teachers | Within 6 month By the end of sem I and sem II | Dr. Anjali |

Documentation of the record of previous year will be completed in the last week of April 2019.

Criterion IV

| Worksheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|--------------------------------|--|--|--|--|--|
| 4.1.3 | 4.1.3 Percentage of classrooms and seminar halls with ICT -enabled facilities such as smart class, LMS, etc. | *6 monthly September last week- *February first week | *Office *BCA Dept. | Within six months *October second week *March second week | *Madhuri Pant |
| 4.1.4 | 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years | *6 monthly September last week- *February first week | Office (Accounts section) | Within six months *October second week *March second week | *Meherarti Bade |
| 4.2.3 | 4.2.3 Does the institution have the following: 1.e-journals 2.e-ShodhSindhu 3.Shodhganga membership 4.e-books 5.Databases | *6 monthly September last week- *February first week | *Knowledge Resource Centre, SNTD Women's University, Pune Campus *Departmental Library | Within six months *October second week *March second week | *Ashok Kokate |
| 4.2.4 | 4.2.4 Average annual expenditure for purchase of books and journals during the last five years | *6 monthly September last week- *February first week | *Knowledge Resource Centre, SNTD Women's University, Pune Campus *(Office-Accounts section) | Within six months *October second week *March second week | *Meherarti Bade |
| 4.2.5 | 4.2.5 Availability | *6 monthly | **Knowledge | Within six | *Ashok |

| | | | | | |
|-------|---|--|---|---|-----------------|
| | of remote access to e-resources of the library | September last week- *February first week | Resource Centre, SNTD Women's University, Pune Campus *BCA *Departmental Libraries | months *October second week *March second week | Kokate |
| 4.2.6 | 4.2.6 Percentage per day usage of library by teachers and students (4) | *6 monthly September last week- *February first week | **Knowledge Resource Centre, SNTD Women's University, Pune Campus *Departmental Libraries | Within six months *October second week *March second week | *Ashok Kokate |
| 4.3.4 | 4.3.4 Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS) | *6 monthly *September last week- *February first week | *Knowledge Resource Centre, SNTD Women's University, Pune Campus *Departmental Libraries | Within six months *October second week *March second week | *Madhuri Pant |
| 4.4.1 | 4.4.1 Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years | *6 monthly *September last week- *February first week | Office (Accounts section) | Within six months *October second week *March second week | *Meherarti Bade |

Criterion V

| Work sheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|------------------------------------|--|---|--|---|---|
| 5 | Student Support and Progression (130) | | | | |
| 5.1 | Student Support (50) | | | | |
| 5.1.1 | Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (12) | Past record on or before 14 th Sep 2018 Then annually on or before 2 nd week of March | Office Past Record- Stati. Infor., annual report & AQR | Immediately after filling information for past record and then annually before 30 th March | M B |
| 5.1.2 | Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years (12) | Past record on or before 14 th Sep 2018, Then annually on or before 2 nd week of March | Office- Accounts section annual report & AQR | Immediately after filling information for past record and then annually before 30 th March | M B |
| 5.1.3 | Number of capability enhancement and development schemes (10) | | | | |
| 1 | Guidance for competitive | Past record on or before | Annual report & | Immediately after filling | M G |

| | | | | | |
|---|------------------------|--|---------------------------------------|---|-----|
| | examinations | 14 th Sep 2018 Then annually on or before 2 nd week of March | AQAR Geo- R H | information for past record and then annually before 30 th March | |
| 2 | Career Counselling | Past record on or before 21 st Sep 2018 Then annually on or before 2 nd week of March | Annual report & AQAR S D & V J | Immediately after filling information for past record and then annually before 30 th March | M G |
| 3 | Soft skill development | Past record on or before 28 th Sep 2018 Then annually on or before 2 nd week of March | Annual report & AQAR M J | Immediately after filling information for past record and then annually before 30 th March | M G |
| 4 | Remedial Coaching | Past record on or before 12 th Oct 2018 Then annually on or before 2 nd week of March | Dept.s M G & R B | Immediately after filling information for past record and then annually before 30 th March | M G |
| 5 | Language lab | Past record on or before 14 th Sep 2018 Then annually on or before 2 nd week of | Eng Dept M G | Immediately after filling information for past record and then annually before 30 th | V J |

| | | | | | |
|-------|---|--|---|---|----------------------|
| | | March | | March | |
| 6 | Bridge courses | Past record on or before 21 st Sep 2018 Then annually on or before 2 nd week of March | Office- Accounts & BCA | Immediately after filling information for past record and then annually before 30 th March | V J |
| 7 | Yoga and Meditation | Past record on or before 28 th Sep 2018 Then annually on or before 2 nd week of March | AQAR V J & R R | Immediately after filling information for past record and then annually before 30 th March | V J |
| 8 | Personal Counselling | Past record on or before 12 th Oct 2018 Then annually on or before 2 nd week of March | AQAR Psy. Dep M R & P B | Immediately after filling information for past record and then annually before 30 th March | V J |
| 5.1.4 | Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years (10) | Past record on or before 20 th Oct 2018 Then annually on or before 2 nd week of March | Annual report & AQAR Geo- R H & S D | Immediately after filling information for past record and then annually before 30 th March | M G |
| 5.1.5 | Average percentage of students benefitted by Vocational Education and Training(VET) | ?? | ?? | ?? | Need to discuss with |

| | | | | | |
|-------|--|--|---|---|--------------------------|
| | during the last five years (5) | | | | IQAC |
| 5.1.6 | The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (1) | Past record on or before 20 th Oct 2018 Then annually on or before 2 nd week of March | Adm. Head, Grievance Committee and M R | Immediately after filling information for past record and then annually before 30 th March | V J |
| 5.2.1 | Average percentage of placement of outgoing students during the last five years (20) | Past record on or before 20 th Nov 2018 Then annually on or before 2 nd week of March | AQAR On line feed back? | Immediately after filling information for past record and then annually before Feb of next year | M G *Problem area |
| 5.2.2 | Percentage of student progression to higher education (previous graduating batch) (20) | Past record on or before 20 th Nov 2018 Then annually on or before 2 nd week of March | AQAR On line feed back? | Immediately after filling information for past record and then annually before Feb of next year | V J *Problem area |
| 5.2.3 | Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOFEL/Civil Services/State government examinations) | Past record on or before 20 th Nov 2018 Then annually on or before 2 nd week of March | AQAR On line feed back? | Immediately after filling information for past record and then annually before Feb of next year | M G *Problem area |

| | | | | | |
|-------|---|--|---|---|---|
| | (5) | | | | |
| 5.3.1 | Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during the last five years (15) | Past record on or before 20 th Nov 2018 Then annually on or before 2 nd week of March | AQAR In-charge Student Council And Sports- R R | Immediately after filling information for past record and then annually before Feb of next year | V J (Shall we record NCC as special feature) |
| 5.4.2 | Alumni contribution during the last five years (4) (Rs 1 lakh and above) | -- | -- | -- | M B Problem area |
| 5.4.3 | Number of Alumni Association /Chapters meetings held during the last five years (2) | Past record on or before 21 st Sep 2018 Then annually on or before 15 th April | Annual report & AQAR Minute book | Immediately after filling information for past record and then annually before 20 th April | M B |

All the three members were present. After discussion on different key aspects the team decided that:

1. As per the schedule the team will start with 5.1.1, 5.1.2 and 5.1.3
2. In the first week the member will study assigned criterion aspect and as a team they will discuss to find out ways. Where ever required they will seek guidance from the Principal and IQAC to resolve issues.
3. Smt Baswant will collect the information for 5.1.1 and 5.1.2 in the span of 15 days
4. Dr. Mrinalini Ghatage will focus on point 1 to 4 from 5.1.3 in the span of 15 days
5. Smt. Vasanti Joshi will focus on point 5 to 8 from 5.1.3 in the span of 15 days
6. It was decided that in the next meeting the team will try to identify problem areas to address the Principal and IQAC and will discuss regarding Alumni Association and fix up the initial meeting for taking necessary steps.

Criterion VI

| Worksheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|--------------------------------|--|--|---|--|--|
| 6.2.3 | Implementation of e-governance in areas of operation | Once in 5 Years | | | Dr. Madhavi Kulkarni |
| | Planning and Development | | Office | After Implementation | |
| | Administration | | Office | After Implementation | |
| | Finance and Accounts | | Office | March 2019 | |
| | Student Admission and Support | | Office | March 2019 | |
| | Examination | | Office | March 2019 | |
| 6.3.2 | Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies | Yearly | Office | Past Record by March 2019 Every year in March | Dr. Madhavi Kulkarni |
| 6.3.3 | Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff | Yearly | IQAC And Office (for Non-Teaching Staff) | Past Record by March 2019 Every year in March | Dr. Madhavi Kulkarni |
| 6.3.4 | Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs | Yearly | Teachers | Past Record by October 2018 Every year in March | Dr. Madhavi Kulkarni |

| | | | | | |
|-------|--|--------|------------|--|--|
| 6.4.2 | Funds / Grants received from non-government bodies, individuals, philanthropists | Yearly | Office | Past Record by October 2018 Every year in March | Dr. Madhavi Kulkarni |
| 6.5.3 | Average number of quality initiatives by IQAC per year for promoting quality culture | Yearly | IQAC | Past Record by October 2018 Every year in March | Dr. Madhavi Kulkarni |
| 6.5.4 | Quality assurance initiatives of the institution | | | | |
| | AAA / ISO/ NBA | Yearly | University | Every year in March | Dr. Anand Jumle and Dr. Madhavi Kulkarni |
| | Regular meeting of Internal Quality Assurance Cell (IQAC) | Yearly | IQAC | Past Record by October 2018 Every year in March | Dr. Madhavi Kulkarni |
| | Timely submission of Annual Quality Assurance Report (AQAR) to NAAC | Yearly | IQAC | Past Record by October 2018 Every year in March | Dr. Madhavi Kulkarni |
| | Feedback collected, analysed and used for improvements | Yearly | IQAC | Past Record by October 2018 Every year in March | Dr. Madhavi Kulkarni |

Criterion VII

| Worksheet No. (Key Aspect No.) | Information | When to collect? Periodicity (Yearly/ Once in 5 Years / Monthly) | From whom (Teachers / Office / Past Record) | When will documentation be completed? (Annually/ Immediately/ within 6 months) | Who will Collect (Teacher member from the Criterion) |
|--------------------------------|--|--|---|--|--|
| 7.1.1 | Gender equity promotion programme | Yearly/ in the month of March | Teachers + Past Record | April Annually | Dr.Madhura Joshi |
| 7.1.3 | Energy requirement | Yearly/ in the month of March | Office | April Annually | Mr.Hande |
| 7.1.4 | Annual Lightning power requirement met through LED | Yearly/ in the month of March | Office | April Annually | Mr.Hande |
| 7.1.8 | Green Initiative and west management | Yearly/ in the month of March | Teachers | April Annually | Mr.Hande |
| 7.1.9 | Divyangjan Friendliness | Yearly/ in the month of March | Teachers Office | April Annually | Mrs. Prabhudesai |
| 7.1.10 | Locational Advantages and Disadvantages | Yearly/ in the month of March | Teachers | April Annually | Dr.Madhura Joshi |
| 7.1.11 | Contribute to local community | Yearly/ in the month of March | Teachers | April Annually | Dr.Madhura Joshi |
| 7.1.12 | Code of conduct | Once in 5 Years | BCA Department, BVA | Next Month | Mrs. Prabhudesai |
| 7.1.13 | Human Values & Professional Ethics Display | Yearly/ in the month of March | BCA Department, BVA | April Annually | Mrs. Prabhudesai |
| 7.1.14 | Human Values & Professional Ethics Activity | Yearly/ in the month of March | Teachers | April Annually | Mr.Hande |
| 7.1.15 | Human Values & Professional Ethics Course | Yearly/ in the month of March | Teachers | April Annually | Dr. Madhura Joshi |

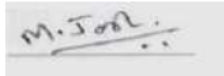
| | | | | | |
|--------|--|-------------------------------|----------|----------------|------------------|
| 7.1.16 | Human Values & Professional Ethics Institutional Functioning | Yearly/ in the month of March | Teachers | April Annually | Mrs. Prabhudesai |
| 7.1.17 | Activity for universal Values | Yearly/ in the month of March | | April Annually | Mrs. Prabhudesai |

Dr. Madhavi Kulkarni informed that AAA of the College for the academic year 2017-18 is scheduled in the month of December 2018. Mrs. Gauri Dewasthale suggested that the AAA shall be completed before submitting and uploading the AQAR every year.

Resolution:

The members present in the Meeting approved the Documentation Action Plan.

The Meeting ended with the Thanks to Chair.



(Dr. Madhura Joshi)
IQAC Coordinator



(Dr. Anand G. Jumle)
Chairman

Date: 2 November 2018

Action Taken Report of NAAC Activities: August-October 2018

| Criteria | Names of Team Members | Activities Completed | On-Going and Planned Activities |
|-------------|--|--|--|
| Criterion 1 | Dr. Rajetri Kulkarni Dr. S. Wavalkar Mrs. Jyoti Kulkarni | Digital Art Value added course. SWAYAM add-on Courses students' registration completed and orientation to students about courses in August 2018 done. Teachers' Feedback 2017-18 completed | Teaching and CEI templates for Second term sent to teachers Old and New Syllabuses documentation. Data compilation of previous years started. |
| Criterion 2 | Dr. Smita Deshpande Dr. Prajakta Bhadgoankar Dr. Rohini Bhoite | Internal Assessment-Schedule completed Google classrooms of permanent teachers activated Mentoring sessions started | Teacher-student exchange policy, Data compilation of previous years started Reports of first term mentoring, ICT Education and Teaching-Learning Methods. |
| Criterion 3 | Dr. Manasi Rajhans Dr. Anjali Kadam Dr. Priya Jamkar | Pink pouches making workshops in Jr. College, Schools Seminar on IPR | Data for collecting researcher interests of Teachers Research Paper Competition for teachers and Advance Learners by Research Cell |
| Criterion 4 | Smt. M. Bade Mr. Ashok Kokate Dr. Madhuri Pant | Email addresses collection for Library database, NAAC Room, Audio system in room 13, | Library orientation, Infrastructure requirement survey |

| | | | |
|-------------|--|---|---|
| | | Hostel coordination | |
| Criterion 5 | Mrs. Vasanti joshi Dr. Mrunalini Ghatage Mrs. Minakshi Baswant | On-Line Alumni Registration, Alumni Meet, Industry- Academia, Aptitude testing of Final year students | Placement Classrooms, Schedule of Remedial Courses, Meeting of Alumni, Tata Strive Course |
| Criterion 6 | Dr. Anand Jumle Dr. Madhavi Kulkarni | AAA Committee formed 7 teaching faculty members attended the workshop, Brainstorming Session on QLMs organized for teachers of the College and of Balaji College of Commerce and Science in October 2018 | Faculty Development: Non-Teaching Google facilities, FDP: 16 teachers are undergoing Online Workshop on M- mobile Learning of SNTD and NHRD (19 October 18 to 2 November 18) |
| Criterion 7 | Dr. Madhura Joshi Mr. Ravindra Hande Mrs. Bhakti Prabhudesai Mr. Pravin Gaikwad | Pink Pouch making Workshops to the Senior College and junior college students | Provision of writers to blind and physically challenged students Audio study material for blind students Green Audit survey |



SNDT Arts and Commerce College for Women, Pune
Agenda and Minutes of the Internal Quality Assurance Cell Meeting

Date: 30 January 2019

Time: 10.30 a.m.

Venue: SNDT Arts and Commerce College for Women, Karve Road, Pune

Minutes of Meeting:



SNDT Arts and Commerce College for Women, Pune

Minutes of IQAC Meeting

Date: 30 January 2019

Time: 10.30 a.m.

Venue: SNDT Arts and Commerce College for Women, Karve Road, Pune

The 2nd meeting of the IQAC of SNDT Arts and Commerce College for Women, Pune for the year 2018-19 was held on 30 January 2019 at 10.30 a.m. in the College. Following members were present:

| Sr. No. | Name | Category | Signature |
|---------|----------------------------|---------------------------|-----------|
| 1 | Dr. Anand Jumle | Chairman | |
| 2 | Dr. Madhavi Kulkarni | Coordinator | |
| 3 | Dr. Madhura Joshi | Teacher Representative | |
| 4 | Dr. Nalini Patil | Management Representative | |
| 5 | Smt. Shailaja Deshpande | NGO Representative | |
| 6 | Smt. Suchita Gangajaliwale | Parent Representative | |
| 7 | Smt. Anuradha Thombre | Alumni Representative | |
| 8 | Smt. Vasanti Joshi | Teacher Representative | |
| 9 | Dr. Priya Jamkar | Teacher Representative | |
| 10 | Mr. Ravi Hande | Teacher Representative | |
| 11 | Dr. Rajetri Kulkarni | Teacher Representative | |
| 12 | Smt. Bharati Sardesai | Office Representative | |
| 13 | Miss Vaishnavi Gaikwad | Student Representative | |

Members not in attendance with prior intimation are included:

| | | |
|---|-----------------------|--------------------------|
| 1 | Dr. Hrishikesh Soman | External Academic Expert |
| 2 | Smt. Gauri Devasthale | External Academic Expert |
| 3 | Smt. Kishori Gadre | Industry Representative |



Agenda Item 1: To consider and approve the minutes of the last Meeting.

The minutes of the previous meeting were circulated to the members along with the notice of the meeting.

Agenda 1 and 2: To confirm the minutes of earlier meeting and the action taken report

Resolution: The minutes of the previous meeting dated 1 November 2018 and action taken report, were placed before the meeting and they were approved by the committee.

Dr. Madhavi Kulkarni, Vice Principal introduced each member to Mrs. Shailaja Deshpande, External Representative of IQAC. She also introduced Dr. Smita Deshpande, and Smt. Mehararti Bade as special invitees to represent criterion II and IV respectively.

| Name of Special Invitee | Signature |
|-------------------------|--|
| Dr. Smita Deshpande |  |
| Smt. Mehararti Bade |  |

Mrs. Shailaja Deshpande, Founder of NGO namely Jeevitnadi introduced herself and informed about her social activities.

Agenda 3: Any other matter with the permission of the Chair.

Dr. Madhavi Kulkarni proposed to discuss criterion-wise key activities to be completed and the challenges in doing so. The following is a brief report of the discussions.

1. Dr. Madhavi Kulkarni explained the NAAC procedure, system of assessment, and put forth NAAC process followed by the College. Her emphasis was on criterion wise committees, Students' Centric Approach of NAAC and completion of SSR of the College before January 2020.
2. Dr. Madhavi Kulkarni expressed the need for criterion wise presentations based on marks in weightage, activities conducted, challenges faced, and commitments for completing the work before next meeting. The points discussed were as follows in the order of presentations-

| Criterion with weightage and presented by | Key Activities to be completed | Challenges ahead | To do before next meeting |
|---|--|--|---------------------------------|
| IV- 100 marks Dr. Madhavi Kulkarni | Governance | AAA is pending | Fund raising for Divyanga Ramps |
| I-100 marks Dr. Rajetri Kulkarni | Syllabuses Introduction of Swayam Feedback system | ADD on courses- Insufficient Classrooms so Swayam as suggested by Dr. Madhura Joshi | Time table for Add on courses |
| II-350 marks Dr. Smita Deshpande | Details of Teaching methods, use of ICT, mentoring, format for | Use of Google classroom in more systematic manner | On line survey Documentation |

| | | | |
|--------------------------------|---|---|---|
| III- Dr. Priya Jamkar | Workshop on Patent Two days Research Papers Conference Extension activity of paper bags, pink pouches | Proposed on line survey on blood donation, eye donation, organ donation etc | Smt. Shailaja Deshpande informed about activities of Toxin free Life Style for Skill Development of students |
| IV- Mehararti Bade | Survey of infrastructure facilities was completed Work of budget in progress Library data in process | Acquisition record | Dr. Anand Jumle informed about purchase of smart boards, speaker system, computers and projectors which are to be installed Library data to be updated |
| V-150 marks Mrs. Vasanti Joshi | Student support activities are in progress One day Industry-Academia Interface was conducted Add on courses for career advancement like GST, TATA Strive, Sidhika were organised 3 guest lectures Exhibition | Placement at professional level Updated centre for competitive examinations Alumni Association | Programe of Placement drive Uploading google forms for alumni and last year students Information of 5 alumni on drive QLM |
| VII-Ravindra Hande | Students Handbook Green Audit with third party evaluation in process Extension activity of paper bags, pink pouches, NSS activities Dr. Madhura Joshi informed about Gender Sensatisation short course for FY B. Com on Women and Law Composting and brown leaf | Rain Harvesting Solar Energy Energy Conservation Mrs. Shailaja Deshpande suggested to take advice of Dr. Priyadarshini Karve Mrs. Shailaja Deshpande also suggested activities like river day, adoption of river bank. River walk, research relating to river etc | Displays relating to values |

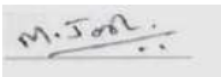
1. To conclude Dr.MadhaviKulkarni suggested reviewing task to be completed before the next meeting. The list is as follows-

| Criterion | Task to do |
|-----------|------------|
|-----------|------------|

| | |
|------|--|
| I | Record of Swayam and schedule of Add on |
| II | Satisfaction Survey |
| III | Research related proofs and plan for extension |
| IV | Library Data |
| V | Use of Google form, Plan for Language Lab, QLM |
| VI | Perspective Plan and AAA, Ramps |
| VII | Green Audit, Displays, Proposal for Divyanga |
| IQAC | Action Taken Report and Documentation |

Resolution: Resolved that the review of the planned and completed activities be taken in every forthcoming IQAC meeting.

The meeting was concluded with permission of Chair and by proposing special vote of thanks to Mrs. Shailaja Deshpande for her valuable contribution.



(Dr. Madhura Joshi)
IQAC Coordinator



(Dr. Anand G. Jumle)
Chairman

Action Taken Report

| Criteria | Names of Team Members | Activities Completed | On-Going and Planned Activities |
|-------------|--|--|--|
| Criterion 1 | Dr. Rajetri Kulkarni Dr. S. Wavalkar Mrs. Jyoti Kulkarni | Teaching and CEI templates for Second term sent to teachers Old and New Syllabuses documentation. Data compilation of previous years started. | 15 January 2019 Prospective Employers' Feedbacks January 2019 |
| Criterion 2 | Dr. Smita Deshpande Dr. Prajakta Bhadgoankar Dr. Rohini Bhoite | Teacher-student exchange policy, Data compilation of previous years started Reports of first term mentoring, ICT Education and Teaching-Learning Methods. | SSSs to be completed by end of January 2019 Mentoring System and Record ICT in Education Teaching and Learning Methods 10 January 2019 |
| Criterion 3 | Dr. Manasi Rajhans Dr. Anjali Kadam Dr. Priya Jamkar | Data for collecting researcher interests of Teachers Research Paper Competition for teachers and Advance Learners by Research Cell | Research Papers and Student-Led Conference January 2019 Data collection through survey Feb 2019 |
| Criterion 4 | Smt. M. Bade Mr. Ashok Kokate Dr. Madhuri Pant | Library orientation, Infrastructure requirement survey | Follow up of Library membership of second and third year students |
| Criterion 5 | Mrs. Vasanti joshi Dr. Mrunalini Ghatage Mrs. Minakshi Baswant | Placement Classroom, Schedule of Remedial Courses, Meeting of Alumni, Tata Strive Course | Student-Led Conference, Report to be submitted January 2019 Placement Remedial Courses |
| Criterion 6 | Dr. Anand Jumle Dr. Madhavi Kulkarni | FDP: 16 teachers completed Online Workshop on M-mobile Learning of SNTD and NHRD (19 October 18 to 2 November 18) | Health Check Up, E-Service Book |
| Criterion 7 | Dr. Madhura Joshi | <i>Sparshdnyan</i> periodical | Green Audit data |

| | | | |
|--|---|--|---|
| | Mr. Ravindra Hande Mrs. Bhakti Prabhudesai Mr. Pravin Gaikwad | form blind students subscribed. Provision of writers to blind and physically challenged students | collection, Poster competition on Environmental Challenges and Issues, Gender sensitization Workshop, Audio study material for blind students |
|--|---|--|---|