



## SNDT Arts and Commerce College for Women, Pune

### Minutes of First IQAC (Internal Committee) Meeting 2019-20

**Date: 11 June 2019**

**Time: 12.30 p.m.**

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

The first meeting of the IQAC (Internal Committee) of SNDT Arts and Commerce College for Women, Pune for the year 2019-20 was held on 11 June 2019 at 12.30 p.m. in the College. Following members were present:

Sr. No.	Name	Category
1	Dr. Anand G. Jumle	Principal and Chairman
2	Dr. Madhavi Kulkarni	Vice Principal, IQAC Coordinator
3	Dr. Madhura Joshi	Head and Associate Professor of Economics
4	Mrs. Vasanti Joshi	Associate Professor of Commerce
5	Mr. Ravindra Hande	Head and Assistant Professor of Geography
6	Dr. Priya Jamkar	Head and Assistant Professor of Marathi
7	Dr. Rajetri Kulkarni	Head and Assistant Professor of Drawing and Painting

**Agenda item 1:** To discuss and approve minutes of previous meeting

The first meeting of the internal IQAC was called and conducted on 11<sup>th</sup> June 2019. The Principal Dr. Anand Jumle welcomed the members for new academic year.

**Resolution:** The minutes of earlier meeting were discussed with the members and approved. Vice Principal Dr. Madhavi Kulkarni and IQAC Coordinator Dr. Madhura Joshi asked the members to discuss and plan the activities for the academic year 2019-20.

**Agenda item 2:** To plan the activities for the year 2019-20

Dr. Madhavi Kulkarni initiated the discussion by informing the members about need to improve the quality in using the Google Classroom.

The members suggested that workshop need to be organized immediately to bring in uniformity in giving the information to the students and also to use it effectively. Mrs. Vasanti Joshi proposed that Dr. Madhavi Kulkarni can guide the members in the workshop and this was seconded by Dr. Madhura Joshi.

**Resolution:**

It was resolved that a Two Day Workshop will be organized immediately in the next week.

**Agenda item 3:** To organise Entry Level Induction Programme

Dr. Madhavi Kulkarni and Mrs. Vasanti Joshi informed the members about new guidelines for conducting Entry Level Induction Programme. With reference to the seminar attended Dr. Madhura Joshi informed the members about proposed items to be covered, introduction about College and other facilities and parents meeting.

**Resolution:**

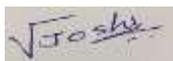
It was proposed to organise one week Entry Level Induction programme in the second week of July.

**Agenda item 4:** To organise Digital Literacy Campaign Mrs. Vasanti Joshi informed the members about proposal of PMC for Digital Literacy Programme. She informed the members about the proposed schedule and topics covered.

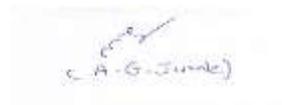
**Resolution:**

It was resolved that members of criterion 3 will prepare the Google form for registration and the criterion 5 will run the programme as per the proposal by Miss Kapure.

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



**for Dr. Madhura Joshi**  
**(IQAC, Coordinator)**



**Dr. Anand Jumle**  
**(Principal)**



## SNTD Arts and Commerce College for Women, Pune

### Minutes of IQAC Meeting

Date: 30 August 2019

Time: 10.30 a.m.

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

The meeting of the IQAC of SNTD Arts and Commerce College for Women, Pune for the year 2019-20 was held on 30 August 2019 at 10.30 a.m. in the College. Following members were present:

Sr. No.	Name	Category	Signature
1	Dr. Anand Jumle	Chairman	30-8-19
2	Dr. Madhavi Kulkarni	Coordinator	mk
3	Dr. Madhura Joshi	Teacher Representative	M. Joshi
4	Dr. Nalini Patil	Management Representative	Nalini Patil 30/8/19
5	Dr. Hemshikesh Soman	External Representative	Hemshikesh Soman 30/8/2019
6	Smt. Shailaja Deshpande	NGO Representative	Shailaja Deshpande 30/8/19
7	Smt. Suchita Gangajaliwale	Parent Representative	S. Gangajaliwale
8	Smt. Anuradha Thombre	Alumni Representative	A. Thombre
9	Smt. Vasanti Joshi	Teacher Representative	V. Joshi
10	Mr. Ravi Hande	Teacher Representative	R. Hande
11	Dr. Rajetri Kulkarni	Teacher Representative	Rajetri Kulkarni
12	Smt. Bharati Sardesai	Office Representative	B. Sardesai
13	Dr. Manasee Rajhans	Special Invitee as Teacher Representative	M. Rajhans

Members not in attendance with prior intimation are included:

1	Smt. Kishori Gadre	Industry Representative
2	Dr. Priya Jamkar	Teacher 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.

The minutes of earlier meeting circulated to the members through email were confirmed by the members. Dr. Madhavi Kulkarni proposed for approval and Mrs. Vasanti Joshi seconded.

**Agenda item 2:** To present feedback and result analysis for the year 2018-19

Dr. Madhavi Kulkarni initiated the discussion by informing the members that the College collected the feedback from students, parents, teachers and alumni regarding the curriculum and syllabi in the academic year 2018-19. The feedback so collected was used for preparing five yearly Perspective Plan-2019-23 of the College.

Dr. Prajakta Bhadgaonkar presented analysis of the results of the passing-out students. She also presented the analysis of SSS and teacher-quality survey administered by the College through Google classrooms in the year 2018-19.

The members suggested that detailed reports of the result analysis and teacher-quality feedback be prepared for uploading on the website.

**Agenda item 3:** To present criterion-wise Action Taken Report

Criterion-wise Action Taken Report was presented and approved in the meeting.

**Agenda item 4:** To present Academic Calendar for A. Y. 2019-20

The Academic Calendar for A. Y. 2019-20 to be uploaded on the website of the College was put before the meeting for information. Dr. Nalini Patil suggested that every Department should prepare the departmental Academic Calendar. The teacher-members present in the meeting informed that every course-wise academic calendar is shared with the students through Course Outline in Google Classroom.

**Agenda item 5:** To put forth the policies regarding Internal Examination, Academic Ethics, Grievance and Placement & Earn While You Learn for approval

The policies regarding Internal Examination, Academic Ethics, Grievance and Placement & Earn While You Learn to be uploaded on the website of the College were placed before the meeting for information.

**Agenda item 6:** To present the report of internal AAA

Principal Dr. Anand Jumle informed the member about completion of Internal AAA for the three years 2015-16, 2016-17 and 2017-18. He also informed that for the year 2018-19 work of AAA is in process and that will be done with external committee.

**Agenda item 7:** To inform the members about Induction Programme for new entrants

Dr. Madhavi Kulkarni informed the members about induction programme carried out as per UGC guidelines for all first year students.

**Agenda item 8:** To get approval for Future Plan 2019-20

The Future Plan of the College for the year 2019-20 to be placed in AQAR 2018-19 was Presented and approved

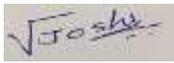
**Agenda item 9:** With the permission of Chair Green Audit Report was placed before the committee.

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

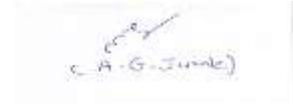
Criterion	Task to do
I	Record of Swayam and schedule of Add on
II	Satisfaction Survey
III	Research related proofs and plan for extension
IV	Library Data
V	Use of Google form for alumni and placement, Plan for Language Lab
VI	Perspective Plan and AAA, Ramps
VII	Green Audit, Displays, Proposal for Divyanga
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.



**for Dr. Madhura Joshi**  
**(IQAC, Coordinator)**



**Dr. Anand Jumle**  
**(Principal)**



## **SNDT Arts and Commerce College for Women, Pune**

### **Minutes of second IQAC (Internal Committee) Meeting 2019-20**

**Date: 8 October 2019**

**Time: 12.30 p.m.**

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

The second meeting of the IQAC (Internal Committee) of SNDT Arts and Commerce College for Women, Pune for the year 2019-20 was held on 8 October 2019 at 12.30 p.m. in the College. Following members were present:

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>
1	Dr. Anand G. Jumle	Principal and Chairman
2	Dr. Madhavi Kulkarni	Vice Principal, IQAC Coordinator
3	Dr. Madhura Joshi	Head and Associate Professor of Economics
4	Mrs. Vasanti Joshi	Associate Professor of Commerce
5	Mr. Ravindra Hande	Head and Assistant Professor of Geography
6	Dr. Priya Jamkar	Head and Assistant Professor of Marathi
7	Dr. Rajetri Kulkarni	Head and Assistant Professor of Drawing and Painting
8	Dr. Manasee Rajhans	Head and Associate professor of Psychology
9	Dr. Smita Deshpande	Associate Professor of Commerce

**Agenda item 1:** To discuss minutes of previous external IQAC meeting held on 30 August 2019. The second meeting of the internal IQAC was called and conducted on 30 August 2019. The members discuss upon the minutes of previous External IQAC meeting.

**Resolution:** The minutes of earlier meeting were discussed with the members and approved for placing in front of next external IQAC meeting.

**Agenda item 2:** The IQAC coordinator reviewed the activities and place forth Action taken report based on earlier internal IQAC meeting.

**Resolution:**

Action taken report was approved by the members.

**Agenda item 3:** To plan the activities for coming months

Considering the October examinations Mrs. Vasanti Joshi suggested to organize Zero Credit Add on programme for the students of Second and Third Year.

Dr. Madhura Joshi and Dr. Manasee Rajhans suggested to add Gender Sensitivity workshop with special reference to Sec 354. The members also proposed to conduct workshop on Capacity Enhancement.

**Resolution:**

It was resolved that one week Zero Credit Add on Programme will be organized Workshop will be organized will be organize in Novenber.

**Agenda item 3:** One Day workshop on NAAC Assessment on line submission process. Completion of Energy and Structural Audit

Considering NAAC 3<sup>rd</sup> Cycle, Dr. Madhavi Kulkarni proposed to conduct one day workshop on line submission. The Principal Dr Anand Jumle initiated the procedure for Energy and Structural Audit

**Resolution:**

It was proposed to organise one day workshop on online submission of SSR, and initiating the procedure for Energy and Structural Audit

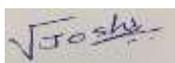
**Agenda item 4:** To organise the programme under Academic Collaboration with BCACS

The members discussed and proposed dates for One Day Workshop on IPR and IAI as well as Research Paper Competition under academic and research collaboration with BCACS

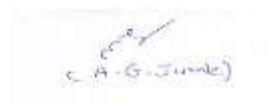
**Resolution:**

It was resolved that One Day Student led programme on IPR and IAI will be organised in November. The dates will be finanlised after getting consent from BCACS. It was further resolved that Inter Collegiate research paper competition will be held in the month of February.

The meeting was concluded with permission of Chair.



**for Dr. Madhura Joshi  
(IQAC, Coordinator)**



**Dr. Anand Jumle  
(Principal)**



## SNDT Arts and Commerce College for Women, Pune

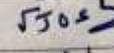
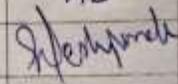
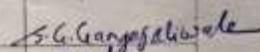
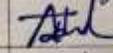
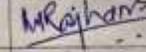
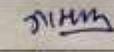
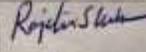
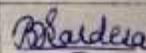
### Minutes of IQAC Meeting

Date: 17 January 2020

Time: 10.30 a.m.

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

The 2<sup>nd</sup> meeting of the IQAC of SNDT Arts and Commerce College for Women, Pune for the year 2019-20 was held on 17 January 2020 at 10.30 a.m. in the College. Following members were present:

Sr. No.	Name	Category	Signature
1	Dr. Anand Jumle	Principal and Chairman	
2	Dr. Madhavi Kulkarni	Vice Principal	
3	Mrs. Vasanti Joshi	Coordinator	
4	Dr. Nalini Patil	Management Representative	
5	Dr. Hrishikesh Soman	External Academic Expert	Ab
6	Smt. Kishori Gadre	Industry Representative	Ab
7	Dr. Gauri Devasthali	External Academic Expert	Ab
8	Smt. Shailaja Deshpande	NGO Representative	
9	Smt. Suchita Gangajaliwale	Parent Representative	
10	Smt. Anuradha Thombre	Alumni Representative	
11	Dr. Manasee Rajhans	Teacher Representative	
12	Dr. Smita Deshpande	Teacher Representative	
13	Dr. Priya Jamkar	Teacher Representative	
14	Mr. Ravi Hande	Teacher Representative	
15	Dr. Rajettri Kulkarni	Teacher Representative	
16	Smt. Bharati Sardesai	Office Representative	

Following members were absent for the meeting

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

**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 Action Taken details with reference to Task to Do.

**Information and Discussion:**

Mrs. Vasanti Joshi informed the members about minutes circulated and as per the suggestion of Dr. Nalini Patil Action Taken details with reference to Task to Do were presented before the meeting.

The Meeting discussed and approved the minutes of the last meeting held on 30<sup>th</sup> August 2019.

**Resolution:**

RESOLVED that the minutes of the last meeting held on 30<sup>th</sup> August 2019 be approved

**Agenda Item 2: To inform about the changes in members of IQAC**

**Discussion:** On retirement of IQAC Coordinator, Dr. Madhura Joshi, following changes in the internal IQAC members were sent to the University for Approval. Hence forth Mrs. Vasanti Joshi will act as the Coordinator, Dr. Manasee Rajhans and Dr. Smita Deshpande will be the newly added members. On account of unavailability of Smt. Kishori Bhade-Gadre as industry representative name of Mr. Divakar Joshi is recommended for approval.

The matter was placed for approval by Mrs. Vasanti Joshi.

**Resolution:**

RESOLVED that the changes in the members of IQAC be approved

**Agenda Item 3: To present criterion-wise Action Taken Report from 1<sup>st</sup> September to 15<sup>th</sup> January 2020**

**Discussion:** The Member of respective criterion presented Action Taken during the period. The report was circulated for discussion.

The committee experts suggested the following-

1. Dr. Nalini Patil suggested development of MOOC Courses by the teaching staff. She also suggested preparing study material in the form of booklet.
2. Dr. Madhavi Kulkarni guided the member about details of registration and progress report of the students registered for Swayam.
3. Dr. Nalini Patil suggested
  - a. to get the certificate for RAMP from civil engineer
  - b. to prepare Map of Campus using GPS Software

- c. to inaugurate new web site in the hands of student during assembly
  - d. to use Green Audit Report of College of Education for nomenclature of trees
4. Mrs. Shailaja Deshpande suggested
    - a. to get the certificate from BIS for Ramps
    - b. to organize camp near Ujani Dam for research and study
    - c. to initiate the activities of disposal of waste management and scheme for students to adopt a location in the College Campus to nurture and manage
  5. Mrs. Anuradha Thombre informed the members about success of Ruchika Bhavne in International Taekwondo and Kabaddi team at Inter University Zonal Tournament and Ashwamedh Inter University Competitions.
  6. Mrs. Suchita Gangajaliwale suggested to involve students to add value added quote or information on social event relating to women during common assembly
  7. Dr. Madhavi Kulkarni expressed gratitude towards Mrs. Jyoti Kulkarni for providing facilities for FDP of non teaching staff and Mr. Anand Khadilkar for financial concession for printing of SNTD Calendar.
  8. Dr. Madhavi Kulkarni informed the members about collaborative activities with CPR and participation of students in the activities. Dr. Nalini Patil suggested to prepare comprehensive report of consultancy, research and application of the same for students.

**Resolution:**

It was resolved to consider and implement the valuable suggestions.

**Agenda Item 4:** To present report of AAA

This matter i.e. AAA Report from 2015-16 to 2018-19 was put before the meeting for information.

**Resolution:**

It was resolved to consider the recommendation of AAA Expert Committee for AAA of 2019-20

**Resolution:**

It was resolved to consider and implement the valuable suggestions.

**Agenda Item 5:** To inform about submission of NIRF

This matter regarding NIRF submission was placed for information.

**Agenda Item 6:** To inform the members about Zero Credit Add On Programme

Discussion: Dr. Rajetri Kulkarni informed the members about Zero Credit Add On Programme.

The Committee appreciated the efforts taken by the College.

**Agenda Item 7:** To inaugurate New Web Site of the College

Mrs. Vasanti Joshi informed that about 75% of the work regarding new web site was completed. However, it will take two more weeks for inauguration of new web site.

**Agenda Item 8:** To discuss about IQAC Initiatives

Mrs. Vasanti Joshi briefed about the following:

Guidelines for completion of DVV and QLM, steps for AAA and NIRF, uploading AQAR are the initiatives of IQAC. It will further work on SSR and Peer Team visit.

MoUs with Balaji College for academic activities and MoU with Commissioner of Police for surveys and consultancy are major initiatives.

For quality in education IQAC initiated use of CIE and Google Classroom. It has encouraged advance learners to participate in seminars and conferences.

One Day Research Paper and Poster Competition will be held in the first week of February in collaboration with Balaji College.

**Agenda Item 9:** To present the schedule for IIQA and SSR submission

Discussion: Mrs. Vasanti Joshi informed that considering dates for submission of SSR and Peer Team visit, under the leadership of Principal Dr. Anand Jumle, the schedule is decided. The College and the staff are abiding to follow this schedule.

This matter is placed for information.

**Resolution:**

It was resolved that the time schedule should be followed for completing compliances.

**Agenda Item 9:** Any other matter with the permission of Chair

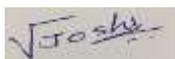
Dr. Nalini Patil suggested enhancing the quality of reports and documentations. She further suggested that staff members should contribute to the institute in unique manner.

To summarise, following list suggests actions to be done in future:

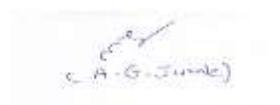
To Do	Criterion	Period
Registration details and progress report of students for Swayam, Details of Digital Literacy and Zero Credit Add on Course	I	Before mid February
SSS, Result Analysis	II	February
Organ Donation Survey, student Research Competition	III	February
Rods, Use of Smart Board, e resources	IV	February
Employers Feedback, Form for Placement, Formal Career Counseling and Placement in association with Bulls Eye	V	February
Renovation of Office, IQAC Room and Students Facilities, Ramp Certificate	VI	earliest

Certificate course on Women and Law, Green Initiatives, Best Practices (Additional inputs during common assembly), Campus Mapping, steps for waste management	VII	February
Keeping the Dead Lines for NAAC, AAA 19-20, enhancing the quality of reports and documentations	IQAC	

The Meeting ended with the Thanks to Chair.



**Mrs. Vasanti Joshi**  
(IQAC, Coordinator, Secretary)



**Dr. Anand Jumle**  
(Principal, and Chairperson IQAC)

Date: 17/1/2020