

**Shri Tilok Jain Dnyan Prasarak Mandal's
Shri Anand college, Pathardi, District: Ahmednagar, 414 102, India
Internal Quality Assurance Cell (IQAC)**

**Dr. P. A. Nagwade
IQAC Coordinator**

**Prin. Dr. S. B. Pawar
Chairperson**

Ref: SACP/IQAC Meeting/23-24/ 38

16/06/2023

NOTICE

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting to be held on **20th June 2023** at 12:00 pm in the IQAC room. You are cordially invited to attend this meeting and guide us in academic development as well as various activities of the institution. Hon. Dr. S.B. Pawar, Principal and Chairperson, IQAC will preside over the meeting to discuss following agenda.

Agenda:

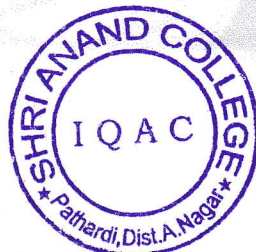
1. Confirmation of the minutes of the previous meeting.
2. Approval for the ATR for previous IQAC meeting.
3. Strategy for the activities to be conducted in the first semester.
4. To discuss on admission process and review of results.
5. Action plan for submission of AQAR for the academic year 2022 -2023.
6. To review and distribution of committee work.
7. Preparation of Academic Calendar (2023 – 2024).
8. Preparation of Strategic plan for AY 2023- 2024.
9. Preparation of college prospectus and brochures for admission process.
10. To invite budget from all the HOD and purchase committee for approval.
11. Registration of Alumni Association.
12. AAA for the academic year 2022 -2023.
13. Enrollment of the students for the skilled based Certificate Courses.
14. Application for infrastructure upgradation to PM USHA.
15. Appraisal of Teaching and Non-teaching staff.
16. Any other matter with the permission of chair.

Kindly attend the meeting on the date and time specified above.

Thanking you,

**Dr. P. A. Nagwade
IQAC Coordinator
Co-Ordinator
IQAC**

Shri Anand College Pathardi



**Prin. Dr. S. B. Pawar
Chairperson
Principal
Shri Anand College
Pathardi, Dist. A. Nagar**

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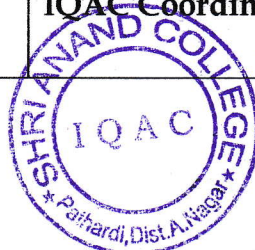
Minutes of Meeting of Internal Quality Assurance Cell

Date: 20/06/2023 Time: 12:00 pm

Venue: IQAC Room

Meeting of Internal Assurance Cell (IQAC) of Shri Anand College, Pathardi was held on Tuesday, 20th June 2023 in IQAC Room at 12: 00 pm to 01:30 pm. Following members were present for the meeting.

Sr.No.	Name	Designation	Sign
1.	Prin. Dr. Sheshrao Pawar	Principal (Chairperson)	
2.	Hon. Shri Satishlalji Gugale	Management Representative	
3.	Prof. Anil Gambhire	Research Coordinator	
4.	Mrs. Anita Pawase	HOD Representative	
5.	Dr. Dhiraj Bhavsar	NAAC Committee Incharge	
6.	Mr. Umesh Kulkarni	Member Administrative Staff	
7.	Mr. Prakash Lawande	Member Alumni	
8.	Mr. Aniket Kelgandre	Industry Expert	
9.	Ms. Vaishnavi Veer	Student Representative	
10.	Dr. Pratik Nagwade	IQAC Coordinator	



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Hon. Dr. Sheshrao Pawar, Principal and Chairperson, Internal Quality Assurance Cell presided over the meeting. IQAC Coordinator, Dr. Pratik Nagwade welcomed all the honorable members of IQAC. The meeting was started by announcing the points in the agenda as mentioned below by the permission of Hon. Chair. IQAC Coordinator announced the points and fruitful discussions were carried out and following resolutions were passed.

Agenda No.1: Confirmation of the minutes of the previous meeting.

IQAC Coordinator, Dr. Pratik Nagwade placed the minutes of the previous meeting in front of the house with the permission of the chair. Hon. Shri Satishlalji Gugale, Secretary and Member from Management proposed the confirmation of the minutes of the previous meeting, seconded by Prin. Sheshrao Pawar.

Resolution: Minutes confirmed

Agenda No. 2: Approval for the ATR for previous IQAC meeting.

IQAC Coordinator, Dr. Pratik Nagwade placed the ATR of the previous meeting in front of the house with the permission of the chair. Hon. Shri Satishlalji Gugale, Secretary and Member from Management proposed the confirmation of the ATR of the previous meeting, seconded by Prof. Anil Gambhire.

Resolution: Minutes confirmed

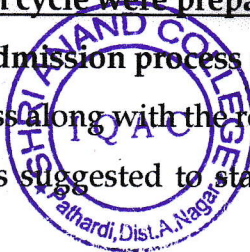
Agenda No.3: Strategy for the activities to be conducted in the first semester.

Hon. Prin. Dr. Sheshrao Pawar planned the activities to be conducted in the semester wise pattern as per the suggestion given by NAAC peer team report. Hon. Members discussed the outcomes and some suggestions were given.

Resolution: As per the suggestion given by Hon. Members, well planned activities and Perspective plan for fourth cycle were prepared.

Agenda No.4: To discuss on Admission process and review of results.

Review on the admission process along with the results of the previous academic year were discussed. Hon. Members suggested to start some skilled based programs to



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secure jobs in the industry. Hon. Satishlalji Gugale suggested to put some extra efforts to improve the result of the students.

Resolution: As per the suggestion it has unanimously decided to start skilled based certificate courses.

Agenda No.5: Action plan for submission of AQAR for the academic year 2022 - 2023.

After successful completion of NAAC cycle 3, it has been unanimously decided to prepare Annual Quality Assurance Report for the academic year 2022 - 2023 and has to be submitted online to NAAC Bangalore through HEI portal. Dr. Dhiraj Bhavsar, NAAC committee in charge, suggested to prepare the AQAR as per the guidelines given by NAAC. Also Hon. Prin. Sheshrao Pawar suggested to put the AQAR in front of the House for discussion before submitting it to NAAC.

Resolution: It has been unanimously decided to prepare Annual Quality Assurance Report for the academic year 2022 - 2023.

Agenda No.6: To review and distribution of committee work.

Hon. Prin. Dr. Sheshrao Pawar has prepared and distributed different committees for Academic year 2023 - 2024 in order to execute the work as per the plan. All the committee in charge were finalized and has been kept in front of the House for approval. Also Review of the work done by the previous committees were taken and placed before Hon. Members for discussion and approval.

Resolution: Progress noted and accepted.

Agenda No. 7: Preparation of Academic Calendar (2023 - 2024).

The IQAC Coordinator, Dr. Pratik Nagwade presented a draft of the academic calendar and invited feedback from the participants. The draft included the dates of the semesters, exams, holidays, and important events. The participants discussed the draft and suggested some minor changes. The IQAC Coordinator noted the changes and finalized the calendar. The calendar will be circulated to all the stakeholders and published on the college website.



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Resolution: Academic calendar was finalized and will be published on the website after minor corrections.

Agenda No. 8: Preparation of strategic plan for AY 2023 - 2024.

The chair introduced the importance of this strategic plan in aligning organizational goals and objectives for the upcoming year. The discussion includes the following points.

Review of Previous Plan

Identification of Key Objectives

SWOT Analysis

Key Performance Indicators (KPIs)

Assigning Responsibilities

Resolution: IQAC Coordinator has been asked to prepare the strategic plan and submit it to CDC for approval.

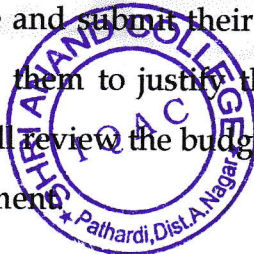
Agenda No. 9: Preparation of college prospectus and brochures for admission process.

The chairperson assigned the task of designing and printing the prospectus and brochures to the admission committee team. The admission committee will coordinate with the academic and administrative departments to collect the relevant information and images. The chairperson asked the Dr. Dhiraj Bhavsar to complete the task by the end of June and submit the draft for approval.

Resolution: Admission committee has been formed.

Agenda No. 10: To invite budget from all the HOD and purchase committee for approval.

The chairperson explained the budget allocation process and the timeline for submission. It has been decided that the chairperson will ask all the HOD and purchase committee members to prepare and submit their budget proposals by the end of June. The chairperson also asked them to justify their budget requests and prioritize their needs. The chairperson will review the budget proposals and approve them after consultation with the management.



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Resolution: Progress noted and accepted.

Agenda No. 11: Registration of Alumni Association.

As per the suggestion given by Hon. Peer team of NAAC cycle 3, IQAC Coordinator, Dr. Pratik Nagwade has suggested to register the Alumni Association. Hon. Shri. Satishlalji Gugale Secretary and Hon. Prin. Dr. Sheshrao Pawar suggested to conduct an Online meeting of Alumni to take their suggestions.

Resolution: It has been unanimously decided to register the Alumni Association.

Agenda No.12: AAA for the academic year 2022 -2023.

IQAC Committee in charge, Dr. Pratik Nagwade has suggested to prepare Academic and Administrative Audit (AAA) for the previous academic year 2022 -2023. Hon. Prin. Sheshrao Pawar has formed an internal committee for AAA. Same has been accepted by all the Hon. Members of the meeting.

Resolution: Plan of Action is discussed, noted and approved.

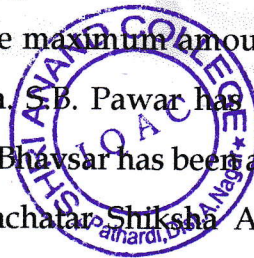
Agenda No.13: Enrollment of the students for the skilled based Certificate Courses.

Hon. Shri. Satishlalji Gugale has suggested to start skilled and value-based certificate courses in order to secure jobs in different sectors. Hon. Prin. Sheshrao Pawar has suggested to restructure and modify the syllabus of the certificate courses used to run in the previous academic year. He also suggested to take some feedback from the Alumni and Industry Persons associated with the institute. Hon. Shri. Satishlalji Gugale has also suggested to modify the syllabus by keeping in view the demand of industry or any start up.

Resolution: Plan of action has been discussed, noted and approved.

Agenda No. 14: Application for infrastructure upgradation to PM USHA.

The UGC has invited proposals from affiliated colleges for the construction of new infrastructure and the renovation/upgradation of existing facilities, along with the procurement of new instruments. The maximum amount that can be sanctioned for each proposal is 5.0 crore. Hon. Prin. S.B. Pawar has presented the format for the proposal to the committee. Dr. Dhiraj Bhavsar has been appointed as the Co-ordinator for PM-USAH (Pradhan Mantri Uchchatar Shiksha Abhiyan). The committee has



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decided that the budget allocation should be as follows: 3.5 crore for construction and renovation/upgradation, 1.0 crore for instrument procurement, and 0.5 crore for soft component, according to the given format.

Resolution: It has been decided that application should be submitted on or before the deadline in prescribed format.

Agenda No. 15: Appraisal of Teaching and Non-teaching staff.

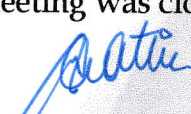
The chairperson announced that the appraisal process for the previous academic year 2022 -2023 will start from 25th June and will be based on the performance and feedback of the staff. The chairperson asked all the HOD to conduct the appraisal of their respective staff and submit the reports by the end of June.

Resolution: All the staff members were asked to prepare their performance-based appraisal report as per the guidelines given by the affiliating university.

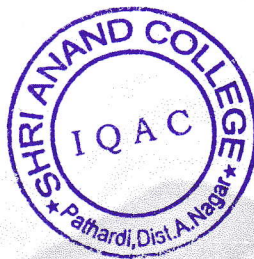
Agenda No. 16: Any other matter with the permission of chair.

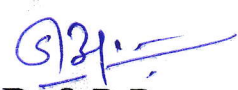
SSS, Feedback report of students and stakeholders was kept in front of Hon. Members for discussion and necessary action.

Meeting was closed by High Tea and Vote of Thanks by IQAC Coordinator.


Dr. P. A. Nagwade
IQAC Coordinator

**Co-Ordinator
I Q A C
Shri Anand College, Pathardi**




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Chairperson

**Principal
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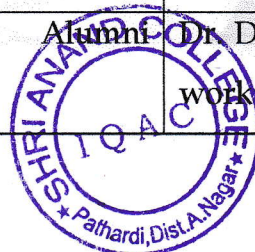
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ACTION TAKEN REPORT of the Meeting Held on 20th June 2023.

Sr No.	Agenda	Action Taken
1.	Strategy for the activities to be conducted in the first semester.	Academic Calendar with plan of action has been prepared and uploaded on website.
2.	To discuss on Admission process and review of results.	Skilled based Certificate courses has been designed and submitted for approval.
3.	Action plan for submission of AQAR for the academic year 2022 -2023.	AQAR for the academic year 2022 -2023 has been asked to prepared by NAAC Committee in charge.
4.	To review and distribution of committee work.	Academic and Administrative Committees with their In charge has been finalized.
5.	Preparation of Academic Calendar (2023 - 2024).	IQAC Coordinator has prepared Academic calendar for year 2023 - 2024.
6.	Preparation of Strategic plan for AY 23-24	IQAC Coordinator has been asked to prepare the strategic plan and to be submitted to CDC for approval.
7.	Preparation of college prospectus and brochures for admission process.	Dr. Dhiraj Bhavsar has finalized the draft and submitted to Principal for approval.
8.	To invite budget from all the HOD and purchase committee for approval.	All the HOD and Purchase committee has submitted their budget to Principal for approval.
9.	Registration of Alumni Association.	Dr. Dhiraj Bhavsar has been assigned the work of registration process of Alumni



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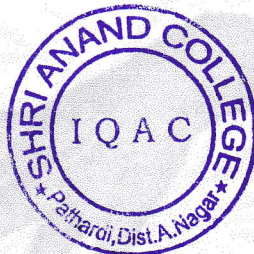
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		Association and online meeting of Alumni has been arranged on 20 th July 2023.
10.	AAA for the academic year 2022 - 2023.	IQAC Coordinator, Dr. Pratik Nagwade has been asked to prepare the AAA for academic year 2022 - 2023. Also, Internal committee for AAA has been finalized by Prin. Sheshrao Pawar for evaluation.
11.	Enrollment of the students for the skilled based Certificate Courses.	Eight Certificate courses with modified syllabus has been submitted by the different course in charge to IQAC and Principal.
12.	Application for infrastructure upgradation to PM-USHA.	Application has been sent to the government on 31/08/2023.
13.	Appraisal of Teaching and Non-teaching staff.	All the staff members have submitted their PBAS form to their respective HOD for verification and approval. Appraisal form of Non-teaching staff has been submitted to Principal for further action.



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