

Sanstha Est. : 1907

College Est. : 15th June 1972



Satara Maratha Vidya Prasarak Samaj, Satara

Arts And Commerce College, Satara

51, Yadogopal Peth, Satara. 415 002

Ph. no. 02162& 280235 Fax no. - 02162& 280235

E-mail : accollege1972@rediffmail.com

Website : www.artsandcommercecollegesatara.com



Principal : Dr. Yashwant Sambhajirao Patne

M.A., B.Ed., M.Phil., Ph. D

A&CC/31/ 1286 2013-14

Date- 28 JAN 2014

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice of the meeting

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Wednesday 5th February, 2014 at 11.00 am in the staff-room of Arts and Commerce College, 51, Yadogopal Peth, Satara. All the members are cordially invited to attend the meeting.

Agenda of the meeting

- 1) To confirm the minutes of the previous meeting.
- 2) To bring to the notice of analysis report (SWOT Analysis) by NAAC Peer Team
- 3) To bring to the notice of XII Plan Guidelines for Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in Colleges (2012-2017) by UGC New Delhi
- 4) To discuss New Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR).
- 5) Formation of Steering Committee according to new guidelines of NAAC.
- 6) Formation of Academic Body/ Committee of the college
- 7) To discuss about the Starting of U.G., P.G., courses of affiliated university and COC courses of UGC.
- 8) To discuss the formation of the Research Committee for submitting the Major and Minor Research Projects to UGC.
- 9) To take the decision about signing MoUs with professional institutes, GOs and NGOs, Business consultancy firms, and AMC for various Assets
- 10) To take a final decision on MIS system of the college
- 11) Any other subjects with prior permission of the chairperson.


Dr. R.K. Chavan
Co-Ordinator,
Internal Quality Assurance Cell
Arts and Commerce College Satara




Prin. Dr. Y.S. Patne
Chairperson
Internal Quality Assurance Cell
Arts and Commerce College Satara

TO- DR. R.K. CHAVAN Coordinator, IQAC, Arts and Commerce College, Satara

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Dr. Ravindra Chavan
 IQAC Coordinator

Principal : Dr. Yashwant Sambhajirao Patne
 M.A., B.Ed., M.Phil., Ph. D

Minutes of the meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday 5th February, 2014 at 11.00 am in the staff-room of Arts and Commerce College, 51, Yadogopal Peth, Satara. The following members have attended the meeting.

Sr. No.	Name of the member	Designation
1.	Principal Dr. Y.S.patne	Chairperson
2.	Ad. Sambhajirao R. Nalawade	Member & Vice Chairman, SMVPS, Satara
3.	Dr. Avinash Pol	Member
4.	Prof. S.G.Chavan	Member
5.	Shri R. B. Satpute	Member
6.	Smt. S.N.Kamble	Member
7.	Shri J.I. Momin	Member
8.	Dr. V.A.Pawar	Member
9.	Shri R.P.Chetiwal	Member
10.	Shri G.G.Katkar	Member
11.	Shri Sanjay D. Jadhav	Member
12.	Kum. Monica Babar	Member
13.	Shri R.M.Ghadge	Member
14.	Dr. Ravindra K. Chavan	Coordinator

Leave of absence was granted to shri Shrikant Pawar and Shri Prof.S.T. Naikwade who could not attend the meeting due to pre-occupation.

- 1) To confirm the minutes of the previous meeting.

The Minutes of the previous meeting, which was held on 05th August, 2013 of IQAC were read and confirmed.

- 2) To bring to the notice of analysis report (SWOT Analysis) by NAAC Peer Team

The Xerox copy of the NAAC Peer Team Report given to every member of the IQAC

Resolution / Decision-

It was decided unanimously, to submit the suggestion in written, to the IQAC Coordinator in 3rd week of April. The discussion will be held on written suggestions in the meeting.

- 3) To bring to the notice of XII Plan Guidelines for Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in Colleges (2012-2017) by UGC New Delhi

The guidelines document was distributed to each member for further study and suggestion. It was decided to submit the proposal for receiving grants for IQAC from UGC in next academic year.

- 4) To discuss New Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR).

The committee is formulated as per the *Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) (Revised in October 2013) by NAAC.*

- 5) Formation of Steering Committee according to new guidelines of NAAC.

It is necessary to formulate the NAAC steering committee at initial stage to study the RAR Manual and to formulate curricular, cocurricular, extension activities, etc.. The Criterion wise responsibility was allotted for next 5 years is as follows:

**Chairman- Principal Dr. Yashwant Patne
NAAC Coordinator- Shri Momin J.I.
IQAC Coordinator – Dr. Chavan R.K.**

Sr. No.	Criterion	Head and Associates	Marks
1	Curricular Aspects	1) <i>Shri Ghadge R.M.</i> 2) New appointment of subject English	100
2	Teaching Learning and Evaluation	1) <i>Smt Kamble S.N.</i> (Teaching Learning Processes and teacher Quality)	180

		2) Shri Katkar G.G. (Student Enrolment and Profile and catering to students diversity)	80
		3) Shri Pawar V.A. (Evaluation process and reforms- student performance and learning outcomes)	90
			350
3	Research Consultancy and Extension	1) Shri R.P.Chetiwal 2) Smt. Dr. M.B.Jadhav	150
4	Infrastructure and Learning Resources	1) Shri Satpute R.B. 2) Shri Patil L.A. 3) Shri Sanjay Jadhav	100
5	Student Support and progression	1) Dr. Jadhav B.B. 2) Shri Momin J.I 3) Kum Asmita Kharade	100
6	Governance, Leadership and management	1) Dr. U.M.Lokhande 2) Dr. D.B.Gaikwad 3) Shri Sandeep Patil	100
7	Innovations and best Practices	1) Shri Satpute P.V. 2) New appointment of Economics	100
Total			1000

6) Formation of Academic Body/ Committee of the college

Resolution / Decision-

Academic Body/ Committee of the college is formulated

- 1) **Dr. R.K.Chavan – Chairperson**
- 2) **Dr. U.M.Lokhande – Member**
- 3) **Shri J.I.Momin – Member**
- 4) **Dr. Smt. M.B. Jadhav – Member**

7) To discuss about the Starting of U.G., P.G., courses of affiliated university and COC courses of UGC.

As per the NAAC Peer Team Report, it is necessary to start U.G. and P.G. Courses of affiliated university in the college.

Resolution / Decision –

As per the guidelines of the Shivaji University, Kolhapur and Maharashtra University Act, 1994, chapter IX, to start U.G. and P.G. Courses, the Sanstha (SMVP'S) is the authority to take decision. It was decided to forward the guidelines of university regarding to start U.G. and P.G. courses to Sanstha, through its member in IQAC Hon.Ad. Sambhajirao Nalawade.

- 8) To discuss the formation of the Research Committee for submitting the Major and Minor Research Projects to UGC.

The guidelines about formation of research committee for sanctioning the proposals of Major and Minor research projects of UGC were given to every member of the IQAC committee. Head of department of every subject with consent of his faculty members, and Principal of the college, will give the name of the member of the research committee in the next meeting of IQAC.

- 9) To take the decision about signing MoU with professional institutes, GOs and NGOs, Business consultancy firms, and AMC for various Assets

Decision/ resolution

The authority was given to Principal, NAAC Coordinator and IQAC coordinator of the college as per the Shivaji University, UGC and NAAC rules and regulations

- 10) To take a final decision on MIS system of the college

For the development of MIS of the college the contract is given to the asoftwares Kolhapur. The Principal of the college will take the financial decision about the purchasing the software in the meeting of Purchase Committee of the college.

- 11) Any other subjects with prior permission of the chairperson.

The new e-mail ID for IQAC communication is created. The email ID is accollegeiqac@rediffmail.com.

Resolution/Decision -

It was decided to send the notice and minutes of the meeting of the IQAC through the e-mail.

Prof. Suhas Chavan has delivered vote of thanks.



Chairperson

Internal Quality Assurance Cell
Arts and Commerce College Satara

ACTION TAKEN REPORT

(Meeting held on Wednesday 5th February, 2014)

Agenda no-2

The members of the IQAC have submitted the written suggestion on NAAC peer team report.

Agenda no-4

IQAC committee is reformulated as per the revised guidelines of the NAAC

Agenda no-7

The guidelines of university regarding to starting U.G. and P.G. courses, were given to Hon.Ad. Sambhajirao Nalawade for further action of the Management of the Sanstha.

Agenda no-8

The nomination of the external expert in research committee for submission of major and minor research project has been given by each department.

Agenda no-9

The principal of the college has signed three MoUs with Tisai Consultancy, Limited Satara, 3D Animation course, and Prabhune's Business Consultancy Firm.

Agenda no- 10

The software for MIS of the college is purchased and installed. Data Entry is in progress.

Agenda no-11

The notice and minutes of the meeting of the IQAC have been sent through the e-mail to the members of IQAC.



Chairperson

Internal Quality Assurance Cell
A.A.S and Commerce College Satara