

Palus Shikshan Prasarak Mandal's
Arts, Commerce and Science College, Palus
Internal Quality Assurance Cell

2019-2020

NOTICE

15th June, 2019

The 1st meeting of the IQAC members (2019-20) will be held on Tuesday, 25th **June, 2019** at 11.30 am. in the Cabin of Principal. All the members of the Cell are requested to attend the meeting. The agenda of the meeting attached with herewith.

Dr. P. M. Patil
Coordinator, IQAC

I/C. Prin. Dr. R.S. Salunkhe
Chairman, IQAC

AGENDA:

1. To confirm minutes of the previous meeting.
2. To welcome newly nominated IQAC members.
3. To discuss about Action Taken Plan (ATR) 2018-19 and Plan of Action, 2019-20
4. To make discussion on Admission process: 2019-20
5. To organize welcome function for the new Entrants.
6. Discussion on Extension, Cultural and other activities like Wall Papers to be displayed and conducted during the year.
7. Discussion on RUSA and Star College proposal.
8. To start PG courses.
9. Any other subjects with the permission of the chairman.

MINUTES OF THE IQAC

Minutes of the meeting:

The minutes of 1th meeting (2019-20) held on 25th June, 2019 at 11.30 a.m., in the Cabin of Principal.

Present Members:

- Shri. D. P. Shinde
- Dr. C. S. Pawar
- Smt. Meghana R. Kore
- Shri. G. B. Patil
- Adv. M. B. Shinde
- Shri. Nilesh Vitthal Yesugade
- Shri. D. N. Kalange
- Dr. S. M. Kamble
- Shri. D. V. Bhat
- Smt. N. S. Patil
- Shri. S. M. Joshi
- Shri. M. V. Kamble
- Shri. Sandip Patil

1.1. To confirm minutes of the previous meeting.

The minutes of the previous meeting were read out by the co-ordinator and the same were confirmed unanimously by all the members. Since no suggestions, the minutes were signed by the chairman.

1.2. To welcome newly nominated IQAC members.

In the meeting, first, I/C Principal welcomed all newly IQAC members, and he has given the information regarding vision, objectives and functions of IQAC. Besides, Dr. P. M. Patil put before the recommendations given by at the peer team, discussion was made on it and it was decided to comply them during the next five years.

1.3 To discuss about Plan of Action and Academic Calendar of 2019-20

The discussion was done on the Plan of Action and Academic Calendar of the year 2019-20. It was decided that it is prime duty of IQAC Coordinator to inform all heads and committee Coordinators to do planning of events and activities to be done in the year and submit to IQAC.

1.4. To make discussion on Admission process of the year, 2019-20

The discussion was made on the admission for the year 2019-20, and it was decided that admission should be given as per the rules of the University and Government. As strength is increasing for B. Com. and B. Sc., it is essential to get permission for additional divisions from University. Dr. R. S. Salunkhe gave information of process of admission, as the admission committee was made for the admission and counseling the students.

1.5. To organize welcome function for the new Entrants.

The point of welcome function of the new entrants was put before the committee and the discussion was made on it; it was decided that the function be taken in the month of July by inviting a chief guest for the guidance. The I/C Principal was told that put before the new entrants about mission, vision, discipline and information of the activities conducted during the year.

1.6. Discussion on Extension, Cultural and other activities like Wall Papers to be displayed and conducted during the year:

The discussion was made on the various activities to be conducted and it was decided that to organize extension activities by NCC, NSS and the College. It was also decided that to conduct cultural activities and training camps for cultural students and motivate them to participate in activities like Youth Festival organized by University. Smt. N. S. Patil suggested as per every year, Inter-Collegiate University Level Elocution competition be organized in the memory of the great Indian Musician Pandit Vishnu Digambar Paluskar. The discussion was made on the displaying Wall Paper Activity and it was decided that each department should display at least one Wall Paper activity by motivating students.

1.7. Discussion on RUSA and Star College proposal.

As College got B+ (2.67. CGPA) and is eligible for the RUSA and Star College grant, discussion was made on it. It was decided that to make proposal under the guidance of the Principal. The I/C Principal, Dr. R.S. Salunkhe assured to them to make proposal and send it in time.

1.8. To start PG courses:

As there is demand from the society to start PG course like M. Com., the discussion was made on it and it was decided to make proposal to the University for the Approval with necessary documents. Besides, the discussion was made on the P. G. Course like M.Sc. (Zoology), as the eligible staff (two faculties having recognition research and PG teaching) is available at the department, it was decided that Dr. S. S. Patil, Head, Department of Zoology, be entrusted to make the proposal regarding it and submit to the Principal. It was also decided to send proposals to get recognition of Distance Education Centre of Shivaji University for PG courses.

1.9. Any other subjects with the permission of the chairman.

As there was no business for discussion, the meeting was ended with a vote of thanks to the chair.

Palus Shikshan Prasarak Mandal's
Arts, Commerce and Science College, Palus
Internal Quality Assurance Cell

2019-2020

NOTICE

3rd Sept., 2019

The 2nd meeting of the IQAC members (2019-20) will be held on Wednesday, 11th Sept., **2019** at 11.30 am. in the Cabin of Principal. All the members of the Cell are requested to attend the meeting. The agenda of the meeting attached with herewith.

Dr. P. M. Patil
Coordinator, IQAC

I/C. Prin. Dr. R.S. Salunkhe
Chairman, IQAC

AGENDA:

1. To confirm minutes of the previous meeting.
2. To discuss about N. S. S. and N. C. C. activities to be conducted during the year:
3. Discussion on College Internal exams, tests and other ways of evaluation.
4. To motivate faculty to research activates.
5. To motivate students for 'Avishkar' & 'Youth Festival' competition organized by University:
6. To organize Faculty Development Progammes.
7. To discuss about organization of student parent meets:
8. Organization of Pool Campus Drive.
9. Any other subjects with the permission of the chairman.

MINUTES OF THE IQAC

Minutes of the meeting:

The minutes of 2nd meeting (2018-19) held on 11th Sept., 2019 at 11.30 a.m., in the Cabin of Principal.

Present Members:

- Shri. D. P. Shinde
- Dr. C. S. Pawar
- Smt. Meghana R. Kore
- Shri. G. B. Patil
- Adv. M. B. Shinde
- Shri. Nilesh Vitthal Yesugade
- Shri. D. N. Kalange
- Dr. S. M. Kamble
- Shri. D. V. Bhat
- Smt. N. S. Patil
- Shri. S. M. Joshi
- Shri. M. V. Kamble
- Shri. Sandip Patil

Absent Member: Shri. M. V. Kamble

2.1. To confirm minutes of the previous meeting.

The minutes of the previous meeting were read out by the co-ordinator and the same were confirmed unanimously by all the members. Since no suggestions, the minutes were signed by the chairman.

2.2 To discuss about N. S. S. and N. C. C. activities to be conducted during the year:

All agreed over the point that the N. S. S. and N. C. C. activities have been conducted effectively in the college. The same tempo requires to be continued this year also. Dr. P. M. Patil conveyed that the review of these units has been taken. It was decided to initiate and monitor these units' activities.

2.3 Discussion on College Internal exams, tests and other ways of evaluation.

The discussion was made on evaluation ways of the students and it was decided that topic tests, surprise test, group discussion, oral and seminars should be taken by the faculty. The work was assigned to the department of Examination to monitor it. The discussion was also made on the remedial coaching for the slow learners.

2.4 To motivate faculty to research activates:

The discussion was made on it and it was decided that to motivate faculty to attend conferences, seminars and present their papers and to send research articles to publish in National and international reputed and UGC approved journals. Dr. S. M. Kamble shared his view as to provide incentive to motivate the faculty; this point is approved by the committee.

2.5. To motivate students for 'Avishkar' & 'Youth Festival' competition organized by University:

Prin. Dr. R. S. Salunkhe shared that the college participates in 'Avishkar', a research platform, 'Youth Festival', a Cultural platform for students, organized by Shivaji University, Kolhapur, and every year we have achieved ranks in both. The discussion was made on it and it was resolved that to assign the work of guidance to students and to motivate them to participate in it and try to get good ranks.

2.6. To organize Faculty Development Programmes.

The put before the meeting and discussion was made on it, it was decided that to take faculty development programmes or activities for teaching and non-teaching regarding computer literacy and research paper writing. It was resolved that the work be assigned to coordinator and Shri. Sandip Patil, Head of Professional department for the organization such activities.

1.7. To discuss about organization of parent meets:

At the outset, Dr. P. M. Patil conveyed that the institution has been conducting parents meets every year. The discussion was made on it, and it was decided that to assign the work to the coordinators of Parents-teacher Meet committee and ask them to organize the meet. Shri. Prof. S. G. Phalake suggested that in the meeting put the feedback form of parents regarding the syllabus and do discussion on it, and take feedback and suggestions if any.

1.8. Organization of Pool Campus Drive:

The subject was discussed and it was decided that the 'Pool Campus Drive' be organized in the campus of institution, and Mr. Sandip Patil was asked to make plan and communicate to the well known companies for it. Dr. C. S. Pawar suggested that placement camp be organized at inter-collegiate level for all districts affiliated to Shivaji University, Kolhapur. He also added that such activity not only provides the placements but encourage students to face such interviews to know some techniques from them. All agreed and the Principal was asked to take initiative to organize.

1.9. Any other subjects with the permission of the chairman.

As there was no business for discussion, the meeting was ended with a vote of thanks to the chair.

Palus Shikshan Prasarak Mandal's
Arts, Commerce and Science College, Palus
Internal Quality Assurance Cell

2019-2020

NOTICE

12th Dec., 2019

The 3rd meeting of the IQAC members (2019-20) will be held on Friday, 27th Dec., **2019** at 11.30 am. in the Cabin of Principal. All the members of the Cell are requested to attend the meeting. The agenda of the meeting attached with herewith.

Dr. P. M. Patil
Coordinator, IQAC

I/C. Prin. Dr. R.S. Salunkhe
Chairman, IQAC

AGENDA:

1. To confirm minutes of the previous meeting.
2. Organization of guest lectures about personal counseling regarding skills, personality development and opportunities.
3. To discuss about the college magazine *Dnyandeep*.
4. To organize Seminars, conferences and workshops.
5. Organization of Prize Distribution Day.
6. Discussion about NSS camp in adopted village.
7. Organization of Academic tours and Excursion.
8. Discussion on gender sensitization activities:
9. Any other subjects with the permission of the chairman.

Minutes of the meeting:

The minutes of 3rd meeting (2019-20) held on 27th June, **2019** at 11.30 a.m., in the Cabin of Principal.

Present Members:

- Shri. D. P. Shinde
- Dr. C. S. Pawar
- Smt. Meghana R. Kore
- Shri. G. B. Patil
- Adv. M. B. Shinde
- Shri. Nilesh Vitthal Yesugade
- Shri. D. N. Kalange
- Dr. S. M. Kamble
- Shri. D. V. Bhat
- Smt. N. S. Patil
- Shri. S. M. Joshi
- Shri. M. V. Kamble
- Shri. Sandip Patil

3.1 To confirm minutes of the previous meeting.

The minutes of the previous meeting were read out by the co-ordinator and the same were confirmed unanimously by all the members. Since no suggestions, the minutes were signed by the chairman.

3.2 Organization of guest lectures about personal counseling regarding skills, personality development and opportunities.

The discussion was done on the subject, and it was decided that to enhance the skill and to make counseling regarding opportunities and career, to arrange the guest lectures and training programs, field visits for the students.

3.3 To discuss about the college magazine *Dnyandeep*:

The discussion was made on the Annual College Magazine *Dnyandeep* and it was decided that to motivate students to write stories, poems, biographies, interviews, contemplative and informative articles. The principal said that it is essential to guide students to write on the recent events and issues. Besides, the discussion is made on the publication of 'College News Letter' and it was decided that to publish one issue of it regarding the activities done and college achievements during the year for the information of the society.

3.4 To organize Seminars, conferences and workshops.

The discussion was made on the organization of the seminars, conferences and it was decided that all be organized. The coordinator put the point of organization of workshop on 'Intellectual

Property Right' and one Multidisciplinary International conference on 'Human Values', all liked the point and they appreciated the subject, and the discussion was made on it, and it was resolved that these activities be organized up to Month of March. Dr. S. M. Kamble suggested that it would be better if you publish the proceeding of the conference; all agreed and given permission of it.

3.5 To discuss about organization of 'Prize Distribution Day':

The point was discussed in detail and it was decided that Prize Distribution Function be organized in which a famous film actor or sports man be invited whose lecture would be inspiration for the students, as a chief guest and teachers and students be felicitated with auspicious hands of chief guest for their achievement in research, cultural, sports and other activities. Besides, the students' cultural programmes be organized. Shri. Sandip Patil put the point about the organization of PPL (Professional Premier League), the discussion was made on and unanimously consent was given to it.

3.6. Discussion about NSS camp in adopted village:

The discussion was done on NSS activities conducted in the first term and to be conducted in the next term. The discussion was also made on the camp to be taken in the adopted village and it was decided that NSS special camp be taken in the selected adopted village in the month of Jan., 2020 with discussion of stakeholders in the particular village.

3.7 Organization of Academic tours and Excursion.

The subject of organization of academic tours and excursion put before the committee, the discussion was made in detail on it, and it was decided to arrange the academic/study tours by having the precaution regarding transport, permission and other fulfillments in advance. Dr. C. S. Pawar suggested that to arrange the trips in the Konkan area which will create awareness among the students about environment and biodiversity. It was discussed about the organization of field and academic visits.

3.8. Organization of gender sensitization activities:

The Coordinator, Dr. P. M. Patil, put the subject in the meeting and said that the gender sensitization activities could benefit the female students. The discussion was made on it and it was decided that such activities be organized in the form of lectures, camps, training, various competitions and so on. It was also decided that such activities be organized by NSS and Woman Welfare Committee.

3.9 Any other subjects with the permission of the chairman.

As there was no business for discussion, the meeting was ended with a vote of thanks to the chair.

Palus Shikshan Prasarak Mandal's
Arts, Commerce and Science College, Palus
Internal Quality Assurance Cell

2019-2020

NOTICE

6th March, 2020

The 4th meeting of the IQAC members (2019-20) will be held on Monday 16th March, 2020 at 10.30 am. in ICT Room. All the members of the Cell are requested to attend the meeting. The agenda of the meeting attached with herewith.

Dr. P. M. Patil
Coordinator, IQAC

I/C. Prin. Dr. R.S. Salunkhe
Chairman, IQAC

AGENDA:

1. To confirm minutes of the previous meeting.
2. Discussion on the perspective plan and Academic Calendar of the next year.
3. To take review of the annual examination.
4. Discussion on Multi-disciplinary International Conference.
5. Review of the activities taken during the year (ATR).
6. Any other subjects with the permission of the chairman.

Minutes of the meeting:

The minutes of 4th meeting (2019-20) held on 16th March, **2019** at 11.30 a.m., in the ICT Room..

Present Members:

- Shri. D. P. Shinde
- Dr. C. S. Pawar
- Smt. Meghana R. Kore
- Shri. G. B. Patil
- Adv. M. B. Shinde
- Shri. Nilesh Vitthal Yesugade
- Shri. D. N. Kalange
- Dr. S. M. Kamble
- Shri. D. V. Bhat
- Smt. N. S. Patil
- Shri. S. M. Joshi
- Shri. M. V. Kamble
- Shri. Sandip Patil

4.1 To confirm minutes of the previous meeting.

The minutes of the previous meeting were read out by the co-ordinator and the same were confirmed unanimously by all the members. Since no suggestions, the minutes were signed by the chairman.

4.2. Discussion on the perspective plan and Academic Calendar of the next year:

The discussion was done on the perspective plan and Academic calendar of the next year. It was decided that to organize meeting with criterion-wise coordinators, head of department, committee coordinators and discuss about perspective plan and academic calendar for the next year (2020-21), make draft of them and put before the committee in the next meeting for the approval.

4.3 To take review of the annual examination:

The university examination was going on and Shri. R. B. Jadhav, Coordinator of Exam. Department was assigned to see the smooth functioning of it in coordination with the committee concerned.

4.4. Discussion on Multi-disciplinary International Conference.

The coordinator, Dr. P. M. Patil put forth the information before the committee regarding invitation broacher, response of delegates' registration, date of the conference, accepted research paper, resource person, organizing committee, and publication of the conference proceeding,

discussion was made on it and everyone appreciated it. Besides, the discussion was done on the COVID-19 Pandemic, the orders of the Govt. of Maharashtra to stop all social and academic functions and activities. After discussion, it was resolved that to postpone the conference and let the delegates to know about it when and how to organize. Dr. S. M. Kamble suggested that it would be better to organize conference on online mode.

4.5 Review of the activities taken during the year (ATR).

The coordinator, Dr. P. M. patil put point before the committee and took the review of the activities and events carried out during the year as per the perspective plan and academic calander.

Having the permission of IQAC members, Dr. R. S. Salunkhe, in-charge-Principal, put the point of CHB posts required for the next year and it was decided that as per the requirement of CHB teachers with workload, to take the approval from the University and do the further process.

4.6. Any other subjects with the permission of the chairman.

As there was no business for discussion, the meeting was ended with a vote of thanks to the chair.

Palus Shikshan Prasarak Mandal's
Arts, Commerce and Science College, Palus
Internal Quality Assurance Cell

Minutes of the Meeting and Action Taken Report
(2019-20)

Sr. No	Date	Issues Discussed	Action Taken Report
1	25/6/2019	1. To confirm minutes of the previous meeting.	The minutes of the previous meeting and confirmed & signed by the chairman.
		2. To welcome newly nominated IQAC members.	The newly nominated & other members of IQAC welcomed.
		3. To discuss about Action Taken Plan (ATR) 2018-19 and Plan of Action, 2019-20	The ATR of 2018-19 discussed and the Plan of Action of 2019-20 approved.
		4. To make discussion on Admission process: 2019-20	The admission process is implemented as per rules of Govt. & University.
		5. To organize welcome function for the new Entrants.	The welcome function of new Entrants taken on 18 th July, 2019.& information regarding discipline, curricular and extra-curricular, opportunities, university examination, anti-ragging, various COC courses etc.
		6. Discussion on Extension, Cultural and other activities like Wall Papers to be displayed and conducted during the year.	The extension, cultural, sports activities are taken by the NSS, NCC, Sport and Cultural Committees and Wall Papers published by the departments as per their planning.
		7. Discussion on RUSA and Star College proposal.	Proposal sent on 10/06/2019 & 10/07/2019 respectively.
		8. To start PG courses.	Proposal sent on 30/10/2019

Sr. No	Date	Issues Discussed	Action Taken Report
2	11/9/2019	1. To confirm minutes of the previous meeting.	The minutes of the previous meeting and confirmed & signed by the chairman.
		2. To discuss about N. S. S. and N. C. C. activities to be conducted during the year:	NSS & NCC activities done as per their schedule and planning, Besides, Cultural and other departments and committees organized many activities and motivated students towards them.
		3. Discussion on College Internal exams, tests and other ways of evaluation.	Except University Exams., Surprise tests, oral, seminars, Home assignments, projects, were take and evaluation done
		4. To motivate faculty to research activates.	Research culture enhanced, more than 60 research papers including books published of faculty.
		5. To motivate students for 'Avishkar' & 'Youth Festival' competitions organized by University:	Students participated ' Avishkar' competition and Miss. Akshita R. Dalwai stood First at State level competition and participated in National level. Besides, total 45 (District:33, Central:12) participated in Youth Festival organized by University.
		6. To organize Faculty Development Progammes.	Organized on 'Computer Literacy' (16/9/2019), and 'How to Write Research Paper (17/02/2020)
		7. To discuss about organization of student parent meets:	Professional: 25/7/2019 (118)
		8. Organization of Pool Campus Drive.	Pool Campus Drive was organized on 19/12/2019, 03 companies and 128 students participated in it.

Sr. No	Date	Issues Discussed	Action Taken Report
3	27/12/2019	1. To confirm minutes of the previous meeting.	The minutes of the previous meeting and confirmed & signed by the chairman.
		2. Organization of guest lectures about personal counseling regarding skills, personality development and opportunities.	1. Soft Skill Development (54)21/1/2020 2. Career Guidance Counseling (56), 14/01/2020 3. Professional Premier League (269), 25/01/2020 4. Internal Collegiate Sports (351) (1-2/01/2020) Besides, many guest lectures are organized.
		3. To discuss about the college magazine <i>Dnyandeep</i> .	Students' magazine entitled <i>Dnyandeep</i> published in month of May, 2020. More than 60 students have written about literature including prose, poetry, essay, travelogue etc.
		4. To organize Seminars, conferences and workshops.	Workshops organized: Modern Lifestyle and Women's Health (28/9/2019), Research on Local Historical Places (18/01/2020), Women's Rights (18/01/2020) Soft Skills Development (21/01/2020). Besides, One Day Multi-disciplinary International Conference was scheduled on 21 st March, and everything was ready but due to COVID Pandemic it was postponed.
		5. Organization of Prize Distribution Day.	Prize Distribution Day organized on 5 th Feb., 2020 in which students and teachers were felicitated for their achievements.
		6. Discussion about NSS camp in adopted village.	NSS residential special camp organized at adopted village, Andali, for 07 days in which 114 students including girls participated.
		7. Organization of Academic tours and Excursion.	Academic Tours & Excursion organized on the following dates: 16/12/2019(Dandale-Karwar-Gokarn-

			<p>Murdheshwar-Belgaon) 28-01-2020 (Birthplace of Late Yeshwantrao Chavan, Devrasthre), 28 to 31/01/2020 (Mahableshwar-Pratapgad-Hariharishwar-Murud Zangira-Alibag-Pune), 10 to 11/02/2020(Radhanagri-Malwan-Vegurla-Amboli), 07/02/2020 (Industrial visit, Kundal, Sugarcane Factory), 15/02/2020 (Kille Machindragad-Ramlingbet, 29/02/2020 (Wai-Mahabaleshwar), 14/03/2020 (Satara-Mahabaleshwar)</p>
		<p>8.Discussion on gender sensitization activities:</p>	<p>Workshops organized: Modern Lifestyle and Women's Health (28/9/2019), Women's Rights (18/01/2020), My Mother at My College (8th March, 2020, International Day), Organization of various competitions (Mehendi, Rangoli, essay and other), Participation in workshops like 'Parigabaheril Striya' & 'Swayamshidya Yuwati Samelan' organized by Shivaji University, Kolhapur, other at Baramati.</p>

Sr. No	Date	Issues Discussed	Action Taken Report
4	16/3/2020	1. To confirm minutes of the previous meeting.	The minutes of the previous meeting and confirmed & signed by the chairman.
		2. Discussion on the perspective plan and Academic Calendar of the next year.	The discussion was done on the perspective plan and Academic calendar of 2020-21, approved unanimously.
		3.To take review of the annual examination	University examination were postponed due to COVID-19 pandemic, but practical exams, seminars, projects and oral taken in time and marks are sent to University in time.
		4. Discussion on Multi-disciplinary International Conference.	One Day Multi-disciplinary International Conference was scheduled on 21 st March, and everything was ready but due to COVID Pandemic it was postponed, it was taken on 15 th June, 2020 on online mode.
		5. Review of the activities taken during the year (ATR).	The review of the activities and events carried out during the year as per the perspective plan and academic calendar.