

**Meeting of IQAC**  
**Academic Year 2022-23.**  
**Notice**

**Date- 24/09/2022**

All members of IQAC are hereby informed that the meeting of IQAC is scheduled on Tuesday, 26<sup>th</sup> Sept. 2022 at K.B. Dada Deshmukh Auditorium Hall at 11-00a.m. All are requested to remain present.


**Agenda of the Meeting-**

1. To confirm the minutes and ATR of last meeting
2. To discuss and confirm Academic calendar for 2022-23.
3. To discuss two best practices for this year
4. To discuss activities to be undertaken to enhance overall quality of college.
5. Any subject with prior permission of chair.

Your active participation and valuable inputs on the aforementioned agenda items are crucial for the successful execution of these initiatives. Please come well prepared to share insights, suggestions and recommendations to ensure effective decision making. We look forward to your presence at the meeting.

  
**Co-ordinator**  
Internal Quality Assurance Cell  
Arts, Commerce & Dadasaheb  
Rupwate Science College, Akole  
Dist. Ahmednagar (422601)



  
**PRINCIPAL**  
AGASTI ARTS, COMM. & DADASAHEB  
RUPWATE SCIENCE COLLEGE, AKOLE  
TAL. AKOLE, DIST. A. NAGAR - 422 601

## Minutes of the IQAC Meeting-

**Date:** Sept. 26, 2022.

**Time:** 11:00 AM

**Venue-** K.B.Dada Auditorium Hall.



### Members Present-

Sr No	Name	Designation	Signature
1	Prin. Dr. Bhaskar Shelke	Principal and Chairman of IQAC	
2	Mr. Sudhakar Deshmukh	Hon. Secretary, A.T.E. Society, Management Representative	
3	Dr. Sanjay Takte	Vice Principal	
4	Dr. Ashok Datir	Representative of Teacher	
5	Mr. Pradeep Bacchhav	Representative of Teacher	
6	Mr. Devdatta Shete	Representative of Teacher	
7	Mr. Sandesh Kasar	Representative of Teacher	
8	Mr. Pankaj Naikwadi	Representative of Teacher	
9	Mr. Rahul Pancham	Representative of Teacher	
10	Dr. Ranjana Kadam	Representative of Teacher	
11	Mr. Ashpak Pathan	Representative of Teacher	
12	Mr. Sitaram Bagad	Administrative Officer	
13	Mr. Anil Gaikwad	Member of Local Society/Alumni	
14	Mr. Pravin Deshmukh	Member of Industry	
15	Mr. Pankaj Dhumal	Student Representative	
16	Mr. Kiran Nehe	Administrative Assistant	
17	Dr. Mahejabin Sayyad	Coordinator, IQAC	

IQAC Coordinator, Dr. Mahejabin Sayyad welcomed all members of IQAC and briefed the notice and the Agenda of the meeting.



## Agenda & Resolution

**Subject 1.** To confirm the minutes and ATR of last meeting.

**Resolution** - The minutes of the previous meeting held on 25<sup>th</sup> August 2022 were presented.

Dr. Bhaskar Shelke requested members to review the minutes and provide any correction or addition if missed.

After review, the minutes were approved with no further changes.

The Action Taken Report (ATR) of the last meeting was presented, approved and accepted.

**Subject 2.** To discuss about the Academic calendar 2022-23.

**Resolution** - A detailed discussion on the time period for Academic year 2022-23, different

Activities to be incorporated in the academic calendar for enhancing the quality of the college had taken place. Some regular and few new activities are discussed about.

It had been unanimously decided to assign the work of preparation of Academic Calendar on a Committee headed by Prof. Mahendra Banait.

**Subject 3.** To discuss two 'Best Practices' for the Academic year 2022-23.

**Resolution** - Dr. Bhaskar Shelke, proposed one Best Practice, 'Karmaveer Dhanya Daan Yojna (Karmaveer Grain Donation Scheme)' for Hostel students of College. And after detailed discussion about its implementation, it had been unanimously accepted.

Dr. Ranjana Kadam proposed second Best practice, 'Baal – Mata Sangopan Kendra (Child-Mother Nurturing Centre)'. And discussed the theme of the scheme. And the practice had been unanimously accepted with some constructive suggestions.

**Subject 4.** To discuss the activities to be undertaken to enhance overall quality of college.

**Resolution** - Dr. Mahejabin Sayyad proposed to discuss about the activities to be undertaken in this year. It had been decided after discussion, unanimously to collect the academic planning from sports, NCC, NSS and tentative planning from SDO and also from all other Department Heads and Activity heads.

The activities included faculty development, infrastructure improvements, and students support services.

It was decided to allocate necessary resources and form sub-Committees to oversee the implementation of these activities.

**Subject 5.** Any subject with prior permission of chair.

**Resolution** - No any other 'on the spot subject' was there.

**Date of Next meeting-**

The date for the next IQAC meeting scheduled on 28/10/2022.

**Closure-**

On behalf of the chairman, Prof. Sandesh Kasar, extended vote of thanks to all the members for their valuable time and contributions and officially closed the meeting.



**Co-ordinator**

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## Action Taken Report (ATR)-

Date of the Meeting – 26<sup>th</sup> Sept. 2022.

### Agenda 1. To confirm the minutes and ATR of last meeting.

**Action Taken** - The Minutes of the previous meeting held on 25/08/2022 were presented and reviewed by all members. All members confirmed that the minutes accurately captured the discussions and decisions of the last meeting. The Minutes were approved with no further changes.

### Agenda 2. The Academic calendar for 2022-23.

**Action Taken** - The work of Preparation of Academic Calendar is assigned to a Committee headed by Prof. Mahendra Banait. The suggestions of IQAC have been conveyed properly.

### Agenda 3. Two best practices for the Academic year 2022-23.


**Action Taken** - Dr. Bhaskar Shelke and Dr. Ranjana Kadam shared two best practices viz- **Karmaveer Dhanya Daan Yojna (Karmaveer Grain Donation Scheme)** and **'Baal – Mata Sangopan Kendra (Child-Mother Nurturing Centre)'** for implementation this year. The practices were discussed and found to be valuable for improving the quality of Higher Education and accepted unanimously. SDO, Dr. Sahebrao Gaikwad and Dr. Ranjana Kadam will lead the respective initiatives and will provide periodic updates to IQAC.

### Agenda 4. Activities to Enhance Overall Quality-

**Action Taken** - Members discussed different activities aiming at enhancing the overall quality of the college. It was decided to allocate the necessary resources for these activities. Sub-Committees are formed to oversee the implementation of various activities. The document of work distribution has been mailed to all staff members. And it has been informed to submit the Activity Report after completion of activity to the IQAC.

  
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**Meeting of IQAC  
Academic Year 2022-23.  
Notice**

**Date- 26/10/2022**

All members of IQAC are hereby informed that the meeting of IQAC is scheduled on Friday, 28<sup>th</sup> Oct. 2022 at Principal Sir's Cabin at 11-00a.m. All are requested to remain present.


**Agenda of the Meeting**

1. To confirm the minutes of last meeting.
2. To discuss about the AQAR of 2021-22.
3. To discuss the strategy to be adopted for preparation of SSR.
4. Any subject with prior permission of the chair.

Your active participation and valuable inputs on the aforementioned agenda items are crucial for the successful execution of these initiatives. Please come well prepared to share insights, suggestions and recommendations to ensure effective decision making. We look forward to your presence at the meeting.

  
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## Minutes of the IQAC Meeting-

Date : Oct. 28,2022

Time : 11:AM

Venue : Principal Sir's Cabin

Members Present:-



Sr No	Name	Designation	Signature
1	Prin. Dr. Bhaskar Shelke	Principal and Chairman of IQAC	
2	Mr. Sudhakar Deshmukh	Hon. Secretary, A.T.E. Society, Management Representative	
3	Dr. Sanjay Takte	Vice Principal	
4	Dr. Ashok Datir	Representative of Teacher	
5	Mr. Pradeep Bacchhav	Representative of Teacher	
6	Mr. Devdatta Shete	Representative of Teacher	
7	Mr. Sandesh Kasar	Representative of Teacher	
8	Mr. Pankaj Naikwadi	Representative of Teacher	
9	Mr. Rahul Pancham	Representative of Teacher	
10	Dr. Ranjana Kadam	Representative of Teacher	
11	Mr. Ashpak Pathan	Representative of Teacher	
12	Mr. Sitaram Bagad	Administrative Officer	
13	Mr. Anil Gaikwad	Member of Local Society/Alumni	—
14	Mr. Pravin Deshmukh	Member of Industry	—
15	Mr. Pankaj Dhumal	Student Representative	—
16	Mr. Kiran Nehe	Administrative Assistant	
17	Dr. Mahejabin Sayyad	Coordinator, IQAC	

IQAC Coordinator Dr. Mahejabin Sayyad welcomed all the members of IQAC and briefed the IQAC members about the agenda of the meeting.

## Agenda & Resolution

**Subject -1. To confirm the minutes of the last meeting.**

**Resolution:-** The minutes and Action Taken Report (ATR) of last meeting held on 26/09/2022 were read, discussed & confirmed with consensus.

**Subject -2. To discuss about the AQAR of 2021-22.**

**Resolution:-** Discussion on collection of data for academic year 2021-22 has taken place. It has been decided to prepare inclusive list of all essential points required to prepare AQAR and to circulate it among departmental and activity Head and to ask for submitting those files within a month to IQAC and also to drop the notice on Whatsapp Groups.

**Subject -3. To discuss the strategy adopted for preparation of SSR.**

**Resolution:-** To face assessment Accreditation process successfully, it has been decided with consensus that all the Criteria Chairmen should sort out the points related to their respective criteria and submit it to IQAC in order to prepare inclusive list of files to be maintained by Dept./Activity Heads. (Chairmen should call meeting of their members) And then IQAC will issue this list to Dept./Activity heads & orient them by calling their meeting.

**Subject -4. Any subject with prior permission of the chair.**

**Proposal:-** Dr. Mahejabin Sayyad (IQAC Coordinator) proposed to have symmetry in filing mechanism and system hence new files should be issued for data submission of AQAR 2021-22

**Resolution:-** Hon. Principal of the college Dr. Bhaskar Shelke welcomed the proposal & assured to purchase and issue same type of files as per requirement in order to observe symmetry

### Date of Next meeting-


The date for the next IQAC meeting scheduled on 12/01/2023.

### Closure-

On behalf of the chairman, Prof. Devdatta Shete. extended vote of thanks to all the members for their valuable time and contributions and officially closed the meeting.

  
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## Action Taken Report

**Date of the Meeting :- 28<sup>th</sup> Oct.-2022**

**Agenda -1. To confirm the minutes of the last meeting.**

**Action Taken** - The minutes of ATR of the meeting held on 26<sup>th</sup> Sept. 2022 were read confirmed & uploaded on the website of the college.

**Agenda -2. To discuss about the AQAR of 2021-22.**

**Action Taken** - An inclusive list of 'Files to be Maintained' had been prepared with the contact of all criteria chairmen, IQAC Coordinator, Vice-Principal and, Principal. It was circulated to Dept. heads and the soft copy of the file had been shared on Whats App group as well.

**Agenda -3. To discuss the strategy adopted for preparation of SSR.**

**Action Taken** -The Criteria chairmen scheduled meeting with their criteria members, conducted, discussed and had given their inputs, 45 points inclusive list of 'Files to be Maintained' for facing Assessment and Accreditation process had been prepared & issued to all staff & HoDs. Orientation Programme of HoD, Staff had been organized on 6<sup>th</sup> Feb. 2023 by IQAC.

**Agenda -4. Any subject with prior permission of the chair.**

**Action Taken** -Files of same type had been purchased & issued to HoD/Activity Heads & Criteria Chairmen in order to observe uniformity in filling.

Process of preparation of AQAR 2021-22 had been initiated by IQAC on Thursday 01/11/2022.



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**Meeting of IQAC**  
**Academic Year 2022-23.**  
**Notice**

**Date- 10/01/2023.**

Dear Members of IQAC,

This is to inform you that the 3<sup>rd</sup> meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-23 is scheduled to take place on- **Date:** Thursday, January 12, 2023 at. Principal Sir's cabin at.11.00 am. all requested to remain present.

**Agenda of the Meeting-**

1. To confirm the minutes and ATR of last meeting.
2. To discuss about the Celebration of Birth and Death Anniversaries within the College.
3. To decide regarding initiation of Short-Term Certificate Courses by Different Departments.
4. To discuss about Conducting Activities under signed MoU.
5. To discuss about the organization of an Alumni Meet.
6. To discuss about Organization of 'Nirbhay Kanya Abhiyaan' in the college.
7. Any subject with prior permission of chair.

Your active participation and valuable inputs on the aforementioned agenda items are Crucial for the successful execution of these initiatives. Please come well prepared to share insights, suggestions and recommendations to ensure effective decision making. We look forward to your presence at the meeting.



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## Minutes of the Meeting of IQAC

Date: Jan. 12, 2023.

Time : 11-00 AM

Venue : Principal Sir's Cabin.



### Members Present:-

Sr No	Name	Designation	Signature
1	Prin. Dr. Bhaskar Shelke	Principal and Chairman of IQAC	
2	Mr. Sudhakar Deshmukh	Hon. Secretary, A.T.E. Society, Management Representative	
3	Dr. Sanjay Takte	Vice Principal	
4	Dr. Ashok Datir	Representative of Teacher	
5	Mr. Pradeep Bacchhav	Representative of Teacher	
6	Mr. Devdatta Shete	Representative of Teacher	
7	Mr. Sandesh Kasar	Representative of Teacher	
8	Mr. Pankaj Naikwadi	Representative of Teacher	
9	Mr. Rahul Pancham	Representative of Teacher	
10	Dr. Ranjana Kadam	Representative of Teacher	
11	Mr. Ashpak Pathan	Representative of Teacher	
12	Mr. Sitaram Bagad	Administrative Officer	
13	Mr. Anil Gaikwad	Member of Local Society/Alumni	—
14	Mr. Pravin Deshmukh	Member of Industry	—
15	Mr. Pankaj Dhumal	Student Representative	—
16	Mr. Kiran Nehe	Administrative Assistant	
17	Dr. Mahejabin Sayyad	Coordinator, IQAC	





## **Agenda & Resolution**

**Subject -1. To confirm the minutes of the last meeting.**

**Resolution:-** The minutes and Action Taken Report (ATR) of last meeting held on 28/10/2022 were read, discussed & confirmed with consensus.

**Subject-2. To discuss about the Celebration of Birth and Death Anniversaries within the College.**

**Resolution-** Discussion revolved around organizing events to commemorate different birth and death anniversaries within the college. Ideas were shared on how to make these celebrations more meaningful and inclusive. It is also decided unanimously to instruct different departments to observe the calendar-academic and general and to plan the events according to different departments and related personalities. Also some of the events should be celebrated at management and administration level.

**Subject-3. To decide regarding initiation of Short-Term Certificate Courses by Different Departments.**

**Resolution-** Most of the department's proposed initiating Short Term Certificate Courses.

Discussion included potential courses, target audience, needs of target audience, and resource requirements. Agreement to further explore and submit detailed proposals to CDC in the prescribe format for permission.

**Subject -4. To discuss about Conducting Activities under signed MoU.**

**Resolution –** It has been Discussed to Review the existing Memorandum of Understanding (MoU) commitments. It has been decided to instruct the departments to evaluate the progress of signed MoU and to inform them to conduct different activities under MoU and keep MoU active. Emphasis has been given on the effective implementation and regular assessment of activities under MoU. The departments which are not having any MoU, should try sincerely for collaborations.

**Subject -5. To discuss about the organization of an Alumni Meet.**

**Resolution-** Proposal to organize an Alumni Meet was discussed. It had been decided to instruct Alumni Committee to organize Alumni meet, its date, venue, and the agenda. He and his committee should make a plan regarding how to organize it successfully. The Alumni meet should be organized and report should be submitted to IQAC.

**Subject -6. To discuss about Organization of 'Nirbhay Kanya Abhiyaan' in the college.**

**Resolution-** Deliberation took place on organizing the Nirbhay Kanya Abhiyaan. It has been decided that the 'Nari Manch' will be informed to organize and conduct different lectures or otherwise as per format under Nirbhay Kanya Abhiyan and submit the report to Student Development Officer (SDO) and IQAC.

**Subject -7. Any subject with prior permission of the chair.**

**Resolution-** No any other 'on the spot subject' was there.



**Date of Next meeting-**


The date for the next IQAC meeting was set for 04/03/2023.

**Closure-**

On behalf of the chairman, Prof. Pankaj Naikwadi extended vote of thanks to all the members for their valuable time and contributions and officially closed the meeting.

  
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## **Action Taken Report (ATR)-**

**Date of the Meeting:- 12<sup>th</sup> Jan. -2023**

**Agenda -1. To confirm the minutes and ATR of last meeting.-**

**Action Taken** - The minutes of ATR of the meeting held on 28<sup>th</sup> Oct. 2022 were read confirmed & uploaded on the website of the college.

**Agenda-2. To discuss about the Celebration of Birth and Death Anniversaries within the College.**

**Action Taken** - Different departments celebrated the Birth Anniversaries and Death Anniversaries of great personalities according to the relevance of their departments and submitted the reports to IQAC. Some of the Anniversaries, Days of special importance are celebrated collectively by all staff members, Administration section and Management.

**Agenda-3. To decide regarding initiation of Short-Term Certificate Courses by Different Departments.-**

**Action Taken** - Each department tasked with submitting detailed proposals. A Committee had been formed to review the proposals and guidance. The proposals had been submitted to CDC and got permission. Certificate courses have been started. Some are about to start shortly.

**Agenda-4. To discuss about Conducting Activities under signed MoU.**

**Action Taken** - Different activities had been planned and executed by different departments like lecture series, FDPs, Conferences, Interviews, faculty and student exchange programme, other collaborative activities and submitted reports to IQAC.

**Agenda-5. To discuss about the organization of an Alumni Meet**


**Action Taken** - Alumni Association, formed already in the beginning of the year, had organized Alumni meet on 5<sup>th</sup> March, 2023 and submitted the report to IQAC.

**Agenda-6. To discuss about Organisation of 'Nirbhay Kanya Abhiyaan' in the college.**

**Action Taken** - Nari Manch, in co ordination with Student Development Officer (SDO) had organized and implemented Nirbhay Kanya Abhiyaan' on 03/02/2023. Three lectures from different area have been organized and the report has been submitted.

  
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**Meeting of IQAC  
Academic Year 2022-23.**

**Notice**

**Date- 01/03/2023.**


Dear Members of IQAC,

This is to inform you that the 4<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-23 is scheduled to take place at conference Hall at 11:00 am. All requested to remain present.


**Agenda of the Meeting-**

1. To confirm the minutes and ATR of last meeting.
2. To discuss on the Plan and Period for arranging Field Visits.
3. To discuss about organizing different Annual Festivals such as Art Festival, Commerce Festival, etc.
4. To plan regarding organizing workshops/FDPs/Conferences for Teaching and Non-Teaching Staff.
5. To discuss and direct for organizing and conducting Placement Activities.
6. To discuss and plan about preparation of SSR for 3<sup>rd</sup> cycle for the period 2017-18 to 2021-22.
7. To discuss any matter with prior permission of chair.

Your active participation and valuable inputs on the aforementioned agenda items are crucial for the successful execution of these initiatives. Please come well prepared to share insights, suggestions and recommendations to ensure effective decision making. We look forward to your presence at the meeting.

  
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## Minutes of the IQAC Meeting-

**Date:** March 4, 2023.

**Time:** 11:00 am

**Venue-** Conference Hall, Agasti College, Akole.



### Members Present:-

Sr No	Name	Designation	Signature
1	Prin. Dr. Bhaskar Shelke	Principal and Chairman of IQAC	
2	Mr. Sudhakar Deshmukh	Hon. Secretary, A.T.E. Society, Management Representative	
3	Dr. Sanjay Takte	Vice Principal	
4	Dr. Ashok Datir	Representative of Teacher	
5	Mr. Pradeep Bacchhav	Representative of Teacher	
6	Mr. Devdatta Shete	Representative of Teacher	
7	Mr. Sandesh Kasar	Representative of Teacher	
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9	Mr. Rahul Pancham	Representative of Teacher	
10	Dr. Ranjana Kadam	Representative of Teacher	
11	Mr. Ashpak Pathan	Representative of Teacher	
12	Mr. Sitaram Bagad	Administrative Officer	
13	Mr. Anil Gaikwad	Member of Local Society/Alumni	—
14	Mr. Pravin Deshmukh	Member of Industry	—
15	Mr. Pankaj Dhumal	Student Representative	—
16	Mr. Kiran Nehe	Administrative Assistant	
17	Dr. Mahejabin Sayyad	Coordinator, IQAC	

## **Agenda and Resolutions-**

### **Subject -1. Confirmation of Minutes and ATR of last meeting-**

**Resolution-**The minutes and Action Taken Report (ATR) of the 3<sup>rd</sup> meeting held on January 12, 2023, were read and confirmed. No objections or corrections were raised.

### **Subject -2. Plan and Period for Arranging Field Visits-**

**Resolution-**A discussion on the scheduling and planning of field visits for the academic year took place. It has been decided that the departments will be informed to submit proposed plans for field visits.

### **Subject -3. Organization of different festivals-**

**Resolution-**Discussion took place on organizing of various festivals like Art festival, Commerce Festival, etc. It has been decided that the departments will be informed to submit proposed plans, proposed list of Resource Persons, tentative plan of activities to be conducted in regard to Arts Festival, Commerce Festival etc.

### **Subject -4. Workshops/FDPs for Teaching and Non-Teaching Staff-**

**Resolution-**It has been discussed that workshops and FDPs are to be organized for teaching and non-teaching staff. The responsibility is shouldered on Staff secretary. He is to prepare tentative schedule and implement it accordingly. Proposed subjects are related to soft skill developments, use of technology etc.

### **Subject -5. Placement Activities-**

**Resolution-**Placement Cell has already been formed in the college. It is decided to include representatives from different departments for effective implementation. They should contact more companies and call them for conducting interview. Responsibilities are to be assigned, regular updates on placement activities are to be reported to IQAC.

### **Subject -6. Preparation of SSR for 3<sup>rd</sup> cycle for the period 2017-18 to 2021-22-**

**Resolution-** Detailed discussion took place on when and How to start preparing for SSR. It was decided to make distribution of work. Schedule should be prepared for presentation of different departments and activities.

### **Subject -7. Any on the spot subject with prior permission of chair-**


**Resolution-**Members were encouraged to bring up any relevant on the spot subjects with prior permission of the chair. But no additional topics were raised during this meeting.

### **Closure-**

The meeting has been concluded with vote of thanks by Prof. Pankaj Naikwadi, member IQAC, on behalf of Chairman of the meeting.

  
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## **Action Taken Report (ATR)-**

**Date of the Meeting:- 4<sup>th</sup> Mar. -2023**

### **Agenda -1. Confirmation of Minutes and ATR of last meeting-**

**Action Taken** - The minutes of the previous meeting held on 12/01/2023 were presented. Dr.

Bhaskar Shelke requested members to review the minutes and provide any correction or addition if missed. After review, the minutes were approved with no further changes. The Action Taken Report (ATR) of the last meeting was presented, approved and accepted as there were no corrections suggested.

### **Agenda -2. Plan and period for arranging field visits-**

**Action Taken** - Field visits have been organized by different departments like Geography, Chemistry and Commerce rest have submitted their plan for field visit.

### **Agenda -3. Organization of different festivals-**

**Action Taken** - Art Festival had been organized on 27<sup>th</sup> February and Commerce festival had been organized on 1<sup>st</sup> April 2023.

### **Agenda -4. Workshops/FDPs for Teaching and Non-Teaching Staff-**

**Action Taken** - One day FDP has been organized for Teaching and Non-Teaching Staff had been organized on 17<sup>th</sup> April 2023.

### **Agenda -5. Placement Activities-**


**Action Taken** - 17/11/2022 & 25/11/2022 Placement activities had been conducted by Placement Cell of College and 21 students had been selected for job.

### **Agenda -6. Preparation of SSR for 3<sup>rd</sup> cycle for the period 2017-18 to 2021-22-**

**Action Taken** - The work has been distributed among different departments and to among Criteria Chairmen. Departments are completing documentation part. Schedule for Power Point Presentation has been prepared and circulated among all departments and Activities and accordingly it was observed.

  
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