



P. D. E. A's  
Annasaheb Magar Mahavidyalaya Hadapsar Pune -411028.  
**Internal Quality Assurance Cell (IQAC)**  
**A.Y. 2023 – 24 (First Term)**

**(Meeting – 1)**

The Online IQAC meeting is conducted under the chairmanship of Principal Dr. Nitin L. Ghorpade on **03/07/2023** at 11.00 am. The meeting started with welcoming of all the members of IQAC by the Coordinator Dr. Joshi R. P. All the respected members are requested to remain present for the meeting.

**Agenda of meeting: -**

1. To read out the minutes of previous meeting.
2. Prepare College Academic Calendar 2023-24.
3. Prepare Time Table and Workload for each departments
4. To prepare Academic plan of Curricular and Co-Curricular activities for AY2023-24.
5. To appoint guardian and mentors class wise to overlook academic activities.
6. To organized activities for Competitive Exam and Placement through “Carrier Katta”.
7. To conduct Energy Audit, Green Audit, Environment Audit, Gender Audit and Academic and Administrative Audit (AAA) through external Agency.
8. To discuss and collect data for SSR ( IVth Cycle) to be filled in Aug-2023.

  
**Co-ordinator**  
**IQAC Committee**  
Annasaheb Magar Mahavidyalaya,  
Hadapsar, Pune-28.

  
**PRINCIPAL**  
Annasaheb Magar Mahavidyalaya,  
Hadapsar, Pune-411028.

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Internal Quality Assurance Cell (IQAC)

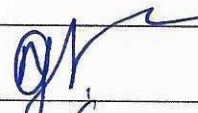

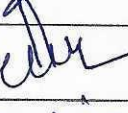
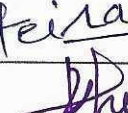
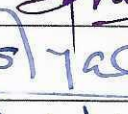
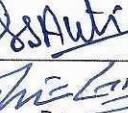


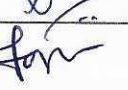



**Minutes of Meeting**

**AY 2023 – 24**

**(IQAC Meeting – 1)**

The Online IQAC meeting is conducted under the chairmanship of Principal Dr. Nitin L. Ghorpade on 03/07/2023 at 11.00 am. The meeting started with welcoming of all the members of IQAC by the Coordinator Dr. Joshi R. P. The following members were present for the meeting.

**IQAC Committee**

Sr. No.	Name of Teacher	Position	Signature
1.	Prin. Dr. Nitin L. Ghorpade	Chairman	
2.	Hon. Sandeep Kadam	Management Representative Member	
3.	Shri. Suresh Ghule	Alumni Representative Member	
4.	Shri. Suresh Umap	Local Community Representative Member	
5.	Shri. Prakash Mahajan	Employers / Industrialists Member	
6.	Dr. P. P. Muley	Teacher Member	
7.	Dr. S. L. More	Teacher Member	
8.	Dr. S. S. Auti	Teacher Member	
9.	Prof. N. R. Lagad	Teacher Member	
10.	Dr. R. U. Mene	Teacher Member	
11.	Mr. G. S. Sabale	Senior administrative official Member	
12.	Mrs. O. D. Gaikwad	Student Representative	
13.	Dr. R.P. Joshi	Coordinator	





### Minutes of meeting

	Agenda	Discussion and Resolution	Action Taken
1.	To read out the minutes of previous meeting.	The minutes of previous meeting and action taken report were read by IQAC coordinator and confirmed by the committee.	----
2.	Prepare College Academic Calendar 2023-24.	Prof. S. L. More discussed the draft of Academic Calendar for the year 2023-24.	The Prepared draft was Corrected by IQAC and final draft of Academic Calendar for the year 2023-24 was uploaded on the college website and made available to all stake holders.
3.	Prepare Time Table and Workload for each departments	Dr R. U. Mene informed on the preparation of Time Table and Workload by all Head of department.	All the department were prepared their respective time table and workload and displayed on notice board.
4.	To prepare Academic plan of Curricular and Co-Curricular activities for AY2023-24.	It is resolved that the HOD should plan to organize seminar and Conferences. It is also resolved to organize Institutional level Conferences on Intellectual Property Rights (IPR) and Industry-Academia interaction and should conduct workshop/ Guest lecturers/ Training Programs for both students and teachers.	Institute organizes Online State/National/ International level Webinars/ conferences by various departments such as Commerce, Microbiology, Zoology, Botany Marathi, English, Hindi, Economics, Physics, and Computer Science department.
5.	To appoint guardian and mentors class wise to overlook academic activities.	Dr S. S. Auti proposed to strengthen Mentor-mentee system by all departments to resolve student's problems.	All departments have appointed class guardian and mentors to resolve the students problems throughout the year.
6.	To organized activities for Competitive Exam and Placement through "Carrier Katta".	Prof Nitin Lagad informed that Carrier Katta will support to organize competitive exam and placement activities in collaboration.	The Guest lecture, and workshop are organized for competitive exam and commerce department organized placement camp for students.
7.	To conduct Energy Audit, Green Audit, Environment Audit,	Dr. P. P. Mulay informed that Energy Audit, Green Audit, Environment Audit, Gender	<ul style="list-style-type: none"> <li>Energy Audit, Green Audit, Environment Audit was carried out through External</li> </ul>



	Gender Audit and Academic and Administrative Audit (AAA) through external Agency.	Audit and Academic and Administrative Audit (AAA) are to be carried out through external Agency	Agency "Sustainable Academe, Sustainability Department of Greenio Solutions, Naigaon" <ul style="list-style-type: none"><li>• Gender Audit and Academic and Administrative Audit (AAA) was carried out through IQAC Cluster, India.</li></ul>
8.	To discuss and collect data for SSR ( IVth Cycle) to be filled in Aug-2023.	Principal Dr. Nitin Ghorpade had taken and overlook for the SSR Preparation process. Institute NAAC Accreditation is up to 15 <sup>th</sup> August 2023. Hence it is discussed to make the policy and procedure for the preparation for IIQA and SSR to submit with in time.	All Criterion Chairman have been started to collect the Qualitative and Quantitative Data and supporting Files from all departments in NAAC SSR format. The IQAC Coordinators have been monitor all the process and finalize the data.

The meeting was concluded with the vote of thanks to the Chairman and the IQAC committee members proposed by Dr. R. P. Joshi

  
**Co-ordinator**  
**IQAC Committee**  
Annasaheb Magar Mahavidyalaya,  
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## Internal Quality Assurance Cell (IQAC)


AY 2023-24

### (IQAC Meeting – 2)

The IQAC meeting to be conducted on 07/10/2023 at 11.00 am. The agenda for the meeting will be as follows. All members are requested to remain present and share their suggestions to improve academic quality of institution.

### Agenda

1. To present minutes of previous meeting and take approval.
2. To discuss on new academic courses to be introduced in AY 24-25.
3. To Discuss Result of first Term of AY 2023-24.
4. To organize industrial and field visits for students.
5. To take review of implementation of NEP-2020 for PG courses.
6. To make provision of Internship /OJI for PG students.
7. To form new Linkages, Collaborations and MoUs with industries, NGO, etc.
8. To organize FDP, workshop on NEP-2020
9. To conduct activities imparting Human Values, Gender Equality, Environmental issues, Career Catta etc.
10. To discuss strategy for preparation of SSR

  
Asst. Co-ordinator  
IQAC

  
Co-ordinator  
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**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting**

**AY 2023-24**

**(Meeting – 2)**

The IQAC meeting is conducted under the chairmanship of Principal Dr. Nitin L. Ghorpade on **07/10/2023** at 11.00 am. Following members were present for the meeting. The IQAC Coordinator, Dr. Joshi R. P., welcomed all the members and proceeds.

Sr. No.	Name of Teacher	Position	Signature
1.	Prin. Dr N. L. Ghorpade	Chairman	
2.	Hon'ble. Sandeep Kadam	Management Representative Member	
3.	Shri. Suresh Ghule	Alumni Representative Member	
4.	Shri. Suresh Umap	Local Community Representative Member	
5.	Shri. Prakash Mahajan	Employers / Industrialists Member	
6.	Shri. Ganesh Hargude	Employers / Industrialists Member	
7.	Dr. P. P. Muley	Teacher Member	
8.	Dr. S. S. Auti	Teacher Member	
9.	Dr. L. K. Nikam	Teacher Member	
10.	Prof. N. R. Lagad	Teacher Member	
11.	Dr. R. U. Mene	Teacher Member	
12.	Mr. D. S. Bagde	Senior administrative official Member	
13.	Mr. Om D. Gaikwad	Student Representative	
14.	Dr. R.P. Joshi	Coordinator	

## Minutes of Meeting

	Agenda	Discussion and Resolution	Action Taken
1.	To present minutes of previous meeting and take approval.	Minutes of meeting held on 03/07/2023 were placed before the committee and approved	----
2.	To discuss on new academic programs to be introduced in AY 24-25.	Prin. Dr. Nitin Ghorpade suggested that, Institute will focus on implementation of NEP from AY 24-25, and hence decided not to introduce any new academic programs from AY 2024-25	-----
3.	Discussion on Result of AY 2023-24 ( First term)	Results of Arts, Commerce, Science, Comp. Science and Vocational were found to be good. Hon'ble Adv. Sandeep Kadam appreciated and appealed to improve further.	Results were collected and analyzed. It is observed that all the results are up to the mark.
4.	To organize industrial and field visits for students.	It resolved that concern departments should arrange industrial and field visits as per the as per the guidelines of NEP-2020	Industrial Visits were organized by Microbiology , Botany, Zoology, Geography departments and reports prepared by participant students and submitted for evaluation
5.	To take review of implementation of NEP 2020 for PG courses from the year 2023-24	PG programs are restructured as per NEP-2020 and introduced from the year 2023-24. In restructured PG programs Internship/OJT has been made mandatory as well as research methodology course included in syllabus. Thorough discussion was held on this issue.	As per discussion on NEP-2020 Pattern syllabus, all essential steps are taken for effective implementation.
6.	To make provision of Internship /OJT for PG students.	It was suggested to contact nearby industries, Labs, research institutes and to take consent well in advance for the internship/OJT. It has been suggested to keep separate slots for internship/OJT in academic calendar.	PG Coordinator meeting conducted and asked to make provision for Internship and OJT and to complete syllabus by 31 <sup>st</sup> March 2024. Arrange internship/OJT during 01 <sup>st</sup> Apr-30 Apr 2024.
7.	To form new Linkages, Collaborations and MoUs with industries, NGO, etc.	Discussion was held on existing MoUs and activities undertaken. It has been suggested to renew MoUs and sign new MoUs required for Internship, OJT and field work.	All existing MoUs are active in the AY 2024-25. 15 MoUs are newly signed in the AY 23-24.





8.	To organize FDP, workshop on NEP-2020	Dr. R P Joshi expressed need and importance of FDP and workshop on implementation of NEP. .... Suggested to organize workshop for faculties and principal	It is decided to organize workshop on NEP-2020 in second term.
9.	To conduct activities imparting Human Values, Gender Equality, Environmental issues, Career Catta etc.	These cross cutting issues should be addressed effectively through various activities. Decided to organize activities in college and in society	Activities related to Human rights are conducted by Political Science, Gender sensitization by microbiology, NSS and Career <i>Sansad</i> by Career <i>Katta</i> .
10.	To discuss strategy for preparation of SSR	IIQA has been submitted on 28/10/2023. IQAC Coordinator has given review on SSR preparation. Hon'ble Secretary Adv. Sandeep Kadam assured all kinds of assistance required to prepare SSR.	SSR submitted on 25/01/2024

The meeting was concluded with the vote of thanks to the Chairman and the IQAC committee members proposed by Dr. R. P. Joshi

  
**Co-ordinator**  
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**Internal Quality Assurance Cell (IQAC)**  
**AY 2023-24 Second Term**

**(IQAC Meeting – 3)**

The IQAC meeting to be conducted on **31/01/2024** at 11.00 am. The agenda for the meeting will be as follows. All members are requested to remain present and share their suggestions to improve academic quality of institution.

**Agenda**

1. To confirm minutes of previous meeting.
2. Discussion on Research Centre.
3. Steps to be taken for maximum participate in competitive examinations and arrange lectures on career counseling.
4. To take review on ongoing add-on courses.
5. To organize activities in collaboration with industries and other institutes
6. To take review on SSR completion
7. Planning for campus drive
8. NSS Camp organization and planning of social activities.
9. To take the Feedback of Students, Teachers, Alumni and Employees and analysis report.
10. To participate and organize sports and cultural activities/ competitions

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## Internal Quality Assurance Cell (IQAC)

**AY 2023-24 Second Term**

**(IQAC Meeting – 3)**

The IQAC meeting is conducted under the chairmanship of Principal Dr. Nitin L. Ghorpade on **31/01/2024** at 11.00 am. Following members were present for the meeting. The IQAC Coordinator, Dr. Joshi R. P., welcomed all the members and proceeds.

### **IQAC Committee**

Sr. No.	Name of Teacher	Position	Signature
1.	Prin. Dr. Nitin L. Ghorpade	Chairman	
2.	Hon'ble. Sandeep Kadam	Management Representative Member	
3.	Shri.Suresh Ghule	Alumni Representative Member	
4.	Shri. Suresh Umap	Local Community Representative Member	
5.	Shri. Prakash Mahajan	Employers / Industrialists Member	
6.	Shri. Ganesh Hargude	Employers / Industrialists Member	
7.	Dr. P. P. Muley	Teacher Member	
8.	Dr. S. S. Auti	Teacher Member	
9.	Dr. L. K. Nikam	Teacher Member	
10.	Prof. N. R. Lagad	Teacher Member	
11.	Dr. R. U. Mene	Teacher Member	
12.	Mr. D. S. Bagde	Senior administrative official Member	
13.	Ms. P. N. Vidhate	Student Representative	
14.	Dr. R.P. Joshi	Coordinator	



### Minutes of meeting

	Agenda	Discussion and Resolution	Action Taken
1.	To present minutes of previous meeting and approve .	IQAC Coordinator presented minutes of meeting held on 07/10/2023 and Action taken. Report The minutes and Action taken is approved by committee .	
2.	Discussion on Research Centre.	Discussion was held on research Centre and its research activities. Report each subject mentioning Research papers published, Ph. D awarded, Thesis submitted is presented in meeting. It is suggested to publish research papers in UGC Notified Journals, Proceedings of National/International Conferences.	Research papers are published by research guides in reputed journals. Progress report presentations are arranged on 30/12/2023
3.	Steps to be taken for maximum participate in competitive examinations and arrange lectures on career counseling.	It was advised to create awareness amongst students through Guest lectures, workshop. Special lectures on career counselling need to be organized.	Teachers gave information and explained importance of Competitive Exams for Govt. services. Psychology Department conducted Career Counselling for students.
4.	To take review on ongoing certificate courses.	In discussion Dr. presented status of on going short term courses and number of participants. It has been advised to introduce courses related to NEP-2020 and Extra credit courses	15 certificate courses conducted by various departments and 1944 students completed the course successfully in AY 23-24
5.	To organize activities in collaboration with industries and other institutes	Collaboration with industries and research institute is required for experiential and participative learning as well as for research. It has been decided to organize activities such as	Field Visits, Industrial Visits and Research Institute visits are organized by various departments.





		visit, guest lectures, quizzes etc. in the college.	
6.	To take review on SSR completion and submission	Coordinator of the IQAC Dr. Ramakant Joshi presented review on SSR submitted and DVV Clarification	SSR submitted on 25/01/2024 and waiting for DVV clarifications.
7.	Planning of campus drive	It was decided to organize campus drive for all faculty students.	Chem. Dept. and Comp Science department planned to organize campus drive in Apr 2024
8	NSS Camp organization and planning of social activities.	Details of NSS activities to be organized in NSS camp are discussed. Place and date of the Camp shall be decided by principal and NSS Coordinator.	NSS camp organized from 20 <sup>th</sup> Dec to 26 <sup>th</sup> Dec 2023. During camp Village Survey, Laborsaving and Guest lectures etc. activities were conducted
8.	To take the Feedback of Students, Teachers, Alumni and Employees and analysis report	Committee discussed points to be included in feedback and suggested revise feedback forms and take online feedback	Online feedback of stakeholder planned to conduct after University exams.
9.	To participate and organize sports and cultural activities/ competitions	Discussion was held on organization of university level sport events and cultural events in college. Training and Practice session shall be arranged before participation in events.	Sports Department organized sports carnival and Cultural department participated in Drama competitions, singing competitions and street Play etc. Students also participated in University level sports competition.

The meeting was concluded with the vote of thanks to the Chairman and the IQAC committee members proposed by Dr. R. P. Joshi

*R.P. Joshi*  
**Co-ordinator**  
**IQAC Committee**  
 Annasaheb Mager Mahavidyalaya,  
 Hadapsar, Pune-28.

*[Signature]*  
**PRINCIPAL**  
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**Internal Quality Assurance Cell (IQAC)**  
**A.Y. 2023 – 24 (Second Term)**

**(Meeting – 4)**

The IQAC meeting to be conducted on **25/04/2024** at 11.00 am. The agenda for the meeting will be as follows. All members are requested to remain present and share their suggestions to improve academic quality of institution.

**Agenda of meeting: -**

1. To confirm minutes of previous meeting.
2. To take review of teaching-learning activities conducted in the A. Y. 2023-24.
3. To take the review of Curricular and Extracurricular activities conducted in A. Y. 2023-24.
4. To review status of DVV.
5. To plan for Academic calendar for 2024-25 and implementation of NEP 2020 pattern for First year UG
6. To organize workshop on NEP
7. To collect and analyze feedback reports from different stakeholders.
8. Any other subject with the permission of Chairman.

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Internal Quality Assurance Cell (IQAC)

**Minutes of Meeting**

**2023 – 24 (Second Term)**

The IQAC meeting is conducted under the chairmanship of Principal Dr. Nitin L. Ghorpade on **25/04/2024** at 11.00 am. Following members were present for the meeting. The IQAC Coordinator, Dr. Joshi R. P., welcomed all the members and proceeds.

**IQAC Committee**

Sr. No.	Name of Teacher	Position	Signature
1.	Prin. Dr. Nitin L. Ghorpade	Chairman	
2.	Hon'ble. Sandeep Kadam	Management Representative Member	
3.	Shri. Suresh Ghule	Alumni Representative Member	
4.	Shri. Suresh Umap	Local Community Representative Member	
5.	Shri. Prakash Mahajan	Employers / Industrialists Member	
6.	Shri. Ganesh Hargude	Employers / Industrialists Member	
7.	Dr. P. P. Muley	Teacher Member	
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9.	Dr. L. K. Nikam	Teacher Member	
10.	Prof. N. R. Lagad	Teacher Member	
11.	Dr. R. U. Mene	Teacher Member	
12.	Mr. G. S. Sabale	Senior administrative official Member	
13.	Ms. O. D. Gaikwad	Student Representative	
14.	Dr. R.P. Joshi	Coordinator	





### Minutes of meeting

	Agenda	Discussion and Resolution	Action Taken
1.	To confirm minutes of previous meeting.	Coordinator of IQAC presented minutes and action taken report of previous meeting dated 31/01/2024	----
2.	To take review of teaching-learning activities conducted in the A. Y. 2023-24.	Prin. Dr Nitin Ghorpade elaborated details of teaching learning activities. He focused on activities taken related to NEP-2020 syllabus implementation for PG. Teachers used Online Platform for wherever required as well as LMS platform for conducting test , assignments, providing Notes, ppts, videos COs etc. Committee expressed satisfaction over activities taken.	Syllabus of all classes has been completed. Teachers used LMS platform for providing Notes, ppts., PDF of text books, COs. Internal Evaluation such as online tutorial /Quiz, Assignments has been completed through LMS. Planning of Internship /OJT is made at departmental level and students are sent for Internship/OJT which will completed by 30 <sup>th</sup> Apr 2024
3.	To take the review of Curricular and Extracurricular activities conducted in A. Y. 2023-24.	Extracurricular and Curricular activities are organized throughout academic year such as Career Katta, Workshops, Seminars, cultural, Guest lectures, Outreach activities. Overall summary presented by Dr Prashant Mulay Before committee.	All activities are completed as per schedule.
4.	To review status of DVV.	It has been asked to resubmit DVV with changes in storage space utilized for data storage DVV has been resubmitted as per guidelines.	DVV process completed and prequalified. Three dates of visits communicated to NAAC office.
5.	To plan for Academic calendar for 2024-25 and implementation of NEP 2020 pattern for First year UG	Discussion held on Academic planning of year 2024-25 specially implementation NEP-2020 syllabus for PG-II and First Year UG. Hon'ble	Academic calendar for the year 2024-25 has been prepared.

		Secretary Adv Sandeep Kadam suggested to make thorough planning for effective implementation and asked to prepare Academic calendar before commencement of year 2024-25	
6.	To organize workshop on NEP	BoD of SPPU sanctioned organization of workshop for principals and directors of the institutes in Pune. Discussion was held on organization of NEP workshop	Workshop on NEP-2020 implementation at UG level has been organized on 03 July 2024 for Principals and Directors. The workshop was jointly organized with IQAC of SPPU and sponsored by BoD, SPPU
7.	To collect and analyze feedback reports from different stakeholders.	Dr. Mene R. U. Informed about Feedback to be taken of different stakeholders and mechanism to be adopted for the feedback and analysis.	Feedback of all stake holders is completed and analyzed
8.	Any other subject with the permission of Chairman.	No any other subject/issue discussed.	

The meeting was concluded with the vote of thanks to the Chairman and the IQAC committee members proposed by Dr. R. P. Joshi

  
**Co-ordinator**  
**IQAC Committee**  
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