

Meeting of IQAC on 30 August 2016

Agenda

1. Welcome of newly inducted members
2. Minutes of last meeting
 - a) Confirmation
 - b) Compliance
 - c) Report of Activities
4. 3rd Cycle of Accreditation by NAAC, Bangalore
5. Presentations of some Best Practices –
 - Indradhanu- Cluster of Colleges
 - Entrepreneurship Development Cell
 - Training & Placement Cell
 - SEWA – Community Service
 - Students' Quality Assurance Cell (SQAC)
 - Outreach Programmes
 - Women's Studies Research & Documentation Centre (WSRDC)
6. Any other

Report of Activities

Communication was received from NAAC, Bangalore stating that the Peer Team would visit the college from 15 – 17 September for the 3rd Cycle of Accreditation. Preparations are underway for the same.

International Yoga Day was observed on 21st June.

1. The college had tied up with TiE-WE last year. Two programs had been organised in the Shankarnagar campus of the college.

A workshop on “Start Ups” was organised by the ED Cell in the S Hills campus on Saturday 30th July 2016.

The President of TIE Mr. Shashikant Choudhary, Chairperson Dr Rita Aggarwal and the Co –chairperson Dr Medha Dixit Muley, along with Principal of the college Dr. Shyamala Nair and Vice Principal Mrs. Harsha Jharia were present. Mr. Shashikant Choudhary gave amazing information about the development of an enterprise quoted a number of examples of how creativity can be turned into opportunities especially for women. Ms. Rita Aggarwal briefed all about TIE – WE which basically works for initiating women entrepreneurs. Dr. Medha Dixit conducted an interactive session with students to explain “Starts up” the idea, concept and the business as a whole.

The workshop was attended by nearly 100 students from various departments of the Seminary Hills campus. TIE-WE has also agreed to conduct a session for students who have ideas on one to one basis.

2. A Green Initiative Award has been bestowed on the College for.....

3. An audio-Visual section will soon be functional in the library.

4. 30 students and 8 teachers from both campuses participated in a One day Training Workshop *Bhuvan-Panchayat Portal and Mobile Application for Asset Mapping* conducted by IIRS (ISRO), Dehradun on 27th July

5. 5 teachers participated in a four week Faculty Development Programme (FDP) *Use of ICT in Education for Online and Blended Learning* conducted by IIT Bombay and approved by AICTE.

6. The 17th IIRS Outreach Program on Geoweb Services and Geoportal Applications Resources was jointly organized by the Departments of Electronics and Geography in June-July 2016.

7. The Ministry of Human Resource Development launched the RAA in July 2015 by Former President Dr. APJ Abdul Kalam with the motto of igniting the minds of children in elementary and secondary schools. Accordingly, the UGC identified the following initiatives for State/Central Universities :

1. Mentoring of Teachers by HEIs
2. Mentoring of Science faculty in schools by HEIs
3. Mentoring of students by HEIs and Graduate students
4. Internship of students at the Mentoring Institutes (HEIs)

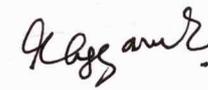
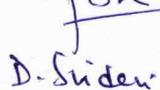
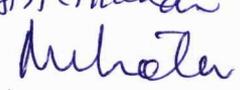
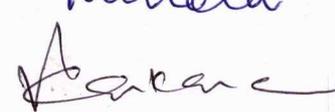
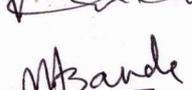
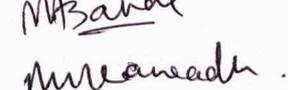
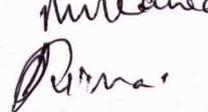
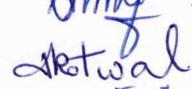
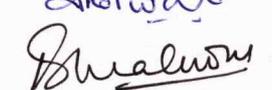
The college has been identified as a Mentoring Institute for schools by the RTM Nagpur University for this venture. The Principal nominated Mrs. Kalpana Dhawad and Dr. Sridevi as the Project Coordinator and Co-Coordinator for the same.

Mrs. Kalpana Dhawad attended a Workshop for RAA Coordinators organized by RTMNU- RAA Cell and BCUD at Guru Nanak Bhavan in July.

A survey of a few schools in the neighbourhood was carried out and Ramnagar Bharat Vidyalaya, Nagpur was selected as the Mentee institute. Several activities have been outlined to be conducted by staff and students of the college at the school and in the college as well. Two of these which have been organized are: Narration of a story based on 'Andhashraddha Nirmulan' by Dr. Ratna Lanjewar of the Department of Marathi and b) Motivational video 'Asa Mi Ghadlo' shown to the students of the school by the Final year students of Department of Applied Electronics under the guidance of Mrs. Kalpana Dhawad .

IQAC Meeting on 30 August 2016

The meeting was attended by the following members :

1. Ms. Rita Aggarwal - 
2. Mrs. Anilā Rao - 
3. Mr. Shashikant Choudhary - 
4. Mrs. Harsha Jharic 
5. Do (Mrs) Sheela Kulkarni 
6. Dr. D. Sudevi 
7. Shubhangi Birgaonkar 
- 8) Mitlan Chelani 
- 9) Ms. V. Karkare 
- 10) Dr. M.A. Bande 
- 11) Dr. Vandana Kawadkar 
- 12) Dr. Asha Tiwari 
- 13) Anjan Maheshwari 
- 14) Swaima Ahmad 
- 15) Dr. Deepali Kotwal 
16. Dr. B. Malewar 
17. Dr. Shyamala Nair 

Minutes of IQAC Meeting held on 24 March 2017

The meeting of the IQAC was held on 24 March 2017 at 2:30 pm in the Conference Hall of the college.

The IQAC Coordinator, Dr.B.Malewar, informed all that due to the retirement of the Coordinator and Co-Coordinator in 2017, a new IQAC would be constituted for 2017-19.

1. Welcome

Newly inducted teacher members and student members were welcomed and introduced to all the other members. Mr.Anil Joshi, Member of the Board of Directors of NTC was accorded a warm welcome. Dr.Panna Akhani's presence was acknowledged with respect.

2. Apologies

Apologies were received from External Members Ms.Rita Agrawal, Mr.Ravi Boratkar, Mr.Shashikant Choudhary and teachers Dr.Shubhangi Girgaonkar,Dr.Vandana Kawadkar and Ms. Mrunalini Thombre.

3. Confirmation of Minutes of last meeting

The minutes of the previous IQAC meeting were confirmed and passed. Dr.B.Malewar presented a Compliance Report followed by a report of major activities of the college--- The visit of NAAC Peer Team from Sept. 15 – 17and the CGPA granted being unsatisfactory, an appeal had been sent to NAAC, Bangalore and communication awaited.

Performance of Teacher participants in FDP of IIT Bombay was applauded.

4. Principal's Address

The Principal outlined the future course of action to be followed by the IQAC. She emphasized the need to have IQAC committee to strategize and streamline the internal assessment for academic and extra curricular activities.

She also suggested formation of a funding proposal committee as no Minor/Major research projects could be carried out for the want of funds. The Committee would guide about different research funding agencies and how to apply for funds.

She expressed the need for having Digital Resources for additional number of books as suggested by NAAC team members during their visit in September 2017. She mentioned about National Digital Library- within a span of 2 months time approx. 68 lakhs books could be made available.

She also stated that a workshop or Brain Storming session of experts be arranged from the view point of preparing better for IV cycle of NAAC which is quite difficult.

5. Any Other

A) MR. ANIL JOSHI- suggested

- i. Industry Academia Tie-up. — ED a Hunnar A Ropfar
- ii. Creation of novel knowledge and research practices at University level for Ph.D. students so that practical application of research work is facilitated.
- iii. Stressed the need for skill development initiatives and placements linkages in the interest of students.
- iv. He offered to provide required help and guidance to L.A.D. Textiles and Fashion designing students as he is working as Director of National Textile Cooperation.

B) MRS. ANITA RAO-

- i. Suggested that donations in the form of books may be accepted from alumnae. This may be in the form of reference books or books for competitive examinations (Bank, Staff Selection, MPSC, UPSC).
 - ii. Informed that LEW (Lady Entrepreneurs Wing) of VIA was working hard for industry academia tie up.
 - iii. Offered all sort of help to budding entrepreneurs. Trophy for Best Budding Entrepreneur was instituted by her and awarded to Rucha Moghe of HMCT Department.
 - iv. Special mention was made by her about the successful participation of L.A.D. College Textile and Fashion designing and HMCT ^{and BID} students in the Annual Exhibition event of LEW of VIA where students won prizes.
- Dr. Jyotsna Patil, Dr. Harsha Jharia, Dr. Sheela Kulkarni, Dr. Pooja Pathak, Dr. Charuta Gajbhiye informed about successful placements of their students and efforts made by their respective departments in this direction.
 - Dr. Charuta Gajbhiye requested for grant of duty leave to teachers so as to enable them to attend industrial trainings and workshops of short durations. She also pointed out the need for inter faculty research and training facility.
 - In reply, Dr. Malewar Vice Principal and Coordinator of IQAC suggested her to come up with concrete proposals and forward to management for approval.
 - Dr. Shreedevi mentioned about collaborative efforts and activities of Electronics and Applied Electronics departments in the interest of students.
 - Mr. Joshi suggested arranging for industrial visits of students to better functional industrial units.
 - Student representatives requested for transport/conveyance facility for hostel students particularly during emergency situations like going to hospital. — Bolero
 - Request was made by students to have better sports facilities at Seminary Hills Campus.

- Dr. Jharia informed about the upcoming sports ground and facilities with the beginning of Srinivas Public School at Seminary Hills Campus. d an announcement that this would be followed by

The meeting ended with a Vote of thanks by Dr. Malewar and an announcement that this would be followed by 'Tea with the Director', an initiative of the IQAC.

Minutes of IQAC Meeting with Principal Dr. Shyamala Nair

Date: 14-9-2017

Venue: Principal's chamber, Seminary Hills Campus

1. At the outset, Dr. Pooja Pathak welcomed the members present.
2. She distributed copies of **criteria wise committees** to all members. She said that one person has been made in charge of each criterion and they have to make presentation '**Way Forward**' on that criterion to IQAC members in the meeting of 19th September. They should consult and discuss with the sub-criteria in charges and prepare 2-3 slides only indicating the plan of action for incremental development in that criterion.
3. Dr. D. Sridevi asked all staff members to prepare a **personal commitment** plan for the next five years on individual level for their personal career development. She said that they should look at the revised framework and the columns therein and base their plan in such a way so that no column should have any NIL entry when we go in for next cycle of accreditation.
4. She said that each teacher should prepare one **plan consisting of personal goals, one for department and one for college development**.
5. Mrs. Dhawad wanted to know if **feedback forms were analysed** and any action taken. Dr. Sridevi said that at Shankarnagar they have been analysed.
6. Dr. R. Dharmadikari wanted to know about **NAAC report and compliance**. The principal Dr. Nair read out the report and explained all the points- Human resources were commented upon, perspective plan, COP/BVOC etc, bifurcation of Senior and junior colleges, collaborative projects and linkages, e-recharging rooms, UG/PG bifurcation, common computer center, washrooms, common rooms, indoor games facilities, further facilities for co-curricular activities, consolidation of existing courses, central documentation facility, coaching for competitive exams, training for employability etc were the points raised by NAAC peer team.
7. Dr. Nair explained the new **revised framework for NAAC** about the qualitative and quantitative metrics, online submissions, third party verification and validation, IIQA (Institutional Information for Quality Assessment, like LOI), SSS (Student Satisfaction Survey) which includes 10% of all students enrolled who will give feedback on all seven criteria, SSR is almost the same with 33% weight for peer team visit and report and 67% weight for data submission.
8. The first meeting of full IQAC committee will be held on 19th September 2017 at 3.00 PM at Shankar Nagar campus. For this each criterion leader will have to prepare a presentation of 2-3 slides for way forward.
9. Dr. Nair informed that **MOOC's** is a good way to overcome manpower quality. So we can take MOOC's from syllabus or any topic which students want. These may be called **auto-pilot class rooms**.
10. Dr. Chitra Lade suggested that we have a **fund raising committee**.
11. Dr. Deepali Kotwal said that there is a wrong impression among teachers that **UG teachers** need not do **research** which has to be clarified.

12. Dr. Nair informed that one of our alumni is working in **PM Kaushal Yojana Kendra** and we are trying to get some funds from there.
13. Dr. Nair said that we should show **TED talks** to our students and she has asked the librarian to download and keep in library.
14. Dr. Chahande and Dr. Masram had prepared a demonstration on **Plickers** for quick feedback collection, but unfortunately it could not be shown as there was no power and internet.
15. The meeting ended with formal vote of thanks to the chair.

IQAC Committee 2017-18

Preliminary Meeting: 14/09/2017

Sr. No.	NAME	DESIGNATION	CONTACT DETAILS	MAIL ID	SIGNATURE
1	Dr. Shyamala Nair	Chairperson			✓
2	Dr. Pooja Pathak	Coordinator			Poojapathak
3	Dr. Shridevi	Co-Coordinator			D. Shridevi
4	Mrs. R. Yelkawat	Vice-Principal	9960567599	ryelkawat@gmail.com	Ryelkawat
5	Mrs. Reeta Rawat	Vice-Principal	937310229	reeta.rawat.587@gmail.com	Reeta Rawat
6	Dr. Sheela Kulkarni	Supervisor			✓
7	Dr. Geeta Hiranwar	Supervisor			✓
8	Dr. Chitra Lade	Supervisor	9860408854	chitra.lad@nic@rediffmail.com	Chitra Lade
9	Ms. V. Karkare	Supervisor			
10	Dr. Deepali Kotwal	Member	9823165250	kotwal-deepali@gmail.com	Deepali Kotwal
11	Mrs. Kalpana Dhawad	H.o.D			✓
12	Dr. C. Gajbhiye	H.o.D	747756437	chamla@yashwanth.com	Chamla
13	Dr. Nanda Rathi	H.o.D	9823746700	drnandasathi@gmail.com	Nanda Rathi
14	Dr. S. Sahasrabuddhe	Member	9422114986	sangeeta_1512@yahoo.co.in	S. Sahasrabuddhe
15	Dr. A. Dhondge	Member	9850293026	alkadhondge@gmail.com	A. Dhondge
16	Dr. Jyothsna Patil	Special Invitee			
MANAGEMENT					
1	Dr. Panna Akhani	Director			
NOMINEES					
1	Mrs. Anita Rao	Alumni Entrepreneur			
2	Ms. Reeta Agrawal				
3	Mrs. Sugandha Garway				
4	Mr. Anil Joshi				
5	Mr. Akhil Pande				
STUDENT MEMBERS					
1					
2					
3					
4					

17. Dr. Peshmi Tilak

9823389159 pashmitilak@gmail.com

18. Dr. Ruta Dharmadikar

9850601981 ruta1968@gmail.com

IQAC MEETING 2017 21/09/2017

Agenda for the Meeting

- 1. Welcome**
- 2. Apologies**
- 3. Introduction of members**
- 4. Minutes of the last IQAC meeting**
- 5. Compliances**
- 6. Confirmation of the minutes**
- 7. Presentation on seven criteria of NAAC by Committee heads**
- 8. Any other matter with the permission of the Chair**
- 9. Vote of Thanks**

Minutes of IQAC Meeting

Date: 21st Sept. 2017

Venue: Conference Hall, Shankar Nagar Campus

Time: 3.00 PM

1. The meeting was chaired by the Principal Dr. Shyamala Nair.
2. Dr. Pooja Pathak, Coordinator welcomed all the members.
3. Apologies were received from Dr. S. Girgaonkar and Dr. S. Garve.
4. All the members present were introduced by the coordinator.
5. The minutes of the last meeting were read and confirmed without any changes.
6. Compliances:
 - The ED Cell of the college was established and fully functional.
 - HMCT Dept. is having the Hunar se Rozgar Thak activity
 - The Alumnae of the college has been appealed for donation of books to the library through the website.
7. Dr. P. Pathak informed all the members that we have had two brainstorming meetings and NAAC Criteria wise sub-committees have been formed. All the committee heads presented the future vision under the revised NAAC Frame work towards preparation for fourth cycle
8. Presentations:
 - Criterion 1: Dr. N. Rathi
 - Criterion 2: Mrs. R. Yelkawar
 - Criterion 3: Dr. D. Kotwal
 - Criterion 4: Dr. V. Pathak
 - Criterion 5: Dr. V. Vazalwar
 - Criterion 7: Dr. A. DhongeThe presentations were discussed as follows-
9. Mr. A. Joshi:

The college has many activities. While NAAC sets external standards, our college internal standards are better than NAAC. The presentations were the need of the hour because it tells us what we have and where we are. At the same time it also highlighted what we want to do over the next few years for bettering ourselves. He applauded the Best Practices of the college, especially the HMCT program of training deaf and dumb youth; he was happy with the level of involvement of the staff; he suggested career counseling for final year students through aptitude mapping and hand-holding; he stressed on the need for industry exposure to both students and teachers and suggested visit to Finlay factory at Achalpur which could be fully or partially funded by them; he said that the research undertaken must be relevant to what is around us.
10. Mrs. A. Rao:

She stressed the need for industry interface for both students and staff; VIA is discussing how to enhance exposure of students for employability; so the ED cell of the college can play a better role in this; they are ready to train the teachers also

11. Dr. Shyamala Nair:

She asked the industries to adopt various departments of the college- as for example the Costech department has updated labs and scholarships for students due to such collaborations; she said that the collaboration of BID with EROS furniture can be further enhanced.

12. Mrs. Rita Agrawal:

We believe that LAD is wonderful; we can have more add-ons to make it better; LAD College is an institutional member of TIE; she informed about Campuspreneurs- a program being conducted in a few engineering colleges in Nagpur by TIE to enhance the ED mindset of the students-at the end of which a few students are selected for funding for a startup; she suggested tieup of ED cell with TIE to conduct this scheme in our college by selecting 50-100 girls for training

13. Mr. A. Pande:

He said that the presentations were good stating a clear objective for each criterion towards fourth cycle of NAAC; he said that now each of these objectives is to be evaluated by the management and proper direction to be followed; These objectives must be in three levels for overall development of college/specialization development/ personal career development

14. Dr. Shyamala Nair: said that we must make SOPs for all activities and formalize them for better documentation

15. Dr. Charuta Gajbiye: said that since many teachers are in curriculum development bodies of the university, they should work towards including environmental education into the syllabus

16. Dr. Pooja Pathak said that BID already has Green Interiors as a paper in their syllabus

17. Dr. D. Sridevi requested the members to give suggestions for core courses like B.A/B.Sc./B.Com also

18. In response to this the Principal informed that we are having an academy of Performing Arts and Culture studies under Music Dept; Mr. Joshi suggested that the college could participate in Jaipur Literary Festival

19. Mrs. Dhawad informed the members about the village adoption and its activities under Gram Vikas Sabha-Mrs. A. Rao said that VIA will give free tables for exhibiting and selling the products during their annual event; Mr. A. Pande said that he is ready to sponsor space in VIA magazine for advertising the products for sale as Diwali Corporate gifts

20. Mrs. A. Rao said that the students of or college could take part in Ramp Walk for Khadi promotion.

21. Mrs. Dhawad informed about electronics projects that are being used in the college; Dr. D. Kotwal suggested that we should now try for patenting and commercialization of these.

22. Mr. A. Joshi suggested international students and faculty exchanges on the lines of RTMNU

23. Dr. Pooja Pathak informed about tie-up between BID Dept and IIID.

24. Dr. Shyamala Nair suggested to take up Campuspreneurs program immediately by ED Cell

25. Mr. A. Joshi suggested activity on women's hygiene

26. The meeting ended with thanks to the chair.

Dr. Sridevi Darisi

D. Sridevi

Dr. Pooja Pathak

Pooja Pathak

Dr. Shyamala Nair

IQAC Committee 2017-18

Meeting: 21/09/2017

Sr. No.	NAME	DESIGNATION	CONTACT DETAILS	MAIL ID	SIGNATURE
1	Dr. Shyamala Nair	Chairperson	9823808503		✓
2	Dr. PoojaPathak	Coordinator	9371674304		Pooja Pathak
3	Dr. Sridevi	Co-Coordinator	9766275371		D. Sridevi
4	Mrs. R. Yelkawar	Vice-Principal	9960567599		R. Yelkawar
5	Mrs. ReetaRawat	Vice-Principal	9373102219		Reeta Rawat
6	Dr. SheelaKulkarni	Supervisor	9373103386		Sheela Kulkarni
7	Dr. GeetaHiranwar	Supervisor	7588957735		Geeta Hiranwar
8	Dr. Chitra Lade	Supervisor	9860408854		✓
9	Ms. V. Karkare	Supervisor	9561669416		✓
10	Dr. DeepaliKotwal	Member	9823165250		Deepali Kotwal
11	Mrs. KalpanaDhawad	H.o.D	8806255006		Kalpana Dhawad
12	Dr. C. Gajbhiye	H.o.D	7620576852 7447356421		C. Gajbhiye
13	Dr. Nanda Rathi	H.o.D	9823746700		N.A. Rathi
14	Dr. S. Sahasrabuddhe	Member	9422114986		S. Sahasrabuddhe
15	Dr. A. Dhondge	Member	9850293026		A. Dhondge
16	Dr. Girgaonkar	Member	9422822293		✓
17	Dr. VandanaPathak	Com. Head			V.T. Pathak 21/9/17.
18	Dr. Vaikhari Vazalwar	Com. Head			Vaikhari Vazalwar 21/9/17
19	Dr. RutaDharmadhikari	SQAC Coord.	9850601981		Ruta Dharmadhikari
20	Dr. Rashmi Tikku	Women's Study	9823389159		Rashmi Tikku
MANAGEMENT					
1	Dr. PannaAkhani	Director	9823098701		✓
NOMINEES					
1	Mrs. Anita Rao	Alumni	9823150234		✓
2	Ms. ReetaAgrawal		9823073986		- Reeta Agrawal
3	Mrs. SugandhaGarway		9823167077		
4	Mr. Anil Joshi		9643772010		Anil Joshi
5	Mr. AkhilPande		9371490165		✓
STUDENT MEMBERS					
1	POOJA D. BADGE		9422812370		PB
2	SAKINA TURKEY		9421493852		Sakina Turkey
3	SIDDHI DESHPANDE		7066770067		Siddhi
4	MALAVIKA MADKHOLKAR		9622335421	malavika.madkholkar@jmcce@jmcce.com	Malavika
5	SNEHA SHAH		9168434683		Sr

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IQAC - Meeting.

Date : 13/11/2017

5

Minutes of the meeting :

The meeting was called by Dr. Pooja Patrak. IQAC to discuss the institution instituting a new venture - a cultural fest and perspective plan for next five years.

- Dr. P. Patrak introduced the concept of the cultural Fest. She narrated that 3 or 4 discussions were done before the college closed down for the vacation. The proposal was shown to Dr. Shyamala Nair. She remarked that it should be appraised by IQAC committee and further forwarded to Dr. Akhni for final appraisal. Accordingly Dr. P. Patrak convened this meeting and narrated the premise for the cultural Fest.
- She requested the SQAC coordinator - Dr. Rupa Dharmadhikar to present the details of the fest to the members. A comprehensive report was presented by her (Please find attached the student's proposal for the cultural Fest).
- Ms. Malvika Madhokar - BA part II - English medium gave a powerpoint presentation to explain in detail the day wise structure of the proposed four day LAD cultural Fest. It was a revised version of their original proposal. The presentation generated a lot of discussion and she answered ~~to~~ all the queries. The discussion focussed on probable dates, inclusion of boys and girls from Nagpur's colleges, security and discipline, fund generation, budget, teacher committees

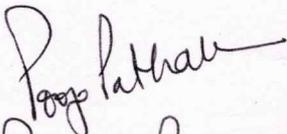
and approval by IQAC of the proposed events. The details of each event were worked out.

o Following suggestions were discussed in particular:

- 1) The dates for the cultural Fest will be 18th to 21st Jan-2018 (inclusive of a Sunday)
- 2) Students have factored in the expenses for additional security on campus for all days of the fest
- 3) The fest will be all inclusive ensuring maximum participation from each college student. The aim is to reachout to all our diverse demographic.
- 4) Medical facilities i.e a doctor on call and first aid will be available on all four days.
- 5) Food stalls, rent for the fete stalls and dance competition logistics were discussed in detail.

The IQAC unanimously approved the proposal of cultural Fest as a Best Practice of our college.

The proposal and minutes will be forwarded to Dr Panna Akhavi, Director WES, for final approval.


DR. Pooja M. Pathare
Coordinator IQAC.

13/11/2017

Following Members attended SOAC Meeting held on
13/11/2017.

1) Dr. Pooji Patil (Coordinator) Pooji Patil

2) Alka Dhondy ASD

3) Sheela Kulkarni SPS

4) Chitra Lode OM

5) SHUBHANGI ERCAONKAR Arcaonkar

6) Vaikhari Wagalwar Wagalwar 13/11/17

7) Dr. Sahasrabudhe Sah 13/11/17

8) Dr. Bhavana Khapkar Bichapkar

9) Dr. Rute Dharmadhikari Rute (SOAC Coordinator),
13/11/17

10) Dr. Nanda Rathi N.A. Rathi

MINUTES OF THE IQAC MEETING

Dr. Puja Pathak - Co-coordinator IQAC organized a talk on "New NAAC Assessments and Accreditation of metrics, mandates and mistakes".

The guest speaker for the day was Dr. Prantik Banerjee – Vice Principal, Hislop College.

The guest talk was arranged on 12/12/2017

Venue: Conference Hall, Shankar Nagar

Dr. Puja Pathak conducted the programme.

Dr Alka Dhonke introduced the Guest.

Principal Dr. Deepali Kotwal welcomed the speaker.

- Teachers were present for the lecture

Vote of thanks was proposed by Dr. Puja Pathak.

N.A. Rath

Summary of the Guest Speaker

The talk is more of personal experiences & observations.

Presentation will be in three parts.

I - What makes IQAC the UIDAI of an HEI

II - Understanding the revised grading system - changes in 7 criteria, key indicators & weightage, grade point.

III - Preparing for the next cycle of NAAC

What strategies should HEI adopt to do well?

- Be aware of the vision & mission statement of the college.
- Revise & redefine vision & mission statement.
- What we are planning is it matching the institutions vision & mission.
- IQAC is the nodal agency hence it is necessary to articulate frequently and disseminate as much as one can.
- Vision & mission are the road maps.
- Three / five qualities we want to see in our students when they leave the college - skills, values, knowledge & entrepreneurship.
- Learning outcome to be decided.
- SWOC analysis should be an annual exercise.
- NAAC lays emphasis on 3 parameters
 - ✓ Quality initiative - what good?
 - ✓ Quality sustenance - have you sustained the good?
 - ✓ Quality enhancement - turning the good into better.
- Best practices over a period of time become standard practices - protocols.
- It is essential to internalize & institutionalize best practices.
- The Vision of NAAC is to make quality the defining element of higher education in India through a combination of self & external quality, evaluation, promotion & sustenance initiatives.
- HEI's work because of inputs, **process & practices** and output.
- Focus is on processes and not on inputs & outputs.
- How do you define quality? Definition of quality is vague & nebulous. But quality is – quality of all stake holders i.e. **distinction of alumni, quality of**

teachers, achievements of students governance & leadership of managements

- Perception of public (NIRF) and Metrics of NAAC & NIRF are highly varied, which makes working difficult.
- Institute Information for Quality Assessment (IIQA) and Self-Study Report (SSR) have two windows i.e. May/June and Nov/Dec.

Seven new changes are incorporated.

- ✓ IQAC documents should be online – no information to be provided in a hard copy.
- ✓ Tools of assessment – in the last NAAC cycle there were 197 questions, many questions were repetitive.
- ✓ Changes in metrics i.e. quantitative – 70 and qualitative – 30 i.e. peer team judgment is 30.
- ✓ Prequalifier – the question is when consistently the colleges have got grade A why do they need a prequalifier?

Stage – 2: Data Validation and Verification (DVV) and Prequalifier score

Upload the SSR → Information + documents

IIQA → within 45 days → SSR.

Institution needs to secure 30% of quantitative metrics.

Stage – 3 : The 3rd stage being onsite assessment – Peer review of visiting team for quantitative metrics.

NAAC will take care of logistics for visiting team

NAAC A and A Process

IIQA → Students Survey & Data validation (Student Satisfaction) → Assessment & Evaluation and Certification.

Grade qualifiers

- Minimum credit GPA of 3.01 in criteria 1,2,3(A,A⁺,A⁺⁺⁺)
- Minimum credit GPA of 3.01 in criteria 2 & 5 (A, A⁺,A⁺⁺)

- Minimum credit GPA of 2.01 in criteria 2 & 5 (B, B⁺, B⁺⁺)

A - QIF – Quality Indicator of Framework (QM 65 %)

Data requirement (1) Name of the new programme

$$\text{QIF} = \frac{\text{No. of new programme}}{\text{Courses introduced in last 5 years} / \text{Total no. of courses}} \times 100$$

Courses introduced in last 5 years/ Total no. of courses x 100

B - QIM – Qualitative Metrics (QIM – 35%)

Descriptive data is need – upload a description of the initiatives in not more than 500 words

21 metrics = 9,500 words

i.e. 16x500+ 5x300 words.

- HEI must score minimum 30 % of 600 = 180
i.e. prequalifier stage requires minimum score of 180
- SSS – Students Satisfactory Survey (will add up in final). The SSS will be conducted by an external agency appointed by NAAC.
- Challenges for SSS:
 - ✓ Sample for SSS? How will they select?? Authenticity???
 - ✓ 50 marks for SSS – how do you justify it.
 - ✓ Qualitative score + Quantitative score + SSS.
- Final result document will comprise 3 parts.

Part I – Peer Team Report.

Section I – General information of HEI.

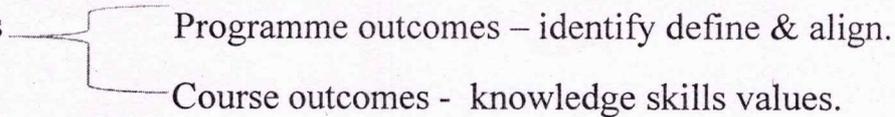
Section II – Criterion wise analysis of peer team evaluation.

Section III – Over all SWOC analysis.

Part III – Institutional grade sheet based on Qualitative metrix, Quantitative metrix and SSS.

- Criterion I - a) Does college collect feedback from students, parents & teachers?

- Criterion II – Learning outcomes

HEI defines 

- Criteria III 3.3 Innovative Ecosystem
 - ✓ Does the college have incubation centres?
 - ✓ Do we have industry oriented curriculum?
- Criteria IV – No change
- Criteria V – 5.4 Alumni Engagement
- Criteria VI - No change
- Criteria VII – 7.1 – Institutional values and social relationship – common outreach public foot print , gender equity
- Has the HEI constituted a new IQAC TEAM?
- What were the factors kept in mind?

HEI → Did it share the peer team report?

- Post accreditation what was the initiative?
- IQAC has done SWOC or not, does it have a perspective plan? Did IQAC have an interface with all stake holders?
- Has the IQAC uploaded AQAR for 2016-17?
- Has the IQAC utilized the grant of 3 lakhs as seed money?
- Preparation for the next cycle.
- Make peer team Report the template for 5 years plan. Focus on Peer Team's observation – on strengths and weaknesses.
- IQAC composition and activities
- Number of IQAC meetings
- Organize quality related seminars and conferences
- Plan, practice & perform.

Finally, Sir concluded with the quotation of Michael Jordon “Talent wins games but team work and intelligence win championships”.

After the presentation the staff and the guest speaker interacted.

NA Rathu

12.12.2017

Name

Signature

- 1) Dr Deepali Kotwal
- 2) Mrs. K. Patil
- 3) Dr K.S. Gannir
- 4) Dr N.A. Rathi
- 5) Dr. Rashmi Teku
- 6) Dr. VAIJAYANTI ASOLKAR
- 7) Vandana Patil
- 8) Dr Shalini Wankhede.
- 9) Dr. V. Wagalwar
- 10) Dr. N. Elkunchwar
- 11) Dr. S. Balcaudi
- 12) Mrs. V. S. Bhalerao
- 13) As. S. Kalmegh
- 14) Dr. Charita B. Patil
- 15) Mrs. R. Yelkaware
- 16) Dr. Pooji Patil
- 17) Mrs. Surashree Kalmegh
- 18)
- 19)
- 20)

K Patil
K Gannir
N.A. Rathi

Rashmi Teku
12/12/17

V. T. Patil 12/12/17.

Wankhede
12/12/2017.

Wagalwar 12/12/17

Elkunchwar
12/12/17

S Balcaudi / 12/12/17

Bhalerao
12/12/17

Kalmegh
12/12/17

Patil
12-12-17

Patil
12/12/17

7

L.A.D. & Smt.R.P. College for Women, Nagpur

Internal Quality Assurance Cell

Meeting of Criterion IV Sub-Committee

A Meeting of the members of Sub-Committee formed to draft Perspective Plan of Criterion IV on Infrastructure and Learning Resources for five years was held on 9 January 2018 at 11 am at Seminary Hills Campus.

Following Members were present for the meeting:

Ms Radhika Yelkawar

(Opted out)

Dr Pooja Pathak

Pooja Pathak

Ms Kalpana Dhawad

KDhawad
8/1/18

Dr Nita Kashyap

Nitak
9/1/18

Ms Kanchan Bade

KBade 9/1/18

Dr Shivani Balkundi

S.Balkundi 9/1/18

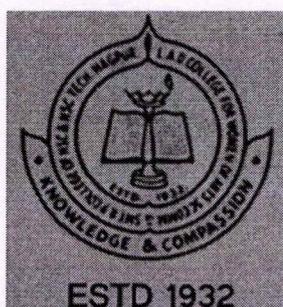
Dr Vandana Pathak

V.T. Pathak 9/1/18

Women's Education Society's
Lady Amritbai Daga College for Women of Arts, Science and Commerce
&
Smt. Ratnadevi Purohit College of Home Science and Home Science Technology,
Nagpur

Re-Accredited By NAAC "A" Grade

College with Potential for Excellence



Internal Quality Assurance Cell

Criteria IV

Infrastructure and Learning Resources

Perspective Plan 2018-2021

Committee Members:

Dr. Vandana Pathak (Committee Head)

Mrs. Kalpana Dhawad, (Committee Head)

Dr. Pooja Pathak,

Ms. Kanchan Bade,

Dr. Neeta Kashyap

Dr Shivani Balkundi

Internal Quality Assurance Cell
Criteria IV
Infrastructure and Learning Resources
Perspective Plan 2018-2021

Committee Members:

Dr. Vandana Pathak (Committee Head)

Mrs. Kalpana Dhawad, (Committee Head)

Dr. Pooja Pathak,

Ms. Kanchan Bade,

Dr. Neeta Kashyap

Dr Shivani Balkundi

NAAC Manual:

The adequacy and optimal use of the facilities available in an institution are essential to maintain the quality of academic and other programmes on the campus. It also requires information on how every constituent of the institution - students, teachers and staff - benefit from these facilities. Expansion of facilities to meet future development is included among other concerns.

The focus of Criterion IV is captured in the following Key Indicators:

Total Marks: 100

Key Indicators:

Physical Facilities- 30 Marks

Library as a Learning Resource-20

I.T. Infrastructure-30

Maintenance of Campus Infrastructure-20

Detailed Description of Key Indicators as per NAAC Manual

4.1 Physical Facilities

Adequate infrastructure facilities are keys for effective and efficient conduct of the educational programmes. The growth of infrastructure thus has to keep pace with the academic developments in the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra- curricular and administrative activities. A provision of expenditure in the budget is made annually for

maintenance and replenishment of physical facilities which will ensure their availability on a continual basis.

4.2 Library as a Learning Resource

The library holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. A recent development in the field due to availability of digital means, the functioning of the library has undergone a drastic change. Automation of library using the ILMS, use of e-journals and books, providing remote access to e-resources in the library have become a matter of necessity. Providing for these and such other developments as well as utilizing them well are important indicators of the quality of an academic institution.

4.3 IT Infrastructure

The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities.

4.4 Maintenance of Campus Infrastructure

Having adequate infrastructure is not enough for effective institutional functioning, but regular maintenance and periodic replenishment of infrastructure is essential. It is necessary that the institution has sufficient resources allocated for regular upkeep of the infrastructure and there are effective mechanisms for the upkeep of the infrastructure facilities; and promote the optimum use of the same.

Vision

The Vision is to see L.A.D. College amongst the topmost Colleges in the region from the point of view of Infrastructure and Learning Resources.

Mission

The Mission is to provide adequate Infrastructure and Learning Resources to the diverse student populations studying in different faculties and mediums of instruction in the changing global academic scenario.

To become renowned as a recognised academic institution for Undergraduate and Post Graduate courses.

To be known as having a student friendly and dynamic campus among students.

Improve the sustainability of the campus in terms of energy and water usage, waste management and recycling of materials.

To nurture the unique strength of the College in academics, research and development leading to immediate societal value (water, energy, housing, healthcare, education, etc.)

Perspective Plan of Infrastructure and Learning Resources

January 2018- 2021

Name of the Campus	Physical Facility/ies to be provided	Justification
Physical Facilities Shankarnagar Campus	5 Big Classrooms (100 plus Students) equipped with White Boards	Three Main Faculties and Junior College-so more rooms needed
	Renovation of All Science Labs	Have been criticised by all Peer Teams
	More Tubelights and Fans in Class Rooms	Specially for teachers
	Lift Facility	Vertical Construction
	Bridge to Connect two wings	
	Ramps	Many Physically Challenged Students
	Canteen Facility-Teachers and Students	
	Renovated Gymnasium Hall and Proper Gym Equipment	
	Sports Counselling Centre	
	Indoor Game Facility	
	NCC Room and Store Room	
	Changing Room for Players	
	Niyogi Hall	Proper Acoustics
	Judo Karate Coaching Centre	
	Library with Proper Stacks	Junior and Senior College Segregation
	Proper Reading Room Facility-Air Cooled	Separate for Teachers/ Students and Reserach Scholars,
	Proper Washroom Facility	Washrooms are very small
	Interlocking Tiles near Washrooms to keep that Area Dry,	
	Stainless Steel Dustbins,	
	Proper Parking Facility	Covered
	Recreation Room for Students	
	Dining Facility for Students	Students eat all over the place
	Proper Pitch for Cricket	Work in progress
	Central Instrumentation Centre	
	Central Documentation Centre	
	Common Multi Media Lab	

Department Initiatives	Computer Lab	Added by Dept of Electronics
	Biotechnology	State of the art Lab Developed
	Improvement of Music Rooms	Done by Dept of Music
Seminary Hills Campus	Auditorium State of the Art	
	Indoor Games Facility	No Facility Available Right Now
	Yoga and Meditation Hall	
	Health Club	
	Sports Department	At least One Room to be provided
	Judo Karate Coaching Centre	
	Students Common Room/Recreation Room	
	Total Revamping of Library and Reading Room	More Capacity Air Cooled
	Proper Canteen Facility	
	Water Coolers and Purifiers	
	Proper Parking Facility	Covered and Systematic
	Ramps	
Proposed by the Department of Bachelor of Interior Design	Developing interactive spaces, development of parking space. Developing interactive spaces for students at Seminary Hills Campus, Development of Material Bureau, Climatology lab.	
I.T. Infrastructure	Computers for all teachers-in the staff room/ in each department	At Least 2-3 computers depending on the size of the department/ teachers in the staff room,
	More computers in Library	More e-resources in the library
	Library software to be upgraded	Specially in S.H. Library
	Computer Hardware to be Updated	
	Licensed Software an Absolute Must	
	Smart Digital Notice Boards everywhere including Library	Topmost Priority to be given to the Library
	Institutional Repository	To be Done by the Librarian

	Work	
	Electronic Resource Planning	
	Edu-Sat Facility in the Library	
	Initiatives by IIT Bomabay connected with the use of ICT in Education and to popularise ICT tools in Classroom and Pedagogy	Dept of Geography
	Active Use of ICT in Pedagogy, LCD/ Smart Boards, Promotion of MOOCs	English, Sociology, Applied Electronics, Electronics, Home Economics, Psychology, History, etc
Library As a Learning Resource (Both Campus)	Archiving of Digital Resources	Done by Dept of History
	MOOCs/TED Talks	
	Audio Visual Facility	Capacity to be increased
	One Projector	Needed for Audio Visual Facility
	Smart/Digital Notice Boards	
	Reading Room Facility	For teachers/ students/ research scholars, Capacity to be increased
	Number of Books to be increased-Latest Editions	
	Proper Feedback Mechanism from Users,	
	Inter Library Borrowing,	
	Solar Panels above Library	For Power Supply to Computers to Librarian/ Students Section,
	Pest Control on a Regular Basis	
	More Cabinets in the Library	
Maintenance of Campus Infrastructure Seminary Hills Campus	Best out of Waste Project	College Cleanliness Committee
	Levelling of Basketball Court	
	B.Tech. Building Leekage and Seepage	
	Repairing/Repairing Sliding Channel Gate	
	Maintenance of Internal Roads	Seminary Hills
	Replacement of Electrical Wiring	Both Campuses
	Maintenance of Water Cooler and Purifier	Both Campuses

	Pest Control on a Regular Basis	Both Campuses
	Annual Maintenance Contract for all facilities-Cleaning, Plumbing and Electricals, Computers, etc	Both Campuses
	Maintenance of Overhead Water Tanks	Both Campus
Shankarnagar Campus	Students Project on Creating Awareness about e-Waste Management/ Disposal	Dept of Electronics
	Rectify Problem of Library Seepage and Second Floor Seepage	
	Maintenance of Basketball Court	
	Upgradation of Gym and Gym Equipment Replacement	
	Renovation of Canteen and Provision of Canteen Store Room	Both Premises
	Levelling of the Parking Area Land with N.A. Road	Difficult to enter/exit through College Gates
	Water Logging Problem in the College and Parking Area	

Submitted by-

Dr. Vandana Pathak (Committee Head)

Mrs. Kalpana Dhawad, (Committee Head)

Dr. Pooja Pathak,

Ms. Kanchan Bade,

Dr. Neeta Kashyap

Dr Shivani Balkundi

Place: L.A.D. College

Date: 16-01-2018

Minutes of Meeting of IQAC Criterion Heads

Date: 16-01-2018

Venue: Principal's Chamber, Shankar Nagar

The Following members were present-

1. Dr. ~~Dipali~~^{Deepali} Kotwal, Principal
2. Dr. Pooja Pathak, Coordinator
3. Dr. D. Sridevi, Co-coordinator
4. Dr. G. Hiranwar
5. Dr. Vandana Pathak
6. Dr. Deepali Chahande
7. Dr. R. Mishra
8. Dr. Nanda Rathi
9. Dr. S. Sahasrabudhe
10. Dr. K. Dhawad
11. Dr. Ruta Dharmadikari
12. Dr. V. Vezalwar

Minutes

- The Principal Dr. D. Kotwal started the meeting and asked all members to start planning for the next five years on an urgent basis.
- She said that we should plan for a Seminar or Conference for the next session and we should send proposal for the same. Dr. Vandana Pathak informed that the Dept. of English has conducted one UGC sponsored conference post NAAC.
- Students' feedback proforma was discussed. It was suggested that the proforma must be same for all students; we should take feedback from all stakeholder including parents; it may be designed for online and compulsory for all students
- The Principal said that after going through all the perspective plans of departments, if any key indicators are not covered by anyone, then these have to be identified by IQAC and allotted to the teachers so that no indicator goes blank
- The college must undertake SWOC on a priority basis and plan future on that basis
- The previous NAAC peer team report must form the basis for future planning and compliance
- Fund raising and ICT/Library upgradation to be done on priority
- More number of Research Projects to be taken up by teachers
- The Research Development Cell can keep a record of publications, citations etc.
- We should have think tanks for increasing the citations
- We should start filling the online SSR proforma now itself and look at the blank columns and plan for those activities
- We should start implementing reforms and ICT in teaching-learning
- Focus on MRPs and MoUs funding
- College must have a policy for incentivizing teachers for good work
- All the criteria heads submitted drafts of perspective plan to the Principal.

- The meeting ended with thanks to the Principal.

D. Sinden

Co-Convenor

IQAC

Pooja Pathare

Convenor

IQAC

Coordinator

IQAC

Meeting of HODs of Arts Faculty with Supervisors Dr. G. Hiranwar, Dr. C. Lade and IQAC co-coordinator Dr. D. Sridevi Regarding Revised NAAC Framework

Date: 16/3/2018, Venue: Library, Time: 10.30 AM

The following teachers were present-

1. Dr. D. Sridevi
2. Dr. G. Hiranwar
3. Dr. C. Lade
4. Dr. G. Sapre
5. Dr. D. Chahande
6. Dr. V. Fulzele
7. Dr. R. Tezayeen
8. Dr. M. Wani
9. Dr. D. Titarmare
10. Dr. S. Hotey
11. Mrs. M. P. Patil
12. Dr. R. Kalikar
13. Mrs. D. Bhowate
14. Dr. R. Tikku
15. Dr. S. Deshpande
16. Dr. R. Mishra
17. Dr. P. Udasi

Minutes

1. All the departments were asked to tell about their compliances for 2017-18 regarding activities they have planned in their five year perspective plan. All departments reported their compliances and about 70% of activities were reported to be completed.
2. The departments of Psychology, Music, Home economics and Philosophy have not submitted their five year perspective plans. They were asked to do so.
3. Fund raising: The teachers said that funds for activities must be given by the college. It is difficult for all departments to raise funds
4. Mentoring: The mentoring activities must be documented properly by taking signature of the mentees. The IQAC may prepare formats for the same
5. The revised NAAC framework was taken and discussed in detail after this.
6. Certificate Courses: In curricular planning, all departments must give proposals for certificate and diploma courses. They may be related to the syllabus or they may be general too. Try to select topics which are related to environment, green initiatives, government policies like skill India etc. Try to have linkages such that there is joint certification with the university or some other agency. For example, Nutrition and diet counselling, unity in diversity, translation,

handwriting, writing skills, sanitary pad making and shredding machines, manure making, beauty parlor, etc.

7. Bridge Courses: All departments must maintain proper documentation for the bridge courses of their bridge courses.
8. All committees must include students as members
9. Feedback forms for employers to be made
10. Try to undertake field visits
11. All departments must make initiatives to include ICT in their TL process. So have department website, create digital resources, conduct MOOCs for students alongside their regular coursework, etc.
12. All depts. Must give proposals for seminars, conferences, certificate courses, research projects before the session ending
13. The teachers felt that if college vision is given from top management, then it will give some guidance of what type of proposals to be given
14. The incentive and recognition scheme to be for teachers
15. Infrastructure to be increased, more computers and central computer facility for all departments, more bandwidth for wifi, wifi for all students, Language lab for the college language departments, alumnae association to be registered, etc. were some of the observations.
16. The teachers wanted clarity on whether dept library is required or not
17. The teachers requested to conduct a workshop on fund raising
18. The format for submitting proposals to college- Title, tentative dates, objectives, learning outcomes, budget (Tentative), names of resource persons (Tentative), funding source or sponsor (Tentative), certifying partner (if any). Similar format can be used for submitting report after the activity.
19. All the heads were informed that each department must submit at least one proposal for Seminar/conference/workshop/certificate course/bridge course/MRP/MoU/diploma course/field visit/internships/MOOCs etc. For example, take subject related topics or general topics like diet counselling and nutrition, unity and diversity, national integration, water conservation, human rights, handwriting, translation, spoken and written skills, sanitary pad making, etc.
20. All departments were informed that they should have digital resource centers and enhance use of ICT .
21. The Revised NAAC manual was discussed.

The meeting ended with Dr. D. Sridevi thanking all the members for coming and giving valuable suggestions. She requested for all to be proactive.

**Meeting of Teachers of Science Faculty with Supervisor Dr. C. Lade and IQAC Coordinator Dr. P. Pathak
& co-coordinator Dr. D. Sridevi Regarding Revised NAAC Framework**

Date: 23/3/2018, Venue: Biotechnology Department, Time: 11.00 AM

The following teachers were present-

1. Dr. D. Sridevi
2. Dr. C. Lade
3. Dr. P. Pathak
4. Mrs. R. R. Yelkawar
5. Dr. Alka Dhondge
6. Mrs. M. Gaikwad
7. Dr. K. Upadhyay
8. Mrs. M. Jadhao
9. Mrs. K. Patil
10. Mrs. Milan Nimbalkar
11. Dr. R. Pophali
12. Dr. Archana Masram
13. Dr. S. Chopde
14. Dr. V. Asolkar
15. Dr. K. Ganvir
16. Dr. S. Wankhede

Minutes

1. All the departments were asked to tell about their compliances for 2017-18 regarding activities they have planned in their five year perspective plan. All departments reported their compliances and about 70% of activities were reported to be completed. Some extra activities were also reported as per opportunity.
2. The Department of Mathematics has submitted neither Perspective plan nor compliance. They were asked to do so at the earliest.
3. The revised NAAC framework was taken and discussed in detail after this.
4. All departments must make initiatives to include ICT in their TL process. So have department website, create digital resources, conduct MOOCs for students alongside their regular coursework, etc.
5. All the heads were informed that each department must submit at least one proposal for Seminar/conference/workshop/certificate course/bridge course/MRP/MoU/diploma course/field visit/internships/MOOCs etc. For example, take subject related topics or general topics like diet counselling and nutrition, unity and diversity, national integration, water conservation, human rights, handwriting, translation, spoken and written skills, sanitary pad making, etc.

6. The format for submitting proposals to college- Title, tentative dates, objectives, learning outcomes, budget (Tentative), names of resource persons (Tentative), funding source or sponsor (Tentative), certifying partner (if any). Similar format can be used for submitting report after the activity.
7. The teachers were asking for smart classrooms as part of ICT enabling.
8. Dr. P. Pathak gave valuable inputs and suggestions for all the aspects of NAAC criteria.

The meeting ended with Dr. D. Sridevi thanking all the members for coming and giving valuable suggestions. She requested for all to be proactive.

Meeting of Teachers of Commerce Faculty with IQAC co-coordinator Dr. D. Sridevi Regarding Revised NAAC Framework

Date: 6/4/2018, Venue: Commerce Faculty staff room, Time: 11.00 AM

The following teachers were present-

1. Dr. D. Sridevi
2. Dr. A. Tiwari
3. Dr. M. Datalkar
4. Mrs. S. Ghate
5. Dr. B. Khapekar
6. Dr. V. Kawadkar
7. All adhoc teachers of the Faculty

Minutes

1. At the outset, the Head, Dr. A. Tiwari presented the activities of the Faculty and reported all their achievements and about 70% of activities were reported to be completed. Some extra activities were also reported as per opportunity.
2. The revised NAAC framework was taken and discussed in detail after this.
3. All teachers must make initiatives to include ICT in their TL process. So have department website, create digital resources, conduct MOOCs for students alongside their regular coursework, etc.
4. They were informed that each teacher must submit at least one proposal for Seminar/conference/workshop/certificate course/bridge course/MRP/MoU/diploma course/field visit/internships/MOOCs etc. For example, take subject related topics or general topics like diet counselling and nutrition, unity and diversity, national integration, water conservation, human rights, handwriting, translation, spoken and written skills, sanitary pad making, etc.
5. The format for submitting proposals to college- Title, tentative dates, objectives, learning outcomes, budget (Tentative), names of resource persons (Tentative), funding source or sponsor (Tentative), certifying partner (if any). Similar format can be used for submitting report after the activity.
6. The teachers reported lack of class rooms which has to be looked into and rectified
7. The Faculty has systematically recorded and maintained records of all events including students records, teachers records and activity records. It was highly appreciated by Dr. Sridevi

The meeting ended with thanks by Dr. M. Datalkar

Minutes of IQAC Meeting

Date: 11/04/2018

Venue: Conference Hall, Shankar Nagar Campus

Time: 3.00 PM

1. Dr. P. Pathak welcomed all.
2. Apologies were received from Mrs. Anita Rao and Mrs. Rita Agrawal
3. Dr. P. Pathak read the minutes of previous meeting and compliances. Dr. A. Dhondge proposed confirmation of minutes and Dr. V. Pathak seconded the proposal. They were confirmed without any change. Mr. A. Joshi said that along with minutes, the action points should also be informed.
4. Dr. P. Pathak invited the criterion heads to present their perspective plans and reports.
5. Dr. G. Hiranwar: Criterion 1:

Various departments have conducted Bridge courses, skill development (H. Eco., Hindi, Sanskrit), workshops (Microbiology, Botany, Chemistry, Zoology), educational visits, GPS, syllabus related short projects (Geography, Psychology), MOOCs (Electronics), industrial training/internship (Commerce, Indorama), Seminars

6. Dr. D. Chahande: Criterion 2:

Concentrating on use of ICT in TL from low budget, Active learning-2-3 Departments have started implementing, Geography-Give student projects, GPS based project during field visits, Subject related MOOCs. Dr. Kotwal informed that RTMNU is going to launch subject related MOOCs for PG which can be opted by all colleges. Academic Staff College is also offering MOOCs related workshops. There is also a swachataabhiyaan MOOC.

7. Dr. SangitaSahasrabudhe: Criterion 3:

Informed about the various schemes and agencies under which resource mobilization for research can be taken. Costech Dept. has a scholar under DST Women Scheme and BID has Rajiv Gandhi Scholar. We should try for scholarship from industries for M.Sc. students. New Department created under Biotech, IT, Energy, Environment, PG Diploma, Short term add-on courses, under innovation ecosystem, we conducted a National Seminar on IPR. Mr. A. Joshi suggested to take the help of Rajiv Gandhi Institute of IPR and have tie-up for courses on certification and startups. IOCL and ONGC have allotted funds for incubating startups. Under Alumni engagement, we have not registered our association. We are making a format for data collection under this head, which will be circulated to all depts. regularly. Many teachers have published papers and received awards for their papers. Microbiology dept conducted a workshop on bio-informatics. Dr. R. Bapat has a copyright for a tool. Biochemistry Dept has donated gloves and masks (800) to sanitary workers of NMC Dharampeth Division at the hands of the Mayor. HMCT has conducted training for hearing impaired in two batches in January and in August. They are a part of ParyatakSwachataAbhiyan. BAEST Dept has undertaken final year projects that are useful for the college. Biochemistry Dept has conducted blood grouping camp. Dr. Kotwal said that all publications must be reported. We should have a

central documentation register. New bye-laws have been notified by RTMNU for research. In our college, only three research centres are functional. So we have to think about what activities can be taken up under the others to make them active. The research journal of the college will be continued. Mr. A. Joshi suggested that we should go in for collaboration with academia/industry/other agencies for student and faculty training, do consultancy for quality control, tieup with agencies that need volunteers for mapping/tiger census etc. Dr. Kotwal informed that Dept of English has recently signed MOU with Jaycees for softskills training for students. Dr. Dhondge informed that the INSPIRE scholars are going to other colleges for projects- NEERI, Ambedkar College, Hislop College. Commerce are sending students for industrial training. Dr. P. Pathak said that there is no problem for professional courses.

8. Dr. V. Pathak: Criterion 4:

We have submitted perspective plan in January and the management has assured all help. Under physical facilities, a cricket pitch has been inaugurated; Computer lab has been added in Electronics, Biotech and Music depts. have been upgraded/renovated. There is no change in the library. IIT Bombay initiatives are being popularized for ICT. For maintenance of infrastructure, AMC was suggested. Dr. Kotwal informed that funds were received under CPE and initiatives for waste management, water harvesting, cleanliness and plastic free campus are being taken up. Mr. A. Joshi suggested green initiatives/ solar panels installation or providing our terrace for others to install.

9. Dr. R. Dharmadikari: Criterion 5:

They are proposing student oriented time table, dining area for students, hobby area, recreation area, ATM on campus, energy conservation, upgradation of Virangula, starting culture/art kata, graffiti wall etc. SQAC activities, training and placement activities, ED Cell activities, progress documentation, coaching for competitive exams, short term/value added/skill training, MOU with Jaycees for soft skills for English and personality development, Research methodology in English workshop in collaboration with ASC, and student participation in all activities.

10. Dr. A. Dhondge: Criterion 7:

Next session theme will be Water and a national conference on water conservation is being planned. A certificate course on water conservation was conducted. In 2018-19, initiatives under GVS, Sarva Dharma GranthBhet, SEVA cell, Newspaper club, NMC project etc. under Social responsibility. Best practices include micro-scale techniques in chemistry lab, manure production units in both campuses, English performance enhancement for Marathi medium students, skill development for socially challenged (Political Science Dept.), visit to old age home (Sociology Dept.), donation of books, toys clothes etc. Psychology dept. provides free counselling and planning to conduct workshop for suicide prevention. Physical Education Dept. has started first women's cricket coaching for girls. Other best practices are Manthan, promotion of ICT based TL, Indradhanu, Cinecon, Bridge courses, Donation of computer and gas cylinder by NSS.

11. Any other matter: Dr. Kotwal informed that skill development is being taken up in a big way and will report in next meeting on this aspect. The librarian Dr. S. Balkunde said that library is accepting donation of rare books only. Dr. S. Garve said that we should concentrate on skills that are useful to industry, it should be need based and useful for employability. We are planning premarital counselling for students. Mrs. Dhawad briefed on Water Conservation conference and we will have a water conservation army of student volunteers. Dr. S. Garvey suggested water and environmental audits.
12. Vote of thanks by Dr. P. Pathak.

D. Sridevi

Dr. Sridevi Darisi
Co-Coordinator, IQAC

Pooja Pathak

Dr. Pooja Pathak
Coordinator, IQAC

Deepali Kotwal

Deepali Kotwal
Chairperson, IQAC

IQAC Committee 2018-19

11/04/2018

Sr. No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Deepali Kotwal	Chairperson	✓
2	Dr. Pooja Pathak	Coordinator	Pooja Pathak
3	Dr. S. Sridevi	Co-Coordinator	D. Sridevi
4	Mrs. R. Yelkavar	Vice-Principal	R. Yelkavar
5	Mrs. Kalpana Dhawad	Vice-Principal	KD
7	Dr. Geeta Hiranwar	Supervisor	-
8	Dr. Chitra Lade	Supervisor	Chitra Lade
9	Dr. Vandana Pathak	Member	V. T. Pathak
9	Dr. A. Dhondge	Member	A. Dhondge
12	Dr. C. Gajbhiye	Member	✓
13	Dr. Nanda Rathi	Member	Nanda Rathi
14	Dr. S. Sahasrabuddhe	Member	✓
15	Dr. Ruta Dharmadhikari	Member	✓
16	Dr. V. Vazzalwar	Member	V. Vazzalwar
17	Dr. Bhavna Khapekar	Member	
18	Dr. Roselyn Mishra	Member	Roselyn Mishra
19	Dr. Deepali Chahande	Member	
	MANAGEMENT		
1	Dr. Panna Akhani	Director	-
	NOMINEES		
1	Mrs. Anita Rao	Alumni Entrepreneur	
2	Ms. Reeta Agrawal		
3	Mrs. Sugandha Garway		Sugandha Garway
4	Mr. Anil Joshi		Anil Joshi
5	Mr. Akhil Pande		
	STUDENT MEMBERS		
1			
2			
3			

Meeting of HODs of Home Science and Home Science Technology Faculty with IQAC Coordinator Dr. Pooja Pathak and co-coordinator Dr. D. Sridevi Regarding Revised NAAC Framework

Date: 17/4/2018, Venue: Applied Electronics Staff Room, Time: 10.30 AM

The following teachers were present-

1. Dr. P. Pathak
2. Dr. D. Sridevi
3. Mrs. R. Rawat
4. Mrs. K. K. Dhawad
5. Ms. K. Bade
6. Dr. C. Gajbiye
7. Dr. N. Sapra
8. Dr. V. Shahane
9. Dr. V. Srinivas
10. Dr. S. Sapre
11. Dr. S. Kalmegh
12. Dr. S. Sakharwade
13. Dr. S. Sahasrabudhe

Dr. Pathak welcomed and briefed about the meeting

1. The revised NAAC framework was taken and discussed in detail after this.
2. All departments must make initiatives to include ICT in their TL process. So have department website, create digital resources, conduct MOOCs for students alongside their regular coursework, etc.
3. All the heads were informed that each department must submit at least one proposal for Seminar/conference/workshop/certificate course/bridge course/MRP/MoU/diploma course/field visit/internships/MOOCs etc. For example, take subject related topics or general topics like diet counselling and nutrition, unity and diversity, national integration, water conservation, human rights, handwriting, translation, spoken and written skills, sanitary pad making, etc.
4. The format for submitting proposals to college- Title, tentative dates, objectives, learning outcomes, budget (Tentative), names of resource persons (Tentative), funding source or sponsor (Tentative), certifying partner (if any). Similar format can be used for submitting report after the activity.
5. The teachers were asking for upgradation of infrastructure for both campuses.
6. Dr. P. Pathak and Dr. D. Sridevi gave valuable inputs and suggestions for all the aspects of NAAC criteria.
7. Dr. P. Pathak said that fund raising must be taken up for all activities and efforts are being taken by the Principal for utilizing the funds raised by the same department.
8. There are funds available in CPE too which can be taken for the departments.

9. Mrs. R. Rawat said that all teachers must work towards the goal of NAAC in the coming years.
10. Programs for non-teaching staff should also be taken up.

The meeting ended with thanks to all present

L.A.D & Smt. R.P. College for Women, Shankar Nagar, Nagpur

IQAC Meeting with External Nominees: 29 September 2018

AGENDA

1. Welcome of newly inducted members
2. Apologies
3. Confirmation of Minutes of last meeting
4. Compliances arising out of the minutes
5. Reports of seven criteria of NAAC by criteria heads
6. Any other matter with the permission of the chair
7. Vote of thanks

Dr. Pooja Pathak
IQAC Coordinator

Dr. Deepali Kotwal
Principal

Compliances of meeting held on 11/04/2018

Sr. No.	Suggestion/ proposal	Compliance
1	Criterion 3: Scholarships from Industries for P.G. students.	
2	Criterion 3: IPR and Startups Suggested by Mr. Anil Joshi	On Thursday 23-08-2018 the event on ' Innovation Yatra ' was conducted by the Entrepreneurship Development Cell in collaboration with Internal Quality Assurance Cell in L.A.D & R.P.College for Women, Shankar Nagar. To throw light on the topic Mrs.Anita Rao , founder of Nagarjuna Ayurvedic Treatment Centre, as well as the Convenor of the 'Entrepreneur Forum' of Vidarbha Industries Association and Mr. Mukesh Ashar , Co-Founder and Director of Lemon School of Entrepreneurship, were called upon as speakers. 100 students participated.
3	Criterion 3: Alumni Engagement	Format for Alumni Data Collection has been circulated to all departments.
4	Criterion 3: Central documentation for Research. Suggested by Dr. Kotwal	Dr. Sangeeta Sahasrabudhe has prepared a format for maintaining the record of research papers, books, patents etc. and circulated amongst the staff and the format is kept in Central Library.
5	Criterion 3: Tie ups with Academia, Industry and other agencies for student and faculty training. Suggested by Mr. Anil Joshi	Department of Fashion Design has initiated the visit to Morarjee Mills, Achalpur for collaboration. Various departments are having tie ups with industries which is ongoing.
6	Criterion 4: Infrastructure and other development under CPE.	CPE (Dr. Kotwal)
7	Criterion 4: Green initiative suggested by Mr. Joshi	Proposals under this head are in active consideration with the Management.
8	Criterion 5: Student oriented activities	Culture/art katta, SQAC, Tand P, ED, Soft skills and participation of students in all committees.
9	Criterion 7: National Conference on Water Conservation and Water Literacy Year 2018-19	Report to be presented by Convenor and Vice-Principal Mrs. Kalpana Dhawad
10	Any other matter: Skill Development, suggested by Dr. S. Garway	Proposals were received from various departments and a flier has been printed for the same and shall be open for community.
11	Any other matter: Water and Environmental Audits, suggested by Dr. Garway	Proposal has been sent for three months Diploma Course on 'Water Conservation- Water Audit Techniques' under Jeevan Shikshan Abhiyan, Dept of Lifelong Learning, RTMNU by Human Rights Cell.

L.A.D & Smt. R.P. College for Women, Shankar Nagar, Nagpur

Minutes of the meeting of IQAC held on 29.09.2018

Meeting of IQAC of L.A.D & Smt. R.P College for Women was held on 29th September 2018 at 3.00 pm in Sugunidevi Saraf Hall, Shankar Nagar campus.

Item No 1.Welcome: Dr. P. Pathak, IQAC Coordinator welcomed all the committee members and external nominees of IQAC for the meeting.

Item No 2. Apologies: Apology was received from Dr. Gita Hiranwar, Dr. S. Sahasrabuddhe, Dr. Deepali Chahande.

Item No 3. Minutes of Last IQAC Meeting: Dr. P. Pathak read the minutes of the previous meeting. Minutes were confirmed.

Item No 4.Compliances arising out of the minutes: The compliances were read by Dr. Pooja Pathak, IQAC Coordinator and were recorded.

Item No 5. Report of seven criteria of NAAC by criteria heads: Report of various activities was presented. All the criterion heads presented the reports of activities and achievements of 1017-18 under their criterion.

Item No. 6 Any other matter with the permission of the chair:

- Dr. Deepali Kotwal, Principal briefed about the SKED of the college as importance is given to skill education.
- Dr. A. Dhondge briefed the meeting about CPE grant.
- Mrs. A. Rao said that the college has to do a lot to encourage ED and give students some incentives for the same. The focus must shift from exams to entrepreneurship.
- Dr. Garvey also emphasized that it cannot be taught but inculcated.
- The AQAR was submitted to the NAAC and uploaded in our college website in the month of December 2018 in old format.

Item No. 7 Vote of thanks: Vote of thanks were proposed by Dr. P. Pathak

Dr. Pooja Pathak
IQAC Coordinator

Dr. Deepali Kotwal
Principal

IQAC Committee 2018-19

29/09/2018

Sr. No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Deepali Kotwal	Chairperson	✓
2	Dr. Pooja Pathak	Coordinator	Pooja Pathak
3	Dr. Sridevi	Co-Coordinator	D. Sridevi
4	Mrs. R. Yelkavar	Vice-Principal	R. Yelkavar
5	Mrs. Kalpana Dhawad	Vice-Principal	✓
7	Dr. Geeta Hiranwar	Supervisor	-
8	Dr. Chitra Lade	Supervisor	Chitra Lade
9	Dr. Vandana Pathak	Member	V.T. Pathak
9	Dr. A. Dhondge	Member	A. Dhondge
11	Dr. Satish Sakharwade	Member	S. Sakharwade
12	Dr. C. Gajbhiye	Member	-
13	Dr. Nanda Rathi	Member	N. Rathi
14	Dr. S. Sahasrabuddhe	Member	-
15	Dr. Ruta Dharmadhikari	Member	R. Dharmadhikari
16	Dr. V. Vazzalwar	Member	V. Vazzalwar
17	Dr. Bhavna Khapekar	Member	B. Khapekar
18	Dr. Roselyn Mishra	Member	R. Mishra
19	Dr. Deepali Chahande	Member	-
	MANAGEMENT		
1	Dr. Panna Akhani	Director	-
	NOMINEES		
1	Mrs. Anita Rao	Alumni Entrepreneur	A. Rao
2	Ms. Reeta Agrawal		-
3	Mrs. Sugandha Garway		S. Garway
4	Mr. Anil Joshi		A. Joshi
5	Mr. Akhil Pande		-
	STUDENT MEMBERS		
1			
2			

Criterion III – Research Innovation and Extension

30th April 2019

A meeting was called on 30th April 2019 of members of Criterion III – Research Innovation and Extension. The meeting was chaired by the principal Dr. D. Kotwal. IQAC coordinators Dr. P. Pathak and Dr. Sridevi were also present.

The following members were present:

Dr. Sangeeta Sahasrabudhe

Dr. Nanda Rathi

Dr. Kakoli Sarkar

Dr. Chitra Lade

Ms. Meenakshi Wani

Dr. Prachiti Bagde

Ms. Shilpa Sarode

Dr. Chaaru Gajbhiye

Dr. Alka Dhondge had expressed her inability to attend the meeting as she was the external examiner.

The participants were guided on the various parameters of criterion III.

- The total marks for this criterion is 120. Key indicators 15; Metrics 14, Essential metrics 3.
- Nomenclature to be strictly followed; that which is not applicable to be coded as NA.
- Complete information to be collected from 2016 till April 2019.
- Three important work to be done
 - i. Increment in number of projects
To achieve this all teachers with PhD's to apply for a project.

- i. Publication of research papers only in UGC recognized journals Teachers to go through the list and send their papers accordingly.
 - ii. Patents to be obtained by the teacher.
- A climate of research to be cultivated in the institution.
 - The team to collect Documents.
 - The teachers to attend conference with papers – at least conference proceedings.
 - 3.3 – incubation center to be developed.
 - 3.4 – uplifting of the in- house journal, ISSN number to be taken.
 - Uploading code of ethics of research
 - Plagiarism check to be introduced.
 - Institution of awards – for motivating teachers.
 - 3.6.1 – target certain departments and ask them for curriculum extension – as social responsibility

Two guest speakers were invited –

- Dr. Sona Kumar – Associate Professor Raison College.
- Dr. Ushvashi Guha

The guest speakers explained the process of patenting. They said the college should/ can have an IP cell- and separate incubation centers.

Innovate and then patent the product/ idea/ procedure. If you have a product/ idea etc. it is put on www for 3/4 days and if nobody takes objection the process of patenting starts. Even a recipe has to be standardized.

Approach private sector eg: V.I.A. for funds for patenting.

The meeting was interactive and motivated the members.

MINUTES OF THE MEETING HELD ON 30.4.2019 FOR CRITERION 5

The IQAC convened a meeting of all the members of the Committee for Criterion 5 on 30.4.2019. The minutes are as follow:

- Dr. Pooja Pathak, IQAC Coordinator began the meeting and asked Dr. Dharmadhikari to discuss the requirements for working on criterion 5.
- Dr. Ruta Dharmadhikari discussed the distribution of the subcriteria in Criterion 5. The work of data collection for the Criterion was distributed among the members according to their accessibility to the data as well as the number of people required for a particular task. Accordingly, Criterion 5.1.1 through 5. 4.3 was distributed among the committee and the committee members made a note of their respective work allocation. This data is to be collected for a three year period: 2016-17, 2017-18, 2018-19
- For Criterion 5.2.2: Percentage of student progression to higher education: A new format was to be devised immediately and provided to the office for circulation and retrieval from all final year students when they collect their TC. (Accordingly Dr. Ruta Dharmadhikari created the format and it was duly provided to the office for subsequent follow through. The data from these forms will be duly analysed for the year 2018-19 and onward.)
- It was decided that the Alumnae Association will provide much of the data required for student progression. Many of the departments have student whatsapp groups. They will provide relevant information by using the social media platforms to collect data on all past and present students also. New whatsapp groups are to be made accordingly for the coming academic years.
- As each sub criterion was discussed, the members voiced their suggestions as to how the work can be carried out.
- The meeting ended with a request to all members to carry out the work individually and in groups and submit the completed work to the IQAC coordinator as early as possible.
- The IQAC coordinator thanked all the members present and the meeting was adjourned.

Dr. Ruta Dharmadhikari

Criterion 5

Minutes of the meeting of 'NAAC Criterion I – Curricular Aspects team', held

On 3/05/2019

Members present: Dr. Pooja Pathak, IQAC Coordinator, Dr. Rohini Kalikar, & Dr. Sumita Sapre, Heads of Criterion I, Teacher in charge of Criterion I, Mrs. Ahinsa Tirpude, Mrs Milan Nimbalkar, Dr. Deepali Bhowate. Dr. Chansarkar represented Dr Madhuri Gaikwad, in her absence.

A meeting was convened by Principal, Dr. Deepali Kotwal on 3/05/2019 with all teachers given different responsibilities under Criterion I, Curricular Aspects, in the Conference Hall at Shankarnagar Campus to discuss various issues under Criterion I. This meeting was preceded by a meeting with Dr. Deshkar who had come to advice on AQAR and SSR for NAAC. The advice given by Dr. Deshkar concerning Criterion I was also taken up during the meeting.

The following points were discussed

Updating of Syllabus:

Principal suggested that teachers of our College, who are nominated to the Board of Studies of RTM Nagpur University, should be contacted. Dr. Seema Deshpande, Dr. Vaikhari Vazalwar, Dr. Alka Dhondge, and Dr. Deepak Wasule, are members of various Boards of Studies. These teachers should be contacted for getting a proof for updating of syllabus.

Feedback System:

Principal advised the Feedback committee to combine the feedback of all the faculties. The interpretation of the word 'employer' in the feedback should be interpreted as those employing our students. As we do not have a feedback for employers that feedback form should be designed

Certificate Courses:

Principal advised members to classify courses as SkEd (Skill Education), Value Added courses like Gender Sensitivity, sustainability, lifelong learning, etc. RTMNU has identified many such certificate courses which are available on their website. Such value added certificate courses should be done in collaboration with RTMNU. These courses should be 30 hr duration. SkEd need not be time bound. A need for uniformity in the certificates to be given to participants was discussed. Principal suggested that certificates should be made in-house by some alumni on Corel Draw. A need was expressed to circulate notice regarding proposals of Certificate Courses for the session 2019-20 to be initiated by all Departments.

Criterion II
Teaching Learning and Evaluation
Minutes of Meeting

A meeting of criterion II was held on 04.05.2019 at 11.30 am under the headship of Dr. D. Kotwal, Principal, along with IQAC coordinator Dr. P. Pathak and members. Following agenda was discussed in the meeting-

- Aligned with NAAC guidelines, the discussion was emphasized on making teaching-learning even more student centric from next session.
- Identification of slow and advance learner and guidance as per their requirement.
- Faculties should go for effective use of ICT in teaching- learning process.
- Faculty can use youtube video links which will be available 24x7 and repetitively should can watch it.
- Faculties should flip some of the classes/ content with active learning strategies.
- More focus on participatory and experimental learning such as short projects, industrial visits and much more.
- Faculties should go for MOOCs and encourage students also.
- College/ Department should have CIE.
- Notices should be pass for data collection.

Minutes: Meeting of members of Criterion VII

The meeting was held in Principal Madams Chamber on 6th May 2019 chaired by the principal Dr Deepali Kotwal.

Following members were present.

1. Dr. Pooja Pathak IQAC coordinator
2. Dr. Sridevi IQAC co- coordinator.
3. Dr. Alka Dhondge Criterion VII incharge
4. Mrs. Surashmi Kaalmegh
- 5.

Following points were discussed:

- Dr Pooja Pathak informed that all matrixes are essential. No option for opting out.
- Every department has to organize gender equity program. Dr. Rashmi Tikku, HOD, English department has to be contacted for this information. Three to four departments should be focused upon for these programs.
- Uploading of documents for providing facilities with respect to gender sensitivity like safety & security. Provide photographs and describe in 500words.
- Installation for harnessing solar power. Proposal to be prepared and fet them sponsored.
- To replace existing lighting system with LED Bulbs wherever possible (This process has already been started. Mr.Kose is replacing the old tube lights and bulbs with LAD bulbs).
- Solid Waste Managements: Dept of Zoology, Home Economics and at Seminary hill campus-Producing Manure, Sanitary Machines with incinerator installed in the college.
- E-Waste Management: Refurbished Computers, Other computer have to be stored as per UGC norms.
- Rain Water harvesting in campus: To be collaborated with garden committee.
- Green practices: To be collaborated with garden committee.
- Activities to be included – Vertical gardening, Plastic free campus, green landscaping, students nurturing the trees, Creating awareness for use of bicycles.
Donation of bicycles.
- Average percentage expenditure on green initiative & waste management: Mr. Joshi and Mr. Mohrir to be contacted
- Divyangian friendliness and other differently abled: Data should be collected.
Information from HMCT, Donation of wheel chairs. Block printing- Dr. Harsha Jharia to be contacted.
- TO conduct programs for local community.

- Human Values and professional ethics: To prepare code of conduct for students, teachers and administrative staff
- Increasing consciousness about national identities and symbols
- Information of activities conducted for promotion of universal VALUES
- Institution organizing national festivals and birth/death anniversaries of the great Indian personalities
- Best Practices: two best practices of the college to be selected.
- Institutional Distinctiveness: to be discussed and as per mentioned in mission and vision of the instate.

Minutes of Criterion IV Meeting held on 8 May 2019

Criterion IV- Infrastructure and Learning Resources (100)

Meeting was chaired by Dr. Deepalikotwal, Principal

Dr. Pooja Pathak, Coordinator, IQAC, Dr. Sridevi Darisi, Co-Coordinator, IQAC, Dr. Archana Meshram- Criterion Head – Shankar nagar Campus, Ms. Kanchan Bade, Criterion Head – Seminary Hills Campus and Dr. ShivaniBalkundi, Librarian attended the meeting.

- All the metrics were discussed in detail.

4.1- Physical Facilities (30)

- 4.1.1 : It was decided to find out the specified requirement by statutory bodies so as to describe the adequacy of facilities for teaching -learning
- 4.1.3 : Both the campuses being converted into Wi-fi, classrooms and Seminar halls are well equipped with ICT facilities

4.2- Library as a Learning Resource (20)

- 4.2.1: Dr. ShivaniBalkundi, Librarian informed that Library at both the campuses is automated with Integrated Library Management System.

The staff members and students need to be trained to use the facility.

It was decided that Librarian will prepare a timetable to impart training to teachers on priority basis in the month of June/July 2019

- 4.2.6 : All the staff members must visit the library regularly and also sign in the register

(Extra Sheet attached)

4.3 – IT Infrastructure (30)

- 4.3.2: Student – Computer Ratio: This can be computed as the number of students working in Computer lab (as per time table) as specified in the curriculum.
- 4.3.3: Bandwidth of Internet connection in the Institution needs to be found out.

4.4 – Maintenance of Campus Infrastructure (20)

- 4.4.2 – Systems and Procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.

For computers- AMC For equipments – Repairs and Maintenance is undertaken by respective depts.

4.2 Library as a Learning resource

1. Both the libraries are equipped with ILMS software, though the library at seminary hills is yet to start the automated services, the work is in progress.
2. Librarian Dr. ShivaniBalkundi successfully completed one week training program on Installation and operation of SOUL2.0 library software at INFLIBNET Center, Gandhi nagar , Gujarat in the month of May 2019.
3. After installation at Seminary Hills regular services will be provided to users.
4. As per discussion regarding training has to be given to the staff and students about how to use the library resources effectively. It is to be scheduled in the last week of the July for Teaching Staff and For Students in the 1st and 2nd week of August 2019 at both the campuses, after completion of admission process of 1st year.
5. It is observed that the teaching staff does not use library services on regular basis due to various reasons. It is suggested to all teachers to visit the library on daily basis and maintain the record by signing in the visit register kept with the librarian.

Submitted by-

Ms. Kanchan Bade

(Criterion-IV-Head)

IQAC MEETING 2018⁹ 18/07/2019

Agenda for the Meeting

- 1. Welcome**
- 2. Apologies**
- 3. IQAC Conference on 26/09/2019**
- 4. Report of Criterion heads for data collection**
- 5. Vote of Thanks**

Preliminary Meeting on
One Day NAAC Sponsored Conference

On 26th September 2019

Minutes

Date: 18/7/19, H.Sc. Dept, SH Campus attended by all IQAC members

Dr. P. Pathak welcomed and informed that the above conference will be organized by IQAC.

The Principal had suggested some names for invited speakers and Guests, which was informed as under-

Chief Guest/Keynote Speakers

1. Dr. Gopu Kumar ,Jt. Secretary of UGC, WIRC
2. Prof. Gopal Reddy UGC
1. Dr. Lata Pillai Keynote Speaker
2. Prof. Nitin Karmarkar, V C Pune University
3. Dr. Dhanaraj Mane-Director of HE, Govt of Mah.
4. S h Padalia , Govt of Gujrat
5. Dr. JervalioMendus, HE Goa
6. D P Singh UGC
7. GogateJogalekar College Ratnagiri
8. Dr. MrunaliniPhadanvis
9. Dr. Kurup, Mumbai University
10. Dr. Beenalnamdar, Bengaluru
11. J D

Dr. D. Sridevi informed that she had contacted Dr. Hegde and Dr. Shanbaug from NAAC and they said that we will know about sponsorship in a week or so. She read out the sessions and subthemes from the proposal.

Session I: Inaugural

Session II : Data Validation and Verification followed by Case studies

Session III: Sharing Experiences on new framework

Session IV: Sharing Experiences on new framework and Panel Discussion

After discussing on the various options, the following convenors of committees were formed-

Committees

Brochure : Dr. Sumita Sapre
Welcome and Hospitality : Dr. Charuta Gajbhiye and Dr. Nandita Sapra (HMCT)
Invitation to Speakers : Dr. Pooja Pathak and Dr. Sridevi
Correspondence : Dr. Shivani Balkundi
Hall Arrangements : Ms. Kanchan Badhe and Dr. Surashmi Kalmegh
Registration : Dr. Suchita Ingle and Dr. Deepali Chahande
Treasurer : Dr. Bhavana Khapekar (Asked to prepare tentative budget for discussion with Principal on 19th July)

Fund Raising : Dr. Pooja Pathak, Dr. Ruta Dharmadhikari, Vice Principals, Dr. Alka Dhondge, Dr. Archana Masaram

Proceedings : Dr. Sumita Sapre, Dr. Archana Masaram, Dr. Nanda Rathi, Dr. Sangita Sahasrabudhe,

Catering : Dr. Rohini Kalikar and HMCT Dept.

Session in Charge : Overall Incharge Dr. Alka Dhondge

Inauguration : Dr. Vaikhari Vazalwar
Session II : Dr. Vandana Kawadkar
Session III : Dr. Sangita Sahasrabudhe
Session IV : Dr. Nanda Rathi
Valedictory : Dr. Ruta Dharmadhikari
Rapporteurs : Dr. Alka Dhondge, Dr. Ruta Dharmadhikari, Dr. Shilpa Sarode
Publicity : Dr. Seema Deshpande
Certificates : Registration committee

Tentative timeline:

25/07 : Brouchure
02/08 : Invites+ Banner
09/08 : Fund Raising
15/08 : Tickets and Reservations
31/08 : Finalizing all communications and duties

IQAC Committee 2019-21

18/07/2019

Sr. No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Deepali Kotwal	Chairperson	—
2	Dr. Pooja Pathak	Coordinator	<i>Pooja Pathak</i>
3	Dr. Sridevi	Co-Coordinator	<i>D. Sridevi</i>
4	Mrs. R. Yelkavar	Vice-Principal	—
5	Mrs. Kalpana Dhawad	Vice-Principal	<i>K. Dhawad</i>
9	Dr. Rohini Kalikar	Criterion I	<i>R. Kalikar</i>
10	Dr. Sumeeta Sapre	Criterion I	<i>Sumeeta Sapre</i>
11	Dr. Deepali Chahande	Criterion II	<i>D. Chahande</i>
12	Dr. Suchita Ingle	Criterion II	<i>S. Ingle</i>
13	Dr. Bhavna Khapekar	Criterion II	<i>B. Khapekar</i>
14	Dr. S. Sahasrabuddhe	Criterion III	<i>S. Sahasrabuddhe</i>
15	Dr. Nanda Rathi	Criterion III	<i>N. Rathi</i>
16	Dr. Archana Masram	Criterion IV	<i>A. Masram</i>
17	Ms. Kanchan Bade	Criterion IV	<i>K. Bade</i>
18	Dr. Ruta Dharmadhikari	Criterion V	<i>R. Dharmadhikari 18/7/19</i>
19	Dr. V. Vazzalwar	Criterion V	<i>V. Vazzalwar 18/7/19</i>
20	Dr. Kawadkar	Criterion V	<i>K. Kawadkar 18/7/19</i>
21	Dr. A. Dhondge	Criterion VII	<i>A. Dhondge</i>
22	Mrs. S. Kaalmegh	Criterion VII	<i>S. Kaalmegh</i>
23	Dr. Shivani Balkundi	Librarian	<i>S. Balkundi</i>

IQAC MEETING
23 JANUARY 2020 AT 2.30PM
VENUE : CONFERENCE HALL

AGENDA:

- Welcome
- Apologies
- Minutes of last meeting and confirmation of the same
- Compliances
- Report of IQAC
- Report of IQAC Conference
- Report of AQAR 2018-2019
- Any other matter
- Vote of Thanks

Minutes of IQAC Meeting held on 23.1.2020

Agenda:

- Welcome
 - Apologies
 - Minutes of last meeting and confirmation
 - Compliances
 - Report of IQAC
 - Report of IQAC Conference
 - Report of AQAR 2018-19
 - Any other matter
 - Vote of Thanks
1. Dr. P. Pathak welcomed all.
 2. Apologies were received from Mrs. Anita Rao, Dr. N. Rathi, Dr. C. Lade and Mrs. Rita Agrawal. In this meeting four student members of Science faculty attended, Ms. Prachi Trivedi, Ms. Mopiya Chakraborty, Ms. Debarati Gupta and Ms. Nargis Sheikh, all from B. Sc II year.
 3. Dr. P. Pathak read the minutes of previous meeting and compliances. They were confirmed without any change.
 4. The compliances of the points raised in the last meeting were read by Dr. P. Pathak
 5. The report of IQAC for the year 2018-19 and continuing up to January 2020 were read by Dr. P. Pathak for the information of all members present.
 6. The report of IQAC Conference of 23rd Sept. 2019 was read by Dr. A. Dhondge and the same was appreciated by all members.
 7. Dr. P. Pathak invited the criterion heads to present their reports of AQAR submission and observations thereon.
 8. Dr. S. Sapre of Criterion I, Dr. DeepaliChahande of Criterion II, Dr. S. Sahasrabuddhe of Criterion III, Ms. Kanchan Bade of Criterion IV, Dr. R. Dharmadhikari of Criterion V and Dr. AlkaDhondge Of Criterion VII briefed about their respective criteria to the members.
 9. In any other matter Dr. Pathak informed that skill development started in a big way and more than 20 courses are being run in the college under this.
 10. The feedback of the student members was taken. All of them stated that classes are being conducted very regularly and syllabus is completed in time.
 11. The meeting ended with Vote of thanks by Dr. P. Pathak.

Dr. Pooja Pathak (IQAC Coordinator)

Dr. DeepaliKotwal (Principal)

Compliances of the IQAC Meeting held on 05/04/2019

IQAC had organized an interactive meeting with Dr. Deshkar, Associate Professor of Shri Shivaji Science College, Nagpur on 05/04/2019. Dr. Deshkar elaborated on various metrics of NAAC SSR and AQAR under the revised framework of NAAC.

Sr. No.	Suggestions/Proposals	Compliance
1	Opting out of the metrics	IQAC Chairperson with committee members shall take the decision at the time of loading of SSR in 2021.
2	Proper documentation of activities as per metrics	IQAC Coordinator and Co-Coordinator have started with the process of documentation from November 2016 onwards.
3	Improvement in Intercollegiate activities and participation in Conferences.	'AURA' Intercollegiate festival is celebrated from 2017 onwards. Faculty members are motivated to participate in various conferences.
4	Action taken report on Feedback and SSS.	Feedback report and SSS report are uploaded on website of college.
5	Green Audit of college	Department of Botany, Chemistry, Physics and ^{Electronics} Geography have formulated a committee and in the year 2020 the Green Audit of collage shall be completed.
6	Water harvesting, use of LED bulbs in campuses.	Funds were generated in year 2018-19 under Water Literacy year. They shall be utilized for water harvesting at Seminary Hills campus. Replacement of regular tube lights is done with LED bulbs wherever required.
7	Skill Education and other life skills to be introduced.	Various skill education programs are initiated by departments under SKED. The list is enclosed.
8	UGC Block grant	College has applied for RUSA. The result is still awaited.
9	Alumni and retired teachers to set up prizes.	Dr. Pratiksha Mayee, member of CDC has proposed one endowment prize. Mr. Ajoy Joshi a renowned chef has proposed an award for HMCT student.
10	Uploading of lecture videos on U-TUBE (ICT)	Faculty members are using ICT enabled teaching. Many have created and uploaded videos on U-TUBE. The list of links is enclosed.
11	Welfare schemes for teachers	Medical reimbursements are given to staff members

IQAC Committee Meeting 23/01/2020

Sr. No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Deepali Kotwal	Chairperson	✓
2	Dr. Pooja Pathak	Coordinator	Pooja Pathak
3	Dr. Shridevi	Co-Coordinator	D. Shridevi
4	Mrs. R. Yelkavar	Vice-Principal	RYelkavar
5	Mrs. Kalpana Dhawad	Vice-Principal	KDhawad
6	Dr. Chitra Lade	Supervisor	-
7	Dr. Sumeeta Sapre	Criteria I Head	Sumeeta Sapre
8	Dr. Rohini Kalikar	Criteria I Head	RKalikar
9	Dr. Deepali Chahande	Criteria II Head	D. Chahande
10	Dr. Sucheta Ingle	Criteria II Head	S. Ingle
11	Dr. Bhavna Khapekar	Criteria II Head	B. Khapekar
12	Dr. S. Sahasrabuddhe	Criteria III Head	S. Sahasrabuddhe
13	Dr. Nanda Rathi	Criteria III Head	N. Rathi
14	Ms. Kanchan Bade	Criteria IV Head	K. Bade
15	Dr. Archana Masram	Criteria IV Head	A. Masram
16	Dr. Ruta Dharmadhikari	Criteria V Head	R. Dharmadhikari
17	Dr. Vaikhari Wazalwar	Criteria V Head	V. Wazalwar
18	Dr. V. Kawadkar	Criteria V Head	V. Kawadkar
19	Dr. A. Dhondge	Criteria VII Head	A. Dhondge
20	Mrs. S. Kaalmegh	Criteria VII Head	S. Kaalmegh
21	Dr. Charuta Gajbhiye	Member	C. Gajbhiye
22	Dr. Shivani Balkundi	Member	S. Balkundi
MANAGEMENT			
1	Dr. Shyamala Nair	Director, WES	-
NOMINEES			
1	Mrs. Anita Rao	Alumni Entrepreneur	-
2	Ms. Reeta Agrawal		-
3	Mrs. Sugandha Garway		-
4	Mr. Anil Joshi		-
5	Mr. Akhil Pande		-

Stamp 23/01/20
23/01/2020

	STUDENT MEMBERS		
1	Ms. Prachi Trivedi	BSc II Biotech	—
2	Ms. Mopia Chakravarti	BSc II Biotech	—
3	Ms. Debarati Gupta	BSc II Biochemistry	<i>Debarati</i>
4	Ms. Nargis Sheikh	BSc II PCM	<i>Nargis</i>