



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

(Meeting – 1)

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

Agenda of meeting: -

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


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


PRINCIPAL
Annasaheb Magar Mahavidyalaya,
Hadapsar, Pune-411028.

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Internal Quality Assurance Cell (IQAC)

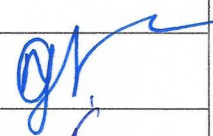
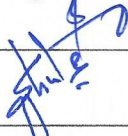
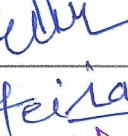
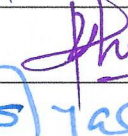
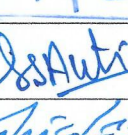

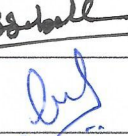




Minutes of Meeting

AY 2023 – 24

(IQAC Meeting – 1)

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

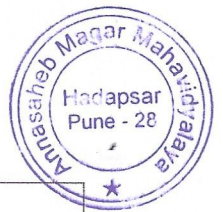
IQAC Committee

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



Minutes of meeting

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



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

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


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