



Maharana Pratapsinh Shikshan Sanstha Mumbai  
**Anandibai Raorane Arts, Commerce and Science College, Vaibhavwadi**

**Notice**

**Internal Quality Assurance Cell (IQAC)**




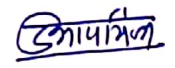




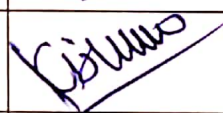

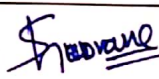
**Date: - 07/07/2022**

The meeting of the IQAC will be held on Tuesday, dated 12/07/2022 at 11.30 am in the IQAC room to discuss the following issues.

All the members of IQAC are requested to attend the same in time.

1. To read and confirm the minutes of last meeting
2. To prepare academic calendar for academic year 2022-23 as per university schedule
3. Annual tentative budget for academic year 2022-23
4. About doing a different types of audits (Academic & Administrative Audit, Environmental Audit, Green Audit, etc.)
5. Renewal of ISO certification
6. To arrange the teaching and non-teaching staff training programme in first term
7. To sign the MoU with different institutions, universities, industries and research centre
8. Review on admission
9. To prepare AQAR for academic year 2021-22
10. Any other with the permission of chairman

Sr. No.	Name of member	Role in Committee	Sign
1	Dr. C. S. Kakade	Chairman	
2	Dr. D. M. Sirsat	Co-ordinator	
3	Mr. Shailendra Raorane	Member, Management Representative	
4	Mr. Prabhanand Raorane	Member, Industrialists Representative	
5	Mr. Sajjan Raorane	Member, Local Society Representative	

6	Mr. Sanjay Raorane	Member, Administrative Office	
7	Mr. S. B. Patil	Member, Teacher Representative	
8	Dr. S. C. Rade	Member, Teacher Representative	
9	Mr. R. B. Patil	Member, Teacher Representative	
10	Dr. Ms. D. S. Korgaonkar	Member, Teacher Representative	
11	Mr. P. M. Dhere	Member, Teacher Representative	
12	Dr. V. B. Gopula	Member, Teacher Representative	
13	Mr. V. V. Shinde	Member, Teacher Representative	
14	Mr. K. M. Waghmare	Librarian	
15	Mr. A. W. Jaitapkar	Member, Non-Teaching Staff Representative	
16	Mr. Sudhir Nakashe	Member, Alumni Representative	
17	Miss. Tejaswi Raorane	Member, Students Representative	



  
**IQAC COORDINATOR**  
 Anandibai Raorane Arts, Comm. &  
 Science College, Vaibhavwadi

  
**Principal**  
 Anandibai Raorane Arts, Commerce & Science  
 College, Vaibhavwadi.



**Maharana Pratapsinh Shikshan Santha Mumbai**  
**Anandibai Raorane Arts, Commerce and Science College,**  
**Vaibhavwadi**

**Internal Quality Assurance Cell**

Date: 12/07/2022

**Minutes of the Meeting**

The first meeting of IQAC for the academic year 2022-23 was held on Tuesday, 12th July, 2022 at 11.30 am in IQAC room under the chairmanship of Hon. Principal Dr. C. S. Kakade.

The following members present in the said meeting.

Sr. No.	Name of member	Role in Committee	Sign
1	Dr. C. S. Kakade	Chairman	
2	Dr. D. M. Sirsat	Co-ordinator	
3	Mr. Shailendra Raorane	Member, Management Representative	
4	Mr. Prabhanand Raorane	Member, Industrialists Representative	
5	Mr. Sajjan Raorane	Member, Local Society Representative	
6	Mr. Sanjay Raorane	Member, Administrative Office	
7	Mr. S. B. Patil	Member, Teacher Representative	
8	Dr. S. C. Rade	Member, Teacher Representative	
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15	Mr. A. W. Jaitapkar	Member, Non-Teaching Staff Representative	
16	Mr. Sudhir Nakashe	Member, Alumni Representative	
17	Miss. Tejaswi Raorane	Member, Students Representative	

The meeting started with the welcome of Chairman Hon. Prin. Dr. C. S. Kakade and all the Hon. Members of IQAC by Coordinator Dr. D. M. Sirsat

**Business: -**

➤ **Motion: - 1 Confirmation of minutes of previous meeting**

Description: - IQAC coordinator Dr. D. M. Sirsat presented minutes and action taken report of previous meeting held on 18<sup>th</sup> April, 2022.

Discussion: - All the Hon. members discussed on the minutes and action taken report of the previous meeting and confirmed.

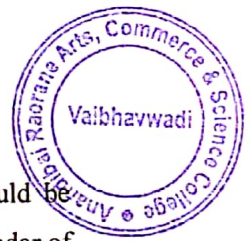
Vote: - All in favor

Resolved: - Motion carried

➤ **Motion: - 2 Academic Calendar 2022-23**

Description: - IQAC coordinator Dr. D. M. Sirsat presented Academic Calendar of institution according to the resolution number eight of the fourth meeting held on 18<sup>th</sup> April, 2022.

Discussion: - All the Hon. members discussed on the Academic Calendar of the college in detail. In that discussion, it was decided to prepare the academic calendar of the college for the academic year 2022-23. While preparing the academic calendar of 2022-



23, the planning of various departments and committees of the college should be accepted. At that time Hon. Principal said that, the final prepared academic calendar of college for academic year 2022-23 should be uploaded on the college website with the signature of Hon. Principal. IQAC coordinator accepted all the suggestions.

Vote: - All in favor

Resolved: - Motion carried

➤ **Motion: - 3 Annual tentative budget for academic year 2022-23**

Description: - IQAC coordinator Dr. D. M. Sirsat presented annual budget of IQAC Rs. 118000/- (One Lack Eighteen Thousands Rupees Only ) for academic and other quality initiative activities as per the suggestions of Hon. Prin. Dr. C. S. Kakade and Office Superintendent Hon. Sanjay Raorane.

Discussion: - All the Hon. Members discussed on the annual tentative budget of IQAC for academic and other quality initiative activities such as organization of workshops/ seminars/ conferences/ symposiums etc., projector in IQAC room, Laptop SSD, stationary, MoU's, different types of quality audits in detail. In the discussion, all the Hon. Members suggested regarding smoothly conduction of this activities. IQAC coordinator accepted all the suggestions.

Vote: - All in favor

Resolved: - Motion carried

➤ **Motion: - 4 About doing a different types of audits (Academic & Administrative Audit, Environmental Audit, Green Audit, etc.)**

Description: - IQAC coordinator Dr. D. M. Sirsat presented importance of different types of quality audits for improve the quality and sustainability of institute as per the NAAC guidelines.

Discussion: - All the Hon. Members discussed the various types of audits that institutions can undertake to improve quality and promote sustainability. The importance of having a systematic approach to conducting these audits was emphasized.

**i) Academic and Administrative Audit (AAA)**

Purpose: - To evaluate the academic and administrative processes, identify strengths, and pinpoint areas for improvement of the overall institution.

Scope: - Includes curriculum delivery, teaching quality, examination processes, and administrative efficiency.

**ii) Environmental Audit**



Purpose: - To assess the institution's environmental impact and identify ways to reduce its carbon footprint.

Scope: - Includes energy consumption, waste management, water usage, and pollution control.

### iii) Green Audit

Purpose: To evaluate the institution's green initiatives and eco-friendly practices.

Scope: Includes landscaping, use of renewable energy, green buildings, and biodiversity on campus.

It was decided to complete audits within time

Vote: - All in favor

Resolved: - Motion carried

#### ➤ **Motion: - 5 Renewal of ISO 9001:2015 certificate**

Description: - IQAC member Shri. K. M. Waghmare (Librarian) raised the point renewal of the ISO 9001:2015 certificate is vital to maintain the credibility, trust, and competitive advantage that comes with certification.

Discussion: - All the Hon. Members discussed on the renewal of ISO 9001:2015 certification and it was decided to renew the ISO 9001:2015 certification within time.

Vote: - All in favor

Resolved: - Motion carried

#### ➤ **Motion: - 6 Organization of teaching and non-teaching staff training programs**

Description: - Mr. R. B. Patil (Member, Teacher Representative) raised the issue of organization of various training program for teaching and non-teaching staff.

Discussion: - All the Hon. Members discussed on that issue and it was decided to organize the training program for teaching as well as non-teaching staff like faculty development program, capacity building program, soft skill training program, workshop on technical skill, workshops on pedagogical tools, workshop on use of ICT in teaching-learning process, etc. It was decided to conduct the faculty development program and capacity building program in the month of September, 2022 and December 2022.

Vote: - All in favor

Resolved: - Motion carried

#### ➤ **Motion: - 7 To sign the MoU with different institutions, universities, industries and research centres**





Description: - IQAC coordinator Dr. D. M. Sirsat raised the issue of MoU with various Institutes, Universities, Industries and NGO's, and Research Centers.

Discussion: - All the Hon. Members discussed this issue. It was decided the college is expected to have MoU's with other educational institutions, universities, industries, NGO's at national and international level as per the recent NAAC Peer Team recommendations. In this discussion IQAC coordinator Dr. D. M. Sirsat presented the current status of MoU with other bodies. It was decided to sign the MoU with industries which is beneficial for students.

Vote: - All in favor

Resolved: - Motion carried

➤ **Motion: - 8 Review on Admission**

Description: - Hon. Shailendra Raorane (Member, Management Representative) & Hon. Principal Dr. C. S. Kakade raised the issue of admission

Discussion: - All the Hon. Members discussed on admission issue. At this time, Mr. P. M. Dhere and Mr. R. B. Patil said that, it is necessary to contact the 12<sup>th</sup> passed students and guide them for admission in the first year. Also all the members pointed that after opening of admission link by University of Mumbai definitely students gets admitted.

Vote: - All in favor

Resolved: - Motion carried

➤ **Motion: - 9 AQAR preparation for academic year 2021-22**

Description: - IQAC coordinator Dr. D. M. Sirsat presented the AQAR format as per the NAAC guidelines.

Discussion: - All the Hon. Members discussed on the AQAR. At that time Hon. Management Members and Hon. Principal gave instructions to complete the AQAR of the academic year 2021-22 of the college on time i.e. to complete and submit it before last date. While preparing the said AQAR Hon. Principal Dr. C. S. Kakade said to hold a review meeting every month and one Professor was appointed as in-charge for each criteria for preparing AQAR.

In-charge of criterion are as follows

1. Criteria – I Curricular Aspects (Mr. P. M. Dhere)
2. Criteria – II Teaching-Learning and Evaluation (Mr. S. B. Patil)
3. Criteria – III Research, Innovation and Extension (Dr. V. B. Gopula)
4. Criteria – IV Infrastructure and Learning Recourses (Dr. S. C. Rade)
5. Criteria – V Students Support and Progression (Dr. Ms. D. S. Korgaonkar)



6. Criteria – VI Governance, Leadership and Management (Mr. R. B. Patil)

7. Criteria – VII Institutional Values and Best Practices (Mr. V. V. Shinde)

All the criterion chairman accepted all the suggestions.

Vote: - All in favor

Resolved: - Motion carried

➤ **Motion: - 10 Any Other**

**i) Automation of Library**

Description: - IQAC Coordinator Dr. D. M. Sirsat demanded that the Library be automative.

Discussion: - All the Hon. Members discussed on this issue. At that time Librarian Mr. K. M. Waghamare said that, the college library is currently 60% automatic and the work is underway to make it 100% automative.

Vote: - All in favor

Resolved: - Motion carried

**ii) Organization of workshop on RUSA proposal**

Description: - Hon. Shailendra Raorane (Member, Management Representative) raised the issue of RUSA proposal

Discussion: - All the Hon. Members discussed on issue of RUSA proposal. At that time Hon. Prin. Dr. C. S. Kakade suggested to organize the one day workshop on “How to prepare RUSA Proposal. IQAC coordinator accepted all the suggestions.

Vote: - All in favor

Resolved: - Motion carried

**iii) Organization of Workshops/ Seminars/ Conferences**

Description: - IQAC coordinator Dr. M. Sirsat explained the on the organizations of workshop/ seminars/ conferences at national and international level on various topics.

Discussion: - All the Hon. Members discussed on organization of workshops/ seminars/ conferences for quality culture. At that time Hon. Principal Dr. C. S. Kakade suggested that, IQAC should initiate the organization of workshops/ seminars/ conferences on various topics. IQAC coordinator accepted all the suggestions.

Vote: - All in favor

Resolved: - Motion carried

**iv) To increase the count of BOS and Senate member in University**

Description: - IQAC Coordinator Dr. D. M. Sirsat presented the current status of the BOS and Senate member in University.





Discussion: - All the Hon. Members discussed on that issue i.e. importance of BOS and Senate members in University for administration and decision making. At that time Hon. Principal Dr. C. S. Kakade suggested to increase the count of BOS and Senate member in University of Mumbai as well as in various autonomous college.

Vote: - All in favor

Resolved: - Motion carried

**v) Constitution of College Development Committee (CDC)**

Description: - Hon. Principal Hr. C. S. Kakade raised the point of new CDC

Discussion: - All the Hon. Members discussed on that issue and it was decided to form new college development committee as per the guidelines of University of Mumbai.

Vote: - All in favor

Resolved: - Motion carried

**vi) Organization of Students Training Program**

Description: - Mr. V. V. Shinde (Member, Teacher Representative) gave the information regarding conduction of employability skill training program for girls.

Discussion: - All the Hon. Members congratulated him and granted permission by Hon. Principal Dr. C. S. Kakade for conduction of employability skill training program for girls in collaboration with American India Foundation, Mumbai.

Vote: - All in favor

Resolved: - Motion carried

**vii) Updating of college website**

Description: - Mr. S. B. Patil (Member, Teacher Representative) raised the issue of college website.

Discussion: - All the Hon. Members discussed on current status of college website. At the time Hon. Principal suggested to update the faculty profile and departmental profile on college website as early as possible.

Vote: - All in favor

Resolved: - Motion carried

**viii) Induction Program**

Description: - Hon. Principal Dr. C. S. Kakade raised the issue of conducting Induction Program.

Discussion: - All the Hon. members discussed on this issue and it was decided to organize the Induction Program for newly enrolled students in the month of September, 2022.





Vote: - All in favor

Resolved: - Motion carried

ix) **Vote of thanks** - As there were no other topics before the meeting, the coordinator Dr. D. M. Sirsat thanked everyone and the meeting was closed with the permission of the Chairman.

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