

**Dombivli Shikshan Prasarak Mandal's**  
**K. V. Pendharkar College of Arts, Science and Commerce (Autonomous),**  
**Dombivli (E), Thane 421203**

**Minutes of the IQAC meeting held on 25<sup>th</sup> January, 2023.**

**Venue: Conference Hall, Ground floor**

**Time: 1.00 pm**

**Agenda of the meeting:**

1. To read and confirm the minutes of the last meeting.
2. Action taken report for the last meeting.
3. To review the External Academic Audit of 2021-22.
4. To approve the plan for the execution new practice i.e., "Traverse of learners from disciplinary to Interdisciplinary"
5. To review the draft of Teaching, Learning & Evaluation policy.
6. Mechanism for evaluating the attainment levels of learning outcomes.
7. Any other relevant and important issue.

Following members were present for the said meeting:

<b>Members Present</b>		
<b>1</b>	<b>Member from management</b>	<b>Shri. Anand Acharya Director, Acharya Group of Companies</b>
<b>2</b>	<b>Chairperson</b>	<b>I/C Principal Prof. (Dr.) K. R. Jagdeo</b>
<b>3</b>	<b>Teacher Representatives</b>	<b>1. Sr. Vice Principal K. P. Phalak 2. Mr. D. T. Pagare 3. Dr. S. S. Mahajan 4. Dr. Ajaykumar Lokhande 5. Dr. Suman Satyaram 6. Dr. Jagruti Suroshe</b>
<b>4</b>	<b>Alumni representative</b>	<b>Mr. Rohan Bhagat</b>
<b>5</b>	<b>Administrative Staff</b>	<b>Ms. Niyati Dude</b>
<b>6</b>	<b>Coordinator</b>	<b>Vice Principal B.T. Shirsath</b>
<b>7</b>	<b>Deputy Coordinator</b>	<b>Dr. Abhijit Sahasrabudhe</b>
<b>8</b>	<b>Invitee</b>	<b>Dr. Nisha Velayudhan</b>

**Leave of absence was granted to following members:**

1. Ms. Ashwini Bagkar, Vice Principal and Secretary, Academic Council
2. Ms. Neha Narkar, Nominee from local society
3. Ms. Anvita Shetty, Student Representative
4. Mr. Dinesh Patil, Industry Representative

The meeting was chaired by Prof. (Dr.) K. R. Jagdeo, I/c Principal of the college. Meeting started with opening remarks of In-charge Principal. IQAC Coordinator introduced and welcomed all the members in the meeting.

**Agenda Item 1:** To review and confirm the minutes of the last meeting.

IQAC Coordinator asked, Whether the minute of the last meeting is to be read out? Since the minutes were circulated before the meeting for the perusal of all the members, to save on time for important discussion members present unanimously confirmed the minutes without reading it again.

**Proposed by: Mr. K. P. Phalak**

**Seconded by: Shri. Anand Acharya**

**Agenda Item 2:** Action taken report for the last meeting.

IQAC Coordinator read out ATR for the last meeting and briefed all committee members about the efforts taken by the IQAC to implement the resolutions. In connection with the present status of certificate courses offered in 2021-22 (Out of nine certificate courses, four courses are running successfully), Shri. Anand Acharya, Member from the Management asked reasons for poor enrollment for some of the certificate courses.

Mr. Rohan suggested to align certificate courses with NSQF guidelines. There was an elaborate discussion about the said topic. Mr. Anand Acharya suggested various ideas for promoting certificate courses including mouth to mouth publicity, display of banners etc. He also insisted that concerned staff members can discuss the same with students during their regular lectures and practicals which will help the students to understand the benefits of certificate courses.

Discussion also took place on implantation of Research Promotion Policy, where Mr. Acharya commented 'only conduction of events is not sufficient but frequent reviews and meetings of the Research Promotion Committee is necessary for implantation of research policy.'

It was resolved that periodic review of all the certificate courses to be taken by the administrative body with all course coordinators.

**Proposed by: Mr. B. T. Shirsath**

**Seconded by: Prof. (Dr.) K.R. Jagdeo**

**Agenda Item 3:** To review the External Academic Audit Report of 2021-22.

Dr. S.S. Mahajan read out the External Academic Audit report. Mr. Anand Acharya asked whether IQAC has initiated any action for implementation of recommendations given in the audit report. In this connection IQAC Coordinator and Deputy Coordinator updated the members regarding the implementation of some of the recommendations given.

It was resolved to have a meeting with heads and coordinators to discuss and prepare a proposal for implementing relevant and possible recommendations and same to be submitted to the Management.

**Proposed by: Mr. Anand Acharya**

**Seconded by: Dr. S. S. Mahajan**

**Agenda Item 4:** To approve the plan for the execution new practice i.e., "Traverse of learners from disciplinary to Interdisciplinary".

IQAC Coordinator emphasised the importance of arranging innovative and students' centric activities and requested Dr. suman to brief all the members present about the two proposed activities i.e. "Traverse of learners from disciplinary to Interdisciplinary" and "Promotion of research in Undergraduate students". Idea of first activity was appreciated by all the members. Mr. Anand Acharya suggested that "the speakers invited for the first practice can connect the interdisciplinary topics of the programme with the stream of the students attending the programme" this will make the sessions more effective.

It was resolved to implement the practice of "Traverse of learners from disciplinary to Interdisciplinary" in the month of February, 2023.

**Proposed by: Mr. K.P.Phalak**

**Seconded by: Dr. S. S. Mahajan**

**Agenda Item 5:** To review the draft of Teaching, Learning & Evaluation policy.

IQAC Coordinator highlighted the need of having a well-defined Teaching, Learning & Evaluation policy at the institution level and requested Dr. Nisha to read out the first draft of policy. Accordingly, Dr Nisha Elaborated the structure and contents of the policy draft. Mr. Anand Acharya appreciated the draft and suggested to mention the name of persons on the draft, who have prepared it and raised the question of mechanism for reviewing the implementation of policy. He further insisted to involve more people in finalizing the draft and review the present status of teaching, learning and evaluation process followed in our institution.

It was resolved to include the teachers and departments with good performance appraisal report to discuss the draft and also to review the present status teaching and learning process of the institution in the context of policy draft.

**Proposed by: Mr. Anand Acharya**

**Seconded by: Mr. K.P.Phalak**

**Agenda Item 6:** Mechanism for evaluating the attainment levels of learning outcomes.

IQAC Coordinator brief the members the need of having a mechanism of evaluating the attainment levels of learning outcomes to promote outcome based education in the institution, he also updated the members regarding the efforts taken by the IQAC in connection with the outcome based education and raised the question "Whether to have manual mechanism and software based mechanism to evaluate the attainment level?" on this Mr. Anand Acharya suggested to invite technician from software company for demo and get complete understanding regarding different elements and their connection in the mechanism.

It was resolved to arrange demo of software company to understand the mechanism and accordingly take a call for finalizing the mechanism process (manual or software based)

**Agenda Item 7:** Any other relevant and important issue.

Besides all the listed points the AQAR (Annual Quality Assurance Report) of 2021-22 was reviewed by all the members present.

IQAC Coordinator, B. T. Shirsath gave a small power point presentation of the AQAR 2021-22. He highlighted criteria wise important points to all members. Couple of changes were suggested by the teacher representatives in Part -A and action plan of the report.

**Resolution:** The AQAR of 2021-22 can be submitted to the NAAC latest by 28<sup>th</sup> February 2023, after incorporating the changes suggested.

Besides above points no other point was discussed and meeting was concluded at 2.40 p.m.

With formal vote of thanks proposed by Dr. Jagruti Suroshe.

*B.T. Shirsath*  
29/03/23

**B.T.Shirsath**

**IQAC Coordinator**

**Dombivli Shikshan Prasarak Mandal's K.V. Pendharkar College of Arts, Science & Commerce  
(Autonomous), Dombivli (E), Thane 421203**

Minutes of the IQAC Meeting held on 29<sup>th</sup> March 2023.

**Date of meeting: 29-03-2023**

**Venue: Board Room, Ground floor**

**Time: 2.00 PM**

**Agenda of the Meeting:**

- 1. To read and confirm the minutes of the last meeting.**
- 2. Action taken report for the last meeting.**
- 3. To finalize the Academic Calendar for the year 2022-2023.**
- 4. To plan the activity audit for the year 2022-2023.**
- 5. To plan suitable measure to enhance the results of some UG programs.**
- 6. To plan the workshop for administrative staff.**
- 7. Any other relevant and important issue.**

The following members were present for the meeting.

<b>Sr. No.</b>	<b>Position</b>	<b>Member Name</b>
1.	<b>From management</b>	Shri. P.R. Desai Honorable Chairman, Dombivli Shikshan Prasarak Mandal Shri. Anand Acharya, Director Acharya Group of Companies
2.	<b>Chairperson</b>	I/c Principal Prof. (Dr.) K. R. Jagdeo
3.	<b>Teacher Representatives</b>	1. Sr. Vice Principal K.P. Phalak 2. Vice Principal and secretary of Academic Council Ms. Ashwini Bagkar 3. Dr. S.S. Mahajan 4. Dr. D.T.Pagare 5. Dr. Ajay Kumar Lokhande 6. Dr. Jagruti Surose 7. Dr. Suman Satyarum
4.	<b>Industry Representative</b>	Mr. Dinesh Patil
5.	<b>Administrative Staff</b>	Ms. Niyati Dude

6.	<b>Coordinator</b>	Vice Principal B.T. Shirsath
7.	<b>Deputy Coordinator</b>	Dr. Abhijit Sahasrabuddhe
8.	<b>Invitee</b>	Dr. Nisha Velayudhan

**Leave of absence was granted to following members:**

1. Mr. Rohan Bhagat, Alumni representative.
2. Ms. Neha Narkar, Nominee from Local society.
3. Ms. Anvita Shetty, Student representative.

**Opening:** The meeting was chaired by Prof. (Dr.) K. R. Jagdeo, I/c Principal of the college. Vice Principal and IQAC coordinator, Mr. B.T Shirsath welcomed all the members of IQAC.

The items on the agenda taken up for discussion were as under: -

**1. To read and confirm the minutes of the last meeting.**

IQAC coordinator read out the minutes of meeting conducted on 25<sup>th</sup> January 2023 and seek confirmation for the same from all the members.

It was confirmed by all the members unanimously.

**2. Action taken report for the last meeting.**

In action taken report,

- Query was raised for Certificate courses which were not commenced in the academic year 2022-2023. Mr. Anand Acharya commented that Python Machine Learning is a course with good demand, so promotion of course through teachers is important.
- Dr. Nisha V. read out the feedback commented by teachers on the teaching learning policy of our college. Mr. Anand Acharya suggested to get reviews form the management for all the guidelines mentioned in the policy document.
- Rest all the points of action taken report was accepted by all the members.

**3. To finalize the Academic Calendar for the year 2023-2024.**

- IQAC Coordinator read out the academic calendar for the year 2023-24, where he mentioned 12<sup>th</sup> June 2023 as the date of commencement for the academic year 2023-24 and 11<sup>th</sup> May 2024 as the final working day.
- Shri. Anand Acharya pointed out that the commencement of academic year 2024-25 should be from 12<sup>th</sup> June 2024 and not 17<sup>th</sup> June as proposed in the Calendar.
- Hon. Chairman Sir suggested to mention a note that, commencement date of First Year Classes depends on the declaration of H.S.C results.

- Sir also suggested to keep teachers meeting in the month of June only, instead of July to plan departmental and committee activities for the academic year 2023-24.
- Hon. Chairman Sir commented that extracurricular activity details should be specified in the academic Calendar.
- Mr. Anand Acharya sir suggested to take frequent review of all departments for continuous assessment and improvement before IQAC meeting.

**Resolution:** Academic Calendar for the year 2023-2024 to be forwarded to the Academic council for approval after incorporating necessary changes suggested by the members.

**Proposed by: Mr. Anand Acharya**

**Seconded by: Mr. K.P.Phalak**

**4. To plan the activity audit for the year 2022-2023.**

IQAC Coordinator emphasized the importance of conduction of activity audit and explained the manner in which it can be conducted. He also showed the format for the audit to all the members.

**Resolution:** It was resolved that activity audit for the year 2022-23 to be conducted in before the end of second term of 2022-23.

**Proposed by: Mr.K.P.Phalak**

**Seconded by: Mr.D.T.Pagare**

**5. To plan suitable measure to enhance the results of some UG programs.**

- As the result of F. Y Classes in all streams is unsatisfactory and a specific pattern is observed in the result progressing from F.Y to S.Y and then to T.Y. classes.
- Mr. Anand Acharya suggested that every department must list out the subject with maximum failure and identify the causes of failure.
- Mr. Dinesh Patil suggested to conduct a review of attendance of all the students and inform the parents about the defaulters, which is already in practice in the college.

**Resolution:** IQAC will inform the concerned departments to identify the subject having maximum failure and plan suitable measures for improvement of results in respective subjects.

**Proposed by: Mr. Anand Acharya**

**Seconded by: Dr. Abhijit Sahasrabudhe**

**6. To plan the workshop for administrative staff.**

Activity planned for administrative staff was not approved due to some technical reasons.

Besides above points no other point was discussed and the meeting was concluded at 4.30 p.m. with a formal vote of thanks proposed by Dr.S.S.Mahajan.

Minutes prepared by: Dr. Suman Satyarum



Mr. B.T. Shirsath

Coordinator, IQAC



Prof. (Dr.) K. R. Jagdeo

I/c Principal

I/C Principal  
DSPM's K.V. Pendharkar College  
Dombivli