

Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati

IQAC WORKING COMMITTEE MEETING NOTICE

The meeting of IQAC committee members is being held on **Wednesday, 20/12/2017 at 4.00 p.m.** in the IQAC office.

Agenda of meeting :

- 1) Confirmation of the minutes of the previous meeting
- 2) Submission of Teachers Diary, Planning 2017-18, Department report of 2016-17
- 3) Submission of department activities report (individual) and documents for all faculty
- 4) Review of quarter activities in the college
- 5) Validation and verification of record
- 6) Planning for IQAC Youth Festival 2018
- 7) Planning for activities in 2nd term & other business
- 8) Verification and distribution of documents related to student mentoring
- 9) Preparation and finalization of feedback form
- 10) Identification of Best Practises for next five years
- 11) Alumni association Registration and Organization of activities

All the members are requested to attend the meeting.

Dr. Avinash Jagtap
IQAC Coordinator

Principal Dr. Chandrashekhar V. Murumkar
Chairman

Sr.No	Name	Signature
1	Dr. Jagdish D. Deshpande	J.D.
2	Dr. Ashok E. Kalange	A.E.K.
3	Dr. Milind H. Gajbhiye	M.H.G.
4	Mrs. Yogini R. Muley	Y.R.M.
5	Dr. Seema A. Naik	S.A.N.
6	Dr. Bhagwan S. Mali	B.S.M.
7	Dr. Samadhan K. Patil	S.K.P.
8	Mr. Sushil A. Deshmukh	S.A.D.
09	Dr. Ramchandra T. Sapkal	R.T.S.
10	Dr. Mahadeo B. Kanade	M.B.K.
11	Dr. Ajit B. Telave	A.B.T.
12	Mr. Sadashiv R. Puranik	S.R.P.
13	Dr. Arun S. Magar	A.S.M.
14	Dr. Sachin N. Gadekar	S.N.G.
15	Dr. Vaishali V. Patil	V.V.P.
16	Dr. Janardhan K. Pawar	J.K.P.
17	Mr. Vinayak Lashkar	V.L.
18	Mr. Upendra D. Choudhari	U.D.C.
19	Mr. Vishal V. Shah	V.V.S.

Aneka Education Society's
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati

Proceedings of IQAC working committee meeting No. 04 held on 20/12/2017 at 4.00 pm in IQAC

office :

Following members attended the meeting :

- 1 Dr. Jagdish D. Deshpande
- 2 Dr. Ashok E. Kalange
- 3 Dr. Milind H. Gajbhiye
- 4 Mrs. Yogini R. Muley
- 5 Dr. Seema A. Naik
- 6 Dr. Bhagwan S. Mali
- 7 Dr. Samadhan K. Patil
- 8 Mr. Sushil A. Deshmukh
- 9 Dr. Ramchandra T. Sapkal
- 10 Dr. Mahadeo B. Kanade
- 11 Dr. Ajit B. Telave
- 12 Dr. Arun S. Magar
- 13 Dr. Sachin N. Gadekar
- 14 Dr. Vaishali V. Patil
- 15 Mr. Upendra D. Choudhari
- 16 Mr. Vishal V. Shah

Following members could not attend the meeting :

1. Mr. Sadashiv R. Puranik
2. Dr. Janardhan K. Pawar
3. Mr. Vinayak S. Lashkar

Agenda of meeting :

1) Confirmation of the minutes of the previous meeting

Resolution : Read and Confirmed

2) Submission of Teachers Diary, Planning 2017-18, Department report of 2016-17

Resolution :

Notice should be given to the concerned faculty for submission of documents.

3) Submission of department activities report (individual) and documents for all faculty

Resolution :

Departmental IQAC Coordinator should be informed to submit the relevant documents.

4) Review of quarter activities in the college

Resolution :

- 1) The activities conducted / organized in the first quarter were discussed.
- 2) It was decided to add a column for e-mail id of the student in the admission form.
- 3) Departments should be informed to update the departmental information on college website.

5) Validation and verification of record

Resolution :

The criteria coordinators were informed to validate and verify the documents submitted to IQAC by the department in response to the various notices issued.

6) Planning for IQAC Youth Festival 2018

Resolution :

The dates i.e. 24th and 25th January 2018 was finalized for IQAC festival 2017-18

7) Planning for activities in 2nd term & other business

Resolution :

It was decided to conduct internal and external audit in the month of March 2018. College should conduct Green Audit and ISO 9001:2015 Certification from external peers / organization.

8) Verification and distribution of documents related to student mentoring

Resolution :

The documents for student mentoring prepared by student mentoring committee should be distributed to the departments and a separate notice be given to the HOD for effective implementation.

9) Preparation and finalization of feedback form

Resolution :

Separate feedback form for College, Library and Faculty should be prepared. A separate committee of Dr. M. H. Gajbhiye, Mr. S. A. Deshmukh and Dr. A. S. Magar is constituted for preparation and finalization of feedback form.

10) Identification of Best Practises for next five years

Resolution :

For identification of best practices for next five years a separate committee of Dr. R. T. Sapkal, Dr. B. S. Mali, Dr. S. K. Patil and Mr. V. S. Lashkar is constituted for the same.

11) Alumni association Registration and Organization of activities

Resolution :

A separate committee of Dr. A. S. Jagtap, Dr. A. B. Telave, Mr. A. B. Shah and Mr. V. S. Bhosale is constituted for the registration of alumni association.

12) Other Business

1. Food quality and Hygiene in Canteen

The canteen owner should be informed for food quality and maintainance of hygiene in canteen.

2. Student Welfare

The officer of student development board should be informed to check the balance in the account of student welfare fund and inform the IQAC. If required a separate notice should be displayed for generation of funds.

3. Research Publication by Management Appointed Faculty

A provision of Rs. 3000 or half the amount of publication charges per paper per faculty should be made by the college for promotion of faculty research publication.

A request in writing ~~has~~ to be made by the IQAC to Hon'ble Principal for the same.

4. Sanitation in ladies common room :

Concerned person should be inform for maintance through administrative office.

The meeting ended with thanks to the chair.



IQAC Coordinator



Chairman & Principal