

**JSPM's**  
**Jayawantrao Sawant Commerce and Science College**  
**Hadapsar Pune 411028**

**Internal Quality Assurance cell (IQAC)**

**A.Y. 2022-23**

Date 25/06/2022

**NOTICE**

All IQAC members are hereby informed that IQAC meeting is scheduled on 30/06/2022 in IQAC hall at 2pm.

**Agenda of Meeting**

1. Inauguration of IQAC cell.
2. Introduction and felicitation of IQAC members.
3. Discussion of objectives and functions of IQAC cell.
4. Discussion of roles and responsibilities of IQAC Members.

  
IQAC Coordinator



  
Principal


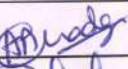

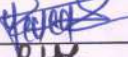
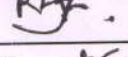
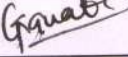
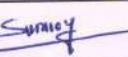
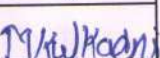
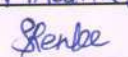
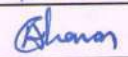
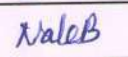
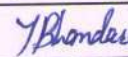
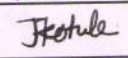
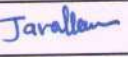
**PRINCIPAL**  
JSPM's

**Jayawantrao Sawant**  
**Commerce & Science College**  
Hadapsar, Pune - 411 028

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**Jayawantrao Sawant Commerce and Science College**  
**Hadapsar Pune 411028**

**Minutes of Meeting**

The IQAC meeting is conducted under the chairmanship of Dr. H.R. Kulkarni on 30/06/2022. The meeting started with welcoming of all the members of IQAC by the Coordinator Mrs. Archana Ghadge. The following members were present for the meeting.

Sr. No.	Members	Designation in IQAC	Sign
1	Dr. H. R. Kulkarni	Chairperson	
2	Mrs. Archana Ghadge	IQAC Coordinator	
3	Dr. Prashant Mane Deshmukh	Teachers to represent All level	
4	Mr. Pravin Babar	Teachers to represent All level	
5	Mr. Rahul H. Vishwase	Teachers to represent All level	
6	Dr. Sandip Gawate	Teachers to represent All level	
7	Dr. Sanjay Sawant	Member from Management	
8	Mrs. Monali Kulkarni	Senior Administrative officer	
9	Dr. Sneha V. Renke	Nominee from Local Society	
10	Avinash Chavan	Nominee from student	
11	Bhargav Nale	Nominee from Alumni	
12	Mr. Yuvraj Bhandare	Nominee from Employers	
13	Mr. Janardhan Kotule	Nominee from Industrialists	
14	Mr. Javalkar Santosh Tanaji	Nominee from stakeholders	

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<b>Sr.No</b>	<b>Agenda</b>	<b>Discussion</b>
1.	Inauguration of IQAC cell.	All IQAC members and college staff were present for inauguration of IQAC cell. It began with ribbon cutting by the hands of Campus Director Dr. Sanjay Sawant followed by saraswati puja.
2.	Introduction and felicitation of IQAC members	All IQAC members were felicitated by giving roses as token of honor. All members introduced themselves.
3.	Discussion of objectives and functions of IQAC cell	Objectives and functions of IQAC cell was told by Principal Dr. H.R.Kulkarni.
4.	Discussion of roles and responsibilities of IQAC Members	Roles and responsibilities of each members were told by IQAC Coordinator Mrs. Archana A. Ghadge

The meeting was concluded with vote of thanks to Chairman and the IQAC Committee members by IQAC Coordinator Mrs. Archana A. Ghadge



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Date 11/07/2022

**NOTICE**

All IQAC members are hereby informed that IQAC meeting is scheduled on 16/07/2022 in IQAC hall at 3pm.

**Agenda of Meeting**

1. Discuss and prepare Academic calendar 2022-23 of college.
2. Planning of Academic activities (admission status, timetable, teaching plan, internal exam, add-on courses)
3. Planning of Industrial visits and workshop.
4. Discussion on assignment of GFM and class teacher.
5. General Discussion and strategic planning for NAAC cycle 1.



IQAC Coordinator


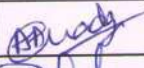
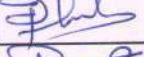
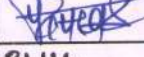
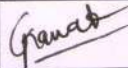
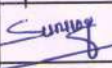
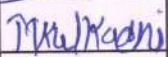
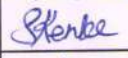
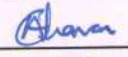
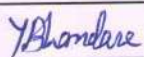
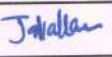


  
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**Minutes of Meeting**

The IQAC meeting is conducted under the chairmanship of Dr. H.R. Kulkarni on 16/07/2022. The meeting started with welcoming of all the members of IQAC by the Coordinator Mrs. Archana Ghadge. The following members were present for the meeting.

Sr. No.	Members	Designation in IQAC	Sign
1	Dr. H. R. Kulkarni	Chairperson	
2	Mrs. Archana Ghadge	IQAC Coordinator	
3	Dr. Prashant Mane Deshmukh	Teachers to represent All level	
4	Mr. Pravin Babar	Teachers to represent All level	
5	Mr. Rahul H. Vishwase	Teachers to represent All level	RHY.
6	Dr. Sandip Gawate	Teachers to represent All level	
7	Dr. Sanjay Sawant	Member from Management	
8	Mrs. Monali Kulkarni	Senior Administrative officer	
9	Dr. Sneha V. Renke	Nominee from Local Society	
10	Avinash Chavan	Nominee from student	
11	Bhargav Nale	Nominee from Alumni	NaleB
12	Mr. Yuvraj Bhandare	Nominee from Employers	
13	Mr. Janardhan Kotule	Nominee from Industrialists	
14	Mr. Javalkar Santosh Tanaji	Nominee from stakeholders	

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<b>Sr.No</b>	<b>Agenda</b>	<b>Discussion</b>
1.	Discuss and prepare Academic calendar 2022-23 of college.	All the HODs were assigned the work of preparing academic and departmental calendar under the guidance of Mr. Pravin Babar
2.	Planning of Academic activities (admission, timetable, teaching plan)	It was discussed that teaching plan, time table and workload will be prepared by all departments. Review of admission was discussed
3.	Planning of Industrial visits and workshop.	Tentative months of industrial visits for each subject and class are decided and workshop on research methodology for teachers is planned.
4.	Discussion on assignment of GFM and class teacher	It was discussed that 20 students will be assigned to each teacher as GFM and one Chemistry staff will be class teacher of F.Y.B.Sc and one physics staff for S.Y.B.Sc and department wise there will be class teacher for T.Y.B.Sc.
5.	General Discussion and strategic planning for NAAC cycle 1.	IQAC coordinator gave the overview of NAAC criteria

The meeting was concluded with vote of thanks to Chairman and the IQAC Committee members by IQAC Coordinator Mrs. Archana A. Ghadge



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<b>Sr.No</b>	<b>Agenda</b>	<b>Action taken</b>
1.	Discuss and prepare Academic calendar 2022-23 of college.	Academic calendar were prepared by of Mr. Pravin Babar and departmental calendar was prepared by all H.O.Ds.
2.	Planning of Academic activities (admission, timetable, teaching plan)	Admission responsibilities were given and advertise in newspapers was printed. Teaching plan was prepared by all faculties workload was prepared by all department heads and submitted to principal.
3.	Planning of Industrial visits and workshop	It was decided to take visit for F.Y B.Sc. and F.Y B.Com to Katraj dairy and Science park. For S.Y.B.Sc VSI, Parvati water purification plant. For T.Y.B.Sc PDRC, Janakalyan blood bank. One day workshop on Research methodology for teachers is scheduled on 03/10/2022.
4.	Discussion on assignment of GFM and class teacher	GFM and class teacher was decided and their duties and responsibilities were discussed.
5.	General Discussion and strategic planning for NAAC cycle 1.	All criteria heads calculated the weightage of each metric and accordingly started with data collection and planning.

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Date 02/01/2023

**NOTICE**

All IQAC members are hereby informed that IQAC meeting is scheduled on 07/01/2023 in IQAC hall at 2pm.

**Agenda of Meeting**

1. To read out minutes of previous meeting.
2. To analyze college result.
3. Discussion on sports, cultural activities and annual gathering.
4. Discussion on redressal of student's grievance.
5. Discussion and assignment of NAAC criteria heads and members.
6. To decide perspective/strategic plan.
7. Collection and analyses of feedback from different stakeholders
8. Workshop on New Education Policy.

*AA Hedge*

IQAC Coordinator



*Principal*  
**PRINCIPAL**  
JSPM's

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**Minutes of Meeting**

The IQAC meeting is conducted under the chairmanship of Dr. H.R. Kulkarni on 07/01/2023. The meeting started with welcoming of all the members of IQAC by the Coordinator Mrs. Archana Ghadge. The following members were present for the meeting.

Sr. No.	Members	Designation in IQAC	Sign
1	Dr. H. R. Kulkarni	Chairperson	<i>H.R.K.</i>
2	Mrs. Archana Ghadge	IQAC Coordinator	<i>Archana Ghadge</i>
3	Dr. Prashant Mane Deshmukh	Teachers to represent All level	<i>Prashant Mane</i>
4	Mr. Pravin Babar	Teachers to represent All level	<i>Pravin Babar</i>
5	Mr. Rahul H. Vishwase	Teachers to represent All level	<i>R.H.V.</i>
6	Mr. Sandip Gawate	Teachers to represent All level	<i>Sandip Gawate</i>
7	Dr. Sanjay Sawant	Member from Management	<i>Sanjay</i>
8	Mrs. Monali Kulkarni	Senior Administrative officer	<i>Monali Kulkarni</i>
9	Dr. Sneha V. Renke	Nominee from Local Society	<i>Sneha Renke</i>
10	Avinash Chavan	Nominee from student	<i>Avinash</i>
11	Bhargav Nale	Nominee from Alumni	<i>Nale B</i>
12	Mr. Yuvraj Bhandare	Nominee from Employers	<i>Y. Bhandare</i>
13	Mr. Janardhan Kotule	Nominee from Industrialists	<i>Kotule</i>
14	Mr. Javalkar Santosh Tanaji	Nominee from stakeholders	<i>Tanalkar</i>

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<b>Sr.No</b>	<b>Agenda</b>	<b>Discussion</b>
1.	To read out minutes of previous meeting.	The minutes of previous meeting and action taken report were read by IQAC coordinator and confirmed by committee.
2.	To analyse college result.	It was decided that result analysis will be done by Exam department and IQAC Coordinator with H.O.Ds of different department and accordingly improvement will be suggested to faculties.
3.	Discussion on sports, cultural activities and annual gathering.	It was discussed that sports department will organize various indoor and outdoor games for students. Cultural department will organize cultural activities and plan for annual social gathering. Rough draft of various sports and cultural activities was finalized.
4.	Discussion on redressal of student's grievance.	It was discussed that student grievance committee will take meeting to resolve students grievance.
5.	Discussion and assignment of NAAC criteria heads and members.	Under the guidance of principal sir and IQAC Coordinator different criteria heads of NAAC was finalized and handed over to various members.
6.	To decide perspective/strategic plan.	Discussion on perspective/strategic plan development was done and points were discussed with all criteria heads and IQAC members to be included in perspective/strategic plan.
7.	Collection and analyses of feedback from different stakeholders	It was decided that feedback committee will prepare a hard copy of feedback form for different stakeholders.
8.	Workshop on New Education Policy and ICT	It was decided that workshop on NEP will be organized for faculties AND ICT workshop for teaching and nonteaching.

The meeting was concluded with vote of thanks to Chairman and the IQAC Committee members by IQAC Coordinator Mrs. Archana A. Ghadge



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Sr.No	Agenda	Action taken
1.	To read out minutes of previous meeting.	
2.	To analyse college result.	Results analysis of all classes was collected and it was observed that F.Y.B.Sc and S.Y.B.Sc result was poor and remedial lectures for slow learners was planned.
3.	Discussion on sports, cultural activities and annual gathering.	Sports department finalized the indoor and outdoor games for students and sports days were finalized. Cultural department finalized the cultural activities and day and month of annual social gathering "Urmi".
4.	Discussion on redressal of student's grievance.	Student grievance committee resolved student's grievance.
5.	Discussion and assignment of NAAC criteria heads and members.	All criteria heads took meeting of their criteria with their members and divided the work.
6.	To decide perspective/strategic plan.	Rough draft of perspective/strategic plan was finalized.
7.	Collection and analyses of feedback from different stakeholders	Hardcopy of feedback form was prepared.
8.	Workshop on New Education Policy and ICT	Workshop on NEP is organized on 16/02/2023 and resource person was Dr. Sanjay Chakane Dean, Khadaki Education Society, T.J. College, Khadaki. ICT workshop for teaching and nonteaching is organized on 19/06/2023.



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**Hadapsar Pune 411028**


Date 15/06/2023

**NOTICE**

All IQAC members are hereby informed that IQAC meeting is scheduled on 19/06/2023 in IQAC hall at 2pm.

**Agenda of Meeting**

1. To read out minutes of previous meeting.
2. Planning of Academic activities (admission, timetable, teaching plan, workload).
3. To prepare academic and departmental calendar.
4. Discussion on assignment of GFM and class teacher
5. Planning of Industrial visits and workshop.
6. Review of NAAC work.
7. Planning of value added courses for students.
8. Enrollment of students on Swayam courses.
9. Workshop on OBE and CO-PO attainment for faculties.

  
IQAC Coordinator


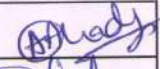

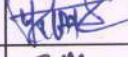

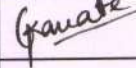
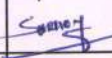
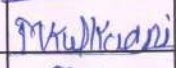

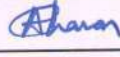
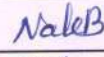
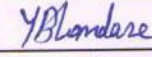
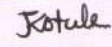
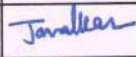


**Principal**  
**PRINCIPAL**  
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**Minutes of Meeting**

The IQAC meeting is conducted under the chairmanship of Dr. H.R. Kulkarni on 19/06/2023 . The meeting started with welcoming of all the members of IQAC by the Coordinator Mrs. Archana Ghadge. The following members were present for the meeting.

Sr. No.	Members	Designation in IQAC	Sign
1	Dr. H. R. Kulkarni	Chairperson	
2	Mrs. Archana Ghadge	IQAC Coordinator	
3	Dr. Prashant Mane Deshmukh	Teachers to represent All level	
4	Mr. Pravin Babar	Teachers to represent All level	
5	Mr. Rahul H. Vishwase	Teachers to represent All level	
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7	Dr. Sanjay Sawant	Member from Management	
8	Mrs. Monali Kulkarni	Senior Administrative officer	
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Sr.No	Agenda	Discussion
1.	To read out minutes of previous meeting.	The minutes of previous meeting and action taken report were read by IQAC coordinator and confirmed by committee.
2.	Planning of Academic activities (admission, timetable, teaching plan, workload)	It was discussed that teaching plan, time table and workload will be prepared by all departments. Review of admission was discussed
3.	To prepare academic and departmental calendar.	All the HODs were assigned the work of preparing academic and departmental calendar under the guidance of Mr. Pravin Babar
4.	Discussion on assignment of GFM and class teacher	It was discussed that 20 students will be assigned to each teacher as GFM and one Chemistry staff will be class teacher of F.Y.B.Sc and one physics staff for S.Y.B.Sc and department wise there will be class teacher for T.Y.B.Sc.
5.	Planning of Industrial visits.	Tentative months of industrial visits for each subject and class are decided.
6.	Review of NAAC work.	Criteria wise review of data collection status was discussed by principal sir and IQA data collection was discussed.
7.	Planning of value added courses for students.	It was decided that per year 4 value added courses will be organized.
8.	Enrolment of students on Swayam courses.	It was decided that Dr. Sudipta Banerjee will be the co-ordinator of different online courses. It was also discussed to find out different courses on swayam portal for FY To T.Y students and to assign enrolment work to teachers.
9.	Workshop on OBE and CO-PO attainment for faculties.	Discussion was done to arrange workshop on OBE and CO-PO for faculties.

The meeting was concluded with vote of thanks to Chairman and the IQAC Committee members by IQAC Coordinator Mrs. Archana A. Ghadge



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<b>Sr.No</b>	<b>Agenda</b>	<b>Action taken</b>
1.	To read out minutes of previous meeting.	
2.	Planning of Academic activities (admission, timetable, teaching plan, workload)	Admission responsibilities were given and advertise in newspapers was printed. Teaching plan was prepared by all faculties workload was prepared by all department heads and submitted to principal.
3.	To prepare academic and departmental calendar.	Academic calendar were prepared by of Mr. Pravin Babar and departmental calendar was prepared by all H.O.Ds.
4.	Discussion on assignment of GFM and class teacher	GFM and class teacher was decided and their duties and responsibilities were discussed. PTM month was also decided.
5.	Planning of Industrial visits.	It was decided to take visit for F.Y B.Sc. and F.Y B.Com to Katraj dairy and Science park. For S.Y.B.Sc VSI, Parvati water purification plant. For T.Y.B.Sc PDRC, Janakalyan blood bank, Baramati Agro, Neera valley Wine and School of Biotechnology.
6.	Review of NAAC work.	Correction and future planning was decided criteria wise. IIQA data was finalized.
7.	Planning of value added courses for students.	Chemistry and physics department decided the courses to be conducted in 1 <sup>st</sup> semester.
8.	Enrolment of students on Swayam courses.	Committee of online courses was formed and they decentralized their work of enrolment of student's class wise to different swayam courses.
9.	Workshop on OBE and CO-PO attainment for faculties.	Date of workshop was confirmed 21/06/2023 and 26/04/2024. Guest speakers were also confirmed.