

Rayat Shikshan Sanstha's
Arts and Commerce College, Pusegaon
Internal Quality Assurance Cell

Notice

Date: 09/08/2021

All IQAC members are hereby informed that the first meeting of IQAC in the academic year 2021-22 will be held on **Friday 14th August, 2021 at 11.30 a.m.** in the IQAC room. All IQAC members are requested to attend the meeting.



**COORDINATOR
IQAC**

Arts and Commerce College, Pusegaon



Principal

Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara



Agenda:-

- To Confirm the minutes of the previous meeting.
- To prepare and submit the proposal for M. Com. (Accountancy).
- To prepare and submit the proposal of NCC.
- To prepare the academic Calendar for the year 2021-22.
- To prepare the CIE Calendar for the year 2021-22.
- To make provision for online teaching-learning and evaluation.
- To update the website of the college.
- To prepare General Time-Table for the year 2021-22.
- To prepare teaching plan for the academic year 2021-22.
- To prepare the future plan of the college.
- To conduct diagnostic test to find out slow and advance learner.
- Any other subject with the permission of the chairman.

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
| 3 | Kharat S.A. | Member, Teaching Staff | |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff | |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
| 12 | Hon. Jadhav S. M. | Employer | |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |



Minutes

The minutes of the first meeting of all the IQAC members in the academic year 2021-22 was held on **Friday 14th August, 2021 at 11.30 a.m.** in the IQAC room. The following business was done in the meeting.

Members Present:

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
| 3 | Kharat S. A. | Member, Teaching Staff | |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff | |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
| 12 | Hon. Jadhav S. M. | Employer | |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |

➤ **Confirmation of minutes of the previous meeting:**

The minutes of the previous meeting were read by IQAC Coordinator and after some discussion and suggestions it was unanimously confirmed.

➤ **To prepare and submit the proposal of M. Com. (Accountancy).**

It was unanimously resolved to prepare the proposal of M. Com. (Accountancy) and submit it to Shivaji University, Kolhapur to introduce new program in M.



Com (Accountancy) from the academic year 2022-23 as per the recommendation of NAAC.

➤ **To prepare and submit the proposal of NCC.**

It was unanimously resolved to prepare the proposal of NCC and submit it to NCC office as per the recommendation of NAAC.

➤ **To prepare Academic calendar:-**

Resolution: It was resolved to prepare Academic calendar for the academic year 2021-22, taking into account birth & death anniversaries of national leaders, guest lectures, and other academic programs. The committee was formed to prepare the academic calendar. The committee consists of Dr. S. R. Shinde as a chairman and Asst. Prof. S. A. Mali as a member.

➤ **To prepare the CIE Calendar for the year 2021-22.**

It was resolved to prepare Continuous Internal Evaluation (CIE) Calendar for the year 2021-22. The committee was formed to prepare the CIE Calendar. The committee consists of Asst. Prof. L. K. Pawar as a chairman and Dr. S. R. Shinde as a member.

➤ **To make provision for online teaching-learning and evaluation.**

Resolution: All faculty members were asked to conduct online lectures on Zoom App or Google Meet as per the guidelines of Shivaji University, State and Central Government during the COVID-19 pandemic situation.

➤ **To update the website of the college.**

It was resolved to update the website of the college. All the faculty members were asked to collect all necessary documents and information for website and submit it to Yashwantrao Chavan Institute of Science, Satara for up gradation of website.

➤ **To prepare General Time-Table for the year 2021-22.**

It was resolved to prepare the general time-table for the academic year 2021-22. The committee was formed to prepare general time-table. The committee consists of Asst. Prof. S. A. Mali as a chairman and Asst. Prof. P. V. Gaikwad.

➤ **To prepare teaching plans for the academic year 2021-22.**

Resolution: All faculty members were asked to prepare annual teaching plans and keep them at the department.

➤ **To prepare the future plan of the college.**

It was resolved to prepare short term future plan for the academic year 2021-22 and display it on the college website.

➤ **To conduct diagnostic test to find out slow and advance learner.**

It was unanimously resolved to conduct diagnostic test at entry level to find out slow and advance learner at the beginning of first semester.

As there was no other issue for discussion, the meeting was ended by Prof. S. A. Mali expressing vote of thanks to the Chairman


COORDINATOR
IQAC

Arts and Commerce College, Pusegaon




Principal

Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara


Action Taken Report

- The proposal of new program of M. Com. (Accountancy) was prepared and submitted to Shivaji University in time.
- The proposal of NCC was prepared and submitted to NCC Office at Satara.
- Annual Academic Calendar for the academic year 2021-22 was prepared and displayed in the notice board and on the website of the college.
- CIE Calendar for the academic year 2021-22 was prepared and displayed in the notice board and on the website of the college.
- Online lectures on Zoom App or Google Meet were conducted during the COVID-19 pandemic situation.
- All necessary documents and information for website were collected and submitted it to Yashwantrao Chavan Institute of Science, Satara for up gradation of website.
- General time-table was prepared and displayed it in the notice board.
- Annual Teaching Plans were prepared by the faculty members.
- Future plan for the academic year 2021-22 was prepared and displayed it on the website of the college.


COORDINATOR
IQAC

Arts and Commerce College, Pusegaon




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Tal. Khatav, Dist. Satara

**Rayat Shikshan Sanstha's
Arts and Commerce College, Pusegaon
Internal Quality Assurance Cell**

Notice

Date: 08/11/2021

All IQAC members are hereby informed that the second meeting of IQAC in the academic year 2021-22 is scheduled on **Thursday, 18th November, 2021 at 11.45 a.m.** in the IQAC room. All IQAC members are requested to attend the meeting.


**COORDINATOR
IQAC**
Arts and Commerce College, Pusegaon


Principal
Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara



Agenda:-

- To Confirm the minutes of the previous meeting.
- To make preparation for online examination.
- To motivate students to attend online/offline lectures.
- To update criterion wise files for AAA.
- To prepare departmental profile of each department.
- To update the website of the college.
- To purchase the required things.
- To update criterion wise files for AQAR.
- To prepare and submit online AQAR for the year 2020-21
- Any other subject with the permission of the chairman.

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
| 3 | Kharat S.A. | Member, Teaching Staff | |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff | |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
| 12 | Hon. Jadhav S. M. | Employer | |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |



Minutes

The minutes of the second meeting of all the IQAC members in the academic year 2021-22 was held on **Thursday, 18th November, 2021 at 11.45 a.m.** in the IQAC room. The following business was done in the meeting.

Members Present:

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
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| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff | |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
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| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |

➤ **Confirmation of minutes of the previous meeting:**

The minutes of the previous meeting were read by IQAC Coordinator and after some discussion and suggestions it was unanimously confirmed.

➤ **To make preparation for online examination.**



Due to COVID 19 Pandemic Situation, the university has decided to conduct online examination the students. Hence it was resolved that all faculty members should make the personal contact to the students and inform them about it. It was also resolved that students should be motivated for online examinations.

➤ **To motivate students to attend online/offline lectures.**

It was decided to motivate students to attend online/offline lectures.

➤ **To update criterion wise files for AAA.**

It was resolved to update criterion wise files for AAA.

➤ **To prepare departmental profile of each department.**

It was resolved to prepare departmental profile of each department. All heads of department and single faculty members were asked to prepare their departmental profile for AAA.

➤ **To update the website of the college.**

It was resolved to update the website of the college. All the faculty members were asked to collect all necessary documents and information for website and submit it to Yashwantrao Chavan Institute of Science, Satara for up gradation of website.

➤ **To purchase the required things.**

All faculty members were asked to submit their requirement to purchase committee. It was resolved to purchase all the required things. Responsibility of purchasing things was given to purchase committee.

➤ **To update criterion wise files for AQAR.**

Resolution: All criterion chairmen were asked to update criterion wise files for AQAR. They were also asked to submit these files to Coordinator, IQAC.

➤ **To prepare and submit online AQAR for the year 2020-21.**

It was unanimously resolved to prepare AQAR for the year 2020-21 and submit it online to NAAC Office, Bengaluru in time.

As there was no other issue for discussion, the meeting was ended by Prof. S. A. Mali expressing vote of thanks to the Chairman.


**COORDINATOR
IQAC**

Arts and Commerce College, Pusegaon




Principal

Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara

Action Taken Report

- Due to COVID 19 Pandemic Situation, semester wise examinations were conducted online. Preparation for online examinations was done.
- Students were motivated for attending online/offline lectures.
- All files and documents were prepared and kept ready for observation for Academic and Administrative Audit (AAA) Committee.
- Departmental and personal profiles were prepared.
- The website of the college was updated.
- All required things were purchased.
- Criterion wise files were prepared and kept ready for AQAR.
- Annual Quality Assurance Report of the college for the academic year 2020-21 was prepared and submitted online to NAAC Office, Bengaluru on 18th April, 2022.


COORDINATOR
IQAC

Arts and Commerce College, Pusegaon




Principal
Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara

**Rayat Shikshan Sanstha's
Arts and Commerce College, Pusegaon
Internal Quality Assurance Cell**

Notice

Date: 02/03/2022

All IQAC members are hereby informed that the third meeting of IQAC in the academic year 2021-22 will be held on **Tuesday, 15th March, 2022 at 11.00 a.m.** in the IQAC room. All IQAC members are requested to attend the meeting.


**COORDINATOR
IQAC**

Arts and Commerce College, Pusegaon




Principal

Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara

Agenda:-

- To Confirm the minutes of the previous meeting.
- To conduct offline lectures and take maximum revision of units which were taught online.
- To prepare documents for AA.
- To make the analysis of the University result.
- To update the website of the college.
- Any other subject with the permission of the chairman.

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
| 3 | Kharat S.A. | Member, Teaching Staff | |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff | |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
| 12 | Hon. Jadhav S. M. | Employer | |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |



Minutes

The minutes of the third meeting of all the IQAC members in the academic year 2021-22 was held on **Tuesday, 15th March, 2022 at 11.00 a.m.** in the IQAC room. The following business was done in the meeting.

Members Present:

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
| 3 | Kharat S.A. | Member, Teaching Staff | |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff | |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
| 12 | Hon. Jadhav S. M. | Employer | |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |

➤ **Confirmation of minutes of the previous meeting:**

The minutes of the previous meeting were read by IQAC Coordinator and after some discussion and suggestions it was unanimously confirmed.

- **To conduct offline lectures and take maximum revision of units which were taught online.**



It was resolved that as per the guidelines of State Government, UGC and university the offline lectures should be conducted and It was also decided to take maximum revision of the topics which were taught online.

➤ **To prepare documents for AA.**

It was resolved to prepare the files and documents and upload all necessary documents on website of the University for Academic Audit (AA) of Shivaji University, Kolhapur.

➤ **To make the analysis of the University result.**

It was resolved to analyze result of Semester I, III and V the college as per the format of Rayat Quality Management System (RQMS) and submit it to Rayat Shikshan Sanstha, Satara.

➤ **To update the website of the college.**

It was resolved to update the website of the college. All the faculty members were asked to collect all necessary documents and information for website and submit it to Yashwantrao Chavan Institute of Science, Satara for up gradation of website.

As there was no other issue for discussion, the meeting was ended by Prof. S. A. Mali expressing vote of thanks to the Chairman.


COORDINATOR
IQAC

Arts and Commerce College, Pusegaon


Principal

Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara



Action Taken Report

- Faculty members conducted offline lectures and maximum revision of the topics which were taught online, were taken.
- The files and documents were prepared and kept ready for review of Academic Audit Committee of Shivaji University, and required documents were uploaded on the website of the university.
- Results of semester wise examinations were analyzed as per the format of Rayat Quality Management System (RQMS) and submitted to Rayat Shikshan Sanstha, Satara for their observation and guidelines.
- The website of the college was updated.


COORDINATOR
IQAC

Arts and Commerce College, Pusegaon




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Tal. Khatav, Dist. Satara

**Rayat Shikshan Sanstha's
Arts and Commerce College, Pusegaon
Internal Quality Assurance Cell**

Notice

Date: 01/06/2022

Following IQAC members are hereby informed that the fourth meeting of IQAC in the academic year 2021-22 is scheduled on **Saturday, 4th June, 2022 at 11.45 a.m.** in the IQAC room. All the IQAC members are requested to attend the meeting.



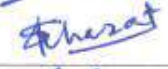


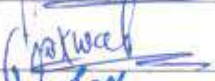




**COORDINATOR
IQAC**




Principal
Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara

Agenda:- Arts and Commerce College, Pusegaon

- To confirm the minutes of the previous meeting.
- To motivate B. A. and B. Com. Part I students for offline examination.
- To prepare documents for AAA.
- To prepare the documents for KPI.
- To make the preparation for University offline MCQ Examination.
- Any other subject with the permission of the Chairman.

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|---------------------------|-----------------------------------|---|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution |  |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator |  |
| 3 | Kharat S.A. | Member, Teaching Staff |  |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff |  |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff |  |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff |  |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff |  |
| 8 | Dr. Kshirsagar S. R. | Member, Teaching Staff |  |
| 9 | Hon. Adv. Khamkar K. M. | Management Representative |  |

| | | | |
|----|-------------------------------|------------------------------|----|
| 10 | Hon. Jadhav M. R. | Local Community | MB |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | MB |
| 12 | Hon. Jadhav S. M. | Employer | MB |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | MB |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | MB |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | MB |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | MB |



Minutes

The minutes of the fourth meeting of all the IQAC members in the academic year 2021-22 was held on **Saturday, 4th June, 2022 at 11.45 a. m.** in the IQAC room. The following business was done in the meeting.

Members Present:

| Sr. No. | Name of the Faculty | Representative | Signature |
|---------|-------------------------------|-----------------------------------|-----------|
| 1 | Prin. Dr. Jagdale K. B. | Chairman, Head of the Institution | |
| 2 | Asst. Prof. Mali S. A. | IQAC Coordinator | |
| 3 | Kharat S. A. | Member, Teaching Staff | |
| 4 | Dr. Khilare B. S. | Member, Teaching Staff | |
| 5 | Asst. Prof. Katte A. P. | Member, Teaching Staff | |
| 6 | Dr. Shinde S. R. | Member, Teaching Staff | |
| 7 | Asst. Prof. Gaikwad P. V. | Member, Teaching Staff | |
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| 9 | Hon. Adv. Khamkar K. M. | Management Representative | |
| 10 | Hon. Jadhav M. R. | Local Community | |
| 11 | Mr. Jadhav S. K. | Member, Alumni Association | |
| 12 | Hon. Jadhav S. M. | Employer | |
| 13 | Hon. Jadhav M. S. | Industrialist Representative | |
| 14 | Hon. Kshirsagar C. R. | Stakeholders | |
| 15 | Miss Jadhav S. M. (B. A. III) | Student Representative | |
| 16 | Mr. Shinde K. S. | Member, Administrative Staff | |

- **Confirmation of minutes of the previous meeting:**
The minutes of the previous meeting were read by IQAC Coordinator and after some discussion and suggestions it was unanimously confirmed.
- **To motivate B. A. and B. Com. Part I students for offline examination.**
It was unanimously decided to motivate B. A. and B. Com. Part I students for offline examination.



➤ **To prepare documents for AAA.**

It was resolved to prepare the files and documents for Academic and Administrative Audit (AAA) of Rayat Shikshan Sanstha, Satara.

➤ **To prepare the documents for KPI.**

It was resolved to prepare the files and documents for KPI

➤ **To make the preparation for University offline MCQ Examination.**


It was resolved to make the preparation for University offline MCQ Examination.

As there was no other issue for discussion, the meeting ended by Prof. S. A. Mali expressing vote of thanks to the Chairman.


COORDINATOR
IQAC

Arts and Commerce College, Pusegaon




Principal
Arts and Commerce College, Pusegaon
Tal. Khatav, Dist. Satara

Action Taken Report

- Students of B. A. and B. Com. Part I were motivated for offline examination.
- All the files and documents were prepared and kept ready in IQAC for review of Academic and Administrative Audit Committee (AAA).
- All the files and necessary documents were prepared and kept ready in IQAC for review of KPI Committee.
- Preparation was done for University offline MCQ Examination.


COORDINATOR
IQAC

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