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**Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal, Kolhapur
Mahavir Mahavidyalaya, Kolhapur (Autonomous)**

Minutes of the first meeting of the Internal Quality Assurance Cell (AY 2021-22).

The first meeting of the IQAC of the college was convened on **Wednesday, 06 November 2021 at 03:00 p.m. in the Meeting Hall.** The following members were present at the meeting:

| Sr. No. | Members | Designation |
|---------|---------------------------------|------------------------------|
| 1 | Prin. (Dr) Rajendra P. Lokhande | Chairman |
| 2 | Mr Shrikant Davri | Non- Teaching Representative |
| 3 | Prof. (Dr) Bharat A. Naik | Teacher Representative |
| 4 | Dr (Mrs) Kalpana G. Gangatirkar | Teacher Representative |
| 5 | Dr Ravindra Mirajkar | Teacher Representative |
| 6 | Dr Gomteshwar Patil | Teacher Representative |
| 7 | Dr Prakash V.Kamble | Teacher Representative |
| 8 | Mr Shrikant V. Bacche | Teacher Representative |
| 9 | Mr Ajitkumar Chougale | Teacher Representative |
| 10 | Mr Praksah Chavan | Teacher Representative |
| 11 | Mr Swapnil B. Patil | Teacher Representative |
| 12 | Adv.Abhijit Kapse | Management Representative |
| 13 | Mr Sachin Kumbhoje | Industrialist |
| 14 | Smt Deepa Shipurkar | Local Society Member |
| 15 | Prin (Dr) H.V.Deshpande | Educationist |
| 16 | Shri.Ankit Porwal | Alumni Representative |
| 17 | Dr Sanjay Omase | Director |

With the prior intimation, Dr Vijay Kumbhar, Prin.(Dr) B.P. Marje and Amardip Naik were absent for the meeting. With the completion of quorum, the meeting started under the chairmanship of Prin. (Dr) Rajendra Lokhande on Wednesday, 06 November 2021 at 3.10 p.m. Prin.(Dr) Rajendra Lokhande greeted all the IQAC members.

The detailed discussion as per the agenda and resolutions passed in the meeting are as follows:

Subject No.1: To confirm the Minutes of the previous meeting.

Mr Prakash Chavan, the Member of IQAC, read out the Minutes and Resolutions of the previous meeting of the IQAC, dated Thursday, 09 July 2020, in detail for confirmation.

Resolution No. 1:

The members of the IQAC unanimously agreed upon the Minutes and Resolutions of the first meeting of the IQAC and confirmed it after discussion. Prin (Dr H.V. Deshpande and Prof (Dr) Bharat A. Naik suggested that the method of drafting minutes should be corrected. It should be precise and focused on only items of the agenda.

Proposed by: Adv.Aabhijit Kapse

Seconded by: Dr Ravindra Mirjekar

Subject No. 2: To appoint new members on vacant positions of IQAC

Dr Sanjay Omase informed that the positions of Student and Parent Representative are still vacant and needs to be filled in the current academic year. He informed that the college has appointed Mr Sachin Kumbhoje as a representative of Industrialists. He further informed that Mr Pradip Gaikwad is replaced by Dr (Mrs)Kalpana G. Ganagtirkar as a Teacher Representative.

Resolution No. 2:

On the basis of discussion it was unanimously resolved that the vacant position of IQAC. i.e. Student and Parent Representatives should be filled up before the next meeting of IQAC.

Proposed by: Dr Sanjay Omase

Seconded by: Dr Prakash Kamble

Subject No. 3: To prepare AQAR for the academic year 2020-2021 and send it on NAAC portal.

Dr Sanjay Omase informed that Friday, 31 December 2021 is the deadline to submit AQAR. Adv. Abhijit Kapse, Management Representative, advised that at least one month before the whole exercise of data collection should be completed. Prof. (Dr) Bharat A. Naik suggested that a meeting of all criteria heads be convened in the presence of Principal and directions should be given to collect the data as per the requirement of AQAR.

Resolution No. 3

On the basis of discussion it was unanimously resolved that the AQAR of 2020-21 should be submitted on the NAAC Portal prior to Friday, 31 December 2021

Proposed by : Dr Gomteshwar Patil

Seconded by: Mr Swapnil Patil

Subject No. 4: To introduce Induction Programme for First year students (Admitted under Autonomous Status)

Dr Sanjay Omase put forward the idea of Induction Programme for first year students of all the degree programmes. He explained the importance of Induction Programme in the context of Autonomous Status as our college is going to implement it from the academic year 2021-22. Dr Sanjay Omase will prepare PPTs on the common idea of Autonomous Status. In the meeting it was discussed that all the concerned HoDs should conduct Induction Programme.

Resolution No. 4:

In the discussion it was unanimously resolved that the Induction Programme should be conducted separately for the students enrolled under each Programme. i.e. B.A.,B. Com., B.Sc., B. Voc., B.A.B.Ed. and MA (English and Psychology) probably in the month of November 2021. The one week Induction Programme entitled "Induction Week" should be conducted in the month of November 2021.

*Proposed by: Dr Sanjay Omase
Seconded by: Dr Gomteshwar Patil*

Subject No. 5: To implement Career Lab as a Best Practice

Adv.Abhijit Kapse , Management Representative, explained the concept and functioning of Career Lab. He told the members about the execution of Career Lab. He further informed the IQAC members that the college will establish Career Lab for career planning and counseling of the student. For this purpose the college will be linked to Dheya Career Mentors Pvt. Ltd, Pune. All the career related issues of the students will be addressed in Career Lab. This **Career Lab** will identify the interest of student and guide them to take proper career decisions and plan for career in future.

Resolution No. 5:

On the basis of the above discussion held at the meeting, all the IQAC members showed the willingness for establishing Career Lab in the college. In the discussion it was unanimously resolved that a special committee should be formed to execute and monitor the functioning of the Career Lab. It was further resolved that the college should complete the procedure of MoU between Mahavir Mahavidyalaya, Kolhapur and Dheya Career Mentors Pvt.Ltd, Pune as early as possible.

*Proposed by: Adv.Abhijit Kapse
Seconded by: Mr Ajitkumar Chougale*

Subject No. 6: To prepare Academic Calendar for the academic year 2021-22 and five year Perspective Plan for 2021 -2026

Adv.Abhijit Kapse, Management Representative suggested that the Academic Calendar for the academic year 2021-22 should be prepared within month. The responsibility of preparing Academic Calendar for the academic year 2021-22 is shouldered to Mr Ankush Bansode, Member IQAC. Dr Sanjay Omase, Director IQAC, stated that a draft of the Perspective Plan for 2021 - 2026 is prepared by IQAC. In the meeting, the draft of the Perspective Plan for 2021- 2026 was kept for discussion and Dr Sanjay Omase, Director IQAC appealed to the members to suggest correction and modification as well as any other suggestion to be covered in the Perspective Plan. Dr Gomteshwar Patil , Member IQAC, suggested to organized subject specific Seminars/Conferences/Workshops /Webinars etc. Prin.(Dr) H.V. Deshpande suggested that the Perspective Plan should be supported by budgetary provisions.

Resolution No. 6:

The members of the IQAC unanimously decided that Mr Ankush Bansode, Member IQAC will prepare the academic calendar for the year 2021-22 and the perspective plan should be revised and modified incorporating the suggestions made by IQAC and Staff

*Proposed by: Mr Shrikant Bacche
Seconded by: Dr Prakash Kamble*

Subject No. 7: To establish Placement Cell / Skill Development Center.

Prin.(Dr) R.P.Lokhande informed that the college has a Skill Development Center and few placement related activities were conducted by Shri Shrikant Bacche, HoD Department of Commerce. Mr Sachin Kumbhoje, explained that the skill development is necessary in the job market. He further added that the college should utilize its resources up to maximum level. He elaborated that the eco-system model is vital in the process of skill development and placement.

Resolution No. 7:

The members of the IQAC unanimously resolved that the college should develop the eco- system for the skill development and placement related activities. It was also resolved that the college should develop a mechanism to identify student`s skills and further interests. It was decided that the college should send a proposal for seeking approval and authorization from the government to Skill Development Center.

Proposed by : Mr Sachin Kumbhoje

Seconded by : Mr Shrikant Bacche

Subject No. 8: To conduct Academic and Administrative Audit (AAA) for academic year 2021-22

Prin.(Dr)H.V. Deshpande, suggested that the Academic and Administrative Audit should be done at end of every academic year by college and IQAC should prepare the schedule for conducting it.

Resolution No. 8:

The IQAC members unanimously agreed upon the resolution that IQAC should take initiative to conduct Academic and Administrative Audit. For this purpose, special committee of IQAC members should be formed to execute the procedure of Academic and Administrative Audit and it should be conducted at the end academic year, probably in the month of August 2022

Proposed by : Prin.(Dr)H.V.Deshpande

Seconded by : Prof (Dr) B.A.Naik

Subject No. 9: To strengthen the Learning Management System (LMS) and online teaching.

Mr Ankit Porwal, Member IQAC, told the IQAC members that the college has introduced our own Learning Management System. Prin.(Dr) R.P. Lokhande told the IQAC members that the college has appointed Dr Shirish Shitole as Nodel Officer to handle administrative procedures of LMS .He further added that after completing the admission procedure it should be open for all students and teachers of all faculties.

Resolution No. 9:

The IQAC members unanimously agreed upon the resolution that the college should strengthen the Learning Management System (LMS) and online teaching. The facility of LMS should be made available to students as they ensure their class admissions probably in the month of December 2021.

Proposed by : Dr Ravindra Mirajkar

Seconded by : Mr Ankit Porwal

Subject No. 10: To send proposal to NAAC for organizing Seminars /Conferences / Workshops relevant to the Key Indicators in the manual of Autonomous Colleges

Prof. (Dr) Bharat A. Naik suggested that considering the Key Indicators in the manual of Autonomous Colleges, the IQAC should prepare the proposal and send it to the NAAC and other funding agencies.

Resolution No. 10:

It was unanimously agreed upon the decision that, the IQAC of the college should prepare and send proposal to NAAC and other funding agencies for organizing Seminars /Conferences/Workshops in the month of December, 2021.

*Proposed by : Dr Praksah Kamble
Seconded by : Mr Swapnil Patil*

At the meeting there were following matters taken for consideration with the permission of the Chair:

Subject No. 11: To participate in Social Extension Activities

Mrs Deepa Shipurkar, Member IQAC in the capacity of Local Society Member suggested that she has included Mahavir Mahavidyalaya, Kolhapur as one of the five selected colleges in which programmes of State Government under the aegis of AIDS Controlling Department of CPR Government Hospital will be organized. The social activities on AIDS awareness programme will be organized with their sponsorships. She advised that college should straighten Red Ribbon Club for executing social activities. She told that Mahavir Mahavidyalaya is a part of Spit Free Campaign. The college should create awareness through digital banner regarding DO NOT SPIT in college campus

Resolution No.11:

The members of the IQAC unanimously resolved that the college should actively contribute in Spit Free Campaign through NCC and NSS. The college should hold digital banner regarding DO NOT SPIT in college campus as a part of in Spite Free Campaign. An awareness programme should be organized in association with Red Ribbon Club (RRC) of CPR Government Hospital, Kolhapur.

*Proposed by : Mrs Deepa Shipurkar
Seconded by : Dr(Mrs) K.G.Ganagatirkar*

Subject No. 12: To approve the proposal of School Counselor designed by Board of Studies in Psychology.

Prof. (Dr) Bharat A. Naik told IQAC members that with reference to NEP2020 regarding school education, the department of Psychology wishes to prepare a proposal of Skill Based Certificate Course entitled **School Counseling**.

Resolution No.12:

The members of the IQAC unanimously gave approval to the proposal of Skill Based Certificate Course entitled School Counseling proposed by Prof. (Dr) B. A. Naik, HoD , Department of Psychology.

Subject No. 13: To approve the proposal of organizing a Workshop on Writing Programme Outcomes Programme Specific Outcomes and Course Outcomes.

Dr Sanjay Omase informed that the IQAC has received a letter from Autonomy Cell on 4th October 2021 regarding the organization of a Workshop on Writing Programme Outcomes, Programme Specific Outcomes and Course Outcomes. As per the resolution passed in the first meeting of the Academic Council that the IQAC should take initiative in organizing a Workshop on Writing Programme Outcomes(POs), Programme Specific Outcomes(PSOs), and Course Outcomes(COs).

Resolution No.13:

The IQAC members unanimously resolved that that a workshop should be organized on Writing Programme Outcomes, Programme Specific Outcomes, and Course Outcomes prior to the next meeting of IQAC.

Proposed by : Prin.(Dr)H.V.Despande

Seconded by : Dr Prakash Kamble

As no other matter was raised, the meeting ended with a vote of thanks to the Chairman and members of the IQAC proposed by Dr Sanjay Omase

Director

Chairman& Principal