



Rayat Shikshan Sanstha's
Abasaheb Marathe Arts and New Commerce, Science College, Rajapur
INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

Minutes of the first meeting of the IQAC for the academic year 2021-22

The first meeting of the IQAC for the academic year 2021-22 was held on 6th July 2021 at 11:00 a. m. in IQAC Meeting Hall. Following members of the IQAC were present for the meeting.

| Sr. No. | Name of the Member | Designation |
|---------|-------------------------|-----------------------------------|
| 1 | Dr. P. G. Pawar | Chairperson |
| 2 | Adv. Shridhar Rane | Member, Management Representative |
| 3 | Mr. Dilipsheth Patankar | Member, Industrialist |
| 4 | Mr. Satish Redij | Member, Society |
| 5 | Mr. Prasad Moharkar | Member, Alumni |
| 6 | Mr. G. R. Karade | Member, Teaching Staff |
| 7 | Dr. A. V. Bhawe | Member, Teaching Staff |
| 8 | Dr. A. N. Chandore | Member, Teaching Staff |
| 9 | Mr. K. I. Mulani | Member, Teaching Staff |
| 10 | Mr. B. P. Naik | Member, Teaching Staff |
| 11 | Mr. S. M. Kamble | Member, Teaching Staff |
| 12 | Dr. G. D. Harale | Member, Teaching Staff |
| 13 | Ms. S. S. Joshi | Member, Administrative Staff |
| 14 | Miss. Purva Bakalkar | Student Representative |
| 15 | Dr. S. D. Shaikh | Coordinator |

Dr. S. D. Shaikh, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the last meeting of the IQAC for academic year 2020-21. The minutes of the earlier meeting and action taken report were approved by the IQAC members without any modification.



Agenda

Agenda of the first meeting for academic year 2021 – 22 was as follows:-

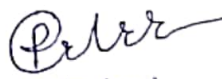
- 1) Submission of AQAR for academic year 2020-21.
- 2) Review of online admission status of UG classes.
- 3) Preparation of academic calendar and departmental perspective plan for the academic year 2021-22.
- 4) Discussion on semester wise syllabus planning and time- table for online teaching.
- 5) Organization of webinars during the academic year 2021-22.
- 6) Implementation of safety measures for covid -19 on college campus.
- 7) Any other relevant issue (s) with permission of the chairman.

It was resolved that:

- 1) AQAR for the academic year 2020-21 should be submitted online on or before October 2021.
- 2) Admission of UG classes should be carried out as per the timeline given by University of Mumbai.
- 3) All academic departments should prepare perspective plan for the academic year 2021-22 and execute the same during the academic year.
- 4) All faculty members should submit semester wise syllabus planning to IQAC and conduct lectures as per the plan.
- 5) Academic departments should plan for organization of webinars during the academic year 2021-22.
- 6) College should look after the safety measures on college campus as per the guidelines of ICMR, Government of Maharashtra and University of Mumbai.
- 7) IQAC of the college should conduct induction programme for fresher students of UG classes.


Coordinator

Internal Quality Assurance Cell


Principal
A.M.A. & N. C. S. College
Rajapur, Dist. Ratnagiri.

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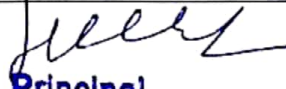
Action Taken Report

**In accordance with the first meeting of the IQAC for the academic year
2021-22 held on 6th July 2021**

| Sr. No. | Particulars | Action taken |
|---------|--|---|
| 1. | Submission of AQAR for the academic year 2020-21 | AQAR for the academic year 2020-21 was submitted to NAAC online on 30/03/2022 |
| 2. | Review of online admission status of UG classes | Online admission of UG classes were completed in stipulated time as per the timeline given by University of Mumbai. |
| 3. | Preparation of academic calendar and departmental perspective plan for the academic year 2021 -22. | Each academic department prepared perspective plan /academic calendar for academic year 2021-22 and executed the same during the academic year 2021-22. |
| 4. | Discussion on semester wise syllabus planning and time table for online teaching. | All faculty members submitted semester wise syllabus planning and individual time table to the IQAC and executed the same during the academic year 2021-22. |
| 5. | Organization of webinars during the academic year 2021-22. | IQAC and academic departments of the college conducted 3 webinars during the academic year 2021-22. |
| 6. | Implementation of safety measures for covid -19 on college campus. | Implemented safety measures as per ICMR guidelines on college campus. Conducted vaccination drives for staff and students during the academic year 2021-22. |
| 7. | Any other relevant issue (s) with permission of the chairman. | IQAC of the college conducted induction programme for fresher students of UG classes online in July 2021. Prin Dr. P. G. Pawar provided guidance to the students and gave information about different facilities available on college campus. |


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INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

Minutes of the second meeting of the IQAC for the academic year 2021-22

The second meeting of the IQAC for academic year 2021-22 was held on 26th October 2021 at 11: 00 a.m. in IQAC Meeting Hall. Following members of the IQAC were present for the meeting.

| Sr. No. | Name of the Member | Designation |
|---------|-------------------------|-----------------------------------|
| 1 | Dr. P. G. Pawar | Chairperson |
| 2 | Adv. Rahul Rane | Member, Management Representative |
| 3 | Mr. Dilipsheth Patankar | Member, Industrialist |
| 4 | Mr. Satish Redij | Member, Society |
| 5 | Mr. Prasad Moharkar | Member, Alumni |
| 6 | Mr. G. R. Karade | Member, Teaching Staff |
| 7 | Mr. G. B. Pawar | Member, Teaching Staff |
| 8 | Dr. H. N. Akolkar | Member, Teaching Staff |
| 9 | Mr. P. J. Hajare | Member, Teaching Staff |
| 10 | Mr. A. S. Mali | Member, Teaching Staff |
| 11 | Mr. S. M. Kamble | Member, Teaching Staff |
| 12 | Dr. G. D. Harale | Member, Teaching Staff |
| 13 | Ms. S. S. Joshi | Member, Administrative Staff |
| 14 | Miss. Purva Bakalkar | Student Representative |
| 15 | Dr. A. V. Bhave | Coordinator |

Dr. A. V. Bhave, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the first meeting of the IQAC for academic year 2021-22. The minutes of the first meeting and action taken report were approved by the IQAC members without any modification.



Agenda

Agenda of the second meeting for academic year 2021 – 22 was as follows:-

1. Review of Admission Status of UG and PG classes.
2. Review of Online Teaching of UG and PG classes.
3. Planning for offline lectures as per the guidelines of University of Mumbai.
4. Review of research contribution of faculty members during 2021 – 22.
5. Review of activities conducted during the first term of 2021 – 22.
6. Submission of data for NIRF 2022.
7. Any other relevant issue(s) with permission of the Chairman.

It was resolved that:

1. More efforts be taken to increase admission of UG and PG classes.
2. Review of the Online Teaching of UG and PG classes during the first term should be taken.
3. Timetable committee and all HODs should plan for offline lectures as per the guidelines of University of Mumbai.
4. The IQAC reviewed research contribution of all faculty and resolved to disburse Rs.500 for paper presentation in conference once in the academic year 2021 – 22.
5. All academic departments and support services should continue quality initiatives during 2021 – 22.
6. IQAC should collect data required for NIRF 2022 and submit the same as per the timelines given.


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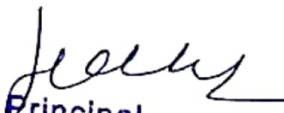
Rayat Shikshan Sanstha's
Abasaheb Marathe Arts and New Commerce, Science College, Rajapur
INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

Action Taken Report

**In accordance with the second meeting of the IQAC for the academic year
2021-22 held on 26th October 2021**

| Sr. No. | Particular | Action Taken |
|---------|--|---|
| 1 | Review of Admission Status of UG and PG classes. | Admission of UG and PG classes were completed as per the timeline given by University of Mumbai. |
| 2 | Review of Online Teaching of UG and PG classes. | Online lecture monitoring was carried out by all HODs for smooth conduction of online lectures of UG and PG classes. |
| 3 | Planning for offline lectures as per the guidelines of University of Mumbai. | Offline lectures were started as per the guidelines of University of Mumbai. |
| 4 | Review of research contribution of faculty members during the academic year 2021 – 22. | 01 Major Research Project, 01 Minor Research Project and 12 Research Papers published in UGC Care Listed Journals and two webinars conducted are the major outcomes during the first term of the academic year 2021-22. |
| 5 | Review of activities conducted during the first term of the academic year 2021 – 22. | All academic departments and support services were given suggestion to preserve the documents of the activities conducted during the first term of the academic year 2021-22. |
| 6 | Submission of data for NIRF 2022. | The college has participated in NIRF 2022 in Overall and College category in the year and submitted the required data on 19/01/2022. |


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INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

Minutes of the third meeting of the IQAC for the academic year 2021-22

The third meeting of the IQAC for the academic year 2021-22 was held on 20th January 2022 at 11:00 a. m. in IQAC Meeting Hall. Following members of the IQAC were present for the meeting.

| Sr. No. | Name of the Member | Designation |
|---------|-------------------------|-----------------------------------|
| 1 | Dr. G. D. Harale | Chairperson |
| 2 | Adv. Rahul Rane | Member, Management Representative |
| 3 | Mr. Dilipsheth Patankar | Member, Industrialist |
| 4 | Mr. Satish Redij | Member, Society |
| 5 | Mr. Prasad Moharkar | Member, Alumni |
| 6 | Mr. G. R. Karade | Member, Teaching Staff |
| 7 | Mr. G. B. Pawar | Member, Teaching Staff |
| 8 | Dr. H. N. Akolkar | Member, Teaching Staff |
| 9 | Mr. A. A. Londhe | Member, Teaching Staff |
| 10 | Mr. A. S. Mali | Member, Teaching Staff |
| 11 | Mr. S. M. Kamble | Member, Teaching Staff |
| 12 | Dr. K. A. Sasane | Member, Teaching Staff |
| 13 | Ms. S. S. Joshi | Member, Administrative Staff |
| 14 | Miss. Purva Bakalkar | Student Representative |
| 15 | Dr. A. V. Bhawe | Coordinator |

Dr. A. V. Bhawe, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the second meeting of the IQAC for academic year 2021-22. The minutes of the earlier meeting and action taken report were approved by the IQAC members without any modification.



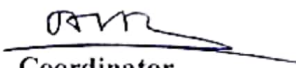
Agenda

Agenda of the third meeting for academic year 2021-22 was as follows:-

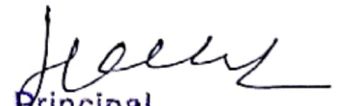
1. Organization of Student Satisfaction Survey (SSS) for academic year 2021-22.
2. Organization of Academic and Administrative Audit (AAA) by the Parent Institute.
3. Review of online examinations of UG and PG classes during First Half of 2022.
4. Review of online teaching-learning process of UG and PG classes
5. Review of perspective plan/ academic calendar of academic departments and support services.
6. Documentation of the activities conducted during 2021-22.
7. Any other relevant issue(s) with permission of the Chairman.

It was resolved that:

- 1 .Online Student Satisfaction Survey (SSS) for academic year 2021-22 be conducted in the month of January 2022 and analysis of the feedback received should be done before fourth meeting of IQAC.
2. The IQAC should prepare for Academic and Administrative Audit (AAA) for the academic year 2020-21 and 2021-22 by the Parent Institute.
3. Review of online examinations of UG and PG classes conducted during First Half of 2022 should be conducted.
4. Review of online teaching-learning process should be conducted.
5. Each academic department and support service should complete the remaining activities stated in their respective Perspective Plan before April 2022.
6. All academic departments and support services should up keep documents as per the SOP of NAAC.



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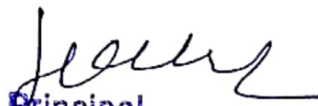
Action Taken Report

**In accordance with the Third meeting of the IQAC for the academic year
2021-22 held on 20th January 2022**

| Sr. No. | Particular | Action Taken |
|---------|---|---|
| 1 | Organization of Student Satisfaction Survey (SSS) for academic year 2021-22 | IQAC of the college conducted Students Satisfaction Survey in February-March 2022. 114 students participated in the survey. |
| 2 | Organization of Academic and Administrative Audit (AAA) by Parent Institute. | IQAC of the college conducted Academic and Administrative Audit (AAA) for 2020-21 and 2021-22 on 13/08/2022. |
| 3 | Review of online examinations of first half of 2022. | Online examinations of UG and PG classes of first half of 2022 were conducted in the month of March, April and May 2022 as per the timetables given by University of Mumbai. |
| 4 | Review of online teaching-learning process of UG and PG classes. | All HODs monitored the smooth conduct of online lectures of UG and PG classes during the academic year. Syllabus completion reports were collected from respective faculty members. |
| 5 | Review of perspective plan/ academic calendar of academic departments and support services. | All academic departments and support services conducted majority of the activities as per their perspective plan/ academic calendar by the end of the academic year 2021-22. |
| 6 | Documentation of the activities conducted during the academic year 2021-22. | All academic departments were given suggestions to preserve documents of activities conducted during the academic year 2021-22 as per the SOP given by NAAC. |


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INTERNAL QUALITY ASSURANCE CELL (IQAC) 2021-22

Minutes of the fourth meeting of the IQAC for the academic year 2021-22

The fourth meeting of the IQAC for the academic year 2021-22 was held on 30th April 2022 at 11.00 a.m. in IQAC Meeting Hall. Following members of the IQAC were present for the meeting.

| Sr. No. | Name of the Member | Designation |
|---------|-------------------------|-----------------------------------|
| 1 | Dr. G. D. Harale | Chairperson |
| 2 | Adv. Rahul Rane | Member, Management Representative |
| 3 | Mr. Dilipsheth Patankar | Member, Industrialist |
| 4 | Mr. Satish Redij | Member, Society |
| 5 | Mr. Prasad Moharkar | Member, Alumni |
| 6 | Mr. G. R. Karade | Member, Teaching Staff |
| 7 | Mr. G. B. Pawar | Member, Teaching Staff |
| 8 | Dr. H. N. Akolkar | Member, Teaching Staff |
| 9 | Mr. P. J. Hajare | Member, Teaching Staff |
| 10 | Mr. A. S. Mali | Member, Teaching Staff |
| 11 | Mr. S. M. Kamble | Member, Teaching Staff |
| 12 | Dr. K. A. Sasane | Member, Teaching Staff |
| 13 | Ms. S. S. Joshi | Member, Administrative Staff |
| 14 | Miss. Purva Bakalkar | Student Representative |
| 15 | Dr. A. V. Bhawe | Coordinator |

Dr. A.V. Bhawe, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the third meeting of the IQAC for the academic year 2021-22. The minutes of the earlier meeting and action taken report were approved by the IQAC members without any modification.



Agenda

Agenda of the fourth meeting for the academic year 2021-22 was as follows:


1. Documentation and drafting of AQAR for the academic year 2021-22.
2. Review of Plan of Action and ATR for academic year 2021-22.
3. Analysis of Student Satisfaction Survey (SSS) for the academic year 2021-22.
4. Review of online and offline examinations of UG and PG classes.
5. Review of research contribution of faculty members during the academic year 2021-22
6. Planning for admission of S.Y/T.Y.B.A/B.COM/B.SC. and M.Com. II classes for the academic year 2022-23
7. Any other relevant issues with permission of the Chairman.

It was resolved that:

1. Collected all data and values required for submission of AQAR 2021-22 and prepared draft of the same.
2. Plan of Action and ATR for academic year 2021-22 be evaluated and prepared annual report of the college accordingly.
3. Analysis of Student Satisfaction Survey (SSS) done by IQAC should be put before CDC and college should take corrective measures for improvement as per the suggestions received from the students.
4. Examination Section of the college should plan for First Half online/offline examination of UG and PG classes as per the instructions given by the University of Mumbai.
5. The IQAC should collect documents pertaining research contribution of faculty members during the academic year 2021-22 and incorporate the same for submission of AQAR to NAAC.
6. Admission Committee should plan for admission of second and third year of UG and second year of M. COM. for academic year 2022-23.
7. The IQAC should prepare reports for Academic and Administrative Audit for the academic year 2020-21 and 2021-22 to be conducted by Rayat Shikshan Sanstha, Satara.


Coordinator

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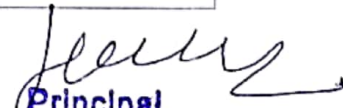
Action Taken Report

**In accordance with the fourth meeting of the IQAC for the academic year
2021-22 held on 30th April 2022**

| Sr, No. | Particulars | Action Taken |
|------------|---|---|
| 1 | Documentation and drafting of AQAR for the academic year 2021-22. | Collected all data and values required for submission of AQAR 2021-22 and prepared draft of the same. The AQAR 2021-22 will be submitted to NAAC online in August 2022. |
| 2 | Review of Plan of Action and ATR for academic year 2021-22. | Plan of Action and ATR for academic year 2021-22 were put before CDC. The same have been approved by the CDC during the meeting held on 21/06/2022. |
| 3 | Analysis of Student Satisfaction Survey (SSS) for the academic year 2021-22. | Analysis of Student Satisfaction Survey was done by the IQAC and corrective measures were taken for institutional quality sustenance. |
| 4 | Review of online and offline examinations of UG and PG classes. | Online and Offline First Half Examinations were conducted in the month of April. May and June as per the timeslots given by University of Mumbai. |
| 5 | Review of research contribution of faculty members during 2021-22 | 01 Major Research Project, 01 Minor Research Project, 01 patent published, 23 Research Papers published in UGC Care Listed Journal and three webinars were conducted are the major outcomes during the academic year 2021-22. |
| 6 | Planning for admission of S.Y/T.Y. B.A/B.COM/B.SC. and M.COM. II classes for the academic year 2022-23. | Admission process of S.Y/T.Y.B.A/B.COM/B.SC. and M.COM. II classes for the academic year 2022-23 was initiated in June 2022. |
| 7 | Any other relevant issues with permission of the Chairman. | The IQAC prepared reports for the Academic and Administrative Audit for academic years 2020-21 and 2021-22 to be conducted by the Parent Institute and completed the audit on 14/08/2022. |


Coordinator

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