



Shri Gajanan Maharaj Shikshan Prasarak Mandal's  
**Sharadchandra Pawar Arts and Commerce College**  
Alandi Devachi, (Dudulgaon), Pune-412105  
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



Ref:SPACC/IQAC/2021-22/2

Date: 28/04/2022

**IOAC Meeting Circular -02**

**Dear Sir/Madam,**

It is to inform to all IQAC members that the 2<sup>nd</sup> Meeting of the IQAC is scheduled to be held on **30/04/2022 at 11.00 AM** in the board room. The agenda of the meeting is given below. You are therefore requested to kindly make it convenient to attend the meeting.

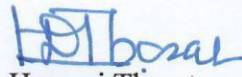
**Agenda of the Meeting**

1. To review the Minutes of 1<sup>st</sup> IQAC Meeting
2. To discuss and confirm guidelines for effective functioning of all cells formed in the college (For e.g. ED Cell and Alumni Cell etc.)
3. To discuss the plan of action of A.Y. 2022-23.
4. To take review of stakeholders feedback for academic year 2021-22 and decide course of action.
5. To review the progress of NAAC work.
6. To discuss any other matter with permission of chairperson.
7. To propose vote of thanks

So kindly attend the meeting on the date and time specified above

  
Dr. Chhaya Joshi  
Coordinator-IQAC

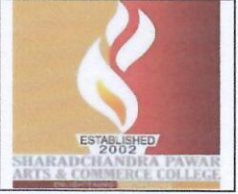


  
Dr. Hansraj Thorat  
Chairman-IQAC

  
PRINCIPAL  
Sharadchandra Pawar Arts & Commerce College  
Dudulgaon (Alandi), Pune



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**MINUTES OF MEETING OF 2<sup>nd</sup> IQAC MEETING HELD ON 30/04/2022**  
**(SATURDAY) AT 11.00 AM**

The 2<sup>nd</sup> Meeting of the IQAC of was held on 30/04/2022 at 11.00 am in the board room.

Following members were present for the meeting

- 1) Dr. Hansraj Thorat
- 2) Mr. Mayur Murlidhar Dhamale
- 3) Dr. Chhaya Joshi
- 4) Mrs. Prerana Patil
- 5) Mr. Dilip Bari
- 6) Prof. Dipali Sonawane
- 7) Mr. Manik Kasab
- 8) Mr. Vishvanath Vyavahare
- 9) Mr. Pravin Bhave
- 10) Mrs. Varsha Tajane
- 11) Mr. Sanjay Vitkare
- 12) Ms. Dnyaneshwar Varute

Following member remained absent for the meeting with permission of chair.

1. Mr. Shrihari Tapkir
2. Mr. Sanjiv Kamble



*H. Thorat*  
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**Subject No-1 : To confirm and finalise the Minutes of 1<sup>st</sup> IQAC Meeting in the college**

**Resolution:** The minutes of meeting of first IQAC were read and confirmed.

**Subject No.2: To discuss and confirm guidelines for effective functioning of all cells formed in the college (For e.g. ED Cell and Alumni Cell etc.)**

The college has formed various cells in the college such as IQAC, Placement Cell, ED Cell, Alumni Cell etc.

It is necessary to form objectives and conduct the activities under each cell and keep record of it.

Thus following common guidelines were issued to all cells in the college.

- 1) A cell must formulate policy stating, objectives, functions and rules /code of conduct for its functioning.
- 2) Cell must have faculty coordinator and student coordinators
- 3) Responsibilities of the members must be documented
- 4) Regular meetings must be conducted and record of meeting must be created (For example quarterly/half yearly/annually )
- 5) Cell should carry out various activities/events/organize workshop/competition underpreview of cell.
- 6) Coordinator should keep create record /documentation of cell.

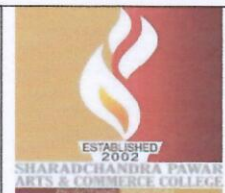
**Resolution:**It was resolved that composition of all statutory and non-statutory committees for A.Y. 2022-23 was updated and confirmed by all IQAC members. Cell guidelines are read and confirmed by all members.

**Subject No.3: To discuss the plan of action of Academic College Development Committee CDC) for the A.Y. 2022-23**

Dr. Chhaya Joshi IQAC Coordinator discussed the plan of action for Academic Monitoring Committee (CDC) for the A.Y. 2022-23. It was recommended that all faculties should



  
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implement strictly implement academic calendar, subject allocation. She reported that the work of course file preparation already started and assigned the responsibilities to all the staff.

**Resolution:** It was resolved that academic monitoring sheet must be prepared to keep a track of academic activities and must be submitted to IQAC for review. All faculties agreed for the same.

**Subject No.4: To take review of stakeholder's feedback for academic year 2021-2022 and decide course of action**

Dr. Chhaya Joshi IQAC Coordinator shared the students' feedback report regarding Teaching, syllabus and concurrent evaluation and different programs in the college. Major points are as follows:

- New syllabus was well received by all students.
- Faculty class coordinators suggested that Course outcomes (COs) and Program Outcomes (POs) must be formulated and communicated to all students.
- Principal Dr. Hansraj Thorat suggested all members to use case studies and group activities while teaching. He also informed all members to organize various activities for students.

All members agreed for the same

**Resolution:** Stakeholder's feedback was reviewed and course of action was decided as mentioned above.

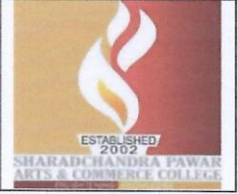
**Subject No.5: To review the progress of NAAC work**

IQAC Coordinator reported the progress of NAAC work for every criterion. It was suggested by all members that an ERP system must be installed at the college to keep a record in electronic format. It was decided to draft the proposal to the management to seek approval for purchase of ERP. Hon. Secretary Mr. Mayur Dhamale agreed to process the proposal positively.





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**Resolution:** NAAC work progress was reviewed. It was resolved to draft proposal for purchase of ERP and send it for management's approval

**Subject No.6: To discuss any other matter with permission of chairman**

No points were raised during the meeting.

**Subject No.7: To propose vote of thanks**

Dr. Chhaya Joshi proposed vote of thanks to all members of IQAC.

Dr. Chhaya Joshi  
Coordinator-IQAC

Dr. Hansraj Thorat  
Chairman-IQAC

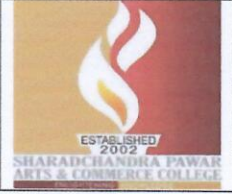
N.B. Minutes of Meeting of 2nd IQAC are conveyed to all committee members and also displayed on college website.



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### Action Taken Report of 2nd IQAC Meeting Held on 30/04/2022

Subject No.	Subject Name	Action Taken
1	To review the Minutes of 1 <sup>st</sup> IQAC Meeting	The minutes of meeting of first IQAC were read and confirmed.
2	To discuss and confirm guidelines for effective functioning of all cells formed in the college	<ul style="list-style-type: none"><li>Cell Guidelines were issued to all cells functioning in the college</li><li>Various statutory and Non statutory committees were formed for the A.Y.2022-23</li></ul>
3	To discuss the plan of action of College Development Committee (CDC) for the A.Y. 2022-23	<ul style="list-style-type: none"><li>Meeting of College Development Committee was conducted and action plan was reviewed.</li><li>Academic Monitoring sheet was prepared and submitted to IQAC for review.</li></ul>
4	To take review of stakeholders feedback for academic year 2021-22 and decide course of action	<ul style="list-style-type: none"><li>COs and POs were formulated for each course</li><li>Various activities such as Personal Grooming Sessions and Social activities were organized.</li></ul>
5	To review the progress of NAAC work	<ul style="list-style-type: none"><li>NAAC work progress was reviewed</li><li>vmedulife ERP was purchased on 20/10/2022</li></ul>
6	Any other matter with permission of chairperson.	No points were raised by IQAC members
7	To propose vote of thanks	IQAC Coordinator proposed vote of thanks

Dr. Chhaya Joshi  
Coordinator-IQAC



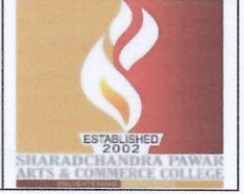
Dr. Hansraj Thorat  
Chairman-IQAC

  
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**Attendance for the IQAC meeting held on 30/04/2022**

Sr. No.	Name of Member	Signature
1	Dr. Hansraj Thorat	
2	Mr. Mayur Murlidhar Dhamale	
3	Dr. Chhaya Joshi	
4	Mrs. Prerana Patil	
5	Mr. Dilip Bari	
6	Mr. Sanjiv Kamble	AB
7	Prof. Dipali Tamhane	
8	Mr. Manik Kasab	
9	Mr. Vishvanath Vyavahare	
10	Mr. Pravin Bhavne	
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14	Ms. Dnyaneshwar Varute	



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