

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Minutes**

**Meeting Date: 08 / 07 /2016**

The Minutes of the 'Internal Quality Assurance Cell' held on 8<sup>th</sup> July 2016 at 11.30 a.m.

The following members were present for the meeting.

- Dr.P.C.Shejwalkar,
- Dr.LalitaVartak
- Dr.ManasiMehendale
- Dr.PrabhakarBorgaonkar
- Dr.RajshreeJaybhaye
- Ms.GauriVarade
- Mr. Prasad Joshi
- Ms ArchanaKulkarni
- Mr.SambhajiGayake – Alumni Representative
- Mr.DeshratanPandey – Student Representative
- Mrs UjjwalaChaphekar – H.M. AVMMHS

Dr.LalitaVartak, Chairman IQAC called the meeting to the order. IQAC Coordinator Dr. Prasad Joshi welcomed all and meeting started. Following issues were discussed and decisions taken in the meeting.

**Item No 1: To confirm the minutes of the meeting held on 6<sup>th</sup> April 2016**

Dr. Prasad Joshi presented the minutes of the last meeting. As there were no changes suggested by members, the minutes were unanimously approved.

**Item No 2 Action Taken Report:**

Principal Dr.LalitaVartak presented the Action Taken Report of the resolutions and recommendations of the meeting held on 6<sup>th</sup> April 2016.

**Item No 3: To discuss Year Plan for A.Y. 2016-17**

Dr. Prasad Joshi presented the Academic Calendar draft prepared by Time Table Department and informed that from July 1, implementation of the draft plan started.

**Item No 4: To discuss the plan for Competency Building Initiative by Placement Cell**

Mr. Prasad Joshi IQAC coordinator, informed the committee about Career Guidance workshop to be organized on 20<sup>th</sup> July 2016 and Awareness Programme on Learning Disorders. He informed about speakers for both the workshop. Dr.Vartak suggested to assign report writing responsibility to students representative. It was resolved that Ms.PournimaChuttar, and SaishSangiri will write the report of the seminar and submit it to placement/Internal Quality Assurance Cell.

**Item No. 5: Planning for Syllabus Orientation University Level academic meet.**

Dr.Vartak informed committee about the Syllabus Orientation workshop dates and draft planning. resource persons invited. Dr. Vartak also informed the committee about the activity of Question Bank preparation in Orientation program.

**Item No 6: To discuss planning for State Level Seminar on Educational Research.**

Mr.P.N.Joshi, IQAC Co ordinator informed committee members about a proposed State Level Seminar. After Discussion it was decided that the said Seminar can be organized in the month of October 2016. Committee members have suggested events to be planned in the said seminar. After discussion it is resolved that in the Seminar apart from Inaugural Session, there will be Session for Panel Discussion and a Technical Session for Paper Presentation. Also sub themes for the Research Papers were finalized.

**Item No 7: Internship Activity for First and Second Year**

Dr.RajeshreeJaybhaye informed committee members about Internship plan for the academic year 2016-17. Dr.Jaybhayecommunicated the plan prepared by Dr.SeemaBhandare, internship incharge.

**Item No 8: To discuss trying new methodologies for B.Ed. students as a Quality Initiative.**

Mr. Prasad Joshi informed committee members about an appeal made by Principal to try out different methodologies for B.Ed. students. In response to the appeal Ms.GauriVarade and Ms.Sunanda Roy communicated their willingness to follow Co teaching technique for the course 204 Guidance and Counselling. It is resolved that to allow Ms.GauriVarade and Ms.Sunanda Roy to follow Co teaching technique for Course 204 in the current academic year.

**Item No 9: To discuss about provision of Choices for the courses 204 & 205**

Dr.Vartak informed committee about discussions held in staff meeting and intimated that for the Academic Year 2016-17 onwards Second Year students would have a choice among three subjects for Course 204 Elective Subject. The choices are – Guidance and Counselling / Disaster Management /

Introduction to Educational Research. Committee members observed that choice of three subjects from a list of ten (as contained in the syllabus) is sufficient choice considering manpower available with the college. After discussions it is resolved that the Second Year students will have choice to select any one subject from a list of three.


For the course 205 for the academic Year college has provided a choice of Nine subjects out of the list of twenty eight subjects. Committee members observed that choice of Nine subjects from a list of twenty eight (as contained in the syllabus) is sufficient choice considering manpower available with the college. After discussions it is resolved that the Second Year students will have choice to select any one subject from a list of Nine subjects.

**Item No 10: Course Feedback for the Academic Year 2015-16**

Dr.Vartak presented the course feedback and its analysis received from concerned department. Discussion done regarding Action Plan on the basis of Feedback received.

**Item No 11: Any other matter with the permission of meeting Chairman**

There was no other matter and meeting ended with vote of thanks. Mr. Prasad Joshi, IQAC coordinator, proposed vote of thanks.

  
(Mr. Prasad Joshi)  
IQAC Coordinator

  
(Dr. Lalita Vartak)  
Principal

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Minutes**

**Meeting Date: 07/ 09 /2016**

The Minutes of the 'Internal Quality Assurance Cell' held on 7<sup>th</sup> September 2016 at 11.30 a.m.

The following members were present for the meeting.

- Dr.P.C.Shejwalkar,
- Mr.P.M.Joshirao
- Mr.V.N.Chavan
- Dr.AvinashPradhan
- Dr.LalitaVartak
- Dr.ManasiMehendale
- Dr.PrabhakarBorgaonkar
- Dr.RajshreeJaybhaye
- Ms.GauriVarade
- Mr. Prasad Joshi
- Ms.ArchanaKulkarni
- Mr.DeshratanPandey – Student Representative
- Ms.UjjawalaChaphekar – Stakeholder representative

Dr.LalitaVartak, Chairman IQAC called the meeting to the order. IQAC Coordinator Dr. Prasad Joshi welcomed all and meeting started. Following issues were discussed and decisions taken were in the meeting.

**Item No 1: To confirm the minutes of the meeting held on 8<sup>th</sup> July 2016**

Mr. Prasad Joshi presented the minutes of the last meeting. As there were no changes suggested by members, the minutes were unanimously approved.

**Item No 2 Action Taken Report:**

Principal Dr.LalitaVartak presented the Action Taken Report of the resolutions and recommendations of the meeting held on 8<sup>th</sup> July 2016. Action taken regarding Career Guidance workshop and syllabus orientation workshop

**Item No 3: To review activities organized after 1<sup>st</sup> July 2016.**

Mr.P.N.Joshi, IQAC Coordinator presented the report of activities organized after 1<sup>st</sup> July 2016 upto 10<sup>th</sup> September 2016. Mr. Joshi presented the report of Competency Building Initiatives. Dr.Mrs.Mehendale presented the report of Orientation sessions for Course 201,202 & 203.

**Item No 4: To discuss the activities to be organized after 15<sup>th</sup> September 2016**

Discussion held regarding micro planning of the proposed State Level Seminars to be organized in the month of October 2016 and January 2017. It was decided to involve students for report writing of the seminar and committee members suggested to assign the responsibility of report writing to Second Year Student for the Seminar 'Educational Research'

Discussion held on the planning for the collaborative programme between Adarsha College and Dr.Shejwalkar Education Trust. It was decided that Dr.RajeshreeJaybhaye will coordinate with Dr.Shejwakar Trust officials and will prepare a plan for its implementation. It was decided that there will be an Essay competition for both mediums and an Elocution competition.

Mr. Joshi presented a note received from Dr.PadmajaKasture regarding Borad of Extra mural studies activity - Dr. B.R. Jaykar Lecture Series. After discussion it was decided that the said lecture series would be organized in last week of November.

**Item No. 5: Planning for Collaborative Programme with schools:**

Planning for Collaborative Programme between College and AbhinavVidyalay English Medium Primary School. Hon. Secretary Mr.PrakashJoshi suggested to organize a Quality Enhancement Initiative for stakeholders. He also instructed that Mrs.Jeurkar, Coordinator will plan the event. The theme Multiple Intelligence was finalized for the workshop.

**Item No 6: Any other matter with the permission of meeting Chairman**

There was no other matter and meeting ended with vote of thanks. Mr. Prasad Joshi, IQAC coordinator, proposed vote of thanks.



(Mr. Prasad Joshi)  
IQAC Coordinator



(Dr. Lalita Vartak)  
Principal

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Minutes**

**Meeting Date:14 / 12 /2016**

The Minutes of the 'Internal Quality Assurance Cell' held on Wednesday 14<sup>th</sup> December 2016 at 11.30 a.m.

The following members were present for the meeting.

- Dr.P.C.Shejwalkar.
- Dr.LalitaVartak
- Dr.ManasiMehendale
- Dr.PrabhakarBorgaonkar
- Dr.R.G.Jaybhaye
- Ms.GauriVarade
- Mr. Prasad Joshi
- Ms.ArchanaKulkarni
- Mr.SambhajGayake – Alumni Representative
- Mr.DeshratanPandey – Student Representative
- Vacant – Stakeholder Representative

Dr.LalitaVartak, Chairman IQAC called the meeting to the order. IQAC Coordinator Dr. Prasad Joshi welcomed all and meeting started. Following issues were discussed and decisions taken were in the meeting.

**Item No 1: To confirm the minutes of the meeting held on 7<sup>th</sup> September 2016**

IQAC coordinator Mr. Prasad Joshi presented the minutes of the last meeting. As there were no changes suggested by members, the minutes were unanimously approved.



**Item No 2 Action Taken Report:**

Principal Dr.LalitaVartak presented the Action Taken Report of the resolutions and recommendations of the meeting held on 7<sup>th</sup> September 2016. Action taken regarding activities organized from the month of September 2016.

**Item No 3: Review of the activities organized from the month of September 2016.**

Mr. Prasad Joshi presented the report of the State Level Seminar on Educational Research and report of Dr.Jaykar Lecture Series & collaborative programme between Adarsha College &Dr.Shejwalkar Education Trust received from the concerned departments. After discussion all reports were approved.

**Item No 4: To discuss the activities to be organized after 15<sup>th</sup> December 2016:**

Discussion held regarding a note submitted by Dr.RajshreeJaybhayeregarding onplanning for the State Level Seminar Innovation and Experimentation in Evaluation Methods and Techniques. As the note was prepared after consultation with Principal, IQAC committee endorsed the planning proposed by Seminar Coordinator.

Discussion held regarding a collaborative activity of TET Guidance Workshop. It is resolved that Dr Mohan Kamble, Student Welfare Officer in the college will responsible for planning and implementation of the workshop. After discussion Hon. President ASM suggested to prepare and conduct Mock Test in the workshop for the benefit of participants. All members welcomed the suggestion and it was decided to organize Mock Test in the Workshop.

**Item No 5: Follow up of the planning for collaborative activity between Adarsha College & Abhinav Vidyalay English Medium Primary School:**

Dr. Lalita Vartak, Principal Adarsh Collge informed the committee that the said activity would be organized in the third week of April 2017. Dr. Vartak also informed committee about involving a research student Ms. Priya Singh in the said activity.

**Item No 6: Review of the Internship and Course delivery of first year students.**

Mr. P. N. Joshi, IQAC coordinator presented a note received from Internship department regarding Internship programme for second and first year students. After discussion the note was approved unanimously.

**Item No 7: Any other matter with the permission of meeting Chairman**

There was no other matter and meeting ended with vote of thanks. Mr. Prasad Joshi, IQAC coordinator, proposed vote of thanks.



(Mr. Prasad Joshi)  
IQAC Coordinator



(Dr. Lalita Vartak)  
Principal

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Minutes**

**Meeting Date: 15 / 03 / 2017**

The Minutes of the 'Internal Quality Assurance Cell' held on Wednesday 15<sup>th</sup> March 2017 at 11.30 a.m.

The following members were present for the meeting.

- Dr.P.C.Shejwalkar,
- Mr.P.M.Joshirao
- Mr.V.N.Chavan
- D. AvinashPradhan
- Dr.LalitaVartak
- Dr.ManasiMehendale
- Dr.PrabhakarBorgaonkar
- Dr.R.G.Jaybhaye
- Ms.GauriVarade
- Mr. Prasad Joshi
- Ms ArchanaKulkarni
- Mr.DeshratanPandey – Student Representative
- Vacant – Stakeholder Representative

Dr.LalitaVartak, Chairman IQAC called the meeting to the order. IQAC Coordinator Dr. Prasad Joshi welcomed all and meeting started. Following issues were discussed and decisions taken were in the meeting.

**Item No 1: To confirm the minutes of the meeting held on 14<sup>th</sup> December 2016**

IQAC coordinator Mr. Prasad Joshi presented the minutes of the last meeting. As there were no changes suggested by members, the minutes were unanimously approved.

**Item No 2 Action Taken Report:**

Principal Dr.LalitaVartak presented the Action Taken Report of the resolutions and recommendations of the meeting held on 14<sup>th</sup> December 2016. Action taken regarding activities organized from the month of December 2016.

**Item No 3: Review of the activities organized from the month of December 2016.**

Mr. Prasad Joshi, IQAC Coordinator presented the reports of one day State Level Seminar on Innovation and Experiments in Evaluation Methods and Techniques and TET Guidance Workshop reports received from concerned departments.

**Item No 4: Teacher Training Workshop proposed by Research Centre**

Dr.LalitaVartak informed committee about preparations done for the Workshop and also told about its dates.

**Item No 5: Discussion about Academic Year 2017-18 planning**

There was elaborate discussion about activities organized during the academic year 2016-17. Hon Secretary, President and Chairman ASM emphasised the need to organize more programmes for sister institutes.

**Item No 6: Any other matter with the permission of meeting Chairman**

There was no other matter and meeting ended with vote of thanks. Mr. Prasad Joshi, IQAC coordinator, proposed vote of thanks.



**(Mr. Prasad Joshi)**

**IQAC Coordinator**



**(Dr. Lalita Vartak)**

**Principal**

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Dated: 08 / 07 /2016**

**Action Taken Report**

Following activities / programmes were organized as discussed in the abovementioned meeting -

- B.Ed. Syllabus orientation programme for the courses 201,202, 203 organized on 12<sup>th</sup> July 2016
- Career Guidance workshop organized on 20<sup>th</sup> July 2020
- Awareness programme on Learning Disorders on 22<sup>nd</sup> July 2016
- Internship of Second year B.Ed. students started from July 2020
- Course 204 – Elective Subjects- Three choices provided to Second Year Students
- Course 205 – Choice of Nine subjects provided to Second Year students.

The above Action Taken Report was presented in the IQAC meeting held on 7<sup>th</sup> September 2016

  
(Dr. Lalita Vartak)  
Principal

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Dated: 07 / 09 /2016**

**Action Taken Report**

Following activities / programmes were organized as discussed in the above mentioned meeting -

- State Level Seminar on Educational Research held on 14<sup>th</sup> October 2016
- Dr. B.R. Jaykar Lecture series organized between 28<sup>th</sup> to 30<sup>th</sup> November 2016.
- Collaborative programme between Adarsha Comprehensive College of Education and Research Pune and Dr. Shejwalkar Education Trust held on 03/12/2016
- Co teaching activity in progress.

The above Action Taken Report was presented in the IQAC meeting held on 14<sup>th</sup> December 2016

  
(Dr. Lalita Vartak)

**Principal**

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Dated: 14 / 12 /2016**

**Action Taken Report**

Following activities / programmes were organized as discussed in the abovementioned meeting -

- One day State Level Seminar on Innovation and Experiments in Evaluation Methods and Techniques held on 6<sup>th</sup> January 2017
- Teacher Eligibility Test Guidance Workshop held on 1<sup>st</sup> and 2<sup>nd</sup> March 2017
- National Science Day celebration on 28<sup>th</sup> February 2017

The above Action Taken Report was presented in the IQAC meeting held on 15<sup>th</sup> March 2017

  
(Dr. Lalita Vartak)  
Principal



**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Dated: 15 / 03 /2017**

**Action Taken Report**

Following activities / programmes were organized as discussed in the abovementioned meeting -

- Teacher training workshop organized by Research Centre on 18<sup>th</sup> & 20<sup>th</sup> April 2017
- Completion of Actual teaching phase and post teaching phase of Co teaching activity

The above Action Taken Report was presented in the IQAC meeting held on 5<sup>th</sup> July 2017

  
(Dr. Lalita Vartak)  
Principal

**Adarsha Comprehensive College of Education and Research Pune**

**Internal Quality Assurance Cell (IQAC) Meeting Dated: 15 / 03 /2017**

**Action Taken Report**

Following activities / programmes were organized as discussed in the abovementioned meeting -

- Teacher training workshop organized by Research Centre on 18<sup>th</sup> & 20<sup>th</sup> April 2017
- Completion of Actual teaching phase and post teaching phase of Co teaching activity

The above Action Taken Report was presented in the IQAC meeting held on 5<sup>th</sup> July 2017

  
(Dr. Lalita Vartak)  
Principal