

**Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune**

**I.Q.A.C. Meetings in the
Academic Year 2020 - 21**

Meeting Dates:

1. 14th December 2020
2. 26th January 2020
3. 29th April 2021
4. 8th May 2021

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 14th December 2020

‘Internal Quality Assurance Cell’ Meeting held on 14th December 2020
at 11:00AM. The minutes of the meeting are as follows:

The following members were present for the meeting:

Dr. Ravindra Mistry : Principal
Mr. Ashok Bafna : Management Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Asst. Prof. Mahadeo Sangale : Teacher Representative
Dr. Anita Dhaigude : Teacher Representative
Dr. Kavita Tote : Teacher Representative
Dr. Sandip Gadekar : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghogaje : Administration Representative
Mr. Anand Bafna : Stakeholder Representative
Mr. Bhushan Mutha : Stakeholder Representative
Mrs. Nilam Shinde : Student Representative
Miss. Madhuri Jadhav : Alumni Representative

Chairman of IQAC Principal Dr.Ravindra Mistry called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar welcomed all and meeting started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To take follow up on the result of B.Ed., M.Ed. and Distance mode courses of 2019-20.
2. For the smooth and successful admission process of B.Ed. and M.Ed. institute should be form a committee under the guidance of principal.
3. To decide rules for students, teachers, non-teaching staff and stakeholders regarding Covid – 19.
4. To give guideline regarding the creation of e e-content and online platform by teachers for students successful learning process.
5. To motivate teachers to upgrade their knowledge of online sources in teaching-learning, attend different webinars, FDP's, Conferences etc.
6. Appreciate staff for organizing Webinars and Online Competitions on National and state level.



Action Taken Report

Following actions were taken on the decisions mentioned in above meeting.

1. There was a discussion and new strategies are decided as per the result of B.Ed., M.Ed. and Distance mode courses of 2019-20 .
2. For the smooth and successful admission process of B.Ed. and M.Ed. institute formed a committee under the guidance of principal, in which 3 Senior professors and 2 clerks are included.
3. Timetable was created for online teaching process and shared with students on what's app group.
4. E-content is developed by teachers, shared on you tube channels, on Institute's official website and also on SPPU, Pune's University website.
5. Teachers attended different webinars, FDP's, Conferences etc.



Adhyapak Mahavidyalaya, Vadgaon Maval, Pune

Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes

Meeting Date : 26th January 2021

'Internal Quality Assurance Cell' Meeting held on 26th January 2021 at 12:00PM. The minutes of the meeting are as follows:

Dr. Ravindra Mistry : Principal
Mr. Ashok Bafna : Management Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Asst. Prof. Mahadeo Sangale : Teacher Representative
Dr. Anita Dhaigude : Teacher Representative
Dr. Kavita Tote : Teacher Representative
Dr. Sandip Gadekar : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghogage : Administration Representative
Mr. Anand Bafna : Stakeholder Representative
Mr. Bhushan Mutha : Stakeholder Representative
Mrs. Nilam Shinde : Student Representative
Miss. Madhuri Jadhav : Alumni Representative

Chairman of IQAC Principal Dr.Ravindra Mistry called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar welcomed all and meeting started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To create a smooth path for the learning process of student, teacher should implement some positive changes in teaching process.
2. To implement positive teaching strategies according the pandemic.
3. To evaluate the internal work of students, teachers should create google classrooms and online google forms for exam.
4. To plan Online Internship for students according to the pandemic.
5. To check and improve online attendance of the students in online sessions.
6. To organize some online competitions for students on State level.



Action Taken Report

Following actions were taken on the decisions mentioned in above meeting.

1. Online and offline mode are used by teachers for learning-teaching process.
2. Some teachers create You Tube channels and upload e content on it, with it they are running blended learning strategy positively.
3. To evaluate the internal work of students, teachers created google classrooms and online google forms for exam.
4. Online Internship programme was implemented successfully with the help of Schools for student-teachers.
5. Each and every teacher collected attendance of students by taking screenshots of online sessions, and share it with class teachers.
6. Institute organized online solo dance competition for students on state level successfully.

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 29th April 2021

'Internal Quality Assurance Cell' Meeting held on 29th April 2021 at 1:00 PM. The minutes of the meeting are as follows:

The following members were present for the meeting:

Dr. Ravindra Mistry : Principal
Asst. Prof. Mahadeo Sangale : Teacher Representative
Dr. Kavita Tote : Teacher Representative
Dr. Sandip Gadekar : Teacher Representative
Dr. Anita Dhaigude : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghojage : Administration Representative
Mr. Ashok Bafna : Management Representative
Mr. Anand Bafna : Stakeholder Representative
Mr. Bhushan Mutha : Stakeholder Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Mrs. Kajal Jambhulkar : Alumni Representative
Miss. Madhuri Jadhav : Student Representative

Chairman of IQAC Principal Dr. Ravindra Mistry called the meeting to the order. IQAC coordinator Dr. Sheetal Deolalkar welcomed all and meeting started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To take follow up of evaluation – Internal Assessment of B.Ed. and M.Ed. regarding the preparation for moderation committee.
2. To distribute work load related with 3rd cycle of NAAC as per criteria.
3. To distribute criteria and questions of AQAR in teaching and non-teaching staff.
4. To take the follow up of the implemented strategies or changes done by Institute according the suggestions given by NAAC committee at the time of 2nd cycle.
5. To final the next strategies for institute according to the retirement of principal Dr. Ravindra Mistry.



Principal
Adhyapak Mahavidyalaya
Vadgaon Maval, Dist. Pune

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : : 29th April 2021

Action Taken Report

Following actions were taken on the decisions mentioned in above meeting.

1. Follow up was taken and necessary instructions are given by the Principal of evaluation – Internal Assessment of B.Ed. and M.Ed. regarding the preparation for moderation committee.
2. The responsibility of collecting the information for Part A of AQAR is given to Non-teaching / office staff. 7 criteria are distributed in 7 professors sequentially and as per seniority.
3. The follow up was taken of the implemented strategies or changes done by Institute according to the suggestions given by NAAC committee at the time of 2nd cycle and decided to fulfill the remaining as early as possible.
4. After the retirement of principal Dr. Ravindra Mistry, the charge will be given to the senior most Asst.Prof. Mahadeo Sangale as an acting principal and decided to give advertisement for the post of principal in reputed newspaper as early as possible.



Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 8th May 2021

'Internal Quality Assurance Cell' Meeting held on 8th May 2021 at 1:00PM.
The minutes of the meeting are as follows:

The following members were present for the meeting:

Dr. Ravindra Mistry : Principal
Asst. Prof. Mahadeo Sangale : Teacher Representative
Dr. Kavita Tote : Teacher Representative
Dr. Sandip Gadekar : Teacher Representative
Dr. Anita Dhaigude : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghojage : Administration Representative
Mr. Ashok Bafna : Management Representative
Mr. Anand Bafna : Stakeholder Representative
Mr. Bhushan Mutha : Stakeholder Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Mrs. Kajal Jambhulkar : Alumni Representative
Miss. Madhuri Jadhav : Student Representative

Chairman of IQAC Principal Dr. Ravindra Mistry called the online meeting (Due to pandemic) with the help of what's app. IQAC coordinator Dr. Sheetal Deolalkar welcomed all in online meeting, on the platform of ZOOM cloud and meeting started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To take The Follow up of Academic year 2020-21 related with the work of B.Ed. and M.Ed.
2. To make plan of internal assessment of B.Ed. & M.Ed.
3. To motivate and guide students to submit their internal work on online platform.
4. To apply some new rules for teaching and non-teaching staff according to the attendance, due to pandemic.
5. To make proper changes in Infrastructure as per the requirement of courses.


Principal
Adhyapak Mahavidyalaya
Vadgaon Maval, Dist. Pune

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 8th May 2021

Action Taken Report

Following actions were taken on the decisions mentioned in above meeting.

- The Follow up of Academic year 2020-21 was taken by the Principal related with the work of B.Ed. and M.Ed.
- Due to pandemic the suitable modes of online and offline are created and used by teaching and non-teaching staff for internal assessment of B.Ed. and M.Ed. courses for the academic year 2020-21.
- Students are motivated and guided by teaching staff in online sessions to submit their internal work on online modes like google classroom and google forms confidently and positively.
- Flexible timetable is created for teaching and non-teaching staff according to the attendance, due to pandemic.
- New rooms are arranged for Language laboratory, IQAC and Psychology Laboratory.




Principal
Adhyapak Mahavidyalaya
Vadgaon Maval, Dist. Pune