

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

**I.Q.A.C. Meetings in the
Academic Year 2022 - 23**

Meeting Dates:

1. 20th September 2022
2. 21st November 2022
3. 7th January 2023
4. 16th March 2023
5. 20th April 2023
6. 29th May 2023
7. 3rd August 2023

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 20th September 2022

‘Internal Quality Assurance Cell’ Meeting held on 20th September 2022
at 12:30PM. The minutes of the meeting are as follows:

The following members were present for the meeting:

Asst. Prof. Mahadeo Sangale : Acting Principal
Mr. Ashok Bafna : Management Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
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
Miss. Olivia Fernandes : Student Representative
Mrs. Nilam Shinde : Alumni Representative

Chairman of IQAC Mr. Mahadeo Sangale (Acting Principal) called the meeting to the order. IQAC coordinator Dr. Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To complete the process of filling AQAR of Academic Year 2020-21 and 2021-22, all teaching and nonteaching should collect information and share it with NAAC coordinator as early as possible.
2. Discussion on annual plan, Time table and distribution of workload of S.Y.B.Ed. And 3rd Sem. M.Ed. as per department and subject.
3. Change the format of B.Ed. Daily Diary.
4. Exam department should start the preparation according to the checklist of first year Moderation process.
5. Fill the Academic audit information.
6. Teachers should fill SAR as early as possible.




Mr. Mahadeo Sangale
Principal

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 20th September 2022

Action Taken Report

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

1. All teaching and nonteaching collected and shared the necessary information to fill AQAR of Academic Year till 2021-22 with NAAC coordinator.
2. Discussion was done on annual plan, time table and workload was distributed of S.Y.B.Ed. And 3rd Sem. M.Ed. as per department and subject.
3. Format of Daily diary is changed.
4. Preparation Work related with Moderation is done of F.Y.B.Ed.
5. Academic audit information is filled.
6. Teachers filled SAR till 2021-22.



Mr. Mahadeo Sangale
Principal

Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 21st November 2022

'Internal Quality Assurance Cell' Meeting held on 21st November 2022 at 11:30AM. The minutes of the meeting are as follows:

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

Chairman of IQAC Dr. Anita Dhaigude (Acting Principal) called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. For the smooth and successful admission process of B.Ed. and M.Ed. institute should be form a committee under the guidance of principal and follow the rules while making admission.
2. Preparation for Academic Audit
3. Submission of online AQAR 2020-21, 2021-22.
4. To plan action for the students who are not completing and submitting Internal work within time.
5. Arrange different Educational activities, Competitions, seminars and workshops.
6. Teachers should attend orientation and refresher as per their requirements.
7. Change the criteria of Home Assignment.



A.R. Dhaigude
PRINCIPAL
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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 Minutes
Meeting Date : 7th January 2023

'Internal Quality Assurance Cell' Meeting held on 7th January 2023 at 11:30AM. The minutes of the meeting are as follows:

Dr. Anita Dhaigude: Acting Principal
Mr. Ashok Bafna : Management Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Asst. Prof. Mahadeo Sangale: 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
Miss. Olivia Fernandes : Student Representative
Mrs. Nilam Shinde : Alumni Representative

Chairman of IQAC Dr. Anita Dhaigude (Acting Principal) called the meeting to the order. IQAC coordinator Dr. Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. Discussion on implementation of B.Ed. curriculum.
2. Follow up of 1st and 3rd Sem. M.Ed. Syllabus implementation.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 7th January 2023

Action Taken Report

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

1. Discussion on implementation of B.Ed. curriculum was done, Annual plan is finalized.
2. Planning was done on 3rd Sem. M.Ed. Syllabus
 - ... Preliminary Exam
 - ... Seminars for different subjects



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 16th March 2023

'Internal Quality Assurance Cell' Meeting held on 16th March 2023 at 10:30AM. The minutes of the meeting are as follows:

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

Chairman of IQAC Dr. Anita Dhaigude (Acting Principal) called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To take review of S.Y.B.Ed. and 4th Sem. M.Ed. internal work for the Educational year 2022-23 To complete Internal Work as per the guideline of University and Moderation committee.
2. To plan Blue Print, Question papers and Marking scheme for S.Y.B.Ed. exams.
3. Teachers should attend orientation/ FIP and refresher as per their requirements.

Asst.Prof. Jyoti Randive and Asst.Prof. Sonali Patil – Orientation

4. Teachers should Complete CAS.



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Shri Sant Tukaram Shikshan Prasarak Mandal's
Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 16th March 2023

Action Taken Report

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

1. Completion of Internal Work was done.
2. Blue Print, Question papers and Marking scheme for S.Y.B.Ed. exams are done and submitted by faculty within time.
3. 2 Teaching staff - Asst.Prof. Jyoti Randive and Asst.Prof. Sonali Patil – completed their orientation courses.
4. Teachers Completed CAS – Dr.Anita Dhaigude and Dr.Sandip Gadekar : 10 to 11, 11 to 12 level



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

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

Meeting Date : 20th April 2023

'Internal Quality Assurance Cell' Meeting held on 20th April 2023 at 10:30AM. The minutes of the meeting are as follows:

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

Chairman of IQAC Dr. Anita Dhaigude (Acting Principal) called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To complete the work of AQAR for 3rd cycle NAAC.
2. To appoint qualified staff for B.Ed. and M.Ed.
3. To update language Laboratory.
4. To update software for Library.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 20th April 2023

Action Taken Report

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

1. Sufficient Information is collected for AQAR 2021-22.
2. 2 qualified staff is appointed M.Ed.
3. Improvement of language Laboratory is started.
4. Improvement of software for Library is started.



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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 May 2023

'Internal Quality Assurance Cell' Meeting held on 29th April 2023 at 10:30AM. The minutes of the meeting are as follows:

Dr. Anita Dhaigude: Acting Principal
Mr. Ashok Bafna : Management Representative
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Asst. Prof. Mahadeo Sangale: 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
Miss.Olivia Fernandes : Student Representative
Mrs. Nilam Shinde : Alumni Representative

Chairman of IQAC Dr. Anita Dhaigude (Acting Principal) called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

1. To take review of F.Y.B.Ed. and 4th Sem. M.Ed. internal work for the Educational year 2022-23 To complete Internal Work as per the guideline of University and Moderation committee.
2. To Attend the Meeting on 2nd and 3rd May, on NEP 2020 organized by Gov. in Mumbai.
3. To plan a timetable and supervision chart for the M.Ed. – 4th Sem. and B.Ed. University exam.
- 4.To plan a timetable for the M.Ed. –4th semester's viva-voce on 3rd June 2023.
5. Complete the work related with AQAR and IIQA.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune

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

Meeting Dated : 29th May 2023

Action Taken Report

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

1. Review was taken related with F.Y.B.Ed. and 4th Sem. M.Ed. internal work for the Educational year 2022-23 To complete Internal Work as per the guideline of University and Moderation committee.
2. To Attend the Meeting on 2nd and 3rd May, on NEP 2020 organized by Gov. in Mumbai staff was selected. Principal Dr.Anita Dhaigude and Senior staff Dr.Kavita Tote.
3. Planning was done for the university exam of M.Ed. – 4th Sem. and B.Ed.
4. Planning and Implementation was done for the M.Ed. –4th semester's viva-voce on 3rd June 2023.
5. Data collection is started for the completion of the work related with AQAR and IIQA.



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Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 3rd August 2023

'Internal Quality Assurance Cell' Meeting held on 3rd August 2023 at 03:00PM. The minutes of the meeting are as follows:

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

Chairman of IQAC Dr. Anita Dhaigude (Acting Principal) called the meeting to the order. IQAC coordinator Dr.Sheetal Deolalkar greeted all and meeting was started. In the meeting following issues were discussed and decisions were taken in the meeting.

- 1.To take review of F.Y.B.Ed. and 2nd Sem. M.Ed. internal work for the Educational year 2022-23 To complete Internal Work as per the guideline of University and Moderation committee.
2. Planning of B.Ed. and M.Ed. University Exam.
3. To appoint Internal Senior Supervisor for SODL and B.Ed., M.Ed. exam.
4. Staff should be complete their Refresher as per requirement.
5. Staff should be complete their CAS process.
6. To fill AQAR and IIQA within time.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 3rd August 2023

Action Taken Report

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

1. Review was taken - F.Y.B.Ed. and 2nd Sem. M.Ed. internal work for the Educational year 2022-23.
2. Planning of B.Ed. and M.Ed. University Exam was done by CEO Dr. Kavita Tote.
3. Dr. Sheetal Deolalkar and Asst.Prof. Jyoti Randive are appointed as Internal Senior Supervisor for SODL and B.Ed., M.Ed. exam.
4. Dr.Kavita Tote and Dr.Sheetal Deolalkar completed their Refresher course.
5. Dr.Anita Dhaigude and Dr.Sandip Gadekar completed their CAS process of level 12 to 13 for Associate Professor.
6. IIQA is filled.



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