

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

**I.Q.A.C. Meetings in the
Academic Year 2023 - 24**

Meeting Dates:

1. 8th November 2023
2. 21st February 2024
3. 23rd April 2024
4. 3rd May 2024

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 November 2023

'Internal Quality Assurance Cell' Meeting held on 8th November 2023
at 09:00AM. The minutes of the meeting are as follows:

The following members were present for the meeting:

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
Asst. Prof. Mahadeo Sangale: Teacher Representative
Asst. Prof. Jyoti Randive : Teacher Representative
Asst. Prof. Sonali Patil (Mahajan) : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghogaje : Administration Representative
Mrs. Gauri Limaye : Student Representative
Miss. Olivia Fernandes: 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 process of filling AQAR of Academic Year 2022-23, 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 F.Y. and S.Y.B.Ed. Try to implement some activities by using innovative and useful ideas for the students.
3. Take review of 1st And 3rd Sem. M.Ed. as per department and subject. Nad Planning of B.Ed. CET Guidance.
4. Exam department should start the preparation according to the checklist of Moderation process.
5. To plan a timetable for the M.Ed. –3rd semester's Seminars and Activities of course code 311.
6. Implement some activities under MOU.
7. Take review of Alumni Association Registration.



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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 : 8th November 2023

Action Taken Report

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

1. All teaching and nonteaching collected some information and shared it with NAAC coordinator to fill AQAR of Academic Year 2021-22 and 2022-23.
2. Discussion was done on annual plan, time table and workload was distributed of F.Y.B.Ed., S.Y.B.Ed. and 1st and 3rd Sem. M.Ed. with implementing innovative and useful ideas while delivering syllabus in some departments and subjects.
3. B.Ed. CET guidance seminar was conducted successfully.
4. Teachers filled SAR till 2022-23.
5. Teaching aid workshop was done with Agasthya foundation under MOU.
6. Alumni Association is Registered.



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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 : 21st February 2024

'Internal Quality Assurance Cell' Meeting held on 21st February 2024
at 11:40AM. The minutes of the meeting are as follows:

The following members were present for the meeting:

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
Asst. Prof. Mahadeo Sangale: Teacher Representative
Asst. Prof. Jyoti Randive : Teacher Representative
Asst. Prof. Sonali Patil (Mahajan) : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghojage : Administration 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 take review of B.Ed. and M.Ed. internal work for the Educational year 2023-24 To complete Internal Work as per the guideline of University and Moderation committee.
3. To plan dates for visiting Internship schools.
4. Staff should be complete their CAS process and office will provide all necessary documents and help for that.
5. Work distribution for the process of NOC committee.
6. Decision on finalizing dates for B.Ed. and M.Ed. internal evaluation process.
7. To plan Alumni Meet in March 2024 plan of Social Service camp.
8. To plan State Level Competitions by Institute according to student's welfare in March or April 2024.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 21st February 2024

Action Taken Report

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

1. Sufficient Information is collected for AQAR 2021-22 and 2022 – 23.
2. Review was taken related with B.Ed. and M.Ed. internal work for the Educational year 2023-24 to complete Internal Work as per the guideline of University and Moderation committee.
3. Internship school visit plan was done and implemented successfully.
4. Asst.Prof. Jyoti Randive and Asst.Prof. Sonali Patil completed their CAS process of level 10 to 11, Dr. Kavita Tote and Dr.Sheetal Deolalkar completed their CAS process of level 10 to 11 and 11 to 12.
5. NOC committee work done properly.
6. Internal evaluation process of B.Ed. and M.Ed. implemented smoothly.
7. Social Service camp is planned and executed in February at Karanjaon.
7. Alumni meet and State Level Competitions will be arranged in Academic year 2024-25.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune

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

Meeting Date : 23rd April 2024

‘Internal Quality Assurance Cell’ Meeting held on 23rd April 2024

at 10:30AM. The minutes of the meeting are as follows:

The following members were present for the meeting:

Dr. Anita Dhaigude : Acting Principal

Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator

Asst. Prof. Mahadeo Sangale: Teacher Representative

Dr. Kavita Tote : Teacher Representative

Dr. Sandip Gadekar : Teacher Representative

Asst. Prof. Mahadeo Sangale: Teacher Representative

Asst. Prof. Jyoti Randive : Teacher Representative

Asst. Prof. Sonali Patil (Mahajan) : Teacher Representative

Mr. Mohan Kadu : Administration Representative

Mr. Suresh Ghojage : Administration Representative

Mrs. Gauri Limaye : Student 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 of academic year 2022 – 23 and SSR for 3rd cycle NAAC.
2. To appoint Principal and qualified staff for B.Ed., M.Ed.
3. To take review of B.Ed. and M.Ed. internal work for the Educational year 2022-23, to complete Internal Work as per the guideline of University and Moderation committee.
4. Review of CAS process with some faculty members.
5. To plan First year M.Ed. research proposal presentation.
6. Evaluation and submission of B.Ed. , M.Ed. internal marks to exam department.
7. To take decision for absent students.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.)
Meeting Dated : 23rd April 2024

Action Taken Report

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

1. Sufficient Information is collected for AQAR 2022-23.
2. Advertise was given for the post of Principal and staff.
3. Completion of Internal Work was done related with B.Ed. and M.Ed. moderation.
4. Teachers Completed CAS –
Dr.Anita Dhaigude and Dr.Sandip Gadekar : level 12 to 13A,
Dr.Kavita Tote completed level 10 to 11, 11 to 12.,
Dr.Sheetal Deolalkar, Asst.Prof.Jyoti Randive and Asst.Prof. Sonali Patil
completed level 10 to 11.
5. First year M.Ed. research proposal presentation plan was implemented successfully.



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Adhyapak Mahavidyalaya, Vadgaon Maval, Pune
Internal Quality Assurance Cell (I.Q.A.C.) Meeting Minutes
Meeting Date : 3rd May 2024

‘Internal Quality Assurance Cell’ Meeting held on 3rd May 2024
at 04:30PM. The minutes of the meeting are as follows:

The following members were present for the meeting:

Dr. Anita Dhaigude : Acting Principal
Dr. Sheetal Deolalkar : I.Q.A.C. Coordinator
Asst. Prof. Mahadeo Sangale: Teacher Representative
Dr. Kavita Tote : Teacher Representative
Dr. Sandip Gadekar : Teacher Representative
Asst. Prof. Mahadeo Sangale: Teacher Representative
Asst. Prof. Jyoti Randive : Teacher Representative
Asst. Prof. Sonali Patil (Mahajan) : Teacher Representative
Mr. Mohan Kadu : Administration Representative
Mr. Suresh Ghojage : Administration 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. Evaluation and submission of B.Ed. , M.Ed. internal marks to exam department.
2. To plan a timetable for the M.Ed. – 4th Sem. Viva Voce.
3. To plan a timetable and supervision chart for the M.Ed. – 4th Sem and B.Ed. University exam.
4. 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 and plan CET guidance.
5. To organize Alumni Meet in July 2024.
6. To implement Compost Fertilizer Production Project with the assistance of Municipal Corporation.



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Meeting Dated : 3rd May 2024

Action Taken Report

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

1. Completion of Internal Work was done.
2. Planning and Implementation was done for the M.Ed. –4th semester's viva-voce
3. Planning was done for the university exam of M.Ed. – 4th Sem. and B.Ed.
4. B.ED. and M.Ed. CET Guidance was given as per every year to respective group of aspirants.
5. Planning of Alumni meet is done, probably it will be organized in December 2024.
6. Compost Fertilizer Production Project is started with the assistance of Municipal Corporation.



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