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# *The Poona Gujarati Kelvani Mandal's* **HARIBHAI. V. DESAI COLLEGE**

Linguistic Minority Institution,  
'B+' Accreditation (3rd Cycle) by NAAC in 2018,  
Best College Award by BSW, University of Pune (2012)  
Affiliated to Savitribai Phule Pune University  
596, Behind Shanivar Wada, Budhwar Peth, Pune - 411002

Date: 17<sup>th</sup> August, 2023

## **Internal Quality Assurance Cell (IQAC)**

This is to inform all the members of our College Internal Quality Assurance Cell (IQAC) that an important meeting is scheduled on Thursday, 24<sup>th</sup> August, 2023 at 04:00 PM.

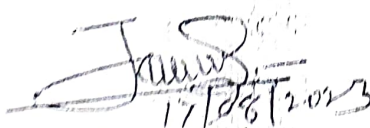
### **The agenda of the meeting:**


1. Introduction by Principal Dr. Rajendra Gurao
2. Information on various activities conducted after 17<sup>th</sup> March, 2023 by IQAC Coordinator, Dr. Sagar Jagtap
3. Result analysis of AY 2022-23
4. Appointment of teaching staff (CHB basis) for AY 2023-24
5. Academic calendar for AY 2023-24 - major events
6. Budgetary provisions for the process of NAAC
7. Any other important issues.


Date and Time of meeting: 24 August 2023 at 04:00 pm

Venue: Conference Hall, Ground Floor

Thank you.

  
Dr. Sagar Jagtap

  
IQAC Coordinator

  
Dr. Rajendra Gurao  
Principal

**The Poona Gujrati Kelvani Mandal's**  
**Haribhai V. Desai College of Arts, Science and Commerce**

**Minutes of Internal Quality Assurance Cell Meeting**

The meeting of all IQAC committee members with Hon. Secretary Shri Hemantbhai Maniar, Hon. Joint Secretary Shri Dilipbhai Jagad and Hon. Shri Anujbhai Gandhi was held on Thursday, 24<sup>th</sup> August, 2023 at 4.00 pm in the conference hall.

**The following Members were present for the meeting**

Sr. No	Name of Member	Designation
1	Shri Hemantbhai Maniar	Secretary, PGK Mandal
2	Shri Dilipbhai Jagad	Joint Secretary, PGK Mandal
3	Shri Anujbhai Gandhi	Industrialist
4	Dr. Rajendra Gurao	Principal
5	Dr. Sagar Jagtap	IQAC Coordinator
6	Prof. Rajshree Patwardhan	Vice-Principal-Science
7	Prof. Neeta Bokil	Vice-Principal-Arts
8	Dr. Shri Prakash Soni	Vice-Principal-SFU
9	Dr. Shradha Prasad	IQAC Member
10	Mr. Pramod Shelar	IQAC Member
11	Ms. Jyoti Malusare	IQAC Member
12	Mr. Narendra Devre	IQAC Member
13	Mr. Bhushan Shah	IQAC Member
14	Mr. Santosh Khajindar	IQAC Member

The meeting was chaired by Hon. Secretary Hemantbhai Maniar. Principal Dr. Rajendra Gurao welcomed Hon. Shri Hemantbhai Maniar, Secretary PGK Mandal, Hon. Shri Dilipbhai Jagad, Joint Secretary, PGK Mandal and Hon. Shri Anujbhai Gandhi.

**Agenda No.1:** Introduction by Principal Dr. Rajendra Gurao

**Discussion:**

Principal Dr. Rajendra Gurao gave introduction that the meeting is second meeting of Internal Quality Assurance Cell of this academic calendar year. He informed that formation of new college development committee (CDC) has taken place by following all statutes of Maharashtra Public University Act, 2016 and three members as teacher representatives viz, Prof. Pragati Abhanykar, Prof. Prakash Chastise, Dr. Mahavir Sankla and one non-teaching representative Ms. Megha Sonawane have been elected unopposed.

He also informed that college observed Non-Vehicle Day and celebrated Traditional Day as well. He also mentioned that college did grand welcome of Palkhi and near about 200 warkaris took Mahaprasad.

**Agenda No.2:** Information on various activities by IQAC Coordinator

Principal Dr. Rajendra Gurao requested Dr. Sagar Jagtap, IQAC Coordinator to place action taken report and give a brief of the activities held across all faculties after 17<sup>th</sup> March, 2023 till date.

### Discussion:

The comprehensive list of number of activities department / faculty wise (Science- 40, Commerce-06, Arts-47, Self-finance Unit- 35) held across all faculties was mailed in advance to all the honorable members. However, Dr. Sagar Jagtap gave brief description of all major activities held during that period which mainly included Heritage walk by History Department, Placement Drives by Commerce and Chemistry Department, Industrial Visit by BBA Department, Desai Karandak by Computer Science Department, Guest lecture on Women Empowerment, Soft Skills by Commerce Department, Alumni meet by Microbiology Department to name a few.

He also shared three resolutions taken in the last meeting viz,

1. An advance email of all activities conducted should be sent by respective head of the departments to IQAC.
2. Purchase of ERP Software will be after completion of 4<sup>th</sup> cycle of NAAC
3. Process for 4<sup>th</sup> cycle of NAAC has been initiated and in coming weeks of time IIQA will be send.

### Agenda No.3: Result Analysis

#### Discussion:

Dr. Rajshree Patwardhan shared result analysis of each faculty. It was observed that MSC.Env.Science Department has less result as most of them are working. It was also observed that all Third Year Results are less and needs further improvement.

In view of the above, the house discussed all possible reasons and solutions to improve the results. It was advised by all members to work on distribution of UG and PG workload. It was also advised to take UG-PG meeting where concerned staff shall be asked to take care of result improvement in the respective subject. Further students who work in MSC.Env.Science Department has to compulsory solved last two years papers and get evaluated by concerned teachers.

It is suggested to submit the comparative statement of result analysis with University/other college departments after completion of every semester/year by the respective Vice Principals to IQAC.

The result analysis is attached in **Appendix-I**

### Agenda No.4: Appointment of CHBs Staff

#### Discussion:

Dr.Sagar Jagtap informed that all CHBs vacancies are filled as per the government guidelines and workload availability for the current academic year.

Grantable Section : 19 (Govt. approved CHB)

Self-finance Unit (Newly appointed) : UG- 11 and PG- 02

### Agenda No.4: Academic Calendar 2023-24

#### Discussion:

Academic Calendar 2023-24 for each department discussed by Dr.Sagar Jagtap. He informed that for UG 31<sup>st</sup> October, 2023 and PG 10<sup>th</sup> November,2023 is end date for odd semesters. He informed that master time-table is to be prepared in compilation with each department timetable.

## **Agenda No.5: Budgetary Provisions**

### **Discussion:**

Dr.Sagar Jagtap informed that budgetary provisions of Rs.5 Lac including GST needs to be made for upcoming 4<sup>th</sup> cycle of NAAC for IIQA and NAAC Process Fees.

In view of the above Hon.Shri Hemanbhai Maniar recommended for the same.

In addition to this, Dr.Sagar Jagtap informed that provisions of Rs. 3 lac required for CO-PO Mapping, NAAC experts visits, Mock NAAC visit and miscellaneous charges. He explained detail bifurcation of the same.


### **Resolution-I :-**

The Committee has recommended and approved the required budgetary provisions for NAAC process.

### **Agenda No .6: Any other important topic:**

There was no other topic discussed.However, the honorable members suggested to take all measures to improve results by consistently conducting review meeting once in 3 months. They advised to work on improvement of NAAC Grade for 4<sup>th</sup> cycle.

Meeting was concluded with formal vote of thanks which was proposed by Dr.Neeta Bokil, Vice-Principal, Arts Faculty.

  
**Dr.Rajendra Gurao**  
Principal






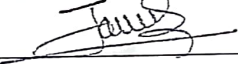

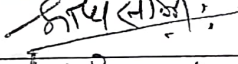
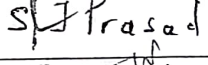
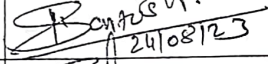
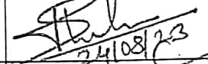
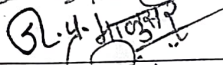


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Date:- 24/08/2023

## Internal Quality Assurance Cell (IQAC)

### Meeting Attendance Report

Sr. No.	Name of Member	Designation	Sign
1.	Shri. Hemantbhai Maniar	Secretary, PGKM (Invitee)	
2.	Shri. Pramodbhai G. Shah	Management Member	
3.	Shri. Dilipbhai Jagad	Joint Secretary, PGKM	
4.	Shri. Anujbhai C. Gandhi	Industrialist	
5.	Dr. Rajendra Gurao	Chairman	
6.	Dr. Sagar S. Jagtap	IQAC Coordinator	
7.	Dr. Mrs. R. B. Patwardhan	Teacher Representative	
8.	Dr. Mrs. Neeta Bokil	Teacher Representative	
9.	Dr. Mrs. Vidya Mithare	Teacher Representative	
10.	Dr. Shriprakash Soni	Teacher Representative	
11.	Dr. Mrs. Shraddha Prasad	Teacher Representative	
12.	Mr. Santosh P. Khajindar	Teacher Representative	
13.	Mr. Pramod Shelar	Teacher Representative	
14.	Ms. Jyoti Kanse	Teacher Representative	
15.	Mr. Narendra Deore	Teacher Representative	
16.	Mr. Bhushan Shah	Teacher Representative	
17.	Shri. Bhaskar V. Kulkarni	Member	
18.	Ms. Megha Sonawane	Member	
19.	Dr. Vijay Shirgurkar	Industrialist	
20.	Shri Sambhaji Hunawale	PTA Representative	
21.	Mr. Vipul Ghemud	Alumni Representative	
22.	Mr. Ganesh Khutwad	Student Representative	