



The Poona Gujarati Kelavani Mandal's
Haribhai V. Desai College
 of Arts, Science, and Commerce
 596, Behind Shaniwar Wada, Budhwar Peth, Pune, Maharashtra 411002.



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting and Action Taken Report

IQAC Core Committee Members Meeting was conducted on Friday, 17 March 2023 at 2.00 pm in the Conference Room of the College.

The following members were present for the meeting.

Sr. No.	Name of Member	Designation
1	Shri. Hemantbhai Maniar	Invitee- Secretary, PGK Mandal
2	Shri. Pramodbhai G. Shah	Management Member
3	Shri. Dilipbhai Jagad	Joint Secretary, PGK Mandal
4	Shri. Anujbhai C. Gandhi	Industrialist
5	Dr. Rajendra Gurao	Principal and Chairman of IQAC
6	Dr. Sagar Jagtap	IQAC Coordinator
7	Dr. Mrs. Rajashree Patwardhan	Vice-Principal -Science
8	Dr. Mrs. Neeta Bokil	Vice-Principal -Arts
9	Dr. Mrs. Vidya Mithare	Vice-Principal -Commerce
10	Dr. Shriprakash Soni	Vice-Principal-SFU
11	Dr. Shradha Prasad	Teacher Representative
12	Mr. Santosh P. Khajindar	Teacher Representative
13	Mr. Pramod Shelar	Teacher Representative
13	Ms. Jyoti Kanse	Teacher Representative
14	Mr. Narendra Deore	Teacher Representative
15	Mr. Bhushan Shah	Teacher Representative

Minutes:

Dr. Sagar Jagtap, IQAC coordinator welcomed Shri. Hemantbhai Maniar, Secretary PGK Mandal, Shri. Dilipbhai Jagad, Joint Secretary PGK Mandal, Shri. Pramodbhai Shah, Management Member and Shri. Anujbhai Gandhi, Industrialist and all IQAC Committee Members.

Agenda No. 1: Information on IQAC initiatives and various activities/programmes conducted.

Discussion:

Dr. Rajendra Gurao, Principal and Chairman of the meeting requested all Vice-Principals to give a brief review of activities conducted in 2022-23 till date.

- 1.1 Dr. Neeta Bokil, Vice-Principal represented Arts Faculty by listing out various major activities such as Heritage Walk, Course on Modi Lipi and English Grammar, Mock Parliament, Street Play, and Quiz Competition to mention a few. She also highlighted HVD's Research Waves-a book written by students and edited by the department of English.
- 1.2 Dr. Rajashree Patwardhan, Vice-Principal represented Science Faculty by listing out major events such as the college received 3rd prize for Green College Clean College at the National and District Level, Ramnadi Restoration activity of making floating beds for water analysis through the Kirloskar Vasundhara, Science Day Celebration by Poster Presentation and Exhibition, Scientific Skill Training Programme, Guest Lecture on 'Radiation' by Physics Department, Activity on Nirmalaya Compost, Quiz Competition on Pie-Day to mention a few.



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- 1.3 Dr. Vidya Mithare, Vice-Principal represented the Commerce Faculty by highlighting major activities conducted such as the trade fair, various guest lectures under the capacity building, currency exhibition with GPO, and various pre-placement counselling sessions for enhancing employability skills amongst students.
- 1.4 Dr. Shriprakash Soni represented Self-Finance Unit by focusing on Admission Status, Induction Programme, Alumni Meet, Soldering Workshop, Various Environmental Initiatives undertaken in collaboration with NGOs, a Seminar on Budget Analysis, Visit to Katraj Dairy to name a few.

In view of the above, a suggestion is received from Shri. Hemantbhai Maniar, Secretary, The PGK Mandal and Shri. Anujbhai Gandhi, an Industry expert that activities carried out during a period should be presented in a meeting.

Resolution No. 1:

It was unanimously resolved that an E-mail of various activities carried out during a period in chronological order should be sent to IQAC (iqac@hvdesaicollege.edu.in) immediately after the activity. The compiled list of college activities in hard copy should be presented in an IQAC meeting.

Agenda No. 2: AQAR 2021-22 Approval.

Discussion:

- 2.1 AQAR 2021-22 was reviewed by all IQAC committee members and the same will be approved for online submission in the coming week along with suggestions if any.
- 2.2 Shri. Pramodbhai Shah – Management Member suggested while designing each programme Consciousness, Consistent, Catalyst and Assurance are required. He highlighted the importance of IQAC and also suggested that a review meeting of IQAC needs to be conducted at least on a quarterly basis. He emphasized the significance of maintenance of the document of each activity as the document is measurable. He also suggested that the college should take the initiative for a greater number of Ph.D. Scholars awarded from our research centre.
- 2.3 Shri. Anujbhai Gandhi, Industrialist highlighted the importance of certified courses in English and Foreign Languages and projects on solar and recycling.
- 2.4 Shri. Hemantbhai Maniar recommended availing PGKM ground for Haribhai V. Desai College students for participating in various sports events and also showing the same in our AQAR and SSR.

Agenda No. 3: Requirement of Software for online submission of AQAR, NIRF, AISHE etc.

Discussion:

A proposal for software purchase for AQAR, NIRF, AISHE etc. reports was put forth by Dr. Sagar Jagtap and was approved by the IQAC members. Shri. Pramodbhai Shah – Management Member shared that PGK Mandal is also planning to purchase the ERP Software at the central level for all the units of Mandal.

Resolution No. 2:

It was unanimously decided that in the meantime PGK Mandal purchases the ERP Software at the central level, quotations shall be invited and demos to be conducted of such software available in the market.

Agenda No. 4: Formation of Research and Development Cell, Incubation Cell, Placement Cell and Grievance Redressal Cell.



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Discussion:

The formation of major cells like the Research and Development Cell, Incubation Cell, Placement Cell and Grievance Redressal Cell, and NEP 2020 Implementation Cell as per the NAAC Guidelines were proposed by Principal Dr. Rajendra Gurao and approved the same in joint consultation with all the members of IQAC.

Agenda No. 5: Planning for NAAC 4th Cycle and Implementation of NEP 2020.

Discussion:

The College should start the preparation for writing the upcoming SSR of NAAC. The workshop on the Implementation of NEP 2020 for all teaching staff is proposed to be organized in the coming Academic Year.

Resolution No. 3:

It was unanimously decided that the present IQAC Committee will work on AQAR 2022-23 and a separate committee will be formed under the guidance of Mr. Peeyush Pahade, which will work on the writing of SSR of the upcoming 4th Cycle of NAAC.

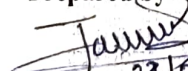
Agenda No. 6: Any other important issues with the permission of the Chair.

Discussion:

- 6.1 Dr. Sagar Jagtap, Coordinator, IQAC proposed that more activities need to be conducted related to Industry-Academia Collaboration, Alumni Contribution and activities such as workshops on Research Methodology, Ph.D. Coursework, Conferences for Ph.D. students etc.
- 6.2 As per the request of Principal Dr. Rajendra Gurao, Secretary Shri. Hemantbhai Maniar – PGK Mandal launched the Online Poster of the Desai Karandak 2022-23.
- 6.3 IQAC members suggested that MOUs need to be implemented rigorously.
- 6.4 A Leave of absence was granted to Mr. Bhaskar Kulkarni - Non-teaching Staff Representative, Parent Representative, Alumni Representative, and Student Representative.

The meeting ended with a formal Vote of Thanks proposed by Ms. Jyoti Kanse.

Prepared by


23/03/2023
Dr. Sagar Jagtap
IQAC Coordinator



Approved by


Prof. Dr. Rajendra Gurao
Principal



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Action Taken Report

Resolution No. 1:

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Primary Responsibility: Dr. Sagar Jagtap
Supportive Responsibility: All Vice Principals and HODs
Indicative Deadline: 31st March 2023
Current Status: Implemented

Resolution No. 2:

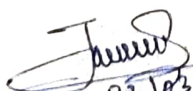
It was unanimously decided that in the meantime PGK Mandal purchases the ERP Software at the central level, quotations shall be invited and demos to be conducted of such software available in the market.

Primary Responsibility: Dr. Sagar Jagtap
Supportive Responsibility: Ms. Jyoti Kanse
Indicative Deadline: 31st May 2023
Current Status: In Progress.

Resolution No. 3:

It was unanimously decided that the present IQAC Committee will work on AQAR 2022-23 and a separate committee will be formed under the guidance of Mr. Peeyush Pahade, which will work on the writing of SSR of the upcoming 4th Cycle of NAAC.

Primary Responsibility: Mr. Peeyush Pahade
Supportive Responsibility: Dr. Sagar Jagtap
Indicative Deadline: 31st March 2023
Current Status: In Progress.


23/03/2023
Dr. Sagar Jagtap
IQAC Coordinator




Prof. Dr. Rajendra Gurao
Principal