



**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: 23.02.2022

IQAC MEETING ON AQAR 2022 SUBMISSION


All teaching staff members of Commerce, Arts, Science and Self finance unit are hereby informed that IQAC meeting related to AQAR 2022 submission will be conducted on **Friday, 25th February, 2022 at 11.00 am in Commerce lab.** Attendance is compulsory for all UG and PG teaching staff members.

Agenda:

1. Criteria wise information to be uploaded in excel sheets
2. Presentations by NAAC Criteria heads (10 min each)
3. Technical difficulties, if any


23/02/2022
Dr. Sagar Jagtap
IQAC Coordinator




Dr. Ganesh Raut
Principal

PRINCIPAL
Haribhai V. Desai
College (Commerce, Arts Science)
Pune-411 002.



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Date: 03.03.2022

Minutes of IQAC Meeting held on 25th February, 2022

Dr. Sagar Jagtap, IQAC coordinator initiated the meeting at 11:00 am with welcome of all the teaching staff and provided the agenda of meeting.

1. Dr. Sagar Jagtap introduced the core committee members and criteria heads.
2. Guidelines for all teaching staff by Dr. Jagtap with the permission of principal sir.
 - a. Present Criteria heads will remain continue till next NAAC Visit.
 - b. The Criteria heads will play important role in collection of documents required for AQAR/SSR and its verification. Based on these documents, AQAR and SSR will be filled and submitted to NAAC by college IQAC.
 - c. Henceforth, if compulsory remark mentioned on IQAC meeting notice then it will be mandatory for all teaching staff members except C.H.B. (Non-teaching staff if required). List of absent staff member/s will be forwarded to Principal for further action.
 - d. All heads should prepare and maintain year wise **departmental files** (hard copy) for the NAAC accreditation period (Sep 2018 to onwards). IQAC may ask any document any time during the academic year.
 - e. All HODs should prepare **departmental presentations** for the upcoming NAAC visit.(From Sep 2018 - Till date)
 - i. Departmental presentations will be scheduled in first week of April.
 - ii. Henceforth, departmental presentations will be conducted every year.
 - f. It is recommended by IAQC that all teaching staff members should remain **present for minimum 5 hours in college premises.**

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3. Dr. Y. M. Mithare had given guidelines regarding activity planning and documentation.
4. Prin. Dr. G. D Raut addressed teaching staff regarding the importance of documentation.
5. Mr. P.V. Shelar given the technical guidelines regarding how to prepare PDF of supporting documents and share files links through google drive.
6. All criteria heads given the guidelines regarding how to fill summary excel sheet data required for AQAR 2020-21 except criteria II guidelines as criteria head Dr. Vikram Pandit was absent.
7. Dr. Vidya Mithare (Criteria V) and Dr. Kavita Vaswani (Criteria VII) were busy in college examination and taken the responsibility to complete criteria documentation and submit to IQAC within the given deadline.
8. All departments/individuals will fill and submit AQAR 2020-21 information in excel sheet **on or before 5th March 2022.**
9. Criteria heads will verify the information and corresponding supporting documents and submit detail report to **IQAC by 8th March 2022.**
10. Vote of Thanks by Dr. S. S. Jagtap.


3/03/2022
Dr. Sagar S. Jagtap

IQAC Coordinator




Dr. Ganesh D. Raut
Principal





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Date: 23rd March, 2022

Internal Quality Assurance Cell (IQAC)

This is to inform all members of Internal Quality Assurance Cell (IQAC) that an important meeting is scheduled on 28th March 2022 at 04:00 PM.

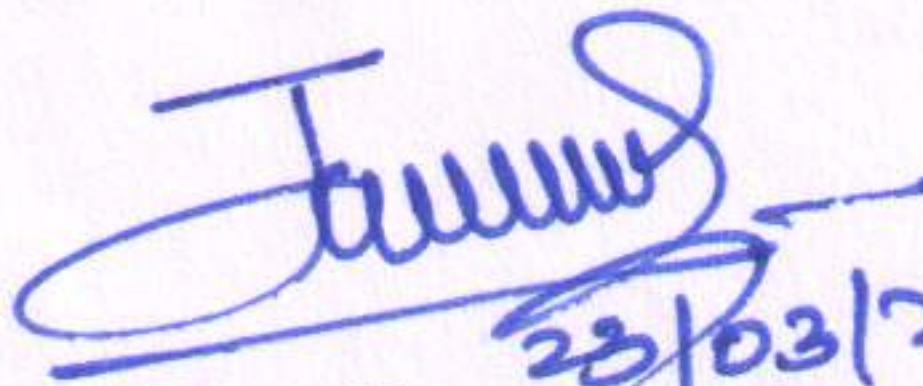
The agenda of meeting is given bellow.

1. AQAR 2020-2021 approval.
2. Implementation of action plan 2020-2021.
3. Any other important issues.

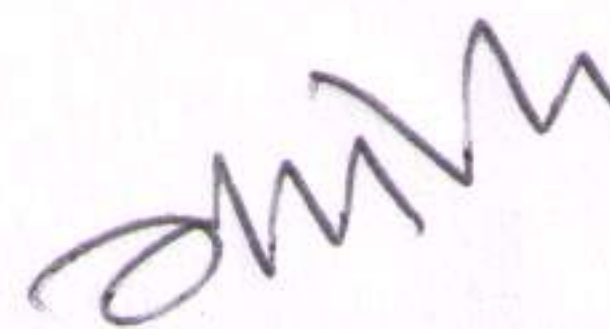
Date and Time of meeting: 28th March 2022 at 4:00 pm

Venue: Conference Hall, Ground Floor

Thank you.


23/03/2022
Dr. Sagar Jagtap
IQAC Coordinator




Dr. Ganesh Raut
Principal
Officiating Principal
H. V. Desai College,
(Commerce, Arts, Science)
Pune-2.



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Internal Quality Assurance Cell (IQAC)

Committee

Sr. No.	Name of Member	Designation	Contact Number	Email
1.	Dr. Ganesh D. Raut	Chairman	8459772018	gdrauthistory@gmail.com
2.	Dr. Sagar S. Jagtap	IQAC Coordinator	9637742328	ssjagtap83@gmail.com
3.	Dr. Mrs. R. B. Patwardhan	Teacher Representative	9422015045	dr.rbpatwardhan@gmail.com
4.	Dr. Mrs. Neeta Bokil	Teacher Representative	9422305480	neetabokil@gmail.com
5.	Mr. Pramod Shelar	Teacher Representative	8855033263	pramods81@gmail.com
6.	Mrs. Shraddha Prasad	Teacher Representative	9096859042	shradhajaiprasad@gmail.com
7.	Mr. Santosh P. Khajindar	Teacher Representative	7385645027	santoshpkhajindar@gmail.com
8.	Ms. Jyoti Kanse	Teacher Representative	8149210006	jyotikanse@gmail.com
9.	Mr. Narendra Deore	Teacher Representative	9766705885	nvdeore@gmail.com
10.	Mr. Bhushan Shah	Teacher Representative	9422233331	bhushanshah53@gmail.com
11.	Shri. Pramodbhai G. Shah	Management Member	9423567045	shahpramodg@gmail.com
12.	Shri. Bhaskar V. Kulkarni	Member	9881333373	bhaskarkulkarni2@gmail.com
13.	Shri. Rajeshbhai H. Shah	Nominee Local Society	9822025999	shahrajesh21@gmail.com
14.	Mr. Ganesh Khutwad	Student Representative	7588943371	khutwad70@gmail.com
15.	Mr. Vipul Ghemud	Alumni Representative	8446140471	vipul.ghemud@gmail.com
16.	Shri. Anujbhai C. Gandhi	Industrialist	9822017181	anujgandhi11@gmail.com
17.	Dr. Vijay Shirgurkar	Industrialist	9890488061	vijay.pvenergy@gmail.com
18.	Shri Sambhaji Hunawale	PTA Representative	8698750514	sambhajihonawale@gmail.com

Dr. Sagar Jagtap
IQAC Coordinator



Dr. Ganesh Raut
Official Principal
H. V. Desai College,
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Date:- 28/03/2022

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. Rajeshbhai H. Shah	Nominee Local Society	
4.	Shri. Anujbhai C. Gandhi	Industrialist	
5.	Dr. Ganesh D. Raut	Chairman	
6.	Dr. Sagar S. Jagtap	IQAC Coordinator	
7.	Dr. Mrs. R. B. Patwardhan	Teacher Representative	
8.	Dr. Mrs. Neeta Bokil	Teacher Representative	
9.	Mr. Pramod Shelar	Teacher Representative	
10.	Mrs. Shraddha Prasad	Teacher Representative	
11.	Mr. Santosh P. Khajindar	Teacher Representative	
12.	Ms. Jyoti Kanse	Teacher Representative	
13.	Mr. Narendra Deore	Teacher Representative	
14.	Mr. Bhushan Shah	Teacher Representative	
15.	Shri. Bhaskar V. Kulkarni	Member	
16.	Dr. Vijay Shirgurkar	Industrialist	
17.	Shri Sambhaji Hunawale	PTA Representative	
18.	Mr. Vipul Ghemud	Alumni Representative	
19.	Mr. Ganesh Khutwad	Student Representative	

P.G.K Mandal's

Haribhai V.Desai College, Pune

Minutes of the Meeting of the Internal Quality Assurance Cell

Monday 28th March, 2022 at 4.00 pm –Venue -Conference Hall

Members Present:

Sr.No	Name	Designation
1	Shri Hemantbhai Maniyar	Secretary, P.G.K Mandal
2	Shri Pramodbhai G.Shah	Management Representative
3	Dr.Ganesh Raut	Principal
4	Shri Rajeshbhai H.Shah	Local Society Nominee
5	Mr.Ganesh Khutwad	Alumni Nominee
6	Shri Anujbhai C.Gandhi	Industrialist/Employer Nominee
7	Shri Vijay Shirudkar	Industrialist Nominee
7	Dr.Neeta Bokil	Vice Principal
8	Dr.Sagar Jagtap	Coordinator
9	Mr.Santosh Khajindar	Librarian
10	Dr.Shradha Prasad	Member
11	Mr.Pramod Shelar	Member
12	Mrs.Jyoti Kanse	Member
13	Mr.Bhushan Shah	Member
14	Mr.Narendra Deore	Member

Leave of Absence:

1. Mr.Shailendra Kamble
2. Dr.Rajshree Patwardhan

The meeting was held on 28th March, 2022 at 4:00 pm in conference hall. Minutes of the meeting are as follows:

1. The Principal apprised the members of the progress being made in the academics after the formation of the new IQAC Committee.
2. The members were informed about the ongoing process of the preparation of the Annual Quality Assurance Report for submission to NAAC for the academic year 2020-21.

3. In view of the above, AQAR Report 2020-21 prepared was circulated among members for seeking their inputs for approval.
4. Each Criterion was briefly presented by IQAC Coordinator to all members.
5. A few suggestions for minor changes were made and the Principal and Coordinator of IQAC were authorized to make necessary changes and proceed with the submission.
6. IQAC has recommended conducting energy, green and environment audit.
7. Important points to bring out on industry-academia collaboration were discussed.
8. Digitization of IQAC documentation process using advance software and e-content development facility will be established in coming year.
9. The meeting was ended with a vote of thanks to the Chair.


Dr. Sagar Jagtap

Coordinator, IQAC




Dr. Ganesh Raut

~~Principal~~
H. V. Desai College,
(Commerce, Arts, Science)
Pune-2.