

Deccan Education Society's

Brihan Maharashtra College of Commerce, Pune-04.

IQAC

Minutes of the Meeting

Meeting Date: 25.01.2019

Meeting Time: 10.30 to 11.30

Meeting held at: Library meeting room

Following members attended the meeting:

Sr. No. Name

1. Dr. J.R.Lanjekar
2. Dr. S. V. Waghmare
3. Dr. Ashish Puranik
4. Dr. G. K. Bengale
5. Dr. P. V. Sathe
6. Bharati Upadhye
7. Vinaya Hasamnis
8. Dr. Rajashri Gokhale
9. Dr. Deepak Powdel
10. Dr. R. P. Kuchekar
11. Manjusha Gokhale
12. Preeti Rajguru
13. Dr. Varsha Deshpande
14. Dr. S. H. Nirmale
15. Shri. S. G. Gosavi
16. Kalyani Shintre

Declared Agenda of the meeting:

1. To discuss and identify activities /processes to be initiated in the college as required for NAAC assessment in criterion 4 to 7 of NAAC new format.
2. To allocate the same to faculty members and develop systems for data collection.
3. Any other matter with the permission of the Chair

This meeting was in continuation of the meeting conducted on 17th January 2019. Following points were discussed and decided:

1. After considering the requirements of infrastructure as suggested by NAAC in criterion 4 it was felt that a studio for e-learning be set up in the college. Dr. Puranik conveyed to all the faculty members that a proposal has been prepared and that it be placed in the next CDC meeting for approval. The next CDC meeting is scheduled on 9th February, 2019
2. Automation of library was discussed at length. It was decided that Dr. Waghmare-faculty in charge of library and Shri. Salve to look into the same. It was decided that

a meeting of library committee with ERP team will be conducted shortly to resolve the pending issues and expedite the process of automation.

3. Shri. Gosavi ,Registrar of BMCC was allocated the responsibility of maintenance of campus infrastructure. The issue of cleaning of classrooms was discussed and it was decided that Shri. Gosavi will conduct a meeting with class IV staff to allocate classrooms to each peon. It was also decided that a chart showing allocation of classrooms to peons will be displayed for all in the office. It was also decided that records of AMCs etc. be made available for documentation.
4. It was decided that for capability enhancement activities like competitive examination cell, career counselling, remedial coaching, soft skills development, language lab, Yoga and meditation, personal counselling etc. proper systems be developed which will explain the composition of the cell, number of students registered, orientation lecture conducted, activities conducted, number of students benefited ,outcome achieved. Record of each of these activities including minutes of the meetings conducted is kept as a part of documentation by each faculty in charge. Data of students who have passed competitive examinations and data of student progression to higher studies/career are maintained.
5. It was decided that a web portal be developed for tapping the alumni of the college. Their feedback and progression to be availed through the portal .Dr. Rajashri Gokhale, Dr. Bengale,Ms. Bharati Upadhye and Ms.Vinaya Hasamnis to engage with the alumni .
6. Regular meetings of Anti-ragging cell, committee for redressal of complaints under sexual harassment be conducted. It was decided that Prof. Preeti Rajguru will be in charge of these committees

The meeting concluded with a vote of thanks to the Chair.

Dr.Varsha Deshpande

IQAC Coordinator

Action Taken report

Sr	Activity	Action Taken
1	Setting up of studio for e-learning	Proposal under consideration
2	Library Automation	E-books access in association with Pearson India made available to faculty members
3	Campus Infrastructure Maintenance	Detailed plan to be prepared and necessary action to be taken
4	Capability Enhancement Activities	Majority activities initiated and remaining to be initiated from the next Academic Year
5.	Web Portal for Alumni Association	Placed in CDC meeting
6	Sexual Harassment complaints Redressal Committee/Anti-Ragging Committee	Committees constituted and meetings are conducted on a regular basis