



Indrayani Vidya Mandir's

INDRAYANI MAHAVIDYALAYA

(Id No. SPU/PN/AC020/1968)

Talegaon Chakan Road, Talegaon Dabhade, Tal. Maval, Dist. Pune 410 507

Tel. : Office : (02114) 222225 E-mail : indrayanicollege@gmail.com Website : indrayanicollege.com

Vice President : Mr. Gorakhnath Kalokhe

President : Mr. Ramdas Kakade

Mr. Deepak Shah

Treasurer : Mr. Shailesh Shah

Secretary : Mr. Chandrakant Shete

Ref. No. : I.M.V/2023-24/178

Date : 21/8/23

Meeting Notice

Internal Quality Assurance Cell (IQAC)

All the Faculty members of Arts, Commerce, Science, BBA, BBA-CA are hereby notified that IQAC's 1st meeting is scheduled on Tuesday dated 22nd August 2023, at 11.30 am. All are informed to attend the same.

in mpsc Hall

Dr.S.S.Mengal
Co-ordinator
I. Q. A. C.

Indrayani Mahavidyalaya
Talegaon Dabhade

Dr.S.K.Malghe

PRINCIPAL
INDRAYANI MAHAVIDYALAYA
Talegaon (Dabhade)

Agenda of the Meeting

- 1) To read & confirm the minutes of previous meeting.
- 2) Introduction of IQAC members & attendees.
- 3) Overview of the purpose, goals & functions of the IQAC.
- 4) Discussion on the institution's quality assurance Policies & procedures.
- 5) Review of the previous academic year's performance & achievements.
- 6) Discussion on any challenges or issues faced by the institution/ Department.
- 7) Planning for the upcoming academic year, including proposed improvements & initiatives.
- 8) Setting up subcommittees & task forces to work on specific quality enhancement projects.
- 9) Allocation of responsibilities & tasks to IQAC members.
- 10) Proposed timeline for the implementation of quality enhancement measures.
- 11) Any other matters relevant to improving the institution's academic quality.

Minutes of Meeting

The First IQAC meeting of academic year 2023-24 was conducted on 22th August 2023 in MPSC hall at 11.30 am. The Chairperson Principal Dr.S.K. Malghe welcomed the members followed by a review of previous meeting.

Sr. No.	Agenda	Resolution
1	To read & confirm the minutes of previous meeting	The meeting commenced at 11:30, chaired by principal Dr. S.K. Malghe. All criteria heads introduced themselves & provide basic information about their respective criterion. The chairperson then welcomed all attendees & highlighted the significance of their roles within the IQAC. It was emphasized that the collective expertise of the members would play a pivotal role in ensuring the institution's continuous improvement.
2	Introduction of IQAC members & attendees	In his opening remark IQAC coordinator emphasized that the primary purpose of the IQAC is to ensure & enhance the quality of education & overall academic performance in the institution. It acts as a driving force for continuous improvement & growth. He also elaborated goals and functions of IQAC in details.
3	Overview of the purpose, goals & functions of the IQAC.	IQAC coordinator led a detailed discussion on the institution's existing quality assurance policies & procedures. He outlined the current quality assurance policies & procedures that are in place within the institutions. It was highlighted that these policies aim to ensure consistency, transparency & excellence in all academic & administrative activities. The IQAC members engaged in an open discussion regarding the effectiveness of the existing quality assurance policies. The chairperson emphasized the importance of aligning the institution's quality assurance policies with the standard set by accrediting bodies.
4	Discussion on the institution's quality assurance Policies & procedures.	Dr. S.S. Mengal provided an overview of the institution's academic goals for the upcoming years. These goals included <ul style="list-style-type: none">• Enhance student learning outcomes through innovative teaching methodologies.• Expanding research and publication opportunities for faculty members.• Strengthening academic support services for


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		<p>student's including counselling, career guidance & placements.</p> <ul style="list-style-type: none"> • He also discussed the institutions administrative goals, which encompassed. • Implementing sustainable practices for resource management & maintenance. • Enhancing productivity among different administrative departments. • It was highlighted that both academic and administrative goals are aligned with the institution's long-term vision & mission. This alignment ensures that all efforts contribute to the institution's overall growth and quality enhancement.
5	Review of the previous academic year's performance & achievements.	<p>All head of departments presented an overview of the departmental academic achievements from the previous academic year, which include –</p> <ul style="list-style-type: none"> • Number of research papers published by faculty members. • Participation and organization in academic competitions and conferences. <p>Some quality enhancement initiatives were outlined, the initiatives like-</p> <ul style="list-style-type: none"> • Introduction of student feedback mechanism for course evaluation. • Faculty development programs & workshops focused on enhancing teaching skills. <p>The chairpersons highlighted the significance of reviewing the institution's performance and achievements from the previous academic year.</p>
6	Discussion on any challenges or issues faced by the institution/ Department.	<p>IQAC coordinator introduced the agenda item by acknowledging the importance of addressing challenges and issues faced by the departments. Members were invited to share challenges & issues they had identified within the departments. These could pertain to academic administrative, technological or any other relevant area. An open and collaborative discussion ensued, during which various challenges were brought up including</p> <p>Insufficient integration of technology in teaching learning process.</p> <ul style="list-style-type: none"> • Limited access to updated educational resources. • Student engagement and retention issues. • Administrative bottlenecks affecting efficiency.


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		<ul style="list-style-type: none"> • Communication gaps between departments & IQAC. <p>The discussion transitioned into brainstorming potential solutions to address the identified challenges. Members and chairpersons shared insights and suggestions on how to overcome these obstacles effectively. It was highlighted that collaboration and collective effort are key to finding viable solutions.</p>
7	Planning for the upcoming academic year, including proposed improvements & initiatives.	<p>The chairperson initiated the agenda items by emphasizing the significance of planning for the upcoming academic year. He presented proposed improvement & initiatives for the upcoming academic year. The following were discussed-</p> <ul style="list-style-type: none"> • Introducing new course or programs based on industry demands. • Expanding research collaboration and partnerships. • Strengthening student support services & extra-curricular activities. • Conducting faculty development programs on emerging pedagogical practices. <p>The IQAC members deliberated assigning responsibilities for each initiative. Collaborative efforts among departments and teams were encouraged. Suggestions for modifications or enhancement were welcomed.</p>
8	Setting up subcommittees & task forces to work on specific quality enhancement projects.	<p>IQAC coordinator introduced the agenda item by emphasizing the need for focused efforts on specific quality enhancement projects. The chairperson explained subcommittees or task forces allow for dedicated attention to different aspects of quality enhancement. IQAC members discussed & agreed upon the creation of various committees & task forces to oversee specific projects. He also explained that each committee will consist of members with relevant expertise & interests. The role & responsibility of major committee were outlined. This included defining the scope of work, setting objectives, developing action plans & reporting progress to the IQAC. A timeline for each program report was established, with key milestones identified. Regular progress updates & reporting mechanisms were discussed to ensure effective monitoring.</p>


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9	Allocation of responsibilities & tasks to IQAC members.	The chairperson led the discussion on allocating responsibilities & tasks to IQAC members to ensure effective implementation of quality enhancement initiatives IQAC coordinator briefly reviewed the quality enhancement projects discussed earlier highlighting the specific goals & outcomes associated with each project. IQAC members were invited to share their skills & expertise & interest that could contribute to the successful execution of different world. Based on the skill & preferences of IQAC members, responsibilities & tasks were allocated for each project. The aim was to ensure that each member's strengths are utilized effectively.
10	Proposed timeline for the implementation of quality enhancement measures.	IQAC coordinator introduced the agenda item by stressing the importance of a well-defined time line for the successful implementation of quality enhancement measures. A Brief overview of the quality enhancement measures that have been discussed & planned was provided to set the context for the proposed timeline. The IQAC members discussed the need for clear communication regarding timeline, progress updates & any changed that may arise during implementation.
11	Any other matters relevant to improving the institution's academic quality.	As there was no any other subject to discuss the meeting ended by the vote of thanks.


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Talegaon (Dabhade)

IQAC Meeting for Academic session 2023-24 was held on Tuesday,
22nd August 2023. Following Members were Present for the Meeting

Present Members

Sr.No	Name of the Member	Designation	Signature
1	Dr S K Mangle	Principal	
1	K.V. Adhy	Asst-Prof	
2.	Mukti Bafong	Asst Prof.	Mukti
3.	Y.S. Dahiblate	Asst-Prof	
4.	Sujata phadtare	Asst-Prof	Shadtare
5.	Mrs. R.N. Chaudankar	Asst. Professor.	
6.	C.M.Kashid	Asst. Prof.	
7.	D. B. Pethe	HOD Dept. of English	
8.	Snehal Masurkar	Asst. Prof.	
9.	Tejaswi. Shrinivas	Asst. Prof	
10.	Aishwarya Shinde.	Asst. Prof.	
11.	P. B. Galwe.	Asst. Prof.	
12.	Archana Jagtap	Asst. Prof.	
13.	Mrs. D.P Sawant	Asst. Prof	
14.	Mrs. A. M. Sherkar	Asst. Prof	
15	Dr. Archana S. Jadhav	Asst. Prof.	
16	Asst Prof. R.R. Bhasale	Asst. Prof.	Bhasale
17	Prof. D.P. Kakade	Asst. Professor	
18	S.H. Chandanshive	Asst. Professor	

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19.	Asst. Prof. A. V. Kale	
20	Ataknanda Matade.	<u>Am</u>
21)	Dr. Pramod S. Barade	<u>Pe Barade</u>
22	M ^r V Khandave	<u>V</u>
23.	Dr. Madhukar Deshmukh	<u>Dr. Madhukar Deshmukh</u>
24.	Mr. R. K. Nagalgaon	<u>R.K.</u>
25	S. B. Khandge	<u>S</u>
26	Dr. Satjam Sanap	<u>S Sanap</u>
27.	Dr V.R. Khandare	<u>V.R.</u>
28	Prasanna A Nene	<u>PANENE</u>
29	Dr. Tharkude Suresh	<u>S Tharkude</u>
30	Prof. R. S. Athavale	<u>R.S.</u>
31	Dr. S. R. Kamble	<u>S.R.</u>
32	Dr. S. S. Mengal	<u>S.S.</u>
	<u>S.S.</u>	
	Co-ordinator I. Q. A. C.	
	Indrayani Mahavidyalaya Talegaon Dabhade	<u>S.S.</u>
		PRINCIPAL INDRAYANI MAHAVIDYALAYA Talegaon (Dabhade)



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President : Mr. Ramdas Kakade

Secretary : Mr. Chandrakant Shete

Ref. No. : I.M.V / 2023-24 /

Date : 13/09/2023

Meeting Notice

Internal Quality Assurance Cell (IQAC)

All the criteria heads & department heads are hereby informed that IQAC has scheduled a meeting on 16/09/2023 in the conference hall at 12.30 pm. All are informed to attend the same.

Dr. S.S. Mengal
Co-ordinator
I. Q. A. C.
Indrayani Mahavidyalaya
Talegaon Dabhade

Dr. S.K. Malghe
PRINCIPAL
INDRAYANI MAHAVIDYALAYA
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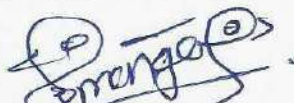
Agenda of the Meeting

1. Submission of Departmental report of A.Y. 2022-23
2. Mentor-Mentee report, slow & advanced learners.
3. Discussion on to innovative activities organized by the department.
4. Review of ICT tools used by the department.
5. Review of departmental website.
6. Submission of appraisal formed the A.Y. 2022-23.
7. Any other subject.

Minutes of Meeting

The Second IQAC meeting of academic year 2023-24 was conducted on 16th September 2023 in Conference Hall at 12.30 am, chaired by Principal Dr.S.K. Malghe. IQAC coordinator welcomed all the attendance.

Sr. No.	Agenda	Resolution
1	Submission of Departmental report of A.Y. 2022-23	The minutes of the previous meeting were read & confirmed by all the members. The chairperson introduced the agenda item, emphasizing the significance of the departmental reports in assessing & improving the institution's performance. He also highlighted that departmental reports play a crucial role in providing insights into each department's achievements, challenges & future plans. It was reiterated that the deadline for submitting departmental reports is 30th November 2023 . Departments were reminded of the importance of timely submission. IQAC coordinator briefly outlined to required contents of the reports, emphasizing the need of accurate & comprehensive information regarding departmental activities, achievements, challenges, local & proposed strategies for improvement.
2	Mentor-Mentee report, slow & advanced learners.	The chairperson commenced the discussion on several important topics related to student progress & membership. 1.Mentor Mentee Report: The importance of mentor-mentee relationships in student development was highlighted. All the participants discussed the status of mentor-mentee report & the need for regular updates on the progress of this relationship. 2.Slow learners, advance learners report: IQAC coordinator emphasized the institutions commitment to supporting slow learners & advanced learners ensuring they receive adequate resources & personalized attention. Mentors are informed to provide regular updates on mentor-mentee relationship to the IQAC.
3	Discussion on to innovative activities organized by the	The chairperson initiated a discussion on the innovative activities organized by various departments within the institution. Head of the department discuss innovative activities, events they have organized or planning to conduct. Departments


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	department.	were encouraged to share successful strategies, challenges during the planning & execution of innovative activities.
4	Review of ICT tools used by the department.	The chairperson initiated the discussion on the ICT tools currently utilized by the department. Department representatives provided an overview of the ICT tools regularly employed within their departments for teaching, administrative tasks, research & communication. Departments shared challenges encountered while using these ICT tools suggesting exploring new tools or enhancements to existing ones were encouraged.
5	Review of departmental website.	The chairperson initiated the discussion on the departmental & college website emphasizing the importance of an effective online presence. Emphasis was placed on ensuring that information is up to date, comprehensive & aligned with the department's Objectives. Members provided constructive feedback & recommendations for enhancing the departmental website & college website, addressing any identified shortcomings or areas for improvement.
6	Submission of appraisal forms for the A.Y. 2022-23.	The significance of the teacher appraisal forms in assessing faculty performance, identifying strengths, areas for improvement & professional development planning was highlighted. Members were encouraged to provide feedback on the current appraisal process, seeking suggestions for improvement in the appraisal structure or assessment criteria.
7	Any other subject.	As there was no other subject to discuss the meeting ended by the vote of thanks.


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Secretary : Mr. Chandrakant Shete

Ref. No. : I.M.V/2023-24/257

Date : 07/10/23

Internal Quality Assurance Cell (IQAC)

Notice

All the criteria Heads & Head of the departments are hereby informed that IQAC's 3rd meeting scheduled on 7th October 2023 at 12:30PM. In the meeting hall near principal's office. All are requested to attend the same.

Dr.S.S. Mengal

Co-ordinator

I. Q. A. C.

**Indrayani Mahavidyalaya
Talegaon Dabhade**

Dr.S.K. Malghe

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**INDRAYANI MAHAVIDYALAYA
Talegaon (Dabhade)**

Agenda of the Meeting

1. Submission of Annual Report.
2. To maintain record of Mentor & Mentee (A.Y. 2023-24)
3. Departmental academic audit.
4. Criterion wise IQAC work.
5. Formation of a committee to assign work to the academic committees.
6. Work status of the departmental website & college website.
7. Faculty wise parent-teacher meet.
8. Review of academic calendar.
9. Any other subject.

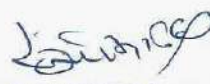
Minutes of Meeting

The third IQAC meeting of academic year 2023-24 was conducted on 7th October 2023, in the meeting hall near principal's office at 12.30 pm. The Chairperson Principal Dr.S.K. Malghe welcomed the members followed by a review of previous meeting.

Sr. No.	Agenda	Resolution
1	Submission of Annual Report.	The meeting commenced at 12.30pm chaired by the Pri. Dr. S.K. Malghe. All criteria heads provided basic information about their respective criterion. The chairperson then welcomed all attendance & highlighted the significance of their role in IQAC. After that he initiated the discussion on the submission of the departmental annual report. The meeting emphasized the deadline for the submission of the departmental annual report, stressing the importance of a comprehensive and timely submission. Department were reminded of the required contents of the annual report, including achievements, challenges faced, activities conducted, outcomes & future plans.
2	To maintain record of Mentor & Mentee (A.Y. 2023-24)	IQAC coordinator introduced the agenda item by stressing the importance of well- structured mentorship documentation. All the participants discussed the status of mentor-mentee report. Discussion revolved around the structure, guidelines & expectation for both mentors & mentees participating in the program.
3	Departmental academic audit.	Departmental Academic Audit: The meeting highlighted the primary objective of the academic audit which includes assessing the departments adherence to academic standards, curriculum relevance output & overall academic performance. The proposed process for conducting the academic audit, including the timeline, responsibilities of individuals, data collection methods & evaluation criteria was discussed.
4	Criterion wise IQAC work.	The chairperson proceeds the session by inviting updates from the criterion heads regarding their respective criteria. 1. Prof. Nene provided an update ongoing curriculum review processed, highlighting progress made, challenges encountered & proposed timeline for completion. 2. Prof. Dipti Pethe reported on teaching, learning & evaluation, innovations in teaching, methodologies student feedback, mechanisms & any planned improvements. 3. Dr. Mengal presented the status of research in publication, collaboration, established & future plans to enhance research out. 4. Prof.R.R. Bhosale outlined efforts undertaken to support student progress, initiatives for student welfare & measures to address to student grievances or challenges. 5. Prof.Vidya Bhegde provided updates on infrastructure enhancement, availability of learning resources & upcoming plans for infrastructure development. 6. Dr.K.V. Adsul discussed recent improvements in admini-


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		<p>strative processes,</p> <p>7. Dr. V.R. Khandare reported on the institution adherence to quality assurance policies, compliance with accreditation standards & any ongoing quality enhancement measures.</p> <p>Each criteria head provided an overview of their area, highlighting achievements, challenges & proposed strategies for further improvement.</p>
5	Formation of a committee to assign work to the academic committees.	<p>The chairperson led the discussion on the formation of a committee responsible for overseeing & assigning tasks & various academic committees within the institution. The meeting highlighted the need to streamline & workflow of academic committees & ensure coherent task allocation, thereby enhancing efficiency & productivity members discussed the composition of the oversight committee emphasizing representation from different departments or areas to ensure diverse perspectives. It is unanimously approved by all.</p>
6	Work status of the departmental website & college website.	<p>The chairperson initiated the discussion on the departmental & college website emphasizing the importance of an effective online presence. Emphasis was placed on ensuring that information is up to date, comprehensive & aligned with the department's Objectives. Members provided constructive feedback & recommendations for enhancing the departmental website & college website, addressing any identified shortcomings or areas for improvement.</p>
7	Faculty wise parent-teacher meet.	<p>IQAC coordinator focused on organizing parent-teacher meetings on a faculty wise basis. Chairperson highlighted the significance of facilitating direct interaction between parents & faculty members to discuss student progress faster better communication. It was proposed to organize separate parent-teacher meets based on faculties & departments to ensure focused discussions and better understanding of specific academic needs.</p>
8	Review of academic calendar.	<p>Review of academic calendar: The chairperson proceeds the discussion on reviewing the institutions academic calendar. He also highlighted the importance of periodically reviewing the academic calendar to ensure alignment to educational goals. Participants assessed the effectiveness of the previous academic calendar, identifying successes, shortcoming & areas needing improvement based on feedback & experiences.</p>
9	Any other subject.	No any other subject to discuss.


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Mr. Deepak Shah

Treasurer : Mr. Shailesh Shah

Secretary : Mr. Chandrakant Shete

Ref. No. : JMV/2023-24/242

Date : 25/10/2023

Internal Quality Assurance Cell (IQAC)

Notice

All IQAC Members and the Criteria heads are hereby informed that in the academic year 2023-24 the 4th meeting of IQAC is scheduled on 26th Oct. 2023 in IQAC hall at 01:00 pm. All are informed to attend the meeting at the given time.

Dr. S.S. Mengal

Co-ordinator

I. Q. A. C.

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Talegaon Dabhade

Dr. S.K. Malghe

PRINCIPAL
INDRAYANI MAHAVIDYALAYA
Talegaon (Dabhade)

Agenda of the Meeting

1. To read & confirm the minutes of previous meeting
2. Preparation & Submission of AQAR 2022-23
3. Submission of Teaching Plan and Report A. Y. 2023-24
4. Criteria wise review of the work.
5. To take review of report submission of various programmes.
6. Student council finalizing
7. Other issues with the permission of the chair

Minutes of Meeting

The fourth IQAC meeting of academic year 2023-24 was conducted on 26th October 2023, in IQAC Hall at 01.00 pm. The Chairperson Principal Dr.S.K. Malghe welcomed the members followed by a review of previous meeting.

Sr. No.	Agenda	Resolution
1	To read & confirm the minutes of previous meeting	The minutes of the previous meeting were read & confirmed by all the members.
2	Preparation & Submission of AQAR 2022-23	All chairperson initiated a discussion on the preparation & submission of the Annual Quality Assurance Report for the academic year 2022-23. He also emphasized the significance of the AQAR in assessing the institutions performance, identifying strengths, weaknesses & planning for quality enhancement. Chairperson assigned responsibilities to relevant departments or individuals for compiling data, documenting achievements, challenges, initiatives & preparing the AQAR within the stipulated timeline talked IQAC coordinator reflected on the previous AQAR highlighting areas of improvement lessons learned and the incorporation of feedback into the current report.
3	Submission of Teaching Plan and Report A.Y.2023-24	All the faculty members were advised to submit the teaching plan & teaching report within the stipulated time. it is unanimously agreed by all the members present in the meeting.
4	Criteria wise review of the work.	In the further discussion chairperson focused on the criteria wise review of the work completed by the criterion head. All knowledgeable inputs were provided by all the criteria heads.


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5	To take review of report submission of various programs.	It has been observed that despite of repeated suggestion many departments do not submit program reports in the prescribed formats provided by IQAC. It has been also pointed out that many events have taken place during academic year, some of which have not been yet reported to IQAC.
6	Student council finalizing	All the members acknowledged the importance of finalizing the student council to represent the interest & concerns of the student body. All members also engaged in a discussion on the selection criteria for the student council member.
7	Other issues with the permission of the chair	No any other subject to discuss.


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Dr. Sambhaji Malghe
(M. A., M. Phil, Ph. D., SET)
Principal

Mr. Chandrakant Shete
Secretary

Mr. Ramdas Kakade
President

Ref. No. : I.M.V/2023-24/350

Date : 09/11/2024

Internal Quality Assurance Cell (IQAC)

Notice

All IQAC Members and the Criteria heads are hereby informed that in the academic year 2023-24, the 5th meeting of IQAC is scheduled on 10th Jan. 2024 in IQAC hall at 12:30 pm. All are informed to attend the meeting at the given time.

Dr. S.S. Mengal
Co-ordinator
I. Q. A. C.

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Dr. S.K. Malghe

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Agenda of the Meeting

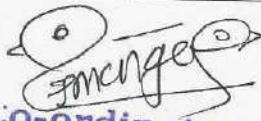
1. To read & confirm the minutes of previous meeting.
2. Preparation & Submission of AQAR A.Y.2022-23.
3. Criterion wise review of the work.
4. Review of college website.
5. Review of Digital Library.
6. Feedback of A.Y. 2022-23, 2023-24.
7. Parent Teacher Meet.
8. Review of Academic Calendar A.Y.2023-24.
9. Other issues with the Prior permission of the chair.



Minutes of Meeting

The 5th IQAC meeting of academic year 2023-24 was conducted on 10th January 2024, in IQAC Hall at 12.30 pm. The Chairperson Principal Dr. S.K. Malghe welcomed the members followed by a review of previous meeting.

Sr. No.	Agenda	Minutes
1	To read & confirm the minutes of previous meeting	The minutes of the previous meeting were read & confirmed by all the members.
2	Preparation & Submission of AQAR A.Y.2022-23	The chairperson initiated a discussion on the working status of all criteria. It is unanimously decided to submit criterion wise report on or before 20th Jan. 2024.
3	Criterion wise review of the work.	IQAC head stated a comprehensive review of the institution's work based on different criterion. He also emphasized the goal of reviewing work across various criteria to ensure alignment with quality standards address challenges & identify opportunities for improvement. All criteria heads provided general feedback & suggestions related to the criterion wise review.
4	Review of college website.	Chairperson mentioned the importance of updated college website. Keeping the same point in mind IQAC head advised to provide departmental information in a given format & it is unanimously agreed by all.
5	Review of Digital Library.	Chairperson asked to arrange separate meeting with library committee to take review on the digital library.
6	Feedback of A.Y. 2022-23, 2023-24	It is unanimously decided in the meeting that the student feedback of the academic year 2022-23 & 2023-24 should be taken online. The chairperson suggested to scheduled a separate meeting with feedback committee.


Co-ordinator
I. O. A. C




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7	Parent Teacher Meet.	The chairperson advised to scheduled Parent Teacher Meeting in the coming month. It is unanimously decided to scheduled a separate faculty wise Parent Teacher meet.
8	Review of Academic Calendar A.Y.2023-24.	After taking review of odd semester's activity, chairperson advised that all the activities mentioned in the academic calendar should be taken on the same day without any delay.
9	Other issues with the Prior permission of the chair.	The below mentioned points were discussed at the concluding part of the meeting. 1. Seminars should be organized on the New Education Policy. 2. Academic Committees should submit the report of their respective committee according to the provided format. 3. Each department has to organize innovative activities of social welfare or E.V.S. awareness.


Co-ordinator
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Talegaon Dabhade




PRINCIPAL
INDRAYANI MAHAVIDYALAYA
Talegaon (Dabhade)



ज्ञानदेवे रचिला पाया

Indrayani Vidya Mandir's

INDRAYANI MAHAVIDYALAYA

(Id No. SPU/PN/AC020/1968)

Talegaon Chakan Road, Talegaon Dabhade, Tal. Maval, Dist. Pune 410 507

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Dr. Sambhaji Malghe

(M. A., M. Phil, Ph. D., SET)

Principal

Mr. Chandrakant Shete

Secretary

Mr. Ramdas Kakade

President

Ref. No. : INDV/2023-24

Date : 24/04/2024

Internal Quality Assurance Cell (IQAC)

Notice

All the members of IQAC are hereby informed that, the 6th IQAC meeting for the academic year 2023-24 is scheduled on 30th April 2024 at 12.30 pm in the MPSC Hall. All are requested to present on time for the meeting. The brief agenda of the meeting is as follows.

Dr. S.S. Mengal
Co-ordinator
I. Q. A. C.

Indrayani Mahavidyalaya
Talegaon Dabhade

Dr. S.K. Malghe

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Agenda of the Meeting

1. To read & confirm the minutes of previous meeting.
2. Data uploading & submission of AQAR 2021-22, 2022-23 to update the college website according to the NAAC.
3. To discuss on academic & administrative Audit (AAA) preparation.
4. To collect feedback form all the stakeholders & to conduct Student Satisfaction Survey (SSS) concerning teaching learning process.
5. Document collection of AQAR 2023-24.
6. To take review on the syllabus completion.
7. Any Other subject with the kind permission of the chair.

Minutes of Meeting

The 6th Meeting of Internal Quality Assurance Cell (IQAC) of Indrayani Mahavidyalaya, Talegaon Dabhade for the academic year 2023-24 was held on 30th April 2024, in MPSC Hall at 12.30 pm. The meeting was chaired by Principal Dr. S.K. Malghe. At the outset Dr. S.S. Mengal, IQAC Coordinator, welcome the chairperson & all the members of IQAC.

The following items on the agenda were discussed during the meeting & it was unanimously resolved to implement them. The meeting adjourned after the vote of thanks.

Sr. No.	Agenda	Minutes
1	To read & confirm the minutes of previous meeting.	The minutes of the previous meeting were read by IQAC coordinator & are confirmed. As per the minutes of the meeting, the action taken report was discussed.
2	Data uploading & Submission of AQAR A.Y.2021-22 & 2022-23.	IQAC coordinator reviewed the seven AQAR criteria. A discussion was held on the progress of the work regarding the submission of the AQAR 2021-22 & 2022-23 it was decided.
3	Preparation to update the college website according to the NAAC.	Update the college website according to the NAAC.
4	To collect feedback form all the stakeholders & to conduct Student Satisfaction Survey (SSS) concerning teaching learning process.	The members of meeting decided to collect feedback form all the stakeholders & to conduct student satisfaction survey concerning teaching learning process.
5	Document collection of AQAR 2023-24.	It has been decided to collect the data/documents required for the AQAR of academic year 2023-24.
6	To take review on the syllabus completion.	All the members unanimously taken decision to take a review of syllabus completion.
7	Any Other subject with the kind permission of the chair.	


Co-ordinator
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Action Taken Report (ATR) of IQAC Meeting held on 30th April 2024

In compliance with the resolution taken in the 6th meeting of IQAC which was held on 30th April 2024, the following activities were successfully carried out in the academic year 2023-2024

Sr. No.	Subject	Action taken
1	To read & confirm the minutes of the previous meeting.	The minutes of the previous meeting were confirmed.
2	Data uploading & submission of AQAR 2021-22 & 2022-23	AQAR of the academic year 2021-22, 2022-23 was successfully submitted.
3	To update the college website according to the NAAC	College website was updated.
4	To collect feedback from all the stakeholders & to conduct Student Satisfaction Survey (SSS) concerning teaching learning process.	Feedback from all the stakeholders was collected, analyzed & uploaded on the college website. The college conducted Student Satisfaction Survey (SSS) regarding teaching learning process.
5	Documents collection of AQAR 2023-24	Data collection began according to criteria & documents required for the preparation of AQAR 2023-24.
6	To take review on the syllabus completion.	All head of departments have taken the review on the syllabus completion of UG & PG classes.



Co-ordinator
I. Q. A. C.


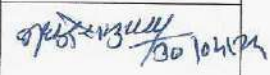
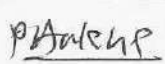
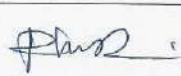
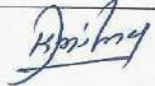



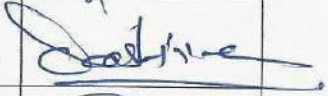
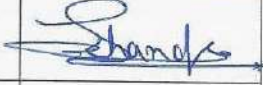
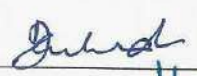
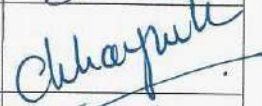

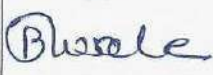
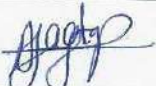
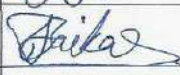
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IQAC Meeting for Academic session 2023-24 was held on Tuesday,
30th April 2024. Following Members were present for this meeting

Present Members

Sr. No	Name of the Member	Designation	Signature
1)	Dr. S. K. Malghe	Principal	
2)	Dr. V. R. KHANDARE	ASSO. PROF.	
3)	Dr. Madhukar Deshmukh	HOD HINDI	
4)	Prasanna A MHE	MEMBER CRITERION - I	
5)	Mr. R. K. Nagalgam	Head, Dept of science	
6)	Mr. K. D. Mitkar	ASST. PROFESSOR	
7)	MR. S. A. Devadhe	ASST. PROF.	
8)	Dr. Pramod S. J. Sozade	Asst. prof.	
9)	M. V. Khandave	ASST prof	
10)	S. H. Chandanshive	Asst. Prof.	
12)	S. B. Khandge	Asst. Prof.	
13)	D. P. Kakade	Asst. Prof.	
14)	C. M. Kashid	Asst. Prof.	
15)	D. B. Pethe	— " —	
16)	R. R. Bhosale	Asst. Prof.	
17)	A. D. Jagtap	Asst. Prof.	
18)	Tejaswi Shrinivas	— " —	



Indrayani Vidya Mandir's
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Talegaon Dabhade, Tal-Maval, Dist. Pune (410507)
6.5 - Internal Quality Assurance System
IQAC
Action Taken Report

A.Y. 2023-24

Sr. No	Agenda Item	Action Taken	Outcome	Timeline/Remarks
1.	Quality Assurance Policies	Open discussion held regarding existing quality assurance policies. A task force was formed to review and update policies to align with accrediting bodies' standards.	A task force has been formed to review the quality assurance policies, with updates expected in the next meeting.	Review and update in the next meeting (Timeline: March 2024).
2.	Institutional Goals	Dr. S.S. Mengal presented academic and administrative goals for the upcoming years, including enhancing learning outcomes, expanding research opportunities, and strengthening academic support.	Department heads are tasked with setting action plans for their departments. Progress will be reviewed in the next quarterly meeting.	Action plans to be submitted by February 2024.
3.	Departmental Achievements	Department heads shared achievements from the previous year, including publications and competition participation.	A performance review report will be compiled by the IQAC coordinator. Departments are encouraged to set higher targets for	Performance review report by February 2024.

			the upcoming academic year.	
4.	Quality Enhancement Initiatives	Discussion on initiatives like student feedback mechanisms for course evaluations and faculty development programs.	The Student Affairs Committee will implement the feedback mechanism and launch it in the upcoming semester.	Student feedback mechanism to be launched by June 2024.
5.	Challenges Identified	Challenges such as insufficient technology integration, limited access to resources, and communication gaps were identified.	A task force will address these issues, focusing on technology resources, student engagement strategies, and communication improvements.	Task force formation and action plan by March 2024.
6.	Proposed Improvements for the Upcoming Academic Year	Proposed new courses based on industry demands, expanding research collaborations, strengthening student support services, and conducting faculty development programs.	Department heads will prepare proposals for new courses. Research opportunities will be pursued by the Research and Development Committee.	Proposals due by March 2024; Faculty development programs scheduled for next semester.
7.	Committee Formation	Subcommittees and task forces were formed for focused quality enhancement projects, with clear roles, responsibilities, and timelines.	Several task forces were created, including for curriculum development, research, and student support services.	Task forces to start work by February 2024.
8.	Allocating Responsibilities	IQAC members were assigned roles based on expertise. Members will take leadership in task forces and contribute based on their strengths.	Responsibilities have been delegated. Regular progress updates will be shared during the next meeting.	Regular updates every two months.
9.	Timeline and Reporting	A detailed timeline for quality enhancement projects, with	A clear timeline has been established. Task force leaders will	First progress updates by March 2024.

		milestones and progress reports, was discussed.	provide bi-monthly updates.	
10.	Departmental Reports	The chairperson emphasized the need for timely submission of departmental reports by 30th November 2023. The IQAC coordinator clarified the required contents for the reports.	Departments have been reminded to submit their reports by the deadline. A review mechanism will be established for assessing report quality.	Deadline: 30th November 2023. Review mechanism to be set by December 2023.
11	Mentor-Mentee Report	The importance of regular updates on mentor-mentee relationships was discussed. A standard reporting format will be developed for these reports.	Mentors will submit monthly updates using the new format, which will be reviewed by IQAC for student development support.	Monthly updates starting January 2024.
12	Slow Learners and Advanced Learners Report	The IQAC coordinator emphasized the need to support slow and advanced learners with appropriate resources and personalized attention.	Mentors will identify and track slow and advanced learners, providing personalized learning plans and academic support.	System to be implemented by January 2024.
13	Innovative Activities	Departments were encouraged to share successful strategies and challenges related to innovative activities.	A repository of best practices will be created. Departments will collaborate on resource sharing for event planning. Regular reviews will be undertaken.	Repository creation by February 2024.
14	ICT Tools Utilization	Departments shared challenges and suggestions for improvement regarding current ICT tools used for teaching, research, and administration.	A committee will evaluate existing ICT tools and prepare a proposal for upgrading tools. New tools will be explored for efficiency improvements.	Committee to be formed by February 2024. Proposal by March 2024.

15	Departmental and College Website	Emphasis was placed on maintaining an up-to-date online presence. Feedback was given to enhance departmental and college websites.	A website audit will be conducted, and improvements will be implemented. Departments will regularly update their sections.	Website audit by February 2024. Regular updates by departments starting February 2024.
16	Teacher Appraisal Forms	Suggestions for improving teacher appraisal forms, including criteria for professional development, were discussed.	A review will be conducted on the current appraisal process. Changes will be made to the form to include professional development criteria.	Review and updates to be completed by March 2024.
17	Submission of Departmental Annual Reports	The importance of timely and comprehensive departmental annual reports was emphasized, including achievements, challenges, activities, outcomes, and future plans.	Departments reminded of the deadline (30th November 2023). A follow-up mechanism will be implemented to ensure timely submission and adherence to the required structure.	Deadline: 30th November 2023. Follow-up by December 2023.
18	Mentor-Mentee Documentation	The meeting stressed the need for clear guidelines and structured mentorship documentation. A standardized reporting template will be developed.	A standardized mentorship report template will be created and shared with mentors. Mentors will submit regular updates on mentees' progress.	Template ready by January 2024. Regular submissions starting February 2024.
19	Departmental Academic Audit	The primary objectives and process for conducting an academic audit, including responsibilities, data collection methods, and evaluation criteria, were discussed.	A detailed action plan has been created for the academic audit. A task force will oversee the process.	Task force formation by January 2024. Audit by March 2024.
20	Criterion Heads' Updates	Each criterion head provided	Action items have been assigned to	Reviews scheduled quarterly.

		updates on curriculum review, teaching methods, research, student welfare, infrastructure, administrative improvements, and quality assurance compliance.	criterion heads. Regular progress reviews will be conducted by IQAC.	
21	Formation of Oversight Committee	Discussion on forming a committee to streamline task allocation for academic committees.	The oversight committee has been formed with representation from various departments. It will monitor the efficiency and productivity of academic committees.	Oversight committee operational by January 2024.
22	Departmental and College Website	Feedback was provided on improving the departmental and college websites.	A website audit will be conducted, and a dedicated team will manage updates and content.	Audit by February 2024. Regular updates starting March 2024.
23	Parent-Teacher Meetings	It was agreed to organize faculty-wise parent-teacher meetings to ensure focused discussions.	Separate faculty-wise parent-teacher meetings will be scheduled. A schedule will be communicated.	Meetings to be scheduled by February 2024.
24	Review of Academic Calendar	The academic calendar was reviewed for alignment with educational goals, and feedback from previous years was discussed.	The academic calendar will be revised based on feedback to ensure better alignment with institutional goals.	Revised calendar for the next academic year.
25	Preparation of Annual Quality Assurance Report (AQAR)	The preparation and submission of AQAR for the academic year 2022-23 were discussed. A review mechanism will be introduced for accuracy and completeness.	Departments will be assigned tasks for AQAR data compilation. A review mechanism will ensure accuracy.	AQAR preparation by February 2024.

26	Teaching Plan and Teaching Report	Faculty members were advised to submit teaching plans and reports within the stipulated timeframe.	A reminder will be sent to faculty members for submission of teaching plans and reports. A monitoring mechanism will be set up for timely submission.	Submission deadline reminder by January 2024. Monitoring starts February 2024.
27	Departmental Program Reports	Several departments have not submitted program reports in the prescribed format. A final reminder will be given.	Departments will be given a final reminder to submit program reports in the correct format. A follow-up system will track submissions.	Final reminder by January 2024. Reports to be submitted by February 2024.
28	Student Council Formation	The formation of a student council and selection criteria were discussed.	A selection committee will be formed to finalize the criteria for student council elections. Elections will take place in the next meeting.	Selection criteria finalized by February 2024. Elections in March 2024.


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