Swaraj College of Commerce and Computer Studies

Dhankwadi, Pune – 411043.

Composition of Internal Quality Assurance Cell (IQAC)

(2022-23)

IQAC in Swaraj College of Commerce and Computer Studies has been established in the year 2021. The role of IQAC is very essential in maintaining quality standards in teaching, learning and evaluation in college. It promotes measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Following Internal Quality Assurance Cell has been revised in Swaraj College of Commerce and Computer Studies in 2021 as per the guidance of National Assessment and Accreditation Council (NAAC).

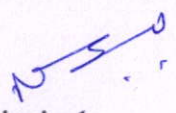| Sr. No.	Name	Designation of IQAC
1	Dr. Nanaware Shivlal Namdeo	Chairperson
2	Dr. Pawar Alok Arjun Alka	Teacher Representative
3	Prof. Shinde Preeti Pradeep	Teacher Representative
4	Prof. Shah Shreya Sameer	Teacher Representative
5	Prof. Gunjal Priyanka Madhukar	Teacher Representative
6	Dr. Shete Rajkumar V	Management Representative
7	Dr. N.V. Kalyani	Nominee form local society
8	Mr. Gharge M.R.	Industrialist
9	Mr. Mitkari Atul Kalyan	Alumni Nominee
10	Mr. Patil Abhinav Kashinath	Student Nominee
11	Mr. Daware Suryakant Dnyanoba	Administrative Officer
12	Prof. Pawar Swapnali Alok	Coordinator

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Roles and functions of IQAC

- Develop and establish qualrty benchmarks o Monitor academic and administrative processes of the college
- Create a learner centric environment and facilitate use of technology for participatory teaching -learning process
- Conduct feedback- analyze feedback and take corrective actions
- Documentation and information dissemination and develop institutional database
- Act as nodal agency of college for quality related activities
- Conduct academic and administrative audit
- Preparation and timely submission of AQAR
- Prepare the college for next assessment and accreditation cycle.

Principal
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Internal Quality Assurance Cell (IQAC)

IQAC Meetings Minutes and Action Taken Report

Academic Year 2022-23

First Meeting

Date: 18/07/2023   **Venue: IQAC Room**

Agenda

1. Discussion was made on AQAR preparation.
2. Discussion was made on the strategies need to be implemented to increase the number of admissions in college.
3. Detail discussion was made on the students' performance during the examination.
4. Discussion on planning the first term of new academic year 2023-24 with effect of NEP 2020.
5. Discussion on increase in teacher's participation in research activities.
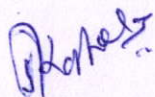
Action Taken

1. IQAC coordinator has conducted the meeting for all staff; especially newly appointed to give the idea of AQR.
2. Experienced faculties have given guidelines and directions to other faculties regarding increasing participation in research activities.
3. College Exam Officer gave instruction to the staff regarding results and its analysis.
4. The principal of college has prescribed the responsibilities to some teachers regarding the NEP 2020.
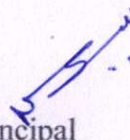5. The principal had given the responsibility to each teacher to do the counseling to newly admitted students.

Following members were presented in the first meeting.

Sr. No.	Name	Designation of IQAC
1	Dr. Nanaware Shivlal Namdeo	Chairperson
2	Dr. Pawar Alok Arjun Alka	Teacher Representative
3	Prof. Shinde Preeti Pradeep	Teacher Representative
4	Prof. Shinde Neeta Shivaji	Teacher Representative
5	Prof. Gunjal Priyanka Madhukar	Teacher Representative
6	Mr. Mitkari Atul Kalyan	Alumni Nominee
7	Mr. Daware Suryakant Dnyanoba	Administrative Officer
8	Prof. Pawar Swapnali Alok	Coordinator

Coordinator, IQAC

Principal

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Internal Quality Assurance Cell (IQAC)

IQAC Meetings Minutes and Action Taken Report

Academic Year 2022-23

Second Meeting

Date: 26/08/2023   Venue: IQAC Room

Agenda

1. Discussion made on the new academic year 2023-24 and the subject distribution.
2. Discussion on the preparation of academic calendar and time table of first term.
3. Discussion on the programs would be conducted during the academic year.
4. Discussion on the preparation of AQAR of A.Y. 2022-23
5. Discussion on the analysis of coming up result according to the guidelines of NAAC.
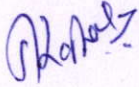
Action Taken

1. The Principal and head of the departments distributed the subjects among teachers.
2. Every criterion head gave the updates to coordinator about their work progress and data collection.
3. Principal has given the instructions regarding the result analysis to all faculties.
4. Along with head of the departments the teachers have prepared the time table.
5. Cultural Officer has been given the instructions regarding the cultural and other programs.
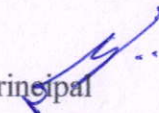
Following members were presented in the second meeting.

Sr. No.	Name	Designation of IQAC
1	Dr. Nanaware Shivlal Namdeo	Chairperson
2	Prof. Shinde Neeta Shivaji	Teacher Representative
3	Prof. Shinde Preeti Pradeep	Teacher Representative
4	Prof. Gunjal Priyanka Madhukar	Teacher Representative
5	Mr. Mitkari Atul Kalyan	Alumni Nominee
6	Prof. Pawar Swapnali Alok	Coordinator

Coordinator, IQAC

Principal

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Internal Quality Assurance Cell (IQAC)

IQAC Meeting and Action Taken Report

Academic Year 2022-23

Third Meeting

Date: 27/12/2023   **Venue: IQAC Room**

Agenda

1. Discussion on the experience of process of first AQAR 2021-22.
2. Discussion was made regarding the distribution of each criterion among teachers.
3. Discussion on AQAR format and implementation of the guidelines of AQAR properly especially for newly appointed teachers.
4. Detailed discussion was made on the internal evaluation e.g. practical, internal exams, journal completion etc. of second term of academic year 2022-23.
5. Meeting ended with vote of thanks.

Action Taken

1. Faculties have shared their valuable experiences of first AQAR 2021-22 and gave their suggestions further.
2. AQAR Criterions were distributed among the faculties.
3. Instructions were given to all faculties regarding internal evaluation pattern and its implementation.

Following members were presented in the third meeting.

Sr. No.	Name	Designation of IQAC
1	Dr. Nanaware Shivlal Namdeo	Chairperson
2	Prof. Gunjal Priyanka Madhukar	Teacher Representative
3	Prof. Shinde Preeti Pradeep	Teacher Representative
4	Prof. Shinde Neeta Shivaji	Teacher Representative
5	Prof. Patil Archana Prashant	Teacher Representative
6	Mr. Mitkari Atul Kalyan	Alumni Nominee
7	Mr. Daware Suryakant Dnyanoba	Administrative Officer
8	Prof. Pawar Swapnali Alok	Coordinator

Coordinator, IQAC

Principal

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Internal Quality Assurance Cell (IQAC)

IQAC Meeting and Action Taken Report

Academic Year 2022-23

Fourth Meeting

Date: 17/01/2024   **Venue: IQAC Room**

Agenda

1. Discussion was made on the internal assessment, practical and university exams.
2. Discussion regarding challenges faced in each criterion while preparing for AQAR.
3. Discussion on how to collect the data from students.
4. Discussions on special efforts need to be taken to increase the student's participation in college and inter college activities.
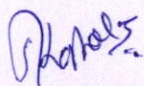5. Meeting ended with vote of thanks.

Action Taken

1. Instructions were given to faculties to prepare the internal evaluation marks sheets to entry on SPPU website e.g. assignments, journals, practical etc.
2. Faculties and staff contributed with their ideas regarding the performance of students in internal exam and internal submission.
3. Instructions were given to cultural officer to prepare the all reports of programs / events conducted during the academic year.
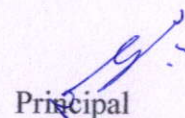4. IQAC coordinator has conducted sessions with each criterion head.

Following members were presented in the fourth meeting.

Sr. No.	Name	Designation of IQAC
1	Dr. Nanaware Shivlal Namdeo	Chairperson
2	Prof. Gunjal Priyanka Madhukar	Teacher Representative
3	Prof. Shinde Preeti Pradeep	Teacher Representative
4	Prof. Shinde Neeta Shivaji	Teacher Representative
5	Prof. Patil Archana Prashant	Teacher Representative
6	Mr. Mitkari Atul Kalyan	Alumni Nominee
7	Mr. Daware Suryakant Dnyanoba	Administrative Officer
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Coordinator, IQAC

Principal

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