



(College Code : 878)

AAER's
ASIAN COLLEGE OF SCIENCE & COMMERCE
(Affiliated to Savitribai Phule Pune University)

Sr No. 28/15/16, Narhe Dhayri Road, PARI Company Chowk, Tal.-Haveli, Pune - 411041.

☎ 020-24690620, 24690610 www.asianacademypune.ac.in Email :asianacademypune@gmail.com

(Non Aided College)

Composition of the IQAC
For the Academic Year 2018-19

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Jayashree Upadhye	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Somnath Swami	Asst. Professor	Teachers Representative
4.	Mr. Chandrakant Bhavsar	Asst. Professor	Teachers Representative
5.	Ms. Smita Mulay	Asst. Professor	Teachers Representative
6.	Ms. Sunanda Tathe	Office Superintendent	Administrative Member
7.	Mr. Sudhir Bhosale	Office Superintendent	Administrative Member
8.	Ms. Prabhavati Bhunekar	Ex-Sabhapati Haveli Panchyat	Nominee from local Society
9.	Mr. Abhishek Shringarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Anushka Kadam	FYBCOM Student	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendra Sharma	Industrialist	Industrialist Nominee
13.	Mr. Sagar Gunjal	Asst Professor	IQAC Coordinator


Co-Ordinator

Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce




PRINCIPAL
AAER'S Asian College of
Science & Commerce
Dhayri, Pune-411 041

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ACCREDITED BY NAAC WITH "B+" GRADE

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Estd : 2007

Date: 15/06/2018

Composition of the IQAC

For the Academic Year 2018-2019

Sr. No.	Name of the Members	Designation	Role on IQAC
1.	Dr. Jayashree Upadhye	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Trustee
3.	Mr. Somnath Swami	Asst. Professor	Teacher's Representative
4.	Mr. Ghanshyam Devare	Asst. Professor	Teacher's Representative
5.	Ms. Smita Mulay	Asst. Professor	Teacher's Representative
6.	Ms. Sarika Phad	Office Superintendent	Admin Officer
7.	Ms. Prabhavati Bhumkar	Ex-Sabhapati Haveli Panchyat	Local Member
8.	Mr. Abhishek Shrungarpure	Chairman of Alumni Association	Alumni's Representative
9.	Miss. Anushka Kadam	FY BCOM	Student's Representative
10.	Mr. Anant Tikone	Employer	Employer's Representative
11.	Dr. Rajendrakumar Sharma	Industrialist	Industrialist Representative
12.	Mr. Nitin Kadam	Parent	Parent's Representative
13.	Mr. Sagar Gunjal	Asst. Professor	IQAC Coordinator


Co-ordinator
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Principal
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Minutes of Meeting

The meeting was held on 15th June 2018. The meeting was opened by welcoming members and discussed following points.

1. Confirmation of the minutes of the meeting held on 2nd May 2018.
Resolution: The Minutes of earlier meeting were readout and confirmed by the Members and Action taken plan was readout by IQAC Coordinator.
2. To Plan the various Activities conducted in Academic year 2018-19
Resolution: A. the staff members were requested to propagate to enhance the admission in various faculties of college. It was decided that the guest lectures will be conducted every Saturday and the responsibility to prepare and maintain record was given to Ms. Anuradha Ghayade.
B. The heads of the departments were suggested to work as per Academic calendars of the respective departments
C. The responsibility of making time table was given to Mr. Sagar Gunjal.
3. To discuss about the NAAC Preparation
Resolution: NAAC process was discussed in detail so that the members would be aware of their responsibilities and procedure towards accreditation to be done during academic year 2018-2019.
A. Alumni registration process to be start from Charity Commissioner Office.
B. Commerce Association decided to start
C. Swachata program and Tree Plantation Program plan was decided
4. To discuss about Certificate Courses
Resolution: For each course 2 Certificate courses will be provided as a free of cost by college.
5. Scholarship for girls Students
Resolution: Scholarship for Girls Students who score 75% more marks on the basis of merit list from those students
6. Any other Subjects with the permission of chairman
Resolution: There is no any other subject that's why the meeting ended with vote of thanks by Mr. Sagar Gunjal.


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Date: 17/07/2018

NOTICE FOR IQAC MEETING

It is hereby inform to the IQAC Members that the IQAC Meeting is scheduled on Thursday 26th July 2018 at 11.00am at Seminar Hall. The attendance is compulsory for the meeting.

Agenda for the meeting --

- To confirm Minutes of Previous Meeting
- To Finalise Admission Policies and Procedure
- To Finalise Academic Calendar and Extension Activities
- To Review the Progress of Add-On Courses
- To Finalise the Theme of Seminars and Conferences
- To take detail review on NAAC preparation work
- To Distribute Teaching Workload and to Prepare teaching plan
- To Disuses the items permitted by the Chair .


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Date: 01/08/2018

MINUTES OF THE IQAC MEETING

Proposed IQAC Meeting was chaired by the Principal Dr. Jayashree L padhye

She welcomed all the members of the committee. The following business was transacted in the meeting.

The confirmation of the Minutes of Previous Meeting

The last meeting held on 2nd May 2018 the minutes were approved without any suggestion

Finalisation of Admission Policies and Procedure for the academic year 2018-19

The Admission committee consisted of Senior Most Faculty Member is constituted for Smooth conduct of Admission Procedure. All rights regarding Admissions are delegated to the admission committee

Finalise Academic Calendar and Extension Activities. A Committee is constituted for Preparation of Academic Calendar for the year 2019-2019. In the meeting the list Extension activities are finalised.

Review the Progress of Add-On Courses- the IQAC Committee unanimously decided to start Seven Add-on Courses Such as Paper Bag Making, EDP, Drone Design, Software Testing, and MS-Office.

Finalise the Theme of Seminars and Conferences. It is decided that a seminar on Intellectual Property Rights to be organised in the month of Dec 2018 and invite resource person from this area.

Review of NAAC preparation work. IQAC Coordinator had given brief explanation on each criterion


Distribute Teaching Workload and to Prepare teaching plan. It is unanimously decided that departmental workload distribution to be done as early as possible and prepare course wise plan of lectures.

Dissuasion of any other items permitted by the Chair. No any other item placed before the committee.

IQAC Coordinator expressed Vote of thanks and declare with the permission of the chair meeting is ended.


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PJ/PNCS/326/2008
College Code : 875
AISHE CODE : G-41899

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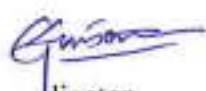
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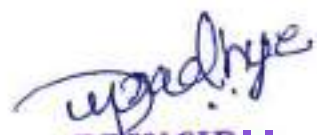
Date: 01/08/2018

Action Taken Report

Sr. no	Issues	Action Taken
1.	To confirm Minutes of Previous Meeting	Minutes confirmed and recorded in the minute book
2.	To Finalise Admission Policies and Procedure	Admission notification displayed on college notice board and information given to admission committee.
3.	To Finalise Academic Calendar and Extension Activities	Details Academic Calendar Prepared and Implemented.
4.	To Review the Progress of Add-On Courses	Seven Add-On Courses introduced
5.	To Finalise the Theme of Seminars and Conferences	Seminar on IPR Organised
6.	To take detail review on NAAC preparation work	NAAC SSR Work in Progress
7.	To Distribute Teaching Workload and to Prepare teaching plan	Individual Subject wise workload assigned to the faculty member as per norms


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Minutes of Meeting

The meeting was held on 01st Sept 2018. The meeting was opened by welcoming members and discussed following subjects.

1. Confirmation of the minutes of the meeting held on 15th June 2018

Resolution: The Minutes of earlier meeting were readout and confirmed by the members and Action taken plan was readout by IQAC Coordinator.

2. NAAC Preparation

Resolution: Distribution of responsibilities for preparation of IIQA, College profile, SSR and Executive Summary was done Dr.Upadhye Madam gave information about the first step towards accreditation i.e. Institutional Information for Quality Assessment (IIQA) to be filled and submitted. Dr Upadhye Madam said that, as we are proceeding for NAAC accreditation in the academic year 2018-19 It was decided to update the college website for NAAC purpose and responsibility given to computer department. The budget allocation was done for particular heads to fulfill the NAAC requirement. It was also suggested that, experienced persons to be invited for guidance regarding preparation for NAAC. She distributed the work to compile information for last five years and responsibility given to Mr.Sudhir Bhosale to complete the office related information before submission of IIQA.

3. Discussion about academic activities and programs

Resolution: Responsibility of Mobile learning lab given to Mr. Chandrakant Bhavsar and to maintain record of that Blood donation camp on the occasion of college anniversary and responsibility given to Mr. Somnath Swami. Science Exhibition program on the occasion of college anniversary and responsibility given to Science department to plan the program. Responsibility given to Mr. Ghanshyam Devare of the NSS winter camp

It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Ms.Smita Mulay. Placement Drive to be arrange and responsibility of that given to Ms. Smita Mulay and to maintain detail record of placement drive. Competitive examination lectures from expert faculties and responsibility given to Mr. Chandrakant Bhavsar and to keep record of it.


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4. To discussion about 2(f) proposal

Resolution: Responsibility given to Mr. Sagar Gunjal to 2(f) proposal

5. To discussion about Academic and Administrative Audit (AAA)

Resolution: Appoint a Expert Committee for Academic and Administrative Audit (AAA) and Audit is to be done by committee

- The meeting ended with vote of thanks by Mr. Somnath Swami.


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Minutes of Meeting

The meeting was held on 19th January 2019. The meeting was opened by welcoming members and discussed following subjects.

1. Confirmation of the minutes of the meeting held on 01st September 2018.

Resolution: The Minutes of earlier meeting were readout and confirmed by the members and Action taken plan was readout by IQAC Coordinator.

2. Review of the work done on Preparation for NAAC

Resolution: Review of the work done on Data Validation and Verification for NAAC

Review of the work done till date for preparation of NAAC. It was found that, further data has to be collected regarding students, placement, results and extension activities of previous years.

SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.

3. To Discuss about Industrial Visit

Resolution: It is decided to visit some Industries for student's activity.

- ◆ The meeting ended with vote of thanks by Mr. Sagar Gunjal.


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AISHE CODE : C-41899

Date: 28/02/2019

Significant Contributions Made by IQAC during Current Year

- Internal quality audit is conducted during the current year in the college on the following aspects.
- Review of Quality Policy and Quality Objectives are taken in the faculty members meeting.
- Feedback on curriculum from students, parents, alumni and teachers are collected and analyzed.
- Internal and External examinations results are discussed in the faculty members meeting and corrective and preventive action taken up.
- Skills based Add-On Courses are introduced to enhance employability.
- Use of ICT in the teaching learning process is introduced.
- Remedial lectures are conducted for academically weak students and students failed in university exam.
- Unit wise assignments are given to the students and stipulated time period is allowed to complete the given assignments.


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Minutes of Meeting

The meeting was held on 05th April 2019. The meeting was opened by welcoming members and discussed following subjects.

1. Confirmation of the minutes of the meeting held on 19th January 2019
Resolution: The Minutes of earlier meeting were readout and confirmed by the members and Action taken plan was readout by IQAC Coordinator
 2. To Discuss about NAAC report
Resolution: What are the weak points find out in NAAC visit those were discussed in details and suggestion given to all staff members to improve those lack points it will be helpful to improve the Accreditation Grade.
 3. To Discuss about ISO process
Resolution: Responsibility given to Mr Sagar Gunjal to prepare the proposals for ISO and to prepare necessary documents for ISO application.
- The meeting ended with vote of thanks by Mr. Somnath Swarni.


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Date :- 05/12/2020

Composition of the IQAC For the Academic Year 2020-21

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Shivaji M. Kakade	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Anand Yadav	Assistant Professor	Teachers Representative
4.	Mrs. Laika Chame	Assistant Professor	Teachers Representative
5.	Mrs. Swati Kale	Assistant Professor	Teachers Representative
6.	Mrs. Rupali Jagtap	Office Superintendent	Administrative Member
7.	Mr. Sudhir Olul	Office Superintendent	Administrative Member
8.	Mrs. Prabhavati Dhankur	Ex. Sahapati Haveli Panchayat	Nominee from local Society
9.	Mr. Abhisek Shringarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Anushka Kadam	T.Y.B.Com Student	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendrakumar Sharma	Industrialist	Industrialist Nominee
13.	Mr. Sagar Gunjal (Expired on 4 th December 2020) Mrs. Shruti Rege from 05 th December 2020	Assistant Professor	IQAC Coordinator




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Date: 12/06/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 5th July 2020.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 23rd May 2020.
2. To Plan the various Activities conducted in Academic year 2020-21.
 - A. Admission process for the Academic year 2020-21
 - B. Academic Calendar finalised.
 - C. Time table finalise finalised and the Admission Process.
3. To discuss about the NAAC Preparation.
4. To Finalise the previous year record and analysis.
5. To discuss about Choice Based Credit System (CBCS Pattern) for all SY Courses.
6. To discuss about Virtual Induction Program (Bridge Course).
7. To discuss about Alumni Association.
8. To Involve Alumni in Various academic activities.
9. To discuss about NSS Programs for the academic year
10. To plan for the NSS activity of Covid Awareness, Sanitizer Distribution & Mask Making workshop.
11. To discuss about Certificate Courses for 2020-21.
12. Scholarship for girls Students who have got above 75% Marks & also approval of Covid-19 Scholarship for the Covid affected family.
13. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.
Kindly make it convenient to be at Conference Hall at 02:55PM

Mr. Sagar Gunjal
Coordinator, IQAC





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Minutes of Meeting held on 5th July 2020

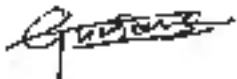
The meeting was held on Saturday, 5th July 2020. The Meeting started with a Welcome Note. Opening remark was given by IQAC Coordinator. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- The staff members were requested to propagate to enhance the admission in various faculties of college.
- All members enthusiastically discussed planning of various quality improvement initiatives during the first year of Choice Based Credit System (CBCS Pattern). All members were emphasizing on improving classroom attendance of the students and encouraging interactive involvement in the class. All SY courses CBCS is implemented and the Add-On subjects & Credit courses planning was done this responsibility is given to Asst. Prof. Latika Chano.
- It was decided to organize various activities like Virtual induction program (Bridge Course) for first year students as well as for newly joining staff members, workshops, visits, student exchange programs etc. during the academic year.
- It was decided that the guest lectures will be conducted every Saturday and the responsibility to prepare and maintain record was given to Asst. Prof. Rege Shruti.
- The responsibility of making time table was given to Respective HOD of different departments.
- The heads of the departments were suggested to work as per Academic calendars of the respective departments
- NAAC process was discussed in detail so that the members would be aware of their responsibilities and procedure towards accreditation to be done during academic year 2020-21.
- SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.
- Alumni registration process to be start from Charity Commissioner Office.
- Commerce Association Inauguration date finalized.
- Commencement of SY and TY Lectures in the online mode both in Recorded and online form.
- For each course 2 Certificate courses will be provided as a free of cost.



- Scholarship for Girls Students who score 75% more marks on the basis of merit list from those students along with this the pandemic situation new scholarship is approved of the Covid-19 Scholarship, Mr. Anand Yadav Read out all the criteria and the scholarship scheme.
- Mr. Sagar Gunjal presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.




Mr. Sagar Gunjal
Coordinator, IQAC



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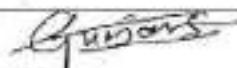
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Date : 05/07/2020

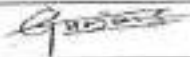
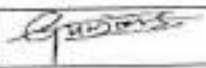
Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Admission Policies and Procedure	Admission notification displayed on college notice board and information given to admission committee
3	To finalize academic calendar and Extension Activities.	Details Academic Calendar prepared and Implemented
4	To enhance the admission for the academic year	HODS were given the responsibility and training was provided.
5	Quality Improvement Initiative of CBCS pattern	Faculties are motivated to attend FDP program arranged by different colleges
6	To view the Add-on subjects newly added and plan accordingly	Subject wise faculties are given the activities to be performed in Add-On
7	To distribute teaching workload and to prepare teaching plan	Individual subject wise workload assigned to the faculty member as per norm.
8	Alumni Involvement in College Activities.	It was decided to arrange guest lectures, Alumni Meet
9	Scholarship Approval	Scholarship of Regular and Covid-19 is approved and circulated the details to office and all HOD
10	Commencement of Lectures	Online lectures using Google Meet platform is approved for the recording of lectures and SY & TY lectures started.




Mr. Sagar Gunjal
Coordinator, IQAC

Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Mr. Sagar Gunjal	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Chame	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shringarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	



Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 29th November 2020.

Time: 03:00 PM.

Venue: Presentation Hall 1st floor.

Agenda of the Meeting:

1. Welcome.
2. Confirmation of the minutes of the meeting held on 05th July 2020.
3. To discuss about Mobile learning lab (Best Practice) and Digital Literacy Day
4. Discussion and distribution of responsibilities for the preparation of AAA (Academic & Administrative Audit) & SSS (Students Satisfaction Survey).
5. To discuss about Blood donation camp.
6. To discuss about Cultural Week & Annual Gathering.
7. To discuss about Commerce Association Inauguration.
8. To discuss about Mathematics Day.
9. To discuss about seminar, workshop, conference, Research papers to staff.
10. To discuss about Placement Drive.
11. To discuss about the online assessment of the students.
12. To Discuss about the various awards and application for these awards.
13. To Confirm the registration in Innovative cells like IIC, NISPO, ARIIA.
14. Activities involvement under MGNCRE such as green audit and swatchhta plan
15. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.



Kindly make it convenient to be at Conference Hall at 2:55PM

Sagar Gunjal

Mr. Sagar Gunjal
Coordinator, IQAC

Dr. Shivaji Kakade

Dr. Shivaji Kakade
Principal



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Minutes of Meeting

The meeting was held on 29th November 2020. The meeting was opened by welcoming members. Opening remark was given by Dr. Shivaji M. Kakade. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Distribution of responsibilities for preparation of Mobile learning lab & Digital Literacy Day(One of the Best Practice).
- Dr. Shivaji Kakade distributed the work about AAA (Academic & Administrative Audit) and responsibility given to IQAC Coordinator Mr. Sagar Gunjal.
- It was decided to organize Blood Donation Camp given to Asst. Prof. Ghanasham P. Devare.
- It was decided to organize cultural week, Annual Gathering & Sports Day and responsibility given to cultural Head Mr. Amrut Patil
- It was decided to organize Mathematics Day and responsibility given to Asst. prof. Bhalerao Priyanka
- It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Mrs. Swati Kale.
- Placement Drive to be arrange and responsibility of that given to Mrs. Latika Chame and to maintain detail record of placement drive.
- The Work of Innovation and registration work to different cell and activity planning is given to Asst. Prof. Shruti Rege
- The meeting ended with vote of thanks by Mr. Sagar Gunjal




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Date : 29/11/2020


Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To distribute the responsibility of Mobile learning lab and also the Digital Literacy Day	Mobile learning lab timetable is prepared and task to be undertaken.
3	To finalize AAA(Academic & Administrative Audit)	AAA files are finalized
4	To finalise the NSS activity	Blood Donation Camp & NSS Camp is organized in Aarvi
5	To finalise cultural Program	Cultural week, Annual Gathering & Sports Day.
6	To Organise Mathematics Day	Mathematics day is organized under department of Mathematics
7	To finalise placement record activity	Placement drive is organized for All TY students. Career Guidance session is organised
8	Work of Seminar, workshop and conference	The Task is allocated and initial activities were defined
9	Registration for IIC, NISP, ARIIA	The Work is allocated and the team is formed to work on the Innovation Cell.




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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Shivaji M. Kakade	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Chame	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhunekar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	




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Date: 07/02/2021

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 13th Feb 2021.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 29th November 2020.
2. To discuss about Motivating Staff & Students to prepare paper
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day 2 day state level seminar on Women Empowerment – A Key to Sustainable.
5. To Register for ISBN number
6. Change of IQAC Co-ordinator
7. IIC Activities planning and to involve in the Innovation Ambassador Training.
8. Paper Bag Making Batch under SEGA scheme
9. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mrs. Shruti Rege
Coordinator, IQAC



Dr. Shivaji Kakade
Principal

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Minutes of Meeting

The meeting was held on 13th February 2021. The meeting was opened by welcoming members. Opening remark was given by Dr. Shivaji M. Kakade. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- It was decided to motivate staff and students for the research work and to present paper in the conferences and workshop. For this FDP is finalize and is allocated to Mrs. Swati kale
- Due to the Death of Mr. Sagar Gunjal on 4th December the vacant place of IQAC co-ordinator is replaced by Asst. Prof. Shruti Toro Rege and she gladly accepted the position.
- Even the Exam CEO is also changed and Mr. Anand Yadav was allotted for CEO of Exam department.
- Exam related work of Mach/April Examination is discussed and the timetables and the exam preparation is finalized.
- Women Day State level seminar is organized and the name given is "Women Empowerment - A Key to Sustainable" and the HOD has given responsibility to motivate students. Even the Guests are also finalized and the Team is prepared.
- For the papers Collected it was decided to publish those papers and should be given ISBN number. The Registration process for the ISBN number is given to Asst. Prof. Shruti Rege.
- Institution Innovation Council has launched some activities and the participation to these activities should be initiated such as Mentor Mentee, Innovation Ambassador, Impact Lecture Series.



- Paper Bag Making batch is also approved and the responsibility is given to Mr. Anand Yadav and the proper assessment and the handling of the course should be carried out.
- The meeting ended with vote of thanks by Mrs. Shruti Rege




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Date : 13/02/2021

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Plan about the Exam of March/April 2021	Examination timetable is prepared.
3	To plan about Womens Day Celebration	Women Day plan is decided and the Guest lecture is finalized A State level Seminar is organized as " Women Empowerment – A key to Sustainable"
4	Position of IQAC Co-ordinator and Exam CEO	Asst. prof. Shruti Toro Rege is appointed as IQAC co-ordinator Asst. Prof. Anand Yadav is appointed as Exam CEO
5.	ISBN number	The Papers collected will be published under ISBN number
6.	IIC Activities	Staff are motivated to participate in Innovation Ambassador, Impact Lecture Series, Mentor Mentee
7.	Paper Bag Making	The Responsibility is given to Mr. Anand Yadav Sir and the Students especially girls are motivated to become a self entrepreneur.




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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Shivaji M. Kakade	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Chame	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from Local Society	
9.	Mr. Abhishek Shringarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mrs. Shruti Rege	IQAC Coordinator	




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(Non Aided College) Date: 18/05/2021

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 22nd May 2021.

Time: 03:00 PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 13th Feb 2021.
2. To discuss about Vaccination Awareness Programme among students.
3. To discuss about various NSS Social Activities related to Covid 19.
4. To discuss about Online Quiz, Poster Competition Competition.
5. To discuss about starting college in offline mode.
6. To discuss about Internal Marks Submission to SPPU.
7. To discuss about AQAR Preparation.
8. To Arrange activity for students of 8th to 12th of Mobile App Development.
9. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mrs. Shruti Rege
Coordinator, IQAC



Dr. Shivaji M. Kakade
Principal

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Minutes of Meeting held on 22nd May 2021

The meeting was held on 22nd May 2021.

- IQAC coordinator Mrs. Shruti Toru Rege welcomed all members for the meeting.
- IQAC coordinator presented the minutes of the previous meeting held on 13/02/2021 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- It was decided to organize vaccination awareness campaign and NSS activity this responsibility is allocated to Mr. Amrut Patil
- It was decided to organize NSS Social Activities related to Covid 19 :- Online Quiz, Poster Competition And responsibility given to Asst. Prof. Ravi Kengar
- Mr. Anand Yadav (CEO of Sr. Exam Department) suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mrs. Shruti Rege distributed the work about AQAR Report.
- The activity for the students of Standard 8th to 12th is approved and the activity name is "Mobile App Development". Asst. prof. Shruti Toru Rege read out the purpose and the motto behind this activity.
- It is also decided to start college offline and preventive measures should be taken accordingly of sanitization, Social Distancing, etc.



[Signature]
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Date : 22/05/2021


Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Create the Vaccination Awareness among students.	This awareness is done by vaccinating staff and the benefits of vaccination.
3	To Plan about the submission of Internal Marks to SPPU website	Internal Marks of each class is evaluated and allowed to fill in SPPU website
4	To plan about AQAR Report	Documentation needed for AQAR is Discussed with HOD's
5	To Plan for the Mobile App Development	Mobile App Development plan is planned for the students of 8 th to 12 th and computer students are motivated for the same.
6	To plan for offline lectures	Students should be motivated to attend the lectures offline and the preventive measures should be taken such as sanitization, temperature checkup, etc many more



[Signature]
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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Shivaji M. Kakade	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Anand Yadav	Teachers Representative	
4.	Mrs. Latika Charne	Teachers Representative	
5.	Mrs. Swati Kale	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Ohol	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shringarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendrakumar Sharma	Industrialist Nominee	
13.	Mrs. Shruti Rege	IQAC Coordinator	




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**Composition of the IQAC
For the Academic Year 2019-20**

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Jayashree R. Upadhye	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Somnath Swami	Assistant Professor	Teachers Representative
4.	Mrs. Asmita Khade	Assistant Professor	Teachers Representative
5.	Mrs. Smita Mulay	Assistant Professor	Teachers Representative
6.	Mrs. Rupali Jagtap	Office Superintendent	Administrative Member
7.	Mr. Sudhir Bhosale	Office Superintendent	Administrative Member
8.	Mrs. Prabhavati Bhumkar	Ex. Sabhapati Haveli Panchayat	Nominee from local Society
9.	Mr. Abhishek Shringarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Anushka Kadam	S.Y.B.Com Student	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendra Sharma	Industrialist	Industrialist Nominee
13.	Mr. Sagar Gunjal	Assistant Professor	IQAC Coordinator



Upadhye
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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Jayashree R. Upadhye	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Somnath Swami	Teachers Representative	
4.	Mrs. Asmita Khude	Teachers Representative	
5.	Mrs. Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shringarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

Gunjan

Co-Ordinator

Internal Quality Assurance Cell
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Date: 12/06/2019

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

Day & Date: Saturday, 15th June 2019.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 5th April 2019.
2. To Plan the various Activities conducted in Academic year 2019-20.
 - A. Admission process for the Academic year 2019-20.
 - B. Academic Calendar finalise.
 - C. Time table finalise.
3. To discuss about the NAAC Preparation.
4. To discuss about Choice Based Credit System (CBCS Pattern).
5. To discuss about Induction Program (Bridge Course).
6. To discuss about Alumni Association.
7. Commerce Association Inauguration date finalise.
8. To discuss about Cleaning Program and Tobacco Free Campus Awareness NSS.
9. To discuss about Certificate Courses for 2019-20.
10. Scholarship for girls Students who have got above 75% Marks.
11. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mr. Sagar Gunjal
Coordinator, IQAC
Co-Ordinator

Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce



Dr. Jayashree R. Upadhye

Principal

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Minutes of Meeting held on 15th June 2019

The meeting was held on Saturday, 15th June 2019. The Meeting started with a Welcome Note. Opening remark was given by IQAC Coordinator. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Principal, Dr Jayashree Upadhye shared his views and experience as a member of working group for preparing Revised Guidelines for Assessment and Accreditation.
- The staff members were requested to propagate to enhance the admission in various faculties of college
- All members enthusiastically discussed planning of various quality improvement initiatives during the first year of Choice Based Credit System (CBCS Pattern). All members were emphasizing on improving classroom attendance of the students and encouraging interactive involvement in the class.
- It was decided to organize various activities like induction program (Bridge Course) for first year students as well as for newly joining staff members, workshops, visits, student exchange programs etc. during the academic year
- It was decided that the guest lectures will be conducted every Saturday and the responsibility to prepare and maintain record was given to Asst. Prof. Rege Shruti.
- The responsibility of making time table was given to Mr. Sagar Gunjal.
- The heads of the departments were suggested to work as per Academic calendars of the respective departments
- NAAC process was discussed in detail so that the members would be aware of their responsibilities and procedure towards accreditation to be done during academic year 2019-20.
- SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed
- Alumni registration process to be start from Charity Commissioner Office.
- Commerce Association Inauguration date finalized.
- Cleaning program and Tobacco free campus awareness Program plan was decided.
- For each course 2 Certificate courses will be provided as a free of cost
- Scholarship for Girls Students who score 75% more marks on the basis of merit list from those students
- Mr. Sagar Gunjal presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.

Co-Ordinator

Internal Quality Assurance Cell
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Date : 15/06/2019

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Admission Policies and Procedure	Admission notification displayed on college notice board and information given to admission committee
3	To finalize academic calendar and Extension Activities.	Details Academic Calendar prepared and Implemented
4	To enhance the admission for the academic year	HOD were given the responsibility and training were provided.
5	Quality Improvement Initiative of CBCS pattern	Faculties are motivated to attend FDP program arranged by different colleges
6	To view the Add-on subjects newly added and plan accordingly	Subject wise faculties are given the activities to be performed in Add-On
7	To distribute teaching workload and to prepare teaching plan	Individual subject wise workload assigned to the faculty member as per norm.


Co-Ordinator

Internal Quality Assurance Cell
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Date: 02/12/2019

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

Day & Date: Thursday, 5th Dec 2019.

Time: 01:00PM

Venue: Presentation Hall Ist floor.

Agenda of the Meeting:

1. Welcome.
2. Confirmation of the minutes of the meeting held on 15th June 2019.
3. To discuss about Mobile learning lab (Best Practice)
4. Discussion and distribution of responsibilities for the preparation of AAA (Academic & Administrative Audit) & SSS (Students Satisfaction Survey).
5. To discuss about Blood donation camp.
6. To discuss about Cultural Week & Annual Gathering.
7. To discuss about NSS Special Winter camp.
8. To discuss about Mathematics Day.
9. To discuss about seminar, workshop, conference, Research papers to staff.
10. To discuss about Placement Drive.
11. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 12:55PM

Mr. Sagar Gunjal
Coordinator, IQAC
Co-Ordinator

Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce



Dr. Jayashree Upadhye
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(Non Aided College)

Minutes of Meeting

The meeting was held on 5th Dec 2019. The meeting was opened by welcoming members. Opening remark was given by Dr. Jayashree Upadhye. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Distribution of responsibilities for preparation of Mobile learning lab (One of the Best Practice).
- Dr. Jayashree Upadhye distributed the work about AAA (Academic & Administrative Audit) and responsibility given to IQAC Coordinator Mr. Sagar Gunjal.
- It was decided to organize Blood Donation Camp & NSS Special Winter Camp in Aarvi Village and responsibility given to Asst. Prof. Ghanasham P. Devare.
- It was decided to organize cultural week, Annual Gathering & Sports Day and responsibility given to cultural Head Prof. Somnath Swami.
- It was decided to organize Mathematics Day and responsibility given to Prof. Rupali Ahire.
- It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Ms.Smita Mulay.
- Placement Drive to be arrange and responsibility of that given to Ms Smita Mulay and to maintain detail record of placement drive.
- The meeting ended with vote of thanks by Mrs. Asmita Khade.

Co-Ordinator

Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce



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Date : 5/12/2019

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To distribute the responsibility of Mobile learning lab	Mobile learning lab timetable is prepared and task to be undertaken.
3	To finalize AAA(Academic & Administrative Audit)	AAA files are finalized
4	To finalise the NSS activity	Blood Donation Camp & NSS Camp is organized in Aarvi
5	To finalise cultural Program	Cultural week, Annual Gathering & Sports Day.
6	To Organise Mathematics Day	Mathematics day is organized under department of Mathematics
7	To finalise placement record activity	Placement drive is organized for All TY students. Career Guidance session is organised


Co-Ordinator

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AISHE CODE : C-41899

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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Jayashroo R. Upadhye	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Somnath Swami	Teachers Representative	
4.	Mrs. Asmita Khade	Teachers Representative	
5.	Mrs. Sruta Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

Co-Ordinator

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Date: 22/02/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

Day & Date: Saturday, 25th Feb 2020.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 5th Dec 2019.
2. To discuss about Third National Level Seminar & distributed the work related to seminar.
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day.
5. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mr. Sagar Gunjal
Coordinator, IQAC
Co-Ordinator

Internal Quality Assurance Cell
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Dr. Jayashree R. Upadhye

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Minutes of Meeting held on 25th Feb 2020

The meeting was held on 25th Feb 2020.

- ◆ IQAC coordinator Mr. Sagar Gunjal welcomed all members for the meeting.
- ◆ Dr. Jayashree Upadhye (Principal) presented the minutes of the previous meeting held on 05/12/2019 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- ◆ Distribution of responsibilities for preparation of Third National Level Seminar on 'Energy:- Opportunities & Challenges'. Responsibility given to Mrs. Swati Kale & Mrs. Ashwini Joshi.
- ◆ Mr. Sagar Gunjal (CEO of Sr. Exam Department) distributed the work needed for March/April 2020 Examination of SPPU to the members of Sr. Exam Department.
- ◆ It was decided to organize Women's Day Celebration & Guest Lecture for Girls and responsibility given to Mrs. Swati Kale.
- ◆ The meeting ended with vote of thanks by IQAC coordinator Mr. Sagar Gunjal.

Gunjal

Co-Ordinator

Internal Quality Assurance Cell
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Upadhye

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Date : 25/02/2020

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Seminar	3 rd National Level Seminar organized
3	To Plan about the Exam of March/April 2020	Examination timetable is prepared.
4	To plan about Womens Day Celebration	Women Day plan is decided and the Guest lecture is finalised


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Attendance Sheet

Sr. No.	Name	Designation	Signature
1.	Dr. Jayashree R. Upadhye	Chairperson	
2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Sonnath Swami	Teachers Representative	
4.	Mrs. Asmita Khade	Teachers Representative	
5.	Mrs. Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shrungarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

Gunon

Co-Ordinator

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Date: 20/05/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2019-20 has been scheduled as follows:

Day & Date: Saturday, 23rd May 2020.

Time: 01:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 25th Feb 2020.
2. To discuss about Awareness Programme for Covid 19.
3. To discuss about various NSS Social Activities related to Covid 19.
4. To discuss about Online Quiz, Poster Competition, Mask Making & Mask & Sanitizer distribution.
5. To discuss about attend various Online Webinars.
6. To discuss about Internal Marks Submission to SPPU.
7. To discuss about AQAR Preparation.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mr. Sagar Gunjal
Coordinator, IQAC

Co-Ordinator

Internal Quality Assurance Cell
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Dr. Jayashree R. Upadhye
Principal

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Minutes of Meeting held on 28th May 2020.

The meeting was held on 28th May 2020.

- IQAC coordinator Mr. Sagar Gunjal welcomed all members for the meeting.
- IQAC coordinator Mr. Sagar Gunjal presented the minutes of the previous meeting held on 22/02/2020 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- It was decided to organize Online Awareness Programme for Covid 19 & responsibility given to Prof. Shruti Rege.
- It was decided to organize NSS Social Activities related to Covid 19 :- Online Quiz, Poster Competition, Mask Making & Mask & Sanitizer distribution, etc. And responsibility given to Asst. Prof. Ghanasham, P. Devare.
- Mr. Sagar Gunjal (CEO of Sr. Exam Department) suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mr. Sagar Gunjal distributed the work about AQAR Report.

Co-Ordinator

Internal Quality Assurance Cell
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Date : 20/05/2020

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Create the Awareness of Covid-19	Activities decided for awareness such as Quiz, mask making, Poster making, video making
3	To Plan about the submission of Internal Marks to SPPU website	Internal Marks of each class is evaluated and allowed to fill in SPPU website
4	To plan about AQAR Report	Documentation needed for AQAR is Discussed with HOD's


Co-Ordinator

Internal Quality Assurance Cell
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Attendance Sheet

Sr. No.	Name	Designation	Signature
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2.	Mr. Madhav Dandavate	Management Representative	
3.	Mr. Somnath Swami	Teachers Representative	
4.	Mrs Asmita Khade	Teachers Representative	
5.	Mrs Smita Mulay	Teachers Representative	
6.	Mrs. Rupali Jagtap	Administrative Member	
7.	Mr. Sudhir Bhosale	Administrative Member	
8.	Mrs. Prabhavati Bhumkar	Nominee from local Society	
9.	Mr. Abhishek Shringarpure	Nominee of Alumni	
10.	Ms. Anushka Kadam	Student Nominee	
11.	Mr. Anant Tikone	Employers Nominee	
12.	Dr. Rajendra Sharma	Industrialist Nominee	
13.	Mr. Sagar Gunjal	IQAC Coordinator	

Upadhye

Co-Ordinator

Internal Quality Assurance Cell
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Upadhye

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Date :- 05/12/2020

Composition of the IQAC For the Academic Year 2020-21

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Shivaji M. Kakade	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Anand Yadav	Assistant Professor	Teachers Representative
4.	Mrs. Latika Chame	Assistant Professor	Teachers Representative
5.	Mrs. Swati Kale	Assistant Professor	Teachers Representative
6.	Mrs. Rupali Jagtap	Office Superintendent	Administrative Member
7.	Mr. Sudhir Ohol	Office Superintendent	Administrative Member
8.	Mrs. Prabhavati Bhumkar	Ex. Sabhapati Haveli Panchayat	Nominee from local Society
9.	Mr. Abhishek Shrungarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Anushka Kadam	T.Y.B.Com Student	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendrakumar Sharma	Industrialist	Industrialist Nominee
13.	Mr. Sagar Gunjal (Expired on 4 th December 2020) Mrs. Shruti Rege from 05 th December 2020	Assistant Professor	IQAC Coordinator



[Signature]
Principal
Asian College of Science
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Dhayari, Pune-41.



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Date: 12/06/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 5th July 2020.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 23rd May 2020.
2. To Plan the various Activities conducted in Academic year 2020-21.
 - A. Admission process for the Academic year 2020-21
 - B. Academic Calendar finalised.
 - C. Time table finalise finalised and the Admission Process.
3. To discuss about the NAAC Preparation.
4. To Finalise the previous year record and analysis.
5. To discuss about Choice Based Credit System (CBCS Pattern) for all SY Courses.
6. To discuss about Virtual Induction Program (Bridge Course).
7. To discuss about Alumni Association.
8. To Involve Alumni in Various academic activities.
9. To discuss about NSS Programs for the academic year
10. To plan for the NSS activity of Covid Awareness, Sanitizer Distribution & Mask Making workshop.
11. To discuss about Certificate Courses for 2020-21.
12. Scholarship for girls Students who have got above 75% Marks & also approval of Covid-19 Scholarship for the Covid affected family.
13. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.
Kindly make it convenient to be at Conference Hall at 02:55PM

Mr. Sagar Gunjal
Coordinator, IQAC





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Minutes of Meeting held on 5th July 2020


The meeting was held on Saturday, 5th July 2020. The Meeting started with a Welcome Note. Opening remark was given by IQAC Coordinator. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- The staff members were requested to propagate to enhance the admission in various faculties of college.
- All members enthusiastically discussed planning of various quality improvement initiatives during the first year of Choice Based Credit System (CBCS Pattern). All members were emphasizing on improving classroom attendance of the students and encouraging interactive involvement in the class. All SY courses CBCS is implemented and the Add-On subjects & Credit courses planning was done this responsibility is given to Asst. Prof. Latika Chame.
- It was decided to organize various activities like Virtual induction program (Bridge Course) for first year students as well as for newly joining staff members, workshops, visits, student exchange programs etc. during the academic year.
- It was decided that the guest lectures will be conducted every Saturday and the responsibility to prepare and maintain record was given to Asst. Prof. Rege Shruti.
- The responsibility of making time table was given to Respective HOD of different departments.
- The heads of the departments were suggested to work as per Academic calendars of the respective departments
- NAAC process was discussed in detail so that the members would be aware of their responsibilities and procedure towards accreditation to be done during academic year 2020-21.
- SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.
- Alumni registration process to be start from Charity Commissioner Office.
- Commerce Association Inauguration date finalized.
- Commencement of SY and TY Lectures in the online mode both in Recorded and online form.
- For each course 2 Certificate courses will be provided as a free of cost.



- ASIAN COLLEGE OF SCIENCE & COMMERCE
- Scholarship for Girls Students who score 75% more marks on the basis of merit list from those students along with this the pandemic situation new scholarship is approved of the Covid-19 Scholarship, Mr. Anand Yadav Read out all the criteria and the scholarship scheme.
 - Mr. Sagar Gunjal presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.




Mr. Sagar Gunjal
Coordinator, IQAC



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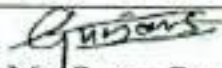
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Date : 05/07/2020

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Admission Policies and Procedure	Admission notification displayed on college notice board and information given to admission committee
3	To finalize academic calendar and Extension Activities.	Details Academic Calendar prepared and Implemented
4	To enhance the admission for the academic year	HODS were given the responsibility and training was provided.
5	Quality Improvement Initiative of CBCS pattern	Faculties are motivated to attend FDP program arranged by different colleges
6	To view the Add-on subjects newly added and plan accordingly	Subject wise faculties are given the activities to be performed in Add-On
7	To distribute teaching workload and to prepare teaching plan	Individual subject wise workload assigned to the faculty member as per norm.
8	Alumni Involvement in College Activities.	It was decided to arrange guest lectures, Alumni Meet
9	Scholarship Approval	Scholarship of Regular and Covid-19 is approved and circulated the details to office and all HOD
10	Commencement of Lectures	Online lectures using Google Meet platform is approved for the recording of lectures and SY & TY lectures started.




Mr. Sagar Gunjal
Coordinator, IQAC



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Date: 25/11/2020

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 29th November 2020.

Time: 03:00 PM.

Venue: Presentation Hall 1st floor.

Agenda of the Meeting:

1. Welcome.
 2. Confirmation of the minutes of the meeting held on 05th July 2020.
 3. To discuss about Mobile learning lab (Best Practice) and Digital Literacy Day
 4. Discussion and distribution of responsibilities for the preparation of AAA (Academic & Administrative Audit) & SSS (Students Satisfaction Survey).
 5. To discuss about Blood donation camp.
 6. To discuss about Cultural Week & Annual Gathering.
 7. To discuss about Commerce Association Inauguration.
 8. To discuss about Mathematics Day.
 9. To discuss about seminar, workshop, conference, Research papers to staff.
 10. To discuss about Placement Drive.
 11. To discuss about the online assessment of the students.
 12. To Discuss about the various awards and application for these awards.
 13. To Confirm the registration in Innovative cells like IIC, NISPO, ARIIA.
 14. Activities involvement under MGNCRE such as green audit and swatchhta plan
 15. Any other Subjects with the permission of chairman.
- All the members of IQAC are requested to attend the meeting.



Kindly make it convenient to be at Conference Hall at 2:55PM

Sagar Gunjal

Mr. Sagar Gunjal
Coordinator, IQAC

Dr. Shivaji Kakade

Dr. Shivaji Kakade
Principal



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Minutes of Meeting

The meeting was held on 29th November 2020. The meeting was opened by welcoming members. Opening remark was given by Dr. Shivaji M. Kakade. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Distribution of responsibilities for preparation of Mobile learning lab & Digital Literacy Day(One of the Best Practice).
- Dr. Shivaji Kakade distributed the work about AAA (Academic & Administrative Audit) and responsibility given to IQAC Coordinator Mr. Sagar Gunjal.
- It was decided to organize Blood Donation Camp given to Asst. Prof. Ghanasham P. Devare.
- It was decided to organize cultural week, Annuual Gathering & Sports Day and responsibility given to cultural Head Mr. Amrut Patil
- It was decided to organize Mathematics Day and responsibility given to Asst. prof. Bhalerao Priyanka
- It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Mrs. Swati Kale.
- Placement Drive to be arrange and responsibility of that given to Mrs. Latika Chame and to maintain detail record of placement drive.
- The Work of Innovation and registration work to different cell and activity planning is given to Asst. Prof. Shruti Rege
- The meeting ended with vote of thanks by Mr. Sagar Gunjal




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Date : 29/11/2020

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To distribute the responsibility of Mobile learning lab and also the Digital Literacy Day	Mobile learning lab timetable is prepared and task to be undertaken.
3	To finalize AAA(Academic & Administrative Audit)	AAA files are finalized
4	To finalise the NSS activity	Blood Donation Camp & NSS Camp is organized in Aarvi
5	To finalise cultural Program	Cultural week, Annual Gathering & Sports Day.
6	To Organise Mathematics Day	Mathematics day is organized under department of Mathematics
7	To finalise placement record activity	Placement drive is organized for All TY students. Career Guidance session is organised
8	Work of Seminar, workshop and conference	The Task is allocated and initial activities were defined
9	Registration for IIC, NISP, ARIIA	The Work is allocated and the team is formed to work on the Innovation Cell.




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Date: 07/02/2021

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 13th Feb 2021.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 29th November 2020.
2. To discuss about Motivating Staff & Students to prepare paper
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day 2 day state level seminar on Women Empowerment – A Key to Sustainable.
5. To Register for ISBN number
6. Change of IQAC Co-ordinator
7. IIC Activities planning and to involve in the Innovation Ambassador Training.
8. Paper Bag Making Batch under SEGA scheme
9. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mrs. Shruti Rege
Coordinator, IQAC



Dr. Shivaji Kakade

Principal

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Minutes of Meeting

The meeting was held on 13th February 2021. The meeting was opened by welcoming members. Opening remark was given by Dr. Shivaji M. Kakade. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- It was decided to motivate staff and students for the research work and to present paper in the conferences and workshop. For this FDP is finalize and is allocated to Mrs. Swati kale
- Due to the Death of Mr. Sagar Gunjal on 4th December the vacant place of IQAC co-ordinator is replaced by Asst. Prof. Shruti Toro Rege and she gladly accepted the position.
- Even the Exam CEO is also changed and Mr. Anand Yadav was allotted for CEO of Exam department.
- Exam related work of Mach/April Examination is discussed and the timetables and the exam preparation is finalized.
- Women Day State level seminar is organized and the name given is "Women Empowerment – A Key to Sustainable" and the HOD has given responsibility to motivate students. Even the Guests are also finalized and the Team is prepared.
- For the papers Collected it was decided to publish those papers and should be given ISBN number. The Registration process for the ISBN number is given to Asst. Prof. Shruti Rege.
- Institution Innovation Council has launched some activities and the participation to these activities should be initiated such as Mentor Mentee, Innovation Ambassador, Impact Lecture Series.



- Paper Bag Making batch is also approved and the responsibility is given to Mr. Anand Yadav and the proper assessment and the handling of the course should be carried out.
- The meeting ended with vote of thanks by Mrs. Shruti Rege




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Date : 13/02/2021

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Plan about the Exam of March/April 2021	Examination timetable is prepared.
3	To plan about Womens Day Celebration	Women Day plan is decided and the Guest lecture is finalized A State level Seminar is organized as " Women Empowerment – A key to Sustainable"
4	Position of IQAC Co-ordinator and Exam CEO	Asst. prof. Shruti Toro Rege is appointed as IQAC co-ordinator Asst. Prof. Anand Yadav is appointed as Exam CEO
5.	ISBN number	The Papers collected will be published under ISBN number
6.	IIC Activities	Staff are motivated to participate in Innovation Ambassador, Impact Lecture Series, Mentor Mentee
7.	Paper Bag Making	The Responsibility is given to Mr. Anand Yadav Sir and the Students especially girls are motivated to become a self entrepreneur.




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(Non Aided College) Date: 18/05/2021

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2020-21 has been scheduled as follows:

Day & Date: Saturday, 22nd May 2021.

Time: 03:00 PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 13th Feb 2021.
2. To discuss about Vaccination Awareness Programme among students .
3. To discuss about various NSS Social Activities related to Covid 19.
4. To discuss about Online Quiz, Poster Competition Competition .
5. To discuss about starting college in offline mode.
6. To discuss about Internal Marks Submission to SPPU.
7. To discuss about AQAR Preparation.
8. To Arrange activity for students of 8th to 12th of Mobile App Development.
9. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Mrs. Shruti Rege
Coordinator, IQAC



Dr. Shivaji M. Kakade
Principal

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Minutes of Meeting held on 22nd May 2021

The meeting was held on 22nd May 2021.

- IQAC coordinator Mrs. Shruti Toro Rege welcomed all members for the meeting.
- IQAC coordinator presented the minutes of the previous meeting held on 13/02/2021 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- It was decided to organize vaccination awareness campaign and NSS activity this responsibility is allocated to Mr. Amrut Patil
- It was decided to organize NSS Social Activities related to Covid 19 :- Online Quiz, Poster Competition And responsibility given to Asst. Prof. Ravi Kengar
- Mr. Anand Yadav (CEO of Sr. Exam Department) suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mrs. Shruti Rege distributed the work about AQAR Report.
- The activity for the students of Standard 8th to 12th is approved and the activity name is "Mobile App Development" . Asst. prof. Shruti Toro Rege read out the purpose and the motto behind this activity.
- It is also decided to start college offline and preventive measures should be taken accordingly of sanitization, Social Distancing, etc.




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Date : 22/05/2021

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Create the Vaccination Awareness among students.	This awareness is done by vaccinating staff and the benefits of vaccination.
3	To Plan about the submission of Internal Marks to SPPU website	Internal Marks of each class is evaluated and allowed to fill in SPPU website
4	To plan about AQAR Report	Documentation needed for AQAR is Discussed with HOD's
5	To Plan for the Mobile App Development	Mobile App Development plan is planned for the students of 8 th to 12 th and computer students are motivated for the same.
6	To plan for offline lectures	Students should be motivated to attend the lectures offline and the preventive measures should be taken such as santization, temperature checkup, etc many more



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Date: 10/07/2022

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2022-23 has been scheduled as follows:

Day & Date: Saturday, 16th July 2022.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 15th April 2022.
2. To Plan the various Activities conducted in Academic year 2022-23.
- A. Admission process Status of each Course for the Academic year 2022-23 and to which seminar and activities in other colleges for the awareness of our courses.
- B. Academic Calendar finalised and to plan for Placement activity from first day. .
- C. Finalisation of Time table and the Admission Process.
3. To discuss about the AQAR Preparation.
4. To finalise the previous year record and analysis of marks, academics, syllabus completion.
5. To Discuss about the SY of all the new courses like BA, B.Sc. Animation, B.Sc. Cyber and Digital Science, M.Sc. Chemistry
6. To discuss about Offline Induction Program (Bridge Course).
7. To discuss about Alumni Association.
8. To Involve Alumni in Various academic activities.
9. To discuss about NSS Programs for the academic year
10. To plan for the NSS activity and NSS Camp.
11. To discuss about Certificate Courses for 2022-23.
12. Scholarship for girls Students who have got above 75% Marks.
13. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Co-Ordinator

Internal Quality Assurance Cell
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Date : 16/07/2022

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Admission Policies and Procedure of admission	Admission notification displayed on college notice board, information given to admission committee and social media marketing plan is also implemented, various career development seminar and interaction with different colleges is decided.
3	To finalize academic calendar and Extension Activities.	Details Academic Calendar prepared and Implemented including academic activities, Certificate course and the visits.
4	To enhance the admission for the academic year	HODS were given the responsibility and training was provided to them about the latest tactics used.
5	Quality Improvement Initiative of CBCS pattern	Faculties are motivated to attend FDP program arranged by different colleges
6	To view the Add-on subjects newly added and plan accordingly	Subject wise faculties are given the activities to be performed in Add-On and to prepare credit chart of each class for further analysis.
7	To distribute teaching workload and to prepare teaching plan for the academic year 2022-23	Individual subject wise workload assigned to the faculty member as per norm.
8	Alumni Involvement in College Activities.	It was decided to arrange guest lectures, Alumni Meet, Pre placement

		Activity for the students.
9	Scholarship Approval	Scholarship of Regular is approved and circulated the details to office and all HOD
10	Commencement of Lectures	Students should be motivated to attend the lectures in the college and all the lectures will be offline mode.
11	AQAR Files	Previous year AQAR File of the academic year 2021-22 should be prepare.


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Minutes of Meeting held on 16th July 2022

The meeting was held on Saturday, 16th July 2022. The Meeting started with a Welcome Note. Opening remark was given by IQAC Coordinator. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- The Staff could connect with the HOD and class teacher of other colleges. They should take seminar, workshop to spread the awareness of our courses. Social media like facebook, website, instagram should be used to reach the candidates and to spread our college courses. Proper Management in the college for walking admission.
- It was decided to organize various activities like induction program (Bridge Course) for first year students as well as for newly joining staff members, workshops, industrial visits, student exchange programs, Seminars, Workshops etc. during the academic year.
- It was decided that the guest lecturers of each department should be conducted on every Saturday.
- The responsibility of making time table was given to Respective HOD of different departments.
- The heads of the departments were suggested to work as per Academic calendars of the respective departments
- AQAR files should be prepare of the last year 2021-22
- SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.
- Alumni involvement in all the activities of the college.
- Commerce Association, Science Association Inauguration date finalized.
- Commencement of SY and TY Lectures
- For each course 2 Certificate courses will be provided as a free of cost.
- Scholarship for Girls Students who score 75% more marks on the basis of merit list from applied students, Mr. Prakash Jawahire Read out all the criteria and the scholarship scheme.
- Mrs. Shruti Rege presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.

Co-Ordinator

Internal Quality Assurance Cell
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Date: 10/09/2022

Notice of the IQAC Meeting

It is to inform you that the IQAC meeting is scheduled on Saturday 17th September 2022 at 3:00 PM at Conference Room. The Agenda for the meeting are as follows.

Agenda of the Meeting:

1. Welcome.
 2. Confirmation of the minutes of the meeting held on 10th July 2022.
 3. To discuss about Mobile learning lab (Best Practice) and Digital Literacy Day
 4. National Seminar of Science, Commerce and Arts on Latest Topics.
 5. The planning for the College 16th Anniversary and overall activities scheduling.
 6. Discussion and distribution of responsibilities for the preparation of AAA (Academic & Administrative Audit) & SSS (Students Satisfaction Survey).
 7. To discuss about Blood donation camp, Exhibition of Science and Commerce.
 8. To discuss about Cultural Week & Annual Gathering.
 9. To discuss about Mathematics Day.
 10. To discuss about Diwali Vacation and the syllabus completion
 11. To discuss about Placement Drive.
 12. To discuss about the Fees collection plan from the students
 13. To Discuss about the various awards and application for these awards.
 14. To involve in the IIC activities and the upliftment of the IIC Cell among the students allocation of NISP and ARIIA task also innovation ambassador new involvement.
 15. Activities involvement under RCC and Asian College with the formation of Asian Lokmanya RCC.
 16. Any other Subjects with the permission of chairman.
- All the members of IQAC are requested to attend the meeting.
Kindly make it convenient to be at Conference Hall at 2:55PM


Co-Ordinator
Internal Quality Assurance Cell
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Minutes of Meeting

The meeting was held on 17th September 2022. The meeting was opened by welcoming members. Opening remark was given by Dr. Shrikant Jagtap. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Distribution of responsibilities for preparation of Mobile learning lab & Digital Literacy Day(One of the Best Practice) .
- Dr. Shrikant Jagtap distributed the work about AAA (Academic & Administrative Audit) and responsibility given to IQAC Coordinator Mrs. Shruti Rege. In the same way SSS survey is also scheduled and finalized.
- It is decided to organize Blood Donation Camp on account of College Anniversary and responsibility given to Asst. Prof. Ravi Kengar.
- On account of College Anniversary it is decided to have the opening of Microbiology lab, Commerce Exhibition and Science Exhibition.
- It was decided to organize cultural week, Annual Gathering & Sports Day and responsibility given to cultural Head Mrs. Swati Kale
- It was decided to organize Mathematics Day and responsibility given to Asst.Prof. Shubham Koshti
- It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Mrs. Swati Kale.
- Placement Drive to be arrange and responsibility of that given to Mr. Shailendra Kane and to maintain detail record of placement drive.

- The Work of Innovation and registration work to different cell and activity planning is given to Asst. Prof. Shruti Rege even Latest joined faculties should Complete Innovation Ambassador training.
- The RCC Activities and UBA Activities should be done in the adopted villages.
- Certificate Courses in collaboration with KVIC, MSME and different authentic course should be given to students and the responsibility is given to Asst. Prof. Latika chame.
- The meeting ended with vote of thanks by Mrs. Shruti Rege.


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Date: 17/09/2022

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To distribute the responsibility of Mobile learning lab and also the Digital Literacy Day	Mobile learning lab timetable is prepared and task to be undertaken.
3	To finalize AAA(Academic & Administrative Audit)	AAA files are finalized
4	To finalise the NSS activity	Blood Donation Camp, NSS Camp is organized in Kalyan
5	To finalise cultural Program	Cultural week, Annual Gathering & Sports Day.
6	To Organise Mathematics Day	Mathematics day is organized under department of Mathematics
7	College Anniversary Celebration	Activities are finalized and the responsibility is allocated.
7	To finalize placement record activity	Placement drive is organized for All TY students. Career Guidance session is organized. Placement Drive in discussion with different HR of Companies.
8	Work of Seminar, workshop and conference	The Task is allocated to all HOD and National Level Seminar in association with the different organization.

9	IIC, NISP and ARIIA update	Activity Calendar, Celebration and Self Driven activities are finalized and the responsibility is allocated. Even the Innovation Ambassador Session is made compulsory to all new faculties.
10.	Lokmanya Asian RCC Activities and UBA	Conduct of activities in the adopted village and the activities are planned in collaboration with UBA and RCC.


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Date: 15/01/2023

Notice of the IQAC Meeting

It is to inform you that the IQAC meeting will be held on Saturday 21st January 2023 at 3:00 PM at Presentation Room and the Agenda of the meeting is as follows

Day & Date: Saturday, 21st January 2023.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 17th September 2022.
2. To discuss about Motivating Staff & Students to prepare research paper.
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day celebration and arranging the program for women
5. To organise inter college level activity like Business Fest organised under department of Commerce
6. To Plan for Girls Self Defence training
7. Paper Bag Making Batch under SEGA scheme
8. Arranging of Industrial visit for each department
9. Arranging session on Competitive exam and Career Guidance session
10. Planning of College yearly magazine and publishing of Research Papers of Seminars
11. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM


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(Affiliated to Savitribai Phule Pune University & Approved by Govt of Maharashtra)

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(Non Aided College)

Minutes of Meeting

The meeting was held on 21st January 2023. The meeting was opened by welcoming members. Opening remark was given by Dr. Shrikant Jagtap. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- It was decided to motivate staff and students for the research work and to present paper in the conferences and workshop. For this FDP and Faculty is appointed to help them in writing research paper this responsibility is allocated to Dr. Alkananda Karthick
- Exam related work of March/April Examination is discussed and the timetables and the exam preparation are finalized with the confirmation of Syllabus and all practical's completion.
- On Account of women's day, the women entrepreneur and innovative business should be awarded. For this we have to call for the application and select one award from each adopted village. The awardees will receive trophy and the appreciation certificate.
- On account of Shiv Jayanati it is decided to train the girl students for self defence. For this Dandapatta workshop is planned and to showcase on Shiv Jayanti.
- Institution Innovation Council has launched some activities and the participation to these activities should be initiated such as Mentor Mentee, Innovation Ambassador, involvement in YUKTI.
- Paper Bag Making batch is also approved and the responsibility is given to Mrs. Swati Kale and the proper assessment and the handling of the course should be carried out.
- Industrial visit for each department as per the curricula is finalized and the industries to visit is also finalized.
- For BA students there is need to focus on competitive exam and for this competitive exam and career guidance session is also decided. SY

Specialization for the students like Economics, Geography, political Science, History, English is confirmed.

- The planning of the Annual college Magazine of students is also decided.
- The meeting ended with vote of thanks by Mrs. Shruti Rege


Co-Ordinator
Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce




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Date : 21/01/2023

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Plan about the Exam of March/April 2023	Examination timetable as per
3	To plan about Womens Day Celebration	Women Day plan is decided to felicitate the women entrepreneur of adopted villages.
4.	ISBN number	The Papers collected will be published under ISBN number
6.	IIC Activities	Staff are motivated to participate in Innovation Ambassador, Mentor Mentee, Yukti and Avishka Competition.
7.	Paper Bag Making	The Responsibility is given to Mrs. Swati Kale Sir and the Students especially girls are motivated to become a self entrepreneur.
8.	Dandapatta Workshop	On Account of Shiv Jayanti it is decided to take workshop on Dandapatta as a way to self defense.
8.	Industrial Visit	Department has to select the companies as per the requirement and plan the schedule of the visit.
9.	Competitive Examination	Encourage students to participate and enroll for competitive examination for this Guest lecture is decided

10.	College Magazine.	The Committee is formed and the work is distributed among Mrs. Gauri Tekale
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Date: 05/04/2023

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2021-22 has been scheduled as follows:

Day & Date: Saturday, 8th April 2023.

Time: 03:00 PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 21st January 2023.
2. To discuss about Internal Marks Submission to SPPU.
3. To discuss about NSS Activities and its completion.
4. To organise the National Level Seminar under the department of Science and Commerce
5. To organise Guest lecture series under the association of Science and Commerce Department.
6. To Organise EDP session for the students.
7. To Distribute the Credits for TY students and to arrange courses with credit for students.
8. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM


Co-Ordinator
Internal Quality Assurance Cell
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Minutes of Meeting held on 8th April 2023

The meeting was held on 8th April 2023.

- IQAC coordinator Mrs. Shruti Toro Rege welcomed all members for the meeting.
- IQAC coordinator presented the minutes of the previous meeting held on 21/01/2023 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- Mrs. Swati Kale has taken the charge of the CEO suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mrs. Shruti Rege distributed the work about AQAR Report as per the department.
- It is also decided to get the status of credit of students and get the credits completed with industrial visit, Survey, NSS Camp, Certificate Course.
- EDP Session for the Commerce and business minded students is planned to motivate students for business by various guest speakers and influencers
- The Meeting ended with Vote of thanks by Mrs. Shruti Rege

Co-Ordinator

Internal Quality Assurance Cell
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Date : 08/04/2023

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	Exam charge	Exam CEO Charge is given to Mrs. Swati Kale
3	To Plan about the submission of Internal Marks to SPPU website	Internal Marks of each class is evaluated and allowed to fill in SPPU website
4	To plan about AQAR Report	Documentation needed for AQAR is Discussed with HOD's
5	Credit Pattern Status	Status of Credit of Students and various courses arranged and activities planned.
6	EDP Sessions	Commerce department planned to organize EDP workshop for students


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Composition of the IQAC For the Academic Year 2022-23

Sr. No.	Name	Designation	Role on IQAC
1.	Dr. Savita Ajit Singh	Principal	Chairperson
2.	Mr. Madhav Dandavate	Management Trustee	Management Representative
3.	Mr. Prakash Jawahire	Assistant Professor	Teachers Representative
4.	Mrs. Latika Chame	Assistant Professor	Teachers Representative
5.	Mrs. Swati Kale	Assistant Professor	Teachers Representative
6.	Mrs. Rupali Jagtap	Office Superintendent	Administrative Member
7.	Mr. Dattatray Kadam	Office Superintendent	Administrative Member
8.	Mrs. Prabhavati Bhumkar	Ex. Sabhapati Haveli Panchayat	Nominee from local Society
9.	Mr. Abhishek Shrungarpure	Chairman of Alumni Association	Nominee of Alumni
10.	Ms. Rutuja Kulkarni	SYBBA	Student Nominee
11.	Mr. Anant Tikone	Employer	Employers Nominee
12.	Dr. Rajendrakumar Sharma	Industrialist	Industrialist Nominee
13.	Mrs. Shruti Avadhoot Rege	Assistant Professor	IQAC Coordinator


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Date: 10/07/2022

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2022-23 has been scheduled as follows:

Day & Date: Saturday, 16th July 2022.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 15th April 2022.
2. To Plan the various Activities conducted in Academic year 2022-23.
- A. Admission process Status of each Course for the Academic year 2022-23 and to which seminar and activities in other colleges for the awareness of our courses.
- B. Academic Calendar finalised and to plan for Placement activity from first day. .
- C. Finalisation of Time table and the Admission Process.
3. To discuss about the AQAR Preparation.
4. To finalise the previous year record and analysis of marks, academics, syllabus completion.
5. To Discuss about the SY of all the new courses like BA, B.Sc. Animation, B.Sc. Cyber and Digital Science, M.Sc. Chemistry
6. To discuss about Offline Induction Program (Bridge Course).
7. To discuss about Alumni Association.
8. To Involve Alumni in Various academic activities.
9. To discuss about NSS Programs for the academic year
10. To plan for the NSS activity and NSS Camp.
11. To discuss about Certificate Courses for 2022-23.
12. Scholarship for girls Students who have got above 75% Marks.
13. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM

Co-Ordinator

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(Non Aided College)

Date : 16/07/2022

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Finalize Admission Policies and Procedure of admission	Admission notification displayed on college notice board, information given to admission committee and social media marketing plan is also implemented, various career development seminar and interaction with different colleges is decided.
3	To finalize academic calendar and Extension Activities.	Details Academic Calendar prepared and Implemented including academic activities, Certificate course and the visits.
4	To enhance the admission for the academic year	HODS were given the responsibility and training was provided to them about the latest tactics used.
5	Quality Improvement Initiative of CBCS pattern	Faculties are motivated to attend FDP program arranged by different colleges
6	To view the Add-on subjects newly added and plan accordingly	Subject wise faculties are given the activities to be performed in Add-On and to prepare credit chart of each class for further analysis.
7	To distribute teaching workload and to prepare teaching plan for the academic year 2022-23	Individual subject wise workload assigned to the faculty member as per norm.
8	Alumni Involvement in College Activities.	It was decided to arrange guest lectures, Alumni Meet, Pre placement

		Activity for the students.
9	Scholarship Approval	Scholarship of Regular is approved and circulated the details to office and all HOD
10	Commencement of Lectures	Students should be motivated to attend the lectures in the college and all the lectures will be offline mode.
11	AQAR Files	Previous year AQAR File of the academic year 2021-22 should be prepare.


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Minutes of Meeting held on 16th July 2022

The meeting was held on Saturday, 16th July 2022. The Meeting started with a Welcome Note. Opening remark was given by IQAC Coordinator. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- The Staff could connect with the HOD and class teacher of other colleges. They should take seminar, workshop to spread the awareness of our courses. Social media like facebook, website, instagram should be used to reach the candidates and to spread our college courses. Proper Management in the college for walking admission.
- It was decided to organize various activities like induction program (Bridge Course) for first year students as well as for newly joining staff members, workshops, industrial visits, student exchange programs, Seminars, Workshops etc. during the academic year.
- It was decided that the guest lecturers of each department should be conducted on every Saturday.
- The responsibility of making time table was given to Respective HOD of different departments.
- The heads of the departments were suggested to work as per Academic calendars of the respective departments
- AQAR files should be prepare of the last year 2021-22
- SWOC analysis (Strengths, weaknesses, Opportunities and Challenges) of the college with respect to NAAC accreditation was discussed.
- Alumni involvement in all the activities of the college.
- Commerce Association, Science Association Inauguration date finalized.
- Commencement of SY and TY Lectures
- For each course 2 Certificate courses will be provided as a free of cost.
- Scholarship for Girls Students who score 75% more marks on the basis of merit list from applied students, Mr. Prakash Jawahire Read out all the criteria and the scholarship scheme.
- Mrs. Shruti Rege presented the vote of thanks and the meeting was concluded on a positive note with a cup of tea.

Co-Ordinator

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Date: 10/09/2022

Notice of the IQAC Meeting

It is to inform you that the IQAC meeting is scheduled on Saturday 17th September 2022 at 3:00 PM at Conference Room. The Agenda for the meeting are as follows.

Agenda of the Meeting:

1. Welcome.
2. Confirmation of the minutes of the meeting held on 10th July 2022.
3. To discuss about Mobile learning lab (Best Practice) and Digital Literacy Day
4. National Seminar of Science, Commerce and Arts on Latest Topics.
5. The planning for the College 16th Anniversary and overall activities scheduling.
6. Discussion and distribution of responsibilities for the preparation of AAA (Academic & Administrative Audit) & SSS (Students Satisfaction Survey).
7. To discuss about Blood donation camp, Exhibition of Science and Commerce.
8. To discuss about Cultural Week & Annual Gathering.
9. To discuss about Mathematics Day.
10. To discuss about Diwali Vacation and the syllabus completion
11. To discuss about Placement Drive.
12. To discuss about the Fees collection plan from the students
13. To Discuss about the various awards and application for these awards.
14. To involve in the IIC activities and the upliftment of the IIC Cell among the students allocation of NISP and ARIIA task also innovation ambassador new involvement.
15. Activities involvement under RCC and Asian College with the formation of Asian Lokmanya RCC.
16. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 2:55PM


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Minutes of Meeting

The meeting was held on 17th September 2022. The meeting was opened by welcoming members. Opening remark was given by Dr. Shrikant Jagtap. The Minutes of earlier meeting were confirmed by the members and Action taken plan was readout by IQAC Coordinator.

- Distribution of responsibilities for preparation of Mobile learning lab & Digital Literacy Day(One of the Best Practice) .
- Dr. Shrikant Jagtap distributed the work about AAA (Academic & Administrative Audit) and responsibility given to IQAC Coordinator Mrs. Shruti Rege. In the same way SSS survey is also scheduled and finalized.
- It is decided to organize Blood Donation Camp on account of College Anniversary and responsibility given to Asst. Prof. Ravi Kengar.
- On account of College Anniversary it is decided to have the opening of Microbiology lab, Commerce Exhibition and Science Exhibition.
- It was decided to organize cultural week, Annual Gathering & Sports Day and responsibility given to cultural Head Mrs. Swati Kale
- It was decided to organize Mathematics Day and responsibility given to Asst.Prof. Shubham Koshti
- It is suggested to all staff to attend seminar, workshop, and conference and to publish the research papers and responsibility to maintain record was given to Mrs. Swati Kale.
- Placement Drive to be arrange and responsibility of that given to Mr. Shailendra Kane and to maintain detail record of placement drive.

- The Work of Innovation and registration work to different cell and activity planning is given to Asst. Prof. Shruti Rege even Latest joined faculties should Complete Innovation Ambassador training.
- The RCC Activities and UBA Activities should be done in the adopted villages.
- Certificate Courses in collaboration with KVIC, MSME and different authentic course should be given to students and the responsibility is given to Asst. Prof. Latika chame.
- The meeting ended with vote of thanks by Mrs. Shruti Rege.


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(Non Aided College)

Date: 17/09/2022

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To distribute the responsibility of Mobile learning lab and also the Digital Literacy Day	Mobile learning lab timetable is prepared and task to be undertaken.
3	To finalize AAA(Academic & Administrative Audit)	AAA files are finalized
4	To finalise the NSS activity	Blood Donation Camp, NSS Camp is organized in Kalyan
5	To finalise cultural Program	Cultural week, Annual Gathering & Sports Day.
6	To Organise Mathematics Day	Mathematics day is organized under department of Mathematics
7	College Anniversary Celebration	Activities are finalized and the responsibility is allocated.
7	To finalize placement record activity	Placement drive is organized for All TY students. Career Guidance session is organized. Placement Drive in discussion with different HR of Companies.
8	Work of Seminar, workshop and conference	The Task is allocated to all HOD and National Level Seminar in association with the different organization.

9	IIC, NISP and ARIIA update	Activity Calendar, Celebration and Self Driven activities are finalized and the responsibility is allocated. Even the Innovation Ambassador Session is made compulsory to all new faculties.
10.	Lokmanya Asian RCC Activities and UBA	Conduct of activities in the adopted village and the activities are planned in collaboration with UBA and RCC.


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(Non Aided College)

Date: 15/01/2023

Notice of the IQAC Meeting

It is to inform you that the IQAC meeting will be held on Saturday 21st January 2023 at 3:00 PM at Presentation Room and the Agenda of the meeting is as follows

Day & Date: Saturday, 21st January 2023.

Time: 03:00PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 17th September 2022.
2. To discuss about Motivating Staff & Students to prepare research paper.
3. To discuss about March/April SPPU Examination.
4. To discuss about Women's Day celebration and arranging the program for women
5. To organise inter college level activity like Business Fest organised under department of Commerce
6. To Plan for Girls Self Defence training
7. Paper Bag Making Batch under SEGA scheme
8. Arranging of Industrial visit for each department
9. Arranging session on Competitive exam and Career Guidance session
10. Planning of College yearly magazine and publishing of Research Papers of Seminars
11. Any other Subjects with the permission of chairman.

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM


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- It was decided to motivate staff and students for the research work and to present paper in the conferences and workshop. For this FDP and Faculty is appointed to help them in writing research paper this responsibility is allocated to Dr. Alkananda Karthick
- Exam related work of March/April Examination is discussed and the timetables and the exam preparation are finalized with the confirmation of Syllabus and all practical's completion.
- On Account of women's day, the women entrepreneur and innovative business should be awarded. For this we have to call for the application and select one award from each adopted village. The awardees will receive trophy and the appreciation certificate.
- On account of Shiv Jayanati it is decided to train the girl students for self defence. For this Dandapatta workshop is planned and to showcase on Shiv Jayanti.
- Institution Innovation Council has launched some activities and the participation to these activities should be initiated such as Mentor Mentee, Innovation Ambassador, involvement in YUKTI.
- Paper Bag Making batch is also approved and the responsibility is given to Mrs. Swati Kale and the proper assessment and the handling of the course should be carried out.
- Industrial visit for each department as per the curricula is finalized and the industries to visit is also finalized.
- For BA students there is need to focus on competitive exam and for this competitive exam and career guidance session is also decided. SY

Specialization for the students like Economics, Geography, political Science, History, English is confirmed.

- The planning of the Annual college Magazine of students is also decided.
- The meeting ended with vote of thanks by Mrs. Shruti Rege


Co-Ordinator
Internal Quality Assurance Cell
AAER'S Asian College of Science & Commerce




PRINCIPAL
AAER'S Asian College of
Science & Commerce
Chayari, Pune-411 041



Estd : 2007

AAER's

PU/PN/CS/326/2008
College Code : 878
AISHE CODE : C-41899

ASIAN COLLEGE OF SCIENCE & COMMERCE

(Affiliated to Savitribai Phule Pune University & Approved by Govt of Maharashtra)

ACCREDITED BY NAAC WITH "B+" GRADE / Recognized UGC 2 (F)

Sr No. 28/15/16, Narhe Dhayri Road, PARI Company Chowk, Tal.-Haveli, Pune - 411041.

☎ 020-24690620, 24690610 www.asianacademypune.ac.in Email :asianacademypune@gmail.com

(Non Aided College)

Date : 21/01/2023

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	To Plan about the Exam of March/April 2023	Examination timetable as per
3	To plan about Womens Day Celebration	Women Day plan is decided to felicitate the women entrepreneur of adopted villages.
4.	ISBN number	The Papers collected will be published under ISBN number
6.	IIC Activities	Staff are motivated to participate in Innovation Ambassador, Mentor Mentee, Yukti and Avishka Competition.
7.	Paper Bag Making	The Responsibility is given to Mrs. Swati Kale Sir and the Students especially girls are motivated to become a self entrepreneur.
8.	Dandapatta Workshop	On Account of Shiv Jayanti it is decided to take workshop on Dandapatta as a way to self defense.
8.	Industrial Visit	Department has to select the companies as per the requirement and plan the schedule of the visit.
9.	Competitive Examination	Encourage students to participate and enroll for competitive examination for this Guest lecture is decided

10.	College Magazine.	The Committee is formed and the work is distributed among Mrs. Gauri Tekale
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Date: 05/04/2023

Notice of the IQAC Meeting

This is to inform all the members of IQAC that the meeting of IQAC for the academic year 2021-22 has been scheduled as follows:

Day & Date: Saturday, 8th April 2023.

Time: 03:00 PM.

Venue: Conference Hall.

Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 21st January 2023.
2. To discuss about Internal Marks Submission to SPPU.
3. To discuss about NSS Activities and its completion.
4. To organise the National Level Seminar under the department of Science and Commerce
5. To organise Guest lecture series under the association of Science and Commerce Department.
6. To Organise EDP session for the students.
7. To Distribute the Credits for TY students and to arrange courses with credit for students.
8. Any other Subjects with the permission of chairman

All the members of IQAC are requested to attend the meeting.

Kindly make it convenient to be at Conference Hall at 02:55PM


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Minutes of Meeting held on 8th April 2023

The meeting was held on 8th April 2023.

- IQAC coordinator Mrs. Shruti Toro Rege welcomed all members for the meeting.
- IQAC coordinator presented the minutes of the previous meeting held on 21/01/2023 and the minutes were confirmed by all members and Action taken plan was readout by IQAC Coordinator.
- Mrs. Swati Kale has taken the charge of the CEO suggested to all Departmental Heads about submission of internal marks to SPPU Website & responsibility given to them.
- IQAC coordinator Mrs. Shruti Rege distributed the work about AQAR Report as per the department.
- It is also decided to get the status of credit of students and get the credits completed with industrial visit, Survey, NSS Camp, Certificate Course.
- EDP Session for the Commerce and business minded students is planned to motivate students for business by various guest speakers and influencers
- The Meeting ended with Vote of thanks by Mrs. Shruti Rege

Co-Ordinator

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Date : 08/04/2023

Action Taken Report

Sr.No.	Issues	Action Taken
1	To Confirm Minutes of Previous Meeting	Minutes Confirmed and recorded in the minute book.
2	Exam charge	Exam CEO Charge is given to Mrs. Swati Kale
3	To Plan about the submission of Internal Marks to SPPU website	Internal Marks of each class is evaluated and allowed to fill in SPPU website
4	To plan about AQAR Report	Documentation needed for AQAR is Discussed with HOD's
5	Credit Pattern Status	Status of Credit of Students and various courses arranged and activities planned.
6	EDP Sessions	Commerce department planned to organize EDP workshop for students


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