

AAER's



Estd : 2007

# 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)

## 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

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



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



Estd : 2007

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

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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, 16<sup>th</sup> July 2022.

**Time:** 03:00PM.

**Venue:** Conference Hall.

### Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 15<sup>th</sup> 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

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## Minutes of Meeting held on 16th July 2022

The meeting was held on Saturday, 16<sup>th</sup> 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.

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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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Date: 10/09/2022

## Notice of the IQAC Meeting

It is to inform you that the IQAC meeting is scheduled on Saturday 17<sup>th</sup> 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 10<sup>th</sup> 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 16<sup>th</sup> 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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PU/PN/CS/326/2008

College Code : 878

AISHE CODE : C-41899

## Minutes of Meeting


The meeting was held on 17<sup>th</sup> 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 21<sup>st</sup> January 2023 at 3:00 PM at Presentation Room and the Agenda of the meeting is as follows

**Day & Date:** Saturday, 21<sup>st</sup> January 2023.

**Time:** 03:00PM.

**Venue:** Conference Hall.

### Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 17<sup>th</sup> 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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## Minutes of Meeting

The meeting was held on 21<sup>st</sup> 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

  
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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, 8<sup>th</sup> April 2023.

**Time:** 03:00 PM.

**Venue:** Conference Hall.

### Agenda of the Meeting:

1. Confirmation of the minutes of the meeting held on 21<sup>st</sup> 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 8<sup>th</sup> April 2023

The meeting was held on 8<sup>th</sup> 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

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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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